



**Village Council
Agenda for Regular Meeting of July 9, 2024
Assembly Hall
395 Magnolia Road, Pinehurst, NC 28374
Pinehurst, North Carolina
4:30 PM**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Reports
 - A. Manager
 - B. Council
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. Approval of Village Council Meeting Minutes
 1. June 25, 2024, Regular Meeting Minutes
 2. June 25, 2024, Work Session Minutes
 3. June 25, 2024, Closed Session Minutes

End of Consent Agenda

5. Public Comments
6. Resolutions
 - A. Discuss and Consider Resolution 24-26 Changes to the Policy on the Administration of the Position Classification and Pay Plan
7. Other Business
8. 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: Service, Initiative, Teamwork, and Improvement.



June 25, 2024, Regular Meeting Minutes
ADDITIONAL AGENDA DETAILS:

FROM:

CC: Village Council; Jeff Sanborn

DATE OF MEMO: 07/01/2024

MEMO DETAILS

ATTACHMENTS

1. 06.25.2024 DRAFT Regular Meeting Minutes



**Village Council
Minutes for the Regular Meeting of June 25, 2024
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, June 25, 2024, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Jack Farrell, Councilmember
Mr. Jeff Sanborn, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Josh Dockery, IT Specialist

And approximately 75 attendees in addition to 5 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 04:30 p.m.

2. Invocation by Dr. Trey Majure and Pledge of Allegiance by Kinley Czekalski.

3. Reports:

Village Manager

- Mr. Jeff Sanborn congratulated Mr. Matthew McKirahan, Organizational Performance Director, on his new position as Town Manager for the Town of Mills River, NC.

Village Council

- Mayor Pizzella commended and thanked the Village Staff for their hard work during the 2024 US Open; and reported on the June 22, 2024, Village Businesses Listening Session;

the June 19, 2024, Sandhills Metropolitan Planning Organization Regular Meeting; and the upcoming July 04th events being held within the Village.

- Councilmember Morgan reported on the May 2024 Central Pines Regional Council meeting; congratulated Mr. Matthew McKirahan, Organizational Performance Director, on his new position as Town Manager for the Town of Mills River, NC; and commended Mr. Doug Willardson, Assistant Village Manager, and the Village Staff on their hard work and professionalism during the 2024 US Open preparations and events.
- Councilmember Ficklin thanked Mr. Matthew McKirahan, Organizational Performance Director, for his service to the Village and congratulated him on his new position with the Town of Mills River; thanked Village Staff for their hard work to make the 2024 US Open a success and noted the positive feedback being received about the 2024 US Open; reported on the June 24, 2024, Pinehurst Business Partners meeting; thanked the Beautification Committee for their work in making the Village look wonderful during the 2024 US Open; and announced the winners of the 2024 Warren H. Manning Award (Ivy Point Cottage, Liscombe Lodge, and The Glade at Golf House).
- Mayor Pro Tem Taylor commented on the positive feedback received about the 2024 US Open; thanked Mr. Matthew McKirahan, Organizational Performance Director, for his service to the Village and congratulated him on his new position with the Town of Mills River; and reported on the June 24, 2024, Convention and Visitors Bureau quarterly meeting.
- Councilmember Farrell thanked Mr. Matthew McKirahan, Organizational Performance Director, for his service to the Village and congratulated him on his new position with the Town of Mills River; commended the Village Staff for the well-organized execution of the 2024 US Open preparations and events; and reported on the June 20, 2024, NCDOT Open House in Carthage.

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.

- May 28, 2024, Regular Meeting
- May 28, 2024, Work Session
- May 28, 2024, Closed Session
- June 04, 2024, Regular Meeting
- June 04, 2024, Work Session

End of Consent Agenda.

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved the Consent Agenda by a vote of 5-0.

5. Public Comments.

Ms. Kathy Wilford signed up by mistake and does not wish to speak.

