

**COUNCIL MEETING
AGENDA**

Tuesday, May 12, 2020

Held at Pineville

Communications Bldg.

(Council Members Only)

at 6:00 p.m.

HELD REMOTELY

VIA ZOOM

FOR MEMBERS OF THE PUBLIC

Budget Wrap-Up Workshop

Immediately following

Regular Council Meeting



**PINEVILLE TOWN COUNCIL AGENDA
6:00 P.M. – MEETING HELD VIRTUALLY
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, MAY 12, 2020**

- 1) **Call Regular Council Meeting to Order:**
 - a) Pledge Allegiance to the Flag: *(BJM)*
 - a) Moment of Silence:
- 2) **Adoption of Agenda:**
- 3) **Approval of Minutes:** from the Regular & Closed Session Meetings of March 10, 2020
- 4) **Consent Agenda:** a) *Finance Report as of April 30, 2020*; b) *Tax Refunds*; c) *Resolution for Surplus Items*
- 5) **Public Comment:** *****Please see below*****
- 6) **New Business:**
 - A. **Council approval of COVID-19 Policy** *(Ryan Spitzer)* A Coronavirus Policy needs to be adopted by Council retroactively per DOL Guidelines **(ACTION ITEM)**.
 - B. **Review/discuss proposed ordinance regarding underground utilities** – *(Ryan Spitzer/Travis Morgan)* to prevent six-foot marker tubes in the Right-of-Way **(ACTION ITEM)**.

7) **Adjourn**

**PINEVILLE BUDGET WORKSHOP AGENDA
IMMEDIATELY FOLLOWING REGULAR COUNCIL MEETING
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, MAY 12, 2020**

- 1) **Call Budget Workshop Meeting to Order:**

Discussion Items:

 - A. **Budget Wrap-up to include:**
 1. Electric Rate Study Presentation - *(Don Mitchell)*
 2. Presentation on Employee Satisfaction Survey/Upward Feedback *(Domessa Froneberger)*
 3. Summer Concert Series/Fall Fest – *(Ryan Spitzer)*
- 2) **Adjourn:** Call for a motion to close the Budget Work Session

1) **Call for a motion to open the Closed Session**

A) **Closed Session:** Discussion of matters pursuant to NCGS 143-318.11(6), personnel issue.

2) **Adjourn**

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Barbara Monticello, Clerk of Council, at 704-889-2291 or bmonticello@pinevillenc.gov. Three days' notice is required.

*****Members of the public that wish to express comments at this meeting are asked to email the Town Clerk with your comments to: bmonticello@pinevillenc.gov by 12:00 noon on Tuesday, May 12th. Comments emailed in by this time will be read aloud at the meeting. Council may or may not respond to your comment. Thank you. *****

**MEMBERS OF THE PUBLIC ARE INVITED TO JOIN THE MEETING USING ZOOM.
PLEASE FOLLOW THE INSTRUCTIONS BELOW:**

Join Zoom Meeting

<https://us02web.zoom.us/j/88670846767?pwd=L3F1djJlZQ2p0NndjUURDL2w2bElhZz09>

Meeting ID: 886 7084 6767

Password: 564291

One tap mobile

+16465588656,,88670846767#,,1#,564291# US (New York)

+13017158592,,88670846767#,,1#,564291# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 886 7084 6767

Password: 564291

Find your local number: <https://us02web.zoom.us/j/88670846767?pwd=L3F1djJlZQ2p0NndjUURDL2w2bElhZz09>

MINUTES

**Of the
Town Council Regular &
Closed Session Meetings of
March 10, 2020**



**MINUTES OF THE
TOWN COUNCIL MEETING OF THE
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, March 10, 2020**

The Town Council of the Town of Pineville met in Regular Session March 10, 2020 at 6:30 p.m. at the Hut Meeting Facility in Pineville.

ATTENDANCE

Mayor: Jack Edwards

Mayor Pro-Tem: Melissa Rogers Davis

Council Members: Joe Maxim, Les Gladden, Amelia Stinson-Wesley

Town Manager: Ryan Spitzer

Planning & Zoning Director: Travis Morgan (not participating but in audience)

Finance Director: Richard Dixon

Town Clerk: Barbara Monticello

CALL TO ORDER

Mayor Jack Edwards called the meeting to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG Council Member Les Gladden led the Pledge of Allegiance.

Council requested two items on the agenda be tabled until a later date. Council Members agreed to table Items 7A and 8C until more information was obtained.

MOMENT OF SILENCE

Mayor Edwards asked for a moment of silence for Bay Rodger's sister, Ann, who passed. In addition, Annette Moore was very ill. The Mayor also asked that we remember our troops, first responders, police, fire and our military men and women. He also noted the current Corona Virus spreading world-wide and asked everyone to stay healthy and safe.

ORDER OF BUSINESS:

Adoption of the Agenda:

Council Member Les Gladden made a motion to adopt the agenda with the changes noted above. Mayor Pro Tem Melissa Davis seconded the motion and there were ayes by all. Motion passed 4-0.

Approval of the Minutes of the Council Meeting of February 11, 2020 and the Work Session Meeting of February 24, 2020.

Council Member Amelia Stinson Wesley moved to approve the minutes, seconded by Mayor Pro Tem Melissa Davis. There were ayes by all and the minutes were approved.

Consent Agenda:

The Consent Agenda consisted of the following items: a) *Finance Report as of 2/29/2020.* b) *Resolution Declaring Surplus Items (three houses);* c) *Tax Refunds. (For current tax year 2019);* and d) *Proclamation for Census Awareness Month.* Mayor Pro Tem Melissa Davis made a motion to accept the consent agenda with Council Member Joe Maxim seconding the motion. There were ayes by all and the motion passed 4-0.

PUBLIC COMMENT:

None

PUBLIC HEARING

Council Member Amelia Stinson Wesley made a motion to open the Public Hearing. Council Member Les Gladden seconded the motion. There were ayes by all and the Public Hearing opened.

A. US Development – *(Ryan Spitzer)* Town Manager, Ryan Spitzer, stated that US Development provided the town with a Letter of Intent for the purchase of approximately one acre of land being the vacant lot where the old police building was located. In addition, they will have the first right of refusal on other lots on College Street, totaling 5.5 acres within 5 years after the completion of the first building. The purchase price of 1M includes the improvement of the parking lot behind the Main Street businesses, as well as a new parking lot, currently a green space. US Development presented a plan to Council at the last Work Session showing what they see for the area – movement of the downtown area toward College St. to expand it beyond Main Street and all of the traffic.

Phase I will include completion of a four-story building on the corner of Main and Church Streets, as well as improving the parking lot behind the shops on Main St. All tenants would be entitled to one parking space. After the Letter of Intent is accepted, US Development has 45 days to provide the town with a Purchase and Sales Agreement. Within the next 30 days, they must perform their due diligence with regard to soil and dirt tests, deed investigation and title search. Once the Purchase and Sales Agreement is in place, US Development has 60 days to provide Council with building design and layout. They will then have twelve months to acquire necessary permits and 18 months to begin construction of the first property. If these date goals are not met, Council can reclaim the property.

The College Street properties of 5.5 acres have a purchase price of 2 million dollars, or fair market value, but can only be purchased when and if the properties are vacated by the town. US Development will have the first right to purchase any of the other property after the first building is completed. The purchase option is valid for five years but the price will increase by 5% each year. Each property must come before Council for approval with the same restrictions as the first project, voting on parameters and framework.

Mayor Pro Tem Melissa Davis asked if Council was comfortable with the one space per unit, be it residential or commercial. Town Manager Ryan Spitzer stated that more parking would be available with the new parking lot, as well as future parking to be developed on Johnston Drive. Council Member Les Gladden stated that they had not addressed when the parking lot improvement needed to be completed by. Town Manager, Spitzer said it must be done before the Certificate of Occupancy was issued on the first building.

Council Member Amelia Stinson Wesley wanted to be sure that any new buildings met the downtown overlay district requirements. Town Manager Ryan Spitzer advised her any development has to come before Council for approval. US Development did not have anything to add at this point.

An audience member asked when the new parking was going to be built. Town Manager Spitzer replied the parking spaces would be completed before the first building was completed. The resident asked if it might be better to do the parking lot first so there is parking during construction. Mr. Spitzer replied that we would work something out.

Resident, Bill Baskins, asked if the Public Works Department was going to be moved to which Mr. Spitzer replied that it wasn't but their entrance way would be reconfigured. Resident, Judy Thompson Phillips, asked for an update on the Johnston Drive intersection changes. Manager Spitzer stated that he would be going over that information in his Manager's Report later in the evening.

Council Member Les Gladden made a motion to close the Public Hearing. Mayor Pro Tem Melissa Davis seconded the motion. There were ayes by all and the Public Hearing was closed.

OLD BUSINESS:

A. Kronos Time Management - tabled

- B. Mill Memorial Proposal – (Ryan Spitzer).** Town Manager, Ryan Spitzer, reviewed the design resident, Bill Baskins brought before council at the last meeting for a Mill Memorial. He requested Council formally vote only on the concept and general design for the Memorial. Placement of the memorial, as well as specifications, will be done at a later date but Council needed to move quickly because demolition was moving along. Council Member Les Gladden made a motion to approve the concept and design. Mayor Pro Tem Melissa Davis seconded the motion. There were ayes by all and the motion passed.

With the proposed height of the monument at 13 to 14 feet high, it may have to be re-sized in order for it to fit and be safe. It was suggested that an engineer look at the plan to determine size and placement of the monument.

NEW BUSINESS:

- A. Vote on US Development Contract – (Ryan Spitzer)** There were no other questions regarding the US Development project. Council Member Joe Maxim made a motion to approve the contract and Council Member Les Gladden seconded it. There were ayes by all and the motion passed to approve the contract.

- B. Discussion of Date Change for April Meeting – (Ryan Spitzer)** Manager Spitzer stated that, due to a conflict in schedules, there was a proposal to change the April Council Meeting from April 14 to April 7. Council Member Amelia Stinson Wesley made a motion to accept the change with Council Member Joe Maxim seconding it. The date change was approved. April Council Meeting will be April 7, 2020.

C. ADP Payroll Services - tabled

- D. Staff Update –** Town Manager, Ryan Spitzer, provided an update to Council on the following items:

- Meeting tomorrow at the Hut @ 6 p.m. for a Parks and Mobility study. Hosted by Parks and Recreation.
- Johnston Drive – we received a letter from the DOT stating that all projects were postponed until further notice. The work on moving the road will not be done until we are advised by DOT. Funding for the project is already in place.
- Cone Mill demolition is moving very quickly. 80% of the roof has been removed and the walls will be coming down shortly. The April 30 date of completion is on target.
- Manager Spitzer met with Mecklenburg County staff regarding the new Town Hall/Library project. They support the funding of the project. Construction to start in January 2021 and will take about 18 months to complete. Plans for the project are moving along rapidly.

Council Member Les Gladden asked that we post photos of the progress of the demolition of the Mill on our web site. Manager Spitzer agreed that we would.

Council Member Amelia Stinson Wesley asked for volunteers for the upcoming Sheltra Race. She also mentioned hosting a Town Hall Meeting with Representative Harris on Thursday, March 19, at 6:30 p.m. at the Fellowship Hall at the United Methodist Church. This meeting will address the new districts being drawn up and she encouraged all residents and Council to come out and meet the representative.

She also made mention of our new app, Fix It Pineville, and encouraged more use of it. She asked that we download the app and use it to address potholes and other issues that may arise within Pineville. The app is also available on the Town's website.

Amelia is our representative for COG. She noted that she would be meeting with Susan Rodriguez McDowell to go over any county issues, updates, etc. Additionally, there is a page on the county's website dedicated to the Corona Virus and

she encouraged residents to check it out. Governor Cooper declared a state of emergency for North Carolina, which means money is freed up to assist counties as needed. As always, she stated she is honored to serve.

At 7:07 p.m., Mayor Edwards called for a break before Council moved into Closed Session.

CLOSED SESSION: At 7:20 p.m. a motion was made by Council Member Joe Maxim, seconded by Mayor Pro Tem Melissa Davis to enter Closed Session. A new real estate issue was discussed as well as an ongoing one. A motion was made by Council Member Amelia Stinson-Wesley, seconded by Mayor Pro Tem Melissa Davis to exit the Closed Session at 7:40 p.m. and re-enter Regular Session.

OPEN SESSION: Council wanted to know more about the Elations System that we currently use in our Accounting Department before deciding on a new time clock system or payroll system. Council Member Les Gladden had called Innovative directly to get a better idea of exactly what their system can do. Before Council decided on spending more money, they wanted to be sure what the current system was and wasn't capable of doing. The discussion between council members and Manager Spitzer was to determine what each of the three systems, Elations, Kronos and ADP were capable of and which one or combination of systems would work best for the town.

After comparing all three programs, it was determined that the best fit for the town would be a combination of Elations and Kronos but since Elations can track where an employee is when logging in for the day, the expensive swiping equipment that was proposed with the Kronos system would not be needed, reducing the costs considerably. Additionally, using the ADP system, would free up more time for actual accounting work and they would pay whatever taxes are due to the state for us, which the Elations program would not. ADP also has an HR piece built in where employees can enter their benefit elections directly into the system.

Council agreed after discussing the programs further and getting more clarification on each, they were comfortable moving forward with Elations, ADP and Kronos without the equipment piece of the program, saving the town \$20,000 by not having to purchase the hardware.

