



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF SEPTEMBER 10, 2019
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order by Council and the Planning and Zoning Board.

2. Presentation of the 2019 Comprehensive Plan.

3. Adjourn Planning and Zoning Board Meeting.

4. Reports:

Manager

Council

5. Motion to Approve Consent Agenda.

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

A. Approval of Draft Village Council Meeting Minutes.

End of Consent Agenda.

6. Motion to Adjourn Regular Meeting and Enter Public Hearing.

7. Public Hearing No. 1.

The purpose of this public hearing is for Council to consider adopting an ordinance to abandon the right-of way on Denichilo Court in accordance with NSGS 160A.

8. Motion to Adjourn Public Hearing and Re-Enter Regular Meeting.

9. Discuss and Consider Ordinance 19-15 to Abandon the Right-of-Way on Denichilo Court.

10. Discuss and Consider Ordinance 19-16 to Adopt an ADA Self-Assessment and Transition Plan.

11. Discuss and Consider a Budget Amendment and Contract for the Library Services Needs Assessment.

12. Discuss and Consider Changes to the Policy on Administration of the Position Classification and Pay Plan

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.

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**PRESENTATION OF THE 2019 COMPREHENSIVE PLAN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Natalie Hawkins

CC:

Jeff Sanborn and Darryn Burich

DATE OF MEMO:

9/4/2019

MEMO DETAILS:

This agenda item is a presentation of the 2019 Comprehensive Plan. Representatives from our consultant team of Town Planning & Urban Design Collaborative and City Explained will present the plan to members of the Village Council and the Planning & Zoning (P&Z) Board in this joint meeting.

The 2019 Comprehensive Plan has been modified to incorporate feedback from the public, Village Council, Planning & Zoning Board members, and Village staff since the Community Open House that was held in mid-June. The Village Council and the P&Z Board held several work sessions in July and August of this year to review the public's feedback subsequent to the Open House and discuss changes needed to the draft Plan.

This presentation is not a public hearing on the 2019 Comprehensive Plan, rather it is the official presentation of the Plan that the P&Z Board and Village Council will consider for adoption or amendment. To ensure the public has time to review the Plan that has been revised since June, the P&Z Board's public hearing will be scheduled for later in September and Council can consider holding its public hearing in early October. In addition, residents who may not be able to attend the public hearings on the revised Plan will be able to provide their feedback at www.envisionthevillage.com.

The 2019 Comprehensive Plan represents the culmination of a year long planning effort that attracted nearly 1,100 attendees at public meetings and workshops and over 5,700 visits to www.envisionthevilage.com. The Plan has been formulated based on extensive input from the community, staff, Think Tank members, consultants, members of P&Z, and the Village Council.

Once the revised Plan is received from our consultant team, staff will upload the document to this agenda item and www.envisionthevillage.com for the public to view it.



**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



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

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

9/1/2019

MEMO DETAILS:

Attached are the draft minutes from the Village Council special meetings on August 5th, 12th, and 13th as well as the regular meeting on August 13th.

ATTACHMENTS:

Description

- ☐ August 5, 2019 Special Meeting
- ☐ August 12 and 13, 2019 Special Meeting (Library Interviews)
- ☐ August 12, 2019 Special Meeting (Comp. Plan Discussion)
- ☐ August 13, 2019 Regular Meeting



**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF AUGUST 5, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

The Pinehurst Village Council held a Special Meeting at 3:00 p.m., Monday, August 5, 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 25 attendees, including 4 staff and 1 press.

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 29th she has updated the recommended strategies spreadsheet with consolidated timeframes and importance based on input from all five Council members. Ms. Hawkins explained for today's meeting she would like Council to focus on the areas that there wasn't a consensus on. The group discussed the significance of categorizing strategies by importance and timeframes. Ms. Hawkins explained the timeline for the adoption of the plan initially was to receive comments and return those back to the consultants by July 15th and then they would send revised draft back to Council by August 30th. Ms. Hawkins explained that if Council is able to come to a consensus today on the importance of the different strategies then we could turn the draft back over to the consultants and have them revise the document and still meet the August 30th deadline.

The group reviewed the strategies that didn't have the consensus of Council, related to the importance of each one individually. Council discussed those strategies and came to a consensus of all. Ms. Hawkins stated the next step would be cleaning up the spreadsheet and placing a timeframe on the strategies. Council discussed a meeting date to review the updated spreadsheet based on the input from today's meeting. Mayor Pro Tem Bouldry stated he would like to see all the rankings in order and correlation to the way the public ranked items and Council agreed. Ms. Hawkins shared a section of the revised draft document text that she has been working on as the strategies have been revised. Mayor Pro Tem Bouldry stated he is very comfortable where we are in the process. Council agreed to let staff enter the timeframes based on the recommendations they have already made. Council agreed to have a special meeting on Monday, August 12th at 12:00 pm to review the updated document with the timeframes for the strategies.

3. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Bouldry, seconded by Councilmember Davis, Council unanimously approved to adjourn the special meeting by a vote of 5-0 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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DRAFT



**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF AUGUST 12, 2019
COUNCIL CONFERENCE ROOM
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

The Pinehurst Village Council held a Special Meeting at 9:00 a.m., Monday, August 12, 2019, in the Council Conference Room 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. Natalie Hawkins

And approximately 8 attendees, including 2 staff and 6 members of the public.

1. Call to Order.

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

2. Interviews with firms for Library Needs Assessment.

Two representatives, Mr. Dick Waters and Mr. Brad Waters, from Godfrey's Associates consulting firm provided a presentation of their proposal for the Village of Pinehurst Library Services Needs Assessment. Other members of the Godfrey's Associates consulting team also participated in the presentation via telephone, including Dona Weisman, Judy Daniluk, Andy Wright, and Mark Elickson. At the conclusion of their presentation, firm representatives addressed questions posed by Village Council members and the Council discussed the firm's qualifications and its ability to perform the services outlined in the Village of Pinehurst Library Services Needs Assessment Request for Proposal. Upon a motion by Councilmember Jack Farrell and a second by Councilmember John Bouldry, the Council recessed the meeting at 10:30 am.

Upon a motion by Councilmember Judy Davis, and a second by Councilmember Kevin Drum, the Village Council reconvened the meeting at 2:00 pm to meet with three representatives from Ratio consulting firm, Hal Bowen, Kim Bolan, and Brent Covington. The Ratio consulting team provided a presentation of their proposal for the Village of Pinehurst Library Services Needs Assessment and answered questions from the Council at the conclusion of their presentation. Village Council members then discussed the firm's qualifications and its ability to perform the services outlined in the Village of Pinehurst Library Services Needs Assessment Request for Proposal. At 3:45 pm, Councilmember John Bouldry made a motion to recess the meeting until 9:00 am on Tuesday, August 13th. The motion was seconded by Councilmember Judy Davis.

Upon a motion by Councilmember Jack Farrell and a second by Councilmember John Bouldry, the Village Council reconvened the meeting at 9:00 am on Tuesday, August 13th. Two representatives, Tim Shepherd and Ann Shepherd from Shepherd & Associates, LLC consulting firm provided a presentation of their proposal for the Village of Pinehurst Library Services Needs Assessment. At the conclusion of their presentation, firm representatives addressed questions posed by Village Council members and the Council discussed the firm's qualifications and its ability to perform the services outlined in the Village of Pinehurst Library Services Needs Assessment Request for Proposal. Upon a motion by Councilmember Jack Farrell and a second by Councilmember Judy Davis, the Council recessed the meeting at 10:30 am.

Upon a motion by Councilmember Judy Davis and a second by Councilmember Kevin Drum, the Village Council reconvened the meeting at 1:00 pm on Tuesday, August 13th. A representative from Library IQ, Debbie Joy, provided a presentation remotely for the firm's proposal for the Village of Pinehurst Library Services Needs Assessment. Fred Belledin, of Clearscapes Architecture + Art, was also present and participated in the presentation. At the conclusion of the Library IQ presentation, firm representatives addressed questions posed by Village Council members and Council discussed the firm's qualifications and its ability to perform the services outlined in the Village of Pinehurst Library Services Needs Assessment Request for Proposal.

The Village Council then discussed all four of the proposals and interviews of the consultant firms selected for interviews. Council came to a consensus on the top two firms and directed Village staff to follow up with consultants to obtain additional information requested by the Council.

3. Motion to Adjourn.

Council unanimously approved to adjourn the Special Meeting at 3:45 pm.

Respectfully Submitted,

Natalie Hawkins,
Asst. Village Manager

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**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF AUGUST 12, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

The Pinehurst Village Council held a Special Meeting at 12:00 p.m., Monday, August 12, 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. Leo Stanowasso, Planning and Zoning Board Chair
Mr. Jeffrey Sanborn, Village Manager
Ms. Natalie Hawkins, Assistant Village Manager
Mr. Darryn Burich, Planning and Inspections Director
Ms. Beth Dunn, Village Clerk

And approximately 8 attendees, including 1 press.

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 the primary purpose and objective of the meeting was to review and discuss the proposed timelines of implementation strategies contained in the Draft 2019 Comprehensive Plan. Ms. Hawkins reviewed a memo from staff to help facilitate the Council's discussion and update the public on the status of the Council's review and the Planning & Zoning (P&Z) Board's review of the Plan to date.

Ms. Hawkins began with a question she received about Focus Area One (1), the ETJ. She explained the question was in reference to the language in regards to three (3) single family residential neighborhoods in this area. Councilmember Farrell stated in the previous discussions about Focus Area One (1) Council did not contemplate the language, accommodating up to two dwelling units per acre with the exception of 3 new single family residential neighborhoods. He stated that putting a number on residential neighborhoods is not necessary, as these could be achieved in other ways and sounds like we would approve those three (3) and no more. The group discussed the proposed language of this statement. Mr. Sanborn stated maybe it should just state business as usual but ability to approve higher density with certain conditions. Ms. Hawkins stated that the consultants would have to re-run the numbers for the assumptions based on that change. Councilmember Farrell suggested re-phrasing the sentence to conditional zoning provisions may still apply which may accommodate a higher density. The group also discussed adding language for the threshold for greenspace at forty percent (40%). Leo Santowasso, Planning and Zoning Board Chairman, stated there needs to be some control over the open space and there needs to be some clarification on the requirement. Otherwise, an applicant could go down to what the existing conditional district rezoning provisions are.

Ms. Hawkins explained that strategy 7-2, regarding undesirable building patterns, was deleted by Council initially because it was so similar to others strategies. Ms. Hawkins stated the Planning and Zoning Board felt this strategy should be left in the plan as its own strategy. Council decided to leave as its own strategy and will be included in Guiding Principle #2. Ms. Hawkins stated that overall there were 20 strategies eliminated, 41 strategies that were combined with others, and 29 strategies added. She gave a brief overview of all the strategies added by Council.

Mr. Santowasso stated that the P&Z Board had an issue with the wording of strategy 2-7 that relates to overpasses and bridges for pedestrian crossings in the Medical District. He explained they felt this method wouldn't look like Pinehurst. The P&Z Board suggested changing the wording to "considering ways to ensure safe pedestrian crossing on Page Road and Memorial Drive in the Medical District" and Council agreed with the change. Mr. Santowasso also stated the P&Z Board recommended modifying the language for strategy 4-16 to soften the tone. The P&Z Board suggested changing to "work with Village businesses to identify solutions to minimize employee on-street parking to provide convenient parking for customers", Council agreed to re-word.

