



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF JULY 26, 2016
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. Reports:
 - Manager
 - Council
4. Presentation of resolution honoring Betty Sapp for her service on the Planning and Zoning Board and Board of Adjustment.
5. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Consider a resolution honoring a member for their service on the Conservation Commission (Haddock).
- B. Budget Amendments Report
- C. Approval of Draft Village Council Meeting Minutes.
 - June 14 Work Session
 - June 28 Regular Meeting
- D. Public Safety Reports.
 - Police Department
 - Fire Department

End of Consent Agenda.

6. Consider a budget amendment reappropriating funds from FY 2016 to FY 2017.
7. Discuss and consider a single source purchase for fuel system upgrades.
8. Discuss and consider changes to the Position Classification and Pay Plan.
9. Discuss and consider extending the Fair Barn cleaning contract.
10. Other Business.
11. Comments from Attendees.

12. Motion to go into Closed Session pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness and conditions of appointment of an individual public employee.
Specifically, the Council will discuss Village Manager Jeff Sanborn's performance review.
13. Motion to adjourn the Closed Session and re-enter the Regular Meeting.
14. Motion to Adjourn.

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Competent, Courteous, Professional, and Responsive.



**CONSIDER A RESOLUTION HONORING A MEMBER FOR THEIR SERVICE
ON THE CONSERVATION COMMISSION (HADDOCK).**

ADDITIONAL AGENDA DETAILS:

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

7/21/2016

MEMO DETAILS:

Wayne Haddock's term ended on the Conservation Commission at the end of June 2016. Attached is a resolution honoring him for his service as an appointed member of the Conservation Commission for the Village of Pinehurst. He will be invited back to a future Council meeting to have this presented to him.

ATTACHMENTS:

Description

- Resolution 16-22 Honoring Wayne Haddock (Conservation)

RESOLUTION 16-22:

A RESOLUTION HONORING THE SERVICE OF MR. WAYNE HADDOCK TO THE CONSERVATION COMMISSION FOR THE VILLAGE OF PINEHURST

THAT WHEREAS, the Village Council of Pinehurst, North Carolina wishes to acknowledge and express its appreciation to Mr. Wayne Haddock for the years of dedicated service to the citizens of Pinehurst as a member of the Pinehurst Conservation Commission; and

WHEREAS, Mr. Haddock served as the Tree Preservation Leader on the Conservation Commission and was appointed on January 10, 2010, and served continuously and faithfully from that time; and

WHEREAS, Mr. Haddock was involved in many decisions affecting the character, appearance and ambience of the community, and was instrumental in encouraging numerous Pinehurst residents to participate in conservation activities to conserve natural resources in and around the Village of Pinehurst; and

WHEREAS, Mr. Haddock represented the local home builders association on the Pinehurst Conservation Commission and encouraged the preservation of trees and other natural resources within his profession and around Pinehurst.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 26th day of July, 2016, as follows:

SECTION 1. That the Village Council hereby expresses on behalf of the citizens of Pinehurst, deep appreciation and gratitude for the gifts of time, ability and determination given as a member of the Conservation Commission for the Village of Pinehurst.

SECTION 2. That the Village Manager is hereby directed to have a copy of this Resolution presented to Mr. Haddock as a token of our gratitude.

THIS RESOLUTION passed and adopted this 26th day of July, 2016.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney



**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

John Frye

CC:

Jeff Sanborn & Natalie Dean

DATE OF MEMO:

7/15/2016

MEMO DETAILS:

Attached is the report of budget amendments approved by the Budget Officer as required for the current period.

ATTACHMENTS:

Description

□ Budget Amendments Report

**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD JUNE 16 - JUNE 30, 2016**

Under Village of Pinehurst Ordinance #15-11, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the FY 2016 Budget. The Budget Officer may **not** transfer monies between funds at any time.

According to Section 159-15 of The Local Government Budget and Fiscal Control Act, "any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes". Listed below are the amendments authorized by the Budget Officer for the period specified above.

Note: Since appropriations are made at the department level, line item adjustments within the same department may be made without limit and do not require a report since they do not actually amend the adopted budget ordinance.

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-00-230-4000	Salaries and Wages-Finance	\$ 1,700		6/20/2016
	10-00-240-4990	Salary Adjustments <i>(Additional funding for Assistant Financial Services Director training period.)</i>		\$ 1,700	
2	10-20-430-5300	Contracted Services	\$ 5,000		06/24/16
	10-20-430-7700	Capital Outlay: Infrastructure <i>(Transfer Powell Bill infrastructure capital funds to contracted services to ensure there are adequate contracted services operating funds to complete the fiscal year.)</i>		\$ 5,000	
3	10-40-720-7300	Capital Outlay: Furniture & Fixtures	\$ 1,500		06/24/16
	10-40-720-9999	Contingency <i>(Transfer Community Development contingency funds to cover additional costs related to the Community Road streetscape project.)</i>		\$ 1,500	



**APPROVAL OF DRAFT VILLAGE COUNCIL MEETING MINUTES.
ADDITIONAL AGENDA DETAILS:**

June 14 Work Session
June 28 Regular Meeting

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

7/15/2016

MEMO DETAILS:

See attachments for draft minutes.

ATTACHMENTS:

Description

- ☐ June 14 Work Session
- ☐ June 28 Regular Meeting

**MINUTES OF
VILLAGE COUNCIL WORK SESSION
JUNE 14, 2016**

**395 MAGNOLIA ROAD
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA
4:30 P.M.**

The Pinehurst Village Council held a Work Session at 4:30 p.m., Tuesday, June 14, 2016 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Ms. Claire L. Berggren, Councilmember
Mr. John Bouldry, Councilmember
Mr. Clark H. Campbell, Councilmember
Mr. John R. Cashion, Mayor Pro-Tem
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 75 attendees, including 8 staff and 2 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Presentation of the FY 2016 Strategic Operating Plan Q3 Status Update.

Assistant Village Manager Natalie Dean presented to Council the Q3 update on the status of the implementation of the FY 2016 Strategic Operating Plan (SOP) initiative action plans (IAPs) and staff recommendations for modifications. Ms. Dean indicated the status of IAPs and the recommended changes at March 31, 2016. Three of the IAPs that will carry forward to FY 2017 are the Grounds Maintenance BIRDIE, Installation of Greenways, and the Public Services Complex. Council thanked Natalie for her work on the Strategic Operating Plan.

3. Consider a request from John Allen on behalf of the Kuester Companies to rezone 6.4 acres located at 205 McCaskill Road East from Neighborhood Commercial, Village Mixed Use and Public Conservation to Village Mixed Use-Conditional District.

Village Manager Jeff Sanborn explained the process and history of this rezoning case. Kevin Reed, Director of Planning and Inspections, explained the applicant requests a conditional district rezoning of two parcels consisting of +/- 6.495 acres (.11 acres and 6.4 acres). The properties are currently zoned Village Mixed Use (VMU), Neighborhood Commercial (NC) and Public Conservation (PC). The rezoning request would change the zoning to Village Mixed Use-Conditional District (VMU-CD) in order to construct a 72 apartment dwellings and mixed use building of ± 35,000 square feet to be occupied by residential, office and retail uses. The property is addressed as 205 McCaskill Road East.

Mr. Reed explained what is being asked from the Village Council by the applicant and he reviewed the complete timeline of the project at the staff level, Planning and Zoning Board level, and Village Council level. Mr. Reed gave further clarification to several questions that have been raised including: the location of the project, the design, and the traffic impact study. Council held a discussion about the larger area regarding streets and traffic for the future issue of impact around McCaskill traveling to Highway 5. Mr. Reed continued with clarification for other questions including: lease length and rate, the uncertainty of Phase 2 and the process for that part of the project, the attempt for public engagement of this rezoning request, the status of the contamination cleanup and remediation on the site, master planning vs. incremental development, and storm water management and erosion control. Mr. Reed explained paver sidewalks have been agreed upon by the developer and this has been added as a condition in the updated ordinance that is before Council.

**MINUTES OF
VILLAGE COUNCIL WORK SESSION
JUNE 14, 2016**

Council thanked the Planning and Zoning Board, the Pinehurst Civic Group, and the general public for their input on this project.

