



AGENDA

CALL TO ORDER

Pledge Allegiance to the Flag (CM)

Moment of Silence

ADOPTION OF AGENDA

APPROVAL OF THE MINUTES

1. Approval of February 8, 2022 Council Meeting Minutes and February 28, 2022 Work Session Minutes

CONSENT AGENDA

2. Financial Report (*Sheila Rollerson*)
3. Resolution 2022-3 Surplus for five PD vehicles

PUBLIC COMMENT

BOARD UPDATES

4. Presentation by Krista Terrell, Arts & Science (via Zoom)
Presentation by Kevin Devaney, Downtown Merchants
Medic - Sierra protocol

PUBLIC HEARING

OLD BUSINESS

5. Approval of Budget Meeting dates (*Sheila Rollerson*) - (**ACTION ITEM**)

NEW BUSINESS

6. Municipal Audit Contract (**ACTION ITEM**)
7. Approval of material bid for materials & equipment to extend electric lines further along Downs Rd, into Carolina Logistics Park (*Don Mitchell, Electricities*) - (**ACTION ITEM**)
8. Salary Study (*Ryan Spitzer*) (**ACTION ITEM**)
9. Approval of Board Application for Kris McVey (*Ryan Spitzer*) (**ACTION ITEM**)

MONTHLY STAFF REPORTS

10. Telephone & Electric
Public Works
Human Resources
Parks and Rec
Police
Planning & Zoning

MANAGER'S REPORT

CALENDARS FOR COUNCIL

[11.](#) March and April Calendars

CLOSED SESSION

12. Pursuant to NCGS 143.318.11 (6) - personnel matter
Pursuant to NCGS 143.318.11 (3) - legal matter

ADJOURN

rspitzer@pinevillenc.gov is inviting you to a scheduled Zoom meeting.

Topic: March Council Meeting

Time: Mar 8, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84659183171?pwd=UXJLTHUzdTlzSkZmLOG5FVzhVQT09>

Meeting ID: 846 5918 3171

Passcode: 781111

One tap mobile

+13126266799,,84659183171#,,,,*781111# US (Chicago)

+16465588656,,84659183171#,,,,*781111# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 846 5918 3171

Passcode: 781111

Find your local number: <https://us02web.zoom.us/j/84659183171?pwd=UXJLTHUzdTlzSkZmLOG5FVzhVQT09>

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 Lisa Snyder, Clerk of Council, at 704-889-2291 or lsnyder@pinevillenc.gov. Three days' notice is required.



TOWN COUNCIL REGULAR MEETING
PINEVILLE HUT MEETING FACILITY
TUESDAY, FEBRUARY 8, 2022 AT 6:30 PM

MINUTES

CALL TO ORDER

Mayor Jack Edwards called the meeting to order @ 6:30 pm.

Mayor: Jack Edwards
 Mayor Pro Tem: Ed Samaha
 Council Members: Les Gladden, Amelia Stinson-Wesley, Chris McDonough
 Town Manager: Ryan Spitzer
 Town Clerk: Lisa Snyder

PLEDGE ALLEGIANCE TO THE FLAG

Council Member Les Gladden led everyone in the Pledge of Allegiance.

MOMENT OF SILENCE

Mayor Jack Edwards requested we remember Mr. Nolls, who passed recently, our first responders, police department, fire department, EMS, their families, and please pray for our country, give a thought to the people who defend us and our troops.

ADOPTION OF AGENDA

Council Member Les Gladden moved to approve the Agenda as presented with a second made by Council Member Amelia Stinson-Wesley to adopt the Agenda as stated. The Agenda was adopted (*Approved 4-0*).

APPROVAL OF MINUTES

The Minutes of the January 20, 2022 Council Retreat, the January 24, 2022 Work Session and Town Council meetings were up for approval. Mayor Pro Tem Samaha moved to approve the Minutes with a second made by Council Member Gladden. (*Approved 4-0*).

CONSENT AGENDA

Mayor Edwards advised that on the Consent Agenda are two items: the Tax Refunds presented by Finance Director Sheila Rollerson and the Proclamation for Black History Month. Council Member Stinson-Wesley moved to accept the Consent Agenda with a second made by Council Member Gladden. (*Approved 4 – 0*)

PUBLIC COMMENT

Jane Shutt of Pineville Neighbors Place gave a presentation on what they have been doing. PNP facilitated a very successful meeting with community stakeholders on January 27th to explore the possibility of expanding services to meet the growing needs of our community. A steering committee has been formed. She added that our County Commissioner, Susan Rodriguez-McDowell, shared that the county is building a Southwest Community Resource Center on Nations Ford Road between I-77 and Tyvola Road. It is slated to be open in 2025. This addition will bring services including food stamps, veteran's services, WIC and other resources much closer to our residents. Ms. Shutt has been elected to serve on the

Charlotte-Mecklenburg Continuum of Care Board and will represent six towns in the county. In this fiscal year, the Town generously donated \$7,500 to PNP. They finished spending that money on January 13th. They helped 78 of our neighbors with electric bills, housing, a gas bill and a water bill. PNP is excited to welcome NC Med Assist to their organization. Beginning in March, they will be in their office once a week to help our neighbors who are uninsured and live at or below 300% of the Federal Poverty level to get the prescriptions they need. The worker will be bi-lingual so they can reach our Spanish-speaking residents. Lastly, PNP will hold a vaccine clinic on Saturday, February 26th at the Oakland Hills/Lamplighter community. In addition to distributing vaccines, they will also hand out masks, home tests and boxes of food. Ms. Shutt thanked Council once again for helping our neighbors live their best lives!

John Holibinko briefly spoke on behalf of the Chamber of Commerce. He advised that the Chamber will be hosting their first Business Expo at the Hut on March 18th from 3:00 pm to 6:00 pm. One of the things that Council help fund last year is the Pineville Business Directory and through that they have almost 1,000 names of senior leaders and businesses in Pineville. Invitations will be sent out for this event.

PUBLIC HEARING - none

OLD BUSINESS – none

NEW BUSINESS

Presentation by Chief Hudgins. Chief Hudgins gave a presentation for the Police Department for the year 2021. He shared that the Top 3 Call Types they received were (1) Alarm (2) Traffic and (3) Call by phone. He reported that the PD issued 2,609 citations last year. The breakdown as follows: 671 citations for speeding; 534 citations for expired plates, 114 citations for red lights, and 77 citations for DUI's.

Total arrests in 2021 were 487. This number reflects outstanding warrants, and warrants from other counties. A total of 2,942 crime reports were taken last year. He noted the crime was down 5.88% in three years; however, aggravated assaults increased by 66.7%. Safe Alliance is currently assisting the officers with referrals from residents.

Violent crimes, specifically aggravated assault, were the highest at 74%. Property crimes were at 87% which was mostly larceny among businesses.

The Chief reported what his department has been doing monthly for community engagement. Included in his report was participating in a drive-thru event with Atrium Health for free meds, Facebook Live with the Chief, established a Department Liaison program, held Shop-with-a-Cop fundraisers, participated in a Special Olympics fundraiser at Spare Time, distributed flyers for Lock it or Lose it in high-point areas of the Town, and a media event at What the Fries.

He noted other significant accomplishments, as well, including entering an agreement with Ring Doorbell, training of his department on ICAT (de-escalation) and created, trained and outfitted the Civil Unrest Team.

Vote on dates for Budget Meetings. Town Manager Ryan Spitzer noted conflicts that Council had with the potential dates of the upcoming Budget Meetings. Council did agree to meet twice per week, as needed. Town Manager Spitzer will work on a revised schedule and come back with new dates for those meetings. (Tabled for the February 28th Work Session).

Manager's Report.

Town Manager Spitzer wanted to start off with Chief Hudgins; they just got notification last week that if we don't get our Intent to Purchase Police Cars in by February 11th. we may not get them next year. They are about 48 weeks out. Last year we budgeted for police vehicles. The number was seven, but we think that we can get four. After a car gets to 100,000 miles, we look at replacing them. If we wait, it will be the following fiscal year. Town Manager asked Council how many they want to order (four or six). It will take them 48 weeks to get them in and several more weeks to get them outfitted. Council agreed on six vehicles. Chief Hudgins also asked about the color and getting hybrid models. The officers would like to go with the black cars, if Council approves. There would be no difference in price. Hybrids are about \$3,000 more but could save dollars

in the end we could save on each car between \$6,000 and \$12,000 on each car. The price is around \$39,000 and the battery's warranty is for 8 years up to 100,000 miles. The engine recharges the batteries. It's not an electric vehicle.

We are working on the designs for public input for the Cone Mill site for mid-March, and Planning & Zoning Director Travis Morgan is working with a designer on the Cone Mill Site Design. The salary study that we do every three years will be presented at the next Work Session on February 28th, and then we'll have a discussion on that salary study in the budget meetings. It looks like over half of the job descriptions are not at market rate. If we go with the recommendations, it looks like it will be about \$16,000 to pull into it. Also, at the February 28th meeting we will have the new Vision and Goals statement for Council to review, and we can revisit this again mid-summer. He also reported that the County is looking at doing away with mask mandates mid-February, if the trends continue to go in the right direction per the Public Health Director.

The Valentine's Dinner is this Friday. and we are all signed up to participate with that. Parks and Rec Director Matt Jakubowski said there are 106 signed up. Drinks and lasagna will be served.

He also reported that he, Mayor Pro Tem Samaha, and Public Works Director Chip Hill met with Charlotte Water about water leaks, and it was a fruitful discussion. Charlotte Water is still in the process of implementing a reverse 911 system where they can highlight a certain neighborhood and just send out automatic notifications.

There are currently nine bids either out, or in the process of being reviewed for projects, including the Fire Department, that's out until March 1st. We're currently working on the costs for the Greenway and did select Kimberly Horn for that project and we are also working on construction drawings for that project. We should have that by the end of the month. We're working on evaluating potential contractors for the Lowry Street extension (the turn lane). We are in the final documentations for the Lynnwood project, so we will be able to proceed with that project. We are waiting on NCDOT Board approval for the final Johnston Road realignment. We are ranking CDBG projects for the sidewalk along Sable Point. After we rank and pick a construction company for that we'll be able to go to design for that and get that moving along. Town Manager Spitzer is also working on the RFP for the Fire Department architect. After we select an architect, the design process will be about eight months and then it should go out for bid. Staff is evaluating possible new IT vendors, or stay with the current vendor.

The new Town Hall is slated to be open mid-June. Town Manager Spitzer hopes to see the fountain in by that time, as well.

The Mayor announced a five-minute break before going into closed session and thanked everyone for coming to the meeting.

Council Member Chris McDonough made a motion to go into Closed Session pursuant to NCGS 143.318.11 (3) to consult with the Town Attorney to protect the attorney-client privilege. Council Member Amelia Stinson-Wesley made a second to the motion. *(Approved 4-0)*

Closed Session entered at 7:35 pm.

Council reopened Regular Session at 8:22 pm.

ADJOURNMENT

Motion was made by Council Member Stinson-Wesley to adjourn followed by a second made by Mayor Pro Tem Ed Samaha *(Approved 4-0)*

The meeting was adjourned at 8:23 pm.

Mayor Jack Edwards

ATTEST: _____
Lisa Snyder, Town Clerk



**WORK SESSION MINUTES
MONDAY, FEBRUARY 28, 2022 AT 6:00 PM
PINEVILLE COMMUNICATIONS BLDG**

The Town Council of the Town of Pineville, NC, met in a Work Session on Monday, February 28, 2022 @ 6:00 p.m.

ATTENDANCE

Mayor: Jack Edwards
Mayor Pro-Tem: Ed Samaha
Council Members: Amelia Stinson Wesley, Les Gladden and Chris McDonough
Town Manager: Ryan Spitzer
Town Clerk: Lisa Snyder
Police Chief: Michael Hudgins
Finance Director: Sheila Rollerson
HR Manager: Linda Gaddy

Mayor Jack Edwards called the meeting to order at 6:00 p.m. Council Member Chris McDonough made a motion to open the meeting and Council Member Amelia Stinson-Wesley seconded the motion. There were ayes by all and the meeting opened.

POLICE ETJ

Police Chief Michael Hudgins gave a presentation of anticipated costs for this project. He summarized that the total cost to outfit an officer, including a car, is \$130,135. Chief Hudgins thanked Council for letting him order the cars at the last Council Meeting. The ETJ annual revenue is \$660,000. Chief Hudgins recommends hiring six officers (four for days and two for nights). He added that the PD collects this money through taxes. If they are under \$660,000, we will reinvest the difference per Town Manager Ryan Spitzer. Council member Les Gladden questioned the numbers presented in the presentation and feels that you'd have to include pay for supervisors. He added that \$660,000 isn't going to cover all of the costs involved.

Council member Amelia Stinson-Wesley asked if they will have the administrative support to keep up with the added statistics? Chief Hudgins replied that Katherine Rimer does very well at keeping up with that. Mayor Edwards asked what we will be gaining besides improving response time.

Town Manager Spitzer shared that the County approached us, so we have an obligation to present it to Council.

Council Member Stinson-Wesley asked if the County would offer us any other incentive to do this? Town Manager Spitzer replied Yes; that this is part of the negotiations. He added that an agreement is due by July 1st. CMPD would give us the money in 2023 so we can hire someone and patrol would be in that area in 2024. He noted that there is an "out" clause, if needed. Town Manager Spitzer advised that he will bring this back to Council in April.

SALARY STUDY

Susan Manning gave an update to Council on the recent salary study for the Town. The purpose is to ensure that salaries and salary ranges are competitive with external labor markets. We had several goals, which include survey of the region, ensure salary ranges were competitive, pay employees competitively and update the Town's classification and pay plan.

Why do the study? She proceeded to explain that wages are increasing an average of 4%. Inflation is increasing 6.7% per year. Our last study was in 2019. The looked at 14 benchmark communities and 36 benchmark job classes in the survey. The City of Wilson was used for comparison since they also handle telephone there. Data from 2021 NGLM was also used for the survey.

Ms. Manning explained the methodology of calculating the market rate. Her summary of the market data analysis: 24 of 36 jobs were below market; 12 job classes were at or above market rate. She noted that the Town of Pineville is ahead of the curve on police officer pay. Another notation is that inflation is moving faster than the wage market. This is an additional challenge. The recommendation is to update the classification and pay plan, implement the recommended changes in salary ranges and job classes, approve recommended salary increases and continue doing the market study every 2 to 3 years.

She concluded with saying "Retention is cheaper than recruitment."