Ms. Darlind Davis, Pinehurst resident, spoke in opposition to the proposed Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Lola Garbarino, spoke in favor of making changes to the Pinehurst Traffic Circle to accommodate the increased amount of traffic within the Village.

Mr. Bruce Geddes, Pinehurst ETJ resident, provided a handout to Council and spoke in opposition to the proposed Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Joanne Valdez, Pinehurst resident, spoke in opposition to the proposed Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Lin Hutaf, Pinehurst resident and Realtor, spoke in opposition to the proposed Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Mr. Jim Rohr, Pinehurst resident, spoke in opposition to the proposed Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle and read an excerpt from a prepared resolution for Council to adopt against the CFI.

Ms. Collett Kolinsky, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle and proposed a turbo roundabout as a solution.

Ms. Peggy Harrington, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Vicky Boles, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Alana Romero, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Mr. Alex Bowness, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Stephanie Czekalski, Pinehurst resident, asked for a program teaching people to navigate the circle safely be implemented.

Ms. Bonnie Baker, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Nancy Centner, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Ms. Vicky Boles, Pinehurst resident, further spoke about funding for the proposed Continuous Flow Intersection (CFI) and residents voicing opposition to the proposed CFI with the State legislature.

Ms. Lola Garbarino, Pinehurst resident, clarified the changes she supports being made to the Pinehurst Traffic Circle do not include demolishing the circle just making improvements to the circle.

Ms. Charma Eckhart, Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Mr. Jim (Last Name Unintelligible), Pinehurst resident, spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

6. **Q3 Update on the Status of the FY 2024 Strategic Operating Plan.**

Mr. Matthew McKirahan, Organizational Performance Director, reviewed a PowerPoint outlining the Q3 Update on the Status of the FY 2024 Strategic Operating Plan and highlighting the Update to the Pinehurst Development Ordinance, Implement a Metropolitan Planning Organization (MPO) with Assistance from Regional Partners, Relocation of the Public Services Complex, Retrofit Current Athletic Fields with Synthetic Turf, Expansion and Renovation of the Given Memorial Library and Tufts Archives, and Development and Implementation of a Consolidated Multi-Modal Transportation Plan, Opportunities for Improvement Evaluations, and Opportunities for Improvement Projects.

7. **Discuss and Consider Resolution 24-25 to Commit Fund Balance for Future Capital.**

Mr. Doug Willardson, Assistant Village Manager, stated no changes had been made to the proposed Commit Fund Balance for Future Capital documents since Ms. Dana Van Nostrand, Financial Services Director, presented the documents to Council at the June 04, 2024, Work Session meeting.

Upon a motion by Councilmember Farrell, seconded by Councilmember Ficklin, Council unanimously approved Resolution 24-25 to Commit Fund Balance for Future Capital by a vote of 5-0.

RESOLUTION #24-25:

A RESOLUTION TO COMMIT A PORTION OF FUND BALANCE IN THE GENERAL FUND FOR FUTURE CAPITAL.

THAT WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government

entity can use amounts reported as fund balance; and

WHEREAS, the Village Council is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Village Council; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Village Council prior to redirecting the funds for other purposes; and

WHEREAS, the Village Council has adopted a Fund Balance Policy, as amended from time to time, in order to maintain adequate working capital and a good credit rating; and

WHEREAS, the Village's Fund Balance Policy states the Village Council may commit a portion of fund balance for future capital needs in the General Fund when fund balance is in excess of 40% of actual General Fund expenditures as reported in the year-end Annual Comprehensive Financial Report; and

WHEREAS, the Village's Fund Balance Policy states that in no instance shall the amount of fund balance committed for future capital needs cause the unassigned General Fund balance to fall below 15% of actual General Fund expenditures as reported in the year-end Annual Comprehensive Financial Report; and

WHEREAS, the Village's Fund Balance Policy states the Council must approve a separate resolution for the respective year to commit fund balance for future capital in the General Fund; and

WHEREAS, the calculation of committed fund balance will occur during the completion of the year-end Annual Comprehensive Financial Report.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in regular meeting assembled this 25th day of June 2024 as follows:

SECTION 1. In accordance with the provisions of GASB 54, Village Council hereby commits the amount of General Fund balance that exceeds 40% of actual General Fund expenditures as of June 30, 2024 as reported in the Annual Comprehensive Financial Report for future capital within that, as indicated by the committed fund balance classification, cannot be used for any purpose other than directed above, unless the Village Council adopts another resolution or ordinance to remove or change the constraint.