A few additional items were discussed. Council Member, Les Gladden, asked if a decision had been made about hiring someone to address speeders along Main St. Manager Spitzer was under the impression the police department was to proceed with it. Others did not recall making a decision on it. Mayor Pro Tem Melissa Davis asked if they could hold off until they see how things go but Council Member Les Gladden stated that the issue wouldn't have been addressed with Council unless they needed it. Since they asked for 20 hours to dedicate to the speeding issue on Main St., they should start with that and work backwards and cut back on the hours if things improve. Mayor Edwards also thought that they had agreed on 20 hours a week for this position.

Manager Spitzer explained that he had told Lt. Calhoun that they would get a total of 60 hours a month to use as they needed. Council Member Les Gladden stated that Council needed to give the manager some direction on whether to start this project or not and if it took him riding with the person to be sure that's what they would be doing, then he would do it. Council wanted to see how many stops were being made to which Mr. Spitzer stated it would be put into the monthly police activity report. Mr. Spitzer re-iterated that he had already given Lt. Calhoun permission to begin the program.

Mayor Pro Tem Melissa Davis asked why the sidewalks along Dover St. were not completed yet. It was supposed to be completed in 30 days. Mr. Spitzer understood that a block of townhomes needed to be completed first in order to finish the sidewalks. Ms. Davis requested an answer as it was dangerous to walk along there without sidewalks.

Council Member Les Gladden asked for a breakdown of employees and their work schedules stating there were a few skewed work hours leaving no coverage in some areas.

Before adjourning for the evening, Mayor Edwards confirmed the consensus of Council was to go with Kronos without the swiping equipment. Employees will utilize the "Reach" app on their cell phones to log into the

system each day. Additionally, the town would utilize the services of ADP for payroll processing. All agreed as well as taking a vote on these items at the Work Session on March 23, 2020.

ADJOURNMENT: At 9:00 p.m. Council Member Les Gladden motioned to adjourn with Council Member Joe Maxim seconding the motion. There were ayes by all and the meeting concluded.

Mayor Jack Edwards

ATTEST: _____
Barbara Monticello, Town Clerk

CONSENT AGENDA ITEMS

- a) Finance Report as of 4/30/20*
- b) Tax Refunds*
- c) Resolution for Surplus Items*

Town of Pineville
 Budget vs. Actual
 4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Property Tax	\$ 8,166,295	\$ 8,270,558	101.28%
Prepared Food Tax	675,000	747,458	110.73%
Room Occupancy	610,000	436,080	71.49%
Franchise Tax	900,000	792,432	88.05%
Sales Tax	1,400,000	1,335,972	95.43%
Storm Water	405,000	293,180	72.39%
Powell Bill	180,000	208,401	115.78%
Other	1,179,815	1,145,194	97.07%
Sale of Fixed Asset	-	-	0.00%
Appropriated F/B - Restricted Police	205,000	205,000	100.00%
Appropriated F/B Cultural and Tourism	88,185	88,185	100.00%
Total	\$ 13,809,295	\$ 13,522,460	97.92%
Expenditures			
Governing Board	\$ 121,500	\$ 236,281	194.47%
Administration	2,050,835	1,418,353	69.16%
Human Resources	201,083	253,798	126.22%
Zoning	368,222	131,965	35.84%
Police	5,268,789	4,448,787	84.44%
Fire	1,034,100	823,056	79.59%
Public Works	771,215	607,601	78.78%
Storm Water	431,375	276,714	64.15%
Powell Bill	892,413	177,032	19.84%
Sanitation	600,000	431,750	71.96%
Recreation	592,578	422,462	71.29%
Cultural/Tourism	1,373,185	1,178,901	85.85%
Cemetery	4,000	4,000.00	100.00%
Contingency	100,000	-	0.00%
Total	\$ 13,809,295	\$ 10,410,701	75.39%

Town Of Pineville
Johnston Road Realignment
4/30/20

	FY17	FY18	FY19	FY20	Total Project	Project Budget
Road Realignment Revenue						
DOT grant	-	-	-		1,175,000	1,175,000
Transfer from Fund Balance					2,492,000	2,492,000
Total Road Realignment Revenue	-	-	-		3,667,000	3,667,000
Road Realignment Expense						
Land/Building	-	731,228	6,586	-	737,814	750,000
Engineering	-	74,089	47,278	62,166	183,533	307,000
Construction	-	-	-	-	-	2,610,000
Total Road Realignment Expense	-	805,317	53,863	53,863	921,346	3,667,000

Town of Pineville
Electric
4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Electric	14,438,143	11,057,286	76.58%
Expenditures			
Administration & Billing Support	488,739	431,707	88.33%
Purchased electricity	8,863,296	6,673,125	75.29%
Operations and Maintenance	5,086,108	1,695,244	33.33%
Total	<u>14,438,143</u>	<u>8,800,076</u>	60.95%

Town of Pineville
ILEC Telephone Fund
4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenues	1,464,345	1,289,546	88.06%
Telephone Reserves	1,210,450	1,210,450	100.00%
Total Revenue	<u>2,674,795</u>	<u>2,499,996</u>	93.46%
Expenditures			
Operating Transfer Out	357,749	357,749	100.00%
Operating Expenses	1,266,996	966,214	76.26%
Plant under Construction	<u>1,050,050</u>	<u>204,245</u>	<u>19.45%</u>
Total	<u>2,674,795</u>	<u>1,528,209</u>	57.13%

Town of Pineville
CLEC Telephone Fund
4/30/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenue	1,033,604	958,893	92.77%
Transfer from ILEC	357,749	357,749	100.00%
Total	<u>1,391,353</u>	<u>1,316,642</u>	94.63%
Expenditures			
Operating Expenses	1,255,953	1,125,071	89.58%
Plant under Construction	<u>135,400</u>	<u>22,713</u>	<u>16.78%</u>
Total	<u>1,391,353</u>	<u>1,147,784</u>	82.49%



Memorandum:

Date: May 1 2020
To: Mayor Edwards and Town Council
From: Finance Department
Re: Tax Refund

Please approve the following tax refunds during the May 2020 council meeting. Total refund due is \$16,711.87.

Approval _____ Date _____

PINEVILLE Refunds

Tax Year	Bill Number	Parcel #	Adj #	Date of Adj.	Additional Owners	Refund Recipient Name	Refund Address Line 1	City	State	Zip	Payment Date for Interest Calculation	Refund Amount (\$)	Total Interest to Pay if mailed on or before 4/22/2020 (\$)	Total Interest to Pay if mailed on or before 5/1/2020 (\$)
2019	0007270559-2019-2019-0000-00	22119231	585028	3/10/20		ALDI (NC) LLC	1985 OLD UNION CHURCH RD	SALISBURY	NC	28146	1/7/2020	\$ 716.10	\$ 30.43	\$ 35.81
2019	0002014784-2019-2019-0000-00	22109118	584710	3/10/20		CAROLINA PARKWAY LLC	6865 FAIRVIEW RD SUITE C	CHARLOTTE	NC	28210	1/7/2020	\$ 1,037.52	\$ 44.09	\$ 51.88
2019	0001518295-2019-2014-0000-00		584435	2/27/20		CAROLINA PLACE LLC	P O BOX 617905	CHICAGO	IL	60661-7905	1/7/2020	\$ 811.62	\$ 34.49	\$ 40.58
2019	0001518295-2019-2015-0000-00		584434	2/27/20		CAROLINA PLACE LLC	P O BOX 617905	CHICAGO	IL	60661-7905	1/7/2020	\$ 817.92	\$ 34.76	\$ 40.90
2019	0001518295-2019-2016-0000-00		584433	2/27/20		CAROLINA PLACE LLC	P O BOX 617905	CHICAGO	IL	60661-7905	1/7/2020	\$ 748.55	\$ 31.81	\$ 37.43
2019	0001518295-2019-2017-0000-00		584432	2/27/20		CAROLINA PLACE LLC	P O BOX 617905	CHICAGO	IL	60661-7905	1/7/2020	\$ 738.22	\$ 31.37	\$ 36.91
2019	0001518295-2019-2018-0000-00		584431	2/27/20		CAROLINA PLACE LLC	P O BOX 617905	CHICAGO	IL	60661-7905	1/7/2020	\$ 670.38	\$ 28.49	\$ 33.52
2019	0001518295-2019-2019-0001-00		584430	2/27/20		CAROLINA PLACE LLC	P O BOX 617905	CHICAGO	IL	60661-7905	1/7/2020	\$ 533.66	\$ 22.68	\$ 26.68
2019	0001968197-2019-2019-0000-00	20502101	584359	3/12/20		COOGAN HOLDINGS, LLC	800 MAIN ST	PINEVILLE	NC	28134	1/7/2020	\$ 2,173.38	\$ 92.37	\$ 108.67
2019	0001968199-2019-2019-0000-00	20502102	584360	2/27/20		COOGAN'S GENERAL CONTRACTING CO	PO BOX 933	PINEVILLE	NC	28134	1/7/2020	\$ 831.60	\$ 35.34	\$ 41.58
2019	0002016308-2019-2019-0000-00	22119149	585415	3/10/20		D K ASSETS LLC	115 JADE SPRINGS CT	MOORESVILLE	NC	28117	1/7/2020	\$ 897.27	\$ 38.13	\$ 44.86
2019	0002015914-2019-2019-0000-00	22111140	585035	3/10/20		HPA BORROWER 2016 ML LLC	180 N STETSON AVE STE 3650	CHICAGO	IL	60601	1/7/2020	\$ 36.96	\$ 1.57	\$ 1.85

2019	0001969866- 2019-2019- 0000-00	20519117	585351	3/10/20	C/O PROP ERTY TAX- GATE WAY INDUS	MDH PROPCO 2015-B LLC	PO BOX A- 3879	CHICAGO	IL	60690- 3879	1/7/2020	\$ 551.76	\$	23.45	\$ 27.59
2019	0002015974- 2019-2019- 0000-00	22113130	584545	3/10/20		PANOS HOTEL GROUP PINEVILLE II LLC	245 W GARRISON BLVD SUITE G	GASTONIA	NC	28052	1/26/2020	\$ 867.08	\$	36.85	\$ 43.35
2019	0002016373- 2019-2019- 0000-00	22119211	585473	3/10/20		SAMS INVESTMENTS VI LLC .	7935 COUNCIL PL SUITE 200	MATTHEWS	NC	28105	1/7/2020	\$ 685.08	\$	29.12	\$ 34.25
2019	0002015970- 2019-2019- 0000-00	22113128	584722	3/10/20		SMITH/CURRY HOTEL GROUP PINEVILLE I	245 W GARRISON BLVD STE G	GASTONIA	NC	28052	1/7/2020	\$ 2,464.77	\$	104.75	\$ 123.24
2019	0002016415- 2019-2019- 0000-00	22119404	585660	3/10/20		SXCW PROPERTIES LLC	7935 COUNCIL PLACE STE 200	MATTHEWS	NC	28105	1/7/2020	\$ 1,334.19	\$	56.70	\$ 66.71
Total												\$ 15,916.06	\$	676.40	\$ 795.81

\$ 16,711.87



RESOLUTION NO. 2020-02

**RESOLUTION OF THE TOWN OF PINEVILLE, NORTH
CAROLINA DECLARING SURPLUS ITEMS FOR
DISPOSAL VIA DONATION OR RECYCLE**

WHEREAS, G.S 160A-265 authorizes the Town Council to dispose of surplus property and G. S. 160A-270 (c) authorizes the disposal of surplus property; and

WHEREAS, the Town Manager, along with Department Heads, have declared surplus and unusable personal property as listed in "Exhibit A";

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Town Council hereby authorize the Town Manager to dispose of the listed items via donation or recycling of such items. The Town Manager and Town Clerk shall have the right to add or delete from the properties listed and any items not sold may be disposed of by any other means available, including sale at public auction, donation to non-profit organization, or destruction, whichever is deemed to be in the best interest of the Town.

Adopted this _____ day of May 12, 2020.

SEAL:

Mayor Jack Edwards

ATTEST:

Barbara Monticello, Town Clerk

EXHIBIT "A"

Surplus Property for Donation, Recycling, Destruction, or Sale

Surplus Items

QTY	DEPT	DESCRIPTION	How Disposed Of	Effective Date
3500	Public Works	Approx. 3500 C7 Lightbulbs	Via online Auction	5/12/20
3500	Public Works	Approx. 3500 C9 Lightbulbs	Via online Auction	5/12/20
1	Police Dept.	2008 Mercedes GL550 Vin# 4JGBF86E98A391207	Via online Auction	5/12/20
1	Police Dept.	2010 Ford Fusion Vin# 3FAHP0KC6AR146559	Via online Auction	5/12/20

NEW BUSINESS

- A. Approval of COVID-19 Policy**
- B. Review/Discuss Proposed Utility Ordinance Changes**

TOWN OF PINEVILLE CORONAVIRUS POLICY

Purpose

The Town of Pineville strives to provide a safe and healthy workplace for all employees. This pandemic Town of Pineville policy outlines our overall response to a coronavirus (COVID-19) outbreak and our emergency preparedness and business continuity plan. It outlines specific steps The Town of Pineville takes to safeguard employees' health and well-being during a coronavirus COVID-19 while ensuring The Town of Pineville's ability to maintain essential operations and continue providing essential services to our customers. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic.