ARPA FUNDS

Town Manager Spitzer shared with Council that we have until April 30th to decide how to spend the ARPA money. He outlined the projects that the Town is proposing to use the money for, which includes the money that IT is requesting to update the servers and switches (\$167,311), two fire trucks (\$1,900,000), and the Greenway Trail/Jack Hughes Park project (\$809,901). He added that we do have some flexibility and do not have to report every penny. Finance Director Sheila Rollerson added that we can only spend the monies on "one-time" projects, not ongoing projects. Mayor Edwards asked if we can donate money to Pineville Neighbor's Place and Town Manager Spitzer replied Yes.

Council Member Les Gladden suggested that we stagger the purchase of the fire trucks so we're not buying two at a time. Mayor pro Tem Samaha concurred. Town Manager Spitzer reminded Council that the money has to be spent by the year 2026.

Town Manager Spitzer asked that Council send him their lists/ideas. Finance Director Rollerson reminded them to remember that the uses of the monies must be for "one time" projects

Town Manager Spitzer added that Electricities recently added someone that will help us look for grants.

A motion to close the Work Session was made by Council Member Stinson-Wesley with a second made by Council Member Les Gladden. **(Motion passed 4-0)**

The Work Session closed at 8:16 pm.

Jack Edwards, Mayor

ATTEST:

Lisa Snyder, Town Clerk

Town of Pineville
 Budget vs. Actual
 2/28/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Property Tax	\$ 8,447,502	\$ 7,994,577	94.64%
Prepared Food Tax	650,000	365,808	56.28%
Room Occupancy	250,000	245,052	98.02%
Franchise Tax	1,000,000	549,020	54.90%
Sales Tax	1,516,000	1,450,081	95.65%
Storm Water	450,000	263,354	58.52%
Powell Bill	200,000	268,563	134.28%
Other	1,418,544	996,256	70.23%
Appropriated F/B - Restricted Police	320,000	320,000	100.00%
Appropriated F/B Powell Bill	100,000	100,000	100.00%
Total	\$ 14,352,046	\$ 12,552,713	87.46%
Expenditures			
Governing Board	\$ 183,619	\$ 83,564	45.51%
Administration	1,589,517	1,113,671	70.06%
Human Resources	224,130	93,161	41.57%
Zoning	512,530	236,367	46.12%
Police	5,930,887	4,256,985	71.78%
Fire	1,155,874	701,812	60.72%
Public Works	1,085,518	671,716	61.88%
Storm Water	642,257	150,999	23.51%
Powell Bill	282,500	225,870	79.95%
Sanitation	672,000	352,440	52.45%
Recreation	576,727	517,517	89.73%
Cultural/Tourism	1,392,487	668,973	48.04%
Cemetery	4,000	-	0.00%
Contingency	100,000	30,995	30.99%
Total	\$ 14,352,046	\$ 9,104,070	63.43%

Town of Pineville

Electric
2/28/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Electric	13,526,373	7,715,887	57.04%
Expenditures			
Administration & Billing Support	512,740	294,166	57.37%
Purchased electricity	8,745,000	5,377,497	61.49%
Operations and Maintenance	4,268,633	2,428,087	56.88%
Total	13,526,373	8,099,750	59.88%

Town of Pineville
ILEC Telephone Fund
2/28/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenues	1,246,680	925,314	74.22%
Telephone Reserves	746,070	746,070	100.00%
Total Revenue	<u>1,992,750</u>	<u>1,671,384</u>	<u>83.87%</u>
Expenditures			
Operating Transfer Out	384,550	384,550	100.00%
Operating Expenses	1,153,500	805,200	69.80%
Plant under Construction	<u>454,700</u>	<u>113,339</u>	<u>24.93%</u>
Total	<u>1,992,750</u>	<u>1,303,089</u>	<u>65.39%</u>

Town of Pineville
 CLEC Telephone Fund
 2/28/2022

Item 2.

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenue	821,700	789,884	96.13%
Transfer from ILEC	384,550	384,500	99.99%
Total	<u>1,206,250</u>	<u>1,174,384</u>	97.36%
Expenditures			
Operating Expenses	920,250	637,015	69.22%
Plant under Construction	<u>286,000</u>	<u>20,104</u>	<u>7.03%</u>
Total	<u>1,206,250</u>	<u>657,119</u>	54.48%

Town Of Pineville
Johnston Road Realignment - Fund 60
2/28/22

	FY18	FY19	FY20	FY21	FY22	Total Project	Project Budget
<u>Road Realignment Revenue</u>							
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
<u>Road Realignment Expense</u>							
Land/Building	731,228	6,586	-	-	-	737,814	750,000
Engineering	74,089	47,278	84,216	40,925	13,270	259,778	307,000
Construction	-	-	-	-	-	-	2,610,000
Total Road Realignment Expense	805,317	53,863	84,216	40,925	13,270	997,591	3,667,000

Town Of Pineville
Revenue & Expense Statement - Fund 80
2/28/2022

	Budget	FY21	FY22	Total	
Capital Project - Financing					
3360.1240.80	\$ 21,000,000	\$ 21,000,000	-	\$ 21,000,000	
Total Capital Project - Financing	21,000,000	21,000,000		21,000,000	100%
Capital Project - Expenses					
2003.0000.80	-	(0)	-	(0)	0%
7000.7300.80	3,500,000	454,535	351,760	806,295	23%
7000.7301.80	1,000,270	-	-	-	0%
7000.7302.80	100,000	-	36,726	36,726	37%
7000.7303.80	16,399,730	4,718,331	6,744,815	11,463,146	70%
Total Capital Project - Expenses	\$ 21,000,000	\$ 5,172,865	\$ 7,133,301	\$ 12,306,167	59%
Total Net				\$ 8,693,833	

Town Of Pineville
New Fire Building - Fund 65
2/28/22

	FY22	Project Budget
<u>Revenue</u>		
Fire Building Funding	\$ 1,000,000	\$ 1,000,000
Total	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
<u>Fire Building Expense</u>		
Land	\$ 545,844	\$ 1,000,000
Building	-	-
Improvements	-	-
Total	<u>\$ 545,844</u>	<u>\$ 1,000,000</u>



RESOLUTION NO. 2022-3

RESOLUTION OF THE TOWN OF PINEVILLE, NORTH CAROLINA DECLARING SURPLUS ITEMS FOR SALE VIA ELECTRONIC AUCTION AND/OR 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 sale of surplus property by means of electronic auction; 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 some of the listed items by utilizing the on-line internet auction services of Public Surplus and/or Gov Deals and the Town Clerk to dispose of other surplus 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 others 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 March, 2022.

ATTEST:

SEAL:

Jack Edwards, Mayor

Lisa Snyder, Town Clerk

EXHIBIT "A"

Surplus Property for Auction, Donation, Recycling, Destruction, Sale

Surplus Items

Dept.	Item/Desc/VIN#	Make/Model	Misc.	How Disposed	Eff. Date	Miles
PD	2FABP7BV9AX104484	2010 Ford Crown Vic		Online Auction	3/8/22	116,501
PD	2FABP7BV5BX103074	2011 Ford Crown Vic		Online Auction	3/8/22	110,334
PD	2C3CDXAG7CH154036	2012 Dodge Charger		Online Auction	3/8/22	110,218
PD	1GNLC2E07CR203886	2012 Chev Tahoe		Online Auction	3/8/22	118,911
PD	2C3CDXAG5CH280430	2012 Dodge Charger		Online Auction	3/8/22	108,255



ASC Presentation to Pineville Town Council



Individual Artist Fellowships



Artist Support Grants





Culture Blocks

Grant Opportunity	Requested/ Eligible	Awarded	Percent Funded	Gap Item 4.
FY21 Cultural Vision Grant	\$ 550,669	\$ 297,133.00	54%	\$ 253,536.00
FY21 Artist Support Grant	\$ 108,978.79	\$ 75,000.00	69%	\$ 33,978.79
FY21 Emerging Creator Fellowship	\$ 165,000.00	\$ 30,000.00	18%	\$ 135,000.00
FY21 Creative Renewal Fellowship	\$ 550,000.00	\$ 80,000.00	15%	\$ 470,000.00
FY22 Artist Support Grant	\$ 339,204.05	\$ 198,166.89	58%	\$ 141,037.16



The Funding Gaps



ASC Presentation to Pineville Town Council

FY23 Council Budget Calendar

Date	Activity
3/29/2022*	1st Budget Meeting with Council - Overview, Revenues, Expenses (Salary, Solid Waste & Sponsorship) - Financial Analysis
3/31/2022*	2nd Budget Meeting with Council - Parks & Rec, Cultural & Tourism, Pineville Communications
4/5/2022*	3rd Budget Meeting with Council - Police, Planning & Zoning, Electric
4/7/2022*	4th Budget Meeting with Council - Fire, Administration, Governing Board, Human Resources, Public Works
4/21/2022*	5th Budget Meeting with Council - CIP, Wrap-Up, Questions
5/10/2022	Council Meeting - Budget Presentation
6/14/2022	Council Meeting - Approve Budget Ordinance

*All dates for the budget meetings include dinner at 5:30 pm and then the meetings begin at 6:00 pm - until.

MARTIN ♦ STARNES

& ASSOCIATES, CPAs, P.A.

Item 6.

“A Professional Association of Certified Public Accountants and Management Consultants”

February 28, 2022

Sheila Rollerson, Finance Director
Town of Pineville
200 Dover Street
Pineville, NC 28134

You have requested that we audit the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Pineville, NC, as of June 30, 2022, and for the year then ended, and the related notes, which collectively comprise the Town of Pineville’s basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management’s responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Other Post-Employment Benefits' schedules
- Local Government Employees' Retirement System's schedules

Supplementary information other than RSI will accompany the Town of Pineville's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Combining and individual fund financial statements
- Budget and actual schedules
- Supplemental ad valorem tax schedules

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*. As part of an audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Pineville's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and in accordance with *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Town of Pineville's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report (if applicable); and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report (if applicable).
4. For including the auditor's report in any document containing basic financial statements that indicates that such financial statements have been audited by us;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year or period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work (if applicable);
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant roles in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable

criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

We will perform the following nonattest services:

- Draft of financial statements and footnotes
- GASB 34 conversion entries
- Preparation of AFIR
- Preparation of LGC's data input worksheet
- Capital asset & depreciation listing maintenance

We will not assume management responsibilities on behalf of the Town of Pineville. However, we will provide advice and recommendations to assist management of the Town of Pineville in performing its responsibilities.

The Town of Pineville's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- This nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgement, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of the Town of Pineville's basic financial statements. Our report will be addressed to the governing body of the Town of Pineville. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However,

providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers’ proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

During the course of the engagement, a portal will be in place for information to be shared, but not stored. Our policy is to terminate access to this portal after one year. The Town is responsible for data backup for business continuity and disaster recovery, and our workpaper documentation is not to be used for these purposes.

Provisions of Engagement Administration and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Marcie Spivey is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are as follows:

Audit Fee	\$ 41,350
Financial Statement Drafting	5,900
Single Audit Fees (if applicable)	<u>2,000</u>
	<u>\$ 49,250</u>

Our invoices for these fees will be rendered in four installments as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of

termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Town of Pineville's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

If we determine that we are required to perform a single audit in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, and these procedures and related fees were not included in our quoted fees, we may amend our audit contract and supplemental bill for these additional procedures.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

Changing Laws and Regulations

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

Incorrect Accounting Methods or Errors in Client Records

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

Failure to Prepare for the Engagement

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

Starting and Stopping Our Work

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will

discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$75-\$300 per hour.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or state agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

We have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Town of Pineville by:

Signature: _____

Title: _____

Date: _____

The	Governing Board Town Council
of	Primary Government Unit Town of Pineville, NC
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Dr. SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/22	Audit Report Due Date 10/31/22
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)(G.S. 159-34 and 115C-447) All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Sheila Rollerson	Finance Director, Town of Pineville	srollerson@pinevillenc.gov

OR Not Applicable (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

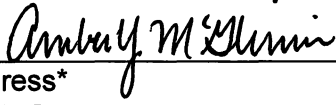
Primary Government Unit	Town of Pineville, NC
Audit Fee	\$ See engagement letter
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ See engagement letter
Writing Financial Statements	\$ See engagement letter
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 34,425.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 0.00

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature* 
Date* 02/28/22	Email Address* amcghinnis@msa.cpa

GOVERNMENTAL UNIT

Governmental Unit* Town of Pineville, NC	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* John Edwards, Mayor	Signature*
Date	Email Address jedwards@pinevillenc.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed) Sheila Rollerson, Finance Director	Signature*
Date of Pre-Audit Certificate*	Email Address* srollerson@pinevillenc.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Report on the Firm’s System of Quality Control

To the Shareholders of Martin Starnes & Associates, CPAs, P.A. and the Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm’s Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer’s Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 4, 2021

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3500 Westgate Drive
Suite 203
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
579 West Street
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

Smithfield
212 East Church Street
Post Office Box 2348
Smithfield, North Carolina 27577

919 934 1121
919 934 1217 FAX



TO: Pineville Mayor and Town Council

VIA: Ryan Spitzer, Pineville town Manager

FROM: Don Mitchell, Electric system Manager

DATE: February 25, 2022

SUBJECT: Material bid Recommendation Downs Road and Main Street

Overview:

Southeastern Consulting Engineers received formal bids on January 17, 2022 for materials and equipment to extend electric lines further along Downs Road, into Carolina Logistics Park, and to bury a section on overhead line along Main Street. The total cost of materials was \$559,663.88. Southeastern recommends the bid be awarded as indicated below:

WESCO	\$424,625.60
Border States	\$135,038.28

We concur with their recommendation, and ask that the board award the bid as indicated to WESCO and Border States.

Attachment:

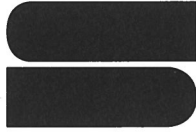
Southeastern Consulting Engineers, Inc. February 23, 2022 bid recommendation and tabulation.

Recommendation:

Award bids to WESCO and Border States as indicated above.

Procedure:

Action item to award bid.



Southeastern Consulting Engineers, Inc.

February 23, 2022

Mr. Don Mitchell
Electric Systems Manager
ElectriCities of North Carolina
11316 Sam Furr Road
Huntersville, North Carolina 28078

Ref.: Material Bid Recommendations
Pineville Downs Road Phase 2 & Main Street

Dear Mr. Mitchell:

ElectriCities received proposals in our office on January 17,2022, from suppliers and representatives solicited for providing electrical material necessary for construction of Downs Road Phase 2 and Main Street in Pineville.

