



January 28, 2019
 Stallings Town Hall
 315 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor Kathy Heyse, Council Member	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:20 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written. <i>(ADD, IF APPLICABLE: with changes as described by Mayor Dunn)</i> Motion: I make the motion to: 1) Approve the Agenda as presented; or 2) Approve the Agenda with the following changes: _____
2.	7:35 p.m.	Parks and Recreation (A) Park Library Recognition (B) Holiday Decorating Contest Winners Recognition (C) Holiday Decorating Contest Feedback	Ashley Platts, Parks and Recreation Director	Presentation; Feedback requested
3.	7:50 p.m.	Chestnut Small Area Plan	Lynne Hair, Town Planner Demetri Batches, Metrocology	Approve small area plan Motion: I make the motion to approve the Chestnut Small Area
4.	8:05 p.m.	RZ19.01.01 Rezoning of parcels #06087001 and #07141003A located on Matthews Weddington Road from SFR-1 to MU2 to accommodate future development of the Chestnut Small Area Plan. (A) Open Public Hearing (B) Information from Staff (C) Close Public Hearing (D) Council Vote	Lynne Hair, Town Planner	Approve (deny) rezoning. Motion: I make the motion to approve RZ19.01.01.

5.	8:10 p.m.	Greenway Plan Action Plan	Lynne Hair, Town Planner Alex Gotherman, Destination by Design	Presentation and Possible Approval
6.	8:30 p.m.	Financial Items (A) Finance Quarterly Report (B) 2019-20 Budget Meeting Schedule <ul style="list-style-type: none"> • Draft Schedule • CMIP Discussion Date 	Marsha Gross, Finance Officer	Presentation; Approve budget meeting schedule by consensus
7.	8:50 p.m.	Part-time Cleaning Employee	Alex Sewell, Town Manager	
8.	9:00 p.m.	Adjournment	NA	<i>Motion: I make the motion to adjourn.</i>

Memo:

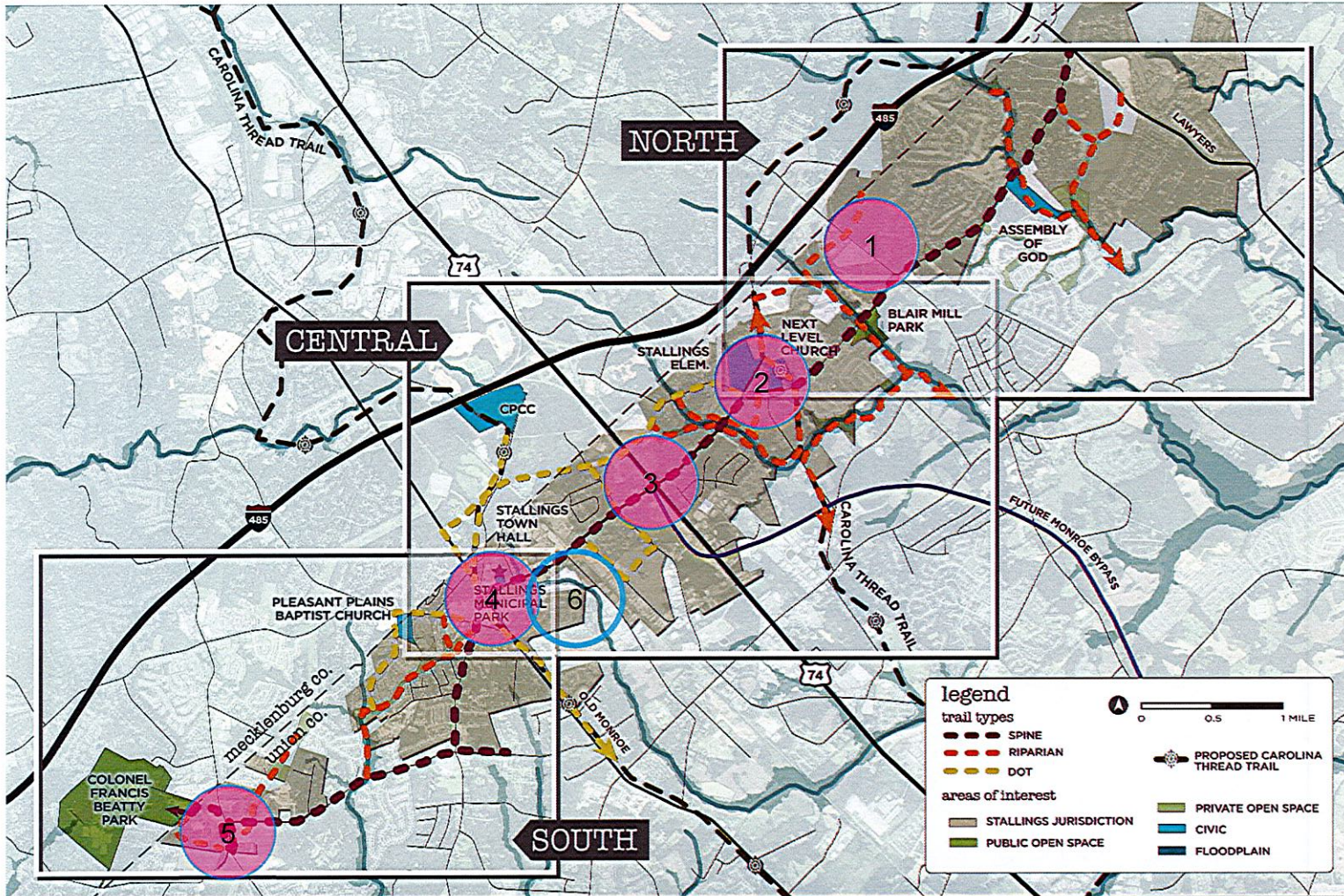
TO: Town Council
FROM: Lynne Hair, Planning and Zoning Administrator
SUBJECT: Chestnut Small Area Plan and Presentation
DATE: January 22, 2019

A Small Area Plan has been created for the Chestnut area of Stallings. The properties involved lie near the Chestnut Lane/Mathews-Weddington Road intersection. The goal of this plan is to ensure development compatibility with the surrounding uses, promote greenway connectivity to Colonel Frances Beatty Park, and provide for connection fo the round about being constructed at this intersection.

The Planning reviewed the plan on January 15, 2019 and is recommending approval.

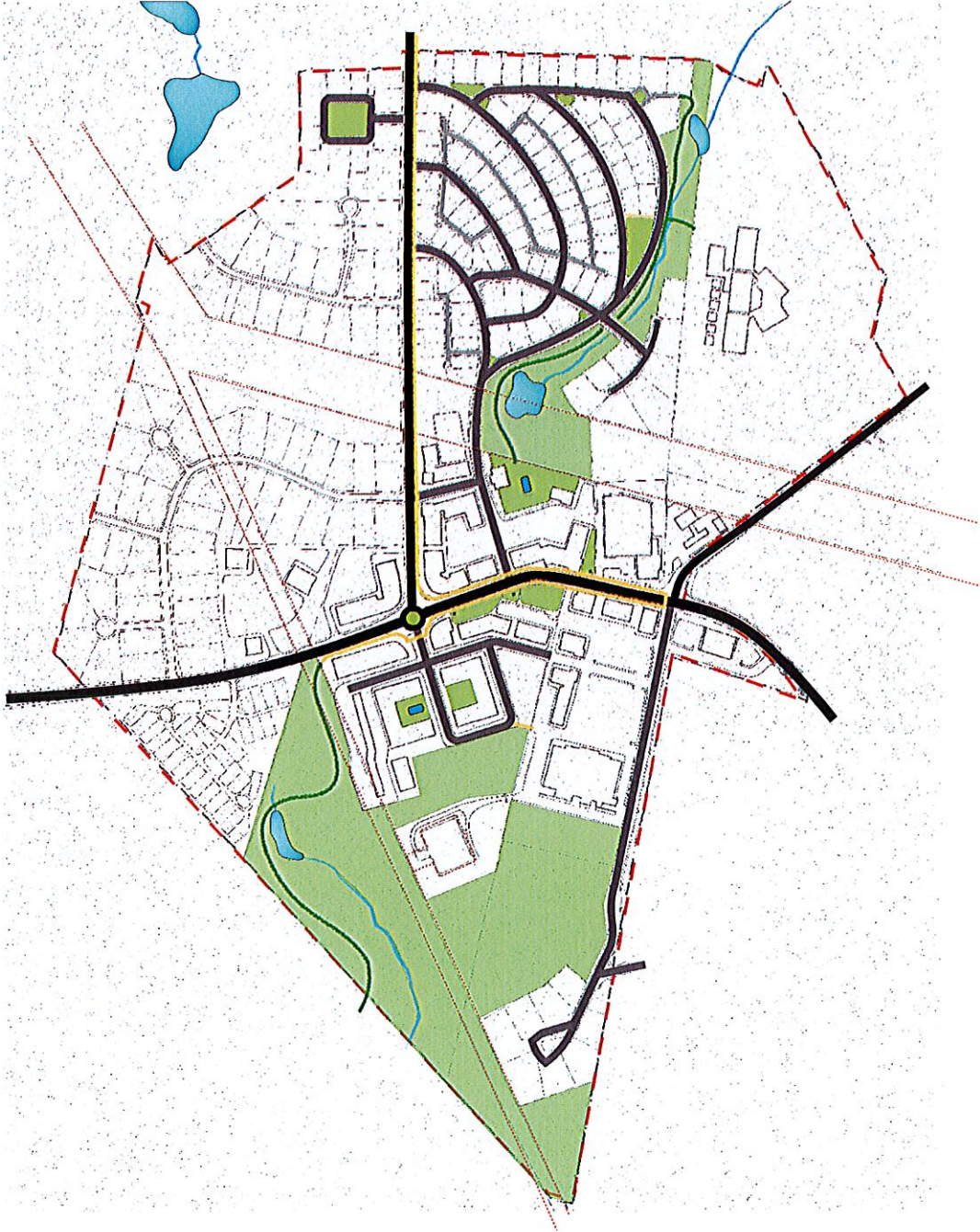
STALLINGS SMALL AREA PLANS

- 1- Idlewild Rd
- 2- Steven's Mill
- 3- Monroe Bypass
- 4- Downtown
- 5- Chestnut
- 6- CEM