COVID-19 Defined

According to the federal Centers for Disease Control, the Occupational Safety and Health Administration, and other organizations that monitor public health threats, coronavirus (COVID-19) is a new illness that can affect your lungs and airways.

Symptoms of coronavirus (COVID-19) are a cough, a high temperature and shortness of breath. Simple measures like washing your hands often with soap and water can help stop viruses like coronavirus (COVID-19) spreading.

There's no specific treatment for coronavirus (COVID-19). Treatment aims to relieve the symptoms until you recover. It's not known exactly how coronavirus (COVID-19) spreads from person to person, but similar viruses are spread in cough droplets.

Inability to predict when such a disease might strike and with what severity makes it incumbent on The Town of Pineville to consider how our business might be affected and to articulate what needs to be done to respond to an outbreak.

Identification of Essential Personnel

The Town of Pineville has identified and designated as essential personnel (Attachment A) certain employees whose jobs are vitally important to our continued operation and in providing services to citizens. We expect only designated essential personnel to be available for work during a coronavirus COVID-19 outbreak. Depending on the nature of the work, essential personnel may be allowed to work from home for some duties. We acknowledge, however, that even essential personnel might become ill and unavailable to work or not be able to reach our worksite because of conditions beyond their own or our control. Department Heads are expected to have a back-up contact person in place in case they cannot perform their duties. Consequently, The Town of Pineville has equipped our most essential personnel with all the resources, including computers, cell phones that essential employees need to work remotely during emergencies.

Furthermore, after the Stay at Home Order has expired, all Town of Pineville employees, whether essential or non-essential, may be required to report to work except for employees affected by The Emergency Family Medical Leave Act Expansion Act.

Infection-Control Measures

The Town of Pineville takes several steps to minimize to the extent practicable exposure to and spread of infection in the workplace, which is an ideal site for contagion because of workers' proximity to one another.

Ill employees: The Town of Pineville expects employees who contract coronavirus COVID-19 or have been exposed to infected family members or others with whom employees have been in contact to stay home and seek medical attention as necessary and appropriate. The Town of Pineville expects such workers to notify us as soon as possible of exposure or illness.

In the event an employee decides to not come to work without a valid medical reason they must use sick, vacation or comp time.

***Employee Leave and Pay**

The Town of Pineville will follow all State and Federal Government policies as they relate to FMLA and the COVID-19 pandemic. The Town, at its discretion may augment these policies with benefits that go above and beyond what is called for by the State of Federal Government. The goal of the Town of Pineville is to keep operations running in a coherent manner to provide necessary services to the citizens of Pineville while also looking out for the welfare of employees.

Emergency Declaration

During this time, all employees shall report to work should as determined by the Department Head and/or the Town Manager.

If an essential employee does not come in to work when prescribed for a reason other than a valid medical reason through the issuance of a doctor's note (from either Teladoc or some other means) as it relates to COVID-19 or for a reason prescribed by The Emergency Paid Sick Leave Act with a doctor's note, they will have to use accrued sick ,vacation, or compensatory time. This rule applies to the duration of the North Carolina State of Emergency.

Stay at Home Order

During this time, all employees shall report to work as determined by the Department Head and/ or the Town Manager (Attachment B).

In the event of coronavirus COVID-19 mandatory leave through a Stay at Home Order issued by Mecklenburg County or the State of North Carolina, The Town of Pineville grants all nonessential personnel immediate leave. All employees that are working an augmented schedule will get for hours worked or 40 hours whichever is greater. The Town of Pineville pays workers on leave for a regular 40-hour work week. The Town of Pineville monitors emergency conditions daily to determine how long leave must continue and, following consultation with outside authorities, advises employees when to expect to return to work.

If an essential employee does not come in to work when prescribed for some other reason than a valid medical reason through the issuance of a doctor's note (from either Teladoc or some other means) as it relates to COVID-19 or for a reason prescribed by The Emergency Paid Sick Leave Act with a doctor's note, they will have to use accrued sick,vacation, or compensatory time.

Family and medical leave: If applicable, The Town of Pineville places on family and medical leave any workers who fall ill with coronavirus COVID-19 or must be absent from work to care for an infected family member. The Town of Pineville requires such employees to notify The Town of Pineville as soon as possible of need for family and medical leave. The Town of Pineville allows employees to use accrued paid annual and sick leave in lieu of unpaid family and medical leave. The Town of Pineville requires employees to take unpaid family and medical leave once all accrued paid leave is used.

The Emergency Family Medical Leave Act Expansion Act: The Emergency Family and Medical Leave Act Expansion Act (the "E-FMLA") provides certain employees of small and mid-sized employers the right to take up to twelve weeks of protected FMLA leave to care for children whose schools and child care provider have been closed due to the COVID-19 crisis.

The E-FMLA also requires these employers to provide limited paid leave to these employees during these absences.

The E-FMLA takes effect on or before April 2, 2020 (fifteen days from March 18, 2020, the E-FMLA's enactment date). The E-FMLA will expire on December 31, 2020. For more information please contact Human Resources.

The Town of Pineville requires all employees to certify that they have received, read, and fully understand The Town of Pineville's family and medical leave policy. (See the Town of Pineville's related Family and Medical Leave Policy.)

Business Travel

The Town of Pineville makes all reasonable efforts to eliminate the need for travel by taking advantage of technology that allows us to communicate or otherwise operate electronically. Generally, in the event of coronavirus COVID-19, travel on The Town of Pineville's behalf is immediately suspended.

Communications Outside authorities:

The Town of Pineville partner with local, state, and federal emergency-response and health agencies to ensure legal compliance with emergency-response protocols to which The Town of Pineville is subject and to coordinate efforts to maintain safety and security in and outside the workplace. In the event of a conflict between directives issued by The Town of Pineville and directives issued by local, state, or federal authorities, such as the federal Department of Homeland Security, please check with your department head for direction.

Other media channels:

In an emergency, The Town of Pineville consults with outside authorities to coordinate dissemination of instructions or other important information as quickly as possible to all employees. The Town of Pineville communicates with employees via The Town of Pineville's website or hotline and dedicated local radio and television stations.

Employee Assistance Program Services

The Town of Pineville's employee assistance program (EAP) services remain available to you to the extent practicable and reasonable during a coronavirus COVID-19 outbreak. The Town of Pineville has contracted with our EAP provider to make available to you a team of crisis-management specialists. Our provider

partners with The Town of Pineville and local authorities as appropriate to ensure the reasonable availability and continued provision of critical information (such as where to go to obtain medical assistance for yourself or ill family members), respite care, use of personal-protection equipment, psychological and emotional support during a pandemic, including assistance and support following the death of an infected family member. For contact information for our EAP, please notify your Human Resources Department.

The Town of Pineville makes available on written request printed copies of The Town of Pineville's complete Emergency Preparedness and Business-Continuity Plan, which includes the foregoing summary of The Town of Pineville's response to a coronavirus COVID-19.

***Reference**

<https://canons.sog.unc.edu/how-the-paid-sick-leave-provisions-of-the-families-first-coronavirus-response-act-affect-government-employers/>

Attachment A

*This is a living document and is subject to change as the needs of the Town changes.

Department	Essential	Non Essential
Town Hall	Town Manager	Accounting Tech II
	Finance Director	Accounting Tech I
	HR Director	Administrative Assistant
	Planning Director	
	Town Clerk	
	Planner	
	Code Enforcement Officer	
	Accountant	
Police	Police Chief	
	Police Lt.	
	Police Sgt.	
	Police Corp.	
	Police Officers	
	Telecommunicators	
	Administrative Assistant	
Telephone	Telephone Director	
	Systems Technicians	
	Customer Service	
	Accountant	
Public Works	Public Works Director	
	Crew Leaders	
	Maintenance Techs	
	Administrative Assistant	
Parks & Recreation	Parks & Rec Director	
	Athletic Coordinator	
	Events Coordinator	
	Park Maintenance Techs	
	Park Aide	

Attachment B

The work schedule implemented for the Stay at Home Order is intended to keep core services provided by the Town of Pineville running. The work schedule should provide adequate coverage for each department's essential task and allow departments to be responsive to citizen questions while preventing cross contamination within departments. By preventing cross contamination, services will be able to continue through the pandemic. Department work schedules are on the following pages, but employees may be called in to work a different schedule if someone in their department gets sick.

1. Department Heads are expected to keep their departments functioning at a high level. Department Heads are also expected to work enough days during the week to maintain services at the expected levels. They should be in the office a minimum of 3 days a week. However, Department Heads should take measures not to cross contaminate differing shifts.
2. Police Officers and 911 Telecommunicators are essential personnel and are expected to maintain their current schedules. If normal staffing of shifts are affected, Detectives will be required to fill in on patrol duties.
3. Civilian Staff in all other departments are expected to work the shifts as outlined. Staff may be called to fill in for others if they become sick.
4. Staff not listed in this document, but classified as essential will be required to work as set out by their respective Department Head and/or the Town Manager.
5. This is a living document and is subject to change determining the need of the Town as we move forward.

**Staff Configuration Work
Schedule -
Week of 3/26-4-3/2020**

*Park Aides will still continue to collect trash and dog waste at Lake Park, JHP, Pineville Memorial and Downtown (weekends).

Thursday 3/26/2020	Friday 3/27/2020	Monday 3/30/2020	Tuesday 3/31/2020	Wednesday 4/1/2020	Thursday 4/2/2020	Friday 4/3/2020
Heather Creech	Kristy Detwiler	Kristy Detwiler	Kristy Detwiler	Kristy Detwiler	Heather Creech	Kristy Detwiler
Chuck L.	Heather Creech	Erin Hamilton	Erin Hamilton	Heather Creech	Chuck L.	Erin Hamilton
Devin G.	Chuck L.	Scott F.	Scott F.	Chuck L.	Devin G.	Scott F.
Jordan W.	Devin G.	Stacy C.	Stacy C.	Devin G.	Jordan W.	Stacy C.
	Jordan W.	Brent C.	Brent C.	Jordan W.		Brent C.

**Staff Configuration Work
Schedule -
Week of 4/6-4/10/2020**

Monday 4/6/2020	Tuesday 4/7/2020	Wednesday 4/8/2020	Thursday 4/9/2020	Friday 4/10/2020
Kristy Detwiler	Kristy Detwiler	Kristy Detwiler	Erin Hamilton	Kristy Detwiler
Erin Hamilton	Heather Creech	Heather Creech	Scott F.	Erin Hamilton
Scott F.	Chuck L.	Chuck L.	Stacy C.	Scott F.
Stacy C.	Devin G.	Devin G.	Brent C.	Stacy C.
Brent C.	Jordan W.	Jordan W.		Brent C.

**Staff Configuration Work
Schedule -
Week of 4/13-4/17/2020**

Monday 4/13/2020	Tuesday 4/14/2020	Wednesday 4/15/2020	Thursday 4/16/2020	Friday 4/17/2020
Kristy Detwiler	Kristy Detwiler	Kristy Detwiler	Erin Hamilton	Kristy Detwiler
Heather Creech	Heather Creech	Erin Hamilton	Scott F.	Heather Creech
Chuck L.	Chuck L.	Scott F.	Stacy C.	Chuck L.
Devin G.	Devin G.	Stacy C.	Brent C.	Devin G.
Jordan W.	Jordan W.	Brent C.		Jordan W.

**Staff Configuration Work
Schedule -
Week of 3/26-4-3/2020**

Thursday 3/26/2020	Friday 3/27/2020	Monday 3/30/2020	Tuesday 3/31/2020	Wednesday 4/1/2020	Thursday 4/2/2020	Friday 4/3/2020
Mitchell Creech	Mitchell Creech	Jason Williams	Jason Williams	Mitchell Creech	Mitchell Creech	Jason Williams
James Miller	James Miller	Dalton Darnell	Dalton Darnell	James Miller	James Miller	Dalton Darnell
Paula Sanner	Paula Sanner	Kristi Beers	Kristi Beers	Paula Sanner	Paula Sanner	Kristi Beers
Marianne Hong	Marianne Hong	Kristin Mercer	Kristin Mercer	Marianne Hong	Marianne Hong	Kristin Mercer

**Staff Configuration Work
Schedule -
Week of 4/6-4/10/2020**

Monday 4/6/2020	Tuesday 4/7/2020	Wednesday 4/8/2020	Thursday 4/9/2020	Friday 4/10/2020
Jason Williams	Mitchell Creech	Mitchell Creech	Jason Williams	Jason Williams
Dalton Darnell	James Miller	James Miller	Dalton Darnell	Dalton Darnell
Kristi Beers	Paula Sanner	Paula Sanner	Kristi Beers	Kristi Beers
Kristin Mercer	Marianne Hong	Marianne Hong	Kristin Mercer	Kristin Mercer

**Staff Configuration Work
Schedule -
Week of 4/13-4/17/2020**

Monday 4/13/2020	Tuesday 4/14/2020	Wednesday 4/15/2020	Thursday 4/16/2020	Friday 4/17/2020
Mitchell Creech	Mitchell Creech	Jason Williams	Jason Williams	Mitchell Creech
James Miller	James Miller	Dalton Darnell	Dalton Darnell	James Miller
Paula Sanner	Paula Sanner	Kristi Beers	Kristi Beers	Paula Sanner
Marianne Hong	Marianne Hong	Kristin Mercer	Kristin Mercer	Marianne Hong