We have evaluated each item quoted based on compliance with specifications, cost, and delivery. These are the bidders we are recommending and amount of award for materials for projects mentioned above.

Note that the conduit price in Miscellaneous Material Schedule is tied to the Plastic News Resin Index for HDPE duct. Although a fixed price is preferred, an index price offer is the result of recent price fluctuations and longer lead times on duct. The final price will be increased or decreased per the published index at shipment. The next lowest bid on these items was fixed but 27% higher.

Schedule I - Padmounted Switchgear	WESCO	\$ 67,657.00
Schedule II - Conductors	WESCO	295,920.00
Schedule III - Connectors and Terminators	Border States	37,296.00
Schedule IV - Switchgear Pad	Border States	4,290.00
Schedule V - Junction Boxes	Border States	30,755.00
Schedule VI - Pedestrian Lighting	Border States	62,697.28
Schedule VII - Miscellaneous Material	WESCO	<u>61,048.60</u>
Total recommended excluding Sales Tax		\$559,663.88

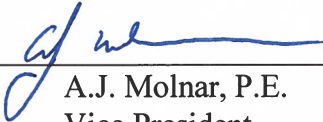
ElectriCities of North Carolina
Huntersville, North Carolina

February 23, 2022
Page 2

Please let us know if you agree with our recommendations and we can prepare and distribute contract documents for these purchases.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By  _____
A.J. Molnar, P.E.
Vice President

AJM/lc

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 3/4/2022

Re: Salary Study - 2022

Overview:

At the February Work Session Susan Manning presented to Council the recent Compensation Study that was completed. The survey benchmarked to the town to 14 communities in the region. The survey found that 24 out of 36 job classes were below market while 12 job classes were at or above market. Most job classes were 5% below market. Only four job classes were 10% below market. This can be attributed to Town Council giving employees COLAs each year to keep up with inflation and the surrounding market.

Susan Manning's recommendations were:

1. Increase salary ranges for 24 benchmark positions below market;
2. Increase salary ranges for Telecommunicators and Maintenance Technicians to establish competitive hiring rates;
3. Increase salary range for Systems Technician to be more competitive;
4. Increase salaries for employees whose salary falls below the minimum of the new range;
5. Award market pay adjustments to employees whose salaries are above minimum but below market commensurate with their experience and date of hire.
6. No salary increases for employees being paid competitively with market.

The yearly implementation cost for the recommendations is \$66,946 (includes benefit increase calculation). At the February meeting, Town Council decided not to wait until the new fiscal year to implement these recommendations. As such, I am recommending they are implemented the first pay period in April 2022, which will be April 6, 2022. This is twelve (12) weeks before the end of the current fiscal year. The prorated cost will be \$15,449. Staff has looked at the Town's current salary budget and has determined this to be feasible without going over budget.

Action:

Approve the new FY 22-23 Classification and Pay Plan as well as to implement the recommendations presented by Susan Manning beginning with the pay period starting on April 6, 2022.



Town of Pineville Compensation Report

February 28, 2022

Susan Manning, HR Consultant

Study Purpose

- ▶ To complete a compensation study to ensure that salaries and salary ranges are competitive with the external labor market in order to meet the Town's current and future business needs to hire and retain well-qualified and high-performing employees.

Goals for the Compensation Study

- ▶ Survey the regional compensation market to determine market and median salaries for Town job classifications;
- ▶ Ensure the Town's salary ranges are competitive with the market to facilitate recruitment & retention;
- ▶ Pay employees competitively within their salary ranges based on their qualifications to improve retention;
- ▶ Update the Town's Classification & Pay Plan to ensure equity and market competitive compensation.

Why do the study?

- ▶ Labor market is dynamic and moving rapidly;
 - ▶ Wages are increasing an average of 4%
 - ▶ Unemployment is 3.9%
 - ▶ Inflation increasing by 6-7% per year
- ▶ Last study was in 2019;
- ▶ Difficult to hire and retain quality staff given the competitive labor market.

Compensation Survey

- ▶ 14 Benchmark Communities
- ▶ 36 Pineville benchmark job classes in the survey
- ▶ Additional salary data from Wilson was used for Telephone job classes.
- ▶ Included salary data from 2021 NCLM survey

Benchmark Communities

- ▶ Belmont
- ▶ Charlotte
- ▶ Cornelius
- ▶ Davidson
- ▶ Gastonia
- ▶ Huntersville
- ▶ Indian Trail

- Matthews
- Mecklenburg County
- Mint Hill
- Mt. Holly
- Shelby
- Stallings
- Waxhaw

Market Methodology

- ▶ **Requested Survey Data to determine Market Rates**
 - ▶ Average Actual Salaries being paid for each benchmark position
 - ▶ # employees in each position
 - ▶ Salary Range minimum, midpoint, maximum
- ▶ **Calculating a Market Rate**
 - ▶ Average of actual salaries being paid in the market
 - ▶ Adjusted market rate calculated excluding outliers
 - ▶ Compare market to current midpoint of the salary range
 - ▶ Market Range - +/- 5% of midpoint

Salary Survey Results

- ▶ **Summary of Market Data Analysis:**
 - ▶ 24 of 36 job classes were below market (67%);
 - ▶ 12 job classes were at or above market (33%);

Job Classifications Below Market

- ▶ All Director positions
- ▶ Some Professional positions
- ▶ Some Administrative positions
- ▶ Telecommunicators & Maintenance Technicians had below market hiring rates

Job Classifications 5% Below Market

- ▶ Finance Director
- ▶ Parks & Recreation Director
- ▶ Planning Director
- ▶ Police Chief
- ▶ Accountant
- ▶ Telecommunications Supervisor
- ▶ Administrative Assistant
- ▶ Billing & Collection Coordinator

Job Classifications 5% Below Market

- ▶ Customer Service Representative
- ▶ Receptionist
- ▶ Recreation Assistant
- ▶ Fleet Manager
- ▶ Senior Storm Water Maintenance Technician
- ▶ Police Lieutenant
- ▶ Police Captain

Job Classifications 10% Below Market

- ▶ Human Resources Director
- ▶ Public Works Director
- ▶ Town Clerk

Job Classifications At Market

- ▶ Athletics Coordinator
- ▶ Crime Analyst
- ▶ Planner
- ▶ Accounting & Payroll Technician
- ▶ Police Records Clerk
- ▶ Property & Evidence Technician
- ▶ Building Maintenance Technician
- ▶ Code Enforcement Officer
- ▶ Parks Maintenance Crew Leader

Job Classifications At Market

- ▶ Planning Technician
- ▶ Public Works Crew Leader
- ▶ Police Officer
- ▶ Police Corporal
- ▶ Police Detective
- ▶ Police Sergeant
- ▶ Maintenance Technician – Low Hiring Rate (Minimum)
- ▶ Telecommunicator – Low Hiring Rate (Minimum)

Compensation Findings

- ▶ 66% of all Town Salary Ranges are below market;
- ▶ Most salary ranges are 5% below market;
- ▶ Salary Ranges for Telecommunicators & Maintenance Technicians need a 5% increase to be competitive at the minimum hiring rate;
- ▶ Salary ranges for most LEO positions are competitive;
- ▶ Police Pay Plan needs to be adjusted slightly to maintain internal equity between LEO job classifications.

Compensation Recommendations

- ▶ Increase salary ranges for 24 benchmark positions below market;
- ▶ Increase salary ranges for Telecommunicators and Maintenance Technicians to establish competitive hiring rates;
- ▶ Increase salary range for Systems Technician to be more competitive;
- ▶ Increase salaries for employees whose salary falls below the minimum of the new range;
- ▶ Award market pay adjustments to employees whose salaries are above minimum but below market commensurate with their experience and date of hire.
- ▶ No salary increases for employees being paid competitively with market.

Employee Salary Recommendations

- ▶ 20 employees are recommended for market adjustments;
- ▶ A few employees are just below the midpoint of their salary range and are recommended to move to the midpoint (<5%);
- ▶ Some employees are being paid below market appropriately given their education/experience/longevity and are not recommended for increases;
- ▶ Employees being paid at market/midpoint are not recommended for increases.

Town Manager Compensation Data

- ▶ Market Rate for Local Town Managers - \$156,340
- ▶ Pineville's current range - \$103,293-\$129,119-\$154,941
- ▶ Town Manager's current salary - \$138,705
- ▶ Salary Range and Salary are Below Market
- ▶ Proposed salary range - \$113,622-\$142,031-\$170,435
- ▶ Is competitive with the local market and provides room for future compensation growth

Total Study Implementation Costs

Annual Salary Increase Cost:	\$50,510
Increased Benefit Costs:	\$12,628
Total Annual Implementation Cost:	\$63,138

Next Steps

- ▶ Approve updated Classification & Pay Plan;
- ▶ Implement changes in salary ranges and job classifications;
- ▶ Approve recommended salary increases;
- ▶ Continue doing a market study every 2-3 years to remain competitive.

Questions?

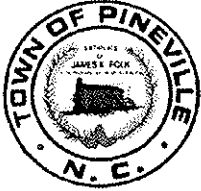
**Town of Pineville Classification & Pay Plan
FY 2022-2023**

Salary Grade	Job Title	FLSA Status	Minimum 80% of MP	Midpoint	Maximum 120% MP
11	Recreation Assistant	NE	\$27,856	\$34,585	\$41,502
12	Receptionist	NE	\$29,052	\$36,314	\$43,577
13	Customer Service Representative	NE	\$30,504	\$38,130	\$45,756
	Maintenance Technician	NE	\$30,504	\$38,130	\$45,756
	Parks Maintenance Technician	NE	\$30,504	\$38,130	\$45,756
	Storm Water Technician	NE	\$30,504	\$38,130	\$45,756
14	Senior Customer Service Representative	NE	\$32,029	\$40,036	\$48,044
	Senior Storm Water Technician	NE	\$32,029	\$40,036	\$48,044
	Apprentice Systems Technician	NE	\$32,029	\$40,036	\$48,044
15	Billing & Collection Coordinator	NE	\$33,630	\$42,037	\$50,444
	Administrative Assistant	NE	\$33,630	\$42,037	\$50,444
	Police Records Clerk	NE	\$33,630	\$42,037	\$50,444
	Accounting Technician	NE	\$33,630	\$42,037	\$50,444
16	Property & Evidence Technician	NE	\$35,311	\$44,139	\$52,967
	Telecommunicator	NE	\$35,311	\$44,139	\$52,967
17	Senior Accounting Technician	NE	\$37,077	\$46,347	\$55,617
	Systems Technician	NE	\$37,077	\$46,347	\$55,617
	Code Enforcement Officer	NE	\$37,077	\$46,347	\$55,617
18	Building Maintenance Technician	NE	\$38,930	\$48,663	\$58,397
	Fleet Manager	NE	\$38,930	\$48,663	\$58,397
19	Athletic Coordinator	NE	\$40,491	\$51,097	\$61,316
	Marketing & Sales Manager	NE	\$40,491	\$51,097	\$61,316
	Planning Technician	NE	\$40,491	\$51,097	\$61,316
	Program Events Coordinator	NE	\$40,491	\$51,097	\$61,316
20	Planner	NE	\$42,921	\$53,651	\$64,382

Revised 7/1/2020 – \$15 starting salary for all full-time employees was approved in the FY20 Budget on June 24, 2019

	Public Works Crew Leader	NE	\$42,921	\$53,651	\$64,382
	Parks Maintenance Crew Leader	NE	\$42,921	\$53,651	\$64,382
	Telecommunications Supervisor	NE	\$42,921	\$53,651	\$64,382
21	Crime Analyst	NE	\$45,067	\$56,334	\$67,601
	Accountant	NE	\$45,067	\$56,334	\$67,601
22		NE	\$47,320	\$59,151	\$70,981
23	Central Office Database Technician	NE	\$49,686	\$62,108	\$74,529
24	Network Database Technician	NE	\$52,171	\$65,214	\$78,255
	Systems Tech Supervisor	NE	\$52,171	\$65,214	\$78,255
	Town Clerk	NE	\$52,171	\$65,214	\$78,255
25			\$54,779	\$68,474	\$82,168
26			\$57,517	\$71,897	\$86,277
27			\$60,394	\$75,492	\$90,590
28			\$63,413	\$79,267	\$95,120
29	Human Resources Director	Exempt	\$66,584	\$83,230	\$99,876
30	Parks & Recreation Director	Exempt	\$69,914	\$87,392	\$104,869
	Public Works Director	Exempt	\$69,914	\$87,392	\$104,869
31	Planning Director	Exempt	\$73,409	\$91,761	\$110,113
32	Telecommunications Director	Exempt	\$77,079	\$96,349	\$115,620
33		Exempt	\$80,934	\$101,167	\$121,400
34	Finance Director	Exempt	\$84,980	\$106,226	\$127,470
35		Exempt	\$89,230	\$111,537	\$133,843
36	Police Chief	Exempt	\$93,692	\$117,114	\$140,535
	Town Manager	Exempt	\$113,622	\$142,031	\$170,435

Revised 7/1/2020 – \$15 starting salary for all full-time employees was approved in the FY20 Budget on June 24, 2019



Application for Board Appointments

Town of Pineville
P.O. Box 249
Pineville, NC 28134

Name: Krishna Y. McVey (Kris) Date: September 8, 2021

Address: 12605 Short Lane, Pineville NC 28134 Phone: 980-201-9425

Email Address: kris.mcvey@gmail.com Cell Phone: 864-621-0600

Which Board do you wish to participate on: Planning Board Board of Adjustment

Please explain briefly why you are seeking appointment to this board: _____

I have lived in McCullough since March 2020 and am an avid user of Charlotte's parks and Greenways. My family and I spend many weekends on county Greenways and in parks with our three children. I would be honored to participate on this board to help advocate for more greenspaces in our communities. I believe it is part of what makes our community an attractive place to live.

Please describe any professional experience you may have that would be relevant to this board: _____

I probably don't have any professional experience that is relevant. I have served on community boards (Workforce Development Board, SAFE Homes/Rape Crisis in Columbia, SC, the Board of Directors for the United Way of Stanly County, etc.). I am an employment lawyer by training and currently work in human resources.

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for this position on the board: _____

See response above.

Please tell us anything else about yourself that would be beneficial to this board: _____

I am eager to serve!