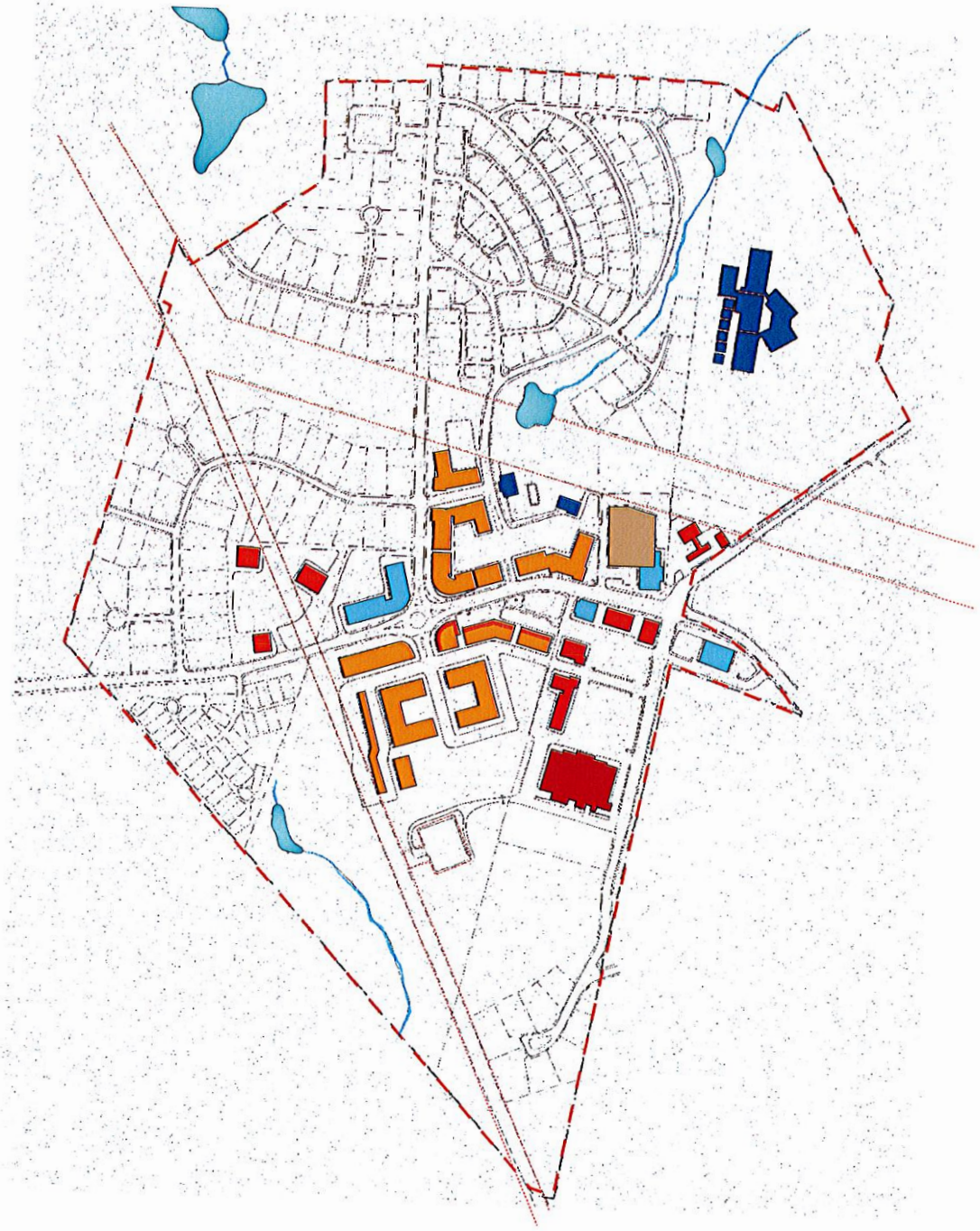
SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