Upon a motion by Councilmember Cashion, seconded by Councilmember Berggren, Council unanimously approved Ordinance 16-10 amending the Official Pinehurst Zoning Map for the property located at 205 McCaskill Road East and that the proposed amendments to the Pinehurst Development Ordinance are consistent with the goals outlined in the 2010 Comprehensive Long Range Plan and are considered reasonable and in the best interest of the public as referenced in the memorandum dated May 18, 2016 from Kevin Reed, Director of Planning and Inspections by a vote of 5-0. (A copy of this ordinance can be found in the Ordinance Book.)

4. Discuss supplemental fall leaf collection.

Assistant Village Manager Jeff Batton presented Council with information regarding adding supplemental fall leaf collection as a service to Village of Pinehurst residents. He presented Council with the background of the current service program and the estimate for adding one vacuum system and the man power to run this. Council held a discussion about the options presented and gave staff the direction to go through one more season to see what the outcome is for this rather than making a change this year.

5. Village Council's work session discussion.

- a. Welcome Center Discussion: Assistant Village Manager Natalie Dean explained after the April 12 budget work session, staff suggested a concept to evaluate the Welcome Center operation contracting with the Given Memorial Library to provide Welcome Center services at The Outpost. Ms. Dean explained her approach to having conversations with the library and with Ann Hughes and Gwendy Hutchinson to evaluate options for the future of the Welcome Center. Council held a discussion with Ann Hughes about her experience as the Welcome Center Coordinator. Staff explained the lease in the current location expires in October. Ms. Dean explained the library board meets tomorrow and they are willing to discuss this further at their meeting if Council wishes to continue pursuing this option. Council agreed to let this discussion continue with the library to evaluate options.
- b. The Manager explained that Councilmembers now have direct telephone lines through the Village telephone system that will go to a voicemail. Council will receive the voicemails via email and can return the calls at their convenience so staff does not have to give out their personal telephone numbers. Council agreed to add these numbers to their business cards.
- c. Mayor Fiorillo suggested that Council set a time to consider National Park Service letter. Jeff Sanborn explained that staff has discussed this and realizes that the public has not been fully engaged with this discussion. He suggested to utilize Open Village Hall regarding the National Historic Landmark subject to educate the public then add something on the annual Community Survey. Council held a discussion about the watch list status and threat list and development on Village Green. Council suggested bringing this to the next work session on July 12 for a discussion and they wish for this to be the main topic for discussion. Council determined not to pursue public input right now.
- d. Councilmember Berggren asked about the HPC rewrite group and Councilmember Campbell explained it will be presented to the Council and will be a full blown project.

6. Review the preliminary list of items for the 6/28 Regular Meeting agenda.

Village Manager Jeff Sanborn submitted the following list of items for the June 28 Regular Meeting.

- a. Preview of the new MY VOP mobile app and new Village website
- b. Discuss the recommended changes to the Pay and Classification Plan (Tentative)
- c. Presentation of the Police Department BIRDIE

**MINUTES OF
VILLAGE COUNCIL WORK SESSION
JUNE 14, 2016**

- d. Consider a resolution to adopt the updated Volunteer Program Policy
- e. Consider motion to authorize execution of the Rattlesnake Trail lease with the County of Moore.
- f. Consider renewal of McGill Associates Contract for Engineering Services
- g. Consider renewal for CCNC solid waste contract with Lofton Garbage Service

7. Motion to Adjourn.

Councilmember Bouldry moved to adjourn the Work Session. The motion was seconded by Councilmember Berggren and carried unanimously. The Work Session adjourned at 6:55 p.m.

Respectfully Submitted,

Lauren M. Craig
Village Clerk

DRAFT

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
JUNE 28, 2016**

**395 MAGNOLIA ROAD
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA
4:30 P.M.**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, June 28, 2016 in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Ms. Claire L. Berggren, Councilmember
Mr. John Bouldry, Councilmember
Mr. John R. Cashion, Mayor Pro-Tem
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren Craig, Village Clerk

Excused Absence: Mr. Clark Campbell, Councilmember

And approximately 26 attendees, including 8 staff and 2 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Invocation and Pledge of Allegiance.

Dr. John Jacobs from the Village Chapel led the invocation and Jordan Greenblatt and Joseph Murden from Boy Scout with Troop 7, led everyone in the Pledge of Allegiance.

3. Reports.

Manager

- The Splash Pad Grand Opening was held this past week and the minor issues have been fixed due to a bad valve and electrical problem.
- Had a good meeting with NCDOT regarding the traffic circle improvement project and timing with the next US Open.

Council

- Councilmember Cashion said there was a second NCDOT meeting regarding the Midland Road Corridor Study and there will be two roundabouts added at the intersection of Midland Road and Airport Road and Midland Road and NC 22 as well as a decrease in the number of cut-throughs.
- Mayor Fiorillo attended the amateur radio's operators group 24 hour contest.

4. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Consider resolutions reappointing members to the Conservation Commission (Cox, Rowell, Strine).
- B. Consider a resolution honoring a member of the Community Appearance Commission (Cambreleng).
- C. Approval of Draft Village Council Meeting Minutes.
 - May 10 Work Session
 - May 11 Budget Work Session

**MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
JUNE 28, 2016**

May 24 Regular Meeting
May 24 Closed Session
D. Public Safety Reports.
Police Department
Fire Department

End of Consent Agenda.

Councilmember Cashion moved to approve the Consent Agenda. The motion was seconded by Councilmember Berggren and passed unanimously with a vote of 4-0.

5. Meet Michael Marsh and consider a resolution appointing him to the Board of Adjustment Planning and Zoning Board.

Council met with Fred Engelfried, Chairman of the Planning and Zoning Board, and Michael Marsh who is a candidate for the Planning and Zoning Board and Board of Adjustment vacancy. Upon a motion by Councilmember Berggren, seconded by Councilmember Bouldry, Council unanimously approved Resolution 16-19 appointing Michael Marsh to the Planning and Zoning Board and Board of Adjustment by a vote of 4-0.

6. Presentation of the NEW Village website and MY VOP mobile app.

Assistant Village Manager Natalie Dean and Chief Information Officer Jason Whitaker presented Council and the public with the new Village website and the MY VOP mobile app. Ms. Dean explained the purposed of MY VOP to address service requests and noted this is a free app that can be found in the Apple Store and Google Play. Ms. Dean provided a demo of the MY VOP mobile app and how to submit a service request. Mr. Whitaker gave a demo of the new Village website and thanked the team of staff who served on the website redevelopment team. Council thanked the staff for their hard work on these two projects and the audience gave a round of applause for the new website and mobile app.

7. Presentation on the Police Department Staffing BIRDIE.

Police Chief Earl Phipps presented the Police Department Staffing BIRDIE report. This BIRDIE team evaluated opportunities to allocate resources more effectively to decrease the need for off duty personnel and increase proactive policing. He explained the team evaluated: current staffing levels and the short term and long term staffing needs of the department, using departmental Computer Automated Dispatch (CAD) historical data; local, state and federal comparable data; best practices; input from police department staff; and feedback from employee, resident, and business surveys.

Chief Phipps noted after evaluating alternative solutions, the BIRDIE team recommends the Village take the following actions to allocate resources more effectively:

1. Restructure the Police Department.
2. Minimize non-essential calls for service (CFS), using technology when possible.
3. Convert the Reserve Officer Program to a paid program.
4. Seek ways to further utilize the Citizens on Patrol program.
5. Further evaluate a police take home vehicle program.

Council thanked the team for this evaluation.

8. Consider a request for a special non-residential intensity allocation for proposed office building at 75 Trotter Hill Circle.

Kevin Reed, Director of Planning and Inspections, explained SM II, Inc. on behalf of James Kirkpatrick, is seeking a Special Intensity Allocation (SIA) pursuant to Section 8.3.3.5(b)(2) of the Pinehurst Development Ordinance (PDO) for the construction of a 8,704 square foot office building and associated parking, walkways and site improvements. The new building will be located at 75 Trotter Hills Circle and is located within Watershed II (WS II). He explained it is the practice of the Planning and Inspections Department to bring requests for Special Intensity Allocations (SIA) before Village Council for approval when site plan approval is imminent.

