



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF AUGUST 13, 2019
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance.(Pastor John Kinyon with Redeemer Church)
3. Reports:
Manager
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. Public Safety Reports for July, 2019
- B. Approval of Draft Village Council Meeting Minutes.
- C. Budget Amendments Report
- D. Renewal of Annual Accela Software Subscription

End of Consent Agenda.

5. Discuss and Consider a Request for Sponsorship/Waiver of Fees at Fair Barn.
6. Discuss and Consider a Request for a Special Intensity Allocation Request (LaForet Townhome Development).
7. Discuss and Consider a Request for a Special Intensity Allocation Request (Pinehurst Coin Exchange).
8. Discuss and Consider Awarding FY 2020 Resurfacing Contract to Riley Paving, Inc.
9. Update on the Status of the FY 2019 Strategic Operating Plan Implementation.
10. Discuss and Consider a Budget Amendment Reappropriating Funds from FY 2019 to FY 2020.
11. Discuss and Consider Changes to the Position Classification and Pay Plan.
12. Discuss and Consider Intent to Abandon Right of Way on Denichilo Court.
13. Other Business.
14. Comments from Attendees.

15. 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.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ 2019 Key Partners and Collaborators



Council Member to Report	Partners & Collaborators
Nancy Fiorillo	Neighborhood Advisory Committee
	Moore County Schools
	Pinehurst Resort
John Bouldry	First Health
	NCDOT/MCTC/TARPO
	Triangle J. COG
	Moore County
Judy Davis	Pinehurst Business Partners
	Beautification Committee
	Given Memorial Library Working Group
Kevin Drum	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
	Partners in Progress
Jack Farrell	Bicycle and Pedestrian Advisory Committee
	Convention and Visitors Bureau



PUBLIC SAFETY REPORTS FOR JULY, 2019
ADDITIONAL AGENDA DETAILS:

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

8/5/2019

MEMO DETAILS:

Attached are the public safety reports for July, 2019.

ATTACHMENTS:

Description

- ☐ Fire Department Report
- ☐ Police Department Report (1)
- ☐ Police Department Report (2)



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF JULY 2019

SUMMARY OF INCIDENT CALLS

TYPE OF INCIDENT	NUMBER THIS MONTH	NUMBER FYTD	NUMBER THIS MONTH LAST YEAR	NUMBER FYTD LAST YEAR	PERCENTAGE YTD
Fire	11	11	5	5	120%
Overpressure Rupture, Explosion, Overheat - no fire	0	0	0	0	0%
Rescue & EMS Incidents	43	43	46	46	-7%
Hazardous Conditions - no fire	11	11	12	12	-8%
Service Call	40	40	22	22	82%
Good Intent Call	29	29	23	23	26%
False Alarm & False Call	44	44	30	30	47%
Severe Weather & Natural Disaster	5	5	0	0	500%
Special Incident Type	0	0	0	0	0%
TOTAL INCIDENTS	183	183	138	138	33%

SUMMARY OF INSPECTION

TYPE OF INSPECTIONS	NUMBER THIS MONTH	NUMBER FYTD	NUMBER THIS MONTH LAST YEAR	NUMBER FYTD LAST YEAR	PERCENTAGE YTD
Residential	20	20	16	16	25%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	0	7	7	-700%
Commercial	14	14	31	31	-55%
Plan Review/Site Inspections	2	2	1	1	100%
Reinspection	30	30	0	0	3000%
Occupancy Certificates	0	0	0	0	100%
TOTAL INSPECTIONS	66	66	55	55	20%
Violations Found:	36	36	64	64	-44%
YTD Violations to be Corrected:		36		64	
YTD Violations Corrected:		1		0	
Correction Percentage:		3%		0%	

August 1, 2019

J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

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



PINEHURST FIRE DEPARTMENT

By The Numbers - July 2019



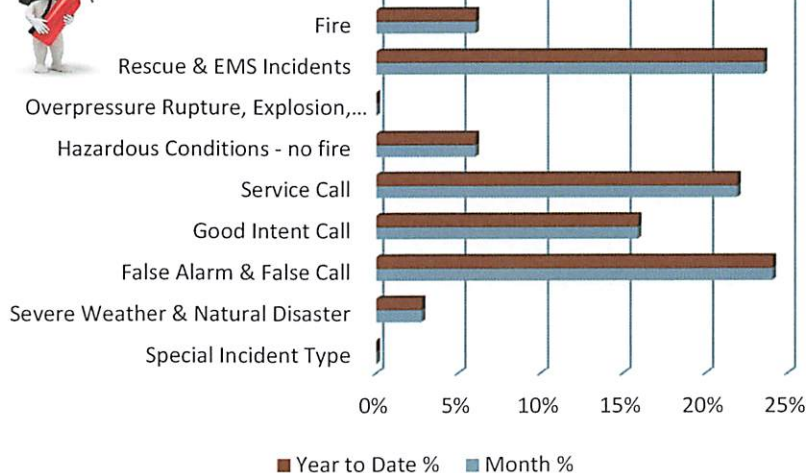
Month

Calls for Service **183**
 % Overlapping Incidents **9.39%**
 Busiest Day of Week **TUES**
 Busiest Hour of Day **2, 3 & 6 PM**
 # of Times Staff Recalled **3**

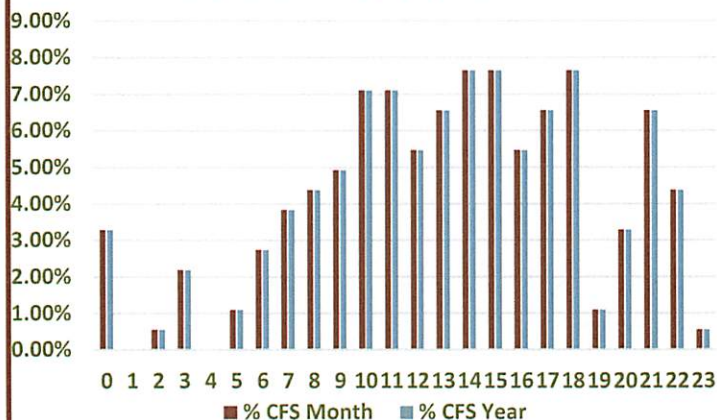
Year

Calls for Service **183**
 % Overlapping Incidents **9.39%**
 Busiest day of Week **TUES**
 Busiest Hour of Day **2, 3 & 6 PM**
 # of Times Staff Recalled **3**

% of Calls for Service (CFS)



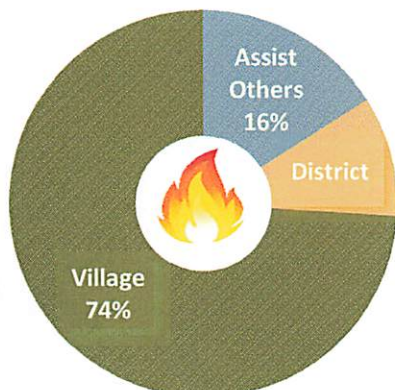
% CFS BY HOUR OF DAY



5 Year Comparison Through this Month of Year



LOCATION OF CFS FOR FY20



Inspections Completed this

MONTH **66**
 YEAR **66**

Code Violations Found this

MONTH **36**
 YEAR **36**

Percentage of Violations

Corrected YTD **3%**



Days Since Last Lost Time Accident in FD **748**

YTD Training Hours

IN HOUSE **461**
 OUTSIDE **461**



Public Awareness Contacts



MONTH **11,840**
 YTD **11,840**

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - July

Offense	2018	2018 Unfounded	2019	2019 Unfounded	% Change
Homicides					
Murder and Non-negligent Manslaughter	0	0	1	0	--
Negligent Manslaughter	0	0	0	0	--
Justifiable Homicide	0	0	0	0	--
Total Homicides	0	0	1	0	--
Kidnapping/Abduction	1	0	1	0	0.0%
Sex Offenses					
Rape	0	0	1	0	--
Sodomy	0	0	0	0	--
Sexual Assault with an Object	0	0	1	0	--
Fondling	1	0	1	0	0.0%
Total Sex Offenses	1	0	3	0	200.0%
Robbery	0	0	0	0	--
Assaults					
Aggravated Assault	4	0	4	1	0.0%
Simple Assault	14	4	22	1	57.1%
Intimidation	0	0	1	0	--
Total Assaults	18	4	27	2	50.0%
Arson	0	0	0	0	--
Extortion/Blackmail	1	0	0	0	-100.0%
Burglary/Breaking and Entering	5	0	17	0	240.0%
Larceny/Theft					
Pocket-Picking	0	0	0	0	--
Purse-Snatching	0	0	0	0	--
Shoplifting	1	0	3	0	200.0%
Theft of Motor Vehicle Parts	0	0	0	0	--
Theft from Motor Vehicle	14	0	21	0	50.0%
Theft from Coin-Operated Machine or Device	0	0	0	0	--
Theft from Building	12	0	16	0	33.3%
All Other Larceny	19	2	25	0	31.6%
Total Larceny/Theft Offenses	46	2	65	0	41.3%
Motor Vehicle Theft	3	0	4	0	33.3%
Counterfeiting/Forgery	2	0	7	0	250.0%

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - July

Offense	2018	2018 Unfounded	2019	2019 Unfounded	% Change
Fraud					
False Pretenses/Swindle/Confidence Game	8	3	14	2	75.0%
Credit Card/Automatic Teller Machine Fraud	5	1	6	0	20.0%
Impersonation	0	0	6	0	--
Welfare Fraud	0	0	0	0	--
Wire Fraud	0	2	0	0	--
Identity Theft	0	0	6	0	--
Hacking/Computer Invasion	0	0	0	0	--
Total Fraud Offenses	13	6	32	2	146.2%
Embezzlement	0	1	0	0	--
Stolen Property	2	0	1	0	-50.0%
Destruction/Damage/Vandalism of Property	20	2	10	0	-50.0%
Drug/Narcotic Offenses					
Drug/Narcotic Violations	100	0	113	0	13.0%
Drug Equipment Violations	42	0	69	0	64.3%
Total Drug/Narcotic Offenses	142	0	182	0	28.2%
Sex Offenses, Nonforcible					
Incest	0	0	0	0	--
Statutory Rape	1	0	0	0	-100.0%
Total Sex Offenses, Nonforcible	1	0	0	0	-100.0%
Pornography/Obscene Material	1	0	2	0	100.0%
Gambling					
Betting/Wagering	0	0	0	0	--
Operating/Promoting/Assisting Gambling	0	0	0	0	--
Gambling Equipment Violations	0	0	0	0	--
Sports Tampering	0	0	0	0	--
Total Gambling Offenses	0	0	0	0	--
Prostitution					
Prostitution	0	0	0	0	--
Assisting or Promoting Prostitution	0	0	0	0	--
Purchasing Prostitution	0	0	0	0	--
Total Prostitution Offenses	0	0	0	0	--
Bribery	0	0	0	0	--
Weapon Law Violations	4	0	14	0	250.0%

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - July

Offense	2018	2018 Unfounded	2019	2019 Unfounded	% Change
Human Trafficking					
Commercial Sex Acts	0	0	0	0	--
Involuntary Servitude	0	0	0	0	--
Total Human Trafficking Offenses	0	0	0	0	--
Animal Cruelty	0	0	0	0	--
Grand Total	260	15	366	4	40.8%

Activity Detail Summary (by Category)

Pinehurst Police Department

(07/01/2019 - 07/31/2019)

Incident\Investigations

09A - Murder and Non-negligent Manslaughter	1
13A - Aggravated Assault	3
13B - Simple Assault	1
220 - Burglary/Breaking & Entering	2
23C - Shoplifting	1
23D - Theft From Building	3
23H - All Other Larceny	5
26A - False Pretenses/Swindle/Confidence Game	1
26B - Credit Card/Automatic Teller Machine Fraud	1
26C - Impersonation	2
290 - Destruction/Damage/Vandalism of Property	1
35A - Drug/Narcotic Violations	22
35B - Drug Equipment Violations	12
520 - Weapon Law Violations	2
90D - Driving Under the Influence	4
90F - Family Offenses, Nonviolent	1
90Z - All Other Offenses	11
Code 1 - Any Death	1
FTA / FTC - FAIL TO APPEAR / FAIL TO COMPLY	1
IDTheft - Identity Theft	2
Left of Center - Driving Left of Center	3
License - Driver's License Violations	2
Speeding - Speeding	4
Total Offenses	86
Total Incidents	49

Arrests

13A - Aggravated Assault	3
13B - Simple Assault	1
220 - Burglary/Breaking & Entering	1
23H - All Other Larceny	1

Activity Detail Summary (by Category)

Pinehurst Police Department

(07/01/2019 - 07/31/2019)

Arrests

35A - Drug/Narcotic Violations	38
35B - Drug Equipment Violations	18
520 - Weapon Law Violations	7
90D - Driving Under the Influence	4
90Z - All Other Offenses	7
FTA / FTC - FAIL TO APPEAR / FAIL TO COMPLY	1

Total Charges	81
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Total Arrests	32
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Accidents

Total Accidents	0
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Citations

Driving While License Revoked	19
DWI	4
Expired Registration	34
Failure To Reduce Speed	1
Failure To Stop (Stop Sign/Flashing Red Light)	5
Improper Transportation Of Children	1
Inspection	1
No Insurance	7
No Operator License	22
Other (Infraction)	51
Possess/Consume Alcohol - Passenger	1
Seat Belt	1
Speeding (Infraction)	56
Unsafe Movement	3
Secondary Charge	51

Total Charges	257
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Total Citations	206
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Activity Detail Summary (by Category)

Pinehurst Police Department

(07/01/2019 - 07/31/2019)

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Total Ordinance Tickets 0

Criminal Papers

Warrant	5
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Total Criminal Papers Served 5

Total Criminal Papers 5

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0



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

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

8/5/2019

MEMO DETAILS:

Attached are the draft minutes from the Village Council special meetings on July 15th, 22nd, and 29th as well as well as the July 23rd regular meeting and work session.

ATTACHMENTS:

Description

- ☐ July 15, 2019 Special Meeting
- ☐ July 22, 2019 Special Meeting
- ☐ July 23, 2019 Regular Meeting
- ☐ July 23, 2019 Work Session
- ☐ July 29, 2019 Special Meeting



**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF JULY 15, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

The Pinehurst Village Council held a Work Session at 3:00 p.m., Monday, July 15, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 14 attendees, including 7 staff.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the Council special meeting to order.

2. Review and Discuss Public Input Received at the Comprehensive Plan Open House.

Natalie Hawkins, Assistant Village Manager, reviewed a spreadsheet which contained the recommendations that received 80 or more votes at the Community Open House. There were several recommendations that were combined together because they were so similar. Ms. Hawkins explained that the Comprehensive Plan is intended to be a 20 to 30 year plan to achieve our long range plans. Councilmember Davis stated she doesn't see this plan as a long term plan. Councilmember Farrell agreed that we should look at the plan as more of a 10 to 15 year plan. Councilmember Davis and Mayor Pro Tem Bouldry referenced previous long term plans from business. Mayor Nancy Fiorillo stated she believes that Local Government planning is different and that the citizens need and want a long term plan. Councilmember Drum stated by not thinking long term we would be taking all big ideas off the table and shorten the horizon. Mr. Sanborn stated that we need to allow for a statement of vision and plans for when the current plan will be updated, this would be a jumping off point for the next plan update in 7 to 10 years.

Ms. Hawkins explained that in this work session and subsequent work sessions, staff is asking the Council to do the following (in this order):

- Review the proposed Implementation Strategies and indicate if any recommendations included the "Implementation Strategies Results" attachment should be added, modified, or removed;
- Discuss potential re-organization of the DRAFT plan and the implementation strategies; and
- Prioritize the recommendations, once they have been finalized and reorganized (if reorganized).

Ms. Hawkins started with the recommendations for Guiding Principle 1, related to cultural resources and community vibrancy. Council discussed recommendation 1-3 and whether the recommendation was too specific. Councilmember Davis suggested changing 1-3 to state to assess whether the community supports an indoor/outdoor performing arts venue, and if so, explore funding options, Council agreed to reword. Councilmember Drum suggested possibly combining recommendation 1-2 and 1-4. Ms. Hawkins stated staff would work on the language to combine the two recommendations. Council agreed to remove recommendation 1-6.