Signature : Krishna G. McVey

Date : September 8, 2021

PINEVILLE COMMUNICATION SYSTEMS

INTERNET RESULTS FOR MONTH ENDING 02-28-2022



REVENUE AREA	SUBTOTAL FOR MONTH ENDING 12-31-2021	INSTALLS SOLD IN & COMPLETED IN JAN.	DISCONNECTS TAKEN & EXECUTED IN JAN.	FINAL MONTH END TOTAL FOR 01-31-2022	INSTALLS SOLD AND COMPLETED IN FEB.	DISCONNECTS TAKEN AND EXECUTED IN FEB.	MONTH ENDING 02-28-2022	SOLD IN FEB. ON SCHEDULE FOR INSTALLATION IN MAR.	TOTAL INTERNET FOR MONTH ENDING 02-28-2022
ILEC	458	15	-5	468	8	-4	472	5	477
CLEC	616	12	-3	625	8	-5	628	0	628
TOTAL	1074	27	-8	1093	16	-9	1100	5	1105

****7-DISC Moving out of area, 1-DISC to go to competitor, 0-DISC non pay****

REVENUE AREA	PENDING INSTALLS ON SCHEDULE SOLD IN FEB. INSTALLING IN MAR.	SOLD WAITING FOR SIGNED CONTRACT SO THEY CAN BE SCHEDULED	UPGRADES IN SPEED COMPLETED IN FEB. WILL INCREASE REV	UPGRADES SOLD AFTER BILLING WILL INCREASE REV MAR.	EXISTING COPPER CUSTOMER CONVERTING TO FIBER ON SCHEDULE FOR FEB. OR COMPLETED IN MAR.	PENDING DISCONNECTS ON SCHEDULE FOR FEB/MAR
ILEC	5	0	3	0	0	0
CLEC	0	0	0	0	0	0
TOTAL	5	0	3	0	0	0

****THE 0 PENDING DISCONNECTION OF SERVICE ORDERS ****

**** THESE CUSTOMERS SOLD IN FEB. BUT INSTALLATION SCHEDULED FOR MAR. ****

****WE HAD 0 EXISTING ACCOUNTS THAT UPGRADE SPEED IN FEB.****

****0 EXISTING COPPER CUSTOMERS CONVERTING TO FIBER IN FEB. ****

100M TO 1 GIG SPEED OFFERING TAKE RATE TO DATE

INTERNET RESULTS FOR MONTH ENDING 02-28-2022			SERVICE AREA	RES OR BUS	SPEED	NET GROWTH/LOSS FROM PREVIOUS MONTH
	JAN. 2022	FEB. 2022				
1100	196	196	CLEC	RES	100M	0
	70	70	CLEC	RES	200M	0
	16	16	CLEC	RES	400M	-4
	176	178	CLEC	RES	1 GIG	-5
	1	1	CLEC	BUS	100M	0
	6	6	CLEC	BUS	GIG	0
	16	17	ILEC	BUS	100M	1
	7	7	ILEC	BUS	200M	0
	4	4	ILEC	BUS	400M	0
	21	21	ILEC	BUS	GIG	0
	104	107	ILEC	RES	GIG	3
	106	109	ILEC	RES	100M	3
	21	21	ILEC	RES	200M	0
	5	5	ILEC	RES	400M	0
	749	758				-2
0.689090909						

69% of our Internet subscribers now subscriber to 100M or higher (increase by from previous month)



RESIDENTIAL AND BUSINESS LINE COUNT MONTH ENDING 02-28-2022

CLEC LINE COUNT	COUNT AS OF 01-31-2022	COUNT AS OF 02-28-2022	NET LOSS/GAIN AS OF 02-28-2022
BUS	47	47	0
RES	123	126	3
SUB TOTAL	170	173	3
ILEC LINE COUNT	COUNT AS OF 01-31-2022	COUNT AS OF 02-28-2022	NET LOSS/GAIN AS OF 02-28-2022
BUS	352	353	1
RES	143	143	0
SUB TOTAL	495	496	1
GRAND TOTAL	665	669	4

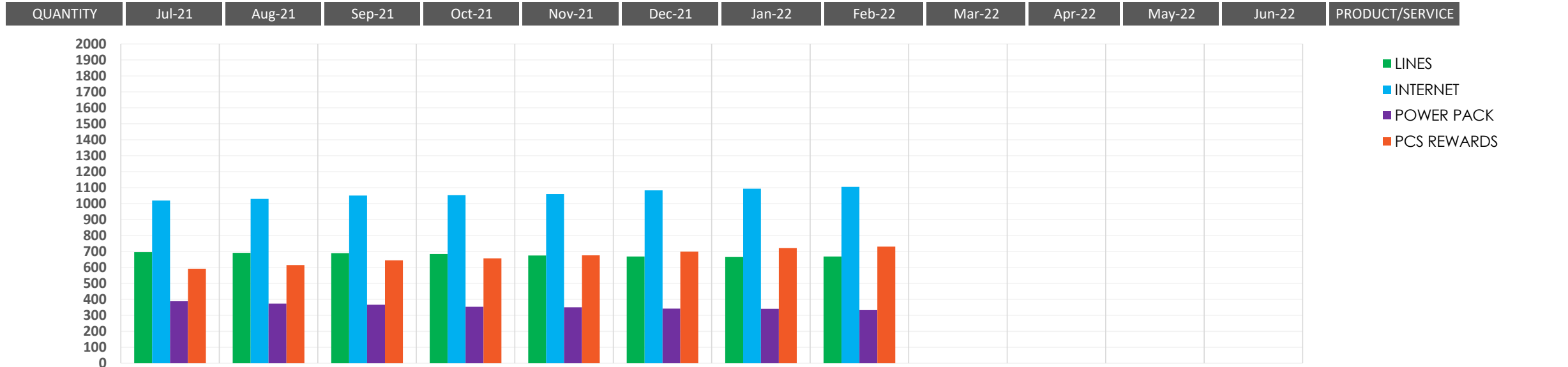


PCS REWARDS MONTH ENDING 01-31-2022

INTERNET RESULTS FOR MONTH ENDING 02-28-2022
NET DECREASE OF POWER PACK DISCOUNTS -5
NET INCREASE OF SUBSCRIBERS RECEIVING DISCOUNTS 6

PCS REWARDS	COUNT AS OF 01-31-2022	COUNT AS OF 02-28-2022	INCREASE OR DECREASE AS OF 02-28-2022	
RES	721	731	10	
SUB TOTAL	721	731	10	
POWERPACK DISCOUNT	COUNT AS OF 01-31-2022	COUNT AS OF 02-28-2022	COUNT AS OF 01-31-2022	
RES	337	333	-4	
SUB TOTAL	337	333		
TOTAL CUSTOMERS RECEIVING REWARDS	1058	1064	6	

Lines, Internet, Power Pack and PCS Rewards FISCAL YEAR FY 22 (JULY 1, 2021 THRU JUNE 30, 2022)



PRODUCT	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Total For FY22	Trend
LINES	696	692	690	684	675	669	665	669						
INTERNET	1,019	1,029	1,050	1,053	1,060	1,083	1,093	1,105						
POWER PACK	389	374	366	354	351	342	341	333						
PCS REWARDS	592	615	644	657	676	699	721	731						

The above totals are month ending reporting. For instance July totals are for month ending July 31st, August 31st, September 30th, October 31st & November 30th etc



PUBLIC WORKS

Department Update

To: Town Council

From: Chip Hill

Date: 03/01/2022

Re: **Public Works Updates**

Police Department Mini Split: The Public Works' storm water and street crew poured a pad at the rear of the PD to place the split unit on for the IT room. (see pictures #1 & 2)

Huntley Glen: The street repairs are moving forward as expected.

McCullough: The storm drain video has been submitted to the Town and county for review.

Lynnwood/Lakeview: The final set of plans have been sent for the drainage project. Various easements will have to be changed to match the new easements required for the drainage lines.

Sidewalks on Hwy 51/Town Centre Blvd: The scope of work for these sidewalks has been sent out for pricing. The quotes should be received this week.

Miller Road: Repairs on the storm drain are being made and as-builts have been submitted to the county for approval.

Meyer Lane: Work is still scheduled to be completed by the end of March.

Mulching: The Public Works Maintenance Crew has put out approximately 68 cubic yards of mulch at all Town buildings excluding the Police Department. Our crew is working on the PD now.

Roof at Public Works Building: The roof and gutter replacement on our building is complete.

Flooring at the Police Department: The installation of the floor coverings at the PD is complete.

*see attached permits issued/received spreadsheet.

Item 10.



Item 10.



ISSUED/PENDING
COMPANY
Fiscal Year 2022

COMPANY	LOCATION	STATUS	PERMIT NO
Mears for Piedmont Natural Gas	Cranford Drive/Main Street	Issued	PW20210712CRANFORD
PNG/Matt Bare of WK Dixon	12228 & 12004 Carolina Logistics Dr/Nations Ford & Downs Rd	Issued	PW20210712CAROLINALOGISTICS12228&12004
AT&T	10710 Centrum Parkway	Issued	PW20210812CENTRUM10710
PNG/Catrina Pealer	408-410 Park Avenue/Lakeview Drive	Issued	PW20210721PARKAVE408-410
PNG/Catrina Pealer	902 Lakeview Drive	Issued	PW20210721LAKEVIEW902
Spectrum	10100 Rodney Street/Industrial Drive	Issued	PW20210712RODNEY10100
PNG/Paul Tatisis	10907 Rail Tye Place	Issued	PW20210708RAILTYE
Charlotte Water/Sean Mayo Gavel & Dorn	10030 Park Cedar Drive/Feldfarm Lane	Cancelled	
Hart & Hickman PC	105 Dover Street	Cancelled	N/A
PNG/Josh Uriate Mears Group	Brian Circle for 734 Brian Circle/Franklin Street	Issued	PW20210826BRIANCIRCLE734
Comporium/Stephane Cowart Byers Engineering	Main Street-NC 51/Johnson Drive	Issued	PW20210908MAINNC51
Segra/Elizabeth Sweeney	Downs Road/Eagleton Drive	Issued	PW20210929DOWNS
Segra/Gazelle Simmons	NCDOT from HWY 51 to Eagleton Downs Drive (variance approval Downs Rd)	Issued	PW20210610EAGLETONDOWNSVARIANCE
Segra/Elizabeth Sweeney	10519 Industrial Drive/Rodney Street	Issued	PW20210929INDUSTRIAL10519
Segra/Elizabeth Sweeney	11049 Carolina Place Parkway	Issued	PW20211004CAROLINAPL11049
Charlotte Water/Zach Pellicone	10405 Centrum Pkwy	Issued	PW20211116CENTRUM10405
Spectrum/Devin Russell	705 Main Street	Pending	
PNG/Carl Hamlin Mears Group	Preston Park Ph1 M2/Cranford Drive and Emmet Dr.	Issued	PW20211116PRESTONPK
Segra/Ronal Mayorga Diversified Utility Group	508 Main St/Cranford Dr/Jack Hughes Ln/427 Main St	Completed	
Electricities/AJ Molnar Southeastern Consulting Engineers	813 Main/810 Main to 511 Main/516 Main	Pending	
AT&T/Ashley Northup/Lee Sadler #A027BY2	10313 Johnston Road/McMullen Creek Pkwy	Issued	PW20211208JOHNSTON10313
Charlotte Water/Geneva Montgomery	10320 Rodney St/Industrial Dr	Issued	PW20220112RODNEY10320
Charlotte Water/Geneva Montgomery	405 Johnston Dr/Meyer Lane & Cone Ave	Issued	PW20220127JOHNSTON405
PNG/Angie Auber Mears Group	902 Lakeview/Fisher Street	Issued	PW20220202LAKEVIEW902
PNG/Duke Energy/Catrina Pealer	237 Johnston Dr/Lyndon Station Dr	Issued	emergency no formal Easement Permit issued
PNG/Mears Group/Angie Auber/Andy Edgemon	912 Cone Ave/Eden Circle	Issued	PW20220131CONE912
Spectrum (Charter)/Techsystems/Cam Demby/Scott Heverly	105 South Polk/Pineville Matthews	Pending	
PNG/Mears Group/Angie Auber	214 Johnston Rd/Childers LN	Pending	
PNG/Mears Group/Angie Auber	218 Johnston Rd/Childers LN	Pending	
PNG/Mears Group/Angie Auber	210 Johnston Rd/Childers LN	Pending	



Human Resources

Linda Gaddy, PHR SHRM-CP MSHR
lgaddy@pinevillenc.gov
(704) 889-2362

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

From: Linda Gaddy

Date: 3/3/2022

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of February 2022.

New Hires:
none

Resignation:
Kristin Mercer, Billing & Collections Coordinator, Electric

Retirements:
none

Promotions:
none

Current Openings:
Public Works Storm Water Technician – internal transfer planned
Fleet Manager, interviewing (open due to planned internal transfer)
Part time Park Aide, interviewing
Seasonal Park Grounds Worker, planned start 3/16/2022 Sophia Sepulveda
Billing & Collections Coordinator, receiving and reviewing applications
911 Telecommunicator (2) – screening and interviewing applicants
Police Officer – receiving applications

Departmental Update:

Employee Engagement survey(s):

A town-wide Employee Engagement survey, as well as a department “change” survey for just the Police Dept. Reports of results have been shared with all staff. The Town-wide engagement survey results have also been reviewed by Department Heads, the Town Manager and H.R. Together they have identified three focus areas for the entire town. Departments are working on identifying ways they can support those focus areas in each department, and identifying any other focus area for improvement for their individual department, based on the results. They have shared some of their initial ideas and plans with

the Town Manager and HR Director. We will continue to create action plans and follow up on their implementation.

Performance Management:

Using the emPerform platform, managers are now conducting six-month introductory period evaluations online in addition to annual reviews. Also, they are conducting, for the first time, mid-year check-ins with their individual staff members to evaluate their progress to date on the goals for each person that were set back during the annual review process completed in July/Aug 2021. This applies to non-sworn personnel.

Safety training:

Online safety training has been completed by most all employees as required. “Learners” are signing on to the new platform (LEARN) and taking the courses that they complete each year during the winter months.

Required in-person trainings have been scheduled for dates in Feb and March with First Aid/CPR to come in April. Required FIT testing for S.W.A.T. team is scheduled.

Safety:

Our safety record, as measured by things like days of work lost was excellent for calendar year 2021. All departments have qualified to receive Gold or Silver awards from the State DOL and NC Health and Safety Council once again this year.

Salary Study:

The salary market study is complete. The results and recommendations were presented to Town Council at the February 28th work session by our consultant Susan Manning. Next step is approval of the revised Pay Plan for FY23 by Council.