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Upon a motion by Councilmember Berggren, seconded by Councilmember Bouldry, Council unanimously approved the special intensity allocation for the proposed office building at 75 Trotter Hill Circle as outlined in the memorandum prepared and submitted by the Pinehurst Planning and Inspections Department dated June 22, 2016 by a vote of 4-0.

9. Consider changes to proposed Fees and Charges Schedule.

John Frye, Director of Planning and Inspections, explained the Village's Fees and Charges Policy calls for the periodic review of all fees and charges. He noted staff conducted a full review of the Village's Fees and Charges Schedule in January of this year and since that time, several additional items came to staff's attention that also needed to be addressed in the areas of Fair Barn, Harness Track, and Parks & Recreation. Mr. Frye explained these proposed changes in more detail. Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council unanimously approved Resolution 16-16 amending the Fees and Charges Schedule for the Village of Pinehurst to be effective July 1, 2016 by a vote of 4-0.

10. Discuss and consider the Tack Shop lease agreement renewal.

Mark Wagner explained the need for Council to consider renewing the lease agreement for the Tack Shop at the Harness Track with the Country Saddler, operated by Janet and Wayne Rasmussen. He explained this renewal would be for another three year term through June 30, 2019 and represents a 3% increase in monthly rent for the upcoming year to \$424 per month and each year thereafter would be subject to an annual increase based on the current Consumer Price Index. Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council unanimously authorized the Mayor or her designee to execute the lease agreement with the Country Saddler for the Tack Shop at the Harness Track by a vote of 4-0.

11. Discuss and consider awarding concession stand vendor agreements.

Mark Wagner and Dave White from the Pinehurst Parks and Recreation Department explained that staff recently advertised a RFP soliciting bids for vendors to manage concession operations in the concession stands at Rassie Wicker Park and Cannon Park respectively. After reviewing the proposals from the two vendors who submitted bids, staff is recommending the Village enter into contracts with both vendors to operate one concession stand each. Peter McNamara and Danny Kirby, dba The Shack will operate the concession stand at Rassie Wicker Park while Danielle Jones will operate the concession stand at Cannon Park. Both vendors will pay the Village 10% per month on the gross receipts of sales. Upon a motion by Councilmember Cashion, seconded by Councilmember Berggren, Council unanimously authorized the Mayor or her designee to execute the contracts with Peter McNamara and Danny Kirby to operate the concession stand at Rassie Wicker Park and for Danielle Jones to operate the concession stand at Cannon Park by a vote of 4-0.

12. Consider executing a contract with Lofton Garbage Services for solid waste services in CCNC.

Assistant Village Manager Jeff Batton, explained the Village contracts with private service providers for solid waste collection in the Country Club of North Carolina (CCNC) subdivision as required by the local bill that authorized the voluntary annexation. He noted three providers serve this community and contract renewal occurs July 1. Mr. Batton said the largest provider, Lofton Garbage Services, a long term provider, has a majority of the customers within CCNC and as a result his contract exceeds the threshold of \$25,000 in which the Village Manager may execute a contract without Council authorization. The amount of the new contract with Lofton Garbage Services, which will expire June 30, 2017, is valued at approximately \$85,000. The other two contracts are below the threshold and do not require Council action. Upon a motion by Councilmember Cashion, seconded by Councilmember Berggren, Council unanimously authorize the Mayor or her designee to execute the contract with Lofton Garbage Services for the collection of solid waste in CCNC by a vote of 4-0.

13. Consider executing a lease of Village property to Moore County Public Utilities.

Assistant Village Manager Jeff Batton explained Moore County uses one acre of land owned by the Village of Pinehurst located at Rattlesnake Trail. He noted this agenda item was tabled last month due

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to the County wanting to reconsider one of the terms in the lease related to the provision of a free sewer tap for the Village's Public Services wash bay addition. Mr. Batton said in further discussion with the County they agreed to leave that item in as part of their compensation for use of the land. As a result, the lease is unchanged from the original version and staff recommends Council authorize execution of the lease. Upon a motion by Councilmember Berggren, seconded by Councilmember Cashion, Council unanimously authorized the Mayor or her designee to execute the lease with Moore County Public Utilities for the continued use of the Village's one acre property on Rattlesnake Trail for their service yard by a vote of 4-0.

14. Consider executing a contract with McGill Associates, P.A. for On-Call Engineering Services.

Assistant Village Manager Jeff Batton explained this item is to consider task order #24 to the existing contract with McGill Associates and would extend on-call engineering services for FY 2017. He explained the task order covers items such as plan submittal reviews, small drainage review/recommendations, construction consultation and any other items related to engineering review and guidance that may arise. Upon a motion by Councilmember Bouldry, seconded by Councilmember Berggren, Council unanimously authorized the Mayor or her designee to execute the contract with McGill Associates, P.A. for on-call engineering services for the Village of Pinehurst by a vote of 4-0.

15. Discuss and consider an ordinance accepting a road dedication for Trotter Drive.

Assistant Village Manager Jeff Batton explained Trotter Drive that intersects with Hwy 5 and leads to the Trotter Hills Development and connects with another section of Trotter Drive formerly known as Lewellyn Street is currently outside the Village limits and is a private road. He explained the Village has been in contact with developer/owner of the private section of Trotter Drive and he has agreed to dedicate the road and right-of-way to the Village of Pinehurst. Mr. Batton noted assuming the road is accepted, the Village would then initiate the appropriate steps to annex the road into the corporate limits. Upon a motion by Councilmember Bouldry, seconded by Councilmember Berggren Council unanimously approved Ordinance 16-11 accepting the street and right-of-way of Trotter Drive into the Village of Pinehurst road network by a vote of 4-0.

16. Discuss and consider a resolution adopting a revised Volunteer Program Policy.

Lauren Craig, Village Clerk, explained that Council had requested an update to the Volunteer Program Policy at the May 10 Work Session and staff also found areas in the current policy that needed to be updated to reflect how appointments are handled for volunteer positions. Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council unanimously approved Resolution 16-20 amending the Volunteer Program Policy for the Village of Pinehurst by a vote of 4-0.

17. Other Business.

- Councilmember Bouldry asked about the status of the senior housing that is being constructed off of Murdockville Road.

18. Comments from Attendees.

- Sal Piccard spoke about a safety issue on Linden Road dead branches overhanging the road and he asked that something be done again for the safety of our residents. Councilmember Bouldry suggested the Council's NCDOT representative to put another request in to the NCDOT to handle this. Mr. Piccard also commented the Council did not advertise the public hearing well for the apartment complex and he has difficulty about the rationale of the decision and he noted an overwhelming majority of residents do not want this apartment complex in the location..
- Judy Davis, President of the Pinehurst Civic Group, asked about the BIRDIE report and if the recommendations were already included in the budget. She also asked about the mileage for the McGill Associates Contracts. She asked about the term limit policy for Chairpersons and why Conservation Commission was not included. She asked about the project at Magnolia and McCaskill and noted the public should be kept informed.
- Pat Corso, President of Partners in Progress, commented that Publix grocery store is in the works to be located behind Turnbury Woods and the Spring Hill Suites and they want a cut on

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15-501 and a second cut onto Morganton Road. He thinks we will have a major traffic impact and Mr. Corso suggests to approach collectively the NCDOT and developer to request that they do a traffic impact study that will stretch from highway 5 to US 1 and that be acknowledged as an issue corridor that needs to be addressed. He thinks we need to address this soon.