SECTION 2. To comply with the Village's Fund Balance Policy, should unassigned fund balance fall below 15% by committing fund balance for future capital as calculated in Section 1,

the amount of committed fund balance for future capital will be reduced to ensure unassigned fund balance remains at 15% of actual General Fund expenditures.

THIS RESOLUTION passed and adopted this 25th day of June 2024.

8. Other Business.

Councilmember Farrell asked Council to consider a directive to Staff regarding the type and style of signal light poles installed by NCDOT at intersections undergoing improvement projects within the Village of Pinehurst jurisdiction.

9. Motion to Adjourn.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 06:00 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

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**June 25, 2024, Work Session Minutes
ADDITIONAL AGENDA DETAILS:**

FROM:

CC: Village Council; Jeff Sanborn

DATE OF MEMO: 07/01/2024

MEMO DETAILS

ATTACHMENTS

1. 06.25.2024 DRAFT Work Session Minutes



**Village Council
Minutes for the Work Session of June 25, 2024
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Work Session Meeting at 06:07 p.m., Tuesday, June 25, 2024, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Jack Farrell, Councilmember
Mr. Jeff Sanborn, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Josh Dockery, IT Technician

And approximately 13 attendees in addition to 3 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 06:07 p.m.

2. Traffic Circle: CFI Proposal Discussion.

Mr. Doug Willardson, Assistant Village Manager, reviewed how the Public may access NCDOT information on the proposed Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle via the sandhillsmo.org website (section titled “Studies and Plans”).

Mayor Pizzella read a prepared statement in opposition to the proposed Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle and in support of asking NCDOT to consider ways to improve the existing Pinehurst Traffic Circle instead.

Mayor Pro Tem Taylor questioned the numbers as presented by NCDOT, expressed optimism that there are additional solutions to improve the existing Pinehurst Traffic Circle, and spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle.

Councilmember Morgan encouraged the Public to attend the NCDOT Open House meetings on July 16th, 18th, and 23rd as listed on the sandhillsmo.org website and stated Council should do their best to have a good working relationship with NCDOT and to come up with other solutions for the Pinehurst Traffic Circle.

Councilmember Ficklin spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle, questioned the numbers as presented by NCDOT, and spoke in support of the implementation of additional improvements to the existing Pinehurst Traffic Circle with consideration being given to possible future

technological advancements in vehicles.

Councilmember Farrell spoke in opposition to the Continuous Flow Intersection (CFI) for the Pinehurst Traffic Circle and in support of pursuing additional improvements to the existing Pinehurst Traffic Circle and expressed concern over the safety of a CFI given the increased number of traffic signals and intersections in one area.

Mayor Pizzella recommended Council revisit the proposed CFI after the upcoming NCDOT Open House meetings at which time Council would discuss adopting a resolution in opposition.

3. Post 2024 US Open Discussion.

Mr. Doug Willardson, Assistant Village Manager, reviewed a PowerPoint presentation highlighting 2024 US Open Debriefings, Transportation & Parking, U.S. Open Showcase, Social District, and Other.

Council and Staff discussed potential improvements to be made for the 2029 US Open but agreed the 2024 US Open was highly successful.

4. Other Business.

None.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved to recess the Work Session and enter into a Closed Session pursuant to NCGS § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract and NCGS § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee by a vote of 5-0 at 07:11 p.m.

5. Closed Session.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved to adjourn the Closed Session and re-enter the Work Session by a vote of 5-0 at 08:12 p.m.