Staffing Study:

A Staffing Study of positions and headcounts in similarly situated municipalities in the region was completed by Centralina Regional Council in February. The data will be utilized as we consider our staffing levels and help determine which positions may be needed in the future.

Employee appreciation:

Plans are beginning for the Spring Picnic, a summer outing, and team building events. Also, beginning to investigate ways to recognize employee achievements in front of the entire organization throughout the year.

Annual Benefit renewal:

The process of working with our broker is beginning. As a step toward a smoother, less paper-based annual open enrollment, our broker is setting up the “Bernie portal”, an online benefit enrollment site for all staff to utilize. It will be tested out with new hires this Spring and ready for annual enrollments in June.

COVID response:

Cases have slowed since the recent peak. We continue to encourage everyone to be cautious in matters of cleanliness and when they do not feel well.

February 2022

Pineville Parks and Recreation welcomed 88 seniors on Friday, February 11th for the 45th Annual Valentine's Banquet. Seniors were able to enjoy an evening with a ventriloquist, and a wonderful dinner provided by Mama Ricotta's. Basketball was in full swing as we hosted basketball games each Saturday in February. The basketball season wrapped up on February 26th. Soccer Registration, Summer Camp Registration, and Shelter rentals kept the phones ringing throughout the month. Special events included a drive thru, field trip, bingo night, and National Almond Day. Our first Learn to Ride event will be at Pineville Elementary on March 26th at Pineville Elementary. We are excited to offer this free program that teaches children how to ride a bike. Jack D. Hughes has begun baseball and we have welcomed back soccer and lacrosse to our multipurpose fields. We continue to do our daily park walks to ensure our facilities are clean and safe for all patrons.



Special Events

Valentines Banquet: 45th Annual Valentine's banquet took place on Friday, February 11 from 6pm – 8pm. We had 31 did drive through pick up and 88 attended the banquet

Senior Drive Thru: We held a Senior Citizen drive thru on Thursday, February 16th. It was National Almond Day, Almond Joys and Almond granola were given to 52 seniors

Senior Field Trip: We took a group of seniors to Reynolda House of American Art in Winston Salem on February 17th. We went to lunch at Mama Zoe's after the tour. 12 total participants

Valentines Drive Thru Grab N Go: We handed out 60 Valentine goodie bags on February 10th

Bingo Family Game Night: We had Bingo Family Game night on Friday, February 25. A total of 33 participated in

General Programming – Belle Johnston

Pickleball: 128 Pickleball signups/participants in the month of February. Open Pickleball times are Mondays and Friday from 9am-12pm and Wednesdays from 1:30pm-4:30pm

Adult Painting Class: Sharon held a class on February 15th with 9 attending

Cookie Decorating Classes: There were two cookie decorating classes scheduled on 2/8 and 2/22. 25 total participants in February

February 2022

Cardio Funk: Lem holds class on Tuesdays at 6:30pm. We had 17 participants in February

Cheerleading: They hold classes on Thursdays. They have three different classes with different age groups. They are only doing non-touch cheerleading, so no pyramids or stunts. 14 total participants in February

Senior Field Trip: We took a group of seniors to Reynolda House of American Art in Winston Salem on February 17th. We went to lunch at Mama Zoe's after the tour. 12 total participants

Karate: They hold classes on Wednesdays. These classes are for adults and children. 38 total participants in February

Pre-School Open Gym: We host the program every Wednesday from 9am-12pm. We had 18 total participants in February

Senior Nutrition Program – Heather played a Valentine's Day theme Minute to Win it on February 2nd, 14 total participants. Sharon from Masterpieces by You did a paint project with seniors on February 23rd, 15 total participants

Senior Fit – Senior Fit takes place at the Hut M – Thursdays. 131 seniors participated in February

Yoga – Yoga takes place Mondays and Thursday at the Hut. 64 participated in February

Latin Line Dance – Starting back up in March

Youth Basketball – Practice and games throughout February. Championship games concluded on February 26th. Plan is to expand int 2022-23 season.

Youth Soccer – Registration ended on February 18th. We have 81 kids registered: 43 in U5, 38 in U7. Practices will start on Saturday, March 5th

Summer Camp Registration began February 7th

Lake Park

Mom and Me Fitness – Fall session ended in November. She will start back in March.

Bootcamp with Lia – Bootcamp meets 5:45am – 6:45am M/W/F in Lake Park. 77 participated in February

Tai Chi: Hold classes T/Th/Sat under the large shelter/stage 208 participated in February

Scavenger Hunt – Valentines Themed scavenger hunt around Lake Park – 9 total participants

February 2022

Jack Hughes

Facility Rentals

*Shelter 1 at JH: 0 Rentals

*Shelter 2 at JH: 0 Rentals

*Shelter 3 at JH: 0 Rental

Special Events

Baseball Field Usage

Charlotte Catholic started their baseball season on Feb. 7th and softball season on Feb. 14th. On Deck and PCAA started their spring rentals the week of Feb. 21st.

Multipurpose Field Usage

Carolina Lacrosse started their spring rental on Feb. 17th. They use the field on Thursday and Sundays.

Park Maintenance Update

Belle Johnston/ Lake Park

Set up Valentine Banquet

Daily Park Checks

Blow sidewalks and shelters as needed

Cleaned trash under bleachers

Pressure wash fountain

Building Inspections

Cleaned graffiti off walkways and trees

The Hut

Set up Council

Building inspections

Cut as needed

Cemetery

Daily Checks

Dog Park

Daily Checks

Turned water back on

Added dig waste

Jack Hughes

Cleaned restrooms daily

Repair fence on field 3

Mulch around shelters

Cut fields as needed

Added turface to Field 2

Building Maintenance

Equipment Maintenance

Replaced padding on L Screens

Sod cut infield edges and warning track on all fields

Hung new banners at stadium

Building inspections

Storm water training

Bucket truck/Trailer Loading/Welding/Chipper chainsaw training

Multiple quotes for budget

February 2022

Social Media

Facebook

Post Reach: 4,848

Post Engagements: 681

New Page Likes: +14

Total Page Likes: 3,615

Total Page Followers: 3,855

Instagram

New Followers: +11

Total Followers: 814

Facility Rentals

The Hut: 0 Rentals

The BJCC Dining Room: 3 Rentals

The BJCC Gym: 0 Rentals

Large Shelter: 1 Rentals

Medium Shelter: 1 Rentals

Tot Lot at Lake Park: 3 Rentals

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

***Shelter 2 at JH:** 0 Rentals

***Shelter 3 at JH:** 0 Rental

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

Administration

Matthew met with Deputy Director Peter Cook with Mecklenburg County concerning Mecklenburg Counties Master Plan and Land acquisition.

Matthew met with Ryan Hughes with Brady Services concerning camera upgrades at Jack Hughes

Matthew met with Goose Patrol and Fly Away Geese concerning geese issue at Lake Park

Mathew met with Kathryn Iglesias (GM) with the Mecklenburg Muscadines concerning the upcoming wooden bat league

Matthew attended the South Region Park and Recreation Advisory meeting to discuss the need for land acquisitions in Pineville

Erin and Matthew attended the Park Advisory Board meeting on February 16th

February 2022

Erin attended the PCAA board meeting on February 6th

Erin met with Ed Hull, Charlotte Catholic's baseball announcer, to go over equipment and layout in the press box.

Erin met with her youth soccer coaches on February 21st for a coaches meeting.

Erin met with Mary Yarborough on February 9th about becoming the concessionaire at Jack Hughes Park.

Erin and Heather took the seniors in the February field trip.

Jordan finalized sponsorship deal for Wall of Fame at Jack Hughes Park, Field #1 at JHP, Field #3 at JHP and Summer Camp Trips to Spare Time.

Jordan met with Greg Boenheim- GG Leagues (eSports) Spring Registrations and Marketing.

Matthew and Jordan met Scott Hickman to sign Boys Scouts Troop 7 Charter paperwork

Jordan met with Scooter Abrams to finalize 2022 Rock'n & Reel'n Line up, 2022 Fall Fest Line up, 2022 Fall Fest Logistical information for change from Lake Park to JHP.

Jordan booked several Food Truck vendors/companies for our 2022 P&R events

Heather worked Family Game Night on February 25th

Heather scheduled Storytime in the Park with Jo from the Mecklenburg County Library

Talked with Emma from Charlotte Ballet about doing another Culture Block Program/ No more Latin Line Dance, it will now be a Fitness Dance Class (April 4th – June 27th) on Mondays (6:30pm – 7:30pm)

Heather working with Anna Lucia about a Culture Block program. It will be a bilingual performance in June/ Free to the public/ Details to come

Heather coordinated the Valentine Themed Grab & Go Bags – Give out Grab & Go bags on Feb. 10th

Heather and Erin went to Reynaldo house in Winston Salem with 12 seniors

Heather/Matt/Jordan updated Vendor/Concession packets for Fall Fest and Arts in the Park

Heather with Shelia Douglas on Feb. 22 from Senior Nutrition to set up March calendar.

Heather met with Sharon C to do a paint class with seniors in March

Heather participated in Canva training

Heather created Flyers for Cookie Class postings/ Take sign ups/payments for cookie class/ do check request for instructor – 2 times per month

Heather created flyer for Children's Art Show for Arts in the Park. Send emails to art teachers about event.

Heather worked on newsletter for April, May and June – email all instructors for updated info, research field trips, national days, create flyers for events, etc.

PCAA Update February 2022

Evaluations for softball were on February 19th. Baseball evaluations were on February 26th. Softball practices started on February 22nd and baseball practices start March 5th. Softball teams play in the South Charlotte league and they start earlier than baseball. The Legends division baseball used Jack Hughes for their evaluations on 2/26. T-Ball will start later in March.

February 6th Board Meeting:

- PCAA had a field/work day on January 30th. Many board members, parents, and kids met out at Pineville Memorial Ballpark to do some maintenance to the fields. The new mound on field 3 was installed. They worked on the batter boxes, new netting, portable mounds, and pitching machines.
- Annual Spring Fling Hit-A-Thon will be Saturday, April 29th at Jack Hughes. PCAA will utilize the stadium for the Hit-A-Thon. They will use field 1 and 4 for baseball and softball games throughout the day. The board talked about having other fundraisers at Spring Fling such as: Radar Gun in the batting cages, Target Throwing, Dunk Tank, and a silent auction. A separate Spring Fling committee will be formed to iron out the details.
- Night out with the Charlotte Knights fundraiser will be Friday, May 13th. PCAA has purchases 300 tickets at \$11 each. They can sell the tickets for as much as \$16 a ticket to make a profit of \$5 on each ticket.

Spring 2022 Registration Numbers: There were 58 (13%) kids that received the Pineville Resident discount.

- Total Registers: 444 as of 3/3/2022 (T-Ball registration is still open)
 - T-Ball: 70
 - Rookie Division: 119
 - Minors Division: 59
 - Majors Division: 50
 - Legends Division: 55
 - 6U Softball: 9
 - 8U Softball: 24
 - 10U Softball: 24
 - 13U Softball: 22
 - Legends Softball 14U: 12

