



AGENDA

CALL TO ORDER

DISCUSSION ITEMS

- [1.](#) Presentation of Salary Study (Susan Manning)
- [2.](#) Police ETJ (Chief Hudgins)
- [3.](#) ARPA Funding - Council to decide where to spend the funds

ADJOURN

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

Topic: February Work Session

Time: Feb 28, 2022 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81957130915?pwd=Wnl1Q1VVSklndFA0d0pYRzkzbXhxZz09>

Meeting ID: 819 5713 0915

Passcode: 469168

One tap mobile

+16465588656,,81957130915#,,,,*469168# US (New York)

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Dial by your location

+1 646 558 8656 US (New York)

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+1 346 248 7799 US (Houston)

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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 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

- ▶ 23 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: | \$52,603 |
| Increased Benefit Costs: | \$13,151 |
| Total Annual Implementation Cost: | \$65,754 |

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?

| Pineville Salary Survey-November 2021 | | | | | |
|--|-------------------------|------------------------------------|------------------------------|-------------------------------|---|
| Compensation Summary Analysis | Current Midpoint | Market Range+/-5% of Market | Market/Adj MarketRate | Relationship to Market | Recommended Salary Range Change w/new Midpoint |
| Management Positions | | | | | |
| Finance Director | \$ 101,167 | \$105,745-\$116,877 | \$ 111,311 | Below Market | 5% - \$106,225 |
| Human Resources Director | \$ 71,897 | \$84,994-\$93,940 | \$ 89,467 | Below Market | 15% - \$83,230 |
| Parks & Recreation Director | \$ 83,230 | \$86,663-\$95,785 | \$ 91,224 | Below Market | 5% - \$87,392 |
| Planning Director | \$ 87,392 | \$94,980-\$104,978 | \$ 99,979 | Below Market | 5% - \$91,761 |
| Police Chief | \$ 111,537 | \$115,663-\$127,838 | \$ 121,750 | Below Market | 5% - \$117,114 |
| Public Works Director | \$ 79,267 | \$90,372-\$99,884 | \$ 95,128 | Below Market | 10% - \$87,392 |
| Professional Positions | | | | | |
| Accountant | \$ 53,651 | \$55,943-\$62,831 | \$ 58,887 | Below Market | 5% - \$56,334 |
| Athletics Coordinator | \$ 51,097 | \$50,982-\$56,348 | \$ 53,665 | At Market | No Change |
| Crime Analyst | \$ 56,334 | \$54,901-\$60,680 | \$ 57,790 | At Market | No Change |
| Planner | \$ 53,651 | \$51,606-\$57,038 | \$ 54,322 | At Market | No Change |
| Program Events Coordinator | \$ 51,097 | \$52,457-\$57,979 | \$ 55,218 | Below Market | No Change - Equity |
| Telecommunications (911) Supervisor | \$ 51,097 | \$52,155-\$57,645 | \$ 54,900 | Below Market | 5% - \$53,651 |
| Town Clerk | \$ 59,151 | \$65,389-\$72,273 | \$ 68,831 | Below Market | 10% - \$65,214 |
| Administrative Positions | | | | | |
| Administrative Assistant | \$ 40,036 | \$41,621-\$46,003 | \$ 43,812 | Below Market | 5% - \$42,037 |
| Accounting & Payroll Technician | \$ 44,139 | \$41,932-\$48,291 | \$ 45,991 | At Market | 5% - \$46,347 |
| Billing & Collections Coordinator | \$ 40,036 | \$44,074-\$48,714 | \$ 46,394 | Below Market | 5% - \$42,037 |
| Customer Service Representative | \$ 38,130 | \$38,603-\$42,667 | \$ 40,635 | Below Market | 5% - \$40,036 |
| Police Records Clerk | \$ 40,036 | \$39,934-\$44,138 | \$ 42,043 | At Market | 5% - \$42,037 - Equity |
| Property & Evidence Custodian | \$ 44,139 | \$42,630-\$47,118 | \$ 44,874 | At Market | No Change |
| Planning Technician | \$ 51,097 | \$47,222-\$52,192 | \$ 49,707 | At Market | No Change |
| Receptionist | \$ 34,585 | \$38,380-\$42,420 | \$ 40,400 | Below Market | 5%-\$36,314 |
| Recreation Assistant | \$ 32,938 | \$34,183-\$37,781 | \$ 35,982 | Below Market | 5% - \$34,585 |
| Telecommunicator/911 Operator | \$ 42,037 | \$38,425-\$42,469 | \$ 40,447 | At Market/Low Min | 5% - \$44,139 |
| Labor, Trades & Technical Positions | | | | | |
| Building Maintenance Technician | \$ 48,663 | \$43,945-\$48,571 | \$ 46,258 | At Market | No Change |
| Code Enforcement Officer | \$ 46,347 | \$44,954-\$49,686 | \$ 47,320 | At Market | No Change |
| Maintenance Technician | \$ 36,314 | \$34,308-\$37,920 | \$ 36,311 | At Market/Low Min | 5% - \$38,130 |