Ms. Hawkins shared the strategy recommendation document, which has her own first pass at adding a timeframe to all of the strategies. The group discussed that the numerous items in the one (1) to two (2) year timeframe which could potentially have an impact on staff capacity. Councilmember Davis suggested adding a section that would show the level of effort that would be required for staff to implement the strategy. Mr. Sanborn stated we could take that one step further and add the department impacted as well. Council determined those items would be helpful and agreed to add those into the document. Ms. Hawkins asked Council if there were any items within the one (1) to two (2) year timeframe that they felt should be moved further out. Mayor Nancy Fiorillo stated the small area plan for Village Place should be pushed further out as the Pinehurst Development Ordinance re-write is more important and will need to be completed first. Also, she suggested to move strategy 7-10, for wellheads, to three (3) to five (5) years. Mayor Nancy Fiorillo also stated that moving the Public Service Building out of Village Place could be moved out to the three (3) to five (5) year timeframe as well. Ms. Hawkins shared some additional areas that she had questions on such as using the CommunityViz software as a tool for various planning information. She explained to Council that she grouped all of recommendations together, which suggested use of the CommunityViz software, and placed them in the one (1) to two (2) year timeframe.

Councilmember Davis suggested moving evaluating ways to partner to bring high speed internet strategy up to "very important", as it was one of the highest vote getters and Council agreed. Ms. Hawkins also stated that the strategy to protect the Western Connector was the seventh highest vote getter by the public and suggested moving to "very important". Ms. Hawkins stated strategy 6-6, to create more open spaces, received a lot of resident votes. Mr. Sanborn stated that we may not want to set these up now but we may want to be able to acquire property to create these spaces, if the opportunities become available. Ms. Hawkins stated this could be studied further when we update the Parks and Recreation Master Plan. Mayor Pro Tem Bouldry stated he agrees with Mr. Sanborn on having the opportunity to purchase land and work with Home Owners Associations to partner to create new spaces. Mayor Pro Tem Bouldry mentioned that the P&Z Board recommend adding a glossary of terms to the document and thought that would be very helpful.

Ms. Hawkins stated the Consultants plan to present the revised Comprehensive Plan at a joint Council and P&Z Board meeting on September 10th. Village staff will then post the revised Comprehensive Plan on the Envision the Village website to ensure adequate time for public review and comments prior to public hearings in late September and October by both P&Z and Council.

3. Motion to Adjourn.

Council unanimously approved to adjourn the Special Meeting at 1:45 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF AUGUST 13, 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, August 13, 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 19 attendees, including 6 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 John Kinyon, Redeemer Church.

3. Reports:

Village Manager

- Council completed interviews with four prospective firms to conduct the Library Needs Assessment.
- Progress on Community Presbyterian Church site is moving along. The Planning Department has a fully synced up set of plans and are reviewing. Today he approved a recombination of plats that were required, to move that project forward.
- Received a formal submission for the Cancer Center by the hospital. The plans include a 4 story building, 4 story parking garage, and a parking lot to the rear of the building. This project will require a rezoning to the medical district. They are asking for solar panels on the top of the parking structure and to allow for smaller setbacks.

Village Council

- Councilmember Davis stated the US Amateur play times will move up to 8:00 am on Wednesday due to the impending weather.

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 July, 2019
- Approval of Draft Village Council Meeting Minutes.

- 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
- Budget Amendments Report
- Renewal of Annual Accela Software Subscription

End of Consent Agenda.

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 a Request for Sponsorship/Waiver of Fees at Fair Barn.

Mark Wagner, Parks and Recreation Director, stated staff received a request from Carolina Philharmonic regarding waving or reducing the rental fee for the Fair Barn for their 10th anniversary event. David Wolff stated the event is their annual fundraiser and the primary goal of Philharmonics is to provide music education to children in Moore County. They have served over 14,000 kids in Moore County in the last 10 years.

Upon a motion by Councilmember Davis, seconded by Councilmember Mayor Pro Tem Bouldry, Council unanimously approved the sponsorship request for use of the Fair Barn on September 13th and 14th, 2019 for Carolina Philharmonic's 10th anniversary event by a vote of 5-0.

6. Discuss and Consider a Request for a Special Intensity Allocation Request (LaForet Townhome Development).

Darryn Burich, Planning and Inspections Director, explained staff has received a request 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.

Upon a motion by Drum, seconded by Mayor Pro Tem Bouldry, Council unanimously approved the proposed Special Intensity Allocation as outlined in the staff memorandum dated August 8, 2019 for the proposed 40-unit LaForet townhome development located on the Village's west side between Linden Road and Foxfire Road. If development approval shall expire, this SIA shall be rescinded and the allotted allocation shall be returned to the pool for future allocation by a vote of 5-0.

7. Discuss and Consider a Request for a Special Intensity Allocation Request (Pinehurst Coin Exchange).

Darryn Burich, Planning and Inspections Director, explained staff has received a request 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.

Upon a motion by Councilmember Farrell, seconded by Councilmember Davis, Council unanimously approved the proposed Special Intensity Allocation as outlined in the staff memorandum dated August 8, 2019 for the proposed Pinehurst Coin Exchange building located 5 Trotter Hills Circle. If development approval shall expire, this SIA shall be rescinded and the allotted allocation shall be returned to the pool for future allocation by a vote of 5-0.

8. Discuss and Consider Awarding FY 2020 Resurfacing Contract to Riley Paving, Inc.

Mike Apke, Public Services Director, explained 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 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.

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. Councilmember Davis asked when they plan to get started after approval. Mr. Apke said we are on the Contractors schedule to begin in October. Councilmember Farrell asked how many total miles of Village Roads there were. Mr. Apke stated there are 107 miles of roadway in the Village.

Upon a motion by Mayor Pro Tem Bouldry, seconded by Councilmember Drum, Council unanimously approved to authorize the Mayor or her designee to execute a contract with Riley Paving, Inc. for the FY 2020 annual road-resurfacing project in the amount of \$657,306.25 and request that the Village Manager is authorized to execute change orders to add additional miles at the original unit pricing with the overall annual amount not to exceed \$900,000 in sum total by a vote of 5-0.

9. Update on the Status of the FY 2019 Strategic Operating Plan Implementation.

Lauren Craig, Performance Management Director, presented Council with an update on the status of implementing the FY 2019 Strategic Operating Plan. Ms. Craig reviewed the FY 2019 Initiative Action Plans (IAPs) through June 30, 2019 and explained the only IAP not completed in FY 2019 as planned is the Planning and Inspections 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. Ms. Craig reviewed other multi-year IAPs in progress (on schedule and not on schedule) at the end of FY 2019. Councilmember Drum asked if we were able to show the improvements that the Balridge have helped us with. Mr. Sanborn stated that overall we would be able to show the metrics we track annually improving. Ms. Craig stated they are starting to put together some quantifiable numbers for efficiencies gained. Councilmember Farrell stated having seen this process in depth now he is confident that some of these items that seem internal to some, actually end up providing efficiency and effectiveness to the services we provide to the population. Also, he stated at there will be many potential projects that will become IAP's, coming out of the new Comprehensive Plan, and the list will have to be carefully managed in the future.

10. Discuss and Consider a Budget Amendment Reappropriating Funds from FY 2019 to FY 2020.

Brooke Hunter, Financial Services Director, explained 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. Ms. Hunter explained the proposed 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. The total amount of the FY 2020 rollover is \$248,449.

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved Ordinance 19-14 reappropriating funds from the FY 2019 Budget to the FY 2020 Budget by a vote of 5-0.

11. Discuss and Consider Changes to the Position Classification and Pay Plan.

Angie Kantor, Human Resources Director, explained the Human Resources Department contracted with The MAPS Group Inc. in FY 18-19 to perform a partial classification and pay study. The study evaluated 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. Ms. Kantor reviewed the recommended changes to the FY2020 position and pay classification policy. Councilmember Farrell asked what the effect these changes would have on the salary line of the current budget. Ms. Kantor stated she said anticipated changes and had budgeted for them already and the changes were actually less than half of what she had budgeted for.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council unanimously approved Resolution 19-15 amending the Policy on the Administration of the Position Classification and Pay Plan for the Village of Pinehurst by a vote of 5-0.

12. Discuss and Consider Intent to Abandon Right of Way on Denichilo Court.

Jeff Batton, Assistant Village Manager, explained 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.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council unanimously approved Resolution 19-17 declaring the intent of Village Council to abandon the right of way on Denichilo Court by a vote of 5-0.

13. Other Business.

No other business was discussed.

14. Comments from Attendees.

- Brad Cots, 6 Hampshire Lane, stated he would like to see Council approve an ordinance to deal with single family homes having multiple vehicles parked in their yards and not in their driveways.
- John Hoffman, Everett Road, 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.
- John Webster, McKenzie Road, stated he thinks there is a flaw in the planning process for the Comprehensive Plan, one item is using the assumption that the demographics are changing. He doesn't think the age of the population has changed. Another issues he stated is the expected number of new residents in the next 10 years, which would be a 41% increase, and he explained he doesn't feel these numbers conform to the past population changes and these numbers are not creditable unless there is a pro-growth emphasis. He stated he believes the residents are saying something differently, no growth. Also, he sees a trend of adding residents who don't meet the average, in terms of property and vehicle asset base, and therefore produce less taxes. He explained his thoughts that there is enough land in Pinehurst, currently, to accommodate the growth that he feels will happen. He stated that a lot of people have shown an interest in protecting our environment and he believes we should protect and preserve the ETJ rather than building roads and sewers. He also inquired about the cost of the Comprehensive Plan.

15. Motion to Adjourn.

Upon a motion by Councilmember Davis, seconded by Drum, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 6:23 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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PUBLIC HEARING NO. 1.
ADDITIONAL AGENDA DETAILS:

The purpose of this public hearing is for Council to consider adopting an ordinance to abandon the right-of-way on Denichilo Court in accordance with NSGS 160A.

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

9/1/2019

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.