6. Adjournment.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved to adjourn the Work Session by a vote of 5-0 at 08:14 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

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**June 25, 2024, Closed Session Minutes
ADDITIONAL AGENDA DETAILS:**

FROM:

CC: Village Council; Jeff Sanborn

DATE OF MEMO: 07/01/2024

MEMO DETAILS

ATTACHMENTS

1. 06.25.2024 DRAFT CLS Minutes



**Discuss and Consider Resolution 24-26 Changes to the Policy on the
Administration of the Position Classification and Pay Plan
ADDITIONAL AGENDA DETAILS:**

FROM:

CC: Village Council; Jeff Sanborn

DATE OF MEMO: 06/27/2024

MEMO DETAILS

The Human Resources Department contracted with Central Pines Regional Council in FY 23-24 to perform a partial position classification and pay study. The study included:

- Evaluating all regular full-time and regular part-time positions in the following departments: Planning, Police, and IT;
- Conducting a salary survey of comparable organizations in the public sector; and
- Making recommendations for position classification changes and policy changes.

The study began in January with employees in the selected departments completing position description questionnaires outlining current job responsibilities. Department Directors were interviewed to clarify the responsibilities for each position.

The group conducted a salary survey to determine the competitiveness of our salary grades for each position. We selected areas to survey based on geography, job similarities and direct competitors for recruiting. The following towns were surveyed: Aberdeen, Asheboro, Fayetteville, Harrisburg, Laurinburg, Rockingham, Sanford, Southern Pines, as well as Moore County.

Based on the information collected and reviewed, we are recommending the following changes that more appropriately reflect the responsibilities for the positions and are more in line with our peers:

- Move Telecommunications Specialist I from pay grade 14 to pay grade 15.
- Move Telecommunications Specialist II from pay grade 15 to pay grade 16.
- Fleet Service Apprentice was added to pay grade 14 last year for flexibility in recruiting. It was approved as an addition to headcount in the budget this year.
- Move Police Officer from pay grade 19 to pay grade 20.
- Move Code Compliance Specialist from pay grade 20 to pay grade 21.
- Move Senior Police Officer from pay grade 20 to pay grade 21.
- Move Master Police Officer from pay grade 21 to pay grade 22.
- Add Stormwater Technician to pay grade 22. This is an addition to headcount and was approved in the budget.
- Move Police Sergeant from pay grade 22 to pay grade 23.

We not only review positions and pay grades during this process, but we also review the policy outlining the administration of our pay plan. There are changes we would like to recommend.

- Modify the title to Position Classification and Pay Plan Policy (page 1, Header)
- Include basic salary ranges for season, on-call, reserve and other part-time positions working less than 20 hours per week (Attachment C). (page 1, Purpose)
- Include Financial Incentives under the Village Manager's authority. These incentives include relocation reimbursements and automobile allowances as needed for recruitment. (page 2, Starting Salaries)
- Include language to provide for merit increases for seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week, but at least 520 hours in the fiscal year. (page 2, Merit Pay)
- Include language to provide for COLA increases for seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week. (page 3, Cost of Living Adjustments)
- Add pay guidelines for employees accepting Interim Assignments. These guidelines are consistent with our practice of applying market adjustments. (page 3, Salary Effect of Promotions, Demotions, Transfers, Interim Assignments, and Reclassifications)
- Add language confirming salary adjustments based on off-cycle pay and classification plan changes will be approved by Council. (page 4, Effective Date of Salary Changes)
- Modify language to confirm all recommended reclassifications must be approved by Council. (page 5, Request for Reclassification)
- Eliminate the reference that Department Heads must review positions annually as part of the budget process. This is not appropriate for this policy and is covered in the Strategic Planning process. (page 5, Request for Reclassification).

We recommend increasing the pay grades by 4.1% based on the average Consumer Price Index (CPI) for calendar year 2023, as outlined in the policy.

We will continue to offer merit pay based on performance for the fiscal year. Merit increases will be effective October 1st. The amount of merit pay available is discussed during the budget process.

This year, the merit range is 0%-3%. Those who earn 3% must demonstrate truly extraordinary performance.