Ms. Hawkins reviewed recommendations for Guiding Principle 3, Supporting Infrastructure. Councilmember Farrell suggested combining 3-1 and 3-2 into one recommendation. Council also agreed to remove 3-4, as it was rolled into the combined 3-1 and

3-2 recommendation. Ms. Hawkins shared a new section that staff added to show municipal facility needs, such as future Police, Fire, Public Service buildings and possibly expanding Village Hall. Councilmember Farrell stated he wasn't sure if expanding Village Hall should be included as it appears presumptuous. Ms. Hawkins explained due to the demand of the Planning Department and looking ahead, if the ETJ is expanded, we will need more office space in Village Hall. Mr. Sanborn suggested changing the expansion of Village Hall wording to "evaluate the capacity of Village Hall to meet long term requirements", Council agreed with the suggested wording. The group discussed the wording for future land purchases for a future Fire Station. The group discussed the recommendation for stormwater management and the possible need to create a stormwater master plan to identify effective stormwater management strategies. Council agreed to remove recommendation 3-7 and 3-9 as they would be completed during the strategy of 3-5, preparing a stormwater masterplan.

Councilmember Farrell suggested changing the wording of strategy 3-11 to state to bring high speed internet and or high speed wireless access, because 5G is wireless. Mayor Pro Tem Bouldry stated we need to determine the financial impact of partnering with providers to install and maintain this type of infrastructure. Mr. Sanborn stated that we could not prevent small cell wireless on public property. The group discussed strategy 3-13 and agreed to keep the strategy, to make sure Village capital projects are in line like the comprehensive plan. Council discussed recommendation 3-14 agreed to re-word to create a long term capital requirements for large projects beyond the 5 year planning period. Council agreed to remove recommendation 3-16 and 3-17.

Ms. Hawkins reviewed transportation, mobility and parking results for Guiding Principle Number 4. Council discussed removing item 4-4, coordinating with NCDOT to create a Comprehensive Transportation Plan for the Village, as the Moore County Transportation Plan is sufficient. For recommendation 4-5 Council suggested adding language to explore and develop golf cart mobility. Councilmember Davis suggested adding the word "development" at the end of the strategy 4-6. Recommendation 4-7 thru 4-11, Ms. Hawkins stated staff would come back with proposed wording to generalize the recommendations for the intersections with in the Village. For recommendation 4-12 Council suggested sending this strategy to the Bicycle and Pedestrian Committee and have them evaluate and provide their feedback. Council discussed recommendation 4-13, to explore options to protect the Western Connector. Councilmember Davis asked what we would do for this recommendation. Mr. Sanborn stated we could protect the viability of that corridor in the future by zoning. Council came to a consensus to leave the wording the same and staff would explore options for protecting the area. Council agreed to leave in recommendation 4-14, to explore a complete streets policy, and also to remove recommendation 4-15 thru 4-23.

3. Motion to Adjourn.

Council unanimously approved to adjourn the Special Meeting at 5:27 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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Values: Service, Initiative, Teamwork, and Improvement



**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF JULY 22, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

The Pinehurst Village Council held a Work Session at 3:00 p.m., Monday, July 22, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 10 attendees, including 6 staff.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the Council special meeting to order.

2. Review and Discuss Public Input Received at the Comprehensive Plan Open House.

Natalie Hawkins, Assistant Village Manager, shared an updated spreadsheet with Council which contains a summary of the recommendations Council reviewed at the July 15th meeting. Council began reviewing the document from where they left off at the last meeting at recommendation 4-24, within Guiding Principle 4, Transportation, Mobility and Parking. Council agreed to remove recommendation 4-24, to become a Vision Zero Community, as the fatality rate for car crashes is very low in Pinehurst. Council discussed recommendation 4-29 and agreed to reword to state amend the Pinehurst Development Ordinance (PDO), instead of zoning, to require parking in the rear of the buildings in mixed use and conservation neighborhoods. Council discussed recommendation 4-30 and 4-31 in regards to removing parking areas in the Village Center to convert to greenspaces. Councilmember Farrell suggested deleting both of these, as they are not practical and Council agreed. Council discussed rewording recommendation 4-35 to increase ridership for existing transit services during events. Council discuss recommendation 4-37 to implement shared parking strategies and decided to revisit and discuss this recommendation at a later date.

For Guiding Principle 5, Taking Care of Business, Council discussed recommendation 5-1 and agreed to reword to identify locations for co-working and entrepreneurship spaces in the Village. Council discussed recommendation 5-2 and ways to relocate office spaces to more appropriate places, as in the medical district. Councilmember Davis suggested removing recommendation 5-4 because it is similar to 5-3. Ms. Hawkins stated she would reach out to the consultants for specific strategies to implement 5-3 and would also ask them about combining 5-3 and 5-4 into one recommendation. Ms. Hawkins explained there were no recommendations for the healthcare market and asked Council if there was anything they would like to see added. Council agreed to add a recommendation to work with First Health and other medical providers to support and expand the healthcare market and also agreed to add a promoting life sciences and research facilities to tie back into the focus areas. Councilmember Farrell suggested adding a recommendation to consider developing and implementing a historic tourism mobile application to promote historic tourism for the Village and assist with visitors with navigation, Council agreed to add this recommendation. Ms. Hawkins also stated there were no recommendations for economic development and asked if Council would like to add anything for this section. Mayor Pro Tem Bouldry stated he was uncomfortable with Local Government taking the lead in business development. Mayor Nancy Fiorillo stated we have an Economic Director, Pat Corso, and sometimes he get small leads on businesses, but the question is what do we want. Council discussed whether or not economic development is a function appropriate for local government. Ms. Hawkins stated they would discuss with the consultants and come back to Council. Councilmember Farrell

suggested adding a new recommendation to attract and retain residents, and Council agreed. Also, Council agreed to add a strategy to consider providing incentives to create a public/private partnerships to locate artist studios in the Village.

For Guiding Principle 6, Places to Live, Council discussed the regulations for short term rentals. Mayor Pro Tem Bouldry stated we need to continue to monitor legislative actions for short term rentals. Councilmember Farrell suggested adding a definition for short term rentals in the PDO. Council agreed to combine recommendations 6-5 and 6-6 and reword to continue to monitor short term rentals. Councilmember Davis suggested changing the wording of recommendation 6-11 to change the PDO to allow mixed use, as this recommendation would require amending it. Councilmember Farrell suggested changing recommendation 6-17 to reevaluate the need for minimum square footage requirements, not just multi-family dwellings, in the PDO. Council agreed this is an area to reevaluate and also agreed to reword the recommendation 6-17. Council reviewed and agreed to remove recommendations 6-14 and 6-16. Council discussed recommendation 6-20 and 6-21, in regards to housing designs, and agreed to combine the two and add character based zoning.

For Guiding Principle 7, The Built Environment, Council agreed to combine recommendations 7-5 and 7-8, in regards to preservation efforts for the Historic District. Recommendation 7-12 was reworded to include recommendations 7-13 thru 7-15 in to one. Council discussed recommendation 7-17 to maintain gateway signage and enhance landscaping. Councilmember Drum stated it was all about the visual cues and Council agreed to add "to provide clear visual cues" at the end of recommendation 7-17.

Guiding Principle 8, All things Green: Parks, Open Spaces, and Natural Resources. Council discussed and agreed to combine recommendations 8-1 and 8-2, in regards to the Comprehensive Parks & Recreation Master Plan, and to add the language to update and implement as required. Ms. Hawkins stated staff recommended removing 8-7, to identify and register champion trees as they didn't see the value. Councilmember Davis stated this was one recommendation she really wanted. Council agreed to reword 8-7 to state "consider". Council agreed to remove 8-11, ensuring proper maintenance of septic systems, as this is a County function.

Ms. Hawkins explained the next step in the process would be reorganizing the draft document followed by prioritizing and categorizing the recommendations.

3. Motion to Adjourn.

Council unanimously approved to adjourn the Special Meeting at 5:45 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JULY 23, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, July 23, 2019 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 22 attendees, including 7 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the meeting to order.

2. Invocation and Pledge of Allegiance.

Invocation by Jason Whitaker, Information Technology Director.

3. Reports:

Village Manager

- Thanked Jason Whitaker for the nice job he did with the tree dedication for Barbra Thompson.
- At the last Moore County Managers meeting Phil Werz discussed a potential plan to approach the County Commissioners and ask them to increase the occupancy tax from 3% to 6%. Among the Manager's in the room the consensus was the Municipalities would like to have the opportunity to enter into this dialogue and recommend the Commissioners consider allocating a portion of that additional 3% to the effected municipalities. There should be follow up discussion in the future.

Village Council

- Councilmember Drum stated he attended the TriCities meeting today and with election season coming up he wants to remind anyone who gets elected how important it is to continue this partnership among municipalities.
- Mayor Pro Tem Bouldry stated how important it is for TriCities to continue to work together and understand the needs of the respective municipality and the same time the impact that growth and development may on the 3 individual municipalities.
- Councilmember Davis this Saturday is Santa in the Pines. Next Tuesday night at 6:00 is the US Kids Golf Parade. A new merchant is moving into the Village, C Cups, a cupcake store.

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.

- Public Safety Reports for June, 2019
- Approval of Draft Village Council Meeting Minutes.
 - July 9, 2019 Regular Meeting
 - July 9, 2019 Work Session

End of Consent Agenda.

Councilmember Farrell stated the public safety reports are important and worth the public looking at. He shared statistics on opioid use in Moore County and stated he was thankful that our Police Department stays on top of this issue. He also shared that his wife's friend was impressed with the Pinehurst Fire Department and the great job they did when a burning tree branch came thru her roof into the attic.

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

5. Discuss and Consider Resolution 19-16 Appointing a New Member to Serve on the Historic Preservation Commission.

Molly Gwinn, Chair of Historic Preservation Commission, introduced Richard Vincent to Council and explained she and Village Manager, Jeff Sanborn have completed interviews for a current vacancy and are recommending Mr. Vincent be appointment. Mr. Vincent's term would begin August 1, 2019 and expire on July 31, 2021.

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved Resolution 19-16 appointing Richard Vincent to the Historic Preservation Commission by a vote of 5-0.

6. Discuss and Consider a Request from Retiring Lieutenant Jesse Cheek to Purchase his Service Revolver.

Angie Kantor, Human Resources Director, stated staff has received a request from Lieutenant Jesse Cheek to purchase his service revolver and be awarded his badge upon his retirement. North Carolina General Statue authorizes the Village Council to award a retiring law enforcement officer their service revolver and badge at a price determined by the governing body. The Village's Retirement Recognitions and Gifts policy sets the price for the revolver and badge for an officer with more than 10 years of service at \$1. Ms. Kantor stated that Lieutenant Cheek has close to 28 years of service and has obtained the proper permits for his weapon.

Upon a motion by Mayor Pro Tem Bouldry, seconded by Councilmember Drum, Council unanimously approved the request for retiring Lieutenant, Jesse Cheek, to purchase his service revolver and be awarded his badge upon retirement by a vote of 5-0.

7. Presentation of the Fire Department Emergency Response BIRDIE Report.

Lauren Craig, Performance Management Director, explained the BIRDIE team evaluated opportunities to improve the efficiency and effectiveness of the Village of Pinehurst Fire Department Emergency Response process. The team evaluated the current process, identified customer and supplier requirements, reviewed data regarding dispatching, calls for service, staffing, and vehicles to determine improvements that could make the process of emergency response more efficient. Ms. Craig stated after evaluating alternative solutions, the BIRDIE team recommends the Village take five (5) key actions which will result in improved efficiency and effectiveness of the Fire Department's Emergency Response: 1) Increase the minimum staffing level of the Fire Department to nine firefighters per shift. The team recommends hiring one full time equivalent (FTE) firefighter as a floater among three shifts and supplement the remaining vacancies with additional reserve hours and six reserve positions. 2) Replace the rescue truck, as scheduled on the fleet replacement plan, with a new rescue truck that is right-sized and better equipped to manage EMS calls. 3) Evaluate the need and location for Fire Station 93. 4) Amend the Pinehurst Development Ordinance and the Pinehurst Municipal Code regarding minimum signage requirements for addressing residential properties. 5) Implement real-time route selection technology for fire apparatus using the current supplier, Southern Software, Inc.

Carlton Cole, Fire Chief, reviewed the impact on goals and workforce, should the recommendations be implemented. Ms. Craig reviewed the estimated financial impact of all of the recommendations.

Upon a motion by Councilmember Farrell, seconded by Councilmember Davis, Council unanimously approved the recommendations and timeline as described in the Fire Department BIRDIE by a vote of 5-0.

8. Discuss Proposals Received for the Library Services Needs Assessment.

Natalie Hawkins, Assistant Village Manager, explained staff received eight (8) proposals in response to the Requests for Proposals (RFP) for the Library Services Needs Assessment by the July 5th deadline. Per the terms of the RFP, a Selection Committee that consisted of the three Village Managers has reviewed each proposal. Each Village Manager read, evaluated, and scored all eight proposals against the following criteria:

1. Understanding of the Scope of Work and project objectives.
2. Creativity, clarity, and usefulness of proposed assessment methodologies and techniques.
3. Public engagement processes and innovative outreach methods.
4. Strength and relevance of previous similar experience with projects of a similar scope and scale.
5. Qualifications and experience of key personnel on the proposed team.
6. Completeness of proposal submitted (i.e. proposal meets proposal requirements).
7. Schedule and appropriate allocation of project staff and resources per work category.
8. Proposed project cost.

Ms. Hawkins explained that after individually evaluating each proposal, the Selection Committee met to discuss the abilities of the proposing firms to perform the services outlined in the RFP and based on their review and discussion, the Selection Committee recommends the Village Council interview the following four (4) firms as the next step in the selection process:

1. Godfrey's Associates
2. LibraryIQ
3. Ratio
4. Shepherd & Associates, LLC

Ms. Hawkins stated the Selection Committee recommends the Council allocate two (2) hours for each interview and holds the interviews over a two-day period. Councilmember Davis suggesting contacting the firms to send the representative who will be completing the public outreach and make sure they are a good fit for the community. Ms. Hawkins stated that Village staff will check references and also ask the firms to bring copies of prior work products for Council inspection to assist with the selection process.

Ms. Hawkins explained that staff would also like the Council to consider conducting a statistically valid survey of Pinehurst residents as a part of the Library Services Needs Assessment, rather than relying on non-statistically valid data to inform the decision making process. It is not evident from some of the proposals received if a statistically valid survey is proposed and staff recommends the Council clarify that request when interviewing the firms. Staff also recommends separate surveys be prepared for: 1) residents who have used the Given Memorial Library's services within the past 12 months, and 2) residents who have not used the services of the Given Memorial Library within the past 12 months. Councilmember Farrell stated he thought the survey was a great idea. Councilmember Davis stated she disagrees. Mayor Pro Tem Bouldry suggested talking with the Consultants and finding out with their public engagement process will be. Council agreed to interview the firms on August 12th and 13th.

9. Other Business.

Councilmember Drum suggested that before Councilmember Farrell leaves that Council should create a policy to document the formal process for appointing a new Councilmember, just as they did with Councilmember Farrell, in the event of a vacancy.

10. Comments from Attendees.

- Tom Campbell, Monticello Drive, stated he thinks we need to have a document to give to new residents to make sure they are following the codes.
- John Hoffman, Everett Rd., stated that the following comments have nothing to do with his faith it is strictly a land use issue. The Community Presbyterian Church is still continuing to violate the PDO in regards to parking. He stated it seems it is selection to the enforcement of the PDO. The shadiness is continuing into the review process.
 - Jeff Sanborn, Village Manager, there are no requirements in our code to would suggest illegal parking is going on. The Certificate of Occupancy is not relevant to the current situation because the Church has been open for a long time.
 - Darryn Burich, Planning and Inspections Director, stated a Certificate of Appropriateness was issued by the Historic Preservation Commission to remove the trees on their property for the project. What when can do our end is to get the project moving, which they are working with the Church to do.

- Frank Pacifico, McKenzie Road, questioned the conditions of the retention ponds by the splash pad and the one behind the Green's Apartments. He explained that the ponds by the Splash Pad have been damaged by the recent heavy rains and are not draining properly. He stated these need to be fixed correctly as they can be a safety hazard being so close to the school and the park. He stated that the trails are in horrendous condition and several drains have washed out. He stated he has pictures that he would like to share with Council.
 - Jeff Batton, Assistant Manager of Operations, stated that they are on top of the problems with the ponds the school has installed. LKC is working on resigning several items. The draining issue at the bottom of the hill at the Green's Apartments is on the list to be completed, however, they have a priority list they are working from.
- John Webster, McKenzie Road, stated he isn't sure why we have to grow. He doesn't believe undeveloped land needs to be rezoned at a higher density. He believes the Council's duty is to current residents not future residents. He believes most of the current residents don't want growth. He shared an article with Council titled The More you Grow the Poorer we Become.
- Stuart Mills, 75 Shaw Road SW, Vice Chairman of the Given's Tufts Library, stated that he and his family believe that having a community library is very important. He stated the current Library is too small. He asked if a statistically valid survey was completed for the construction of the Community Center and for the Comprehensive Plan, and if we didn't why do we need to do one for the Library. Also, he asked Mr. Sanborn about his comments quoted in the Pilot that the Library would be the most expensive building the Village has ever built.
 - Mr. Sanborn stated we didn't complete a statically valid survey on the specific survey for the project but did thru the annual Village survey pertaining to recreation questions in that survey for years. Also, in regards to the comment in the Pilot, he stated it is conceivable that the project would be the most costly project the Village has took on if you look at the ongoing costs associated with the project.
 - Councilmember Farrell stated he welcomes a statically valid survey on Library needs.