ATTACHMENTS:

Description

- ☐ Resolution 19-17 Intent to Abandon Right-of-Way

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.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)



By: _____

Nancy Fiorillo, Mayor

Approved as to Form: _____

Michael J. Newman, Village Attorney

Attest:



Beth Dunn, Village Clerk

John R. S.
PROF. OF LAND SURVEYOR
1-3472
LICENSE NUMBER

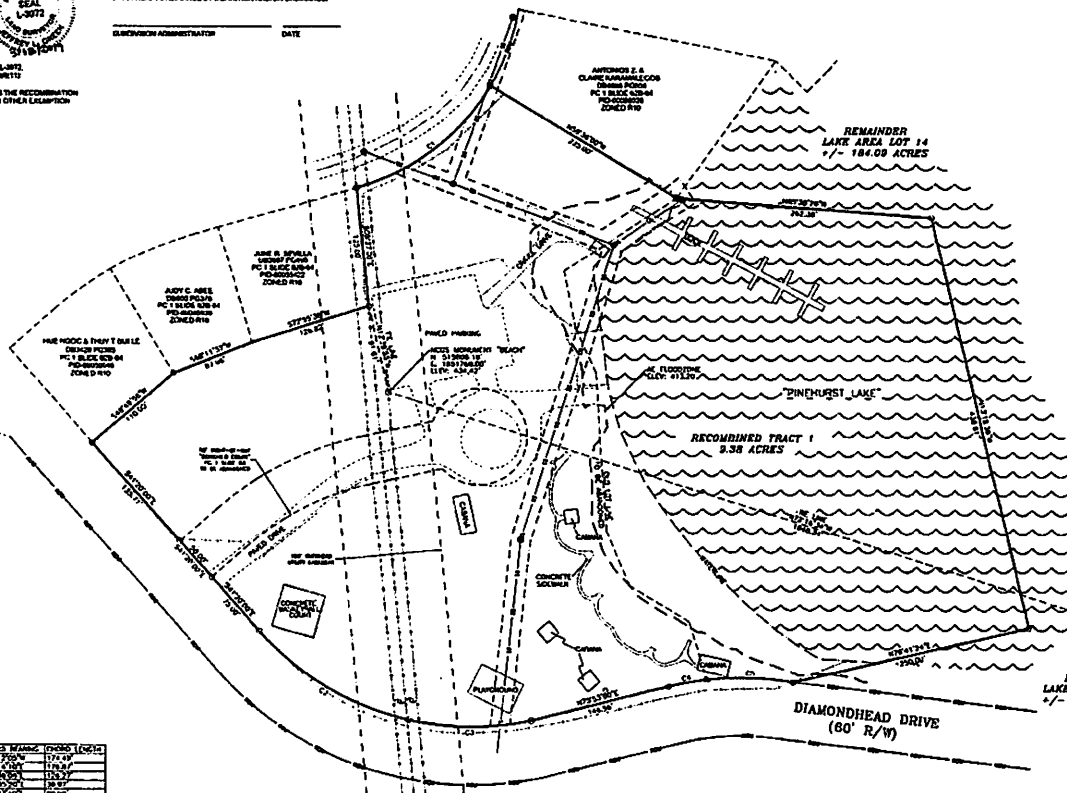
THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION

9/13/2019
DATE

REVIEW OFFICER _____ DATE _____

CERTIFICATE OF EXEMPTION
I HEREBY CERTIFY THAT THE DESIGN OF PROPERTY SHOWN AND
DESCRIBED HEREON IS EXEMPT FROM THE ABOVE COUNTY
INVIOLATION ORDINANCE BY DEFINITION AND/OR DEDICATION.

SUBMISSION ADMINISTRATOR _____ DATE _____



ANALYST	DATE	INSTR.	ANALYST	DATE	INSTR.	CONCENTRATION	REMARKS	REMARKS
C1	12/1/73	225.97	12/1/73	225.97	12/1/73	17.4.67		
C2	12/1/73	225.97	12/1/73	225.97	12/1/73	17.4.67		
C3	12/1/73	225.97	12/1/73	225.97	12/1/73	17.4.67		
C4	12/1/73	225.97	12/1/73	225.97	12/1/73	17.4.67		
C5	12/1/73	225.97	12/1/73	225.97	12/1/73	17.4.67		

LEGEND

- UNLESS OTHERWISE NOTED
- = DR = EXISTING IRON ROD
- = PS = IRON W/ SLT
- = LCM = EXISTING CONCRETE MONUMENT
- = DP = EXISTING IRON PIPE
- = S = SANITARY SEWER MANHOLE
- = UEL = UTILITY POLE
- = TOP = CALCULATED POINT
- CHAIN LINK FENCE
- OVERHEAD UTILITIES
- EXISTING SANITARY SEWER LINE
- ADJOINING BOUNDARY
- TREASURE DITCH
- AREA LIGHT
- TELEPHONE PEDESTAL
- UNDERGROUND FIBER OPTIC

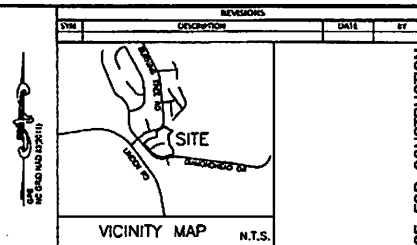
[illegible]

RECOMBINATION SURVEY OF
RESORTS OF PINEHURST/"PINEHURST INC"
PINEHURST LAKE MARINA TRACT

SANDHILLS TOWNSHIP,
MOORE COUNTY NORTH CAROLINA
SCALE 1" = 60' DECEMBER, 2018
FIELD WORK-JUNE, 2018

OWNER: RESORTS OF PINEHURST
"PINEHURST INC."
P.O. BOX 4800
PINEHURST, N.C. 28374

SUPPLIER: JEFFREY L. GREEN, I-3
LUX FURNITURING, P.O.C.
140 ADNA DRD CT
ABERDEEN, NC 28315
810 470 1637



FOLE REFERENCE

TRACT 1
DEED BOOK 523 PAGE 46
PLAT CABINET 1 SLIDE 83
PIN 855108138675
PID 00054721
MOORE COUNTY REGISTRY
JORDG-MELTP

RTMNOFR TRACT
DEED BOOK 523 PAGE 46
PIN 855100268233
PID 00054725
MOORE COUNTY REGISTRY
JORDG-RD

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

Certificate of Exemption

I hereby certify that this plat is exempt from the development ordinance under the definitions of subdivision contained in N.C.G.S. 160A-375 and Section 10 of the Village of Pinckney Development Ordinance for one of the following reasons:

- a. The acquisition or reconveyance of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards set forth in this Ordinance.
- b. The division of land into parcels larger than ten (10) acres where no street right-of-way dedication.
- c. The public purchase of strips of land for the widening or opening of streets;
- d. The division of a tract of land in single ownership whose entire area is no greater than two (2) acres in three (3) or fewer lots where no street right-of-way dedication is involved and where the resulting lots are equal to or exceed the standards set forth in this Ordinance.

Village Manager

Summary

ADD: MONMOUTH VILLAGE
Rt. B1930437
E. 1853328-10
LLP, 421.27

**VILLAGE OF FINEST
CONSTRUCTION PLAN APPROVAL**

All Construction Methods and Materials shall be in accordance with the Village of Poundstun, Inverclyde Public Utilities, and HCCO Standards and Specifications, in the event of a conflict between standards, the more stringent shall govern unless a written order is issued by the Village Engineer. Utility installations and other Public Facilities, including streets, drains, and handpump ranges, have been approved by the Village of Poundstun and shall not be installed unless a change is authorized by prior written approval. Public Sanitary Sewer and Utility Connections shall be recorded prior to final acceptance and/or issuance of a Certificate of Occupancy by the Village.

PLAN APPROVAL NUMBER:

©2004 Pearson Education, Inc.

FIVE CONCLUSIONS

PURPOSE

MOORE CO PUBLIC UTIL

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

THIS IS TO ADVISE YOU THE THE VILLAGE OF PHOENIX IS NOW REQUIRING A MINIMUM OF FORTY-FOUR (48) HOURS OF NOTICE WITH REQUESTING AN ENGINEERING INSPECTION. INSPECTION REQUESTS MAY BE MADE BY CALLING THE ENGINEERING DEPARTMENT AT 226-1800. ITEMS REQUIRING AN ENGINEERING INSPECTION INCLUDE, BUT ARE NOT LIMITED TO:

- [illegible]

FAILURE TO SCHEDULE THE REQUIRED INSPECTIONS SHALL BE GROUNDS FOR REJECTION OF ALL WORK NOT INSPECTED AND RESUME OF A STOP-WORK ORDER UNTIL THE PROJECT IS IN COMPLIANCE.

USE FOR CONSTRUCTION

LKC Engineering, pllc
140 Aquas Street Court
Abbeville, NC 28315
O: 910.420.1437
F: 910.637.0096
lkceingneer@com
License No. F-1095

SEAL
1-3973
NORTH CAROLINA
REGISTERED PROFESSIONAL ENGINEER
EXPIRATION DATE 12/31/2011

57

Engineering
Landscape Architecture
Surveying

CKL

RECOMBINATION SURVEY

**PINEHURST RESORT &
COUNTRY CLUB
BEACH CLUB IMPROVEMENTS**

Nebraska: Youth Committee

DATE: DEC. 2018

DESIGNED PAGE

DRAWING: ILC

CHECKED: 1M

3

C-02

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.



**DISCUSS AND CONSIDER ORDINANCE 19-15 TO ABANDON THE RIGHT-
OF-WAY ON DENICHILO COURT.
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

9/1/2019

MEMO DETAILS:

This item is to consider Ordinance #19-15 to abandon the public right-of-way on Denichilo Court. This paper street has never been developed, has no buildable lots platted, and the Village has no foreseeable use for the property. As such, it is in the best interest of the public to abandon the property under the procedures outline in N.C. General Statutes and allow the property to become taxable land.

In addition to the preceding public hearing, the requirements of N.C, General Statutes for notifications have occurred including four weeks of legal ads, notification of abutting property owners, and street postings of the public hearing.

If Council wishes to proceed with the abandonment, a motion to adopt the attached ordinance is required.
Thanks.

ATTACHMENTS:

Description

□ Ordinance 19-15 Abandon ROW

ORDINANCE #19-15:

AN ORDINANCE ABANDONING THE RIGHT-OF-WAY ON DENICHILO COURT

WHEREAS, the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting on August 13, 2019, adopted Resolution #19-17 stating its intention to abandon the right-of-way on Denichilo Court as delineated in the attached metes and bounds description and shown on the attached map and;

WHEREAS, said resolution has been published in The Pilot newspaper with general circulation in the Village of Pinehurst, posted at Village Hall and a notice of the public hearing has been placed at the entrance to Denichilo Court and a copy of the Resolution #19-17 was mailed to owners of all property which abuts said street; and

WHEREAS, a Public Hearing was held on the 10th day of September, 2019, pursuant to Resolution #19-17, where all persons desiring to be heard were allowed to address the Council, and it appearing to the satisfaction of Council after the hearing, that abandoning the right-of-way of Denichilo Court is not contrary to the public interest.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 10th day of September, 2019, as follows:

SECTION 1. That the right-of-way of Denichilo Court hereinafter described and shown shall be abandoned and said right-of-way will become the property of the adjacent property owner(s).

SECTION 2. The Village Clerk of the Village of Pinehurst is hereby authorized, directed, and empowered to file in the office of the Register of Deeds for Moore County, a certified copy of this Ordinance.

SECTION 3. This Ordinance shall be and remain in full force and effect from and after November 1, 2019.

THIS ORDINANCE passed and adopted this 10th day of September, 2019.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

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°20'10" 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°40'10" 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°29'15" 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°45'13" W A CHORD DISTANCE OF 50.00' TO A CALCULATED POINT; THENCE S 77°51'10" 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.

I, JEFFREY L. GREEN, CERTIFY THAT THIS PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE REFERENCE TO SHOWING) THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN REFERENCES AS SHOWN, THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000, THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH G.S. 42-26 AND ALL APPLICABLE, WITHOUT MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL, THIS PLAN, DAY OF JUNE, 2018.