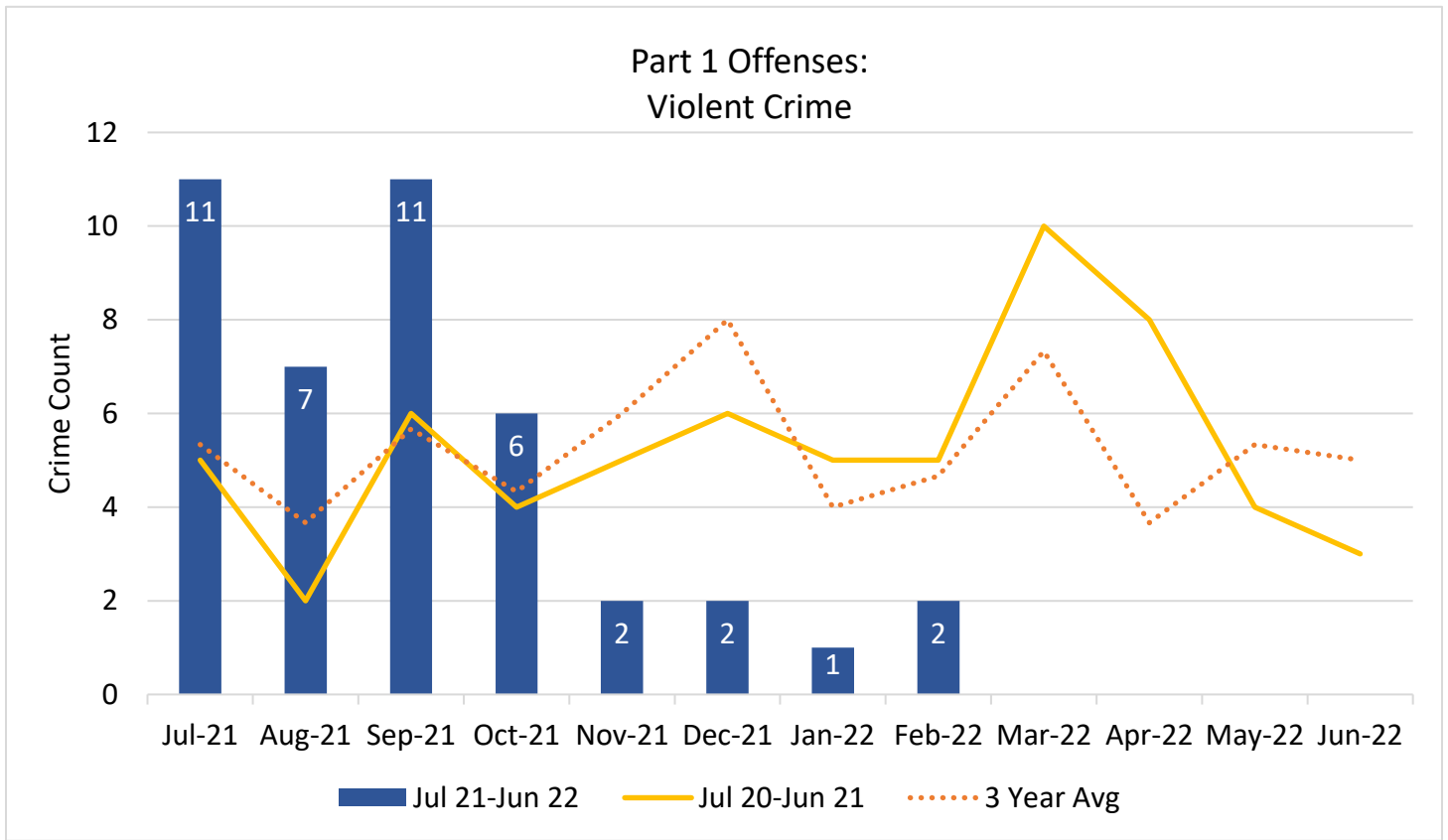


PINEVILLE POLICE DEPARTMENT

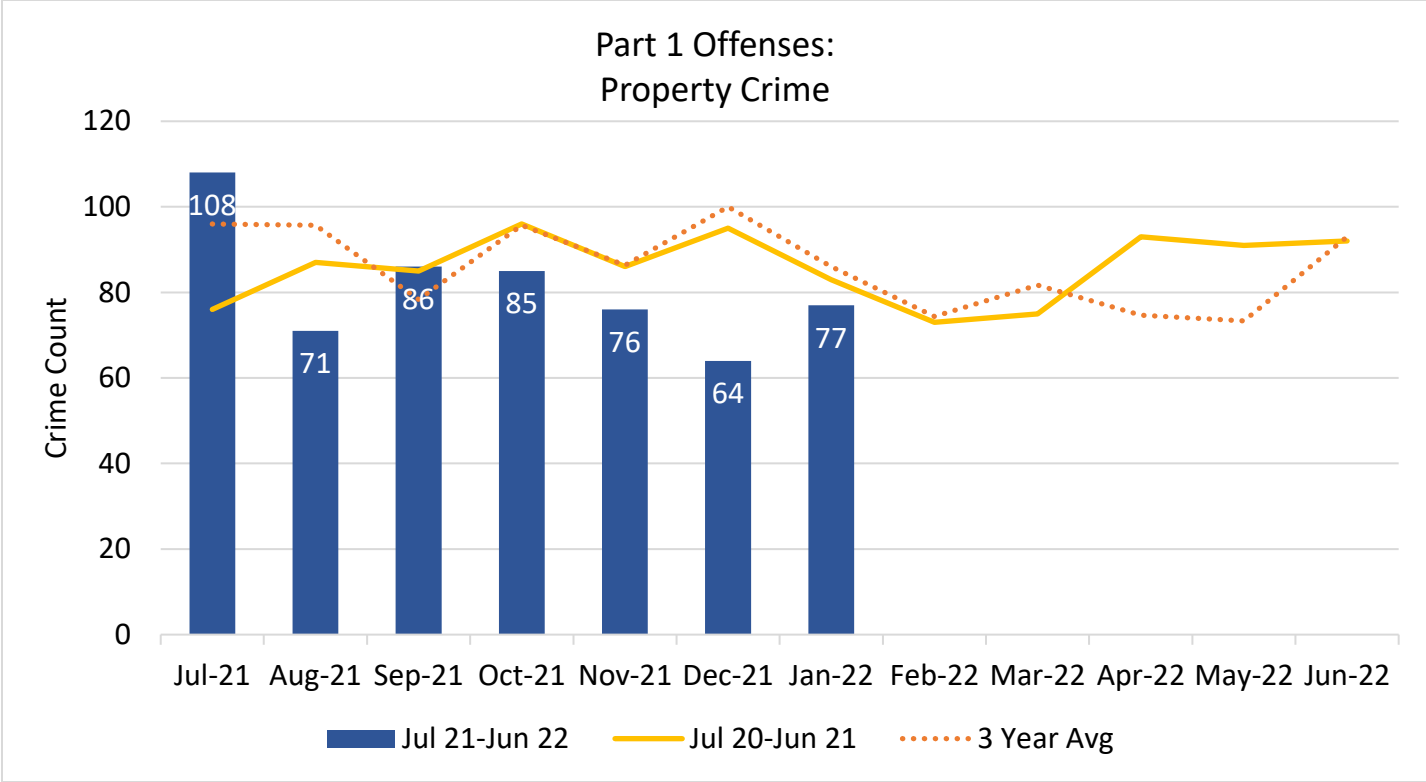
MONTHLY REPORT February 2022

Crime Goals

Below is the evaluation of the department’s crime goals. Goals are measured for 12 months based on the fiscal year. For the year of July 2021 – June 2022, the goals are to reduce violent crime by 5% and reduce property crime by 10%.



Goal: -5%
Baseline Jul 20 – Jun 21: 63
Target Jul 21 – Jun 22: 59
Jul 21 – Feb 22: 42
Comparison to Jul 20 – Feb 21: 10.53%
Comparison to Jul – Feb 3 Year Avg: 0.0%

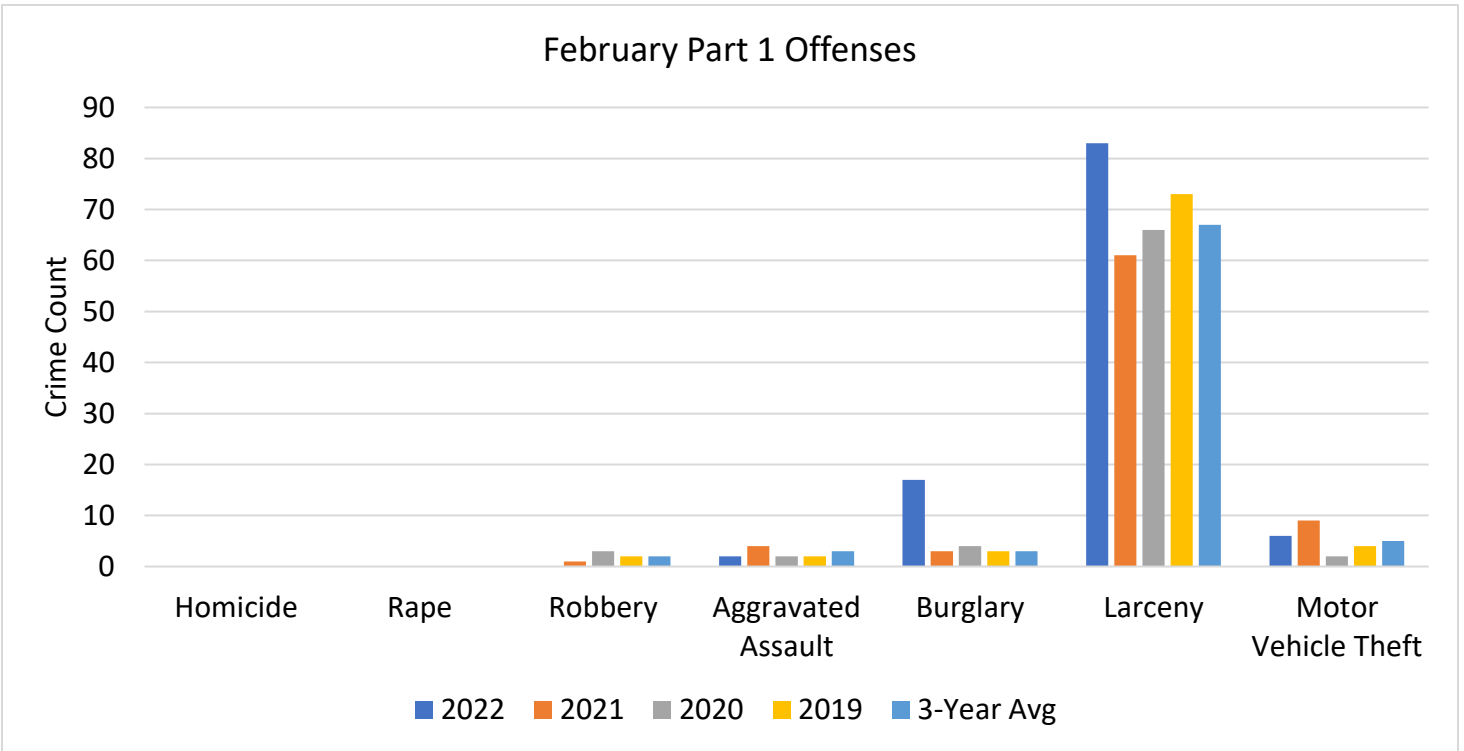


Goal: -10%
 Baseline Jul 20 – Jun 21: 1032
 Target Jul 21 – Jun 22: 928
 Jul 21 – Feb 22: 673
 Comparison to Jul 20 – Feb 21: -1.17%
 Comparison to Jul – Feb 3 Year Avg: **-5.48%**

Monthly Crime Statistics

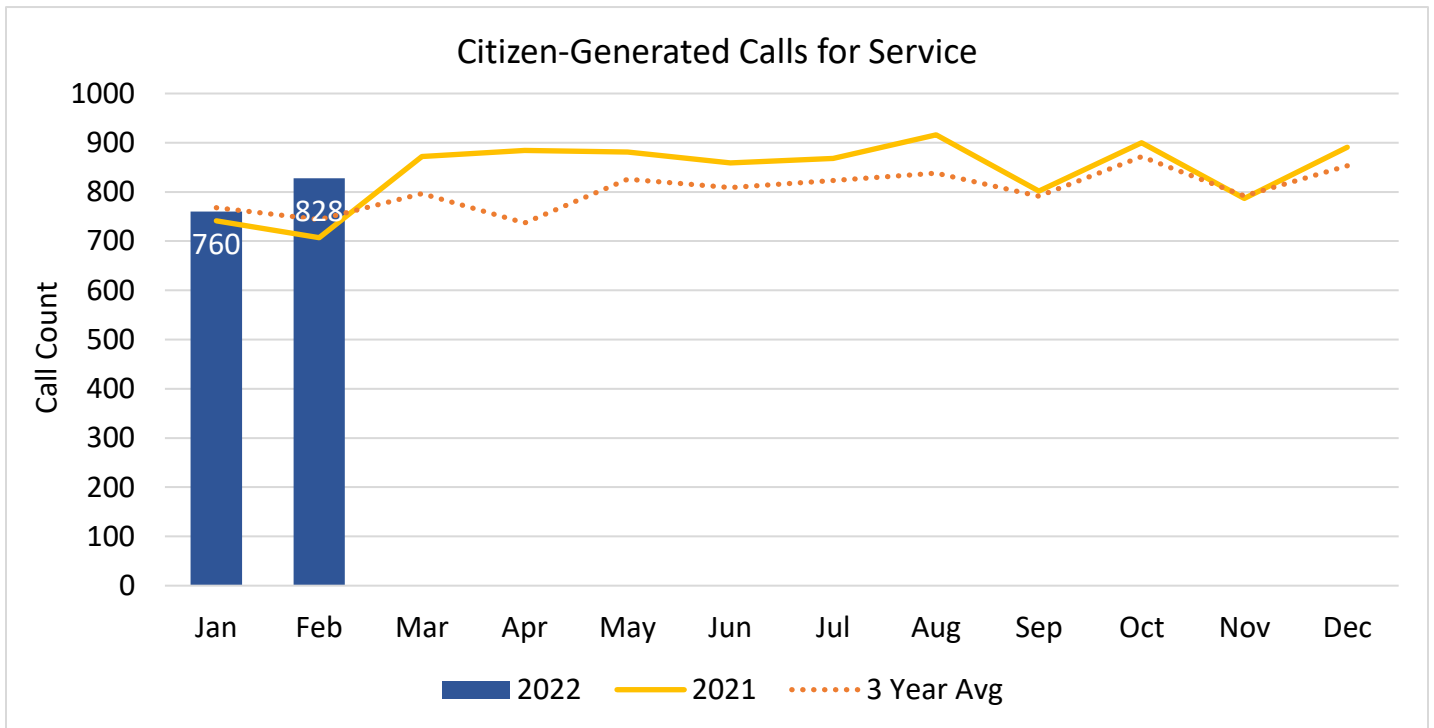
Below is a table and bar graph of the counts for Part 1 Offenses in February. For comparison, the same is shown for the past 3 years. The average of the 3 years was calculated.

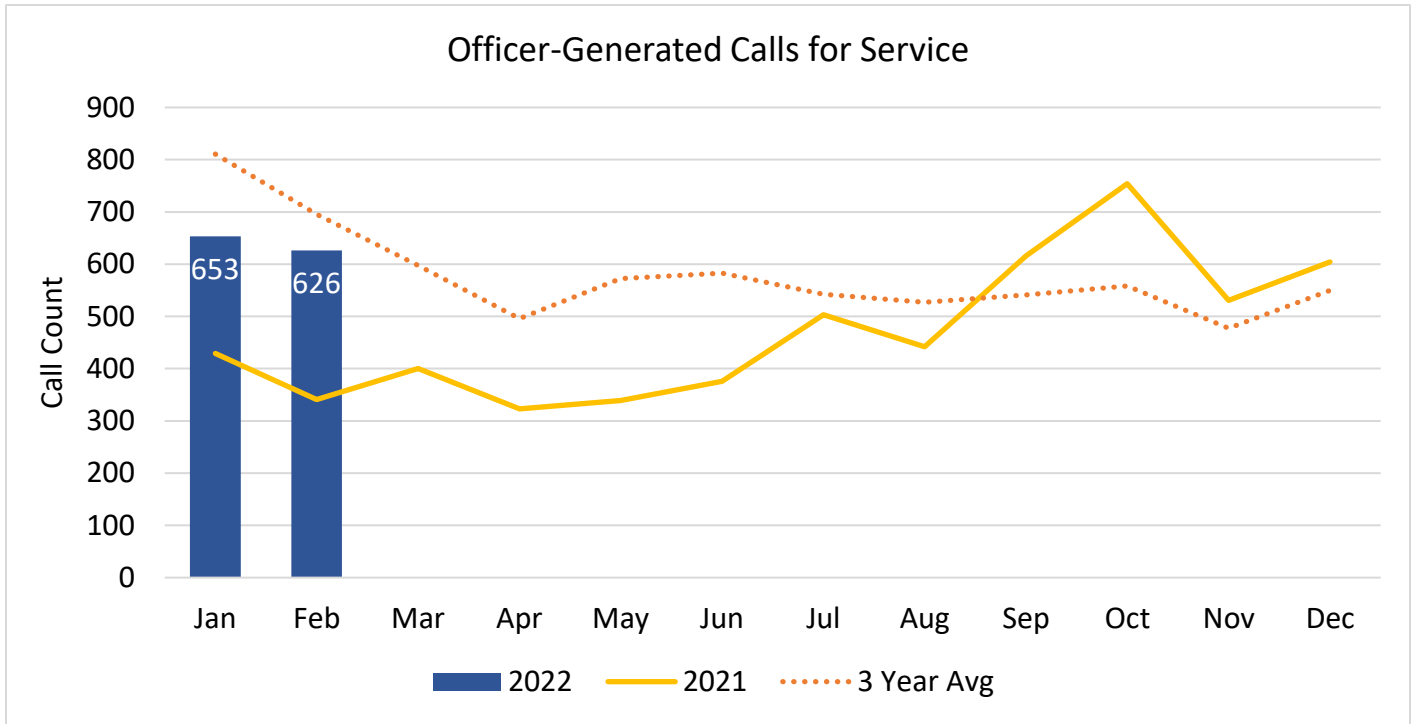
February Crime Statistics					
Part 1 Offenses					
	2022	2021	2020	2019	3-year average (2019-2021)
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	1	3	2	2
Aggravated Assault	2	4	2	2	3
Burglary	17	3	4	3	3
Larceny	83	61	66	73	67
Motor Vehicle Theft	6	9	2	4	5