11. **Motion to Adjourn.**

Upon a motion by Councilmember Davis, seconded by Mayor Pro Tem Bouldry, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 7:05 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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



**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JULY 23, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 5:48 p.m., Tuesday, July 23, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 5 attendees, including 3 staff.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the Council work session to order.

2. Discuss Allowable Uses for NC Hwy 211 and US Hwy 15-501 Corridors.

Darryn Burich, Planning and Inspections Director, explained that Moore County has asked Council to review highway corridor overlays and the uses on the Hwy 211 and 15-501 Corridors. Councilmember Farrell asked what other restrictions would be applied other than typical County zoning in these areas. Mr. Burich explained the difference for a highway corridor district is landscaping, setbacks, impervious surface, and building heights. Mr. Burich also explained currently there are 3 different overlay districts that have varying restrictions. Jeff Sanborn, Village Manager, stated the County is looking to go from three (3) districts to one (1). Mr. Burich shared a document that Jane Hogeman, Pinewild resident, composed of acceptable uses. Councilmember Farrell stated he believes the Pinewild Property Association has approved the document Ms. Hogeman prepared, and it's obviously very 211 specific. Mr. Sanborn stated that is a key point, ultimately if the County is looking to go to one (1) standard district and we will need to be mindful of that. Councilmember Farrell stated that a lot of times we focus on the use and have already formed an opinion of what that will look like. He would like to focus more on what that use looks like and how it is executed. Mayor Nancy Fiorillo asked if the County could require architectural standards on commercial buildings. Mr. Sanborn stated that is something we could ask the County to add for highway corridors.

Mr. Burich began the review of uses with accessory buildings. Councilmember Farrell stated this that this is an area we need to be careful of because in the RA zoning district accessory buildings are allowed in the front yard. Mayor Nancy Fiorillo stated that RA is the most rural district. The group discussed agricultural uses and the option for horse farms. Mr. Burich stated he would get clarification from Moore County on the equine industry for these uses. Councilmember Farrell stated that for home occupation, level 2, kennels, animal shelters, repair shops and trade offices with outdoor storage, in the corridors is not acceptable. Council discussed letting the County know that they had some issues with the description of this particular standard.

Mr. Burich stated that manufactured homes were pulled out of allowable uses. Mr. Sanborn stated excluding manufactured homes is setting the bar high. Council discussed the differences of manufactured homes and modular homes, as there is no difference in the language of the use. Mr. Burich stated before Council gave a recommendation on this one he would talk with the County and do a little more research on that particular use and the differences.

Mr. Burich stated that for nursing homes, staff is recommending this use would be permissible in B-1 and B-2 and conditional in RA districts, Pinewild recommended pulling that use completely out. For trade contractor office and workshops they are recommending to pull these from the B-1 and B-2 districts. Council discussed the allowable uses for small appliance repair shops, as staff was recommending leaving this as a permissible use. Council discussed the use for Tourist Homes, which is a home much like a VRBO.

Councilmember Farrell questioned the ice house standard within retail standard in the commercial uses, which are the automatic ice machines. He suggested adding a note about that particular use in the retail category. Mr. Burich stated they recommended removing the manufactured or modular sales from the B-2 district. Mr. Sanborn used the manufactured home sales use as an example and asked the question if the uses are not allowed on the highways then where would have them. Councilmember Drum stated we could be setting ourselves up for failure. Councilmember Farrell stated it goes back to how it is implemented in regards to setbacks and restrictions. Mayor Nancy Fiorillo suggested making some of the uses we object to conditional uses, this way they would have to meet certain standards.

For vehicle services and adult uses in the commercial use category staff proposed removing boat and RV storage, commercial truck washes, parking lots as principal use of lot. Mr. Burich stated Pinewild recommend the same as staff, along with car washes, taxi services, auto part stores, gas stations, and wrecker services. Mr. Burich explained for adult uses staff is proposing removing massage practices (unlicensed), pawn shops, and tattoo and body piercing shops. The Pinewild recommendation is the same along with excluding bars, brewery's, and dance clubs.

Mr. Burch stated they are recommending pulling cemetery's from the highway corridor uses because from a land use and zoning standpoint it seems like these could be in a better place off a corridor in a quieter setting. He also explained that with cemetery's they are very hard to move if change occurs around it. Mr. Burich reviewed some of the permissible uses under the educational and institutional category such as child care home facilities, colleges, funeral homes, government facilities, hospitals, museums, schools, and religious institutions. Mr. Burich explained that laws make it hard to restrict a religious institution from any district in general. Pinewild suggested removing everything in the educational and institutional uses other than museums, cemeteries, and child care home facilities.

Mr. Burch reviewed the recreational uses with Council and explained they have proposed to remove small private airstrips, recreation (outdoor high impact), shooting ranges (indoor and outdoor), and zoo/petting zoo. Council agreed with those recommendations. For industrial uses, amateur radio and receive only antennas, contractor's storage yard and office, crematorium facilities and mini-warehouses are being removed and Council agreed. Mr. Burich stated staff is recommending leaving warehousing and/or distribution centers in the B-12 district as a conditional use. However, Council discussed this use and agreed to remove. Mr. Burich stated staff is recommending to leave all temporary uses. Councilmember Farrell asked what temporary meant for the County. Mr. Burich explained our temporary uses is typically 90 days. Mayor Nancy Fiorillo stated most likely a temporary use permit is required for all of these uses. Mr. Burich will do some research on these items and get back with Council.

Jane Hogeman, Pinewild resident, stated this subject is so important to Pinewild and has been for many years. She is disappointed that Council hasn't had a chance to take a look at what Pinewild is opposed to. She explained we need to take a look at the types of uses consistent to the welcoming gateways and charm. Ms. Hogeman discussed proposing a separate overlay that is more intensive for gateways. Mr. Sanborn stated we should go back to the County and suggest not having a uniformed overlay standard across the County, this way we could tailor the areas in the transition zones such as on Hwy. 211. Councilmember Farrell stated he agrees 100 percent. Mayor Nancy Fiorillo stated we currently have an urban transition corridor. Mr. Sanborn stated we could ask the County to retain the urban highway overlay district and then ask what changes we could make to that. Mayor Nancy Fiorillo stated she thinks the urban transition is the way to go because we don't want to be restrictive to the rest of the County.

3. Work Session Business.

No other business was discussed.

4. Motion to Adjourn.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council unanimously approved to adjourn the work session by a vote of 5-0 at 8:25 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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DRAFT



**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF JULY 29, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

The Pinehurst Village Council held a Special Meeting at 3:00 p.m., Monday, July 29, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 11 attendees, including 8 staff.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the Council special meeting to order.

2. Review and Discuss Public Input Received at the Comprehensive Plan Open House.

Natalie Hawkins, Assistant Village Manager, explained since the Village Council's last work session on July 22nd, Village staff prepared several documents for review during this discussion including revised implementation strategies, revised table of contents, revised guiding principles, and management's proposal for how the Council could consider prioritizing and categorizing the Implementation Strategies.

Council reviewed the revised table of contents. While discussing the executive summary section, Mayor Pro Tem Bouldry shared a document he prepared detailing elements and requirements for the plan that he considers as success factors that could be integrated into the executive summary. The Managers suggested adding a statement of applicability and to ensure these recommendations are actionable. Ms. Hawkins discussed the addition of "retain the small-town charm and rural feel of the Village" to the Village Character & Authenticity section and incorporating it throughout the document. She explained the reorganization of Guiding Principle #2 and consolidating of information here from other areas of the document. Council determined to change the wording of Guiding Principle #2 to "Balancing Conservation and Growth". Council agreed to change "Expand the Extra-Territorial Jurisdiction" to another description. Council determined to split gateways to Guiding Principle #1 and keep corridors in Guiding Principle #2. Council discussed items reorganized under Guiding Principle #3 and determined to keep the terms "become a digital Village". Councilmember Davis suggested breaking out Village facilities in the table of contents under Guiding Principle #3. Council reviewed Guiding Principle #4 changes recommended and suggested calling out Highway 5 specifically and removing the suggestion to implement a Village Comprehensive Transportation Plan. Council discussed Guiding Principle #5 and determined to change the order of the Strengthening the Economy topics. For Guiding Principle #8 the group discussed adding a section on recycling.

Council reviewed the revised Implementation Strategies – Ms. Hawkins explained this file reflects the Council's review of the Implementation Strategies contained in the Draft Comprehensive Plan over the last two work sessions. She noted there are some strategies highlighted in yellow that are proposed to be added, modified, or deleted and need further discussion. Councilmember Farrell stated he doesn't feel recommendation 1-3, to periodically review the Village's National Historic landmark status, is necessary as it is covered in other recommendations, Council agreed to remove.

Councilmember Farrell suggested removing strategy 2-13, to consider periodically updating the Land Use Fiscal Impact Analysis every two to three years and explained to imply that we are going to make land use decisions based on revenue is distasteful. Mr. Sanborn stated the only time we have used the outcome of this analysis is when the members of the community made a statement that was contrary to the decision and also that Council hasn't made decisions based on the output but only used the outcome of the study to refute a bad assumptions. Ms. Hawkins stated the document was never intended for Council to make decisions based on net revenue or expense of a proposal. Mayor Pro Tem Bouldry stated that it is the public perception of the language of the document. Ms. Hawkins stated that the same results could be achieved in the CommunityViz Modeling program, so removing strategy 2-13 would be ok, Council agreed to remove it.

Ms. Hawkins stated there are 18 strategies for Guiding Principle #3, Supporting Infrastructure. Mayor Pro Tem Bouldry suggested adding Flood Plain Management as a strategy under this category. Ms. Hawkins stated that we have a Flood Plain Ordinance and the Flood Plain Manager is Darryn Burich, Planning and Inspections Director. Mayor Pro Tem Bouldry suggested adding the word "timely" into strategy 3.9 for ensuring adequate transportation infrastructure capacity to meet the needs of the community. The group discussed strategy 3-10, coordinating with Moore County Schools to ensure adequate school needs. Council determined to reword to "collaborate" with Moore County Schools to meet the needs of the community. Mr. Sanborn stated that he had a conversation Leo Santowasso, Planning and Zoning Board Chair, in regards to strategy 4-6, creating a Comprehensive Transportation Plan for the Village. He explained Mr. Santowasso stated that he would like to see a more formalized approach to studying potential problem intersections, but not necessarily a Village Comprehensive Transportation Plan. Council suggested rewording this strategy to continue the studies we complete now and consider expanding the program to study intersections. Ms. Hawkins suggested adding a strategy in regards to golf cart mobility and updating the golf cart maps and Council agreed. In Guiding Principle #5, Taking Care of Business, the group determined to reference the section on supporting the healthcare community back to Guiding Principle #2. For Guiding Principle #6 the group discussed strategy 6-6, to create new open spaces and neighborhood amenities, and Mr. Sanborn explained it's not creating new open spaces it's about creating neighborhood amenities from existing open spaces. Ms. Hawkins reviewed the descriptions of the 8 Guiding Principles and Council made some minor wording changes.

Ms. Hawkins reviewed the proposed method and spreadsheet for Council to use to prioritize the Comprehensive Plan Strategies. Mr. Sanborn explained the following proposal is a two-step process, priority and timeframe. Ms. Hawkins stated the implementation matrix is where the prioritized strategies will go within the plan document. She explained that staff will categorizing the cost of the recommendations and include those on the spreadsheet before sending to Council to prioritize.

3. Motion to Adjourn.

Council unanimously approved to adjourn the Special Meeting at 6:00 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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

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**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

8/6/2019

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 JULY 17 - AUGUST 6, 2019**

Under Village of Pinehurst Ordinance #19-12, 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 2020 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	10-10-310-7420	Police - Capital Outlay: B&G Equipment	\$ 900		7/26/2019
	10-10-320-7420	Fire - Capital Outlay: B&G Equipment		\$ 900	

Transfer from Fire to Police to cover minor overage on the 10-ton HVAC unit replacement.



**RENEWAL OF ANNUAL ACCELA SOFTWARE SUBSCRIPTION
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn, Natalie Hawkins, & Jason Whitaker

DATE OF MEMO:

8/6/2019

MEMO DETAILS:

The Village's annual Accela Planning & Inspection software subscription agreement is due for renewal for Fiscal Year 2020. The renewal cost of \$26,964 exceeds the Manager's \$25,000 limit for service agreements, thus Council approval is required. The software was successfully implemented on July 1, 2019.

Since this agreement is a routine item that has been discussed at great length during prior Council meetings, I have included it in the consent agenda. Approval of the consent agenda signifies approval of the contract and grants authority to the Village Manager to execute the agreement with Accela.

Please let me know if you have any questions.

ATTACHMENTS:

Description

▣ FY 2020 Accela Software Subscription Renewal

VILLAGE OF PINEHURST

Renewal Order Form

March 12, 2019

Kristine Nelson
Sr. Accounting Analyst
716-650-2110
knelson@accela.com

Software and Services

Annual Subscriptions

Product Code	Product Name	Description	Qty	Sales Price	Total Price
SR10AACAPOP5001	Core	Accela Citizen Access	1	0.00	0.00
SS10APFMSLVR001	Core	Accela Civic Platform	12	2,247.00	26,964.00

Grand Total: 26,964.00

Order Detail	
General Information	
Customer Contact	Jason Whitaker
Customer Address	395 Magnolia Road, Pinehurst, NC 28374
Governing Agreement(s)	This Order Form will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired or have otherwise been terminated, the following terms will govern as applicable, based on the Customer's purchase: https://accela.box.com/v/AccelaTerms .
Term(s):	7/1/19 – 6/30/20
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> - Software Licenses & Subscriptions start on the date of delivery by Accela; - Hosting and Support start on Accela's delivery of the software hosted and/or supported;
Order Duration	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> - Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase. - Any Software Licenses or Hardware are one-time, non-refundable purchases. - Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). - Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.
Special Order Terms	<ul style="list-style-type: none"> - This Order Form replaces all previous order forms for the terms listed above and will govern the Software, Maintenance, and/or Services items listed on Page 2 of this Order Form. - In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction. - For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.
Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total \$ above will be issued per the governing terms.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable net 30 days .
Special Payment Terms	None unless otherwise specified in this section.

Accounts Payable Contact Information (**Required**)

First Name		Last Name	
Title			
Phone Number			
Email Address:			
Billing Address			
Delivery Address			
Method of Invoicing	All invoices will be sent electronically to the Email Address provided above unless otherwise specified in Special Invoicing Needs.		
Special Invoicing Need			

Signature Section (**Required**)

Vendor	Accela, Inc.	Customer	
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	

Additional Signatures Section (**Optional**)

Customer		Customer	
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	

Purchase Order Reference (**Optional**)

If Customer requires PO number on invoices, it **must** be provided to the right and Customer **must** provide Accela copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

PO# (If required):



**DISCUSS AND CONSIDER A REQUEST FOR SPONSORSHIP/WAIVER OF
FEES AT FAIR BARN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Mark Wagner

CC:

Jeff Sanborn, Jeff Batton, Brooke Hunter

DATE OF MEMO:

8/8/2019

MEMO DETAILS:

Staff at the Fair Barn received a request from The Carolina Philharmonic regarding waiving or reducing the rental fee for the facility. They have reserved the Fair Barn for a 10th Anniversary event on September 13th - 14th, 2019.

The Carolina Philharmonic indicates they are a 501(c)3 organization based in Pinehurst. As this event is a fundraiser for the organization, this would fall under category "C" of the Village's Sponsorship Policy.

As the reserved days are a Full Day weekend rentals, the cost to rent for Non-Profits is \$1,000 per day plus additional fees for tables, chairs, stage, dance floor, etc. At a minimum the request would be seeking a \$2,000 discount should Council approve a waiver of just the base fees alone.

David Michael Wolff with the Carolina Philharmonic will be in attendance at the meeting to provide additional details about the request and event and answer any questions for Council.

Thank you.

ATTACHMENTS:

Description

- ☐ Flyer
- ☐ Letter of Request
- ☐ Sponsorship Policy

On the Horizon

The Carolina Philharmonic's 10th Annual Gala

Homecoming

The Pinehurst Fair Barn

Saturday, September 14, 6:30-8:30pm

Our 10th annual Gala will be held at the Fair Barn, the site of our first annual Gala, where we announced plans to spearhead a Performing Arts Center for Moore County. As we prepare to move into our new home at The Sandhills Community College Bradshaw Performing Arts Center, we will celebrate the ten years that brought us to this point.