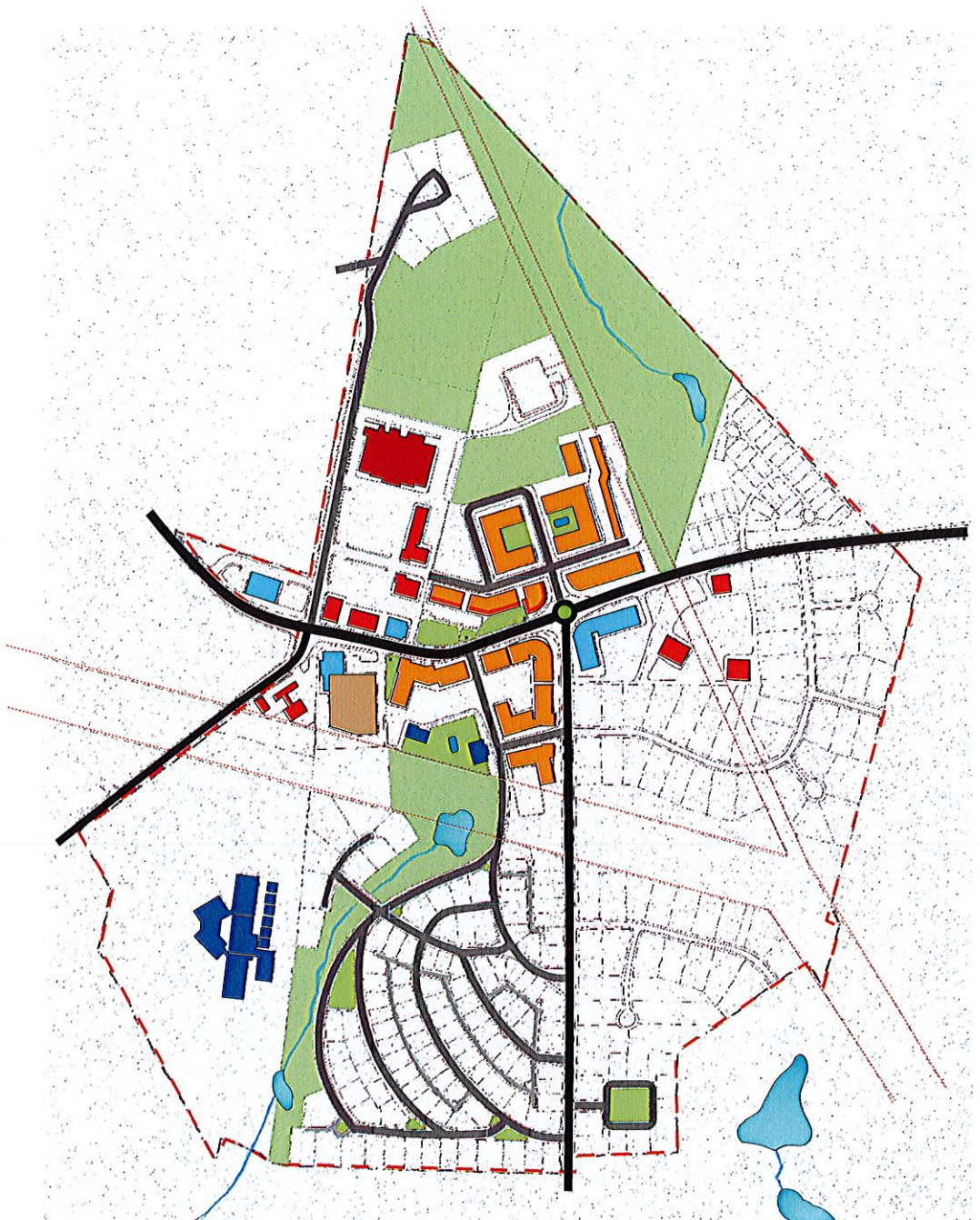
GREEN &
PEDESTRIAN
NETWORK



SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

USE PLAN



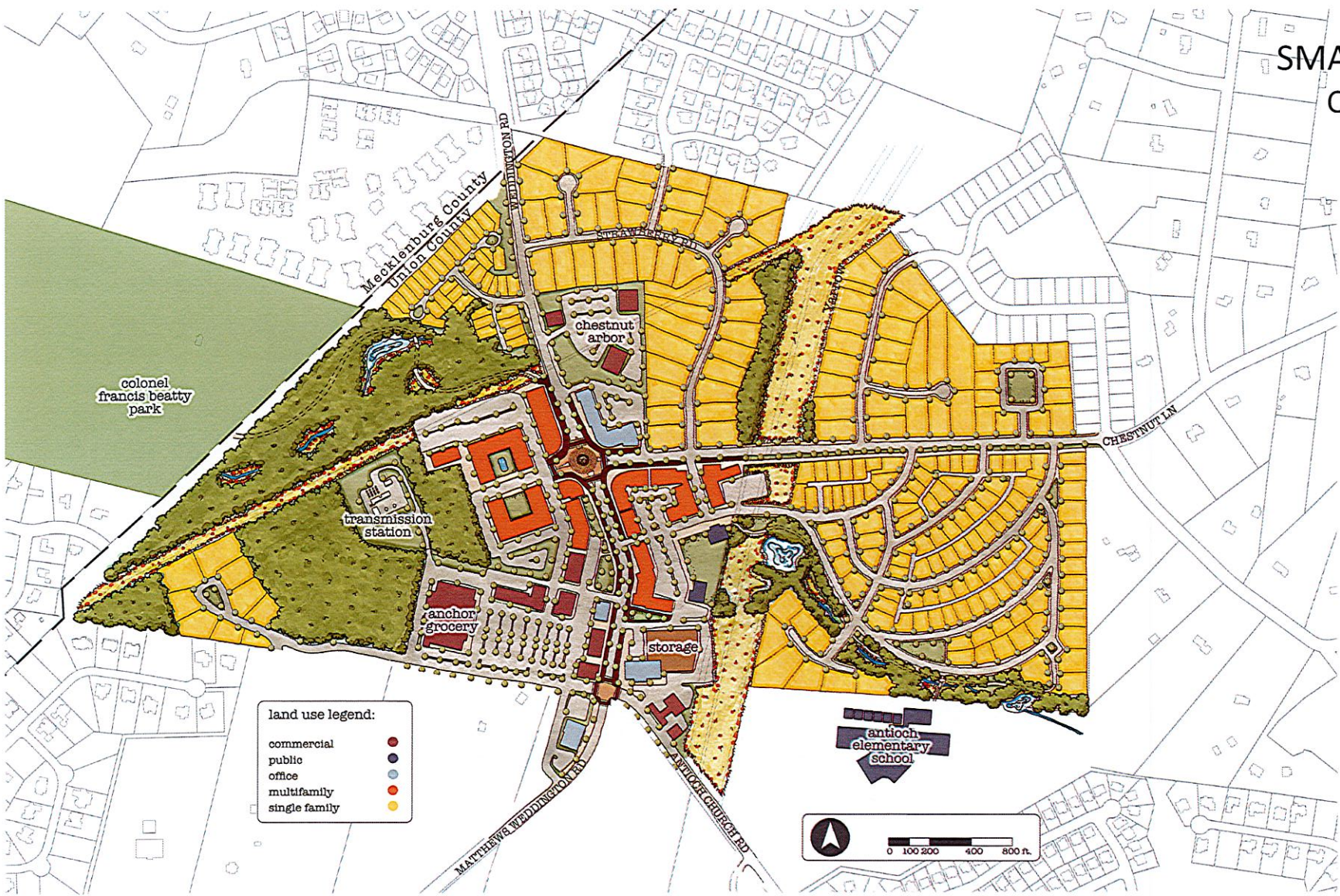


SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

CONCEPT
OPEN SPACE PLAN

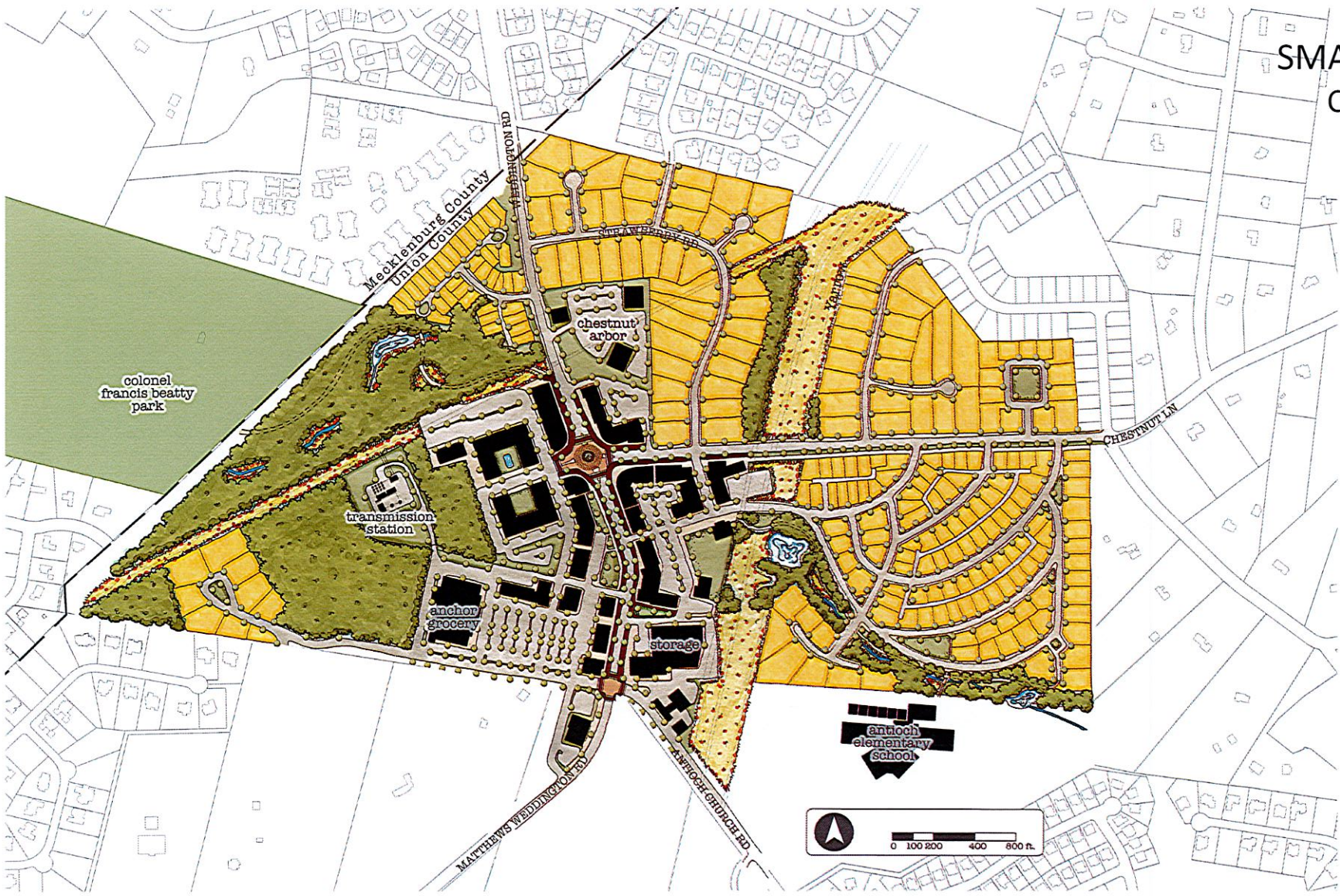
SMALL AREA PLAN CHESTNUT ROAD STALLINGS, NC