**Staff Configuration Work
Schedule -
Week of 3/26-4-3/2020**

Thursday 3/26/2020	Friday 3/27/2020	Monday 3/30/2020	Tuesday 3/31/2020	Wednesday 4/1/2020	Thursday 4/2/2020	Friday 4/3/2020
Joey Wheeler Marcus Colby Ty	Joey Wheeler Marcus Colby Ty	Travis Bennett James Eric	Travis Bennett James Eric	Joey Wheeler Marcus Colby Ty	Joey Wheeler Marcus Colby Ty	Travis Bennett James Eric

**Staff Configuration Work
Schedule -
Week of 4/6-4/10/2020**

Monday 4/6/2020	Tuesday 4/7/2020	Wednesday 4/8/2020	Thursday 4/9/2020	Friday 4/10/2020
Travis Bennett James Eric	Joey Wheeler Marcus Colby Ty	Joey Wheeler Marcus Colby Ty	Travis Bennett James Eric	Travis Bennett James Eric

**Staff Configuration Work
Schedule -
Week of 4/13-4/17/2020**

Monday 4/13/2020	Tuesday 4/14/2020	Wednesday 4/15/2020	Thursday 4/16/2020	Friday 4/17/2020
Joey Wheeler Marcus Colby Ty	Joey Wheeler Marcus Colby Ty	Travis Bennett James Eric	Travis Bennett James Eric	Joey Wheeler

**Staff Configuration Work
Schedule -
Week of 3/26-4-3/2020**

Thursday 3/26/2020	Friday 3/27/2020	Monday 3/30/2020	Tuesday 3/31/2020	Wednesday 4/1/2020	Thursday 4/2/2020	Friday 4/3/2020
Brain Elgort	Travis Morgan	Aaron Parks Travis Morgan	Brian Elgort	Aaron Parks Travis Morgan	Brian Elgort	Travis Morgan

**Staff Configuration Work
Schedule -
Week of 4/6-4/10/2020**

Monday 4/6/2020	Tuesday 4/7/2020	Wednesday 4/8/2020	Thursday 4/9/2020	Friday 4/10/2020
Aaron Parks Travis Morgan	Brian Elgort	Aaron parks Travis Morgan	Brian Elgort	Travis Morgan

**Staff Configuration Work
Schedule -
Week of 4/13-4/17/2020**

Monday 4/13/2020	Tuesday 4/14/2020	Wednesday 4/15/2020	Thursday 4/16/2020	Friday 4/17/2020
Aaron Parks Travis Morgan	Brian Elgort	Aaron Parks Travis Morgan	Brian Elgort	Travis Morgan

Coronavirus (COVID-19) - What to Do If you Feel Sick

1. **DO NOT COME TO WORK - Stay home and call your doctor, if needed.** The CDC recommends that you stay home if you have mild symptoms- such as fever and cough without shortness of breath or difficulty breathing. A fever is anything that reaches at least 100 degrees Fahrenheit. You can call your doctor or Teledoc at 1-800-835-2362 if you need medical care. Provide a doctor's note to your supervisor or Department Head if you are required to stay out of work.
2. **If you feel sick at work.** Tell your supervisor immediately and leave for the day. Refer to #1 for next steps. Call your supervisor or Department Head to give them an update about your work health and work status. Provide a doctor's note to your supervisor or Department Head if you are required to stay out of work.
3. **Isolate yourself.** If you are sick with COVID-19 or believe you might have it, you should stay home and separate yourself from other people in the home as much as possible. If you have fever and cough and other symptoms of respiratory illness, even if it is not from COVID-19 you should isolate yourself.
4. **When can you go back to normal activities?**
 - Has it been at least 7 days since you first had symptoms?
 - Have you been without fever for three days (72 hours) without any medicine for fever?
 - Are your other symptoms improved?
 - Call your doctor if your symptoms are getting worse or you have any concerns about your health.
5. **Stay Informed.**
 - Visit ncdhhs.gov/coronavirus for information from the NC Department of Health and Human Services.
 - Text COVIDNC to 898-211 to get text updates.

Memorandum



To: Town Council

From: Travis Morgan

Date: 5/12/2020

Re: **Town Code Text Amendment TX 2020-01** *(Discussion/Action Item)*

Underground utility work and associated above ground markers are on the rise. Planning was asked to look at addressing the tall and over saturation of these “warning underground utilities” type signs and markers. The primary concerns are over the dome top pole type markers you see in the right of way. These markers are to prevent damage to utilities on vacant sites subject to new construction but are a signage and maintenance issue on developed properties where land disturbance is not reasonably expected anytime in the near future.

The below text amendment is proposed to better guide the size and spacing of utility markers in the road rights of way. Staff look at various places an ordinance could be placed. Zoning Ordinance, Town Code, and Land Development Standards Manual are all the most logical place. Feedback from Public Works was that this type of ordinance is not usually found in the Land Development Manual. The Zoning Ordinance didn’t really have a directly related section but there was in Town Code. The below is the proposed wording of the ordinance and section number in the Town Code. Bolded section ‘E’ are the only changes/new section added. For undeveloped properties, the dome top warning poles are still permitted but elsewhere are restricted to using existing utility poles or flush ground signage. Final wording subject to Town legal review. Comments welcome.

EXISTING

§ 94.047 UTILITY FACILITY INSTALLATION, MAINTENANCE, REPAIR, AND REMOVAL.

(A) The Town Council or its designee is authorized to adopt, amend, and repeal standards and provisions governing the installation, maintenance, repair, and removal of utility facilities in, on, under, and over the rights-of-way. The standards and provisions shall, among other things, specify those types of activities that: (i) require a utility work permit; (ii) do not require a utility work permit but must be done in accordance with the standards set forth in the standards and provisions; and (iii) are exempt. The standards and provisions shall also address emergency situations and activities.

(B) It shall be unlawful to install, maintain, repair, or remove any utility facility in the right-of-way in violation of the standards and provisions adopted pursuant to division (A).

(C) It shall be unlawful to install, maintain, repair, or remove any utility facility in the right-of-way without a utility work permit if the standards and provisions adopted pursuant to division (A) require a utility work permit for such activities.

(D) Any owner of utility facilities located in the right-of-way shall maintain a map of such facilities.

(Ord. 2008-01, passed 9-9-2008)

PROPOSED

§ 94.047 UTILITY FACILITY INSTALLATION, MAINTENANCE, REPAIR, AND REMOVAL.

(A) The Town Council or its designee is authorized to adopt, amend, and repeal standards and provisions governing the installation, maintenance, repair, and removal of utility facilities in, on, under, and over the rights-

of-way. The standards and provisions shall, among other things, specify those types of activities that: (i) require a utility work permit; (ii) do not require a utility work permit but must be done in accordance with the standards set forth in the standards and provisions; and (iii) are exempt. The standards and provisions shall also address emergency situations and activities.

(B) It shall be unlawful to install, maintain, repair, or remove any utility facility in the right-of-way in violation of the standards and provisions adopted pursuant to division (A).

(C) It shall be unlawful to install, maintain, repair, or remove any utility facility in the right-of-way without a utility work permit if the standards and provisions adopted pursuant to division (A) require a utility work permit for such activities.

(D) Any owner of utility facilities located in the right-of-way shall maintain a map of such facilities.
(Ord. 2008-01, passed 9-9-2008)

(E) Where underground utilities such as cable, power, gas, and water are located and marked within any road right of way the following shall apply for signage, markers, identification and similar:

- (1) Where existing wood utility poles are located any new or revised utility sign shall co-locate on existing poles. Co-located utility pole signage shall not exceed one square foot each in size and poles should be a minimum of three hundred (300) feet apart.**
- (2) Any underground utility signage located abutting a parcel of land that is developed and completed such as with an existing valid Mecklenburg County Certificate of Occupancy; not utilizing item (1) above, if possible shall be limited to flat ground mounted signage installed on top of a handheld or vault so as to permit a lawn mower to drive over unobstructed. Flat ground mounted signage shall not exceed half a square foot of signage each and be a minimum of three hundred (300) feet apart.**
- (3) Any underground utility signage located abutting a parcel of land that is developed and completed such as with an existing valid Mecklenburg County Certificate of Occupancy; not utilizing item (1) and (2) above where possible, shall be permitted to use a customary dome top pole sign. Dome top pole signs shall not exceed 4 (four) inches in diameter nor exceed twenty-six (26) inches above ground nor be placed closer than three hundred (300) feet apart.**
- (4) Any underground utility signage located abutting a parcel of land that is vacant or under construction without a valid and completed Mecklenburg County Certificate of Occupancy shall utilize item (1) and (2) above where possible. Where (1) and (2) above are not possible customary dome top pole signs are permitted. Dome top pole signs shall not exceed four (4) inches in diameter nor exceed twenty-six (26) inches above ground nor be placed closer than three hundred (300) feet apart.**
- (5) Section E above shall exclude customary temporary underground utility markers such as mini-flags, spray chalk and similar in place for thirty days or less.**
- (6) Section E above shall exclude customary warning and identification signage on active utility fixtures such as electric transformers, gas meters, cable boxes, utility handholes, and similar.**



Dome top poles (tall)



Dome top poles (short)



Utility pole co-locate



Flat ground mounted

ORDINANCE NO. 2020-01

AN ORDINANCE OF THE TOWN OF PINEVILLE, NC
AMENDING CHAPTER 94, SECTION 94.047,
UTILITY FACILITY INSTALLATION, MAINTENANCE, REPAIR,
AND REMOVAL TO INCLUDE ADDITIONAL REGULATIONS

WHEREAS, the Town of Pineville finds it necessary to amend its ordinance at Title IX: General Regulations, Chapter 94, Streets, Sidewalks and Public Places, to strengthen regulations pertaining to the installation, maintenance, repair and removal of utility facilities in its rights of way.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PINEVILLE, NORTH CAROLINA:

SECTION 1. that Chapter 94, Streets, Sidewalks and Public Places is amended to add the following to section §94.047, Utility Facility installation, maintenance, Repair and Removal:

§ 94.047 UTILITY FACILITY INSTALLATION, MAINTENANCE, REPAIR, AND REMOVAL.

(A) The Town Council or its designee is authorized to adopt, amend, and repeal standards and provisions governing the installation, maintenance, repair, and removal of utility facilities in, on, under, and over the rights-of-way. The standards and provisions shall, among other things, specify those types of activities that: (i) require a utility work permit; (ii) do not require a utility work permit but must be done in accordance with the standards set forth in the standards and provisions; and (iii) are exempt. The standards and provisions shall also address emergency situations and activities.

(B) It shall be unlawful to install, maintain, repair, or remove any utility facility in the right-of-way in violation of the standards and provisions adopted pursuant to division (A).

(C) It shall be unlawful to install, maintain, repair, or remove any utility facility in the right-of-way without a utility work permit if the standards and provisions adopted pursuant to division (A) require a utility work permit for such activities.

(D) Any owner of utility facilities located in the right-of-way shall maintain a map of such facilities.

(Ord. 2008-01, passed 9-9-2008)

(E) Where underground utilities such as cable, power, gas, and water are located and marked within any road right of way the following shall apply for signage, markers, identification and similar:

- (1) Where existing wood utility poles are located any new or revised utility sign shall co-locate on existing poles. Co-located utility pole signage shall not exceed one square foot each in size and poles should be a minimum of three hundred (300) feet apart.***
- (2) Any underground utility signage located abutting a parcel of land that is developed and completed such as with an existing valid Mecklenburg County Certificate of Occupancy; not utilizing item (1) above, if possible shall be limited to flat ground mounted signage installed on top of a handheld or vault so as to permit a lawn mower to drive over unobstructed. Flat ground mounted signage shall not exceed half a square foot of signage each and be a minimum of three hundred (300) feet apart.***
- (3) Any underground utility signage located abutting a parcel of land that is developed and completed such as with an existing valid Mecklenburg County***

Certificate of Occupancy; not utilizing item (1) and (2) above where possible, shall be permitted to use a customary dome top pole sign. Dome top pole signs shall not exceed 4 (four) inches in diameter nor exceed twenty-six (26) inches above ground nor be placed closer than three hundred (300) feet apart.

- (4) Any underground utility signage located abutting a parcel of land that is vacant or under construction without a valid and completed Mecklenburg County Certificate of Occupancy shall utilize item (1) and (2) above where possible. Where (1) and (2) above are not possible customary dome top pole signs are permitted. Dome top pole signs shall not exceed four (4) inches in diameter nor exceed twenty-six (26) inches above ground nor be placed closer than three hundred (300) feet apart.*
- (5) Section E above shall exclude customary temporary underground utility markers such as mini-flags, spray chalk and similar in place for thirty days or less.*
- (6) Section E above shall exclude customary warning and identification signage on active utility fixtures such as electric transformers, gas meters, cable boxes, utility handholes, and similar.*

SECTION 2. This section of the Ordinance shall become effective on _____, 2020.

ADOPTED this _____ day of _____ 2020.

Mayor, Jack Edwards

ATTEST:

Town Clerk, Barbara Monticello

ADJOURNMENT

Departmental Monthly Reports



Office of Human Resources Director

Dornessa Froneberger, MBA
dfroneberger@pinevillenc.gov
(704) 889-2362

To: Ryan Spitzer, Town Manager
Members of the Town Council

From: Dornessa Froneberger

Date: 5/7/2020

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of April 2020.

New Hires:

Alania Parks-Full Time 911 Telecommunicator effective 4/22/20.

Resignation:

Steven Luisa-Police Officer; accepted an offer from the Union County Sheriff's Office. His last day was 4/24/20. The PD is currently conducting a background check on a candidate. Chief has asked not to post the position.