For Gala reservations call: (910) 687-0867

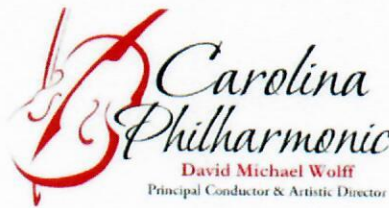


The Sandhills Community College Bradshaw Performing Arts Center



The Sandhills Community College Bradshaw Performing Arts Center (BPAC) is the areas preeminent entertainment facility where cultural enrichment, entertainment, and education converge. The BPAC comprises the completely remodeled and updated Owens Auditorium; Evelyn's Courtyard, an intimate performance area; a black box theatre in Wellard Hall, The McPherson Theater; and The McNeill-Woodward Green in the center of campus.

Kathleen C. Wilford, Chair
C. Foster Brown III
Ronald M. Centner
Gregory Collins, MD Chair Fund Development



Robert J. DeGange, Chair Marketing
Janie Gould
Charles D. Jones Col/USAF (ret.)
Amanda Paull, JD, MDR, Secretary
Lu Sims, MS, RN, Treasurer/CFO

June 4, 2019

Holly Neal
Fair Barn Coordinator
395 Magnolia Road
Pinehurst, NC 28374

Dear Holly,

Enclosed is our check for \$750 representing The Carolina Philharmonic's deposit for the rental of the Pinehurst Fair Barn September 13th - 14th, 2019. It's The Carolina Philharmonic's 10th anniversary and we want to return to the site of our first annual gala, the Fair Barn. Aptly, we've named this event Homecoming.

As you know, we are a 501(c)(3) located in Pinehurst. Each year we raise funds to provide empowering music education to 3,500 Moore County children. Over the last ten years, we estimate we've brought our programs to 14,000 kids throughout the county without government funding. Based on Moore County Schools demographics, about 25% of these children are Pinehurst residents.

It's very difficult to raise sufficient money privately. Each year we struggle. We are fortunate that the community recognized the benefit of our work and has provided support.

We hope the Village of Pinehurst will help as well by either waiving or significantly reducing the rental fee on the Fair Barn. We would be happy to acknowledge a rental concession by naming the Pinehurst Parks & Recreation Department as an event sponsor.

Thank you for your consideration.

Sincerely,


Kathleen C. Wilford
Board Chair
The Carolina Philharmonic
5 Market Square
Pinehurst, NC 28374
www.carolinaphil.org

O: 910 687 0287
M: 910 603 0444

"We are building something wonderful!"

RESOLUTION #15-38:

**A RESOLUTION ADOPTING A POLICY REGARDING STANDARDIZED
PROCESSING OF REQUESTS FOR VILLAGE SPONSORSHIP OF EVENTS
COORDINATED BY OTHER ENTITIES.**

THAT WHEREAS, many events occur in the Village of Pinehurst for which the event coordinator(s) request Village Sponsorship each year; and

WHEREAS, sponsorship may be in cash or in kind whereby the Village extends the use of Village facilities or staff for free or at a reduced rate; and

WHEREAS, it is important that the Village only extend sponsorship to the extent that it promotes the welfare, well-being and quality of life for our residents; and

WHEREAS, it is also important that sponsorship resources do not inappropriately augment the income or fund-raising of event coordinators;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled on the 22nd day of September, 2015, as follows:

SECTION 1. It shall be the Policy of the Village of Pinehurst that sponsorship requests be handled in accordance with the following criteria:

- a. For events coordinated by a non-profit for the apparent sole purpose of benefitting the community, sponsorship can be approved by the Village Manager after a careful review of the event, the event coordinator's status and all potential beneficiaries of the event.
- b. For events coordinated by a commercial entity for at least the partial purpose of earning profit, sponsorship for the first event of its type (subsequent to the passage of this resolution) may be approved in public by the Village Council. Sponsorship for subsequent similar events coordinated by the same entity may be approved in public by the Village Council after a review by the Village's Director of Financial Services of a full, financial accounting of the previous event.
- c. For events coordinated by either a commercial entity who has no clear financial gain at stake or by a non-profit that is attempting to raise funds, sponsorship may be approved by the Council in public for the first event of its type. For subsequent events, staff acts on Council approval of previous events unless/until the staff or the Council thinks something has changed that warrants re-consideration by the Council.

SECTION 2. That this Resolution shall be and remain in full force and effect from the date of its adoption.

Adopted this 22nd day of September, 2015.



Attest:

Lauren M. Craig
Lauren M. Craig, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER A REQUEST FOR A SPECIAL INTENSITY
ALLOCATION REQUEST (LAFORET TOWNHOME DEVELOPMENT).
ADDITIONAL AGENDA DETAILS:**

FROM:

Darryn Burich

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

8/8/2019

MEMO DETAILS:

This agenda item is for the Council to consider a Special Intensity Allocation (SIA) for the WS-II Watershed Protection District, pursuant to Section 8.3.3.5(b)(2) of the Pinehurst Development Ordinance (PDO), of 6.95 acres to allow development a 40 unit townhome project on a parcel of land recently annexed into the Village of Pinehurst and generally located on the Village's west side between Linden and Foxfire Roads.

It is the practice of the Planning and Inspections Department to bring requests for SIAs before Village Council for approval when site plan approval is imminent.

Attached to this agenda item is a memorandum with an explanation of the project and summary table of previously issued SIAs within the WS-II Watershed Protection District. Should Council agree to provide the requested 6.95 acre allocation, Council can approve by a motion.

ATTACHMENTS:

Description

▣ Staff Memo



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Fiorillo and Village Council
From: Darryn Burich, Planning & Inspections Director
CC: Natalie Hawkins, Assistant Village Manager
Alex Cameron, Senior Planner
Beth Dunn, Village Clerk
Date: August 8, 2019
Subject: Request for Special Intensity Allocation for the LaForet Townhome Development

Executive Summary

Consideration of a Special Intensity Allocation (SIA) pursuant to Section 8.3.3.5(b)(2) of the Pinehurst Development Ordinance (PDO) to allow for development a 40 unit townhome project on a 6.95 acre parcel of land recently annexed to the Village of Pinehurst generally located on the Village's west side between Linden and Foxfire Roads, with an approximate 30% impervious surface that exceeds the 12% maximum built upon area permitted for non-residential and multi-family uses in the WSII – Watershed Protection District. Section 8.3.3.5(B)(2) of the PDO states that up to ten (10%) percent of the balance of the watershed may be developed for nonresidential and multi-family uses, allowing up to seventy (70%) percent built-upon area on a project by project basis.

Property Owner	Property Location	Moore County PID#	Deed Acreage
Planet Development, LLC 675 S. Bennet Street, Suite 4 Southern Pines, NC 28387	Laforet Ln. and Laforet Ct. near the intersection of Foxfire Road and Linden Road	98000634	6.95

Zoning and Proposed Use

Current Zoning	R-MF: Residential Multi-Family
Watershed Protection District	WS II Drowning Creek-Lumber River
Within Corporate Limits	Yes
Existing Use	Vacant
Proposed Use	Multi-Family (40 units)
Proposed Imperious Area	100,752 square feet or approximately 30%

Project Analysis

In accordance with Section 8.3.3.5(B)(2) of the PDO, ten percent (10%) of the WS-II Watershed Protection District can be granted a Special intensity Allocation (SIA). This yields a total area of 819.84 acres eligible to receive the Special Intensity Allocation in the WS-II Watershed Protection District.

The applicant is proposing to construct a 40 unit townhome development with associated parking, landscaping, and walkways. The proposed project involves a 6.95 acre tract of land with a development proposed totaling 100,752 square feet of impervious area or approximately 30% of the parcel area. This SIA would grant relief from the WS-II Watershed Protection District maximum impervious built upon area of twelve percent (12%) identified in Section 8.3.3.5(B)(1) of the PDO. Per Section 8.3.3.5(B)(2)(a) the total acreage of the tract involved in the request will be counted in the SIA, which is 6.95 acres in this case. Approval of this 6.95 acres SIA as requested would leave approximately 757.137 acres of special intensity allocation remaining in the WS-II Watershed Protection District.

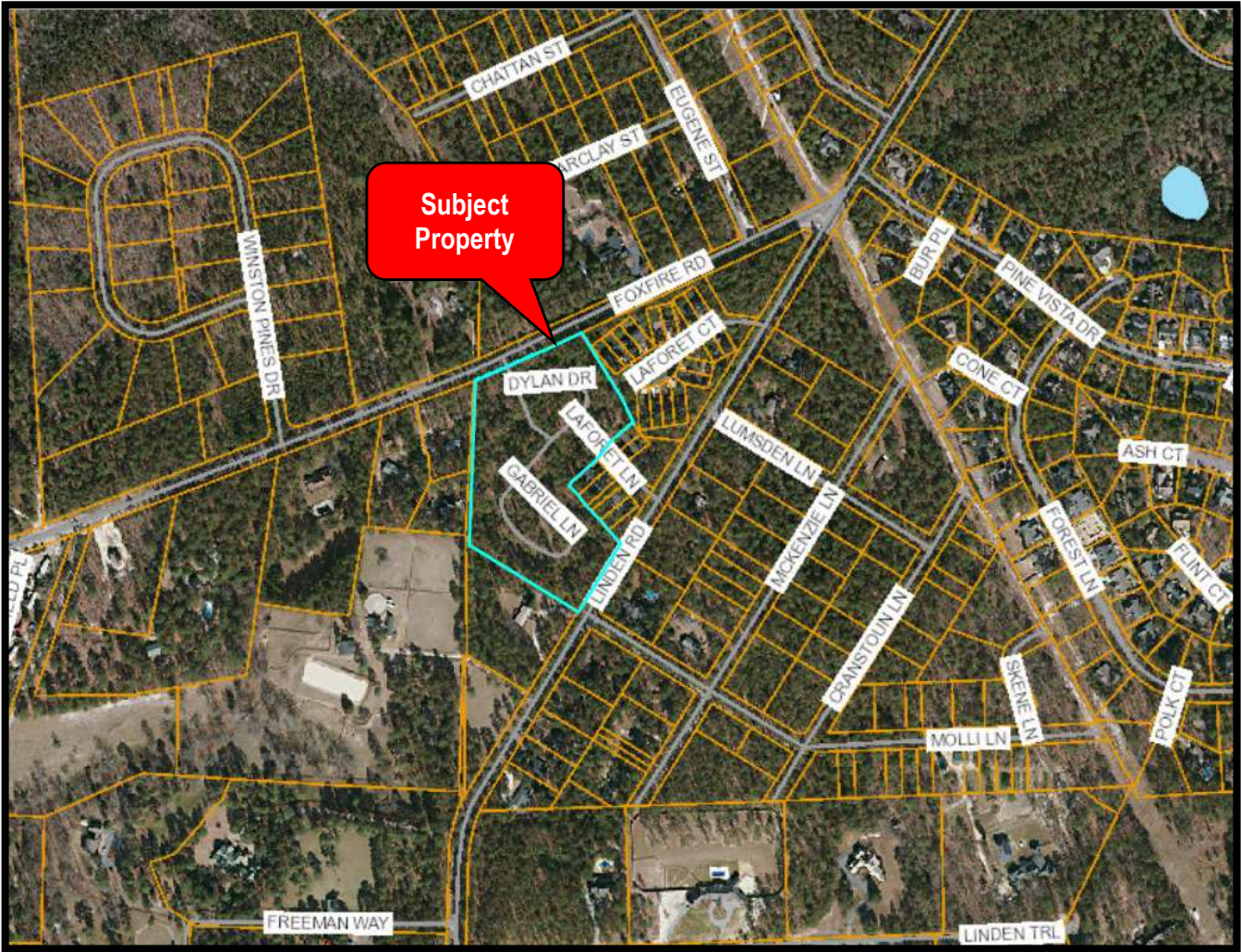
The property is located within the corporate limits of the Village of Pinehurst and complies with the Village Council's Watershed Intensity Allocation Policy contained in Resolution 13-13 that states, "It shall be the policy of the Village of Pinehurst to only allocate special intensity allocations to properties that are located within the corporate limits of Pinehurst or to properties which have an active voluntary annexation petition to the Village of Pinehurst."

The table below outlines activity in the WS-II Watershed Protection District since 1996.

Date of Council Action	Project	LRK	Address	Acres of Built Upon Area	Balance of SIA Remaining (in Acres)
N/A	N/A				819.840
12/12/96	MOWASA			0.150	819.690
01/21/97	Love Grove Freewill Baptist Church	00052013	293 Dawkins St	0.060	819.630
02/17/97	Moore Co. Landfill	00053336	Landfill Road	2.580	817.050
06/16/97	Quail Haven	00054301	200 Blake Blvd	6.700	810.350
07/21/97	Deep Creek Baptist Ch.	00048599	1995 Linden Rd	0.260	810.090
07/21/97	Pinehurst Resorts			0.500	809.590
07/21/97	Boles Funeral Home	95000709/0710	35 Parker Lane	0.690	808.900
08/18/97	Boles Funeral Home	95000709/0710	35 Parker Lane	0.690	808.210
03/16/98	Quail Haven	00054301	200 Blake Blvd	6.700	801.510
06/15/98	Quail Haven	00054301	200 Blake Blvd	0.006	801.504
08/17/98	G.C. #1 Restrooms		GC #1, Hole 5	0.017	801.487
10/26/98	Congregational Ch.	00016624	895 Linden Road	0.870	800.617
10/26/98	Pinehurst Resort CC		Carolina Vista	12.830	787.787
10/26/98	Golf Learning Ctr.		Carolina Vista	1.860	785.927
10/26/98	Landfill	00053336	Landfill Road	0.150	785.777

03/15/99	Congregational Church	00016624	895 Linden Road	0.023	785.754
03/15/99	Harness Track	00029515	200 Beulah Hill Rd S	2.290	783.464
04/19/99	Pinehurst Track Restaurant	00029515	200 Beulah Hill Rd S	0.010	783.454
06/21/99	Quail Haven Retirement	00054301	200 Blake Blvd	0.010	783.444
05/30/00	Pinehurst Resort Green House		NC 5 Stable Area	0.870	782.574
01/23/01	The Pinehurst Company		GC #1	0.020	782.554
01/23/01	The Pinehurst Company			0.590	781.964
01/23/01	Bretton Woods Pool Pavilion	00025811*	Cabot	0.598	781.366
05/22/01	Quail Haven Retirement	00054301	155 Blake Blvd	0.022	781.344
07/24/01	Trotter Hills Development,		Lots 15,16, and 17	1.560	779.784
10/08/01	Pinehurst Hardware		HWY 5	0.350	779.434
01/16/04	Moore County	00054082	ABC Store Hwy 5	0.377	779.057
08/02/04	Rudd Office Building	99000338	40 Parker Lane	0.340	778.717
05/05/11	Village Chapel	00029674	10 Azalea Rd	1.440	777.277
12/16/08	Community One Bank	96000369	Lot 1 Trotter Hills	1.440	775.837
01/10/12	Quality Care Pharmacy	10002149	65 Parker Lane	1.440	774.397
01/08/13	Village Green	00029682	1 Village Green Rd. W	6.630	767.767
11/18/13	Terry Riney Office/	96000370	15 Trotter Hills Circle	1.140	766.627
09/08/15	Sandhills Alliance Church	20050175	111 Trotter Dr.	1.540	765.087
06/28/16	Kirkpatrick Office Building	96000379	75 Trotter Hills Circle	1.000	764.087
08/13/19	LaForet Townhomes	98000634		6.950	757.137

Vicinity Map



Associated Approvals

On February 26, 2019, the Village Council approved a General Concept Plan for the LaForet 40-unit townhome project for the subject property, with the following five (5) conditions:

1. Location of existing utilities be verified and the site plan be adjusted if need be.
2. The proposed townhomes be equipped with a fire suppression sprinkler system per requirement of the Fire Marshall.
3. All runoff from new impervious surface be directed to stormwater management areas.
4. Any proposed access to the site off LaForet Lane must be agreed upon by existing HOA and applicant.
5. ***Applicant must submit a request for a Watershed Special Intensity Allocation or a variance from the watershed requirements, in accordance with the provisions of the PDO, with the first Major Site Plan submittal to Village staff.***

On June 11, 2019, the Village Council approved annexation of the subject property.

The proposed development is currently undergoing Minor Site Plan review through the Technical Review Committee.

Staff Recommendation

Village staff recommend approval of the SIA from the WS-II Watershed Protection Overlay District of 6.95 acres for the LaForet townhome development as proposed, which Council can approve by motion.