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 and the FY 2024-2025 Position Classification and Pay Plan tables for your review. Thank you for your consideration

ATTACHMENTS

1. Resolution #24-26 Position Classification and Pay Plan Changes
2. Position Classification and Pay Plan Policy (7.2024) DRAFT
3. Position Classification and Pay Plan FY 2024-2025 DRAFT
4. Position Classification and Pay Plan (Seasonal, On-Call Positions) FY 2024-2025 DRAFT

RESOLUTION #24-26:

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

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 June 27, 2023; 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 9th day of July 2024 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective July 1, 2024; 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 4.1 percent; said Pay Plans attached hereto as part of Attachment B and Attachment C and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 9th day of July 2024.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

ATTACHMENT A

		VILLAGE OF PINEHURST STANDARD POLICY	
SUBJECT:	Administration of the Position Classification and Pay Plan <u>Policy</u>	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	67/271/2023 2024
Approved by:	Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plans (Attachments B and C) 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 regular part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates. The Plan also includes basic salary ranges for seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week. These ranges have minimum 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 annually review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan ~~should~~ must 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 condition of the Village, and other factors. 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. The Human Resources Director will also conduct a competitive and comparative salary study for each position at least every three years. Any changes increasing or decreasing the assigned salary grade for a position or the title 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

~~Generally, a~~Applicants who are in positions approved in the Plan shall be employed within the salary range for that ~~particular position~~position classification.

Financial Incentives

The Village Manager has the authority to approve certain financial incentives in order to recruit qualified candidates for certain positions. Moving expenses may be reimbursed to newly hired employees who are relocating to the Pinehurst area. Reimbursement amounts will depend on the position and the relocation distance. An automobile allowance may also be offered for certain positions in lieu of an assigned Village vehicle.

Merit Pay

Merit increases will be based on employee performance from July 1st through June 30th and will be effective October 1st for all eligible employees. Merit increases will range from zero to three percent, with three percent being reserved for truly extraordinary performance. Employees will receive a performance review, with no salary adjustment, after six months in a new position and then annually thereafter immediately following the end of the fiscal year.

Employees hired between July 1st and December 31st are eligible for a performance-based, prorated merit increase the following October. Employees hired between January 1st and June 30th will be eligible for a pro-rated merit increase, based on the budgeted merit percentage, in the year hired. 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 and the behavioral and technical competencies listed in their position description as well as the completion of goals. Employees in supervisory roles are also evaluated on leadership attributes.

Seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week, but at least 520 hours in the fiscal year, are also eligible for a merit increase. These employees will be evaluated on their job knowledge, demonstration of the Village's core values and other factors. Merit increases will also be prorated based on hire date as listed above.

Guidelines for determining performance levels and performance pay increases or other performance-related movement within the pay grade may be established in procedures approved by the Village Manager. The merit increase range is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

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 performance evaluation time. Lump sum payments are

awarded based on the employee's performance and will also be between zero and three percent. Lump sum payments do not become part of base pay. The lump sum payment range will be the same as the merit increase range and is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Cost of Living Adjustments (COLA)

Each year, the position classification and pay plan grades may be adjusted by the annual average consumer price index percentage change for the prior calendar year. Adjustments to pay grades will be effective July 1st.

Employees, including the Village Manager, may also receive a cost-of-living adjustment (COLA) based on the annual average consumer price index percentage for the prior calendar year. Employees who work less than 20 hours per week will be eligible for COLA. Returning camp staff will be eligible for COLA at the start of camp unless an internal equity-based increase exceeds COLA amount. Recreation instructors are not eligible for COLA.

Beginning in FY24, employees hired during the fiscal year will receive a pro-rated cost-of-living adjustment, if approved, at the beginning of the next fiscal year based on their hire date. The COLA will be effective July 1st of the new fiscal year. COLA will be applied before any other pay adjustments.