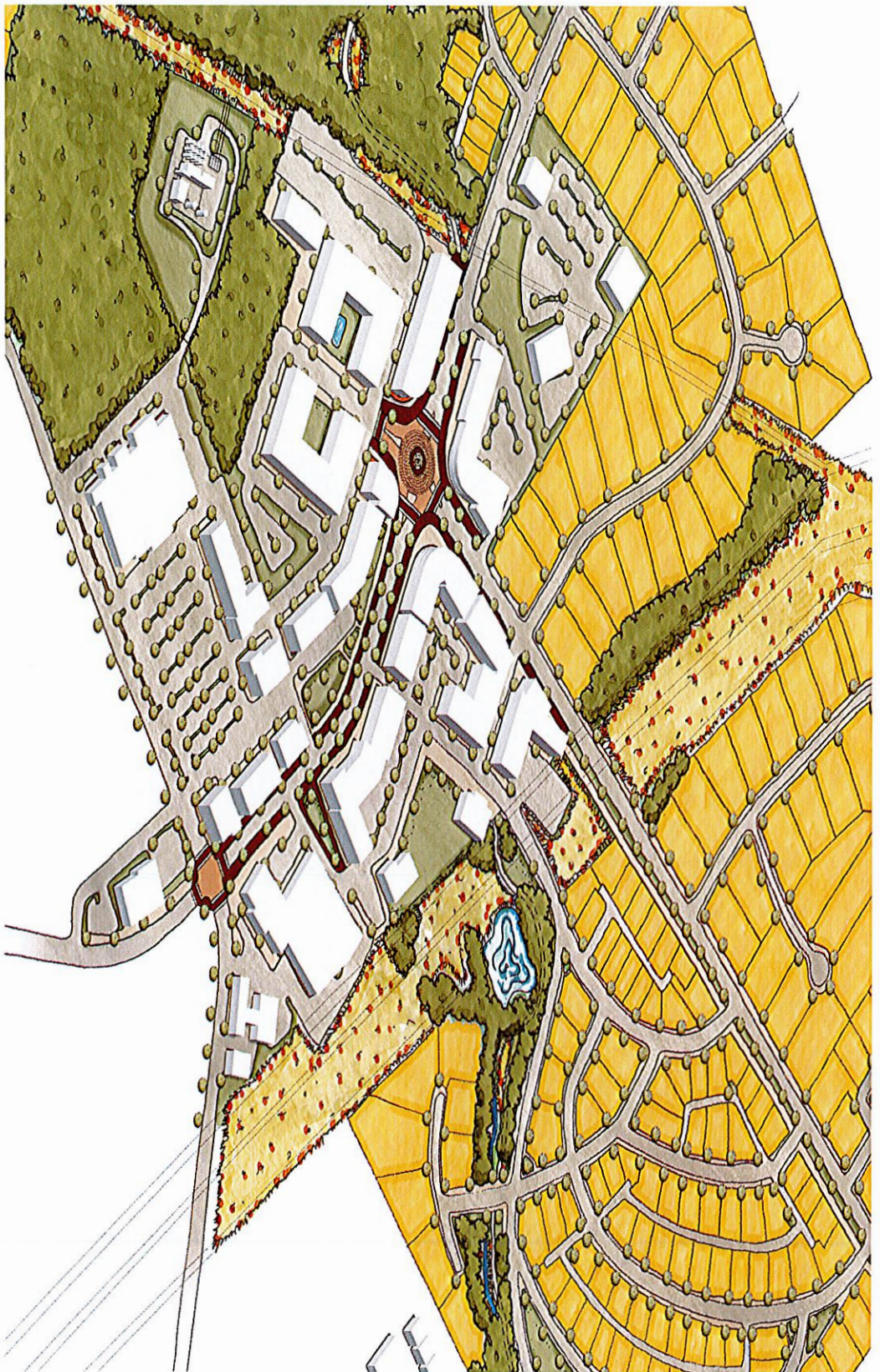
USE PLAN



SMALL AREA PLAN CHESTNUT ROAD STALLINGS, NC

CONCEPT
FIGURE GROUND



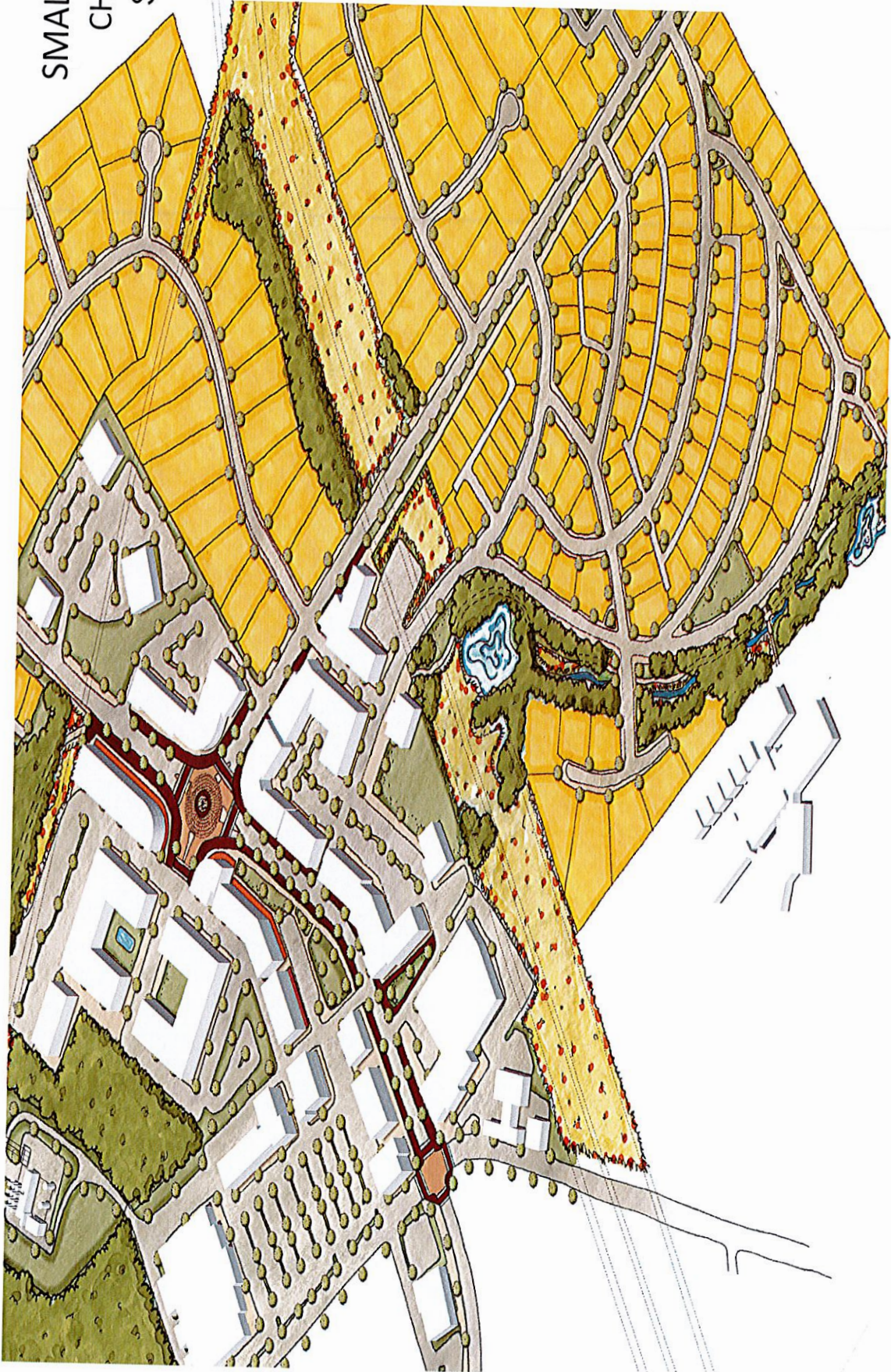


SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

BIRD'S EYE

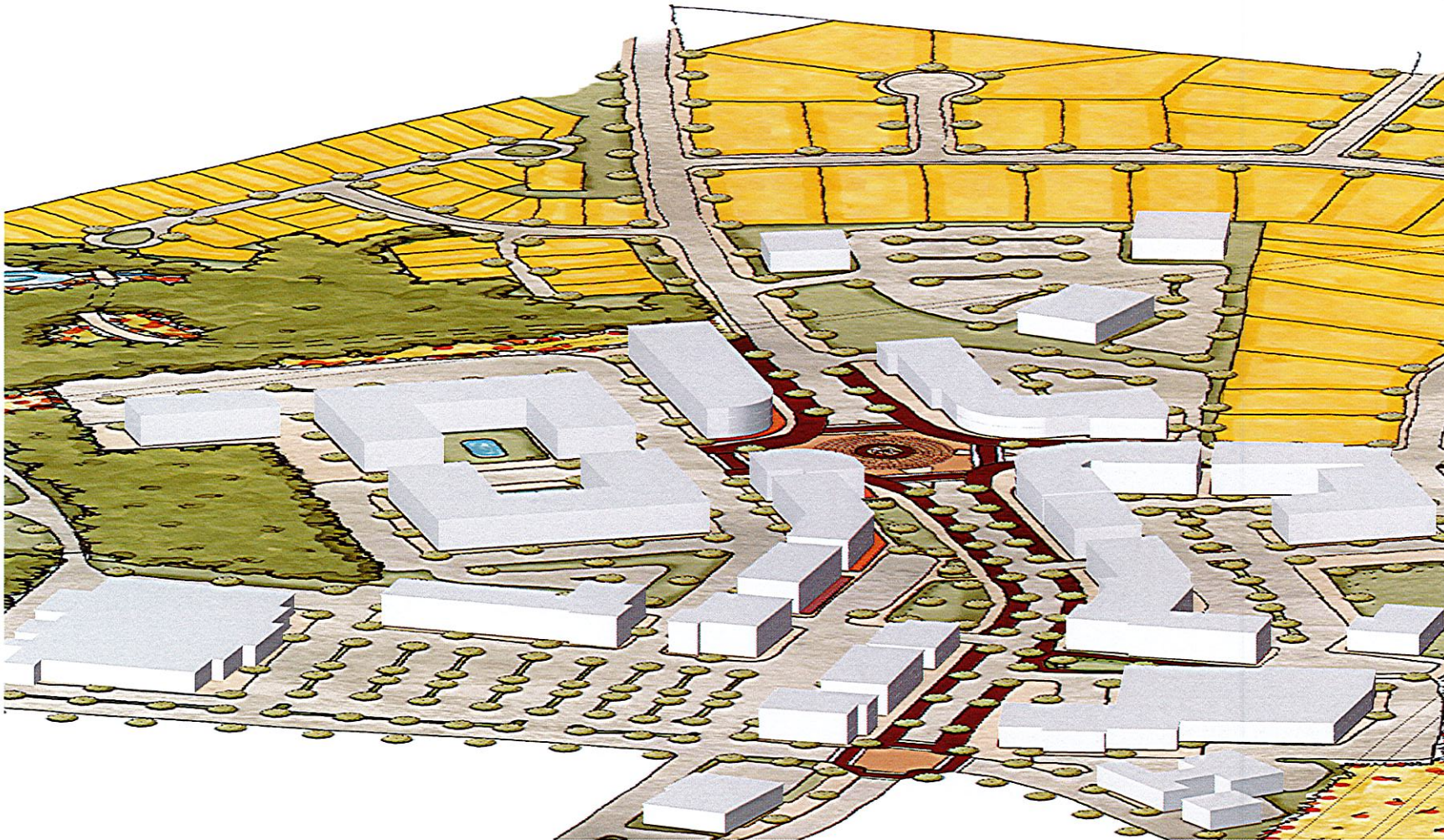
SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

BIRD'S EYE



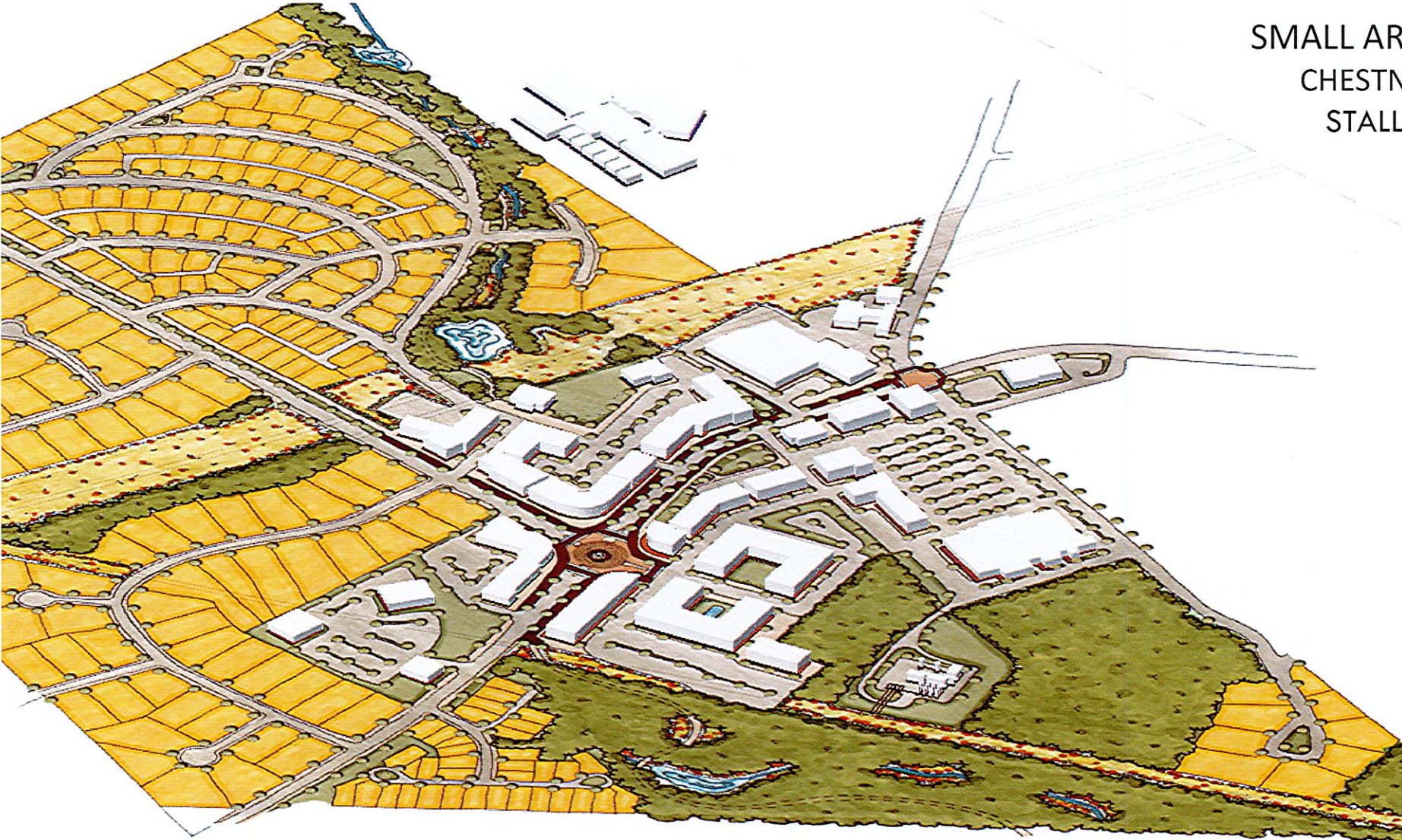
SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