Calls for Service

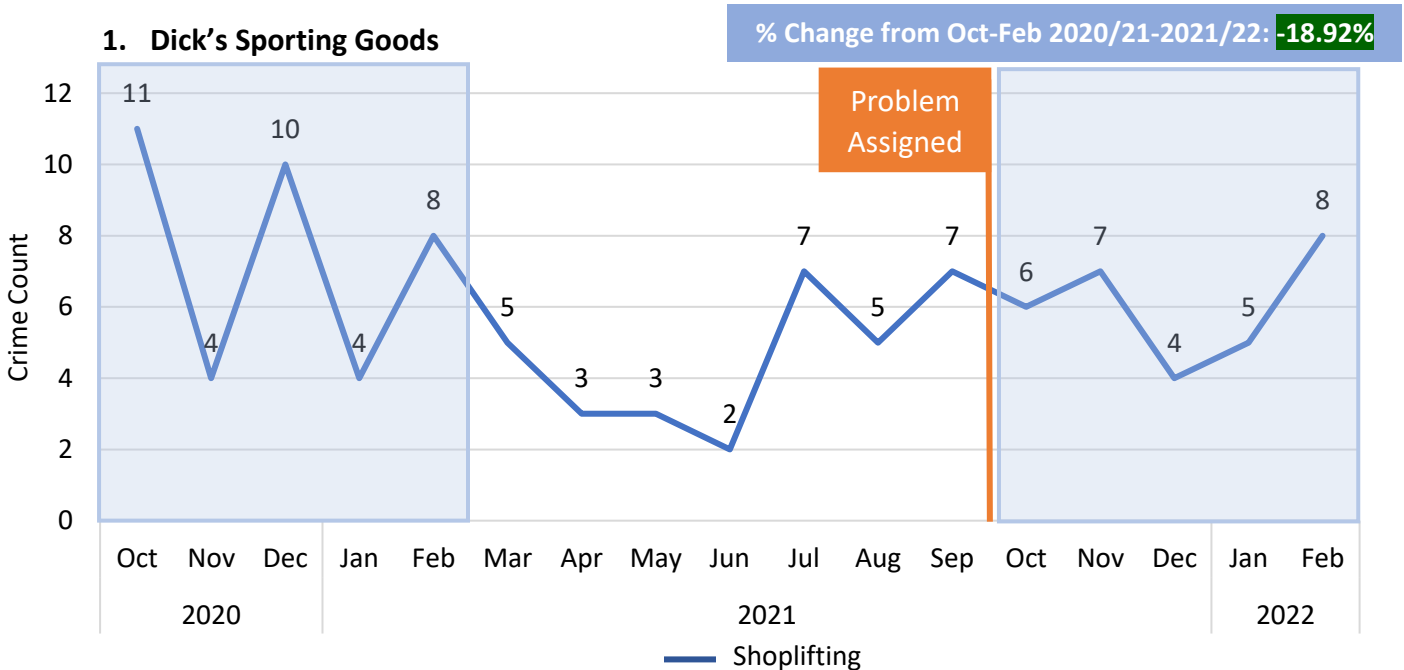
The graphs below display the number of calls for service in comparison to previous months and the previous 2 years. The first graph is citizen-generated calls. The second graph is officer-generated calls (zone checks and foot patrols excluded).





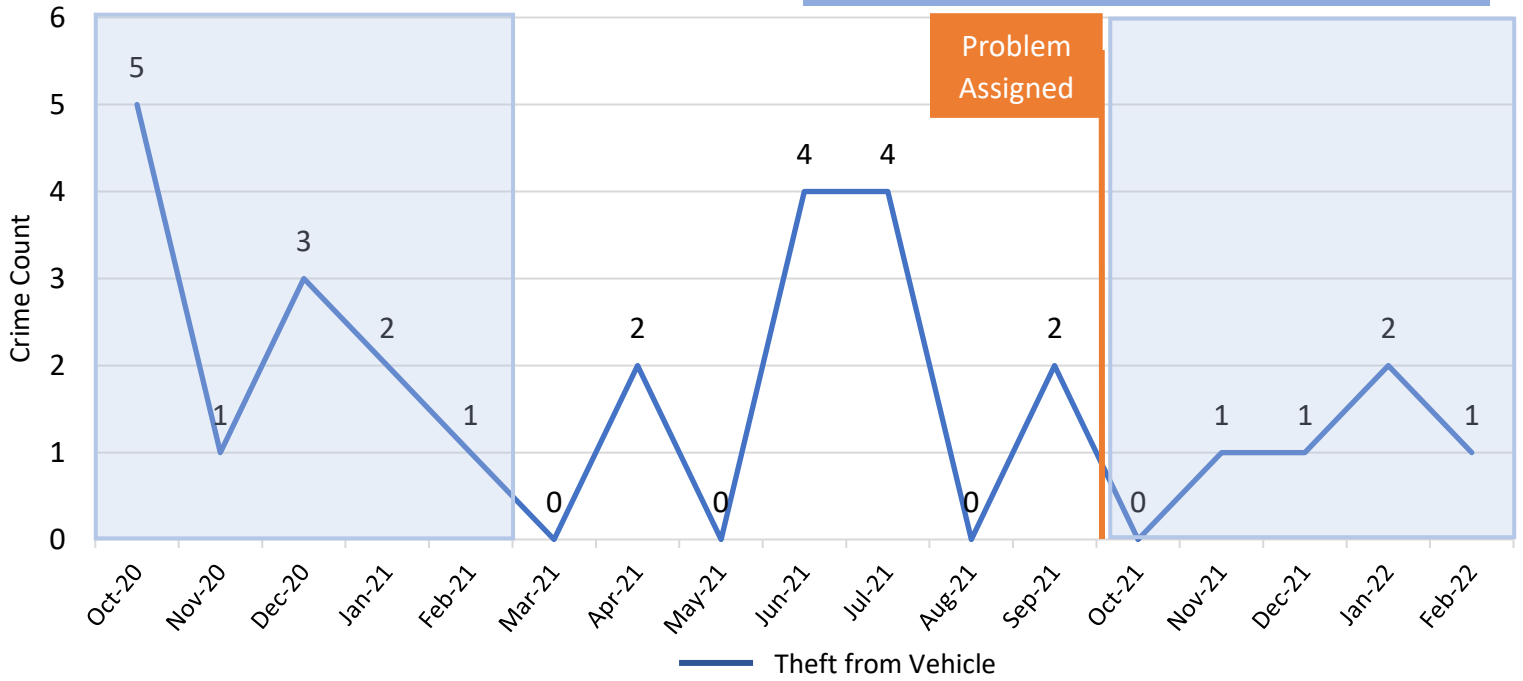
Problem Locations

The following problem locations have been identified using 3 years of calls for service and crime data, showing a consistent crime problem over the years. Each month, these locations are evaluated based off the crime and disorder the assignee was tasked to handle. Problem locations are evaluated for 6 months to see if responses were successful.



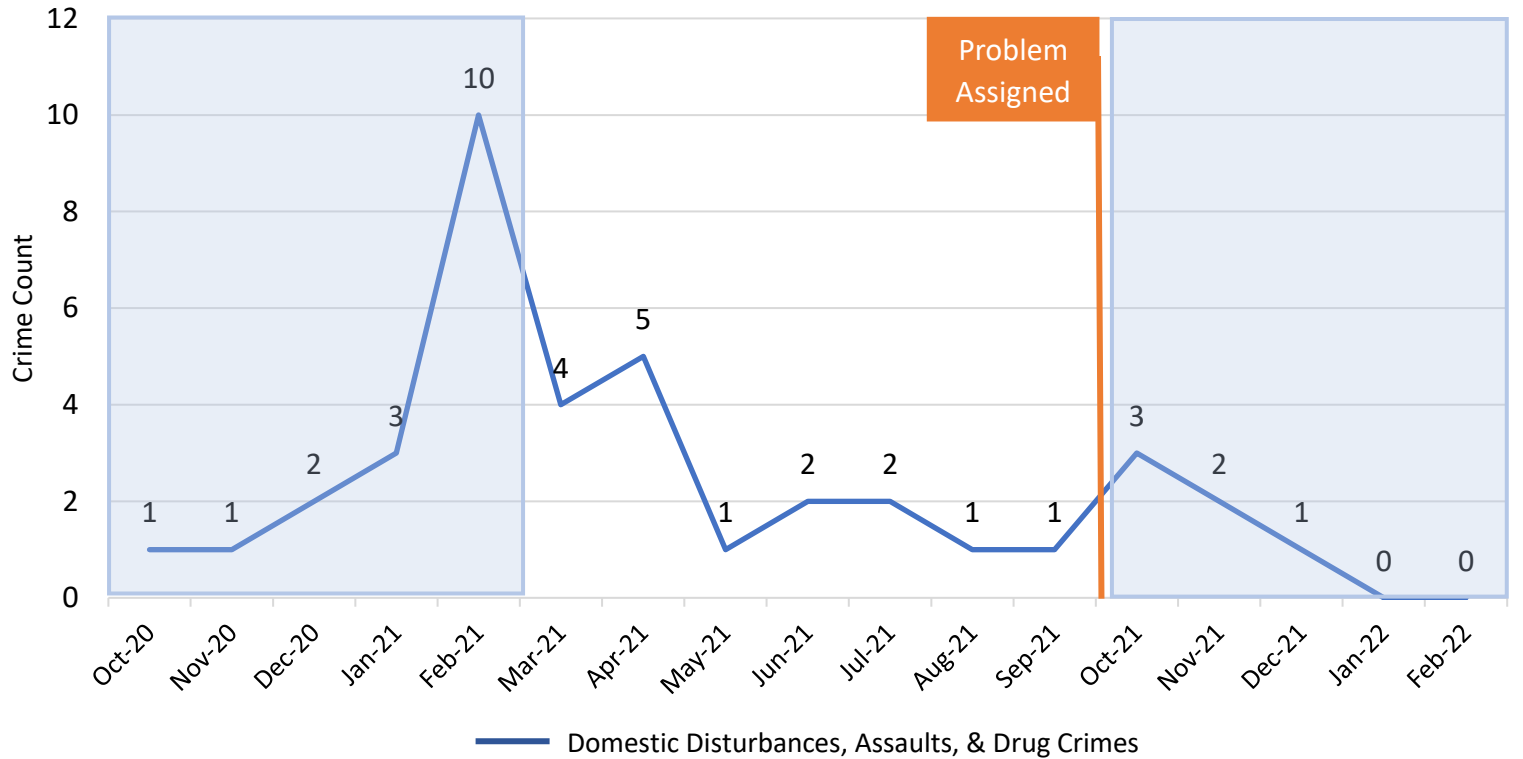
2. Comfort Suites

% Change from Oct-Feb 2020/21-2021/22: **-58.33%**



3. Suburban Lodge

% Change from Oct-Feb 2020/21-2021/22: **-64.71%**

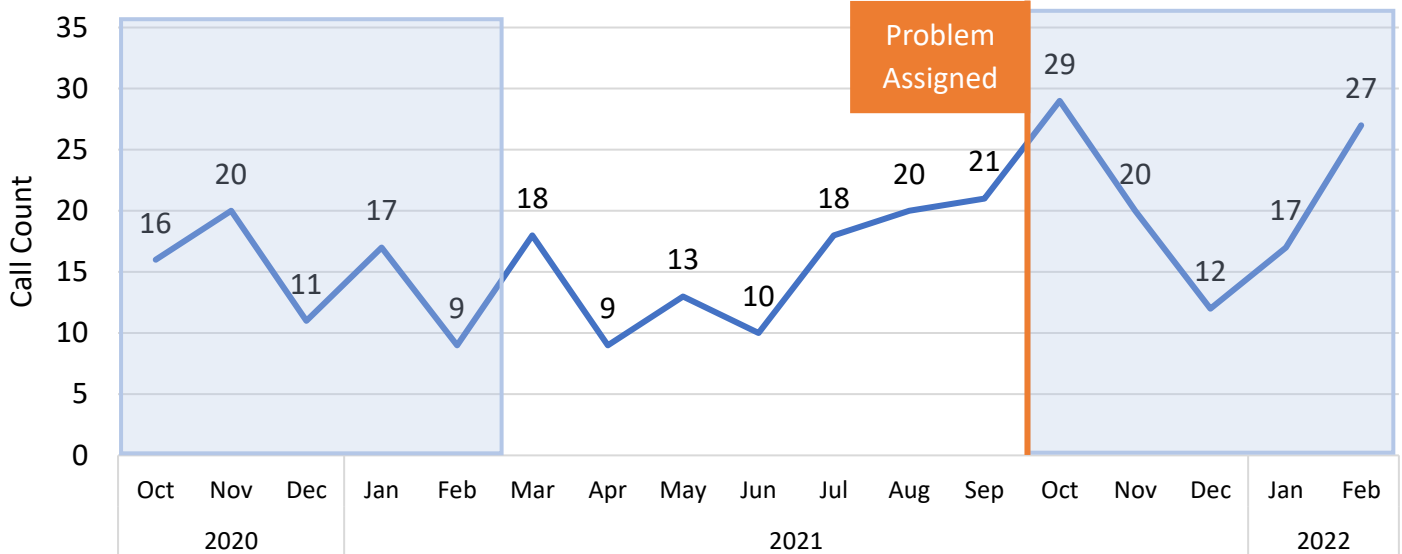


Problem Area

The problem area is Sabal Point Apartments. It was identified using 3 years of calls for service and crime data, showing a consistent crime problem over the years. Each month, the evaluation is based off the crime and disorder the assignee was tasked to handle. Since a problem area has more crime and disorder than a problem location, the evaluation is broken down into several charts. Problem areas are evaluated for 6 months to see if responses were successful.