**DISCUSS AND CONSIDER A REQUEST FOR A SPECIAL INTENSITY
ALLOCATION REQUEST (PINEHURST COIN EXCHANGE).
ADDITIONAL AGENDA DETAILS:**

FROM:

Darryn Burich

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

8/8/2019

MEMO DETAILS:

This agenda item is to consider a Special Intensity Allocation (SIA), pursuant to Section 8.3.3.5(b)(2) of the Pinehurst Development Ordinance (PDO), in the amount of 1.44 acres to allow for development a new 10,553 square foot office building at 5 Trotter Hills Circle for Pinehurst Coin Exchange.

It is the practice of the Planning and Inspections Department to bring requests for SIAs before Village Council for approval when site plan approval is imminent.

Attached to this agenda item is a memorandum explaining the project and a summary table of previously issued SIAs within the WS-II Watershed Protection District. Should Council agree to provide the requested 1.44 acre allocation, Council can approve by a motion.

ATTACHMENTS:

Description

▣ Staff Memo



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Fiorillo and Village Council
From: Darryn Burich, Planning & Inspections Director
CC: Natalie Hawkins, Assistant Village Manager
Alex Cameron, Senior Planner
Beth Dunn, Village Clerk
Date: August 8, 2019
Subject: Request for Special Intensity Allocation at 5 Trotter Hills Circle (Pinehurst Coin Exchange)

Executive Summary

Consideration of a Special Intensity Allocation (SIA) pursuant to Section 8.3.3.5(B)(2) of the Pinehurst Development Ordinance (PDO) to allow for development a new 10,553 square foot office building at 5 Trotter Hills Circle for the Pinehurst Coin Exchange, with an approximate 43% impervious surface that exceeds the 12% maximum built upon area permitted for non-residential and multi-family uses in the WSII – Watershed Protection District. Section 8.3.3.5(B)(2) of the PDO states that up to ten (10%) percent of the balance of the watershed may be developed for nonresidential and multi-family uses, allowing up to seventy (70%) percent built-upon area on a project by project basis.

Property Owner	Property Location	Moore County PID#	Deed Acreage
Vincent and Debra Wade PO Box 3686 Pinehurst, NC 28374	5 Trotter Hills Circle	96000369	1.44

Zoning and Proposed Use

Current Zoning	OP- Office Professional
Watershed Protection District	WS II Drowning Creek-Lumber River
Within Corporate Limits	Yes
Existing Use	Vacant
Proposed Use	Office Building (10,553 square feet)
Proposed Imperious Area	0.63 acres or approximately 43%

Project Analysis

In accordance with Section 8.3.3.5(B)(2) of the PDO, ten percent (10%) of the WS-II Watershed Protection District can be granted a Special intensity Allocation (SIA). This yields a total area of 819.84 acres eligible to receive a Special Intensity Allocation in the WS-II Watershed Protection District.

The applicant is proposing to construct a 10,553 square foot office building with associated parking, landscaping, and walkways. The proposed project involves a 1.44 acre tract of land with a development proposed totaling 19,009 square feet of impervious area or approximately 43% of the parcel area. This SIA would grant relief from the WS-II Watershed Protection District maximum impervious built upon area of twelve percent (12%) identified in Section 8.3.3.5(B)(1) of the PDO. Per Section 8.3.3.5(B)(2)(a) the total acreage of the tract involved in the request will be counted in the SIA, which is 1.44 acres in this case. Approval of this 1.44 acre SIA as requested would leave approximately 755.697 acres of special intensity allocation remaining in the WS-II Watershed Protection District.

The property is located within the corporate limits of the Village of Pinehurst and complies with the Village Council's Watershed Intensity Allocation Policy contained in Resolution 13-13 that states, "It shall be the policy of the Village of Pinehurst to only allocate special intensity allocations to properties that are located within the corporate limits of Pinehurst or to properties which have an active voluntary annexation petition to the Village of Pinehurst."

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01/23/01	The Pinehurst Company		GC #1	0.020	782.554
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08/13/19	LaForet Townhomes	98000634		6.950	757.137
08/13/19	Pinehurst Coin Exchange	96000369	5 Trotter Hills Circle	1.440	755.697

Vicinity Map



Associated Approvals

The proposed office project is currently undergoing Minor Site Plan review through the Technical Review Committee.

Staff Recommendation

Village staff recommend approval of the SIA from the WS-II Watershed Protection District of 1.44 acres for the Pinehurst Coin Exchange development as proposed, which Council can approve by motion.



**DISCUSS AND CONSIDER AWARDING FY 2020 RESURFACING
CONTRACT TO RILEY PAVING, INC.
ADDITIONAL AGENDA DETAILS:**

FROM:

Mike Apke, PE, Public Services Director

CC:

Jeff Batton & Jeff Sanborn

DATE OF MEMO:

8/6/2019

MEMO DETAILS:

This item is to award the Village's annual road resurfacing contract to Riley Paving, Inc. from Carthage, North Carolina. Three (3) firms submitted unit pricing on an initial list of approximately 3.11 miles of roads on July 2nd, 2019. Utilizing the Village's estimated quantities of items within the project, Riley Paving submitted the low bid in the amount of \$657,306.25. A bid tabulation summary is attached for reference.

The plan is to award an original contract to Riley Paving in the amount of \$657,306.25 via motion and request that the motion include that the Village Manager is authorized to execute change orders to add additional quantities at the original unit pricing with the overall annual amount not to exceed \$900,000 in sum total.

The remaining portion of the \$1.1 million Powell Bill budget is anticipated to be used to restore all road shoulders after the resurfacing, re-stripe resurfaced main roads, and reconstruct the sub-base on approximately 1,600 feet of roadway in advance of 2-inch resurfacing. Any additional funds remaining after completing these items will be used to resurface additional roadways or apply slurry seal on select roads and/or cul-de-sacs to extend longevity.

Attached are maps showing the original 3.11 miles to be resurfaced. Staff anticipates adding additional length to this contract, and will determine the exact amount after bids for the above referenced additional items are in hand, and a determination can be made on available remaining budget. The potential for adding additional length to this contract is why we ask that the Manager be authorized to execute change orders.

Please note the actual contract is not attached as they do not obtain performance bonds that go with the contract until after Council authorizes the execution.

Thanks.

ATTACHMENTS:

Description

- ☐ FY 2020 Resurfacing Contract Bid Results
- ☐ FY 2020 Roads to Be Resurfaced

BID SUMMARY

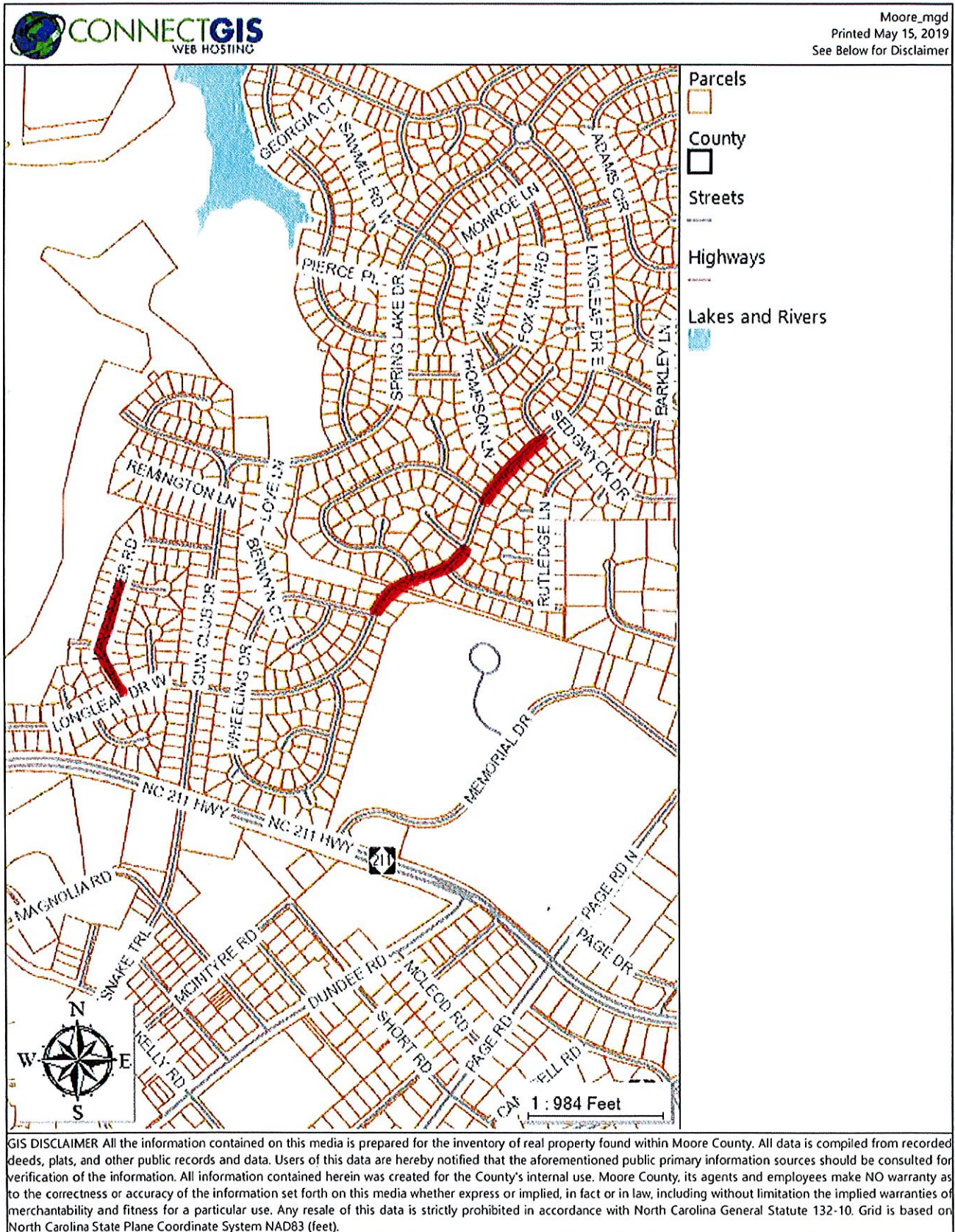
Village of Pinehurst

2020 Annual Street Resurfacing & Improvement Project

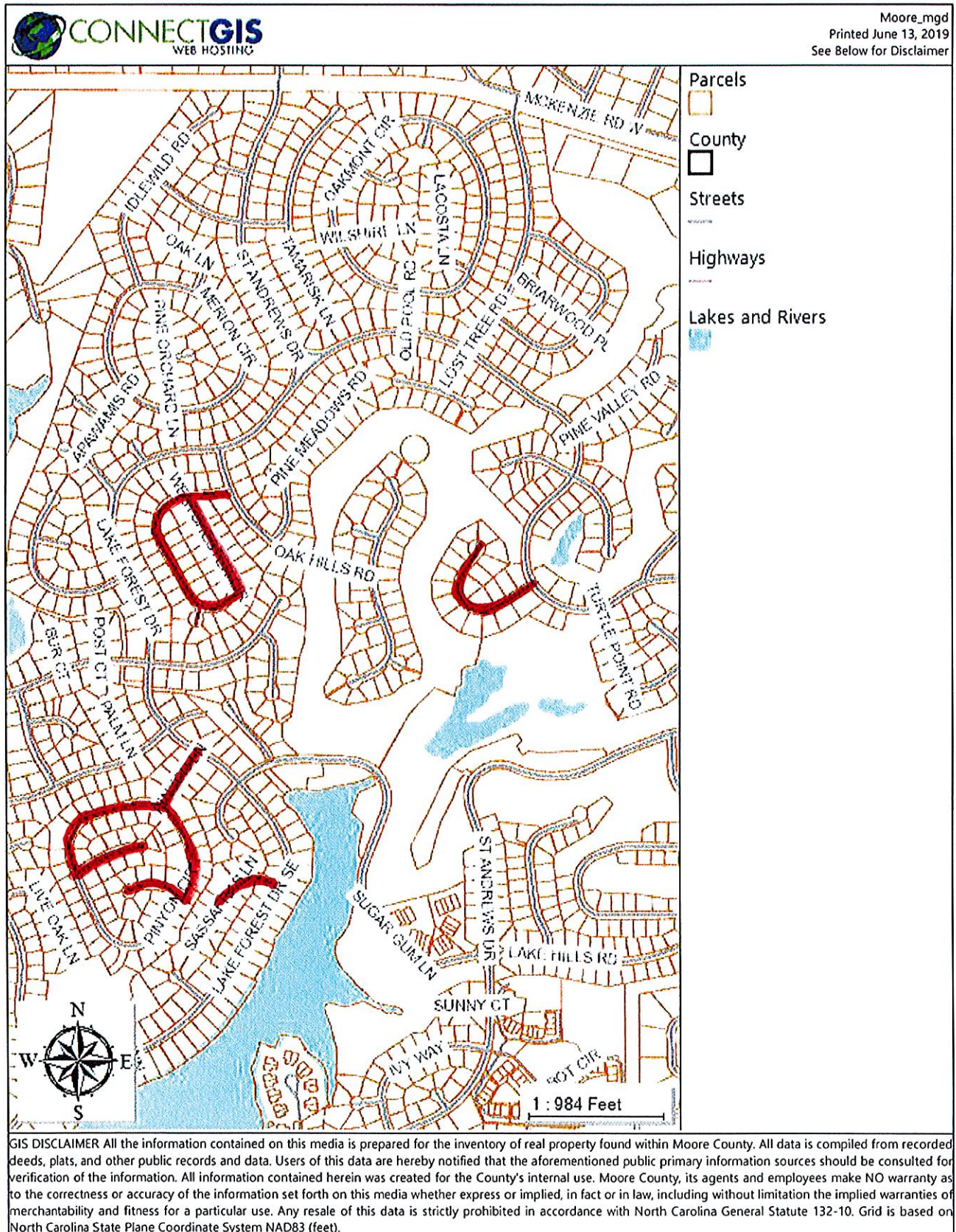
Project #: 2020-01

July 2, 2019

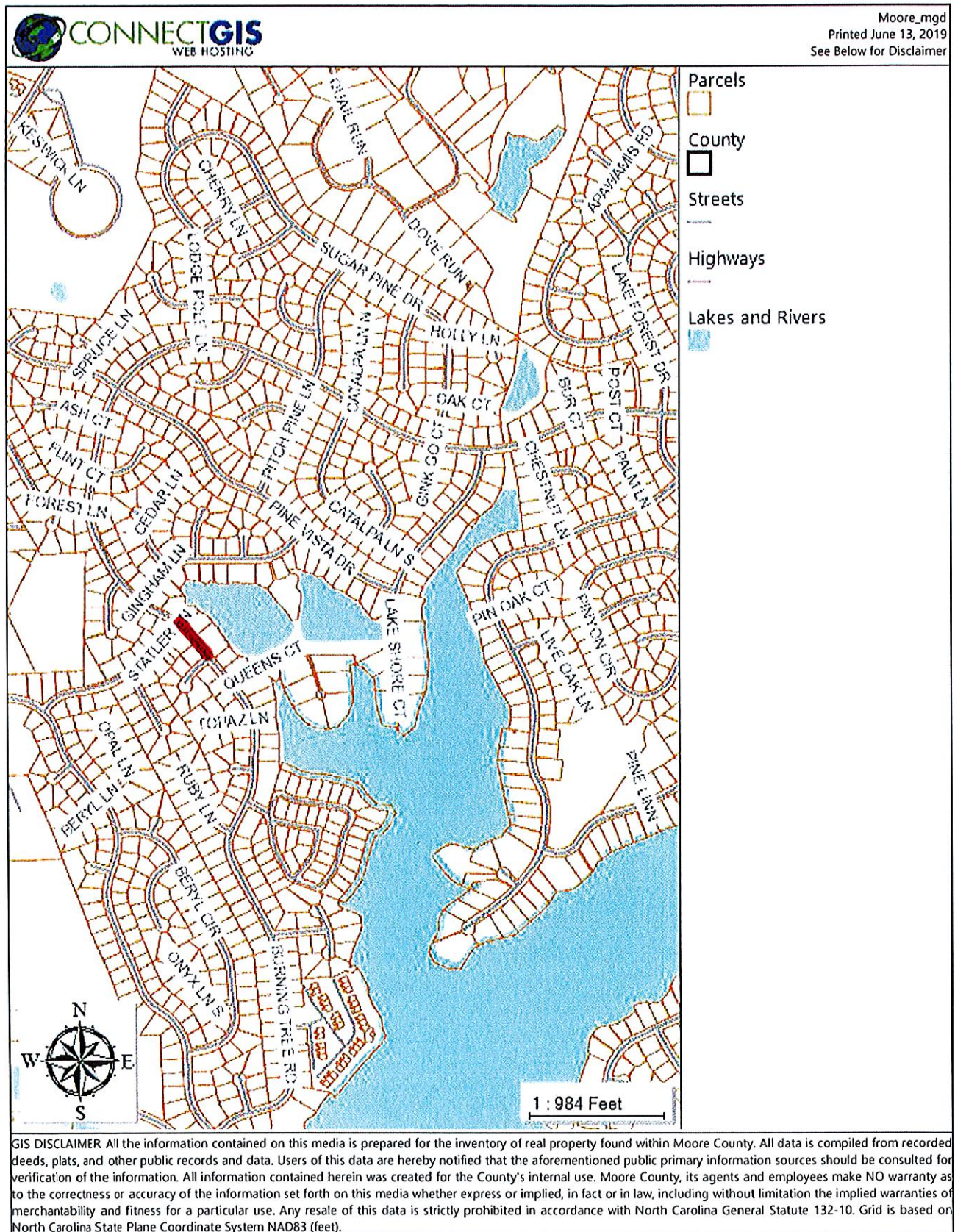
Item	Description/Unit	Unit	Estimated Qty	Riley Paving, Inc. Carthage, NC		Barnhill Contracting Co. Fayetteville, NC		Hudson Paving Rockingham, NC	
				Unit Price (\$)	Ext Total (\$)	Unit Price (\$)	Ext Total (\$)	Unit Price (\$)	Ext Total (\$)
1	1.25" Overlay, NCDOT Type SF9.5A	SY	35,000	\$10.70	\$374,500.00	\$11.35	\$397,250.00	\$12.25	\$428,750.00
2	Class 'A' Full Depth Patching (3" depth NCDOT Type I-19B), done by a milling machine, placed down with a paving machine.	SY	6,000	\$32.00	\$192,000.00	\$38.00	\$228,000.00	\$57.50	\$345,000.00
3	Adjust Sewer Manholes - Structural Adjustment	EA	51	\$450.00	\$22,950.00	\$475.00	\$24,225.00	\$985.00	\$50,235.00
4	Adjust Water Valves - Structural Adjustment	EA	10	\$450.00	\$4,500.00	\$475.00	\$4,750.00	\$965.00	\$9,650.00
5	Mill out existing pavement 1.25 inches	SY	2,000	\$3.00	\$6,000.00	\$6.20	\$12,400.00	\$9.50	\$19,000.00
6	2 inch overlay, NCDOT Type SF9.5 A	SY	3,325	\$17.25	\$57,356.25	\$14.50	\$48,212.50	\$18.45	\$61,346.25
Total Bid				\$657,306.25		\$714,837.50		\$913,981.25	