| | | | | | |
|---|-----------|-------------------|-----------|---------------------|------------------------|
| Parks Maintenance Supervisor/Crew Leader | \$ 51,097 | \$50,060-\$55,330 | \$ 52,695 | At Market | No Change |
| Public Works Supervisor/Crew Leader | \$ 51,097 | \$46,483-\$51,375 | \$ 48,929 | At Market | No Change |
| Fleet Manager | \$ 46,347 | \$51,823-\$57,237 | \$ 54,551 | Below Market | 5% - \$48,663 |
| Storm Water Maintenance Technician | \$ 36,314 | Not surveyed | | | 5% - \$38,130 - Equity |
| Senior Storm Water Maintenance Technician | \$ 38,130 | \$45,701-\$50,511 | \$ 48,106 | Below Market | 5% - \$40,036 |
| Law Enforcement Positions | | | | | |
| Police Officer | \$ 54,280 | \$47,796-\$52,828 | \$ 50,312 | At Market | No Change |
| Police Corporal | \$ 56,934 | \$51,898-\$57,360 | \$ 54,629 | At Market | No Change |
| Police Detective | \$ 60,409 | \$51,745-\$57,191 | \$ 54,468 | At Market | No Change |
| Police Sergeant | \$ 65,784 | \$63,082-\$69,722 | \$ 66,402 | At Market | No Change |
| Police Lieutenant | \$ 69,074 | \$69,626-\$76,955 | \$ 73,290 | Below Market | 5% - \$72,571 |
| Police Captain | \$ 79,883 | \$80,786-\$89,290 | \$ 85,038 | Below Market | 5% - \$83,928 |
| Telecommunications Positions* | | | | | |
| Network Database Technician | \$ 65,214 | Did Not Survey | | Ok at current level | |
| Systems Technician Supervisor | \$ 65,214 | Did Not Survey | | Ok at current level | |
| Systems Technician | \$ 44,139 | Did Not Survey | | Increase by 5% | |

20 Salary Ranges are below market and need to be adjusted. Most need a 5% adjustment; 3 need more than 5%.
 3 additional ranges need to be adjusted due to internal equity if other salary ranges of similar positions are adjusted.
 14 Salary Ranges are at or above market.

*Did not survey Telecommunications Positions due to limited public sector jurisdictions that provide these services. Similar jobs with the City of Wilson were benchmarked with Pineville positions to support these recommendations.

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 2/25/2022

Re: Police Service to Pineville ETJ

Overview:

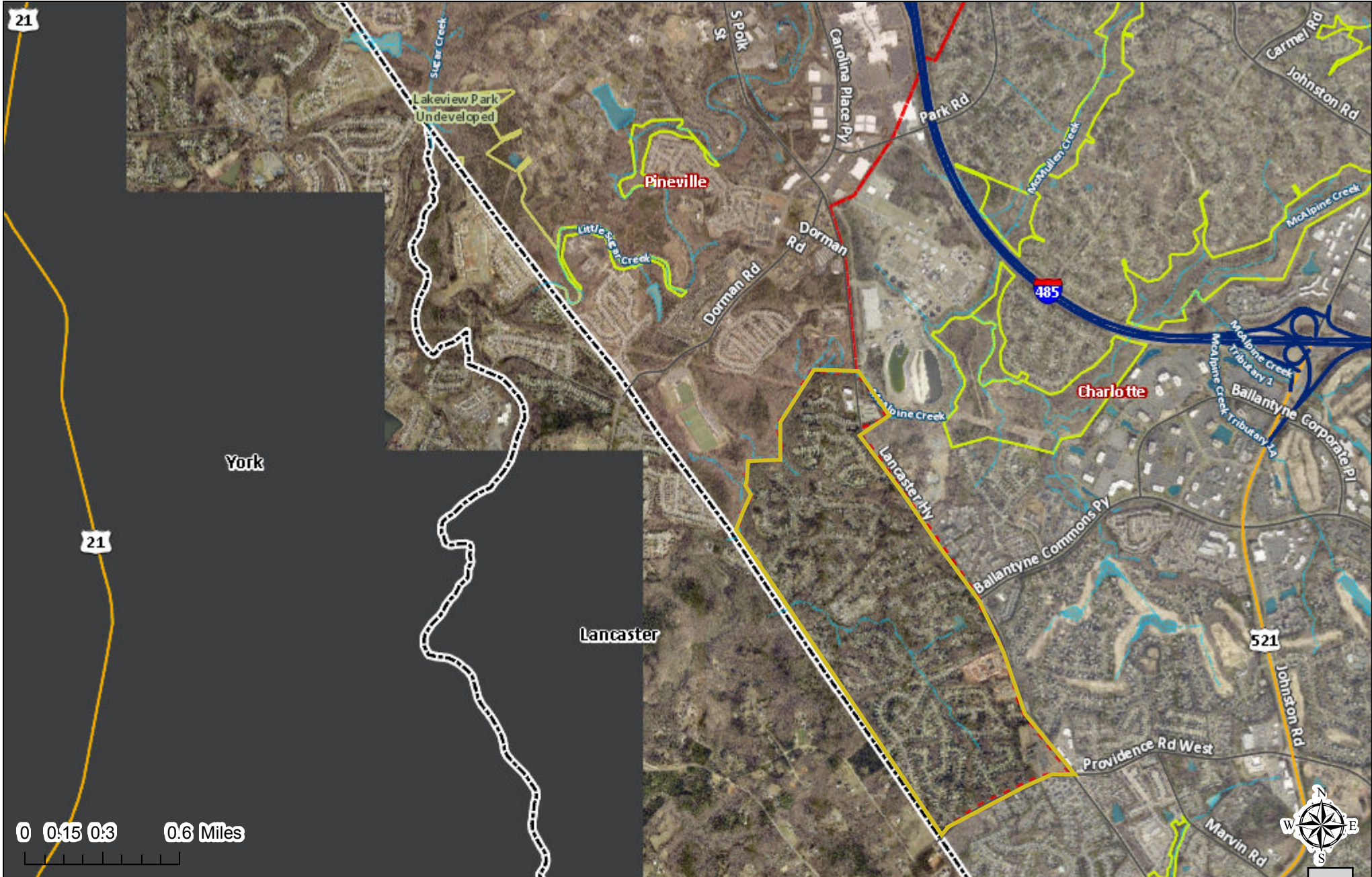
Mecklenburg County's contract with CMPD to police the Pineville ETJ expires on July 1, 2023. The County has again approached the Town to see if we would want to police this area (map attached). The current tax revenue for policing generated from this area is approximately \$660,000, but this could change from year-to-year with increased housing units or an increase in the tax rate. The contract would be for 5 years.

If the Town takes on policing in this area, we would be required to give an annual update to the Board of Commissioners each year. Chief Hudgins will give a presentation on anticipated costs.

Polaris 3G Map – Mecklenburg County, North Carolina

Item 2.

Date Printed: 2/25/2022 10:30:31 AM



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no liability for the information contained herein.

Population of ETJ 3,567

Size of ETJ is 1.03 Square Miles

Item 2.

From a 2018 Mecklenburg County paper "A REPORT FOR THE PURPOSE OF CREATING SIX COUNTY SERVICE DISTRICTS FOR LAW ENFORCEMENT SERVICES"

CMPD ETJ Calls for Service - Summary Statistics By Priority

1/1/20216 to 10/31/2021

| Original Priority Assigned | Number of Calls | Number of Units Assigned | Total Service Time Hours | Average Response Time (Mins) |
|----------------------------|-----------------|--------------------------|--------------------------|------------------------------|
| Priority 1 (emergency) | 528 | 1770 | 1,592.40 | 9.5 |
| Priority 2 (urgent) | 372 | 991 | 600 | 14.6 |
| Priority 3 (immediate) | 1904 | 3781 | 2,693.70 | 18.2 |
| Priority 5 (routine) | 1104 | 1768 | 1,584.60 | 32.6 |
| All Calls | 3908 | 8310 | 6,470.70 | 20.7 |
| Yearly Average | 651 | | | |

Adding ETJ would increase PPD CFS by 7.5% a year

PPD Calls for Service **PPD does not

1/1/2016 to 10/31/20

| | Number of Calls | | |
|----------------|-----------------|--|--|
| | | | |
| | | | |
| | | | |
| All Calls | 52,057 | | |
| Yearly Average | 8,676 | | |

CMPD - Adult Arrest Counts

1/1/2016 to 10/31/2021

| | |
|---------------------------|-----|
| Total Adult Arrest Counts | 309 |
| Yearly Average | 52 |

Adding ETJ would increase PPD Yearly Adult Arrest by 6.5%

PPD - Adult Arrest C

1/1/2016 to 10/31/20

| | |
|--------------------------|-------|
| Total Adult Arres Counts | 4,469 |
| Yearly Average | 745 |

CMPD Traffic Related Calls for Service

1/1/2016 to 10/31/2021

| | |
|---------------------------------|-------|
| Total Traffic Calls for Service | 795 |
| Yearly Average Traffic CFS | 132.5 |