Promotions:

None to report

Current Openings:

Parks & Recreation-Director-Kristy Detwiler will retire

Public Works: Fleet Manager-vacated by Michael Clamp

Storm Water Technician-vacated by Christian Teague

Departmental Update:

EmPerform Performance Management Software Update-

On April 27th, our 4hr training began; train the trainers. I have included Tara on this process as well. The next training scheduled for April 30th from 9am to noon.

Health Insurance Update-The Laymon Group received the following quotes: First Carolina Care (current provider) 5%, NC League of Municipalities between 10 – 12% not competitive. Aetna and Cigna declined providing a quote because they are not competitive. The open enrollment meetings are scheduled for June 1st. The plan is to conduct these meetings via zoom. A recording will be available for employees who are not able to attend the live session on June 1st.

Employee Surveys-

Held virtual meetings with the following companies-Qualtrics, Talent Keepers, Cultural Amp, and Insightlink Communications. Will provide detailed information for you on or before May 12th.

Special Events

Easter Egg Hunt Party: Cancelled due to COVID-19

Dog Easter Egg Hunt: Cancelled due to COVID-19

Paws in the Park: Cancelled due to COVID-19

Sheltra Race: Postponed until fall due to COVID-19

Family Game Night: Friends trivia night cancelled due to COVID-19.

General Programming

We have Cheerleading, Self-defense/Karate, Dance, Fencing, Yoga, Cardio Funk, Silver Sneakers and Boot Camp programs operating on a weekly basis at our facilities. Our gym and dining room space is very consumed with our many programs.

Preschool Open Gym: No open gym in April due to COVID-19

Pickleball at the Belle: No pickleball in April due to COVID-19.

Painting Class: Sharon's April paint class was cancelled due to COVID-19.

Field Trip – No April field trip due to COVID-19.

Park Maintenance Update

Belle Johnston/ Lake Park

Cut as needed

Put up walking track signs

Closed off shelters

Closed off playgrounds

Finished graded and put straw and seed out where dirt was leveled for playground

Removed dead limbs in tree tops along Lake Drive

Removed Rock wall and balance beam for new zip line

Removed border and mulch for zip line

Replaced broken drain pipe under playground

Trimmed shrubs at Belle

Hut

Cut as needed

Jack Hughes

Cut as needed

Closed shelters and playgrounds

Sprayed for weeds as needed

Pulled up dead bushes in beds

Serviced mowers

Put signs around track

Removed large limb from storm damage

Sanitized regularly

Marked waterlines in front entrance

Dog Park

Cut as needed

Picked up limbs as needed



April 2020

Cemetery

Cut as needed

Picked up limbs as needed

Ordered new fence from accident

Trimmed shrubs

Pineville Memorial Ballpark

Started and tested irrigation

Repaired wiring on one valve

Police Department

Set irrigation timer

Special Events

April 3-5: We cancelled USSSA Tournament (COVID-19)

April 25-36: We cancelled USSSA Tournament (COVID-19)

Administration

- Canceling, rescheduling and refunding shelter, hut and BJCC rentals as we move forward with the state guidelines for COVID-19
- Rearranging summer camp: 60 campers will be separated into 6 groups of 10, they will rotate between 6 areas (3 each day – BJCC Gym/Dining Rm/Lake Park or JHP/Hut/Splash Pad). Each group will be assigned a stall and sink in the restroom, each camper will have their own pouch with arts & crafts supplies, we will be following the CDC and NC Health Dept. guidelines for day care centers. New waivers will include a COVID-19 statement.
- Purchasing an Electrostatic Backpack Sprayer (currently on backorder) for our new sanitizing schedule. This is a FEMA reimbursement item.
- I had a conference call with Lee Jones, Mecklenburg County Parks and Recreation Director to discuss upcoming projects and procedures during this pandemic. A Southern Towns conference is scheduled for May 4th.
- Steering Committee Meeting for the Park Master Plan took place on April 1st
- Community survey ended April 20th. Kimley Horn will compile the results and make a video for us to post and ask for feedback/questions from the public. The video was posted on April 28th in lieu of the Community Meeting showing the survey results on all social media outlets and town website.
- Playground was delivered on April 20th. Installation started on the 21st, weather permitting it should take 3 weeks.
- Order splash pad features – expected delivery is May 13th.
- Splash pad is scheduled to be de-winterized on May 18th and Mecklenburg Health Department Inspection is scheduled for May 21st.
- Shade Structure quotes for a 12 x 12 and 16 x 16
- ASC South Board Mtg.
- Kristy, Erin and Heather have attended over 12 zoom conferences and webinars pertaining to the safe opening of parks, summer camps, festivals, etc.
- Summer concerts and movies are still TBD. Rescheduling or canceling will be decided after May 8th.
- Set up a mobile library for the public at the entrance of the BJCC

Facility Rentals (ALL April rentals were cancelled due to COVID-19)

The Hut: 1 Rental Cancelled

The BJCC Dining Room: 2 Rentals Cancelled

The BJCC Gym: 3 Rentals Cancelled

Large Shelter: 5 Rentals Cancelled

Medium Shelter: 2 Rentals Cancelled

Tot Lot at Lake Park: 0 Rental

***Shelter 1 at JH:** 0 Rentals

***Shelter 2 at JH:** 1 Rental Cancelled

***Shelter 3 at JH:** 0 Rentals

***WE DO NOT RENT JACK HUGHES SHELTERS WHEN THERE IS A TOURNAMENT GOING ON.**

Department Update



PUBLIC WORKS

To: Town Council

From: Chip Hill

Date: 05/01/20

Re: **Public Works Updates**

Fence at Mill: Pineville Public Works Department oversaw the installation of a chain link fence to secure the area around the office of the mill. The Department installed windscreen to block site visibility. (pictures see #1 & #2)

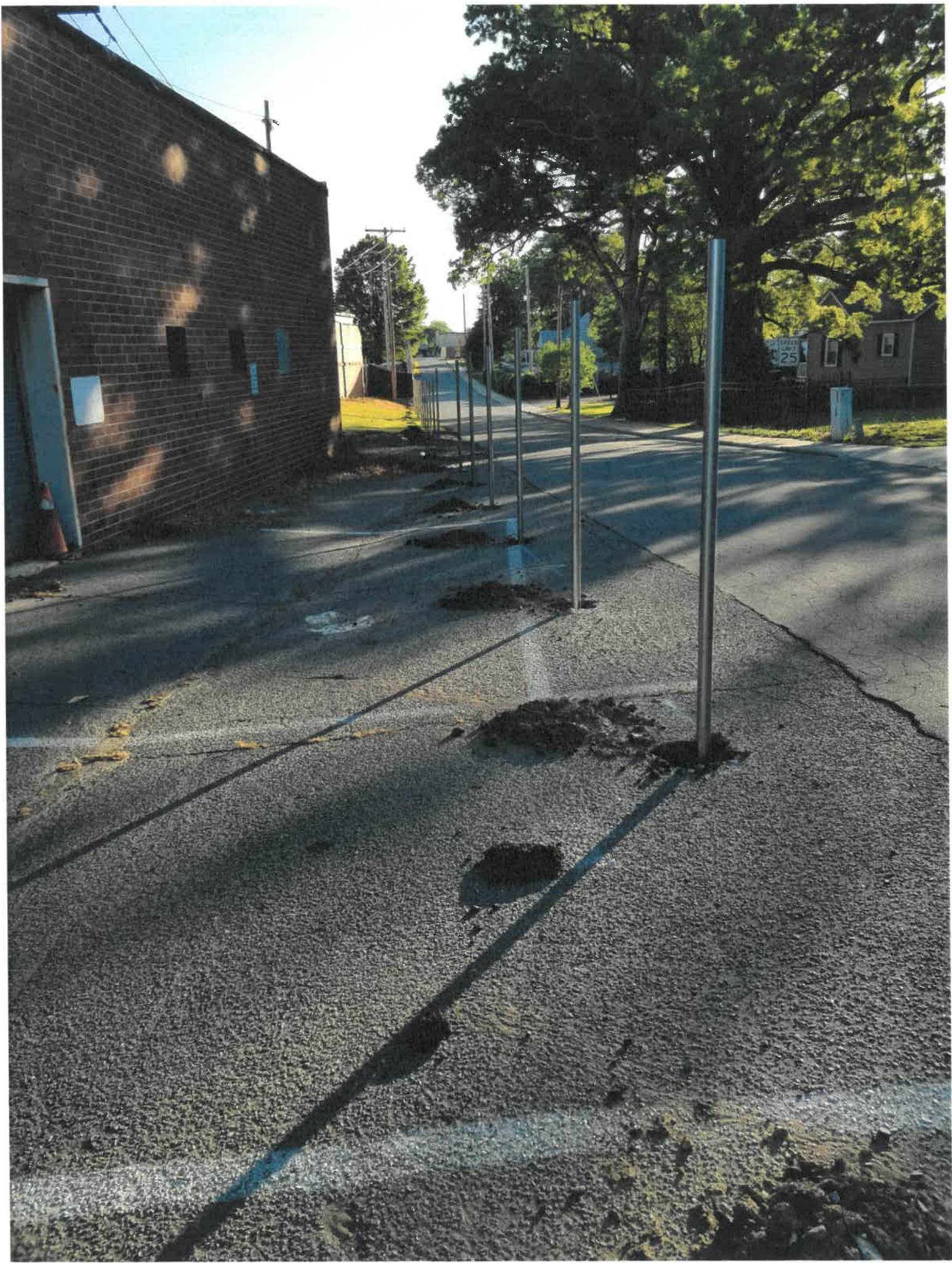
Street Repair: Red Clay repaired an area at the intersection of Cone Avenue and Johnson Drive. (pictures see #3 & #4)

Town Hall: Phase I environmental site assessment has been completed. We are currently waiting on the seismic wave velocity testing. This test will determine the classification of the structure. Results are expected to be available around May 6th.

Burning Houses on Dover Street: The permits for the houses located at 306 Dover Street and 402 Dover Street were issued 3/24/20. 306 Dover is scheduled for burning in May and 402 Dover is scheduled for burning in June.

Lynnwood/Lakewood Storm Project: Labella is working on the final set of plan, currently about 90% complete. Items remaining are traffic control, erosion control and the bid specifications package. This should be completed after the right of way phase is complete.

Storm Drain Video in Huntley Glenn: Huntley Glenn storm drain video is currently in process. Completion is expected around middle of May.









Department Update



To: Town Council
From: Travis Morgan
Date: 5/12/2020
Re: **Town Planning Updates**

12345 Nations Ford: House located on the property bought by Nisbet Business Park located behind the property. Home has been demolished.

Greenway Connector: Greenway connector from the Historic Polk property over to the wastewater treatment plant to connect the two greenways. Staff is working to preserve the maturing street trees along Carolina Place Parkway. New sidewalks to link ByDesign, La-z-boy, and beyond is in planning now.

Mercedes: Mercedes rear parking expansion wishes to utilize Morrow Ave temporarily for construction. We are working on the standard application and details to safeguard the Town against possible road damage.

10229 Rodney: Staff is in talks with the property owner about rebuilding after the building was deemed a loss after the tornado.

CODE ENFORCEMENT:

1010 Lakeview Dr (ongoing) has received violations for the screening requirements for their fence, and for the dead trees on the property. Management has just now (5/6) followed with us to get that resolved.

High Weeds and Grass:

502 N. Polk St 413 Park Ave 241 Eden Cir 10304 Osprey Dr 329 Price St 417 Fisher St 1118 Cone Ave 705 Lakeview Dr 508 Main St 907 Hill St 11601 Downs Rd 216 Eden Cir 1203 Lakeview Dr 9420 Pineville-Mathews Rd 405 Johnston Dr 11502 Wilson Mill Rd 11301 Carolina Place Py 11710 Red Knoll Ln 9931 Lee St 303 Oakley Ave 12640 Rockhill-Pineville Rd 403 Dover St 1004 Cone Ave 119 Kenmore Ave 10325 Osprey Dr 10600 Cadillac St 423 Cone Ave 14002 Green Birch Dr 9600 Industrial Dr 10229 Rodney St 11311 Miller Rd 12105 Main St 617 Main St 11301 Treebark Dr 704 S. Polk St.

High Weeds and Grass Fine:

405 Johnston Dr Lyndon Station 508 MAIN St 116 Main St 10405 Centrum Pky 11235 Carolina Place 1203 Lakeview Dr 11710 Red Knoll Ln 11502 Wilson Mill Rd.