Jeffrey L. Green
Professional Land Surveyor
L-3972
License Number



I, JEFFREY L. GREEN, PROFESSIONAL LAND SURVEYOR, L-3972, CERTIFY TO THE FOLLOWING AS REQUIRED BY G.S. 47-302(1):

THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

Jeffrey L. Green
Professional Land Surveyor
L-3972
Date: 5/18/2019

STATE OF NORTH CAROLINA
REVIEW OFFICER: _____ COUNTY, CERTIFY THAT THE MAP OR PLAN TO WHICH THIS CERTIFICATION IS APPLIED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER: _____ DATE: _____

CERTIFICATE OF EXCEPTION
I HEREBY CERTIFY THAT THE DESIGN OF PROPERTY BOUNDARY AND DECOMPOSITION HEREON IS EXCEPT FROM THE MOORE COUNTY SUBDIVISION ORDINANCE BY DEFINITION AND/OR ORDINANCE.

SUBDIVISION ADMINISTRATOR: _____ DATE: _____

REVISIONS			
SYM.	DESCRIPTION	DATE	BY

VICINITY MAP N.T.S.

TITLE REFERENCE
TRACT 1
DEED BOOK 523 PAGE 469
PLAN C000171 SLICE 43
PIN 655108158678
MOORE COUNTY REGISTRY
ZONING-R19
REMAINDER TRACT
DEED BOOK 523 PAGE 469
PIN 655109262235
MOORE COUNTY REGISTRY
ZONING-R19

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

Certificate of Recombination

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

- The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots so combined and the resulting lots are equal to or exceed the standards set forth 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 a portion of land for the widening or opening of a street; or
- The division of a tract of land in single ownership whose entire area is no greater than two (2) acres in three (3) or fewer lots where no street right-of-way dedication is involved and where the resulting lots are equal to or exceed the standards set forth in this Ordinance.

Village Manager: _____

Surveyor: _____

MOORE COUNTY "NOTA"
ELEVATION
ELEV. 412.55'

VILLAGE OF PINEHURST CONSTRUCTION PLAN APPROVAL

All Construction Methods and Materials shall be in accordance with the Village of Pinehurst, Moore County Public Utilities, and MOORE COUNTY STANDARDS and Specifications. In the event of a conflict between standards, the more stringent shall govern unless a written order is issued by the Village Engineer. Utility Installations and other Public Facilities, including streets, sidewalks, and landscaping, shall be approved by the Village of Pinehurst and shall be installed unless a change is submitted by prior written approval. Public Safety Signs and Utility Markings shall be installed prior to final occupancy and/or issuance of a Certificate of Occupancy by the Village.

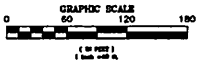
PLAN APPROVAL, REASON:
CHECKED BY: _____
FIRE DEPARTMENT: _____
PLUMBING: _____
MOORE CO. PUBLIC UTILITIES: _____

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

THIS IS TO ADVISE YOU THAT THE VILLAGE OF PINEHURST IS NOW REQUIRING A MINIMUM OF FORTY-FOUR (48) HOURS OF NOTICE BEFORE REQUESTING AN INFRASTRUCTURE INSPECTION. INSPECTION REQUESTS MAY BE MADE BY CALLING THE ENGINEERING DEPARTMENT AT 252-1800. IT IS REQUIRED THAT AN ENGINEERING INSPECTION INCLUDE, BUT NOT BE LIMITED TO:

- SUBGRADE INSPECTION/PROOF ROLLING/COMPLETION, SECURITIES, FIRE LINES, ETC.) DOG EY TESTS FROM AN APPROVED GEO-TECHNICAL ENGINEERING FIRM MAY BE REQUIRED.
- PLACEMENT AND INSPECTION OF BASE COURSE MATERIALS INCLUDING PROOF-ROLLING. COMPLETION TESTS FROM A VILLAGE APPROVED GEO-TECHNICAL ENGINEERING FIRM MAY BE REQUIRED/ACCEPTED BY THE VILLAGE.
- PLACEMENT AND COMPLETION OF FINISH MATERIALS INCLUDING CONCRETE AND ASPHALT SURFACE COURSES. INCLUDES STRIPING/PAVING, CURBS, FENCES AND ROLLING OPERATIONS, MATERIAL INSPECTIONS, INSTALLATION OF WATER AND SEWER MAINS AND SERVICES INCLUDING PRESSURE TESTING, PIPE LEAK DETECTION, ETC.
- WATER, MATERIAL TESTING, MANHOLE, PULLS, ETC. NECESSARY TO MEET THE VILLAGE'S UTILITY REQUIREMENTS. NOTE: THE VILLAGE WILL ALSO CONTACT THE MOORE COUNTY UTILITIES DEPARTMENT ENGINEERING DEPARTMENT AT 252-1800 TO SCHEDULE UTILITY INSPECTIONS AS REQUIRED BY MOORE.
- INSTALLATION OF FENCE LINE AND PLACEMENT OF CONCRETE/ASPHALT CURB AND GUTTER, ETC. NEARBY PUBLIC RIGHT OF WAY, INSTALLATION OF STORM DRAINAGE SYSTEMS/PIPES, TRENCHES, GUTTER BODIES, FENCE/RAILS, OUTLET, PROTECTION, ETC.)
- INSTALLATION OF STORM DRAINAGE SYSTEMS/PIPES, TRENCHES, GUTTER BODIES, FENCE/RAILS, OUTLET, PROTECTION, ETC.)

FAILURE TO SCHEDULE THE REQUIRED INSPECTIONS SHALL BE CONSIDERED FOR REJECTION OF ALL WORK NOT INSPECTED AND ISSUANCE OF A STOP-WORK ORDER UNTIL THE PROJECT IS IN COMPLIANCE.



LINE	TYPE	LENGTH	AREA	PERIMETER	REMARKS
1	178.72	22.57	12.22	12.22	178.72
2	119.45	22.57	12.22	12.22	119.45
3	127.37	22.57	12.22	12.22	127.37
4	127.37	22.57	12.22	12.22	127.37
5	127.37	22.57	12.22	12.22	127.37
6	127.37	22.57	12.22	12.22	127.37
7	127.37	22.57	12.22	12.22	127.37
8	127.37	22.57	12.22	12.22	127.37
9	127.37	22.57	12.22	12.22	127.37
10	127.37	22.57	12.22	12.22	127.37

- LEGEND
- UNLESS OTHERWISE DENOTED
 - OR = EXISTING IRON ROD
 - OR = IRON ROD SET
 - OR = EXISTING CONCRETE MONUMENT
 - OR = EXISTING IRON PIPE
 - OR = SANITARY SENDER MANHOLE
 - OR = WELL
 - OR = UTILITY POLE
 - OR = CALCULATED POINT
 - OR = CHAIN LINK FENCE
 - OR = OVERHEAD UTILITIES
 - OR = EXISTING SANITARY SENDER LINE
 - OR = ADJOINING BOUNDARY LINE
 - OR = CENTERLINE CHIEF
 - OR = AREA LIGHT
 - OR = TELEPHONE PEDESTAL
 - OR = UNDERGROUND FIBER OPTIC

RECOMBINATION SURVEY OF RESORTS OF PINEHURST/"PINEHURST INC" PINEHURST LAKE MARINA TRACT

SANDHILLS TOWNSHIP,
MOORE COUNTY NORTH CAROLINA
SCALE 1" = 60'
DECEMBER, 2018
FIELD WORK-JUNE, 2018

OTHER: RESORTS OF PINEHURST
PINEHURST INC.
P.O. BOX 4000
PINEHURST, N.C. 28374
SURVEYOR: JEFFREY L. GREEN, L-3972
L&C ENGINEERING, PLLC
150 JULIA STREET CT.
ANDERSON, NC 28315
810.503.1127

PRELIMINARY - DO NOT USE FOR CONSTRUCTION

L&C Engineering, PLLC
140 Aqua Street Court
Aberdeen, NC 28315
P: 810.420.1437
F: 810.637.0586
License No. P-10095

Engineering
Landscape Architecture
Surveying

L&C

RECOMBINATION SURVEY

PINEHURST RESORT &
COUNTRY CLUB
BEACH CLUB IMPROVEMENTS

Pinelands, North Carolina

DATE: DEC, 2018
DESIGNED: PHH
DRAWN: JAC
CHECKED: TAC
NO.

C-02



DISCUSS AND CONSIDER ORDINANCE 19-16 TO ADOPT AN ADA SELF-ASSESSMENT AND TRANSITION PLAN.

ADDITIONAL AGENDA DETAILS:

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

8/29/2019

MEMO DETAILS:

The Americans with Disabilities Act provides protection to all persons with disabilities in areas of employment and government services. As part of this act all local governments in North Carolina are required to have an ADA Self-Assessment and Transition Plan adopted and filed with the Civil Rights Division of the North Carolina Department of Transportation.

After reviewing old files, we determined the Village of Pinehurst does not have a current plan and thus one was developed. The major items of interest in the plan are to adopt the required "Notice Under the American With Disabilities Act" and the formalized "Grievance Procedure under the ADA." for individuals who wish to file complaints alleging discrimination based on disabilities in the provision of Village services, programs, activities or benefits.

This plan addresses those requirements and will also phase in, over the next several fiscal years, various accessibility enhancements around public buildings and public sidewalks. None of these are items are considered major projects, nor should they be expensive to implement. The final item that's noteworthy is the Village will need to develop a single ADA employment practices policy that will serve to cover all other policies that govern employment with the Village. That will be developed by Human Resources and the Policy Committee later this fiscal year.

As this plan is a requirement, staff recommends approval of the attached Ordinance #19-16 to formally adopt the plan.

ATTACHMENTS:

Description

- Ordinance 19-16 ADA Self-Assessment and Transition Plan

ORDINANCE #19-16:

AN ORDINANCE ADOPTING AN AMERICANS WITH DISABILITIES ACT SELF-ASSESSMENT AND TRANSITION PLAN

WHEREAS, the Americans with Disabilities Act of 1990 provides protection to all persons with disabilities in areas of employment and government services and;

WHEREAS, the Village of Pinehurst is required to have an Americans with Disabilities Act Self-Assessment and Transition Plan that must be reviewed and approved by the Civil Rights Division of the North Carolina Department of Transportation; and

WHEREAS, the Village of Pinehurst does not have a current Americans with Disabilities Act Self-Assessment and Transition Plan;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 10th day of September, 2019, as follows:

SECTION 1. That the Village of Pinehurst Americans with Disabilities Act Self-Assessment Plan and Transition Plan is hereby adopted; said policy attached hereto as Attachment A and made a part hereof.

SECTION 2. This Ordinance shall be and remain in full force and effect from and after the date of its adoption.

THIS ORDINANCE passed and adopted this 10th day of September, 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, NC

ADA Self-Assessment and Transition Plan



This document is available in the alternate format preferred by the requestor. All such requests should be sent to the ADA Coordinator as identified in this document.

August 2019

ADA Self-Assessment and Transition Plan

Table of Contents

I.	Introduction	2
	A. ADA Coordinator	
	B. ADA Statement	
	C. Grievance Procedure	
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This document was adopted by the Village Council of the Village of Pinehurst, NC
on the 10th day of September, 2019 by Ordinance #19-16.