Adding the ETJ would increase PPD Yearly Traffic CFS by 7.4%

***Traffic related calls for service = Traffic Crashes, DWI, Vehicle Checkpoint, and Disabled Vehicle

PPD Traffic Related Calls

1/1/2016 to 10/31/20

| | |
|---------------------------------|-------|
| Total Traffic Calls For Service | 9,889 |
| Yearly Average Traffic CFS | 1,648 |

CMPD Officer Activity

1/1/2016 to 10/31/2021

PPD Officer Activ

1/1/2016 to 10/31/20

| | |
|---------------------------------|--------|
| Officer Initiated | 10,652 |
| Traffic Stops | 1539 |
| Total CMPD Officer Activity | 12191 |
| Yearly Average Officer Activity | 2,032 |

| | | |
|---------------------------------|--------|----------------|
| Officer Initiated | 35,634 | <i>Item 2.</i> |
| Traffic Stops | 24,945 | |
| Total Officer Activity | 60,578 | |
| Yearly Average Officer Activity | 10,096 | |

Adding the ETJ may increase PPD Yearly Officer Activity by 16.8%

*** Officer Activity includes: Contact/Suspicious Person, Other Officer Initiated, and Traffic Stops

Outfitting One PPD Officer

| | |
|---------------------------------|---------------------|
| Annual Salary (Grade 18 Step 1) | \$43,463.40 |
| Salary + Benefits | \$56,937.05 |
| Service Weapon | \$600.00 |
| Uniforms | \$800.00 |
| Ballistic Vest | \$1,200.00 |
| Duty Gear (No Taser) | \$503.00 |
| Taser | \$1,600.00 |
| Body Worn Camera | \$875.00 |
| Portable Radio | \$2,900.00 |
| Laptop Computer | \$1,500.00 |
| MiFi, BWC, & Taser License | \$220.00 |
| Fully Equipped Police Car | \$63,000.00 |
| Total | \$130,135.05 |

Patrol Units

| | |
|---|-----------|
| Current | 38 |
| Deadline all Spares FY22 (110, 111, 121, 125) | -4 |
| Deadline vehicles once FY 22 come in (124) | -1 |
| Deadline vehicles once FY 23 come in (130, 142, 143, 154) | -4 |
| FY 23 Patrol Car Order | 6 |
| Grant Patrol Car Order FY 23 | 2 |
| Total Fleet FY23 | 37 |
| Patrol Need (26 + Spares 5) | 31 |

ETJ Annual Revenue \$660,000

Recommend hiring 6 officers, 4 assigned to Day Shift Platoons, 2 assigned to Night Shift Platoons

Item 2.

| Schedule | FY 23 | FY 24 | FY 25 | FY 26 | FY |
|----------|---|--------------------------------------|---------------------------------|--------------------------------|-----------------------|
| Costs | 1. Hire Six officers to August 2022 Academy \$341,622 | | | | |
| | 2. Hire one Dispatcher \$44,959 | 1. 10% pay raises salaries \$425,239 | | 1. 2.5% pay raise \$446,767 | 1. 2.5% pay \$457,936 |
| | 3. \$12,000 Academy costs | 2. Purchase 2 cars \$132,300 | 1. 2.5% pay raise \$435,870 | 2. Purchase two cars \$145,860 | 2. Purchase \$76,576 |
| | 4. Issued Gear \$61,188 | Fuel \$9,840 | 3. 2. Purchase one car \$69,457 | 3. Fuel \$9,840 | 3. Fuel \$9,840 |
| | 5. Total Start up Cost \$459,769 | Total \$567,379 | 4. Total \$515,167 | 4. Total \$602,467 | 4. Total \$54 |

break CFS down by priority

021

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Item 2.

27

raise

one car

40

14,352



Memorandum

To: Mayor and Town Council
From: Ryan Spitzer
Date: 2/25/2022
Re: ARPA Funding

Overview:

The Town received \$2,877,212 in ARPA funding that will be paid over two fiscal years. The Town has already received half of the payment. The final guidance from the Federal Government stated that since the Town did not receive \$10 million or more it can use the money as general fund replacement. This provides the Town more flexibility as the funding does not have to be directly associated with COVID related expenditures or loss of revenue. The Town has until 2024 to decide on specific projects, to allocate funds, and to enter in to contracts. The monies then have to be spent by 2026.

Below are projects that the Town is proposing to use the money for. Other groups have expressed interest in using the money to buy park land or to give businesses grants. The Town needs to provide the federal government the list of areas where we will be spending the money by April 30th.

| | | |
|-------------------------------------|--------------------|--------------------|
| ARPA Funds | | \$ 2,877,212.52 |
| Technology Services for PD And Town | \$ 167,311.00 | \$ 2,709,901.52 |
| Two Fire engines | \$ 1,900,000.00 | \$ 809,901.52 |
| Greenway Trail/Park | \$ 809,901.52 | \$ - |