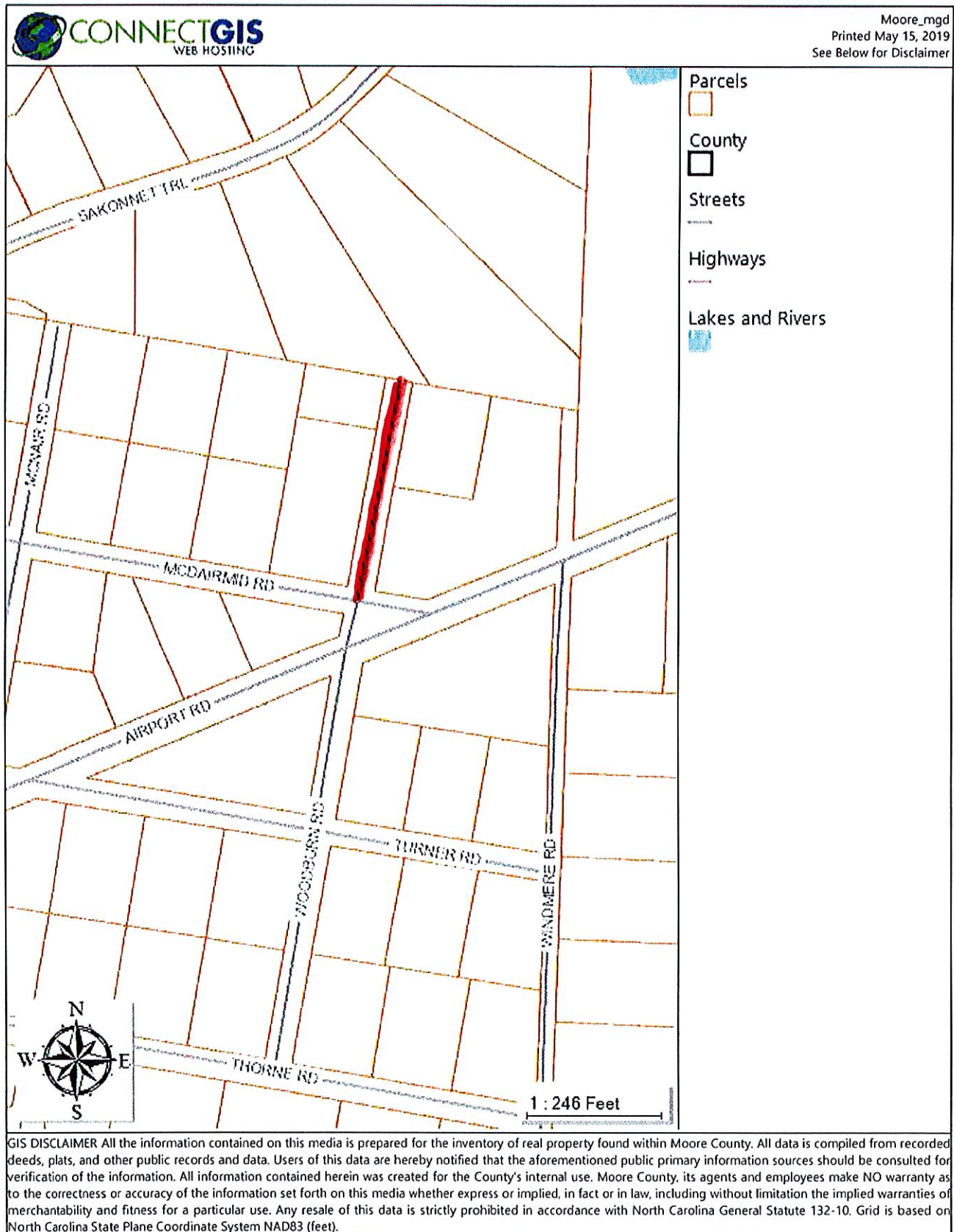
Gun Club



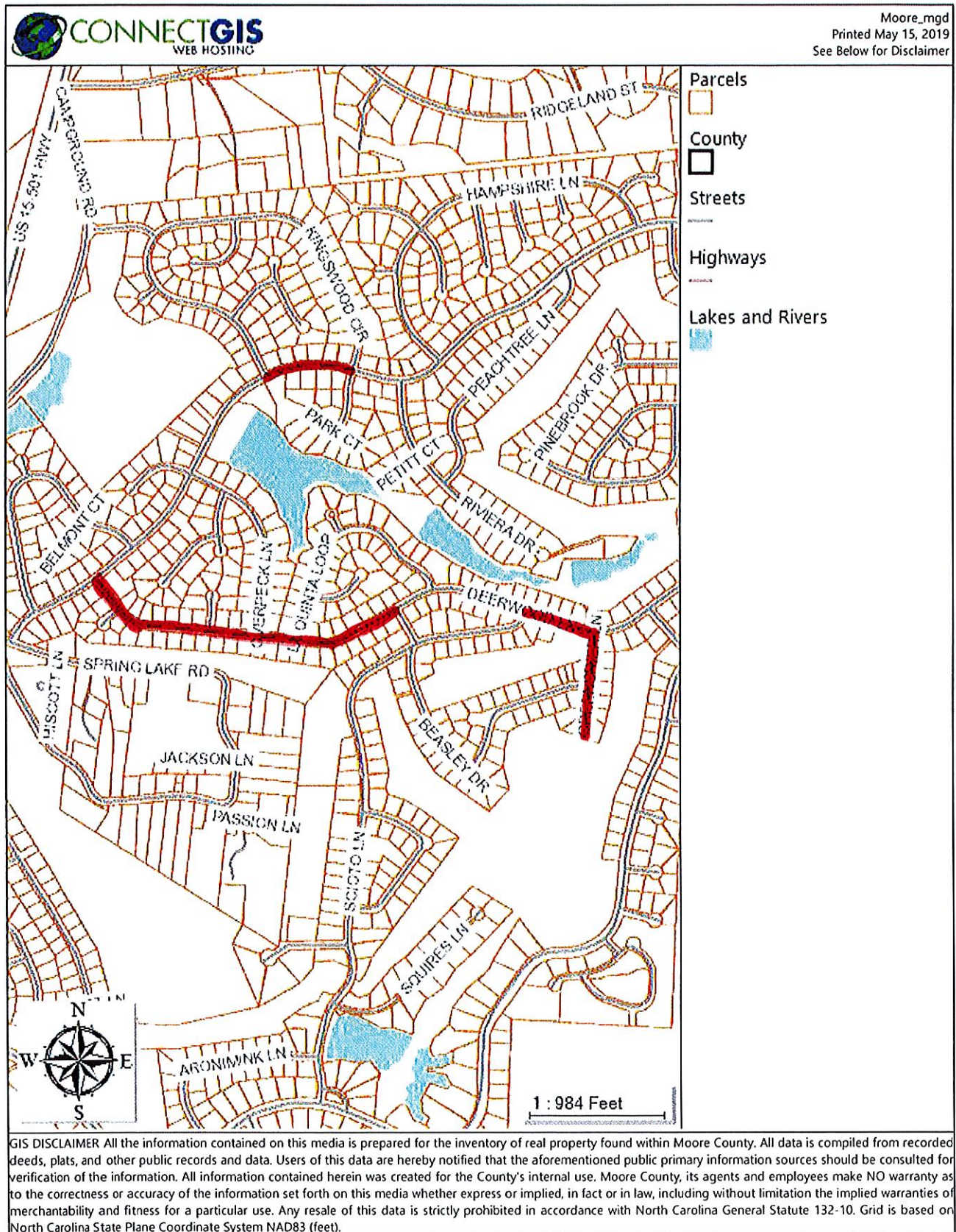
Lake Area



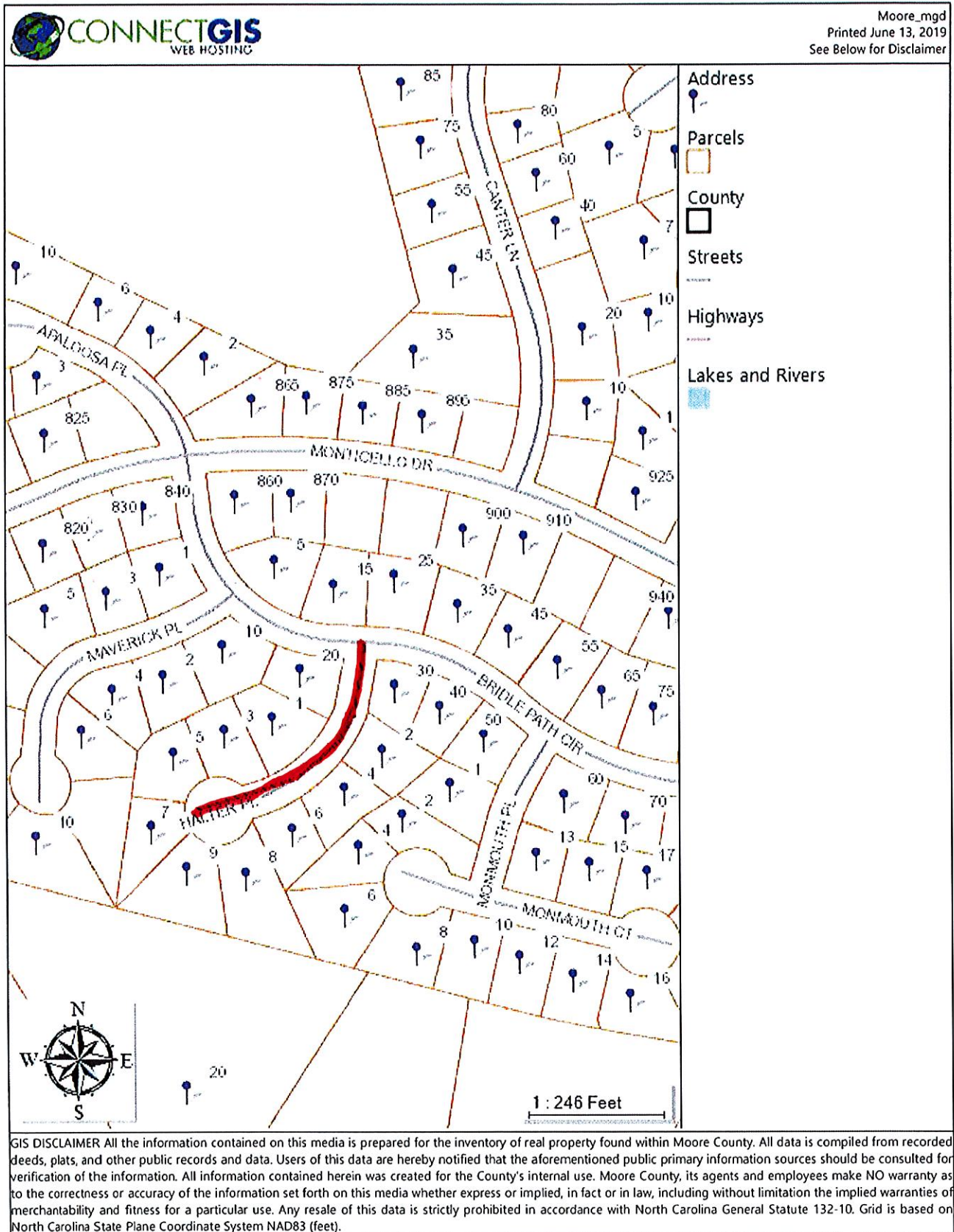
Lake Area



Pine Dale Area



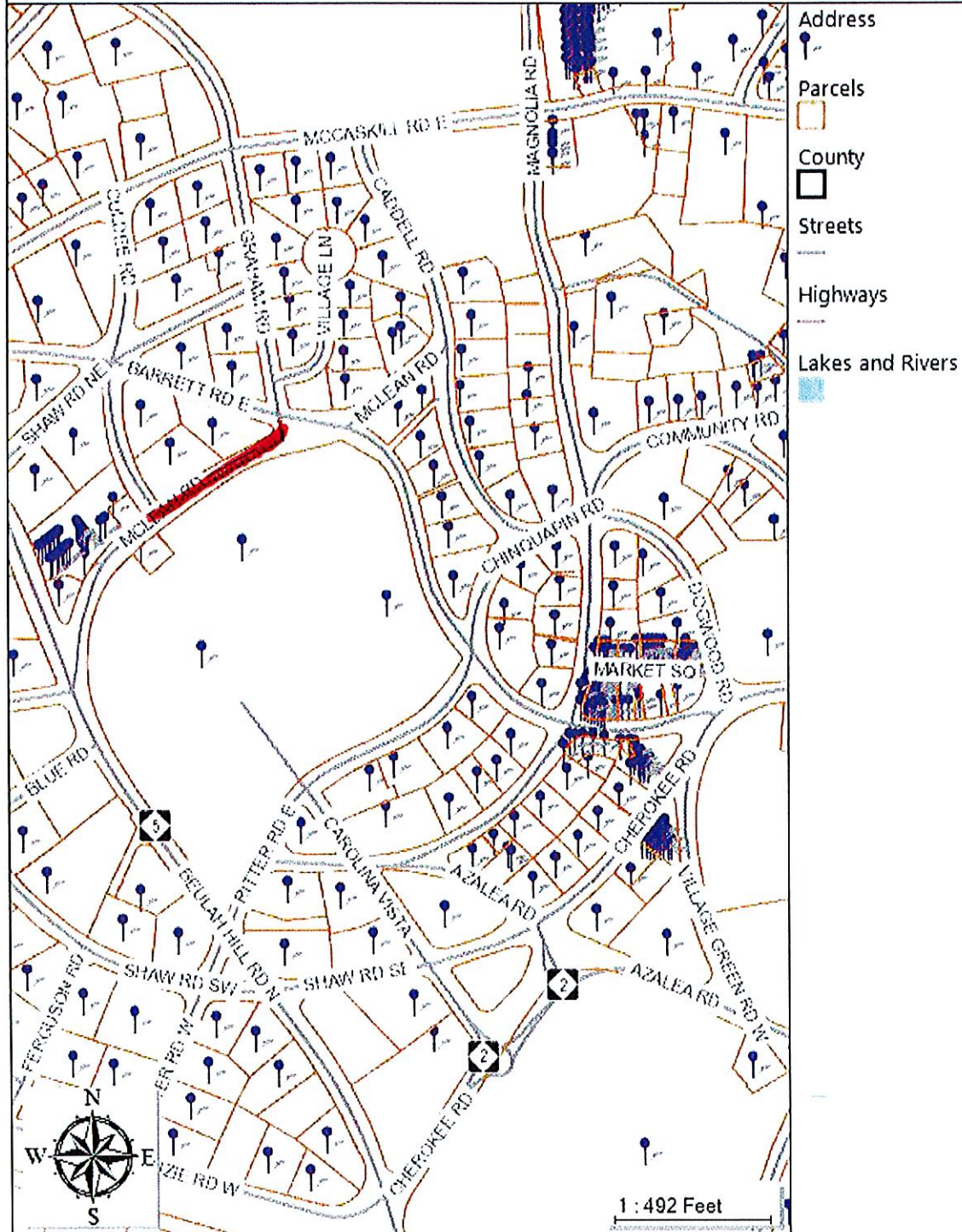
GC # 6



Unit 8 / Dora I



Moore_mgd
Printed June 13, 2019
See Below for Disclaimer



GIS DISCLAIMER All the information contained on this media is prepared for the inventory of real property found within Moore County. All data is compiled from recorded deeds, plats, and other public records and data. Users of this data are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information. All information contained herein was created for the County's internal use. Moore County, its agents and employees make NO warranty as to the correctness or accuracy of the information set forth on this media whether express or implied, in fact or in law, including without limitation the implied warranties of merchantability and fitness for a particular use. Any resale of this data is strictly prohibited in accordance with North Carolina General Statute 132-10. Grid is based on North Carolina State Plane Coordinate System NAD83 (feet).