I. Introduction

The Village of Pinehurst is an incorporated municipality located in the Sandhills section of the State of North Carolina. The Village is primarily a residential community governed by a five-member elected body composed of a directly elected Mayor and four Council members who serve four-year staggered terms.

The Village operates under a Council-Manager form of government and provides a wide variety of services to the public including public safety (police and fire), planning and inspections, solid waste collection, street and right-of-way maintenance, public park operations and recreation programs.

As an incorporated municipality, the Village is required to have an Americans with Disabilities Act (ADA) self-evaluation and transition plan that must be reviewed and approved by the Civil Rights Division of the North Carolina Department of Transportation.

The ADA of 1990 provides protection to all persons with disabilities in areas of employment and government services. As such the self-assessment and transition plan must address all public buildings and structures, pedestrian facilities, programs, services, employment policies and practices. Where barriers are discovered, a plan to address those should be established and placed on a timeline for implementation. Implementation may include modifications to existing structures, construction of new structures, redesign of equipment, assignment of physical aides to those in need, augmenting traditional methods of communication, changing existing policies and procedures and/or creating new policies and procedures.

This document serves to demonstrate the Village's commitment to complying with all aspects of the ADA. The development of this plan is the result of input from multiple Village staff and a 30-day public comment period.

The 30-day comment period was initiated July 26, 2019 and concluded on August 26, 2019. The draft plan was posted on the Village's website with a link to the "Engage Pinehurst" page where the public could view the document and provide direct comment on the page or through other means including via email to the ADA coordinator, via telephone to the ADA coordinator or in person. Social media was also used to promote the 30-day comment period and 70 site visits to the document were recorded.

A. ADA Coordinator

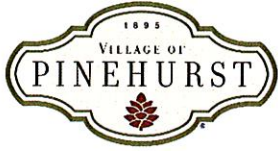
The designated ADA Coordinator for the Village of Pinehurst, NC is the Assistant Village Manager of Operations, Jeff Batton (or his successor).

The ADA Coordinator may be reached in the following ways:

Phone:	910-295-1900	Fax:	910-295-4434
Email:	ADACoord@vopnc.org	Mail: Village of Pinehurst – ADA Coordinator 395 Magnolia Road Pinehurst, NC 28374	
In – Person:	Village Hall 395 Magnolia Road Pinehurst, NC 28374		

B. ADA Policy and Statement

The Village of Pinehurst ADA Policy and Statement is as follows:



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), The **Village of Pinehurst** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The **Village of Pinehurst** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The **Village of Pinehurst** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the **Village of Pinehurst** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The **Village of Pinehurst** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the **Village of Pinehurst** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the **Village of Pinehurst**, should contact the office of the **Assistant Village Manager of Operations/ADA Coordinator, 395 Magnolia Rd. Pinehurst, NC 28374** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **Village of Pinehurst** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the **Village of Pinehurst** is not accessible to persons with disabilities should be directed to the **Assistant Village Manager of Operations/ADA Coordinator**.

The **Village of Pinehurst** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

C. Grievance Procedure

The Village of Pinehurst Grievance Procedure is as follows:



Village of Pinehurst Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Village of Pinehurst. The Village of Pinehurst's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Assistant Village Manager of Operations/ADA Coordinator
395 Magnolia Rd.
Pinehurst, NC 28374

Within 15 calendar days after receipt of the complaint Assistant Village Manager of Operations/ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Assistant Village Manager of Operations/ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Village of Pinehurst and offer options for substantive resolution of the complaint.

If the response by Assistant Village Manager of Operations/ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Village Manager or his/her designee.

Within 15 calendar days after receipt of the appeal, the Village Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Village Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Assistant Village Manager of Operations/ADA Coordinator or his/her designee, appeals to the Village Manager or his/her designee, and response from these two offices will be retained by the Village of Pinehurst for at least three years.

II. Self-Assessment

The Village of Pinehurst Self-Assessment included four categories of evaluation: Buildings, Pedestrian Facilities, Employment Practices, Information Accessibility, and Programs & Services.

- A. Buildings: A three-person committee was appointed to conduct the ADA evaluation of all Village buildings. The committee included the ADA Coordinator, the Chief Building Inspector and the Buildings & Grounds Superintendent and the reference document was the 2018 NC State Building Code and ICC A117.1-2009 standards.
- B. Pedestrian: A four-person committee was appointed to review pedestrian facilities in the downtown area and within key areas of high public foot-traffic including parks. The committee included the ADA Coordinator, the Parks & Recreation Director, the Public Services Director, and the Buildings and Grounds Superintendent and the reference document was the 2018 NC State Building Code and ANSI 117 standards.
- C. Employment Practices: A two-person committee was appointed to review employment policies and practices. The committee included the ADA Coordinator and the Human Resources Director.
- D. Information Accessibility: A three-person committee was appointed to review the manner in which all communication related specifically to this plan was disseminated and the manner, means and methods in which all public information was made available. The committee included the ADA Coordinator, the Information Technology Director and the Communications Specialist.
- E. Programs and Services: The ADA Coordinator reviewed the programs and services the Village provides with each of the departments that provide services to the public.

Results of these reviews are presented in Appendix A and identify any deficiencies found.

III. Transition Plan

The transition plan found in Appendix B demonstrates the fiscal year the Village intends to invest the necessary funds to bring an item identified in the self-assessment into compliance with applicable ADA standards. The method used to comply will vary based on the item and the need of the individuals. For example, installation of raised dome detection devices for vision impairment will be virtually the same process and manner regardless of the road crossing however, printed material may need to be in braille, large print or audio based on the preferences of the individual needing to be accommodated.

The transition plan is meant to maintain flexibility in order to meet the varying preferences of those needing accommodations. Funding for the implementation of the Transition Plan is the responsibility of Village of Pinehurst, Village Council. The Assistant Village Manager for Operations, Jeff Batton (or his successor), is responsible for execution of the Transition Plan.

IV. Appendices

A. Self-Assessment Details

B. Transition Plan Details

Appendix A: Self-Assessment Details

Appendix A: ADA Self-Assessment - Pedestrian Crossings

Municipal Campus - Wicker Park:

Rassie Wicker Dr at Magnolia Rd
Wicker Park entrance
Magnolia Rd at Greens Apts.
Magnolia Rd btw Village Hall & Police
Magnolia Rd at Village Hall circular drive

HD Ramps	Detectable Domes
Y	N
Y	N
Y	N
Y	N
Y	N

McCaskill/McIntyre Road Commercial Zone:

Rattlesnake Tr at McCaskill Rd
McIntyre Rd at McCaskill Rd
McCaskill Rd. mid-block at PS Building
McCaskill Rd. at Dundee Rd.
McCaskill Rd at McIntyre (future)

HD Ramps	Detectable Domes
Y	N
Y	N
Y	N
Y	N
Y	N

Village Place Commercial Zone:

Magnolia Rd at McCaskill Rd
Magnolia Rd mid-block PH Brewery
Magnolia Rd at Dogwood Rd
Chinquapin Rd. at Magnolia
Community Rd. mid-block near Manor Inn
Magnolia Rd at Chinquapin
Power Plant Rd at Community Rd

[illegible]

Downtown Commercial District:

Orange Rd at Cherokee Rd. Rd
Chinquapin at Given Library
Dogwood Rd at Chinquapin with island
Market Sq at Dogwood Rd
Chinquapin Rd at Cherokee Rd (flag pole)
Cherokee Rd at Chinquapin Rd (flag pole)
Cherokee Rd at Village Green West
Village Green West at Cherokee Rd
Village Green West at Theater Bldg
Dwtm parking lot ent at Village Gr West
Chinquapin Rd at Dept Store Bldg
Chinquapin Rd at Magnolia Rd
Magnolia Rd at Chinquapin Rd
Market Sq at Magnolia Rd
Ritter Rd E at Chinquapin Rd
Barrett Rd at Chinquapin Rd

[illegible]

Village Acres:

Spring Lake - All intersections
Gun Club at Longleaf NW
Gun Club - mid-block
Forest Dr.

Y	Y
Y	N
Y	N
Y	N

Hospital District:

Memorial Dr. at Hospital entrance
Memorial Dr. at PH Surgical entrance
Memorial Dr. at Cancer Center

Y	Y
Y	Y
N	N

Defintions:

Y - Yes; N - No; N/A - Not Applicable

HD Parking Spaces - Present and meets code requirements for quantity and distance from entrance

HD Ramps - Present and meets code for transition from parking space to sidewalk

Appendix A: ADA Self-Assessment - Employment Practices

All policies related to employment with Village of Pinehurst apply to all employees regardless of ADA status. Employee-related policies that will be reviewed are listed below.

Employee-Related Policy
Absenteeism/Tardiness
Drug Use and Alcohol Misuse
Employee Handbook
FMLA - Compliance
Fleet
Grievance
Safety Footwear
Safety Manual
Travel Expense and Reimbursement
Uniform
Work From Home
Workers' Compensation

Appendix A: ADA Self-Assessment - Information Accessibility

Communication Tool	Potential Impairment	ADA Accessibility Tools Available
Website	Visual/Hearing	Y
Printed Material	Visual	Y
Public Meetings	Visual/Hearing	Y
Email	Visual	Y
Telephone	Hearing	Y
Social Media	Visual/Hearing	Y

Definitions:

Y - Yes; N - No

Appendix A: ADA Self-Assessment - Programs and Services

Department	Services Provided	Accommodation Provided
Public Services	Street/Road Maintenance	N/A
	Solid Waste Services	Y
Planning & Inspections	Planning Services	Y
	Inspections	Y
	Permits	Y
Parks and Recreation	Athletics	Y
	Recreation Programs	Y
	Trips	Y
	Special Events	Y
Police	All	Y
Fire/EMS/Rescue	All	Y

Definitons:

Y - Yes; N - No; N/A - Not Applicable

Appendix B: Transition Plan Details

Appendix B: ADA Transition Plan - Facilities

Year Listed is Budget Year to be Implemented

Public Buildings	HD Parking Spaces	HD Ramps	Entry Access	Door Way(s)	Restrooms	Water Fountains	Sidewalk Surface	Sidewalk Slope
Village Hall	C	C	C	C	C	C	C	C
Police Department								
Fire Station #91	C	C	C	C	C	C	C	C
Fire Station #92								
Public Services	FY2021	C	C	C	C	C	C	C
Fleet Maintenance								
Rec Room	C	C	C	C	C	C	C	C
B&G Maintenance	C	C	C	C	C	C	C	C
HT Maintenance	C	C	C	C	C	C	C	C
HT Office	C	C	C	C	C	C	C	C
Fair Barn	C	C	C	C	C	C	C	C
Welcome Center	C	C	C	C	C	C	C	C

P&R Facilities	HD Parking Spaces	HD Ramps	Entry Access	Door Way(s)	Restrooms	Water Fountains	Sidewalk Surface	Sidewalk Slope
Wicker Park								
Splashpad	C	C	C		C	C	C	C
Splashpad Shelter	C	C	C		C	C	C	C
Restrooms	C	C	C	C	C	C	C	C
Timmel Pavilion	C	C	C		C	C	C	C
Pergola	C	C	C	C	C	C	C	C
Paved Trails	C	C	C		C	C	C	C
Unpaved Trails	C	C	C		C	C	C	C