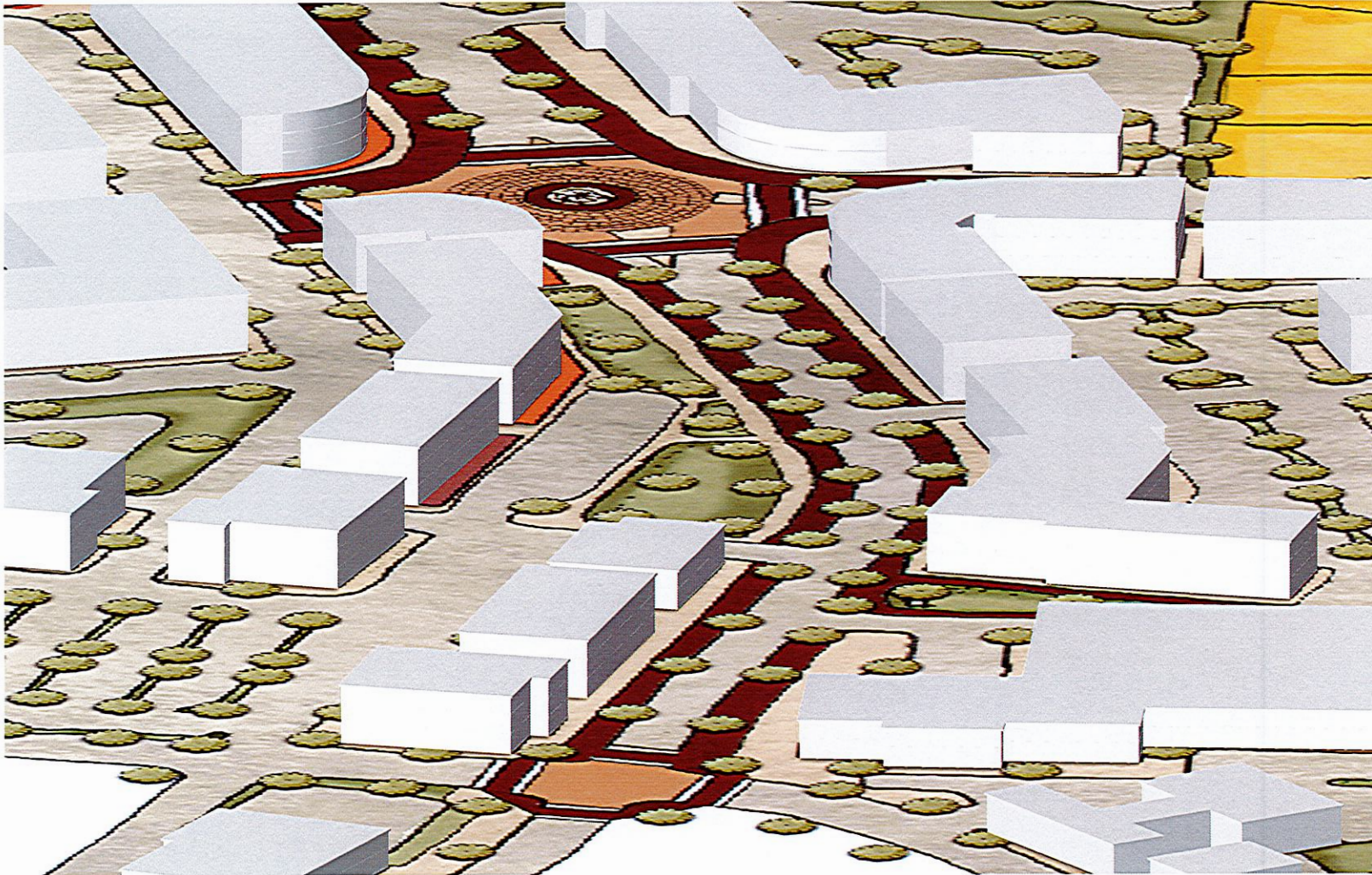
BIRD'S EYE



SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

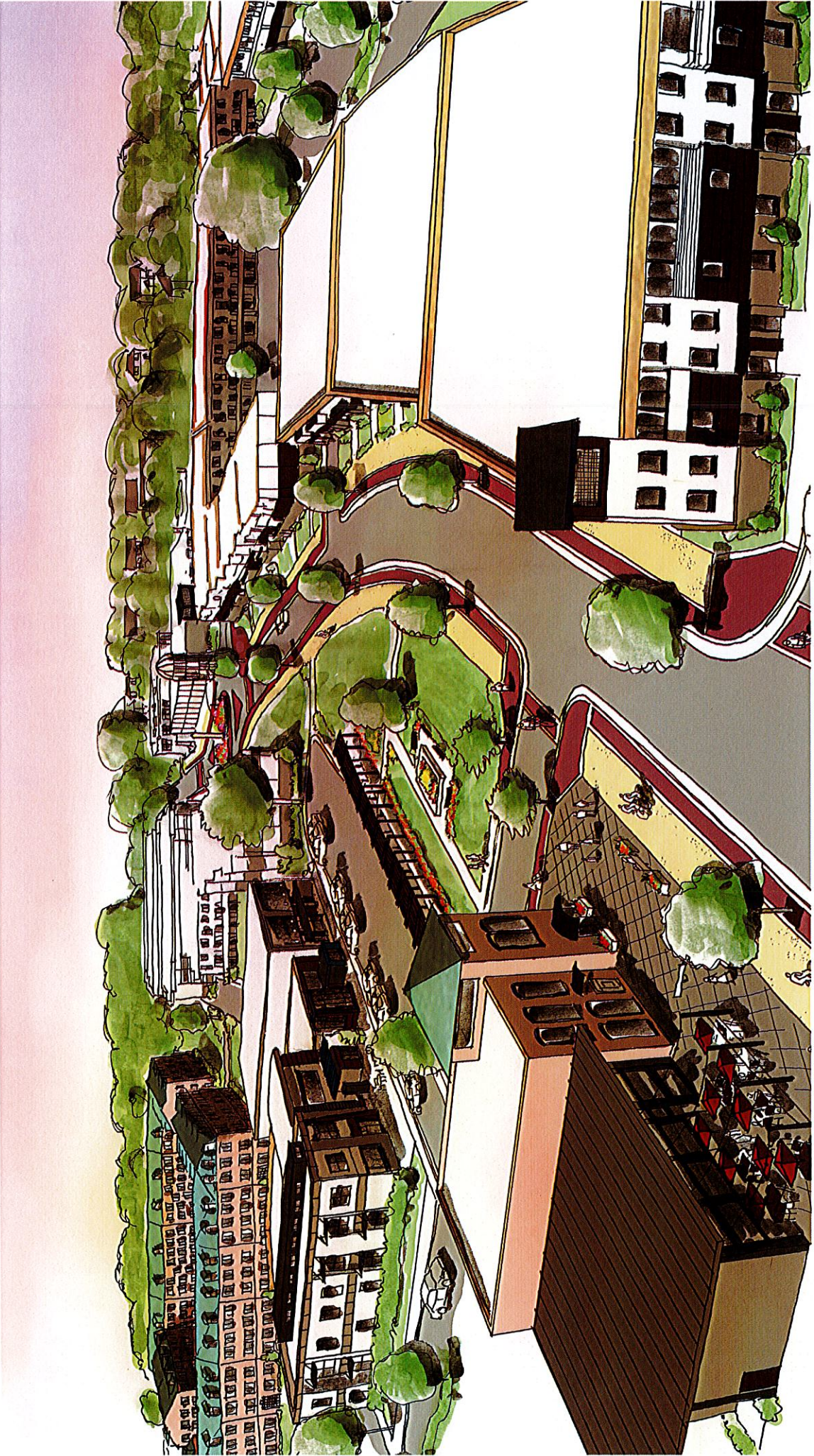
BIRD'S EYE

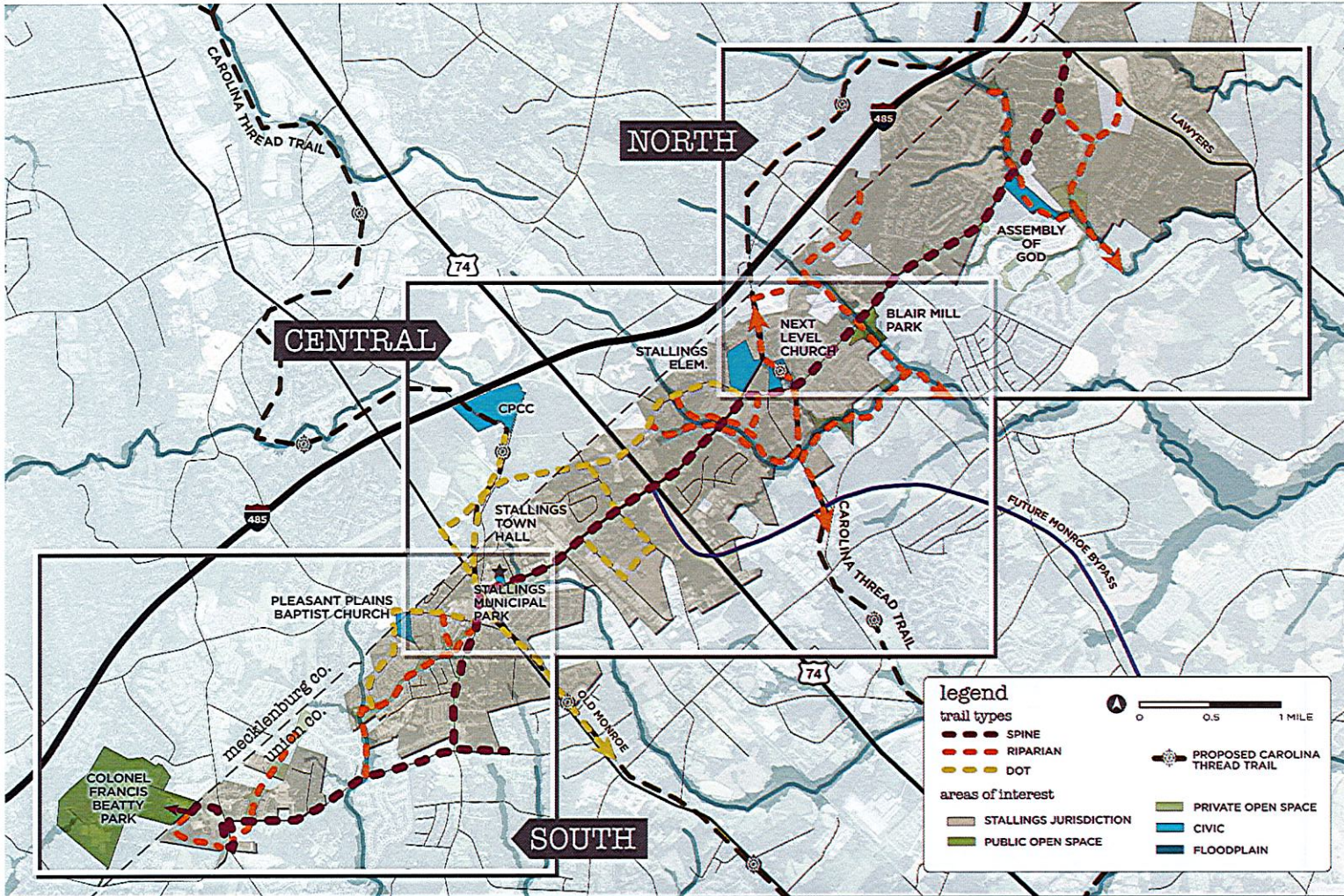




SMALL AREA PLAN
CHESTNUT ROAD
STALLINGS, NC

BIRD'S EYE





DESTINATION
TERMINUS OF
STALLINGS SPINE

CONNECTS 100'S
DWELLING UNITS
TO REGIONAL PARK

GATEWAY
FEATURE

ONLY SECTION W/
2-
SIDED GREENWAY

the urban "spine"



PARALLEL PARKING
TRAVEL LANE
2'-0" CURB
4'-0" ASPHALT SIDEWALK
18'-18" CONCRETE SIDEWALK
8'-0" ST. SIDEWALK



PARALLEL PARKING
TRAVEL LANE
2'-0" CURB
4'-0" ASPHALT SIDEWALK
18'-18" CONCRETE SIDEWALK
8'-0" ST. SIDEWALK

the suburban "spine"

CURB AND GUTTER ALTERNATE



TRAVEL LANE
2'-0" CURB
4'-0" ASPHALT SIDEWALK
18'-18" CONCRETE SIDEWALK
8'-0" ST. SIDEWALK



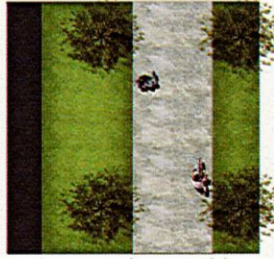
TRAVEL LANE
2'-0" CURB