Salary Effect of Promotions, Demotions, Transfers, ~~Interim Assignments~~ and Reclassifications

Promotions – When an employee is promoted, the employee's salary ~~may be increased~~will be negotiated within the new grade. 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. Promoted employees are still eligible for a performance-based merit increase the following October; however, the merit increase will be prorated from the promotion date.

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 corrective 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 corrective 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 grade should not be changed by ~~the reassignment~~reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Interim Assignments – If an employee accepts an interim assignment for a higher-level position that is temporarily vacant, the employee may receive a 5% increase for each grade up to 10% or minimum of the pay grade, whichever is higher. The interim assignment must be at least four

consecutive weeks. Once the interim assignment ends, the employee's pay will revert to the pay established before the interim assignment.

~~Reclassifications—An employee whose position is reclassified to a position having a higher salary grade may receive a pay increase.~~

~~Transition to a New Salary Grade~~Reclassifications – If ~~the a~~ position is reclassified to a higher salary grade, employees in that position may receive a 5% increase for each grade up to 10%. There may be exceptions if the changes in the job responsibilities are significant enough to warrant a greater increase or the employee's salary remains below the minimum of the new grade after any adjustment.

The Village Manager may delay implementation of a pay increase for any employee who has recently documented corrective actions and who is not currently meeting all job requirements until such time the employee is fully meeting all job requirements. Otherwise, all employees will be treated consistently in the implementation.

Regardless of the position in the new salary grade, employees who have been hired or promoted to a position within the past year are not automatically eligible for salary increases due to changes in position reclassifications.

If the position is reclassified to a lower salary grade, 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.

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. Salary adjustments recommended ~~as a result of~~because of the annual salary study are effective July 1st once approved by council. Salary adjustments based on any off-cycle pay and classification plan changes will be effective as directed by Village Council.

Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon 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 level of 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~~will be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review. 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 or a change in title.

Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade based on significant and permanent changes in the level of duties, responsibilities, and/or authorities. Upon receipt of such request, the Human Resources Director ~~may~~will 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 may 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—Council~~ is responsible for approving any ~~classification—study and/or recommended~~ reclassifications. 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 and the performance evaluation process. Such review shall be to determine the most accurate classifications and the most equitable, effective, and efficient use of human resources.~~

Approved by:

~~John Strickland~~Patrick Pizzella, Mayor

~~67/279/2023~~2024
Date

~~#23~~24-26
Village Council, Resolution

_____~~67/279/2023~~
Date

Village of Pinehurst
Position Classification and Pay Plan
FY 2024-2025

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	12	Streets & Grounds Maintenance Worker I	34,480	43,100	51,720
	13	Parks Maintenance Specialist I Streets & Grounds Maintenance Worker II Track Specialist Welcome Center Coordinator	36,204	45,255	54,306
	14	Customer Service Representative Fleet Service Apprentice Parks Maintenance Specialist II Solid Waste Equipment Operator Track Crew Leader	38,015	47,519	57,023
	15	Administrative Assistant Firefighter Trainee Grounds Maintenance Crew Leader Library and Archives Associate Street Maintenance Crew Leader Telecommunications Specialist I	39,916	49,895	59,874
	16	Administrative Specialist Assistant Solid Waste Superintendent Events Assistant Firefighter (Non-EMT, Reserve) Fleet Service Technician I Facilities Maintenance Technician Recreation Assistant Telecommunications Specialist II	41,912	52,390	62,868
	17	Administrative and Data Coordinator Financial Services Technician Firefighter EMT (2nd Class, 1st Class) Fleet Service Technician II Human Resources Technician	44,008	55,010	66,012
E	18	Code Compliance Technician Grounds Maintenance Supervisor IT Technician Library Services and Archives Supervisor Parks Maintenance Supervisor Police Cadet Senior Fleet Service Technician	46,208	57,760	69,312
E	19	Administrative and Telecommunications Coordinator Fair Barn Coordinator Fire and Life Safety Educator Planning and Zoning Specialist Senior Firefighter (Fire Engineer) Street Maintenance Supervisor Track Superintendent	48,518	60,648	72,777
	20	Athletic Coordinator Fire Lieutenant Police Officer Recreation Programs Coordinator Special Events Coordinator	50,944	63,680	76,416
	21	Code Compliance Specialist Engineering Technician Senior Police Officer	53,491	66,864	80,237