- Molly Rowell commented that she was very impressed with the presentation of The Greens developer and said they were very professional and responsive and she gave specific examples. She suggested an architectural model early on would have been helpful and encouraged them to look at the planting guides.
- Kevin Drum, read his letter that he wrote on change.org. He noted that he falls in the middle of the issue. He explained the role of government is to referee and that the system is working. He said it will be the best looking apartment complex in Moore County and he appreciates the developer for investing in Pinehurst.
- Christine Dandeneau, explained she believes population density is needed to help the downtown thrive. She commented that she understands both sides of the coin but after 2008, many people are living in apartments. She applauded the developers for their efforts and asked Council to pay attention to the design elements. She also thinks it is important to applaud the Village Council on this and to know there are people behind the Council.
- Mayor Fiorillo made a statement that Council asked a lot of questions of the developer and she regrets that Council did not discuss the size of the smallest apartments at the last meeting when the decision was made. Mayor Fiorillo said this was unintentional and said her personal perspective was that the one bedroom size apartment was fine and she has lived in something of this size in Fayetteville. She said Mr. Allen asked if he should be here tonight and she believes he will be accessible.

19. Motion to Adjourn.

Councilmember Cashion moved to adjourn the Regular Meeting. The motion was seconded by Councilmember Berggren and carried unanimously. The Regular Meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Lauren M. Craig
Village Clerk



**PUBLIC SAFETY REPORTS.
ADDITIONAL AGENDA DETAILS:**

Police Department
Fire Department

FROM:

Lauren Craig

DATE OF MEMO:

7/15/2016

MEMO DETAILS:

Attached are the public safety reports for June.

ATTACHMENTS:

Description

- ☐ Police Department Report- June 2016
- ☐ Fire Department Report- June 2016

Incident IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department

June 2016 - June 2015

Part I Offenses	June 2015	June 2016	+/-	Percent Changed	Year-To-Date 2015	Year-To-Date 2016	+/-	Percent Changed
Murder	0	0	0	0%	0	0	0	0%
Rape	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0%	1	0	-1	-100%
Commercial	0	0	0	0%	0	0	0	0%
Individual	0	0	0	0%	1	0	-1	-100%
Assault	0	1	1	-	2	1	-1	-50%
Violent Total:	0	1	1	-	3	1	-2	-67%
Burglary	0	0	0	0%	0	0	0	0%
Residential	0	0	0	0%	0	0	0	0%
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	7	12	5	71%	48	38	-10	-21%
Auto Theft	0	0	0	0%	1	0	-1	-100%
Arson	0	0	0	0%	0	0	0	0%
Property Total:	7	12	5	71%	49	38	-11	-22%
Part I Total:	7	13	6	86%	52	39	-13	-25%

Part II Offenses	June 2015	June 2016	+/-	Percent Changed	Year-To-Date 2015	Year-To-Date 2016	+/-	Percent Changed
Drug	0	3	3	-	34	81	47	138%
Assault Simple	0	1	1	-	5	5	0	0%
Forgery/Counterfeit	0	0	0	0%	1	2	1	100%
Fraud	3	3	0	0%	24	14	-10	-42%
Embezzlement	0	0	0	0%	0	0	0	0%
Stolen Property	0	1	1	-	4	3	-1	-25%
Vandalism	6	4	-2	-33%	13	22	9	69%
Weapons	0	0	0	0%	1	1	0	0%
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	0	0	0%	0	0	0	0%
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	0	0	0%	1	1	0	0%
D.W.I.	1	8	7	700%	5	10	5	100%
Liquor Law Violation	2	1	-1	-50%	2	3	1	50%
Disorderly Conduct	1	1	0	0%	2	3	1	50%
Obscenity	0	0	0	0%	0	0	0	0%
Kidnap	0	0	0	0%	0	0	0	0%
All Other Offenses	18	39	21	117%	100	116	16	16%
Part II Total:	31	61	30	97%	192	261	69	36%
Incident Total:	38	74	36	95%	244	300	56	23%

Arrest IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department

June 2016 - June 2015

Part I Offenses	June 2015	June 2016	+/-	Percent Changed	Year-To-Date 2015	Year-To-Date 2016	+/-	Percent Changed
Murder	0	0	0	0%	1	0	-1	-100%
Rape	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Individual	0	0	0	0%	0	0	0	0%
Assault	0	0	0	0%	3	0	-3	-100%
Violent Total:	0	0	0	0%	4	0	-4	-100%
Burglary	0	0	0	0%	0	0	0	0%
Residential	0	0	0	0%	0	0	0	0%
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	0	1	1	-	7	9	2	29%
Auto Theft	0	0	0	0%	1	0	-1	-100%
Arson	0	0	0	0%	0	0	0	0%
Property Total:	0	1	1	-	8	9	1	12%
Part I Total:	0	1	1	-	12	9	-3	-25%

Part II Offenses	June 2015	June 2016	+/-	Percent Changed	Year-To-Date 2015	Year-To-Date 2016	+/-	Percent Changed
Drug	0	8	8	-	30	90	60	200%
Assault Simple	0	0	0	0%	9	10	1	11%
Forgery/Counterfeit	0	0	0	0%	0	2	2	-
Fraud	1	0	-1	-100%	7	0	-7	-100%
Embezzlement	0	0	0	0%	0	0	0	0%
Stolen Property	0	2	2	-	8	6	-2	-25%
Vandalism	1	1	0	0%	4	3	-1	-25%
Weapons	0	1	1	-	0	6	6	-
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	0	0	0%	0	1	1	-
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	0	0	0%	0	0	0	0%
D.W.I.	2	8	6	300%	32	42	10	31%
Liquor Law Violation	1	1	0	0%	4	9	5	125%
Disorderly Conduct	0	0	0	0%	4	2	-2	-50%
Obscenity	0	0	0	0%	0	0	0	0%
Kidnap	0	0	0	0%	0	1	1	-
All Other Offenses	9	26	17	189%	134	159	25	19%
Part II Total:	14	47	33	236%	232	331	99	43%
Arrest Total:	14	48	34	243%	244	340	96	39%



HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

SUMMARY FOR THE MONTH OF JUNE 2016

SUMMARY OF INCIDENT CALLS

	<i>NUMBER THIS MONTH</i>	<i>NUMBER YTD</i>	<i>NUMBER THIS MONTH LAST YEAR</i>	<i>NUMBER YTD LAST YEAR</i>	<i>PERCENTAGE YTD</i>
TYPE OF INCIDENT					
Fire	2	19	5	39	-51%
Overpressure Rupture, Explosion, Overheat - no fire	0	3	1	3	0%
Rescue & EMS Incidents	28	184	12	40	360%
Hazardous Conditions - no fire	14	86	15	75	15%
Service Call	15	101	25	110	-8%
Good Intent Call	26	115	15	138	-17%
False Alarm & False Call	37	144	36	148	-3%
Severe Weather & Natural Disaster	0	5	9	11	-55%
Special Incident Type	0	1	0	0	100%
TOTAL INCIDENTS	122	658	118	564	17%

SUMMARY OF INSPECTION

	<i>NUMBER THIS MONTH</i>	<i>NUMBER YTD</i>	<i>NUMBER THIS MONTH LAST YEAR</i>	<i>NUMBER YTD LAST YEAR</i>	<i>PERCENTAGE YTD</i>
TYPE OF INSPECTIONS					
Residential	14	105	21	55	91%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	0	0	2	-100%
Commercial	13	14	20	193	-93%
Plan Review/Site Inspections	2	9	1	5	80%
Reinspection	0	10	27	193	-95%
Occupancy Certificates	0	0	0	0	0%
TOTAL INSPECTIONS	29	138	69	448	-69%
Violations Found:	30	30	21	363	-92%
YTD Violations to be Corrected:		0		332	
YTD Violations Corrected:		0		294	
Correction Percentage:		0%		89%	

July 1, 2016

J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-5575 • Fax (910) 295-4861 • www.vopnc.org



**CONSIDER A BUDGET AMENDMENT REAPPROPRIATING FUNDS FROM FY
2016 TO FY 2017.**

ADDITIONAL AGENDA DETAILS:

FROM:

John Frye

CC:

Jeff Sanborn & Natalie Dean

DATE OF MEMO:

7/15/2016

MEMO DETAILS:

This agenda item represents the annual re-appropriation of funds from the FY 2016 Budget that staff requests be rolled forward to the FY 2017 Budget. Please see the attached memo for details.