4'-0" ASPHALT SIDEWALK
18'-18" CONCRETE SIDEWALK
8'-0" ST. SIDEWALK

the suburban "spine"

SMALL ALTERNATE



TRAVEL LANE
2'-0" SMALL CURB
2'-0" GUTTER
18'-18" CONCRETE SIDEWALK
2'-0" SMALL CURB
2'-0" GUTTER
18'-18" CONCRETE SIDEWALK

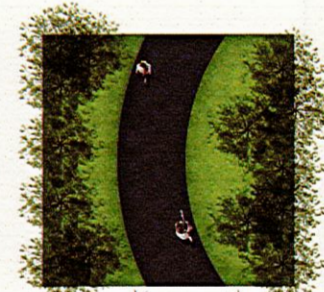


TRAVEL LANE
2'-0" SMALL CURB
2'-0" GUTTER
18'-18" CONCRETE SIDEWALK
2'-0" SMALL CURB
2'-0" GUTTER
18'-18" CONCRETE SIDEWALK

the typical greenway



2'-0" SIDEWALK
2'-0" SIDEWALK
18'-18" ASPHALT SIDEWALK
2'-0" SIDEWALK



2'-0" SIDEWALK
2'-0" SIDEWALK
18'-18" ASPHALT SIDEWALK
2'-0" SIDEWALK

the wetland boardwalk



WETLAND
18'-18" BOARDWALK
WETLAND



WETLAND
18'-18" BOARDWALK
WETLAND

SUBURBAN SPINE - SWALE

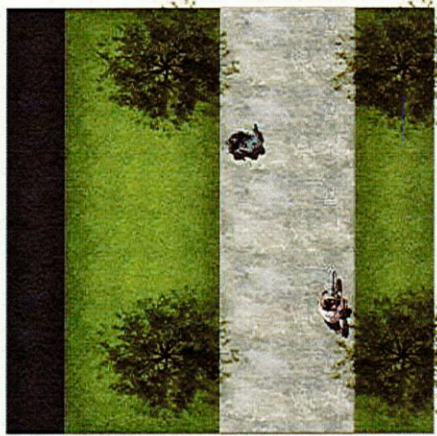
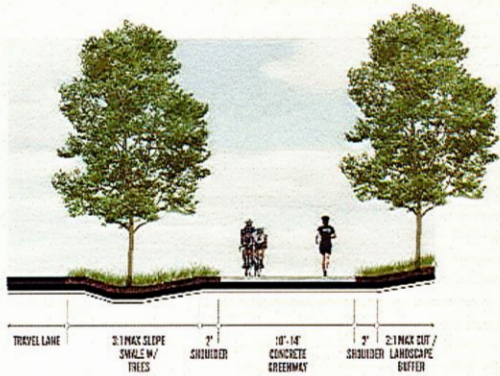
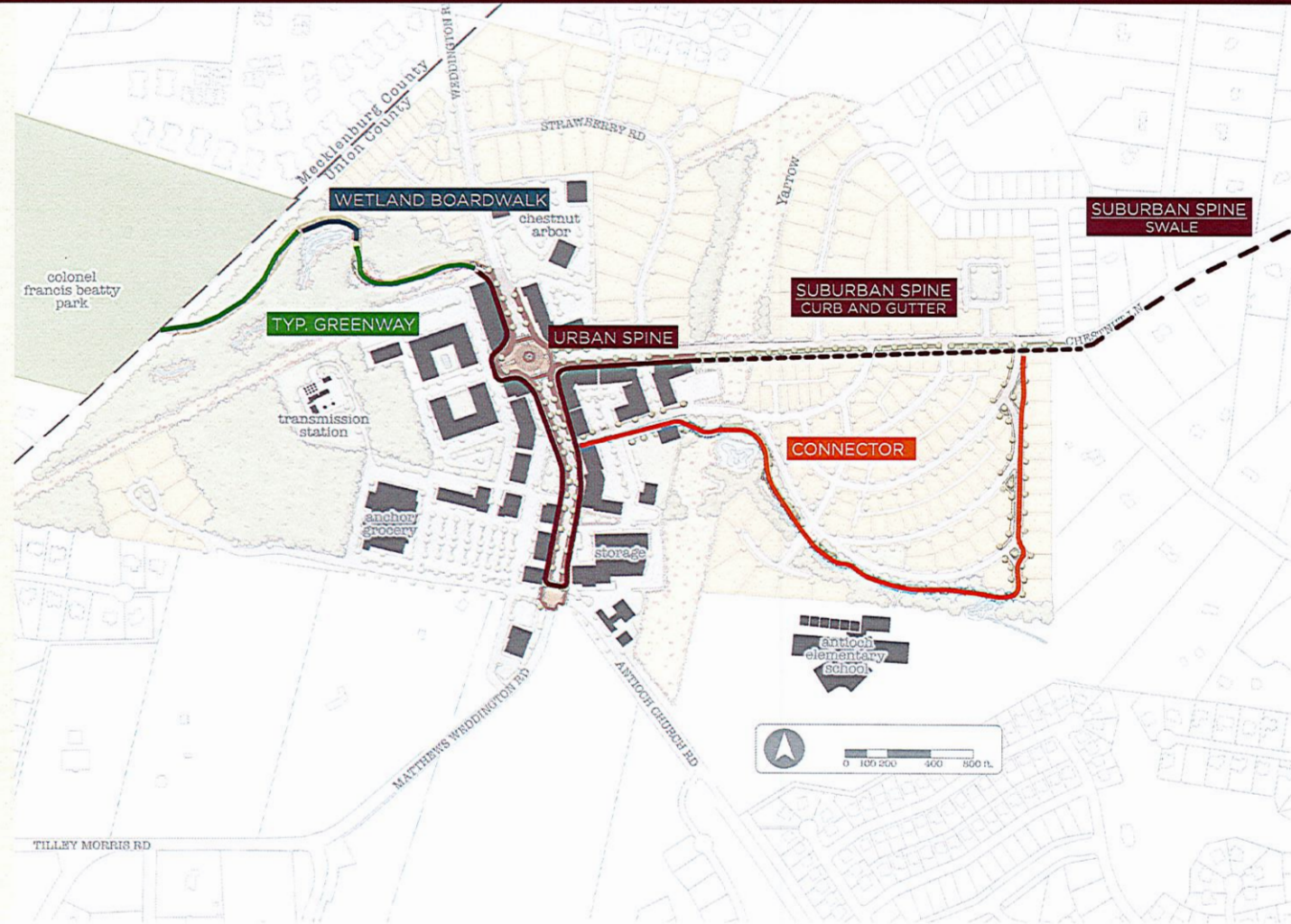
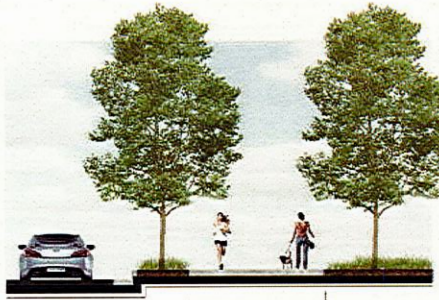