Town Cut:

116 Main St \$220 Lyndon Station \$575.

Community Appearance Violations:

1103 Cone Ave 14002 Green Birch Dr 422 James St 423 Cone Ave.

Parking on the Lawn:

4108 Huntley Glen 1006 Cone Ave 415 Park Ave 417 Park Ave.



TOTALS FOR PCS MONTH ENDING 04-30-2020

BROADBAND TOTALS FOR MONTH ENDING 04-30-2020

NET LOSS OF 4

865 INTERNET SUBSCRIBERS AS OF 04-30-2020

******We had 6 NEW installs in April and 10 disconnects******

10 DISCONNECTS MOVING OUT OF AREA

INCREASED SPEED OFFERING TAKE RATE TO DATE

101- RES subscribers on -100M CLEC **(-2 from previous month)**

39- RES subscribers on -200M CLEC **(-1 from previous month)**

6- RES subscribers on -400M CLEC **(-1 from previous month)**

53-subscriber on GIG RES CLEC **(+1 from previous month)**

1-subscriber on 100M BUS CLEC **(0 from previous month)**

11-100M BUSINESS ILEC **(0 from previous month)**

5-200M BUSINESS ILEC **(0 from previous month)**

1-400M BUSINESS ILEC **(0 from previous month)**

7-GIG BUSINESS ILEC **(+1 from previous month)**

16-GIG RES SUBSCRIBER ILEC **(+1 from previous period)**

20-100M RES SUBSCRIBER ILEC **(+1 from previous month)**

6-200M RES SUBSCRIBERS ILEC **(+1 from previous month)**

266 of our 865 subscribers now subscribe to 100M or higher (increase by 1 from previous month)

30% OF OUR INTERNET CUSTOMERS SUBSCRIBER TO 100M OR HIGHER

IPTV TOTALS 254 FOR MONTH ENDING 04-30-2020

6- Disconnects due to people moving out of the area.

RESIDENTIAL AND BUSINESS LINE COUNT MONTH ENDING 04-30-2020

NET LOSS OF 4

CLEC

Business Lines 50 *-0 from previous month*

Residential Lines 160 *-2 from previous month*

ILEC

Business Lines 393 *-1 from previous month*

Residential Lines 181 *-1 from previous month*

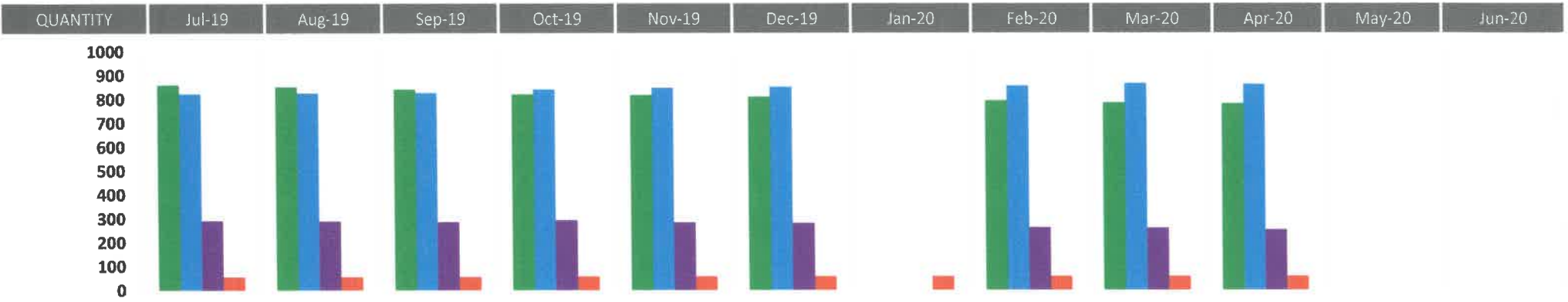
TOTAL LINE COUNT 784

NEW PCS REWARD PROGRAM MONTH ENDING 04-30-2020

NET GAIN OF 6

We officially started offering to new prospective customers the PCS Rewards Program in April 2019. Our total PCS Reward customer count is now 239 as of April 29, 2020. The retired Power Pack Discount program as of April 31st has 611 customers still on that program. That is a reduction of 10 customers from the previous month.

LINES, INTERNET AND IPTV FISCAL YEAR JULY 1, 2019 THRU JUNE 30, 2020



PRODUCT	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
LINES	863	855	844	823	820	812		796	788	784		
INTERNET	825	828	829	844	850	854		859	869	865		
IPTV	292	289	287	294	284	282		263	260	254		
TV EVERYWHERE	55	55	55	57	57	57	57	57	57	57		
Power Pack Disc	722	709	702	689	674	663		634	621	611		
PCS REWARDS	87	98	131	161	184	192		216	233	239		

****ABOVE TOTALS REPRESENT THE TOTAL NUMBER OF SUBSCRIBERS FOR EACH PRODUCT AT THE END OF EACH MONTH****

TV EVERYWHERE LAUNCHED JULY OF 2018 TO OUR SUBSCRIBERS IN LIEU OF VOD WHICH WAS DISCONTINUED EFFECTIVE 06/30/2018

Memo

To: Pineville Town Council
From: Chief Rob Merchant
Date: 5/8/2020
Re: Pineville Police Department Activity Report – April

Please find below a summary of the Police Department's activities for the month of April.

Patrol Units

Three members of the Adam day shift who are also SRT (SWAT) team members were called out at midnight on April 30th to a residence on Copperfield Drive. A suspect had barricaded himself in a house during a severe rainstorm. The SRT Team was able to free the wife and children and found the suspect hiding in the attic. He was taken into custody without further incident.

Adam Team night shift officers have limited their traffic enforcement and other non-essential activities to limit exposure to possible infection.

Baker Team day shift officers participated with the Pineville Fire Department in a parade of support for healthcare workers at Atrium early in April.

Baker Team day shift officers also assisted in locating and arresting a suspect who was involved in the possible rape of a 7-year old child. The suspect was arrested on the same day that the incident took place.

Baker Team night shift officers maintained social distancing practices in efforts to not contract COVID-19. Officer did conduct a traffic stop that led to a DWI arrest.

Our patrol units spent a limited amount of time in training during the month of April. As mentioned in a previous memo, in-service training is now being taught to each shift by their on-shift instructor rather than in a classroom setting. In April, officers spent a total of 72 hours in training.

COPS / Street Crimes Unit

The C Team had limited activity this month due to most of the officers being returned to patrol. Sgt. Harb and Lt. Boyter remain on C Team and have led the department's efforts to track wellness/illness within the department, obtain PPE, allocate resources, keep track of all COVID-19 related expenditures for future reimbursement through FEMA, and stay on top of complaints that stem from the Executive Order restricting businesses' and individuals' activities.

C Team has started surveillance on two drug complaints in town. Trash pulls have been performed at these locations and these are ongoing investigations.

C Team patrolled Pineville on the Zero Motorcycles that were obtained under a grant last year.

K9 Officer Bradshaw and Yona continue their work at CLT. In April they seized \$150,000 from illegal drug activity that was hidden in a passenger's luggage.

Vice/Narcotics

Detective Delux and the DEA Task force seized over \$405,000 and ½ kilo of heroin during the month of April. The money was seized from a money carrier who was under surveillance. The individual was headed back to Mexico with the money. The heroin was obtained in a buy/bust operation that was conducted. A Hispanic male from Arizona was arrested and charged as a result of that operation.



Money seized from a Money Carrier

Closed Cases

The C.I.D. Division closed 148 criminal cases during the month of April.

The Patrol Division made 9 traffic/criminal arrests, 1 DWI arrests, and 6 drug arrests in April.

Other News

Lt. Boyter and Sgt. Harb continue to handle all COVID related issues, as they have since the Governor's initial Executive Order and Mecklenburg County's Stay at Home Order were issued.

At the beginning of the emergency the Department began sourcing and acquiring PPE for all officers who would need them to perform their daily duties. Locating and securing the needed supplies has proved to be more daunting than initially expected. Many necessary items are backordered, and certain supplies are difficult to locate. They have been able to source some supplies locally and have reached out to multiple vendors throughout the country to get the needed supplies.

A local nonprofit, Charlotte Medi, donated 50 face shields to the Department. To date, the company has provided donations to over 100,000 first responders. Charlotte Medi is a company that a student and instructor from Charlotte Latin created and that has grown into a larger organization.

Another task that Lt. Boyter and Sgt. Harb have undertaken is educating the public and local businesses about the stay at home order and assisting them with understanding the finer points (distancing within the establishments, quotas on how many individuals may enter a business, etc.). They have utilized social media and 311 to help with this. They have also made numerous phone calls to people to explain the difference between the county and state orders (when the county restrictions were more stringent than the state's).

When the department received complaints about a violation of the order, they attempted to resolve the discrepancies over the phone, to avoid having social distancing issues. When a phone call was not enough officers would be deployed to make contact with the business and to educate them about the order and to explain that refusal to adhere to the guidelines would result in a citation or an arrest. Some local business put up resistance to the orders, but most businesses in our area did a fine job of following the executive orders.

Chief Merchant, Lt. Boyter and Lt. Calhoun participated in daily conference calls with other local departments so that we are all providing a consistent response to issues and are maintaining a unified front across the county.

Our COVID team continues to monitor the situation and is staying abreast of all the changes that are occurring now that we are about to enter Phase I. They will continue to strengthen our supply chain for PPE and other supplies.

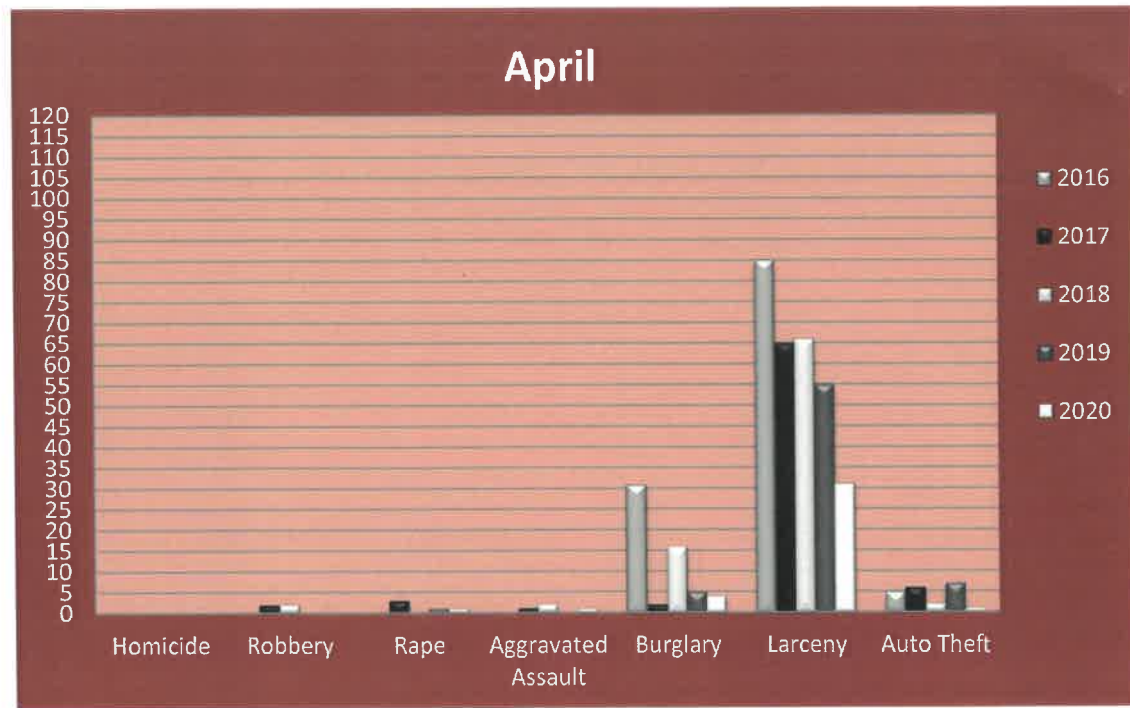
April Crime Statistics

Below are the crimes statistics for Part I Offenses in April. Five-year statistics are also shown in the tables and graphs below, which will help show how we are performing compared to years past.

2020 Calls for Service

January	1,771
February	1,713
March	1,183
April	820

	Monthly Statistics				
	2020	2019	2018	2017	2016
Homicide	0	0	0	0	0
Robbery	0	0	2	2	0
Rape	1	1	0	3	0
Aggravated Assault	1	0	2	1	0
Burglary	4	5	16	2	31
Larceny	31	55	66	65	85
Auto Theft	1	7	2	6	5



**Budget Work Session of
May 12, 2020 at Pineville
Communications Bldg.
immediately following Regular
Council Meeting**

Wrap-up:

- 1. Electric Rate Study**
- 2. Presentation on Employee
Satisfaction Survey**
- 3. Adjournment**



Town of Pineville Cost of Service Study

May 12, 2020



Cost Of Service Study

- **Cost of Service Study**
 - Use System Study Capital Requirements
 - Use Projected Budget and Wholesale Power Costs
 - Develop Fund Balance Minimum and Target Levels
 - Determine if Existing Rates are Properly Recovering Costs
 - Review if Rates can be Adjusted to Cost Basis
 - Project Rate Path/Financing to Meet Future Budget Needs



Cost Of Service Study

• Target Fund Balance

- 45 days of Cash for O&M of \$192,141 based on the 5 year average of Operating Expenses net of power cost and system improvements.
- Power Cost Working Capital of \$1,499,635 based on 1.5 times the maximum monthly power bill over the next 5 years .
- Rate Base Cash Reserve of \$393,277 based on the historical investment in plant times a factor based on the age of the plant. Since Pineville's historical investment is 51% depreciated, a factor of 2% was used for the calculation.
- Cash for Capital Improvements of \$1,678,960 based on the average capital expenditures over the next 5 years
- Cash for Debt Service of \$30,964.