ATTACHMENTS:

Description

- ▣ Reappropriation Memo FY 2017
- ▣ Ordinance 16-12 Reappropriation Amendment FY 2017

John G. Frye, CPA
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374
Phone: 910-295-8646
Fax: 910-295-4434
e-mail: jfrye@vopnc.org

Village of Pinehurst

Memo

To: Village Council
From: John Frye
CC: Jeff Sanborn & Natalie Dean
Date: July 15, 2016
Re: Budget amendment re-appropriating funds to complete projects from FY 2016

As you are aware, the Village had several projects underway at June 30, 2016 that need to be carried over to the next fiscal year. Per NCGS, the appropriations for these projects lapse at the close of the fiscal year and the funds are added to the Village's fund balance. In order for these projects to be completed, funds must be reappropriated in the current fiscal year. The attached ordinance is the budget amendment required to amend the FY 2017 General Fund Budget for these projects, as these amounts were not included in the original budget adopted by Council on May 24, 2016.

I have included a summary below that indicates which projects are included in the budget ordinance:

Administration	PDO codification	\$ 6,500
Administration	Assembly Hall dais project	15,000
Administration	Website redesign project	9,000
Police	Unspent restricted funds	4,969
Police	Unspent newly donated funds	2,050
Police	Controlled substance taxes	1,217
Police	Security system upgrades	10,000
Fire	Unspent restricted funds	6,399
Fire	Unspent newly donated funds	1,935
Fire	Traffic signal preemption	15,000
Public Services Admin.	Gateway sign donation	2,140
Public Services Admin.	Gateway sign landscaping	6,135
Public Services Admin.	Public Services complex	182,958
Streets & Grounds	Concrete catch-basin lids	1,824
Streets & Grounds	Memorial flag donations	340
Recreation	Unspent donated funds-Rec	935
Recreation	Unspent donated funds-GWH	1,199
Recreation	Greenway funding	117,348
Recreation	Wicker Park shade structure	12,294
Planning	Solar project at HT Barn 9	5,000
Planning	CAC awarded grants	1,500
Planning	Planning/Code Enf. vehicle	25,000
Community Dev.	Welcome Center logo bags	1,625
Community Dev.	Gateway signs	14,377
Total		\$ <u>444,745</u>

The items above include projects for which funds were donated that were not spent in the previous year. These would include the Police, Fire, Recreation, and Greenway Wildlife Habitat donations. Police controlled substance taxes also carry use restrictions.

The other significant items above are projects funded in the previous fiscal year that were not started and/or completed by June 30. In Governing Body, funds are being carried over to complete the codification of the PDO that was not completed in the prior year. For Administration, the Assembly Hall dais project is being carried over, and there were a few website components that were not completed at year end. In Police, the IT department has requested to carry over funds to complete the interior security camera upgrades. For the Fire Department, there are unused fire hydrant funds that are being requested to install additional traffic signal preemption devices. In Public Services, the remaining Public Services complex renovation funds are requested to carry over to complete the project. In Recreation, funding for sidewalks and greenways that were not completed at year end are requested to carry over. Also, funding for the Wicker Park shade structure that was on order at year end is being carried over. In Planning, funds for a vehicle that was not purchased in the prior year are being rolled forward. Finally, the gateway signage on order at year end is being carried over into FY 2017.

Thank you for your consideration of these projects. Should you have any questions, please do not hesitate to contact me.

ORDINANCE #16-12:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2017, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND (RE-APPROPRIATE FY 2016 FUNDS IN FY 2017).

THAT WHEREAS, funds that were restricted to specific uses were received by the Village in the fiscal year ending June 30, 2016 that were not expended but are expected to be expended in the fiscal year ending June 30, 2017 including Police donations, Fire donations, Recreation donations, greenway wildlife habitat donations, and Police controlled substance taxes; and

WHEREAS, the Village budgeted for expenditures in the fiscal year ending June 30, 2016 for various other projects that were not incurred, but are expected to be incurred in the fiscal year ending June 30, 2017; and

WHEREAS, the Village did not appropriate these funds in the original budget adopted for the year ended June 30, 2017;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 26th day of July 2016, as follows:

SECTION 1. To amend the General Fund with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-00-220-5911	IT Charges	\$ 6,500	
10-00-980-3560	Charges to Other Departments		\$ 6,500
10-00-980-5901	Maintenance & Repairs: Equipment	6,500	
10-00-220-7220	Capital Outlay: B&G Bldg. Chg.	15,000	
10-00-970-3560	Charges to Other Departments		15,000
10-00-970-7200	Capital Outlay: Buildings	15,000	
10-00-220-7430	Capital Outlay: IT Eq. Charges	9,000	
10-00-980-3560	Charges to Other Departments		9,000
10-00-980-7400	Capital Outlay: Equipment	9,000	
10-10-310-5402	Departmental Supplies-Restricted	8,236	
10-10-310-7430	Capital Outlay: IT Eq. Charges	10,000	
10-00-980-3560	Charges to Other Departments		10,000
10-00-980-7400	Capital Outlay: Equipment	10,000	
10-10-320-5402	Departmental Supplies-Restricted	8,334	
10-10-320-7400	Capital Outlay: Equipment	15,000	
10-20-410-5904	B&G Maintenance-ISF	8,275	
10-00-970-3560	Charges to Other Departments		8,275
10-00-970-6541	Downtown Beautification	8,275	

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-20-410-7200	Capital Outlay: Buildings	\$182,958	
10-20-420-5400	Departmental Supplies	2,164	
10-80-610-5400	Departmental Supplies	935	
10-80-610-6532	Greenways Wildlife Habitat	1,199	
10-80-610-7120	Capital Outlay: B&G Land	117,348	
10-00-970-3560	Charges to Other Departments		\$117,348
10-00-970-7100	Capital Outlay: Land	117,348	
10-80-610-7120	Capital Outlay: B&G Land	12,294	
10-00-970-3560	Charges to Other Departments		12,294
10-00-970-7100	Capital Outlay: Land	12,294	
10-40-710-6537	Conservation Comm.-Energy Cons.	5,000	
10-40-710-6970	CAC-Grants for Comm. Projects	1,500	
10-40-710-7510	Capital Outlay: Fleet Vehicles	25,000	
10-00-960-3560	Charges to Other Departments		25,000
10-00-960-7500	Capital Outlay: Vehicles	25,000	
10-40-720-5000	Advertising	1,625	
10-40-720-5400	Departmental Supplies	4,552	
10-40-720-7300	Capital Outlay: Furniture & Fixtures	9,825	
10-00-190-3905	Fund Balance Appropriated		444,745

SECTION 2. Copies of this budget amendment shall be furnished to the Village Clerk, Village Manager and to the Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 26th day of July 2016.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER A SINGLE SOURCE PURCHASE FOR FUEL
SYSTEM UPGRADES.**

ADDITIONAL AGENDA DETAILS:

FROM:

John Frye

CC:

Jeff Sanborn, Natalie Dean, & Jeff Batton

DATE OF MEMO:

7/14/2016

MEMO DETAILS:

The Village's fuel management system is provided by Trak Engineering, Inc. We currently use their Sentry VI system but would like to upgrade to their Sentry Gold system to improve our fuel inventory management. The proposed system includes both hardware and software upgrades including automated fuel tank level monitoring. The new system will eliminate the need for staff to take daily "stick" readings on our two fuel tanks.

By policy, the Village requires informal quotes for purchases in excess of \$5,000. Since these additions to our existing fuel management system are only available through Trak Engineering, we are not able to obtain other bids for this purchase.

We are requesting that the Village Council approve by motion the single-source purchase of the proposed fuel system upgrades from Trak Engineering, Inc. in the amount of \$10,311.

If you have any questions, please feel free to contact me or Jeff Batton.

ATTACHMENTS:

Description

- ☐ Fuel System Upgrade Proposal - Trak Engineering



Corporate Sales: 2901 Crescent Drive, Tallahassee, FL 32301
PH 850-878-4585 FAX 850-656-8265 www.trakeng.com



March 2, 2016

Randy Kuhn
Garage Superintendent
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374

Dear Randy:

Trak Engineering, Inc. is pleased to provide the following budgetary quotation in connection with upgrading Village of Pinehurst's fuel site from the existing SentryVI system to Trak Engineering's SentryGOLD solution.