Cannon Park								
Ballfields	C	C	C		C	C	FY2022	C
Restrooms	C	C	C	C	C	C	C	C
Shelter	C	C	C		C	C	FY2021	C
War Memorial	C	C	C	C	C	C	C	C
Unpaved Trails	C	C	C	C	C	C	C	C

West Pinehurst Park								
Disc Golf	C	C	C	C		Will be addressed when Park is developed		

Definitions:

C - Compliant

HD Parking Spaces - Present and meets code requirements for quantity and distance from entrance

HD Ramps - Present and meets code for transition from parking space to sidewalk

Entry Access - No impediments from parking space to entrance

Door Way(s) - Meets code for door width and level transition across doorway

Restrooms - Fully meets code for accessibility and use

Water Fountains - Present and meets code

Sidewalk Surface - Meets code for surface and slope

Appendix B: Transition Plan - Pedestrian Crossings
Year Listed is Budget Year to be Implemented

Municipal Campus - Wicker Park:

Rassie Wicker Dr at Magnolia Rd
Wicker Park entrance
Magnolia Rd at Greens Apts.
Magnolia Rd btw Village Hall & Police
Magnolia Rd at Village Hall circular drive
Wicker Park Tennis Parking
Magnolia Rd at Fire Dept. entrance

[illegible]

McCaskill/McIntyre Road Commercial Zone:

Rattlesnake Tr at McCaskill Rd
McIntyre Rd at McCaskill Rd
McCaskill Rd. mid-block at PS Building
McCaskill Rd. at Public Services Entrance
McCaskill Rd. at Dundee Rd.
McCaskill Rd at McIntyre (future)

[illegible]

Village Place Commercial Zone:

Magnolia Rd at McCaskill Rd
Magnolia Rd mid-block PH Brewery
Magnolia Rd at Dogwood Rd
Chinquapin Rd. at Magnolia
Community Rd. mid-block near Manor Inn
Magnolia Rd at Chinquapin
Power Plant Rd at Community Rd

[illegible]

Downtown Commercial District:

Orange Rd at Cherokee Rd. Rd
Chinquapin at Given Library
Dogwood Rd at Chinquapin with island
Market Sq at Dogwood Rd
Chinquapin Rd at Cherokee Rd (flag pole)
Cherokee Rd at Chinquapin Rd (flag pole)
Cherokee Rd at Village Green West
Village Green West at Cherokee Rd
Village Green West at Theater Bldg
Chinquapin Rd at Dept Store Bldg
Chinquapin Rd at Magnolia Rd
Magnolia Rd at Chinquapin Rd
Market Sq at Magnolia Rd
Ritter Rd E at Chinquapin Rd
Barrett Rd at Chinquapin Rd

[illegible]

Village Acres:

Spring Lake - All intersections
Gun Club at Longleaf NW
Gun Club - mid-block
Forest Dr.

HD Ramps	Detectable Domes	Installation
Y	Y	C
Y	N	FY2024
Y	N	FY2024
Y	N	FY2024

Hospital District:

Memorial Dr. at Hospital entrance
Memorial Dr. at PH Surgical entrance
Memorial Dr. at Cancer Center

HD Ramps	Detectable Domes	Installation
Y	Y	C
Y	Y	C
N	N	FY2020

Definitions:

Y - Yes; N - No; C - Compliant

HD Parking Spaces - Present and meets code requirements for quantity and distance from entrance

HD Ramps - Present and meets code for transition from parking space to sidewalk

Appendix B: ADA Transition Plan - Employment Practices

All policies related to employment with Village of Pinehurst apply to all employees regardless of ADA status. An ADA Policy will be developed that will address all employee-related policies and each policy will be reviewed to ensure the policies are not in conflict with each other. Employee-related policies that will be reviewed are listed below.

Policy
ADA Policy

Development
FY2020

Employee-Related Policy
Absenteeism/Tardiness
Drug Use and Alcohol Misuse
Employee Handbook
FMLA - Compliance
Fleet
Grievance
Safety Footwear
Safety Manual
Travel Expense and Reimbursement
Uniform
Work From Home
Workers' Compensation

[illegible]

Appendix B: ADA Transition Plan - Information Accessibility

Communication Tool	Potential Impairment	ADA Accessibility Tools Available
Website	Visual/Hearing	C
Printed Material	Visual	C
Public Meetings	Visual/Hearing	C
Email	Visual	C
Telephone	Hearing	C
Social Media	Visual/Hearing	C

C - Compliant

Appendix B: ADA Transition Plan - Programs and Services

Department	Services Provided	Accommodations Provided*
Public Services	Street/Road Maintenance	N/A
	Solid Waste Services	Y
Planning & Inspections	Planning Services	Y
	Inspections	N/A
	Permits	Y
Parks and Recreation	Athletics	Y
	Recreation Programs	Y
	Trips	Y
	Special Events	Y
Police	All	Y
Fire/EMS/Rescue	All	Y

* All accommodations are provided in the manner prescribed by the requesting individual at no additional charge.



DISCUSS AND CONSIDER A BUDGET AMENDMENT AND CONTRACT FOR THE LIBRARY SERVICES NEEDS ASSESSMENT.

ADDITIONAL AGENDA DETAILS:

FROM:

Natalie Hawkins

CC:

Jeff Sanborn

DATE OF MEMO:

9/4/2019

MEMO DETAILS:

This agenda item is to consider a budget amendment in the amount of \$45,000 to fund a Library Services Needs Assessment and consider a contract with Library Systems & Services, LLC (LS&S) to perform the assessment.

Library IQ, a division of Library Systems & Services, LLC, was selected by the Village Council as the consultant for this project after the Council conducted interviews on August 12th and 13th with four of the eight firms that provided proposals earlier this year.

Per direction from the Village Council, staff have obtained a proposed contract from LS&S to perform the needs assessment. Schedule A of the attached contract indicates contract fees of \$35,053 and contains the Statement of Work, which is will be completed in four phases:

1. Review existing conditions and identify best practices - onsite kickoff with a Library Needs Assessment Committee; an assessment of current library operations mapped to best practices
2. Solicit broad community input - three days onsite with personal interviews, focus group meetings, community conversations, and an online survey
3. Analyze needs assessment findings and formulate a recommendation - compile and analyze data and information collected, including a community wide survey that is administered by ETC after initial findings are prepared
4. Prepare and deliver a written Library Services Needs Assessment Report - onsite presentation of the final Library Services Needs Assessment Report to the Village Council

The assessment will likely take approximately 23 weeks or close to 6 months to complete. The attached contract has a proposed timeline for the project from January - June to ensure broad public participation after the holidays and the Village's annual strategic planning retreats in November and December. However, the start date of the contract has not yet been finalized.

Based on direction from the Village Council, Library IQ has incorporated the addition of a community-wide, random survey in Phase 3 of the assessment process. While the Village proposes to contract directly with ETC to conduct a community-wide survey, Library IQ will formulate the survey (with input from the Library Needs Assessment Committee), analyze the findings, and incorporate the findings in the final Library Services Needs Assessment. The cost of this survey is \$8,000. The Village Manager has the authority to execute the contract with ETC if the attached budget amendment is approved by the Council.

To proceed with the Library Services Needs Assessment, the Council will need to take the following actions:

1. Approve the attached budget ordinance, allocating up to \$45,000 for the cost of the Library IQ and ETC Survey.
2. Adopt a motion authorizing the Mayor or her designee to execute the attached contract with LS&S.

Subsequent to taking action, the next steps would be to work with Library IQ to finalize the project timeline/start date and to form the Library Needs Assessment Committee.

As always, if you have any questions, don't hesitate to contact me.

ATTACHMENTS:

Description

- ▣ Ordinance 19-17
- ▣ Library Needs Assessment Consulting Contract

ORDINANCE #19-17:

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 FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (LIBRARY NEEDS ASSESSMENT)

WHEREAS, the Village of Pinehurst desires to obtain a library needs assessment and a community-wide survey to understand the need and demand for library services by its residents; and

WHEREAS, funding for this assessment and survey was not appropriated in the FY 2020 Budget when originally adopted;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 10th day of September 2019, as follows:

SECTION 1. To amend the FY 2020 General Fund budget 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>
10-80-615-5800	Professional Services	\$45,000	
10-00-190-3905	Fund Balance Appropriated		\$ 45,000

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

THIS ORDINANCE passed and adopted this 10th day of September 2019.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

MASTER SERVICES AGREEMENT

This **MASTER SERVICES AGREEMENT** (“Agreement”) is made as of the 4th day of September 2019 between: LIBRARY SYSTEMS & SERVICES, LLC, a Maryland limited liability company with a mailing address at 2600 Tower Oaks Drive, Rockville, Maryland 20852 (“LS&S”); and the VILLAGE OF PINEHURST, NORTH CAROLINA, with a mailing address at 395 Magnolia Road, Pinehurst, NC 28374 (“Customer”). LS&S and Customer are each sometimes referred to herein as a “Party” and collectively, the “Parties”.

The Parties agree as follows:

1. *Services and Goods.*

(a) *Services.* During the term of this Agreement, LS&S will use commercially reasonable efforts to provide the services described on Schedule A (collectively, “Services”).

2. *Term and Termination.*

(a) *Term.* This Agreement shall be in effect for a period of one (1) year commencing on September __, 2019 (“Effective Date”) and continues in force until September __, 2020 (“Expiration Date”), unless sooner terminated in accordance with this Section 2.

(b) *Termination for Default.* If either Party breaches any material provision of this Agreement and fails to correct the breach within thirty (30) days after receiving written notice specifying the breach (or, if the breach cannot be corrected within thirty (30) days, fails to progress diligently towards correction), then the other Party may terminate this Agreement by giving written notice to the breaching Party, except that LS&S shall have the right to terminate this Agreement if Customer fails to pay any amount due LS&S and such failure continues for ten (10) days after written notice thereof.

(c) *Effect of Termination.* Upon any termination of this Agreement, each Party shall (i) immediately discontinue all use of the other Party’s Confidential Information; (ii) delete the other Party’s Confidential Information from its computer storage or any other media, including, but not limited to, online and off-line libraries; (iii) shall return to the other Party or, at the other Party’s option, destroy, all copies of such other Party’s Confidential Information then in its possession (including the Documentation); and (iv) shall promptly pay all amounts due and remaining payable hereunder.

(d) *Survival of Obligations.* The provisions of Sections 5, 6(b), 7, and 8-10, as well as Customer’s obligations to pay any amounts due and outstanding hereunder, shall survive termination or expiration of this Agreement.

3. *Price and Payment.*

(a) *Price.* LS&S shall perform the Services for the Charges (exclusive of any current or future taxes) set forth in Schedule A.

(b) *Payments.* LS&S shall invoice Customer as set forth in Schedule A. Customer shall pay all invoices, without offset or deduction, by bank wire transfer or Automated Clearing House

(ACH) direct debit to a bank account designated by LS&S on or before the fifth (5th) day of such month (the "Due Date") and shall bear interest at the rate of one and one quarter percent (1¼%) per month if not paid in full by the Due Date. If LS&S has not received payment by the Due Date, it may suspend performance contemplated under this Agreement until full payment has been received.