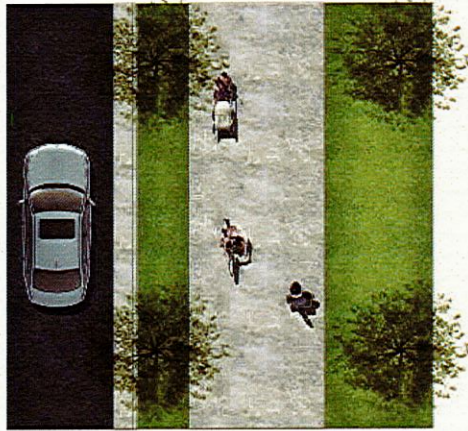
Diagram illustrating the cross-section of a suburban spine swale. The components from left to right are: a 2:1 MAX SLOPE SWALE W/ TREES, a 7' SHOULDER, a 10'-14' CONCRETE GREENWAY, a 7' SHOULDER, and a 2:1 MAX CUT / LANDSCAPE BUFFER.



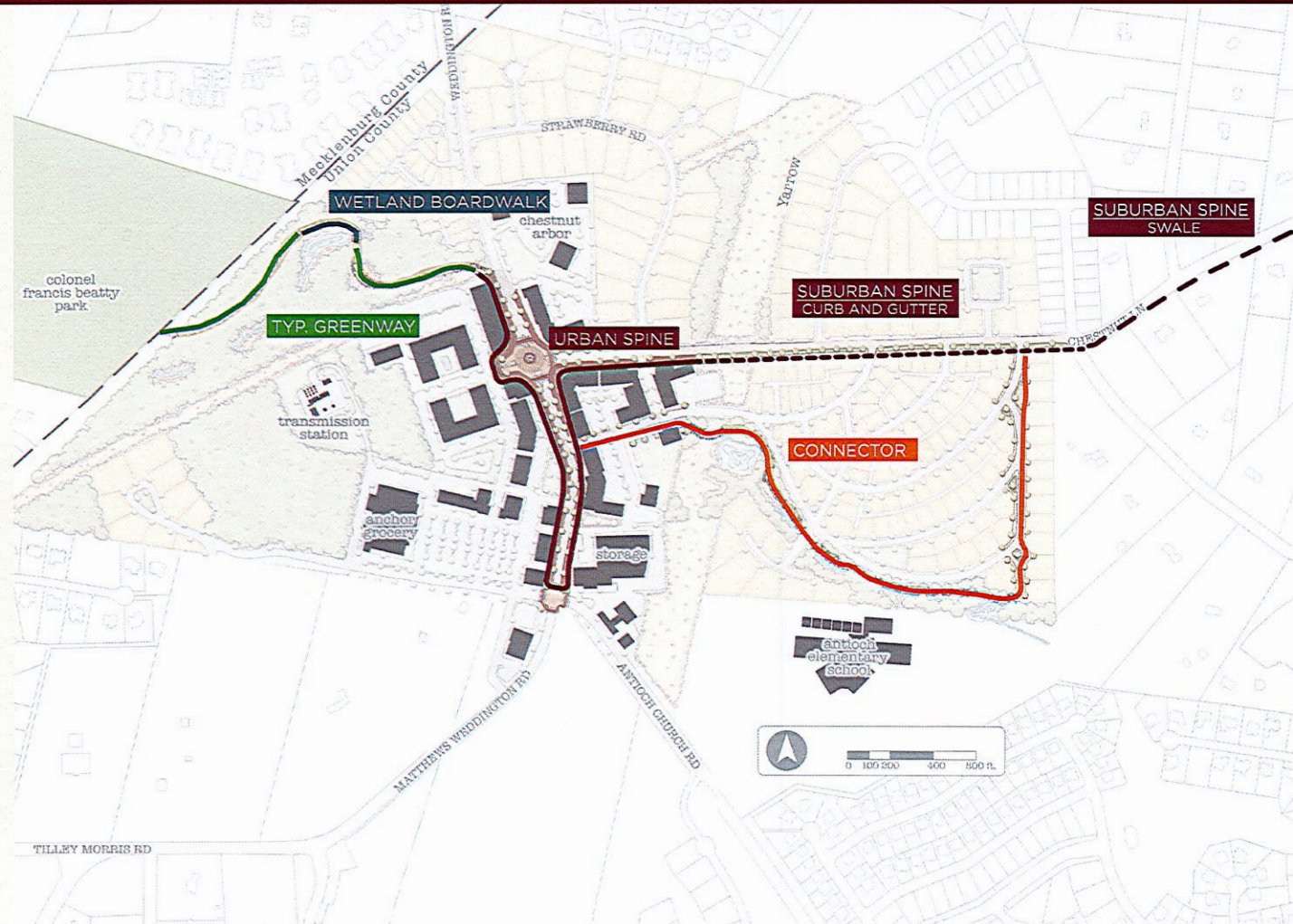
SUBURBAN SPINE – CURB AND GUTTER



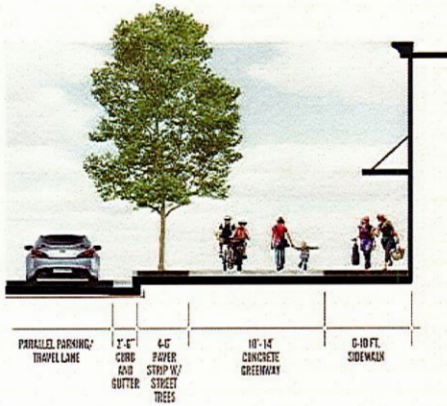
TRAVEL LANE	2'-4" CURB & NO GUTTER	4'-6" LANDSCAPE STRIP w/ 2 TREES	10'-14" CONCRETE GREENWAY	LANDSCAPE BUFFER
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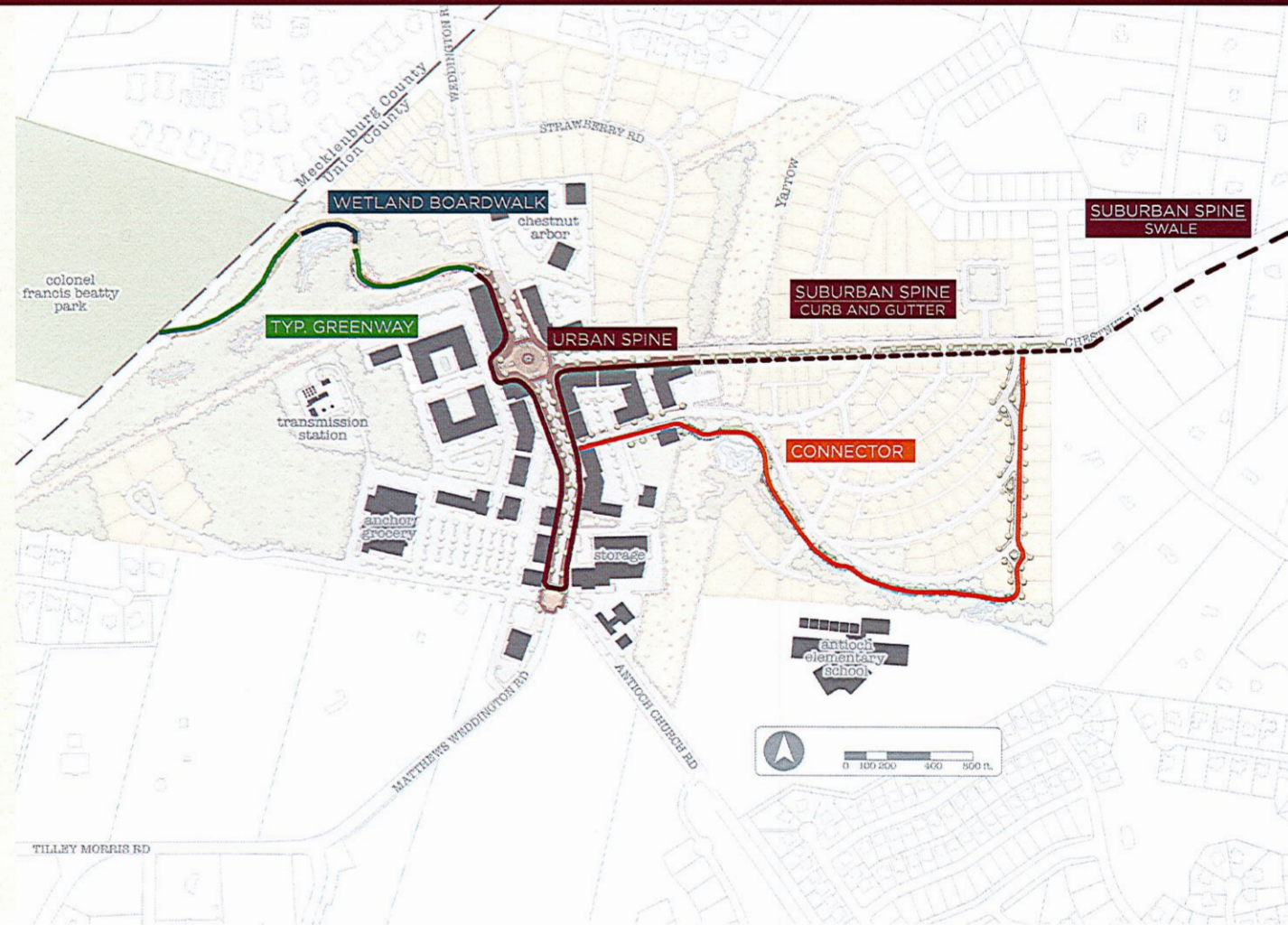