Please be encouraged to contact me regarding any questions that you may have.

Sincerely,

Eric Jackson
850.878.4585, Ext. 304

Upgrade from Sentry VI to SentryGOLD Fuel Management System			
Item	Qty	List Price	List Total
Upgrade from Sentry VI to SentryGOLD Fuel Management System - Key reader included	1	\$4,719.75	\$4,719.75
Sentry Installation:	1	\$900.00	\$900.00
TOTAL Fuel Islands Upgrade Only:			\$5,619.75

OPTIONAL Upgrade from WinCC to FuelTRAK Central Controller Software NOT INCLUDED IN PRICE for Sentry VI to SentryGOLD Upgrade			
Upgrade from WinCC to FuelTRAK	1	\$900.00	\$900.00
Data Migration from WinCC to FuelTRAK	1	\$995.00	\$995.00
TOTAL Central Controller Upgrade Only:			\$1,895.00

***Pricing is discounted contingent upon continued renewal of your Equipment Maintenance Agreement, EMA.**

Your current SMARTkeys are completely compatible with the SentryGOLD.

Quote Component Summary:

SentryGOLD Pedestal for Fuel Site - one of the most innovative and technologically advanced systems available today. It incorporates a Windows-based operating system with a full-color graphical display, touch screens, audio prompts and more.

Wired or Wireless Communication - Trak's Wireless Sentry can communicate up to 2000' and eliminates the need for conduit for communication between the fuel island and the Central Controller (Windows-based computer housing the fuel management system software). This system includes the **Wireless Radios** with the following:

900 MHz license-free ISM bands

19.2 kbps over-the-air data rates

Commercial (0° to +70°C) or industrial (-40° to +85°C) grades

Serial or USB connections

FuelTRAK Browser-Based Central Controller Fuel Management Software - allows you to perform functions such as: poll fuel sites, encode keys, perform data entry on all screens run reports and export files. Customer must supply MS SQL Licenses. There are over 40 standard reports that can be saved to a word doc, a PDF file or an excel spreadsheet plus you can export to your fleet maintenance software or any windows based software program. FuelTRAK manages the database functions of the system, stores the transactions, inventory, vehicles and personnel information.



OPTIONAL Tank Level Sensing System for Above Ground Storage Tanks:

Tank Level Monitoring System Quote			
Item	Qty	List Price	Extended List
Tank Level Communicator	1	\$417.38	\$417.38
Tank Level Detector - (Probe)	2	\$866.25	\$1,732.50
Installation, Set-Up, Testing	2	\$322.88	\$645.75
Total			\$2,795.63

Quote Component Summary:

1. **Tank Level Communicator (TLC)** – works with above-ground fuel tanks. Allows you to electronically monitor and track fuel levels and deliveries. This is a plug in card for the SentryGOLD pedestal.
2. **Tank Level Detector (TLD)** - this is a probe for the aboveground storage tank that is linked, via Radio Frequency (RF) communications, to the TLC device to monitor tank levels.

Notes:

Tank Level Detector System Note: An available port on the top of the tank is required for the installation of the TLD/Probe. In the event that the only available port is in use, Trak can provide a "Y" connector for \$40.00 to establish a dual purpose for this opening and accommodate the installation of the probe. In the event that this port cannot be used for the probe, the customer will be responsible for drilling a new 2-4" port in the top of the tank.

Terms & Conditions:

1. Quote Valid for 90 days.
2. The above cost breakdowns include installation, setup, training and a one-year warranty on all parts and labor provided by Trak Engineering, Inc. technicians.
3. Payment Terms – 20% down and 80% upon completion of installation.
4. Invoices payments made by credit card and are over \$1,000.00 USD will be charged a convenience fee of 2.9%
5. Current Lead Time: 6-8 Weeks following receipt of purchase order.
6. Conditions that must be satisfied prior to Trak's Installation:
 - a. **Dispensers must be equipped with non-repeating, 10:1 dry-reed switch pulsers.**
 - b. **Dispensers must be fully operational and capable of dispensing fuel from tanks.**
 - c. **Tanks must contain a sufficient amount of fuel for system testing purposes.**
 - d. An available 2' by 2' concrete slab or platform is needed for mounting the Sentry pedestal.
 - e. Conduit from the pedestal location to each dispenser is required for pump control and for pulser signals.
 - f. A 110-volt AC power source is required at the Sentry Pedestal location.



DISCUSS AND CONSIDER CHANGES TO THE POSITION CLASSIFICATION AND PAY PLAN.

ADDITIONAL AGENDA DETAILS:

FROM:

Angie Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

7/20/2016

MEMO DETAILS:

One goal of the Human Resources Department is to ensure Village employees are paid competitively and fairly according to their job responsibilities, performance and service. In order to achieve this goal, we evaluate at least 33% of Village positions each year. We use market data from the NCLM Salary Survey and comparable towns not in the survey and compare the selected positions to our peer group.

This year we selected 27 positions (37%) to evaluate and we matched those positions to the same or similar positions for our peer group. To determine if the pay is competitive and fair, we consider any differences that may exist such as job responsibilities or tenure. Based on the information collected and reviewed, we are recommending the following changes be made:

- Increase the pay ranges by 1 % based on the Consumer Price Index (CPI) through June 2016, pay scale movement from comparable towns, and financial resources available to the Village. With this movement, salaries for approximately 17 employees will need to be adjusted. The adjustments are being made to groups of employees in the same classifications in order to bring employees' pay rates within the range and to prevent compression.
- Move Customer Service Representative from pay grade 12 to pay grade 13. This is more appropriate for the position and more in line with our peers.
- Reclassify one Customer Service Representative to an Administrative Assistant in pay grade 15. This change was approved in the FY 2016-2017 Strategic Operating Plan based on the Administration restructuring recommendation.
- Rename Telecommunications Specialist to Telecommunications Specialist I in pay grade 14 and add Telecommunications Specialist II to pay grade 15. The level II position was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
- Add a Welcome Center Coordinator position to pay grade 15. This part-time position was approved in the FY 2016-2017 Strategic Operating Plan.
- Reclassify the Administrative Assistant in the Police Department to Administrative Coordinator and add to pay grade 16. This change was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
- Rename Fleet Service Technician to Fleet Service Technician I in pay grade 16 and add Fleet Service Technician II to pay grade 17. This change provides opportunities for advancement only and is **not** an addition to headcount.
- Move Financial Services Technician from pay grade 16 to pay grade 17. This is more appropriate for the position and more in line with our peers.
- Move Information Technology Technician (IT Technician) from pay grade 15 to pay grade 18.

Responsibilities for this position have increased and are more technically complex since the previous evaluation. The new pay grade is more in line with our peers.

- Move Master Firefighter from pay grade 18 to pay grade 19. This is consistent with similarly situated positions and more in line with our peers.
 - Add Police Investigator to pay grade 20. This position was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
 - Reclassify the Administrative Coordinator in Administration to Communications Specialist and add to pay grade 21. This position was approved in the FY 2016-2017 Strategic Operating Plan based on the Administration restructuring recommendation.
 - Rename Captain to Fire Captain in pay grade 22. This change is needed to delineate between Fire Captain and Police Captain positions.
 - Move Village Clerk from pay grade 23 to pay grade 24. Responsibilities for this position have increased, specifically, supervision of the Customer Service Representative and Administrative Assistant for Administration has been added.
 - Add Police Captain to pay grade 25. This position was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
 - Move Fire Chief from pay grade 30 to pay grade 31. This is more appropriate for the position and more in line with our peers.
- Move Financial Services Director from pay grade 30 to pay grade 32. This is more appropriate for the position and more in line with our peers.

I have attached the Resolution that will amend the Policy on the Administration of the Position Classification and Pay Plan based on the recommendations above. I have also attached the policy which contains the FY 2016-2017 Position Classification and Pay Plan table for approval. Let me know if you have any questions. Thank you for your consideration.