(c) *Taxes.* LS&S shall add to its invoices any current or future taxes (other than LS&S's income tax) payable by LS&S on account of this Agreement, the Services, or Customer's payments hereunder, except to the extent Customer furnishes in advance a valid certificate of exemption from such taxes. This Agreement does not include charges for any sales or use tax that now, or in the future, may be deemed by a taxing authority to be applicable to the Services. In the event a taxing authority determines now or in the future that the Services are subject to such tax, LS&S shall invoice such taxes to the Customer and the Customer shall pay same simultaneously with the payment to which such taxes relate. In the event the Customer is not subject to or liable for such taxes, the Customer shall not be required to pay such taxes, shall provide LS&S with the legal basis of such exemption and shall agree to indemnify LS&S with respect to the nonpayment by LS&S of any such taxes to the extent permitted by the laws of North Carolina.

4. *Insurance.*

(a) *Insurance.* During the term of this Agreement, LS&S shall maintain in force at its own expense commercial general liability insurance coverage of at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) annual aggregate. LS&S also shall maintain workers compensation insurance providing the statutory benefits required by law.

(b) *Property Insurance.* Customer will keep its buildings and their contents insured against loss, cost, damage or expense resulting from fire, explosion or any other casualty in an amount equal to the full replacement cost thereof ("Casualty Insurance"). If any loss, cost, damage or expense resulting from fire, explosion, or any other casualty or occurrence is incurred by Customer in connection with its buildings or their contents, then Customer hereby releases LS&S, its owners, officers, employees, agents and volunteers from any liability it may have on account of such loss, cost, damage or expense to the extent of any amount receivable by reason of such Casualty Insurance, and waives any right of subrogation which might otherwise have existed or accrued to any person on account thereof.

5. *Confidential Information and Intellectual Property.*

(a) *Confidential Information.* In the performance of this Agreement, LS&S may be exposed to information regarding the identity of Customer's patrons, Customer may be exposed to information regarding LS&S's proprietary library management techniques, and either Party may be exposed to other written or oral information, disclosed by either Party to the other, related to either Party or a third party that has been identified as confidential or that by the nature of the circumstances surrounding disclosure ought reasonably to be treated as confidential(collectively, "Confidential Information"). Each Party shall: (1) use the same care to protect the other Party's Confidential Information from disclosure that such Party uses to protect its own information of like importance; (2) limit duplication of Confidential

Information to the extent needed to perform this Agreement; and (3) disclose Confidential Information only to employees having a need to know in connection with performance of this Agreement, and who are informed of the contents of this provision prior to disclosure. This provision shall survive termination or expiration of this Agreement; and, on such termination or expiration, each Party shall return all Confidential Information, including all copies, to the owner of such information and, if requested, shall certify in writing that all such information has been returned. Because the damage resulting from a breach of this provision would be difficult or impossible to quantify and remedy at law, in case of such breach, or the threat of such breach, the Party whose Confidential Information is threatened to be disclosed shall be entitled to injunctive or other equitable relief.

(b) Exceptions. Notwithstanding the foregoing, the provisions of Section 5(a) above, shall not apply to Confidential Information that (i) is publicly available or in the public domain at the time disclosed; (ii) is or becomes publicly available or enters the public domain through no fault of the recipient; (iii) is rightfully communicated to the recipient by persons not bound by confidentiality obligations with respect thereto; (iv) is already in the recipient's possession free of any confidentiality obligations with respect thereto at the time of disclosure; (v) is independently developed by the recipient; or (vi) is approved for release or disclosure by the disclosing Party without restriction. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (x) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (y) to establish a Party's rights under this Agreement, including to make such court filings as it may be required to do.

(c) Intellectual Property. Subject to the terms and conditions of this Agreement, LS&S hereby grants to Customer a limited, non-exclusive, non-transferable, non-sublicensable right and license to use the Documentation, as provided by LS&S, during the term of this Agreement, solely for Customer's internal business purposes. Customer shall not use the Documentation for any purposes beyond the scope of the license granted in this Agreement. Without limiting the generality of the foregoing, Customer shall not (i) market or distribute the Documentation; (ii) make any copies of the Documentation; (iii) assign, sublicense, sell, lease, or otherwise transfer or convey, or pledge as security or otherwise encumber, Customer's rights under the license granted in this Section 5(c); or (iv) modify the Documentation, except with prior written consent of LS&S. The Parties acknowledge and agree that if Customer modifies or improves the Documentation, all such modifications or improvements shall be considered part of the Documentation, and shall be owned by LS&S, and Customer hereby assigns to LS&S all right and title to such modifications or improvements. Other than as set forth in this paragraph, nothing in this Agreement confers any license or right to use any trademark, service mark, copyright or other intellectual property right, whether now owned or hereafter developed, of either Party. For the purposes of this Agreement, "Documentation" means the standard user manuals, instructions and related documentation made available by LS&S to Customer.

6. Warranties; Disclaimers.

- (a) Warranty. LS&S warrants that it will perform the Services with at least the care, diligence and expertise generally accepted in the library service industry.

- (b) Disclaimer. EXCEPT AS OTHERWISE EXPRESSLY WARRANTED IN THIS AGREEMENT, THE SERVICES AND GOODS PROVIDED BY LS&S ARE PROVIDED "AS IS" AND "WITH ALL FAULTS," AND LS&S EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND OR NATURE, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF OPERABILITY, CONDITION, TITLE, NON-INFRINGEMENT, NON-INTERFERENCE, QUIET ENJOYMENT, VALUE, ACCURACY OF DATA, OR QUALITY, AS WELL AS ANY WARRANTIES OF MERCHANTABILITY, SYSTEM INTEGRATION, WORKMANSHIP, SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THE ABSENCE OF ANY DEFECTS THEREIN, WHETHER LATENT OR PATENT. NO WARRANTY IS MADE BY LS&S ON THE BASIS OF TRADE USAGE, COURSE OF DEALING OR COURSE OF TRADE. LS&S DOES NOT WARRANT THAT THE SERVICES OR GOODS WILL MEET CUSTOMER'S REQUIREMENTS OR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. CUSTOMER ACKNOWLEDGES THAT LS&S' OBLIGATIONS UNDER THIS AGREEMENT ARE FOR THE BENEFIT OF CUSTOMER ONLY.

7. ***Limitation of Liability.*** IN NO EVENT SHALL LS&S BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, BUSINESS INTERRUPTION, COSTS OF LOST OR DAMAGED DATA OR DOCUMENTATION OR LIABILITIES TO THIRD PARTIES ARISING FROM ANY SOURCE, EVEN IF LS&S HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. THE CUMULATIVE LIABILITY OF LS&S TO CUSTOMER FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, SHALL NOT EXCEED THE LESSER OF (I) THE ACTUAL DAMAGES SUFFERED BY THE AGGRIEVED PARTY, OR (II) THE TOTAL ANNUAL ECONOMIC VALUE OF THIS CONTRACT.

8. ***Conflict of Interest.***

LS&S shall not, directly or indirectly, acquire any interest which will conflict in any manner or degree with the performance of its services hereunder. In this connection, LS&S, its employees and consultants shall make no political contributions to any political campaign or initiative affecting the Customer, nor should the customer make such a request of LS&S to do so.

9. ***Notices***

Any notice regarding the performance of services under this contract shall be considered delivered using regular U.S. mail services, email, or fax to the attention of the parties listed below:

LS&S
Todd Frager, CFO
2600 Tower Oaks Blvd. Suite 500,
Rockville, MD 20852
Email: Todd.Frager@LSSLibraries.com
Office: 301-540-5100

Customer

Ms. Natalie Hawkins
Assistant Village Manager
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374

10. *Miscellaneous.*

(a) *Independent Contractors.* The relationship of the parties is that of independent contractors, and no partnership, joint venture, agency, employment, or other relationship is intended.

(b) *Assignment.* Neither Party may assign this Agreement to a third party not affiliated with such Party without the prior written consent of the other Party, except that LS&S may subcontract or delegate portions of the Services; provided, however, that in no case shall Customer be liable to any party other than LS&S, or for any amount in excess of the price specified on Schedule A, plus any additional charges permitted hereunder.

(c) *Nondiscrimination, etc.* LS&S shall not discriminate against any employee or applicant for employment because of race, color, sex, age, ancestry, medical condition (cancer or HIV Positivity including AIDS or ARC), national origin, sexual orientation, creed, religion, age, physical or mental disability, political affiliation, citizenship or any other characteristic prohibited by State or federal law.

(d) *Nonsolicitation of Employees.* Customer acknowledges and agrees that the employees and consultants of LS&S who perform the Services are a valuable asset to LS&S and are difficult to replace. Accordingly, Customer agrees that, during the Term of the Agreement, and for a period of one (1) year after the termination or expiration of this Agreement, it shall not offer employment or engagement (whether as an employee, independent contractor or consultant) to any LS&S employee or consultant who performs any of the Services.

(e) *Force Majeure.* LS&S shall not be liable for any failure or delay in performance of this Agreement due to causes beyond its control, including, but not limited to, act of god, strike, war or civil disturbance, weather emergency, or general failure of any necessary supply, service, utility or other cause beyond its reasonable control, such failure to perform shall not be grounds for termination of this Agreement.

(f) *Customer's Representation.* Customer represents and warrants that it has all necessary legal authority to enter into and perform this Agreement and that the person executing this Agreement on its behalf is legally authorized to do so.

(g) *Notices.* Notices required or permitted under this Agreement shall be effective upon the third (3rd) business day after deposit in First Class mail, or the next business day after deposit with a recognized overnight courier, or upon receipt if e-mailed or faxed to the respective e-mail addresses or fax numbers, if addressed to the parties' respective addresses and marked to the attention shown on the first page of this Agreement.

(h) *Law and Enforceability.* This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland. If any provision of this Agreement is conclusively determined to be illegal, invalid or unenforceable, then such provision shall be severed, and the remaining provisions of this Agreement shall be so construed to carry out, as nearly as legally permitted, the intentions of the parties.

(i) *Other Rights.* Customer hereby grants to LS&S the limited right to use Customer's name, logo and/or other marks for the sole purpose of listing Customer as a user of the applicable Offering in LS&S's promotional materials. LS&S agrees to discontinue such use within fourteen (14) days of Customer's written request.

(j) *Survival.* The provisions of Sections 5 and 6 shall survive any termination or expiration of this Agreement.

(k) *Entire Agreement.* This Agreement contains the entire understanding of the parties on the subject matter hereof and supersedes all prior statements and agreements on that subject. No failure or delay by either Party in enforcing any provision of this Agreement shall operate as a waiver. This Agreement may be modified or waived only in writing signed by the Party against whom such modification or waiver is sought to be enforced.

Intending to be legally bound, the parties have caused this Agreement to be executed by their duly authorized representatives.