Old Town



**UPDATE ON THE STATUS OF THE FY 2019 STRATEGIC OPERATING
PLAN IMPLEMENTATION.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

8/8/2019

MEMO DETAILS:

This agenda item is to review the update on the status of implementing the FY 2019 Strategic Operating Plan. Staff will provide the Council with an update on the implementation of the FY 2019 Initiative Action Plans (IAPs) through June 30, 2019.

ATTACHMENTS:

Description

▣ Q4 FY 2019 SOP Update

Village of Pinehurst Strategic Operating Plan Update FY 2019



VILLAGE OF PINEHURST | www.vopnc.org



FY 2019 Strategic Operating Plan Overview

Village Council

Each year, the Pinehurst Village Council adopts a Strategic Operating Plan, which indicates the Village's plans to achieve our vision and mission. The Strategic Operating Plan covers the fiscal year that begins on July 1 and includes a five-year financial plan.

Vision, Mission, and Values

The vision is what the Village intends to be and the mission is what the Village must do to achieve that vision. The Village's core values are the guiding principles and behaviors that embody how Village employees and volunteers are expected to operate as they provide services.



Balanced Scorecard

The Village uses a Balanced Scorecard (BSC) to integrate strategic planning and resource allocation. The BSC contains goals, objectives, and key performance indicators in four perspectives to ensure a balanced approach to evaluating the achievement of organizational strategy:

1. Customer
2. Internal
3. Workforce
4. Financial

FY 2019 Balanced Scorecard

FY 2019 Goals

The FY 2019 Balanced Scorecard contains 9 strategic goals in the four perspectives.



FY 2019 Areas of Focus

Each balanced scorecard goal has one or more strategic objectives. Strategic objectives indicate how we will achieve the Village goals. In FY 2019, the Village Council identified four strategic objectives as Areas of Focus AOF:

1. Ensure quality residential development,
2. Ensure quality business development,
3. Maintain high quality streets, and
4. Provide recreation programs and events for all ages.

FY 2019 Initiative Action Plans (IAPs)

Status of FY 2019 Initiative Action Plans at June 30, 2019

The FY 2019 Strategic Operating Plan includes 9 Initiative Action Plans (IAPs), with 7 scheduled for FY 2019. IAPs are those defined and measurable activities needed to accomplish our strategic objectives that involve a significant amount of financial and/or staff resources or have a significant community impact over the five-year period. As of June 30, 2019, from the 7 IAPs scheduled to begin in FY 2019, one was completed in FY 2019, three are in progress and on schedule, and three are in progress but not on schedule. Please see the attached report for more information.

IAP Status at 06/30/2019		# of IAPs	% of IAPs
In progress; NOT on schedule		3	43%
In progress; on schedule		3	43%
Completed		1	14%
TOTAL		7	100%

The only IAP not completed in FY 2019 as planned is the P&I Process Improvements. This IAP was not completed as planned due to software implementation delays and staff turnover, so it will carryforward to FY 2020 for completion. All other multi-year IAPs in progress (on schedule and not on schedule) at the end of FY 2019 will continue into FY 2020.

Status of FY 2019 Initiative Action Plan Metrics at June 30, 2019

The 7 IAPs include metrics to track how effective the Village is at accomplishing targeted results. As of June 30, 2019, the Village achieved projected performance for 3, or 43%, of the 7 IAPs with metrics in FY 2019.

IAP Metrics at 03/31/2019		# of IAPs	% of IAPs
Achieved projected performance		3	43%
Did not achieve projected performance		4	57%
TOTAL		7	100%

The IAPs with metrics that did not achieve projected performance are associated with multi-year timelines. Staff anticipates the metrics improving as the implementation of the IAPs progress in FY 2020. The complete status of FY 2019 IAPs and an indication of metric goals achievement in FY 2019 are indicated in the table attached to this report.

Village of Pinehurst
Initiative Action Plans (IAPs) Quarterly Report
FY 2019



	Goal	IAP Name	IAP Description	FY	FY 2019 IAP Status				
					IAP Status	Q4 Comments	IAP Metrics	YTD Actual	YTD Goal
Customer	Safeguard the community	Police Department Accreditation	Implement accreditation standards for law enforcement and achieve Law Enforcement Accreditation through CALEA	FY19-FY20		The Police Department CALEA team continued working through the self-assessment process by incorporating standards into departmental policies in Q4. The policies were 84% complete at the end of Q4 and will be completed in Q1 of FY 2020.	Cumulative % of policies/standards required for accreditation reviewed	84%	100%
	Ensure an attractive residential community	Long-Range Comprehensive Plan Update <small>AOF</small>	Develop a Long-Range Comprehensive Plan to identify future land uses and community amenities needed to achieve the community's long term vision to retain and enhance the character of the community.	FY19-FY20		The Long-Range Comprehensive Plan Update project is in progress and on schedule at the end of Q4. Consultants completed scenario planning and delivered the draft Comprehensive Plan that was presented to the public at the Community Open House in June.	# of participants who attended meetings or viewed information on Envision the Village	6,382	5,400
	Maintain an active, healthy community	Recreation & Cultural Facilities <small>AOF</small>	Construct and plan for additional recreation facilities, including a playground renovation in Rassie Wicker Park; a master plan for West Pinehurst Community Park; and a Community Center and parking lot improvements in Cannon Park.	FY19-FY21		Cannon Park Community Center construction is progressing well and is on schedule. In Q4, the playground at Rassie Wicker Park was renovated and completed in June 2019.	Total # of participants in athletic and recreation programs	4,343	4,800

	Goal	IAP Name	IAP Description	FY	FY 2019 IAP Status				
					IAP Status	Q4 Comments	IAP Metrics	YTD Actual	YTD Goal
Internal	Professionally manage a high performing organization	Transparent Operations (carryforward)	Publish online dashboards of performance information on the Village website for greater transparency to the public.	FY18-FY19	Completed	Staff developed performance dashboards using QuickScore and the VOP website. These dashboards went live on the website and were announced using VOP communication tools on May 17, 2019.	# of website hits for dashboard information (May and June 2019)	66	-
		P&I Process Improvements	Implement software to process permits and inspections with an online portal and implement other recommendations to improve permit and inspection processes as identified, recommended, and approved as a result of the BIRDIE evaluation.	FY19	In progress; on schedule	The software implementation BIRDIE recommendation was the highest priority and was implemented by June 30th. Staff also completed the file organization recommendation in the P&I department. Other recommendations were not completed due to software implementation delays and staff turnover and will carryforward to next fiscal year.	Average # of days to issue single family permits for new construction and additions/alterations	7.92	8
		Baldrige Excellence Framework	Continue to use the leading business model, the Baldrige Framework for Performance Excellence, to ensure systematic processes that deliver exceptional results and submit an application for the National Malcolm Baldrige Quality award in FY 2020.	FY19-FY21	In progress; NOT on schedule	Staff drafted the Organizational Profile, held 5 Baldrige Senior Leadership Team Meetings, and documented approach, deployment, learning, and integration for criteria in the Leadership and Strategy Categories in Q4. Although this IAP is not on schedule per the task list, staff is confident the overall IAP deadlines will be met in FY 2020.	% of sections of the application drafted	13%	38%
							% of Quarterly Leadership Retreats held according to schedule	100%	100%
Workforce	Attract & retain an engaged workforce	Workforce Learning and Development	Continue to assess workforce capabilities, succession planning, and the development of workforce skills and abilities through TOPS training and other external training.	FY19-FY20	In progress; NOT on schedule	In Q4, implementation of the new Learning and Development System began. Supervisors and Department Heads held succession planning meetings with staff and Senior Leaders identified courses for the revised TOPS program at the Quarterly Strategy Session. HR held a TOPS training class for developing an Individual Training Plan (IDP). Training software was not implemented on schedule due to other competing software priorities in FY 2019, but this is scheduled for FY 2020. The new TOPS training plan and emPerform goal approvals also did not meet the anticipated timeline in Q4.	% of vacancies filled with internal candidates	32%	35%
IAPs listed in red are FY 2019 Village Council Areas of Focus.									

Key for IAP Status	
In progress; NOT on schedule	
In progress; on schedule	
Completed	
Key for Metrics	
Did not achieve projected performance	
Achieved projected performance	



**DISCUSS AND CONSIDER A BUDGET AMENDMENT REAPPROPRIATING
FUNDS FROM FY 2019 TO FY 2020.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

8/2/2019

MEMO DETAILS:

This agenda item represents the annual re-appropriation of funds from the FY 2019 Budget that staff requests be rolled forward to the FY 2020 Budget. Please see the attached memo for details.

ATTACHMENTS:

Description

- ▣ Reappropriation Memo for FY 2020
- ▣ Ordinance 19-14 Reappropriation Amendment FY 2020

Memo

To: Village Council
From: Brooke Hunter
CC: Jeff Sanborn & Natalie Hawkins
Date: July 25, 2019
Re: Budget amendment re-appropriating funds to complete projects from FY 2019

As you are aware, the Village had several projects underway at June 30, 2019 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 2020 General Fund Budget for these projects, as these amounts were not included in the original budget adopted by Council on June 11, 2019.

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

Administration	NCAFE consulting	\$ 5,000
Human Resources	Learning Management software	9,500
Police	Controlled substance taxes	3,843
Police	Unspent equitable sharing funds	10,944
Police	Two police vehicles	72,500
Police	Replace engine in police vehicle	7,500
Fire	Unspent restricted funds	8,517
Fire	Unspent newly donated funds	750
Public Services Admin	Pole barn	19,315
Streets & Grounds	NCDOT railway crossing improvement	30,000
Streets & Grounds	Memorial flag donations	580
Planning	Comprehensive Plan contract	30,420
Planning	Additional Accela licenses	4,200
Recreation	Arboretum irrigation replacement	25,850
Recreation	Unspent donated funds-Rec	500
Recreation	Unspent donated funds-GWH	1,508
Recreation	Repaint Police vehicle for Recreation Dept.	2,000
Fair Barn	Fair Barn door replacement	7,972
Fair Barn	Wedding magazine advertisement	1,550
Information Technology	Council room AV update	6,000
Total		\$ <u>248,449</u>

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

The other items listed are projects funded in the previous fiscal year that were not started and/or completed by June 30. Described below are the more significant items included in the reappropriation amendment this year.

In Human Resources, funds are being carried over to purchase new learning management software. In Police, funding for two police vehicles must be reappropriated as the vehicles were ordered but not received by year-end. Also in Police, one of the Tahoe engines is no longer functioning. Funding to replace this engine is being carried over. Once the FY 2020 police vehicles arrive, this Tahoe will be transferred to the Recreation Department to use for special events and programs. The cost to repaint the vehicle is included in this amendment as well.

In Public Services, funding for the construction of a pole barn on the Public Services site is requested to be reappropriated as the project has not yet begun. In Streets & Grounds, the NCDOT railway crossing improvement at St. Andrews Drive is being carried into FY 2020 since the project has not begun. This will be coordinated by the NCDOT, as they are the recipient of federal funding to upgrade the railway crossing. Council approved the original budget amendment for this project on May 8, 2018.

For the Planning Department, the remaining Comprehensive Plan contract costs are requested to be carried over. In Recreation, the Arboretum irrigation replacement is being carried over. At the Fair Barn, the remaining costs associated with the Fair Barn door replacement must be reappropriated. The doors were ordered by year-end but were not installed until early July. Finally, in Information Technology, funding for the Council Room AV update is requested to be carried over.

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

ORDINANCE #19-14:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2020, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND (RE-APPROPRIATE FY 2019 FUNDS IN FY 2020).

WHEREAS, funds that were restricted to specific uses were received by the Village in the fiscal year ending June 30, 2019 that were not expended but are expected to be expended in the fiscal year ending June 30, 2020 including Fire donations, Streets & Grounds donations, Recreation donations, greenway wildlife habitat donations, Police controlled substance taxes, and Police equitable sharing funds; and

WHEREAS, the Village budgeted for expenditures in the fiscal year ending June 30, 2019 for various other projects that were not incurred, but are expected to be incurred in the fiscal year ending June 30, 2020; and

WHEREAS, the Village did not appropriate these funds in the original budget adopted for the year ended June 30, 2020;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 13th day of August 2019, 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>
10-00-220-5300	Contracted Services	\$ 5,000	
10-00-240-5911	IT Charges	9,500	
10-00-980-3560	Charges to Other Departments		\$ 9,500
10-00-980-5901	IT Repairs & Maintenance	9,500	
10-10-310-5402	Departmental Supplies – Restricted	3,843	
10-10-310-6803	Equitable Sharing Expenditures	10,944	
10-10-310-7510	Capital Outlay: Fleet Vehicles	72,500	
10-00-960-3560	Charges to Other Departments		72,500
10-00-960-7500	Capital Outlay: Vehicles	72,500	
10-10-310-7510	Capital Outlay: Fleet Vehicles	7,500	
10-00-960-3560	Charges to Other Departments		7,500
10-00-960-7500	Capital Outlay: Vehicles	7,500	
10-10-320-5402	Departmental Supplies – Restricted	9,267	
10-20-410-7200	Capital Outlay: Buildings	19,315	
10-20-420-7700	Capital Outlay: Infrastructure	30,000	
10-20-420-5400	Departmental Supplies	580	
10-40-710-5800	Professional Services	30,420	

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-40-710-5911	IT Charges	\$ 4,200	
10-00-980-3560	Charges to Other Departments		\$ 4,200
10-00-980-5901	IT Repairs & Maintenance	4,200	
10-80-610-7120	Capital Outlay: B&G Land	25,850	
10-00-970-3560	Charges to Other Departments		25,850
10-00-970-7100	Capital Outlay: Land	25,850	
10-80-610-5400	Departmental Supplies	500	
10-80-610-6532	Greenways Wildlife Habitat	1,508	
10-80-610-5903	Fleet Maintenance Charges	2,000	
10-00-960-3560	Charges to Other Departments		2,000
10-00-960-5902	Vehicle Repairs & Maintenance	2,000	
10-80-640-7220	Capital Outlay: B&G Buildings	7,972	
10-00-970-3560	Charges to Other Departments		7,972
10-00-970-7200	Capital Outlay: Buildings	7,972	
10-80-640-5000	Advertising	1,550	
10-00-980-5400	Departmental Supplies	6,000	
10-00-980-3560	Charges to Other Departments		6,000
10-10-310-5911	IT Charges	2,100	
10-10-320-5911	IT Charges	1,440	
10-00-220-5911	IT Charges	1,140	
10-80-610-5911	IT Charges	480	
10-00-240-5911	IT Charges	420	
10-20-420-5911	IT Charges	420	
10-00-190-3905	Fund Balance Appropriated		248,449

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 13th day of August 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER CHANGES TO THE POSITION
CLASSIFICATION AND PAY PLAN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Angela Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

8/1/2019

MEMO DETAILS:

The Human Resources Department contracted with The MAPS Group Inc. in FY 18-19 to perform a partial classification and pay study. The study included:

- Evaluating all regular full-time and part-time positions in the following departments: Administration, Financial Services, Fire, Human Resources, and Parks and Recreation as well as the Administrative Support positions in multiple departments.
- Conducting a salary survey of comparable organizations in the public sector;
- Updating class specifications (position descriptions) for each position; and
- Making recommendations for position classification changes and policy changes.

The study began in February with employees in the selected departments completing position description questionnaires outlining current job responsibilities. Employees, supervisors, department directors and managers were interviewed to clarify 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, Carrboro, Clayton, Hope Mills, Laurinburg, Morrisville, Rockingham, Sanford, and Southern Pines.