ATTACHMENTS:

Description

- Resolution #16-21 Position Classification and Pay Plan
- Attachment A: Policy on the Administration of the Position Classification and Pay Plan
- Position Classification and Pay Plan

RESOLUTION #16-21:

A RESOLUTION AMENDING THE POLICY ON ADMINISTRATION OF THE POSITION CLASSIFICATION AND PAY PLAN FOR THE VILLAGE OF PINEHURST.

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the Policy on Administration of the Position Classification and Pay Plan on November 17, 2009; and

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Policy on Administration of the Position Classification and Pay Plan on July 14, 2015; and

WHEREAS, changes in the organization infrastructure and guiding policies and procedures must be made as personnel needs of the Village change.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 26th day of July 2016 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective July 1, 2016; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the pay ranges in the Position Classification and Pay Plan for the Village of Pinehurst are hereby amended by 1 percent; said Pay Plan attached hereto as part of Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 26th day of July, 2016.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

ATTACHMENT A

		VILLAGE OF PINEHURST	
		STANDARD POLICY	
SUBJECT:	Policy on Administration of the Position Classification and Pay Plan	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	7/26/2016
Approved by:	Jeffrey Sanborn and The Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plan (attached as Exhibit A) is aimed at providing a complete inventory of all authorized positions in the Village service and an accurate description and specification for each class of employment. The Plan standardizes job titles, each of which is indicative of a range of duties and responsibilities.

The Plan also includes the basic salary ranges for each regular full-time and part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates.

GENERAL PROVISIONS OF THE PLAN:

Administration and Maintenance

The Village Manager, assisted by the Human Resources Director, is responsible for the administration and maintenance of the Plan. The Human Resources Director should periodically review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan should be paid at a rate listed within the salary range established for the respective position.

The Plan is intended to provide equitable compensation for all employees, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the impacts of inflation, the financial conditions of the Village, and other factors. From time to time the Human Resources Director will be responsible for making comparative studies of all factors affecting the level of salary ranges and for recommending changes to the Village Manager. Any changes increasing or decreasing the assigned salary grade for a position must be approved by Village Council. Any changes modifying the salary ranges in the Plan must also be approved by Village Council.

Starting Salaries

As a general rule, applicants who are in positions approved in the Plan shall be employed within the salary range for that particular position classification.

Introductory Period

Employees hired, promoted, or transferred into a new position shall receive a performance evaluation upon successful completion of the introductory period. New hires may be eligible for a salary adjustment at the end of the introductory period, but promoted or transferred employees will not be eligible for salary adjustment. Salary adjustments will be made in accordance with performance management guidelines.

Merit Pay

Employees will receive a performance review after the first six months in a new position and then on an annual basis thereafter. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values, customer service skills, and the behavioral and technical criteria listed in their position description. Employees will be evaluated based on how well they perform their job according to established criteria for technical and interpersonal skills. All considerations for merit increases are measured against a satisfactory or higher performance review. Guidelines for determining performance levels and performance pay increases or other performance-related movement within the range may be established in procedures approved by the Village Manager.

Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at their regular performance evaluation time. Lump sum payments should be awarded based upon the performance of the employee as described in the performance evaluation and should be the same percentage of annual salary as employees within the salary range with the same performance level. Lump sum payments do not become part of base pay.

Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions – when an employee is promoted the employee's salary may be increased. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget and other factors.

Demotions – when an employee is demoted, the salary normally should be set at the rate in the lower pay range which provides a minimal decrease in pay if action is not the result of disciplinary action. If the current salary is within the new range, the employee's salary may be retained at the previous rate. If the demotion is the result of disciplinary action, the salary may be decreased.

Transfers – the salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range should not be changed by the reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Reclassifications – an employee whose position is reclassified to a position having a higher salary range may receive a pay increase if the employee's current pay rate is less than the minimum of the new salary range.

If the position is reclassified to a lower pay range, the employee's salary should remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Salary Effect of Salary Range Revisions

When a class of positions is assigned to a higher salary range, employees in that class may receive a pay increase if the employees' current pay rates are less than the minimum of the new salary range. When a class of positions is assigned a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the salary of that employee should be maintained at least at that level until such time as the employee's salary range is increased above the employee's current salary.

Transition to a New Salary Grade

The following principles are guidelines for the transition to a new salary grade:

- 1) No employee should receive a salary reduction as the result of the transition to a new salary grade.
- 2) All employees being paid at a rate lower than the minimum rate established for their respective classes may have their salaries increased.
- 3) All employees being paid at a rate above the maximum rate established for their respective classes should be at that maintained salary level until such time as the salary range is increased above the employee's current salary.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to procedures approved by the Village Manager.

Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made up on the request of the employee on determination by the Village Manager as to capability of payroll equipment and appropriateness of the deduction.

Composition of the Plan

The Plan should consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the range of pay under similar working conditions;
- b) class titles descriptive of the work of the class; and
- c) the appropriate pay grade associated with the position.

Use of the Plan

Class specifications should be descriptive of the type and scope of work performed. The Plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and developing employee training programs; and
- c) in determining salary to be paid for various types of work;

Authorization of the Plan

The Plan shall be approved by the Village Council and should be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review upon request. New positions shall be established upon recommendation of the Village Manager and approval of the Village Council, after which the Human Resources Director is responsible for either allocating the new position into the appropriate existing class, or revising the Plan to establish a new class to which the position may be allocated. The Village Manager may approve changes to existing positions that do not require a change in pay grade.

Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of reclassification and if merited, recommend a reclassification and a new pay grade to the Village Manager. Modified positions also should be evaluated for proper position classification. To assist the Village on this review process, Department Heads are expected to:

- a) be familiar with the Position Classification and Pay Plan;
- b) make sure they are informed about the job duties performed by each employee under their supervision;
- c) advise the Human Resources Director of any permanent changes in job duties;
- d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

The Village Manager is responsible for approving any classification study and/or reclassification. The Village may contact outside consultants and other sources to assist in any reclassification decision.

Department Heads are responsible for reviewing positions annually as part of the budget process. Such review shall be to determine the most accurate classifications and the most equitable, effective, and efficient use of human resources.

Approved by:

Jeffrey Sanborn, Village Manager

7/26/2016
Date

#16-21
Village Council, Resolution

7/26/2016
Date

VILLAGE OF PINEHURST
POSITION CLASSIFICATION AND PAY PLAN
FY 2016-2017

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		23,117	28,896	34,675
	10	Maintenance Worker	24,273	30,341	36,409
	11	Maintenance Worker, CDL	25,486	31,858	38,230
	12	Equipment Operator I	26,761	33,451	40,141
	13	Customer Service Representative Equipment Operator II Grounds Specialist Human Resources Assistant Solid Waste Equipment Operator Track Specialist	28,099	35,123	42,148
	14	Grounds Specialist II Telecommunications Specialist I	29,504	36,880	44,255
	15	Administrative Assistant Events Assistant Telecommunications Specialist II Welcome Center Coordinator	30,979	38,724	46,468
	16	Administrative Coordinator Firefighter Fleet Service Technician I Grounds Maintenance Crew Leader Maintenance Technician Planning Technician	32,528	40,660	48,792
E	17	Fair Barn Coordinator Financial Services Technician Fleet Service Technician II Street Maintenance Crew Leader	34,154	42,693	51,231
	18	Fire and Life Safety Educator IT Technician Police Officer Senior Firefighter	35,862	44,827	53,793
E E E E	19	Athletic Coordinator Code Enforcement Officer Master Firefighter Program Coordinator Senior Police Officer Special Events Coordinator Track Superintendent	37,655	47,069	56,482
	20	Master Police Officer Police Investigator	39,538	49,422	59,307
E	21	Communications Specialist Planner Sergeant	41,515	51,893	62,272