VILLAGE OF PINEHURST, NC

**LIBRARY SYSTEMS & SERVICES,
LLC**

By: _____
Name: _____
Title: _____

By: Todd Frager
Todd Frager
COO

Schedule A

Master Services Agreement

A. Statement of Work

This Statement of Work No. 001 (“Statement of Work”) is incorporated by reference to the Master Services Agreement dated September 4, 2019 (the “Agreement”) between the VILLAGE OF PINEHURST, NORTH CAROLINA (“Customer”) and LIBRARY SYSTEMS & SERVICES, LLC (“LS&S”). Any capitalized terms used but not defined in this Schedule A retain the same meaning given them in the Agreement.

The following terms shall govern this Service Order No. 1:

1. Description of Services:

LIBRARY SERVICES NEEDS ASSESSMENT

PROJECT UNDERSTANDING

LS&S will utilize LibraryIQ to gather and analyze community input and describe need and demand for library services in the community. The project will be conducted in four stages:

1. **Review existing conditions and identify best practices (a library assessment).** LibraryIQ will assess current operations and map to public library best practices. Special attention will be paid to:

- Existing library utilization rates, relative to other communities of similar size and demographics. LibraryIQ uses a proprietary tool to analyze publicly available Institute of Museum and Library Services (IMLS) data to reveal library visits per capita, computer use, program attendance, cost per hour, circulation per capita, staff per 1,000 population and more. The Given Memorial Library will be compared with peer libraries with similar size service populations and budgets.
- Program and event attendance.
- Population and demographic historical trends and projections.
- Relevant planning documents and reports (e.g. strategic plans, etc.).
- Existing space for children, teen, and adult programs and services.
- Assess services currently available at Given Memorial Library as well as other publicly run library facilities in nearby communities.
- Reports and other information compiled by the Customer and library staff.
- Successful library services in communities with similar demographics.
- Library services industry standards and best practices.
- Future library services that may be applicable.

2. **Solicit Broad Community Input.** LibraryIQ will work with Customer staff to formulate and execute an innovative and inclusive public engagement strategy designed to ensure broad community input to determine the community’s desires and realistic needs for improved or expanded library services.

See Proposed Work Plan and Tasks section of this proposal for a listing of public outreach methods.

3. **Analyze Needs Assessment Findings and Formulate a Recommendation.** LibraryIQ will compile and analyze the data and information collected to understand the need and public demand for library services in Pinehurst.

4. **Prepare and Deliver a Written Library Services Needs Assessment Report.** LibraryIQ will prepare and deliver a written Library Services Needs Assessment report summarizing existing conditions, community input, research and analysis performed, solutions evaluated, and a final recommendation. LibraryIQ will present the Final Library Services Needs Assessment report to the Pinehurst Village Council.

DELIVERABLES

Stakeholder and public input will be gathered using the following methods. A Needs Assessment Committee will be formed. A representative from this committee will choose locations and collaborate with LS&S consultants on scheduling.

Personal Interviews:

- Given Library leaders
- Given Tufts organization leaders
- Pinehurst Village Council members

Focus Groups:

- One focus group with business leaders (FirstHealth and Pinehurst Resort if possible), Moore County Chamber of Commerce leaders and small business owners
- One focus group with leaders from Given Memorial Library partner organizations and educators, including representatives from Pinehurst Elementary and other Moore County Schools
- One focus group with Library Board and volunteers
- One focus group with teens (if possible)
- One focus group with Library staff
- One focus group with patrons and the public

Community Conversations

- Listening sessions to be conducted at meetings or gatherings of civic groups, nonprofit boards, faith-based groups, Rotary or other gatherings as identified by Customer staff/Library Working Group. It is suggested these sessions be added to the agenda of pre-planned meetings in order to ensure attendance.
 - Up to two sessions

Surveys

- LS&S consultants will conduct an online survey (one link) that branches into two separate surveys (user and non-user) based on whether respondent has used the Library during the past 12 months.
 - User survey – targets patrons and focuses on existing library services
 - Nonuser survey – targets residents who have not used the Library during the past 12 months
- Needs Assessment Committee will have input on question selection.
- The online survey link will be emailed to Library patrons (addresses from ILS) and other available resident email addresses provided by Customer staff.
- The survey link will be shared and promoted via library marketing channels (in-library signage and fliers, Library website, Village of Pinehurst website, partner websites, social media and

will be released to local media. The Needs Assessment Committee will ensure this promotion occurs. This wide-ranging approach will yield the largest number of survey participants.

Key Milestones

- Individuals identified for personal interviews
- Personal interviews scheduled
- Personal interviews conducted
- Focus group participants identified
- Focus groups scheduled
- Focus group invitations and publicity complete
- Focus groups conducted
- Community conversation groups identified
- Community conversations scheduled
- Community conversations conducted
- LibraryIQ consultants will collaborate with ETC Institute to develop survey questions, with input from the Needs Assessment Committee, for a random survey of 400 Pinehurst households to obtain public feedback on the initial findings. The Village of Pinehurst will contract separately with ETC Institute to administer the random survey and LibraryIQ consultants will incorporate the survey results provided by ETC Institute into the draft and final reports.

Data and Information Strategy

Review of Given Memorial Library data and literature including, but not limited to:

- Funding
- Strategic plan
- Facilities
- Technology
- Programs
- Outreach
- Statistics, including use rate, visits, circulation, technology access, etc.

Review of Village of Pinehurst factors including, but not limited to:

- Population demographics
- Growth projections
- Economic climate
- Educational climate, including local community colleges and universities
- Cultural climate
- Civic engagement
- Historical context
- Tufts Archives separation from Given Memorial Library

An onsite project kickoff meeting will include members of the Needs Assessment Committee and LibraryIQ project lead to share the approach to data collection and analysis (including comprehensive information request), confirm project scope, travel schedule, communication protocols and verify project deliverables.

The process will continue with a review of existing information provided by Customer staff/Needs Assessment Committee including, but not limited to: ILS data, current and past budget reports, master facility plans, floor plans, Given Memorial Library, Given Tufts Organization and Village of Pinehurst strategic plans, January 2019 Library Working Group Report, previous needs assessments, annual reports,

patron survey results, policies, technology plans, organizational chart (including relationship to County government), economic development plans, and etc.

Key Milestones

- Onsite project kickoff meeting scheduled
- Onsite project kickoff meeting complete
- Travel/visits scheduled
- Information/data request shared with Needs Assessment Committee
- Information/data received

All qualitative and quantitative data will be analyzed, and results will be benchmarked with best practices to develop initial findings.

LibraryIQ consultants will share these findings in a draft report to include:

- Summary of existing conditions
- Summary of community input, including need and public demand for library services in Pinehurst
- Explanation of research and analysis
- Potential solutions
- Final recommendation

Clearscapes consultants will provide one-three general renderings that may be of the exterior and/or interior space of a new or refurbished facility.

All deliverables will be provided digitally in pdf, Microsoft Word, Microsoft Excel or Microsoft PowerPoint format.

Feedback on the draft will be sought from Needs Assessment Committee. This feedback will be incorporated into the draft report until a final version is approved.

The final report (15 copies), including analysis and recommendations, will be presented to the Pinehurst Village Council in a public meeting during a one-day onsite visit. Customer shall not withhold feedback and a lack of response for thirty days will be considered as final.

Proposed Timeline*

Phase One: Review Existing Conditions/Data and Information Gathering

January 15, 2020 – February 15, 2020

Phase Two: Solicit Input/Public Engagement

February 16, 2020 – March 30, 2020

Phase Three: Conduct Needs Assessment/Form Recommendation

April 1, 2020 – June 15, 2020

Phase Four: Prepare and Deliver Written Report

June 16, 2020 – June 30, 2020

*Please note these dates are subject to change pending project start date

Payment Schedule

ITEM	COST
Travel includes three visits to the Village of Pinehurst: Visit one: 1-day onsite kickoff Visit two: Two consultants, three days onsite; Clearscapes consultant one day onsite Visit three: Presentation of final report. One consultant, one day onsite	\$7,123
Consulting services for all project activities	\$27,930
Total project cost	\$35,053
Fee schedule for additional costs if the Village of Pinehurst requests services beyond those described in the Scope of Work and Deliverables sections	\$90/hour

Total Cost is \$35,053. Payable 50% upon execution and 25% upon presentation of draft presentation and 25% upon presentation of final report.

By executing below, the parties agree to the terms and conditions set forth in this Statement of Work No. 001.

VILLAGE OF PINEHURST, NC

**LIBRARY SYSTEMS & SERVICES,
LLC**

By: _____
Name: _____
Title: _____
Date: _____

By: Todd Frager
Name: Todd Frager
Title: COO
Date: 9/4/2019



**DISCUSS AND CONSIDER CHANGES TO THE POLICY ON
ADMINISTRATION OF THE POSITION CLASSIFICATION AND PAY PLAN
ADDITIONAL AGENDA DETAILS:**

FROM:

Angela Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

9/5/2019

MEMO DETAILS:

The Human Resources Department contracts with a consultant to perform our annual classification and pay study. However, the HR Director will review positions outside of this annual study under special circumstances.

Our Infrastructure Superintendent notified us August 15, 2019 he would be leaving his position effective August 30, 2019. This position not only supervised the work of the infrastructure crew, but performed engineering technician responsibilities.

Mike Apke, Public Services and Engineering Director, and Jeff Batton, Assistant Village Manager, requested this position be reclassified in order to better serve the current needs of the department and the Village.

Based on the request, we would like to make the following recommendations:

- Change the title from Infrastructure Superintendent to Engineering Technician.
- Change the pay grade for the position from pay grade 24 to pay grade 21.
- Change this position from exempt to non-exempt.

These changes remove the supervisory responsibilities and refocus the responsibilities on plan review, site inspections, and oversight of the contractors performing infrastructure work.


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

- ☐ Policy on the Administration of the Position Classification and Pay Plan
- ☐ Position Classification and Pay Plan FY 2019-2020 (Proposed)
- ☐ Resolution #19-18 Position Classification and Pay Plan Changes

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:	79 /10/2019
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:

Jeffrey Sanborn, Village Manager

89/1310/2019
Date

#19-1518
Village Council, Resolution

89/1310/2019
Date

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	Grounds Specialist 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
	17	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	19	Master Firefighter Senior Police Officer Track Superintendent	40,001	50,001	60,001
	20	Athletic Coordinator Code Compliance Specialist Master Police Officer Police Investigator Program Coordinator Special Events Coordinator	42,001	52,501	63,001

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

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

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	21	Engineering Technician	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	30	Organizational Performance 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
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

RESOLUTION #19-18:

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 July 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 10th day of September, 2019 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective September 10, 2019; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the Position Classification and Pay Plan for the Village of Pinehurst is hereby amended to include the Engineering Technician position and eliminate the Infrastructure Superintendent; 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 10th day of September, 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

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:	79 /10/2019
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>89/1310/2019</u>
Jeffrey Sanborn, Village Manager	Date

<u>#19-1518</u>	<u>89/1310/2019</u>
Village Council, Resolution	Date

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	Grounds Specialist 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
	17	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	19	Master Firefighter Senior Police Officer Track Superintendent	40,001	50,001	60,001
	20	Athletic Coordinator Code Compliance Specialist Master Police Officer Police Investigator Program Coordinator Special Events Coordinator	42,001	52,501	63,001

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