Village of Pinehurst
Position Classification and Pay Plan
FY 2024-2025

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E E	22	Building Inspector-Level I Financial Services Supervisor Master Police Officer Planner Stormwater Technician	56,166	70,208	84,249
E E E E	23	Assistant Fire Marshal Building Inspector-Level II Communications Specialist Fire Captain (Senior Fire Captain) Fleet Maintenance Superintendent Human Resources Generalist Information Technology Systems Specialist Police Sergeant Solid Waste Superintendent	58,974	73,718	88,461
E E E	24	Building Inspector-Level III Detective Lieutenant Police Lieutenant Recreation Superintendent Senior Planner Transportation Planner Village Clerk	61,923	77,404	92,885
E E E E E E	25	Assistant Financial Services Director Assistant Public Services Director Battalion Chief Buildings and Grounds Superintendent GIS Analyst IT Business Analyst Principal Planner	65,019	81,274	97,529
E E E	26	Building Code Official IT Infrastructure Administrator Planning Supervisor Police Captain	68,270	85,338	102,405
E	27	Deputy Fire Chief	71,684	89,605	107,526
E	28	Library Services and Archives Director	75,268	94,085	112,902
E	29	Deputy Police Chief	79,031	98,789	118,547
E	30	Organizational Performance Director	82,983	103,729	124,475
E E	31	Human Resources Director Parks and Recreation Director	87,132	108,915	130,698
E E E E E	32	Chief Information Officer Fire Chief Public Services and Engineering Director Financial Services Director Planning and Inspections Director	91,489	114,362	137,234
E	33	Police Chief	96,063	120,079	144,095
	34		100,866	126,083	151,299
E E	35	Assistant Village Manager for Administration Assistant Village Manager for Operations	105,909	132,387	158,864

Police Investigator--Title could include grades 20-23. Contingent on the rank of officer assigned.

POSITION	MAXIMUM	EFFECTIVE
Village Manager	150,000	7.1.2018
Village Manager	153,600	7.1.2019
Village Manager	156,365	7.1.2020
Village Manager	158,241	7.1.2021
Village Manager	183,225	7.1.2022
Village Manager	197,883	7.1.2023
Village Manager	205,996	7.1.2024
Village Manager		7.1.2025
Village Manager		7.1.2026
Village Manager		7.1.2027
Village Manager		7.1.2028
Village Manager		7.1.2029
Village Manager		7.1.2030
Village Manager		7.1.2031
Village Manager		7.1.2032
Village Manager		7.1.2033

Started CPI adjustment with new contract

New contract maximum (\$175k) with CPI adj

Village of Pinehurst
Position Classification and Pay Plan (Seasonal, On-Call, Reserve, and Other PT Positions)
FY 2024-2025

ATTACHMENT C

GRADE	POSITION	MINIMUM	MAXIMUM
11P	Facility Supervisor (Recreation)	\$12.00	\$18.00
12P	Camp Counselor	\$12.00	\$18.00
13P	Event Maintenance Staff Fair Barn Facility Crew	\$15.00	\$22.50
14P	Reserve Firefighter, Non-EMT	\$15.20	\$22.80
15P	Reserve Firefighter EMT	\$15.97	\$23.96
16P	Camp Supervisor	\$16.00	\$24.00
17P	Fair Barn Assistant	\$16.50	\$24.75
18P	Staffing Pool	\$18.25	\$27.38
19P	On-Call Telecommunications Specialist	\$19.19	\$28.79
20P	Fire Inspector Reserve Police Officer	\$23.33	\$35.00
30P	Recreation Program Instructors*	\$30.00	\$45.00

*Grade 30P no annual COLA adjustment
All Positions are Non-Exempt