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 the Customer Service Representative from pay grade 13 to pay grade 14.
- Move the Communications Specialist from pay grade 21 to pay grade 22 and change the status from non-exempt to exempt.
- Change the title for the Performance Management Director to Organizational Performance Director.
- Move the Human Resources Assistant from pay grade 13 to pay grade 15.

- Move the Human Resources Director from pay grade 30 to pay grade 31.
- Change the title for the Building Inspector to Building Inspector-Level III.
- Add Building Inspector-Level I to pay grade 22. This adds a position, not headcount, and allows for flexibility when there is a need to hire.
- Add Building Inspector-Level II to pay grade 23. This adds a position, not headcount, and allows for flexibility when there is a need to hire.
- Change the title for the Administrative Assistant, Planning and Inspections to Administrative Specialist and move from pay grade 15 to pay grade 16.
- Change the title for the Public Services Director to Public Services and Engineering Director and move from pay grade 30 to pay grade 32.
- Move the Athletic Coordinator from pay grade 19 to pay grade 20 and change the status from exempt to non-exempt.
- Move the Program Coordinator from pay grade 19 to pay grade 20 and change the status from exempt to non-exempt.
- Change the status of the Special Events Coordinator from exempt to non-exempt.
- Move the Fair Barn Coordinator from pay grade 17 to pay grade 18 and change the status from exempt to non-exempt.
- Move the Parks and Recreation Director from pay grade 30 to pay grade 31.
- Add GIS Analyst to pay grade 25. This position was approved in the Strategic Operating Plan.
- Add 3 positions: Assistant Grounds Crew Leader, Assistant Infrastructure Crew Leader and Track Crew Leader to pay grade 14. These are not additions to headcount, but will provide opportunities for development of current staff.
- Add 2 positions, Assistant Solid Waste Superintendent and Building and Grounds Crew Leader, to pay grade 16. These are not additions to headcount, but will provide opportunities for development of current staff.

We not only review positions and pay grades during this process, but we also review the policy outlining the administration of our pay plan. The only change to the policy is a clarification on page 2. All employees, including the Village Manager, may receive the cost of living increase as outlined in the policy. We recommend increasing the pay grades by 2.4% based on the average Consumer Price Index (CPI) for calendar year 2018, as outlined in the policy.

We will continue to offer merit pay based on performance for the fiscal year. Merit increases would continue to be effective October 1st. The amount of merit pay available would be discussed during budget preparations. 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 2019-2020 Position Classification and Pay Plan table for your approval. Thank you for your consideration.

ATTACHMENTS:

Description

- ▣ Memo Addendum to Council
- ▣ Policy on the Administration of the Position Classification and Pay Plan
- ▣ Resolution #19-15 Pay Plan and Pay Plan Policy Changes
- ▣ Attachment A: Position Classification and Pay Plan FY2019-2020



FROM:

Angela Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

8/12/2019

MEMO DETAILS:


After submitting the details for the changes to the position classification and pay plan, we have received and reviewed additional information regarding the Special Events Coordinator position, which was included in the compensation review for FY 18-19. There are a limited number of municipalities and counties that have this position, which is challenging when we need this data for comparison purposes.

We were able to acquire data from four other agencies who have a position similar to our Special Events Coordinator position: Carrboro, Huntersville, Rocky Mount and Davie County. Carrboro is one of our comparison municipalities and many of our positions and pay grades correlate almost exactly. Huntersville and Rocky Mount have larger populations and their ranges were slightly higher for this position. In Davie County, the position is similar, but not solely special events. There is an administrative component as well.

With this additional information available, we would like to recommend moving the Special Events Coordinator from pay grade 19 to pay grade 20.

We have included a modified Position Classification and Pay Plan FY 19-20. Thank you for your consideration.

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:	7/1/2019
Approved by:	Jeffrey Sanborn and 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. 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, 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.

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 and December 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 prorated 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. 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 hired by December 31st will be eligible for the cost of living adjustment. The COLA will be effective the following July 1st.

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 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. 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 grade may receive a pay increase if the employee's current pay rate is less than the midpoint of the new salary grade.

Transition to a New Salary Grade

If the position is reclassified to a higher salary grade and employees in that position earn salaries below the midpoint of the higher salary grade, employees in that position may receive a 5% increase for each grade up to 10% or the midpoint of the new salary grade whichever is lower. 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 the 10% adjustment. These increases may be offset by cost of living adjustments, if any, which will be applied first.

Employees whose salaries are above the midpoint of the new grade would not receive a salary increase if the grade change was based only on prevailing labor market rates. If the position reclassification is due to an increase and change in responsibilities, the Village Manager may grant a salary increase and document the reasons for this increase.

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 the annual salary study are effective July 1st once approved by council.

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. 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. Upon receipt of such request, the Human Resources Director may 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 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:

	<u>8/13/2019</u>
Jeffrey Sanborn, Village Manager	Date

<div style="display: flex; align-items: center;"><div style="width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div><div>#19-xx15</div></div>	<u>8/13/2019</u>
Village Council, Resolution	Date

RESOLUTION #19-15:

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 January 1, 2019; 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 13th day of August, 2019 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective July 1, 2019; 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 2.4 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 13th day of August, 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

Village of Pinehurst
Position Classification and Pay Plan
FY 2019-2020

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		24,557	30,697	36,836
	10	Maintenance Worker	25,785	32,231	38,677
	11	Maintenance Worker, CDL	27,074	33,843	40,611
	12		28,428	35,535	42,642
	13	Customer Service Representative Grounds Specialist Human Resources Assistant Solid Waste Equipment Operator Track Specialist Welcome Center Coordinator	29,849	37,312	44,774
	14	Assistant Grounds Crew Leader Assistant Infrastructure Crew Leader Customer Service Representative Grounds Specialist II Telecommunications Specialist I Track Crew Leader	31,342	39,177	47,012
	15	Administrative Assistant Events Assistant Human Resources Assistant Telecommunications Specialist II	32,909	41,136	49,363
	16	Administrative Specialist Assistant Solid Waste Superintendent Buildings and Grounds Crew Leader Firefighter Fleet Service Technician I Grounds Maintenance Crew Leader Maintenance Technician	34,554	43,193	51,831
E	17	Fair Barn Coordinator Financial Services Technician Fleet Service Technician II Street Maintenance Crew Leader	36,282	45,352	54,423
	18	Administrative Coordinator Fair Barn Coordinator Fire and Life Safety Educator IT Technician Planning and Zoning Specialist Police Officer Senior Firefighter	38,096	47,620	57,144
E E E E	19	Athletic Coordinator Master Firefighter Program Coordinator Senior Police Officer Special Events Coordinator Track Superintendent	40,001	50,001	60,001

Village of Pinehurst
Position Classification and Pay Plan
FY 2019-2020

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	20	Athletic Coordinator Code Compliance Specialist Master Police Officer Police Investigator Program Coordinator Special Events Coordinator	42,001	52,501	63,001
	21	Communications Specialist	44,101	55,126	66,151
E E E E	22	Building Inspector-Level I Buildings and Grounds Superintendent Communications Specialist Fire Captain Human Resources Generalist Planner Police Sergeant	46,306	57,882	69,459
E	23	Building Inspector- Level II Information Technology Systems Specialist Solid Waste Superintendent	48,621	60,777	72,932
E E	24	Battalion Chief Building Inspector-Level III Detective Lieutenant Infrastructure Superintendent Police Lieutenant Senior Planner Village Clerk	51,052	63,815	76,578
E E E E E E	25	Assistant Financial Services Director Assistant Public Services Director GIS Analyst IT Business Analyst Network Administrator Principal Planner	53,605	67,006	80,407
E E	26	Building Code Official Deputy Fire Chief Police Captain	56,285	70,357	84,428
E	27	Fleet Maintenance Director	59,099	73,874	88,649
E	28	Deputy Police Chief	62,054	77,568	93,081
	29		65,157	81,447	97,736
E E E E	30	Human Resources Director Parks and Recreation Director Performance Management Director Public Services Director	68,415	85,518	102,622
E E E E	31	Fire Chief Human Resources Director Parks and Recreation Director Planning and Inspections Director	71,836	89,794	107,753

Village of Pinehurst
Position Classification and Pay Plan
FY 2019-2020

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E E E	32	Chief Information Officer Public Services and Engineering Director Financial Services Director Police Chief	75,427	94,284	113,141
	33		79,199	98,998	118,798
E E	34	Assistant Village Manager for Administration Assistant Village Manager for Operations	83,159	103,948	124,738

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

5% = Spread between grades

50% = Spread within the grade

2.4% = Grade adjustment from previous year



**DISCUSS AND CONSIDER INTENT TO ABANDON RIGHT OF WAY ON
DENICHILO COURT.**

ADDITIONAL AGENDA DETAILS:

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

8/7/2019

MEMO DETAILS:

This item is to consider abandonment of an unused public right-of-way. Denichilo Court is a paper street located at the entrance to the Pinehurst Beach Club.

This right-of-way was part of the original road dedication map from Pinehurst Corporation to the Village and the current Pinehurst, LLC does not dispute the ownership.

Being there is no existing roadbed on the right-of-way, no lots and no need or intention to add a road, staff believes it is in the Village's best interest to abandon the right-of-way and allow it to be absorbed by the adjacent property-owner(s) as provided under State Statute. In this instance Pinehurst, LLC, is owner of the all of the adjacent property and thus ownership would revert to them and this action would make this approximate .57 acres of property taxable to the Village.

There are very specific procedures that must be followed should Council wish to follow through with abandonment. The first is approval of the attached Resolution of Intent followed by four weeks of legal advertisements notifying the public of our intent. The next step is adoption of an ordinance to officially abandon the right-of-way effective on a specific date. The final step is up to Pinehurst, LLC to recombine their adjacent property with the right-of-way into one larger parcel.

If Council wishes to proceed with this recommendation, a motion to adopt the attached resolution is required.

Thanks.

ATTACHMENTS:

Description

□ Resolution #19-17

RESOLUTION #19-17:

A RESOLUTION DELCARING THE INTENT OF THE VILLAGE COUNCIL OF THE VILLAGE OF PINEHURST TO ABANDON THE RIGHT-OF-WAY ON DENICHILO COURT

WHEREAS, the Village Council of the Village of Pinehurst, North Carolina accepted the petition of Pinehurst Incorporated, on July 23, 1984, which requested that the Village accept the dedication of certain streets and rights-of-way in the Village of Pinehurst; and

WHEREAS, among those streets and rights-of way is Denichilo Court; and

WHERAS, the right-of-way on Denichilo Court is not used by the motoring public, and is no longer needed for any public purpose as a public right-of-way;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 13th day of August, 2019 as follows:

SECTION 1. The Village Council of the Village of Pinehurst, North Carolina, herby states its intention to abandon the Denichilo Court right-of-way property, as depicted by the attached survey map and described by the attached metes and bounds description.

SECTION 2. The Village Manager is hereby directed to have the survey map and metes and bounds description available for a public hearing to be held on this matter.

SECTION 3. A public hearing on this matter shall be held at the regular meeting of the Village Council on September 10, 2019.

SECTION 4. A public notice conforming to the requirements of North Carolina General Statutes 160A-299, shall be published in a newspaper with circulation in and around the Village of Pinehurst, North Carolina for four weeks prior to the public hearing.

THIS RESOLUTION passed and adopted this 13th day of August, 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

3/13/2019

CERTIFICATE OF EXEMPTION I HEREBY CERTIFY THAT THE DIVISION OF PROPERTY SHOWN DESCRIBED HEREON IS EXEMPT FROM THE MOORE COUNTY SHERIFFS ORDINANCE BY DEDICATION AND/OR ORDINANCE.	DATE
SHERIFFS ADMINISTRATOR	



LEGEND
UNLESS OTHERWISE DENOTED

- ER - EXISTING IRON ROD
- ECR - EXISTING COLD ROD
- ERM - EXISTING REINFORCING MATERIAL
- EIP - EXISTING IRON PIPE
- S - SANITARY SEWER MANHOLE
- W - WELL

to - UTILITY POLE

○ = "P" = CALCULATED POINT

○ CHAIN LINE TRINCH

○ EXISTING SANITARY SEWER LINE

○ ADDING BOUNDARY LINE

○ CLINING ORIGIN

○ TYPHOGRAPHICAL

UNDERGROUND RIVER OPTIC

[illegible]

RECONGNITION SURVEY OF
RESORTS OF PINEHURST/PINE
PINEHURST LAKE MARINA
SANDHILLS TOWNSHIP,
MOORE COUNTY
NORTH CAROLINA
SCALE 1" = 60'
FIELD WORK-JUNE, 2018

OWNER: RESORTS OF PINEHURST
PINEHURST INC.
P.O. BOX 4000
PINEHURST, N.C. 28374

SURVEYOR: JEFFREY L. GREEN, L-39
LNC ENGINEERING, P.L.C.
140 AQUA SHED CT.
AHLHEIDEN, NC 28315
910.420.1457

NOTE:
THIS PLAT REFLECTS THE SITE AFTER RECOMBINATION. RECOMBINATION TO BE RECORDED PENDING ABANDONMENT OF DENCHILLO COURT BY VILLAGE OF PINEHURST.

Certificate of Exemption

I hereby certify that this plan is exempt from the development ordinance under the definition of subdivision contained in N.C.G.S. 160A-376 and Section 10 of the Village of Pinhurst Development Ordinance for one of the following reasons:

- The cohabitation or reconsecration of persons of previously substat and persons of full status is not considered a change of status, and the resulting heirs are equal to or exceed the usual number of heirs is not increased and the resultant heirs are equal to or exceed the usual number of heirs in this Ordinance.
- The division of land into parcels larger than ten (10) acres where no street right-of-way dedication;
- The public purchase of strips of land for the widening or opening of streets; or
- The division of a tract of land in single ownership whose entire area is no greater than the area of the tract of land in single ownership, and no change of status is involved and the resulting heirs are equal to or exceed the standard set forth in this Ordinance.

Village Manager
SurveyorVILLAGE OF PINEHURST
CONSTRUCTION PLAN APPROVAL

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

[illegible]

PRELIMINARY – DO NOT USE FOR CONSTRUCTION

LKC Engineering, pllc
140 Aqua Shed Court
Aberdeen, NC 28315
O: 910.420.1437
F: 910.637.0096
lkceengineering.com
License No. P-1095

LKC

Engineering
Landscape Architecture
Surveying

RECOMBINATION SURVEY

PINEHURST RESORT &
COUNTRY CLUB
BEACH CLUB IMPROVEMENTS

Pinehurst, North Carolina

C-02

**DENICHILO COURT
RIGHT-OF-WAY**

BEING THE RIGHT-OF-WAY OF DENICHILO COURT AS SHOWN ON PLAT CABINET 1 SLIDE 63 IN THE MOORE COUNTY REGISTRY, BOUNDED ON THE SOUTH BY DIAMONDHEAD DRIVE, ON THE EAST, WEST, AND NORTH BY RESORTS OF PINEHURST TRACT DESCRIBED IN DEED BOOK 523 PAGE 569 IN THE MOORE COUNTY REGISTRY AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A CALCULATED POINT (N.C. GRID COORDINATES: NORTHING 515,651.34' EASTING 1,851,551.84') IN THE NORTHERN RIGHT-OF-WAY OF DIAMONDHEAD DRIVE (60' RIGHT-OF-WAY); THENCE WITH THE NORTHERN RIGHT-OF-WAY OF DIAMONDHEAD DRIVE S 41°20'00" E A DISTANCE OF 50.00' TO A CALCULATED POINT (N.C. GRID COORDINATES: NORTHING 515,613.80' EASTING 1,851,584.86'); THENCE LEAVING THE DIAMONDHEAD DRIVE RIGHT-OF-WAY N 48°40'00" E A DISTANCE OF 50.00' TO A CALCULATED POINT; THENCE A CURVE TO THE RIGHT HAVING A RADIUS OF 282.25 A CHORD BEARING OF N 63°29'59" E A CHORD DISTANCE OF 144.51' TO A CALCULATED POINT; THENCE N 77°51'00" E A DISTANCE OF 73.89' TO A CALCULATED POINT; THENCE A CURVE TO THE LEFT HAVING A RADIUS OF 50.00' A CHORD BEARING OF N 11°45'39" W A CHORD DISTANCE OF 50.00' TO A CALCULATED POINT; THENCE S 77°51'00" W A DISTANCE OF 74.03' TO A CALCULATED POINT; THENCE A CURVE TO THE LEFT HAVING A RADIUS OF 332.25 A CHORD BEARING OF S 63°28'51" W A CHORD DISTANCE OF 169.90' TO A CALCULATED POINT; THENCE S 48°40'00" W A DISTANCE OF 50.00' TO THE POINT OF BEGINNING, HAVING AN AREA OF 13800.92 SQUARE FEET, 0.32 ACRES.