Cost Of Service Study

- **Target Fund Balance**

- Based on Current Budget Plan
- Capital From Normal Growth and 10 Year System Study
- Projected Wholesale Power Costs
- Fund Balance \$3,799,000.00



■ Cost Of Service Study

- **Target Fund Balance**

- June 2019 Fund Balance \$1,964,945
- Fund Balance Includes Approximately \$700,000 in Rate Stabilization Funds
- System Study \$6,400,000 Capital and Maintenance Items



Cost Of Service Study

- **FY25/26 Fund Balance Projection**

- No Retail Rate Changes
- \$2,620,000 (\$1,179,000 short)

- 2.0% Overall Rate Increase FY20/21
- \$3,799,000 (Fund Balance Level Met)
- Delay One Year 2.52% Increase FY21/22
- \$3,799,000 (Fund Balance Level Met)

Cost Of Service Study



- **Are Existing Rates Recovering Costs?**

<u>Description</u>	<u>Total System</u>	<u>Residential Service</u>	<u>Small Commercial</u>	<u>Medium Commercial</u>	<u>Large Commercial</u>
Electric Sales Revenues					
Fiscal Year 19/20	\$11,929,123	\$3,746,527	\$2,916,347	\$2,125,288	\$2,953,290
Justifiable	\$11,929,123	\$3,984,809	\$3,030,144	\$2,035,109	\$2,695,064
Variance	\$0	(\$238,282)	(\$113,797)	\$90,179	\$258,226

Cost Of Service Study

- **Adjust Rates to Cost Basis**
 - **Overall 2% Increase in Revenue**
 - **Increase Residential and Small Commercial**
 - **Decrease Medium and Large Commercial**

Rate Class	Residential	Small Commercial	Medium Commercial	Large Commercial
Increase/Decrease	8.49%	5.98%	-2.33%	-6.92%



Cost Of Service Study

- **Impact to 1000 kwh Residential Customer**
 - **Current Bill \$121.95**
 - **With 8.49% Increase \$132.30**
- **\$10.35 per Month Increase**

Cost Of Service Study

- **Adjust Rates- No Decrease to Medium/Large Commercial**
 - **Produce 2% Overall Revenue Increase**

Rate Class	Residential	Small Commercial	Medium Commercial	Large Commercial
Increase/Decrease	4.11%	2.90%	0.00%	0.00%



Cost Of Service Study

- **Impact to 1000 kwh Residential Customer**
 - **Current Bill \$121.95**
 - **With 4.11% Increase \$126.96**
- **\$5.01 per Month Increase**



 **Cost Of Service Study**

Small Commercial 3,000 kwh

- **Pineville** **\$467.62**

- **Duke Energy** **\$397.66**



 **Cost Of Service Study**

Small Commercial 50Kw;
18,600 kwh

- **Pineville** **\$1,973.86**

- **Duke Energy** **\$1,535.12**



Cost Of Service Study

Medium Commercial 110 KW;
40,000 kwh

- **Pineville** **\$4,262.62**

- **Duke Energy** **\$3,307.55**



Cost Of Service Study

Large Commercial 370 KW;
150,000 kwh

- **Pineville** **\$15,525.20**

- **Duke Energy** **\$11,878.68**



Cost Of Service Study

Very Large Commercial 1,000 KW;
372,000 kwh

- **Pineville** **\$37,059.64**

- **Duke Energy** **\$29,663.34**



Cost of Service Study



Decisions?

- Move Forward with 2% Rate Increase in FY 20/21 or 2.52% Rate Increase in FY 21/22?
- If FY 20/21 Rate Increase Move Rates Towards Cost by lowering Medium/Large Commercial or Leave Medium/Large Commercial Unchanged?



Cost Of Service Study

Discussion Questions ?

Employee Survey Scorecard

VENDORS	Qualtrics	Culture Amp	Talent Keepers	Insightlink 4Cs
Functions / Requirements				
Upward Feedback Templates Available? (Employees-to-Department Mgr) (Department Mgr & Employees to Town Manager) (All Employees to Town Council/Mayor)	Engagement, Onboarding, & Exit XM Solution; Manager Feedback template & report	Yes – have templates where feedback can be provided for any/all levels listed. Templates are all created by their People Science Team. (EE to Dept – Leadership 360 Template) (Dept Mgr + EEs to Town Manager – Leadership 360 Template and Engagement Template) (All EEs to Twn Council – Engagement Template)	Reporting has detailed guides and instruction for gather upward feedback from employees/team members	Their upward feedback is called 360- customized to what we want no preset templates for government but a standard only used for profit organizations.
Peer Feedback Templates Available? (Department Mgr to Department Mgr)	Yes. If warranted through additional Qualtrics 360 license	Yes – 360 templates can be used for this and are fully customizable.	Not applicable	Customize to our needs
Employee Satisfaction Survey Templates Available?	Yes	Yes, have over 15 Engagement templates available, including Engagement, Wellbeing, Company Values, Diversity & Inclusion, and more.	Have a standard survey which they use to survey all employees.	Customize to our needs
Consultant Support With Interpreting Results?	Yes	Live training to help interpret results, suggested areas of focus, and suggested actions can take to improve. Can also speak with Coaches during Office Hours, or access support team via Chat or email.	Yes	Yes, a project manager would be available to us.

Employee Survey Scorecard

Analytics Reporting for Results?	Yes	Yes, reports are available in real-time and put together automatically for you.	Yes	Based on the design
Demographic Information Captured?	Yes	Yes - can collect and/or upload unlimited demographic information.	Yes	Based on the design
CONTRACT TERMS COMPARISONS				
Permitted Survey Frequencies/Yr	Once annually for engagement with the ability for an additional engagement survey or a pulse follow-up the same year, lifecycle surveys (exit, onboarding, candidate reaction, etc.) for up to 125 employee response as those events occur, and ad-hoc surveys as needed with up to 500 responses	Unlimited Surveying	Annual	Annual
Contract Term (Years)	1, 3, or 5-year options	12-months (discounts available for multi-year terms)	Per Survey yearly	Per Survey
Annual Fee (\$)	\$2,500 (2020 Pricing) Normal rate of \$5,000	\$3,300 or \$4,500 (depending on templates utilized)	\$1,000	\$2300
Setup/Implementation Costs (\$)	\$1,500	None	\$1,500	\$1,000
GOVERNMENT REFERENCES PROVIDED?	Yes	Upon Request – they work with over 2,700 organizations globally and about half of them are around our size. They also have a Government Benchmark as	Willing to arrange time for us to speak with one of their	Some government references but not a lot.

Employee Survey Scorecard

		well. Can read our Customer Stories here: https://www.cultureamp.com/customers/	government clients	
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Budget Changes - Total \$133,779

- ▶ Administration
 - ▶ Clerk Fees - Recording/Agenda Software - decreased by \$3,000
- ▶ Police
 - ▶ Salary - Captain position - increased by \$73,000
 - ▶ Contract Services - Camera Maintenance - increased by \$5,000
 - ▶ Capital - Vehicle Install for CID - decreased by \$38,000
- ▶ Fire Department
 - ▶ Salary - 3 drivers - increased by \$190,000
 - ▶ Contribution of FF - PT FF - decreased by \$130,000
- ▶ Public Works
 - ▶ Salary - 2 positions - increased \$80,000 for Maintenance and added position from deleting mowing contract
 - ▶ Contract Services - Mowing - decreased \$78,000 for contract
- ▶ Parks and Recreation
 - ▶ Salary - Camp Counselors - increased \$5,700
- ▶ Cultural and Tourism
 - ▶ CIP - AC/Heat - increased by \$30,000
 - ▶ Sponsorships - PNP & Chamber - increased by \$7,500
- ▶ Electric
 - ▶ Bad Debt - nonpayment - increased by \$5,000



Outstanding Items

- ▶ Employee Health Coaching
- ▶ Chief Recruitment
- ▶ P&R Recruitment
- ▶ Heat/AC in Lake Park Bathrooms
- ▶ Calendar insert in bill - frequency
- ▶ Electric Rate
- ▶ Satisfaction Survey
- ▶ Summer Concert Series and FallFest



Staffing Continued

Pineville Summer Camp Counselor List

Last Name	First Name	Years Exp	Current Rate	Hours		Rate w/Increase		
Bishop	Justine	5	\$ 10.00	\$ 320.00	\$ 3,200.00	\$ 10.50	\$ 3,360.00	
Flowers	Audrina	2	\$ 10.00	\$ 320.00	\$ 3,200.00	\$ 15.00	\$ 4,800.00	Behavior Management Cert.
Hazel	Marques	5	\$ 10.50	\$ 320.00	\$ 3,360.00	\$ 15.00	\$ 4,800.00	Behavior Management Cert.
Kenny	Nikki	5	\$ 10.00	\$ 320.00	\$ 3,200.00	\$ 10.50	\$ 3,360.00	
Nash	Meredith	2	\$ 11.00	\$ 320.00	\$ 3,520.00	\$ 11.50	\$ 3,680.00	
Plummer	Jane	30+	\$ 13.00	\$ 320.00	\$ 4,160.00	\$ 15.00	\$ 4,800.00	
Stewart	Telia	8	\$ 11.00	\$ 320.00	\$ 3,520.00	\$ 11.50	\$ 3,680.00	Bus Driver
Thompson	Tammy	22+	\$ 12.00	\$ 320.00	\$ 3,840.00	\$ 15.00	\$ 4,800.00	Behavior Management Cert.
2 vacancy's								
					\$ 28,000.00		\$ 33,280.00	
					1.0765		1.0765	
					\$ 30,142.00		\$ 35,825.92	
							\$ 5,683.92	

Town	Pay	Longevit	
Cornelius	\$9.50-\$15		2-4 years/ a few 4+ (mostly college/1-2 teachers)
Matthews	\$10-12		2-3 years - mostly high school/college students
Huntersville	\$10-\$13		2-4 years high school/college students
Davidson	\$10-\$15		2-4 years high school/college students

Tiered Raises			
Starting Pay	\$10 - \$12	\$13 - 15 for Specialty (PE/Art/Bus Driver/Behavior Management Specialist)	
.25 per summer up to \$15 if we ask them to return			



Salary

- ▶ Salary information
 - ▶ 1.5% COLA
 - ▶ Up to 3% Merit

Local Unit	Hazard Pay (1)	Budget Presentation (2)	FY 21 Pay (3)
Huntersville	Considering	4-May	4% COLA
Charlotte	5% first respon, bus drivers, sol was	4-May	1.5% market; 1.5% or 3% merit; step 2.5-5% 1st respond
Concord	No	Done	1.5% COLA; 1-3% Merit; 1.5% Career Dev
Cornelius	Considering a bonus	June	4% Merit
Davidson	No	12-May	3% considered after 6 months
Kannapolis	No	25-May	1.5-2% COLA; up to 3% Merit; Delay til Jan?
Matthews	\$3 hour; vol fire \$20 /shift	11-May	3% Merit
Mint Hill	\$500/month sworn, fire, pub works	26-May	3-4% COLA in question; 2.5% Merit
Mooresville	No	18-May	2% after 4% pay study Jan 2020
Pineville	Yes - 5% for PD and 911	26-May	1.5% COLA; up to 3% merit
Mecklenburg County	Extended duty pay IT & DSS	No change - May	3% COLA



8 Year CIP Projections

Costs Estimate	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Administration								
Economic Development	\$3,500,000							
IT capital			\$24,763					
Computers		\$50,000	\$30,000	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
Town Hall (20yr@4%)	\$19,051	\$800,000	\$2,032,158	\$1,981,354	\$1,930,550	\$1,879,746		
Town Hall Arch/Eng (15%)	\$1,725,000							
Economic Development-Infrastructure								
Planning								
Sidewalks - CBDG match		\$15,000	\$35,000					
Railroad Quiet Zone			\$600,000					
Fire Department								
Land Purchase		\$500,000						
Building & Architect	\$4,200,000		\$305,414	\$305,414	\$305,414	\$305,414	\$305,414	\$305,414
Building Arch/Eng (15%)	\$480,000							
Engine Truck (2005) - 10yrs@3%	\$800,000		\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699
Engine Truck (2005) - 10yrs@3%	\$825,000		\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699
Engine Truck (2010) - 10 yrs@3%	\$900,000						\$104,286	\$104,286
Equipment		\$207,700						
Heater Replacement - 4	\$17,000							
Vehicle-Tahoe	\$50,000							
Equipment for new ladder truck	\$68,000							
Side by Side		\$30,000						
PD								
Vehicles (6)		\$286,000	\$333,974	\$114,655	\$118,095	\$354,285	\$243,276	\$313,217
								\$258,091
Public Works								
Lowry St			\$500,000					

Sidewalks									
Mobility Connections (study FY2020)			\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
MAC Scan Tablet	\$4,000								
Bobcat Mini	\$34,000								
Electric Spreader	\$6,800								
Dingo Wide Track	\$39,439		\$39,439						
Snap-on Zues, Euro Scan Tool	\$11,690								
PW generator				\$98,000					
Bay door				\$18,000					
Front gate				\$10,000					
Auto shop heater		\$12,150							
A/C Machine		\$7,200							
Scag Turf Tiger	\$12,149		\$12,149						
Z3 standon blower	\$9,199				\$9,199				
Billy Goat 2500S/Debris Truck Loader	\$4,890				\$4,890				
Cultural Tourism									
Project			\$338,500	\$338,500	\$338,500	\$338,500	\$338,500	\$338,500	\$338,500
Paving BJCC parking lot		\$118,405							
Sidewalk Repair - lake park				\$13,000					
Bay doors at JHP maintenance									
Heaters in stage bathrooms and storage		\$40,000							
Splash Pad features and Shade		\$58,000							
Park sign		\$5,000							
Outdoor fitness equipment		\$35,000							
Mini-Bus		\$70,000							
Mower Lift	\$7,000								
Accessible Playground	\$150,000								
Trash Cans - Lake Park	\$16,000								
Ford F-150	\$36,000		\$36,000						
Parks and Recreation									
Storm drainage		\$14,000							
Paving maintenance building				\$12,695					