VILLAGE OF PINEHURST
POSITION CLASSIFICATION AND PAY PLAN
FY 2016-2017

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E	22	Buildings and Grounds Superintendent Fire Captain Human Resources Generalist	43,590	54,488	65,385
E E	23	Information Technology Systems Specialist Senior Planner Solid Waste Superintendent	45,770	57,212	68,655
E	24	Battalion Chief Building Inspector Detective Infrastructure Superintendent Lieutenant Village Clerk	48,058	60,073	72,087
E E E E E E	25	Assistant Financial Services Director Assistant Public Services Director Building Code Official Police Captain IT Business Analyst Network Administrator Principal Planner	50,461	63,077	75,692
E	26	Deputy Fire Chief	52,984	66,230	79,476
E E	27	Deputy Police Chief Fleet Maintenance Director	55,634	69,542	83,450
	28		58,415	73,019	87,623
E E	29	Parks and Recreation Director Public Services Director	61,336	76,670	92,004
E E	30	Human Resources Director Planning and Inspections Director	64,403	80,503	96,604
E E E	31	Chief Information Officer Fire Chief Police Chief	67,623	84,529	101,434
E	32	Financial Services Director	71,004	88,755	106,506
	33		74,554	93,193	111,831
E E	34	Assistant Village Manager for Administration Assistant Village Manager for Operations	78,282	97,852	117,423

E = Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)



**DISCUSS AND CONSIDER EXTENDING THE FAIR BARN CLEANING
CONTRACT.**

ADDITIONAL AGENDA DETAILS:

FROM:

John Frye

CC:

Jeff Sanborn, Natalie Dean, & Mark Wagner

DATE OF MEMO:

7/14/2016

MEMO DETAILS:

The Village competitively bid and awarded a cleaning contract for the Fair Barn in 2014 to Angela Swarms, dba Swarm's Cleaning Service. The contract, which contains an annual CPI adjustment, may be renewed annually through FY 2018 if mutually agreeable of both parties.

The original contract was awarded under the Village Manager as authorized in the annual budget ordinance for service contracts up to \$25,000. When the contract was originally bid, the annual award was under this threshold. In FY 2016, the Village made a post-event cleaning fee of \$150 mandatory for all rentals at the Fair Barn. This increased Fair Barn revenues, but also increased the annual cost under the cleaning contract to approximately \$34,000 per year.

We are seeking the Council's approval by motion to extend the Swarms Cleaning Service contract dated February 6, 2014 for the two additional years allowed under the agreement for FY 2017 and FY 2018.

If you have any questions related to this item, please feel free to let me know.

ATTACHMENTS:

Description

- ❑ Swarm's Cleaning Service Contract

LEAN
COPY

STATE OF NORTH CAROLINA

COUNTY OF MOORE

THIS CONTRACT, made and entered into this 6 day of February, 2014 by and between Angela Swarms, dba Swarms' Cleaning Service, of the County of Moore, State of North Carolina, Party of the First Part (hereinafter sometimes referred to as "Contractor"); and the **VILLAGE OF PINEHURST**, a duly chartered municipal corporation and body corporate and politic of the County of Moore, State of North Carolina, Party of the Second Part (hereinafter sometimes referred to as "the Village");

WITNESSETH:

THAT WHEREAS, the Contractor is engaged in the business of Cleaning Services, as an independent contractor; and

WHEREAS, the Village has the need for cleaning services for the Fair Barn located at the Pinehurst Harness Track; and

WHEREAS, it has been determined by the Village of Pinehurst that it would be in the best interest of the Village and its citizens and residents to enter into this agreement with the Contractor for the purpose of engaging his/her services for a period of eleven (5) months beginning on or about February 10, 2014 and ending June 30, 2014. The anticipated start date of February 10, 2014 is approximate and services may be required in advance of this date if mutually agreeable to both parties at the listed rate below. This agreement may be extended for four additional 12 month periods beginning July 1 and ending June 30 if mutually agreeable to both parties. The price for each additional 12 month period would be based upon the initial schedule plus an annual increase based upon the U.S. Bureau of Labor Statistics, Consumer Price Index (CPI) for the U.S. South Urban Area. The CPI adjustment shall be calculated as the annual percentage increase as of April 30th over the previous year.

NOW, THEREFORE, for and in consideration of the charges, and the terms, covenants, promises and conditions hereinafter set forth, the Village engages the services of the Contractor for the purpose cleaning services and certain items of additional services, such as the Contractor agrees to perform, said services at the above referenced buildings located in Pinehurst, North Carolina, in accordance with this contract.

The terms, covenants, promises and conditions of this agreement and contract are as follows:

**Fair Barn
Cleaning Crew Checklist**

Main Restrooms:

- Clean/sanitize toilet bowls and seats
- Clean/sanitize urinals (men's only)
- Clean/sanitize counters and sinks
- Empty garbage, replenish garbage bags
- Replenish soap dispensers
- Restock paper towels and toilet paper
- Clean mirrors
- Refill deodorizer
- Sweep/mop floor

Main Room:

- Sweep balcony and stairs, if necessary
- Remove all garbage and debris
- Sweep/mop floor
- Vacuum rubber mats
- If dance floor is out, sweep and mop
- If stage is out, sweep and mop

Outside (Main and Back Entrances):

- Remove any visible garbage
- Empty Ashtrays, if necessary

Annex Hallway and Storage Room:

- Sweep and mop

Dressing Rooms:

- Sweep and mop
- Remove any garbage
- Clean mirrors and counter tops

Annex Restrooms:

Clean/sanitize toilet bowls and seats
Clean/sanitize sinks
Empty garbage, replenish garbage bags
Replenish soap dispensers
Restock paper towels and toilet paper
Clean mirrors
Sweep/mop floor

Kitchen:

Wipe countertops
Sweep/mop floor

Ms. Angela Swarms of Swarms' Cleaning Service agrees to provide the above services each week as described on a flexible schedule based on rentals of the facility. It is understood that cleaning services will be required on various weekdays and weekends during the day, evening or after hours as needed.

For these services outlined above, the Village of Pinehurst will pay the amount of \$125.00 per general cleaning to the Contractor. For the purpose of this contract, an estimated 120 cleanings are anticipated over the course of the initial term, however the actual quantity of cleanings required is not guaranteed and subject to change based on rental activity.

There are occasions where a renter of the facility does not want to do their post event clean up. In such cases, the Village of Pinehurst will contract cleaning services to perform these duties which include trash removal, thorough cleaning of the kitchen including stove, counters, tables, floors and sinks. For these services outlined above, the Village of Pinehurst will pay the amount of \$125.00 per post event cleaning as scheduled by the Fair Barn Coordinator.

The Village of Pinehurst agrees to provide all paper products, trash can liners, and hand soap for all facilities while the Contractor will provide all cleaning supplies. All special cleaning such as carpet shampoo/cleaning, hard surface floors cleaning will be bid out to interested vendors on an as needed basis.

All payments to the Contractor will be made weekly unless a mutually agreeable schedule is approved.

Contractor agrees that he/she will furnish all of the necessary labor to provide for these services.

It is understood and agreed that the Contractor shall be responsible for all worker's compensation and other types of insurance necessary to protect him/her and the Village from any liability whatsoever and the Contractor will provide the Village with a copy of each Policy. Contractor shall pay all taxes and other expenses required in his/her business, and it is clearly understood and agreed that the Contractor is an independent contractor operating strictly on his/her own and in no sense is he to be considered as an employee of the Village of Pinehurst.

It is necessary that the Village see to it that this contract is performed by the contractor in an efficient and effective manner; and in the event, the Contractor should fail to so perform said contract, then, and in such event, the Contractor agrees that the Village of Pinehurst shall have full and complete authority to terminate this contract, summarily, and to engage another contractor to carry out the performance of these functions. *In addition, the Village reserves the right to terminate this contract upon thirty (30) days written notice to contractor, solely at the election of the Village.*

Upon such termination, the contractor shall be paid only through the time services have been performed hereunder.

IN WITNESS WHEREOF, the Village of Pinehurst has caused this contract to be executed in duplicate originals, one of which is retained by each of the parties and has caused its municipal corporate name to be hereto affixed by the Manager of the Village of Pinehurst, attested by the Village Clerk, and has caused its corporate seal to be hereon impressed, all by authority of the Village Council duly given; and Angela Swarms of Swarms' Cleaning Service (Contractor), has hereunto set his/her hand and seal, all on the day and year first above written.

VILLAGE OF PINEHURST

By: _____

Mark Wagner, Director of Parks and Recreation

Certification:

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

Finance Officer

2/6/14

Contractor

Federal ID#

SS #

366-64-0628