Evaluation 1: Citizen Generated Calls for Service

% Change from Oct-Feb 2020/21-2021/22: **43.84%**

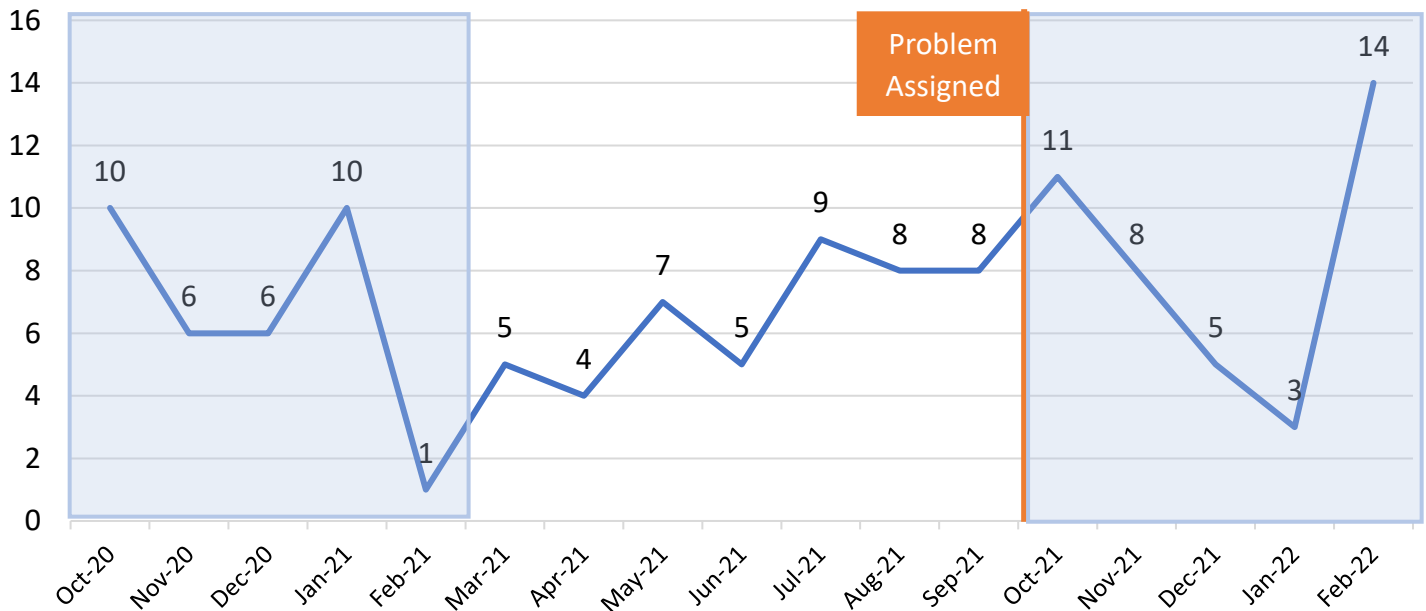


*selected calls include 10-37, 40, 47, 54, 56, 57, 60, 62, 65, 71, 78, 81, 85, 86, 87, 88, 90, 91, 92, 93, 94, 95

Selected Calls for Service

Evaluation 2: Group A Offenses

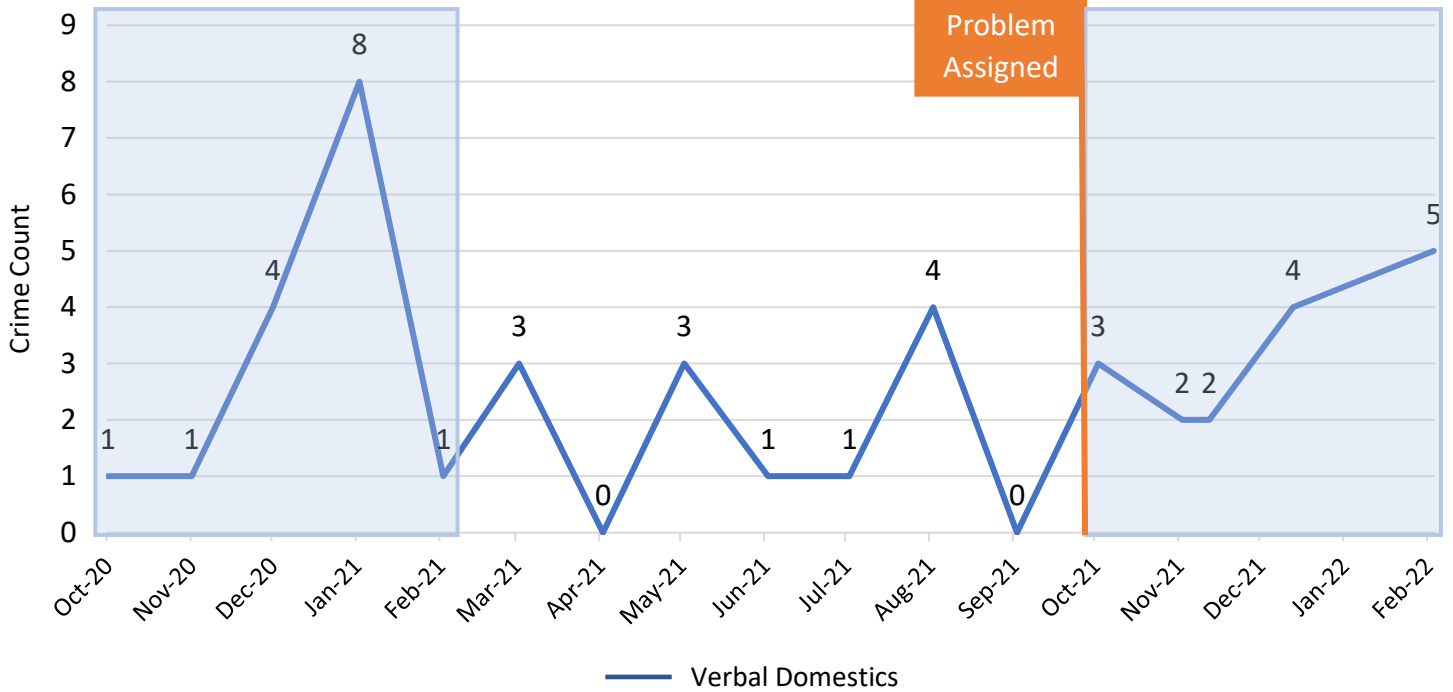
% Change from Oct-Feb 2020/21-2021/22: **24.24%**



Group A Offenses

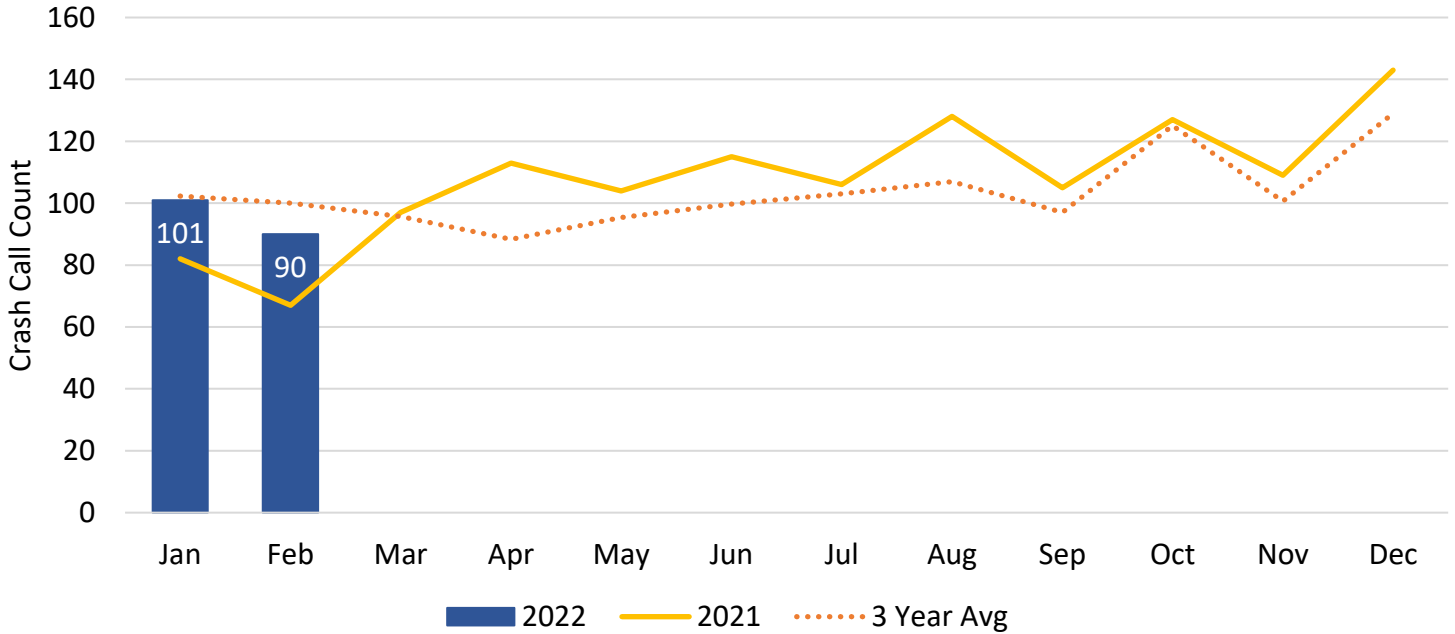
Evaluation 3: Verbal Domestic Disturbances

% Change from Oct-Feb 2020/21-2021/22: **6.67%**



Traffic Crash Data

Calls for Traffic Crashes



*Counts are 10-50 and 10-54 calls with a disposition of report taken or rendered assistance MI

Community Engagement

- Police Memorial Meeting
- Meeting with US Bank for sponsorship for youth leadership academy
- Meeting with graphic designer for PD art
- Partnering with CMPD Animal Control where we can now check animals for microchip to reduce our calls to animal control
- Meeting with CD-CP to set up training for officers to give referrals for children who have been through or witnessed traumatic incidents
- Met with Mecklenburg County CIT to better serve and host some training for 2023
- Met with Redeeming Love Ministries to see how we can help each other in the community
- Attended Special Olympics Conference
- Working on next fundraiser to benefit Pineville neighbors Place
- Created a YouTube channel for the police department
- Conducted Interview with Pineville Elementary to be posted on our YouTube channel
- Meeting with Jane from Pineville Neighbors Place for future events
- Coffee with a cop at Carolina Place Mall
- Attended Town Safety meeting
- Setting up meetings with La Notica, and Que passa papers to start outreach in Hispanic community
- Have a new volunteer who speaks Spanish to help with our outreach to the Hispanic community
- Continue to post and monitor social media not only for getting to know us content but to help to identify on specific crimes and highlight key arrest made by the department
- Worked with Pineville Neighbors Place to get some warm supplies for one of the homeless in town
- Met Amazon management and toured the new facility on Nations Ford Road

Department Update



To: Town Council

From: Travis Morgan

Date: 3/8/2022

Re: Town Planning Updates

PLANNING:

Miller Farm Subdivision info:

Applicant is revising plans now to provide housing percentages more similar to McCullough neighborhood. Stop light and pedestrian crossing will be included. Single family product is being revised and will include some product with alley service. Applicant has not agreed to any public park or amenity at the moment. Discussions with the applicant and Charlotte Water have begun to create a water loop network.

From Tristan McMannis:

“The Pineville Parks and Recreation Advisory Board (PPRAB) has reviewed the preliminary plan for the Miller Farm Conditional Rezoning Plan, as being proposed by the applicant (Fielding Homes LLC) and due to the nature of the project and proximity to a future planned park (West Park) identified in the Town’s Park and Recreation Master Plan (as prepared by Kimley-Horn, May 2020) as being necessary as the Town’s population grows and expands in this area. We, the PPRAB make the following recommendation understanding that outdoor recreation, in particular access to trails, greenspace, multi-use paths, etc. improve the public health and wellness and are necessary infrastructure for our growing community. We recommend that the applicant grant the town public use of the open space adjacent to Highway 51 generally from the eastern boundary of the project as generally shown in the attached to the westernmost driveway into the proposed development. This would allow the Town to provide a linear park consistent with the recommendations of the approved Master Plan. Associated with this, we understand the Town planning staff have proposed a wider sidewalk be installed along Highway 51 to facilitate a multi-use path to connect to the Town’s existing sidewalk network, and we support the Town’s planning staff recommendation. Additionally, we recommend the applicant grant public use of the land adjacent to and within the buffers associated with McCullough Branch for public use and potential future trails and greenways which may be constructed by the Town.”

Comprehensive Land Use Plan: Community workshop meeting and updates will take place 3/23/22 from 5-7pm at the Hut for those who would like to attend.

Johnston Dr Alignment: Awaiting final construction authorization from NCDOT Board currently set for March 8-9th.

Lancaster Hwy Sidewalk: Vetting the winning contract award with CCOG.

CODE ENFORCEMENT:

High Weeds and Grass:

11725 Carolina Place Pkwy

Dumpster:

Longhorn Dumpster
9930 Industrial Dumpster
Don Pedro
10101 Rodney
10309 Rodney
Tower Festival

Community Appearance/Junk Vehicle:

10322 Osprey Dr Trailer on lawn and junk car
11725 Carolina Place Parkway
11301 Treebark Dr Junk Car
418 Cone Junk Car
286 Eden Community junk
1609 Lakeview junk

Signs:

Meadow Creek Apts

Pods:

Applebee's
Willow Ridge Apts

Parking on Sidewalk:

Stratfield
Atwell Glen
Stockdale
Graceview
Green Birch

Parking lot merchandise/Mulch:

Home Depot
Lowe's

March

2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 6:30 Council Meeting	9	10	11	12 Move Clocks Forward
13	14	15	16	17	18 Business Expo @ The Hut 3 – 6pm	19
20	21	22	23	24	25	26
27	28 6:00 Work Session	29 5:30 Budget Meeting	30	31 5:30 Budget Meeting		

April

2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 DOGS IN THE PARK
3	4	5 ED'S BIRTHDAY 5:30 BUDGET MTG	6	7 5:30 BUDGET MTG	8	9
10	11	12 6:30 COUNCIL MEETING	13	14	15 HOLIDAY	16
17 EASTER	18	19	20	21 5:30 BUDGET MTG	22	23
24 JUNK WEEK ALL THIS WEEK	25 6:00 WORK SESSION	26	27	28 3:30 TELEPHONE BOARD MTG	29 NATIONAL JELLY BEAN DAY	30

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