Range for BJCC		\$10,300							
ICE machine at the HUT									
Roof at BJCC	\$56,000								
A/C replacement	\$6,500	\$6,500							
Vinyl floor at BJCC		\$26,600							
Dehumidifier at the HUT	\$8,500								
Trash Cans	\$8,250								
Stormwater									
ADA compliance		\$12,500							
Bobcat Mini	\$34,000								
Electric Spreader	\$6,800								
Ravo (Vac Truck)	\$300,000	\$270,000							
Concrete Floor - Building #2	\$17,500		\$17,500						
Meyer Lot Pro Snow Plow	\$7,610				\$7,610				
Powell Bill									
Paving		\$816,000	\$208,000	\$547,966	\$840,480	\$865,694	\$891,665	\$918,415	\$945,968
Sidewalks Repairs/Greenway		\$50,000	\$55,000	\$60,500	\$66,550	\$73,205	\$80,526	\$88,578	\$97,436
CPF Lynnwood & Lakeview									
Transfer from Stormwater Reserves		\$1,000,000							
Interfund transfer from Gen Fund		\$673,977	\$359,582						
CPF Town Hall/Library									
Interfund transfer from G/F									
CPF - Mill Infrastructure									
Transfer									
CPF - Downtown		\$2,800,000							

Total - General Fund:	\$13,360,378	\$7,914,332	\$4,241,696	\$4,332,639	\$3,952,897	\$4,162,851	\$2,205,706	\$2,415,063	\$2,396,685
			\$2,209,538	\$2,351,285	\$2,022,347	\$2,283,105			

Telephone
ILEC - CIP
CLEC - CIP
Capital

\$150,000
 \$135,000

Total - PCS:

Electric

Utility Trailer
 Preston Subdivision
 Downs Road Line Extension
 Substation Improvements - Polk
 Jack Hughes Substation Gates
 Carolina Village 120 Town Homes
 Distribution Street
 Land for new Substation
 Residential Developments
 Industrial Drive Infrastructure
 Lighting Projects
 Contract Labor
 Miscellaneous/New Subdivisions
 Asset Pole Replacement
 Electric Storage Lot
 Asset Management
 AMI

\$50,000
 \$450,000
 \$168,000
 \$384,000
 \$12,000
 \$85,000
 \$65,000
 \$150,000

 \$55,000
 \$35,000
 \$200,000
 \$200,000
 \$150,000

 \$300,000 \$300,000
 \$250,000 \$300,000

 \$2,004,000 \$550,000 \$600,000

Total - Electric:

Total - Enterprise Funds

\$2,004,000 \$550,000 \$600,000 \$0 \$0 \$0 \$0 \$0

Grand Total:

\$9,918,332 \$4,791,696 \$4,932,639 \$3,952,897 \$4,162,851 \$2,205,706 \$2,415,063 \$2,396,685

FY21		FY19 Actual	FY20	FY21	FY21 Revised	
Revenue						
Miscellaneous Revenue						
Other Misc revenue		1,628,535	789,815	989,815	989,815	25%
Town Hall/Library reimbursement from loan proceeds					800,000	
Meck County payments for Library				75,000	75,000	
Sale of ladder truck - Fire						
		<u>1,628,535</u>	<u>789,815</u>	<u>1,064,815</u>	<u>1,864,815</u>	
Sale of Fixed Assets - Mill property			3,500,000	2,300,000	2,300,000	
Other Financing:			205,000			
			88,185			
General Fund Reserves for Lynnwood/ Lakeview project				162,732	162,732	
Stormwater Reserves for Lynnwood/ Lakeview project				1,000,000	1,000,000	
General Fund reserves for Lynnwood project				600,418	600,418	
			<u>293,185</u>	<u>1,763,150</u>	<u>1,763,150</u>	
Taxes						
Ad Valorem Taxes						
Property		6,526,482	7,871,500	8,100,000	8,100,000	3%
DMV		334,334	294,795	325,000	325,000	10%
Total Ad Valorem Taxes:		<u>6,860,816</u>	<u>8,166,295</u>	<u>8,425,000</u>	<u>8,425,000</u>	
Payment in Lieu of Taxes		42,497	40,000	40,000	40,000	0%
Prepared Food Tax		735,088	675,000	550,000	550,000	-19%
Room Occupancy Tax		669,333	610,000	498,409	498,409	-18%
U Drive It Tax		258,128	250,000	275,000	275,000	10%
Franchise Taxes		921,707	900,000	975,000	975,000	8%
Local Option Sales Tax		1,710,475	1,400,000	1,200,000	1,200,000	-14%
		<u>11,198,043</u>	<u>12,041,295</u>	<u>11,963,409</u>	<u>11,963,409</u>	
Total Taxes:						
Penalties and Interest				-	-	
Licenses and Permits				-	-	
Charges and Fees				-	-	
Interest on investments		366,319	100,000	300,000	300,000	
Rental Revenue		77,548		-	-	
Storm Water Funds		415,347	405,000	405,000	405,000	
Powell Bill Funds		207,614	180,000	180,000	180,000	
Total Revenue:		17,315,858	17,309,295	17,976,374	18,776,374	

FY21		FY19	FY20	FY21	FY21	
Expenditures						
Administration						
	Personnel Services	359,831	380,485	364,188	364,188	-4%
	Operating	290,687	237,850	255,000	252,000	6%
	Contingency	100,000	100,000	100,000	100,000	0%
	Capital Outlay	9,840	4,932,500	50,000	850,000	-83%
	Total Administration:	760,359	5,650,835	769,188	1,566,188	-86%
Governing Board						
	Personnel Services	45,732	32,000	85,215	85,215	166%
	Operating	129,529	89,500	91,500	91,500	2%
	Capital Outlay	90,422				
	Total Governing Board:	265,683	121,500	176,715	176,715	45%
Human Resources						
	Personnel Services	-	69,383	71,259	71,259	3%
	Operating	-	131,700	157,350	157,350	19%
	Total Human Resources:	-	201,083	228,609	228,609	14%
Planning Board						
	Personnel Services	229,786	221,707	230,739	230,739	4%
	Operating	81,745	146,515	191,200	191,200	30%
	Capital Outlay	-	-	15,000	15,000	
	Total Planning Board:	311,531	368,222	436,939	436,939	19%
Police						
	Personnel Services	3,593,433	3,666,039	3,776,020	3,856,020	5%
	Operating	963,232	917,000	1,124,928	1,129,928	23%
	Debt Service	478,350	465,750	228,150	228,150	-51%
	Capital Outlay	261,511	220,000	324,220	286,000	30%
	Total Police:	5,296,526	5,268,789	5,453,318	5,500,098	4%

FY21

		FY19	FY20	FY21	FY21	
Fire	Personnel Services				190,000	
	Operating	807,344	908,100	933,374	803,374	3%
	Capital Outlay	1,259,337	126,000	737,700	737,700	485%
Total Fire:		2,066,681	1,034,100	1,671,074	1,731,074	62%
Public Works						
	Streets					
	Personnel Services	436,830	464,967	524,101	604,101	30%
	Operating	207,597	274,692	274,815	230,241	-16%
	Capital Outlay	30,047	24,400	19,350	19,350	-21%
	Total Streets:	674,474	764,059	818,266	853,692	12%
	Powell Bill					
	Personnel Services	(11)		-		
	Operating	31,634	65,656	75,900	42,274	-36%
	Capital Outlay	541,402	833,913	866,000	866,000	4%
	Total Powell Bill:	573,025	899,569	941,900	908,274	1%
	Storm Water					
	Personnel Services	160,159	185,975	124,815	124,815	-33%
	Operating	119,170	225,000	116,000	116,000	-48%
	Capital Outlay	82,431	20,400	282,500	282,500	1285%
	Total Storm Water:	361,759	431,375	523,315	523,315	21%
	Sanitation					
	Operating	416,702	600,000	640,000	640,000	7%
	Total Sanitation:	416,702	600,000	640,000	640,000	7%
	Cemetery					
	Operating	3,632	4,000	4,000	4,000	0%
	Total Cemetery:	3,632	4,000	4,000	4,000	0%

FY21		FY19	FY20	FY21	FY21	
Recreation						
	Personnel Services	207,887	259,978	248,364	254,064	-2%
	Operating	209,129	256,100	274,900	274,900	7%
	Capital Outlay	111,028	76,500	57,400	57,400	-25%
Total Recreation:		528,044	592,578	580,664	586,364	-1%
Tourism						
	Personnel Services	392,192	428,305	441,154	441,154	3%
	Operating	388,640	474,050	505,850	513,350	8%
	Debt Service	356,398	172,830	-	-	-100%
	Capital Outlay	49,572	298,000	296,405	326,405	10%
Total Tourism:		1,186,802	1,373,185	1,243,409	1,280,909	-7%
Capital Projects:						
Downtown Infrastructure	Capital Outlay			2,800,000	2,800,000	
Town Hall Library	Capital Outlay					
Lynnwood/Lakeview	Capital Outlay			1,673,977	1,673,977	
Total Expenditures:				17,961,374	18,910,153	(133,779)
	Personnel Services	5,325,850	5,708,839	5,865,855	6,221,554	3%
	Operating	3,649,042	4,330,163	4,644,817	4,446,117	7%
	Debt Service	834,748	638,580	228,150	228,150	-64%
	Capital Outlay	2,435,589	6,531,713	7,122,552	7,914,332	9%
	Contingency	100,000	100,000	100,000	100,000	0%
		12,345,229	17,309,295	17,961,374	18,910,153	

5 Year CIP Projection

	FY20	FY21	FY22	FY23	FY24
Revenue	\$ 17,309,295	\$ 18,776,374	\$ 14,472,174	\$ 15,011,775	\$ 15,556,771
Meck County			810,540	789,757	\$ 768,974
Total Revenue			\$ 15,282,714	\$ 15,801,532	\$ 16,325,745
Salary and Benefits	5,714,872	6,221,554	6,408,201	6,600,447	6,798,460
Operating Expenses	4,324,130	4,446,117	4,579,501	4,716,886	4,858,392
Debt Service	638,580	228,150	1,981,354	1,930,550	1,879,746
Contingencies	100,000	100,000	103,000	106,090	109,273
Total Expenses	10,777,582	10,995,821	13,072,055	13,353,972	13,645,871
Net Rev/Exp	6,531,713	7,780,553	2,210,659	2,447,559	2,679,875
Projected capital	6,531,713	7,914,332	2,209,538	2,351,285	2,022,347
Net over/under	\$ 0	\$ (133,779)	\$ 1,121	\$ 96,274	\$ 657,528

CLOSED SESSION

*Discussion of matters pursuant
to NCGS 143-318.11(6)
(personnel issue)*

Pineville Police Department

Memo

To: Ryan Spitzer, Town Manager
From: Chief Rob Merchant
cc: Dornessa Froneberger
Date: April, 22, 2020
Re: Vacant Captain's Position

Budget Year 2020/2021 Request

Ryan, I would like to fill the vacant Captains position to instill more stability within the ranks of the police department. A Captains position would strengthen the command structure and provide another layer of leadership to provide guidance to the members of the agency.

The Police Department had this position up until 2013 at which point it was dissolved through a staffing study. Further studies show that it is justified in order to promote further continuity of command and control in a medium size agency. I will cite other agencies and their command structure:

Mint Hill has allotted 1 Chief, 1 Major, 2 Captains and 4 Patrol Lieutenants, 1 CID Lieutenant and 4 Sergeant positions with a total of 30 sworn.

Cornelius has 1 Chief, 1 Major, 2 Captains, 4 Lieutenants, 9 Sergeants, 10 Corporals with 64 sworn.

Mount Holly has 1 Chief, 1 Major, 2 Captains, 5 Sergeants, 4 Corporals with 40 sworn.

Belmont has 1 Chief, 1 Assistant Chief, 2 Captains, 2 lieutenants, 6 sergeants 4 Corporals with 38 sworn.

Matthews has 1 Chief, 3 Captains, 1 Lieutenant, 9 Sergeants, 4 Corporals, (note: Matthew asking for 3 more Lieutenants Positions this budget year) Total of 63 sworn.

I will attach organizational charts for organizations listed for your review.

Budget Impact will be minimal, 7 to 10% increase to move a lieutenant into the Captains position. Another 7 to 10% increase to fill Lieutenants position and same to fill Sergeant. This will also keep movement with the agency and promotes stability moving forward as the department grows.

My recommendation is to move Lt. Calhoun into the Captains position as he is proven to supervise the largest division with the agency and has earned the respect and admiration from the personnel in the agency. I have had an opportunity to manage and supervise all three Lieutenants for many years and without a doubt. Lieutenant Calhoun demonstrates better command and supervision than the other two Lieutenants. He also has 28 years of experience and has held different leadership roles throughout his career. Lt. Calhoun spent half his career as a sergeant supervising a patrol shift. The other half was spent as a member of the criminal investigations unit where he was the lead investigator in crimes such as homicide and rape. This experience will benefit the position he will hold as captain and be instrumental in his leadership capacity.

Under Promotional Procedures; General Order 400-05

D. Minimal Qualifications for promotion:

2. The Chief of Police may modify or waive minimal qualifications except those established by the Town Council, Town Manager, Commission or other legal authority.

ADJOURNMENT