TRAVEL LANE	2'-4" CURB & NO GUTTER	4'-6" LANDSCAPE STRIP w/ 2 TREES	10'-14" CONCRETE GREENWAY	LANDSCAPE BUFFER
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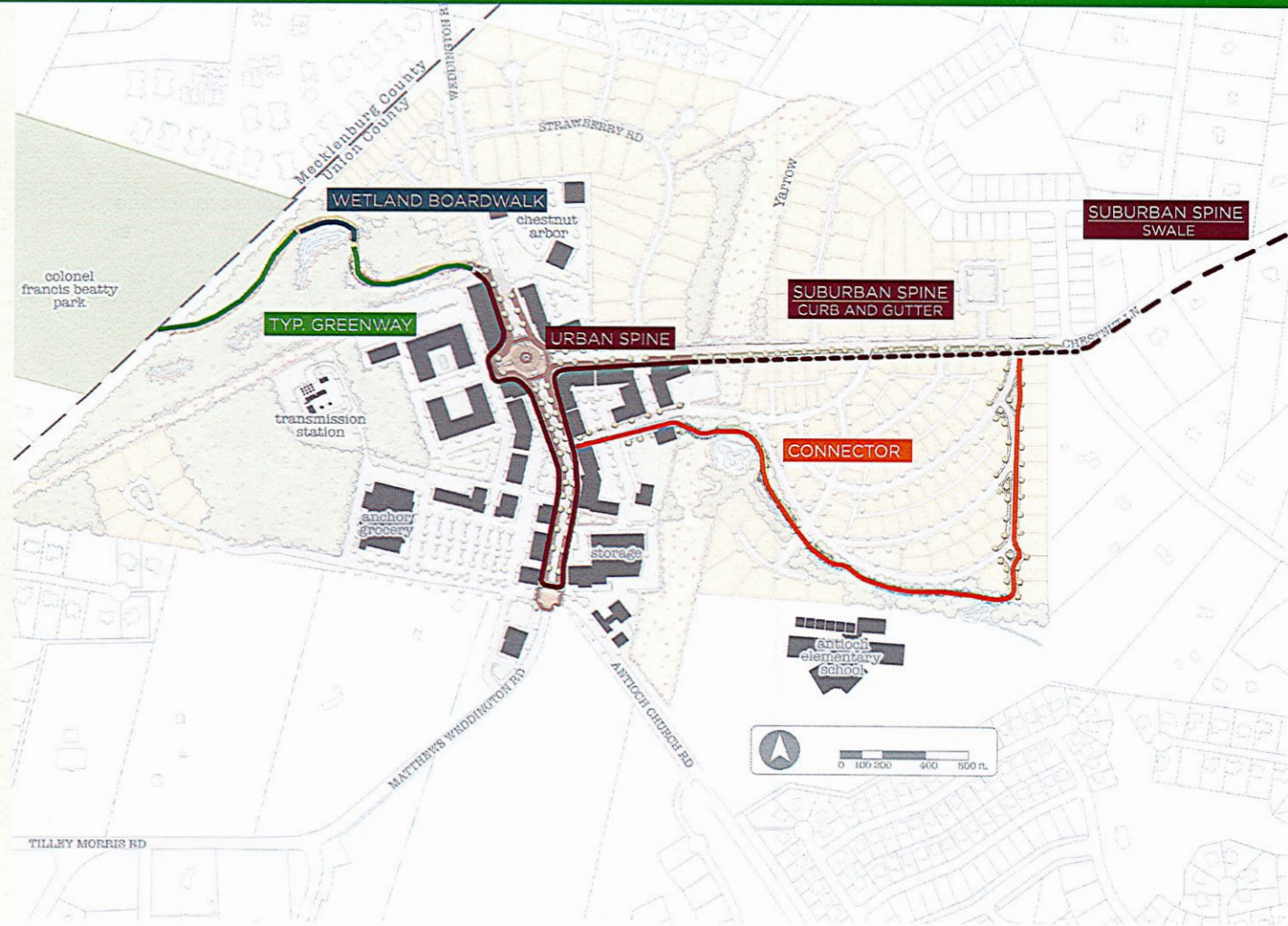
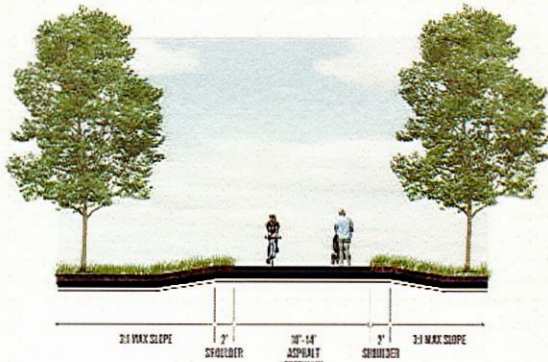
SUBURBAN SPINE – URBAN SPINE



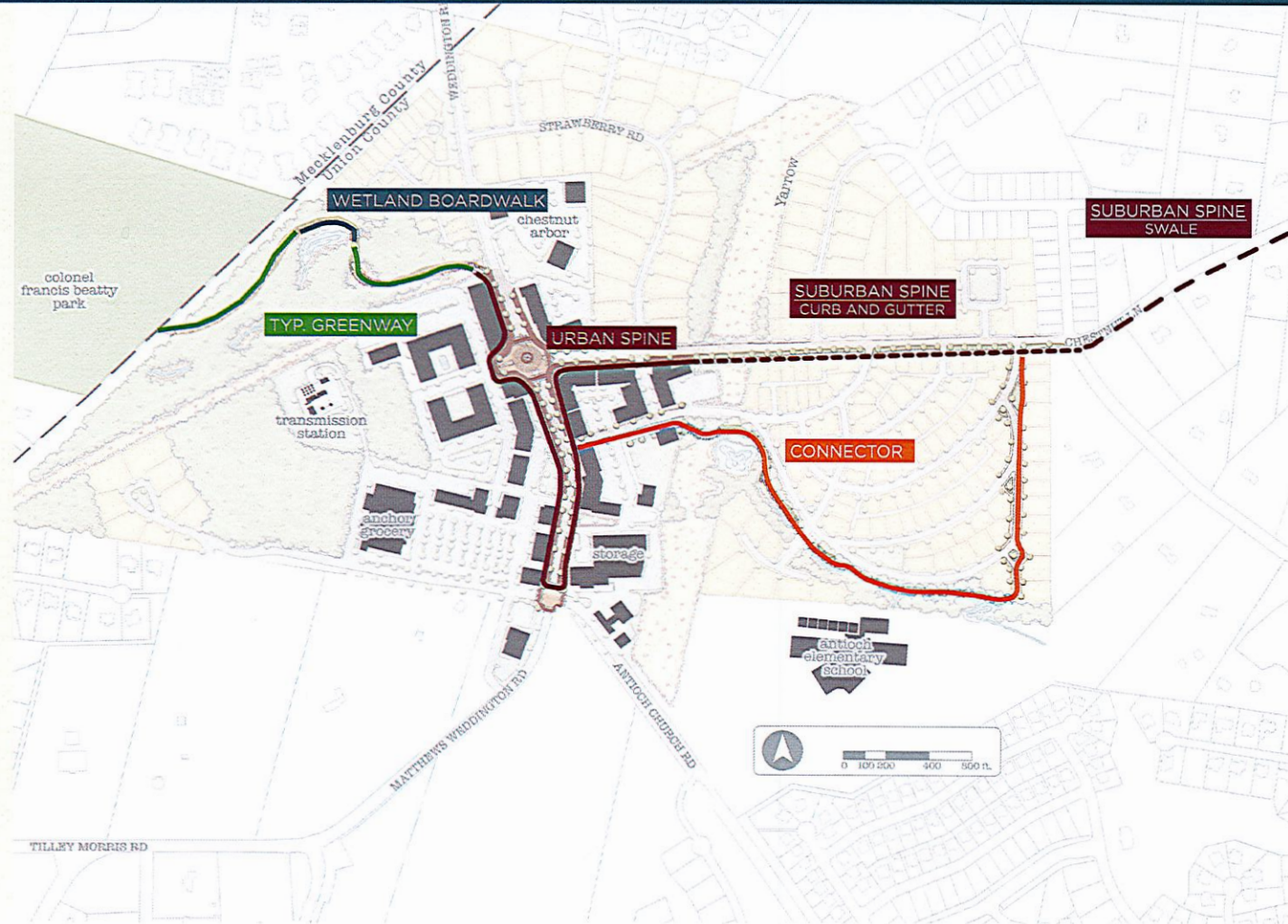
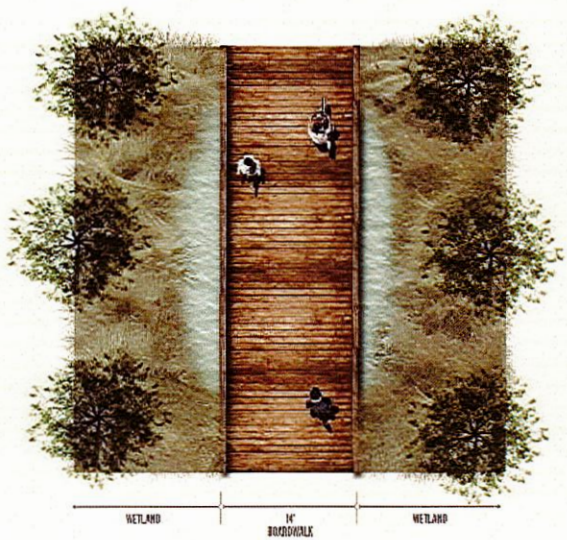
PARALLEL PARKING/ TRAVEL LANE
2'-6" CURB AND GUTTER
4'-6" PAPER STRIP W/ STREET TREES
10'-14" CONCRETE GREENWAY
6'-10" FT. SIDEWALK



TYPICAL GREENWAY



WETLAND BOARDWALK



Memo:

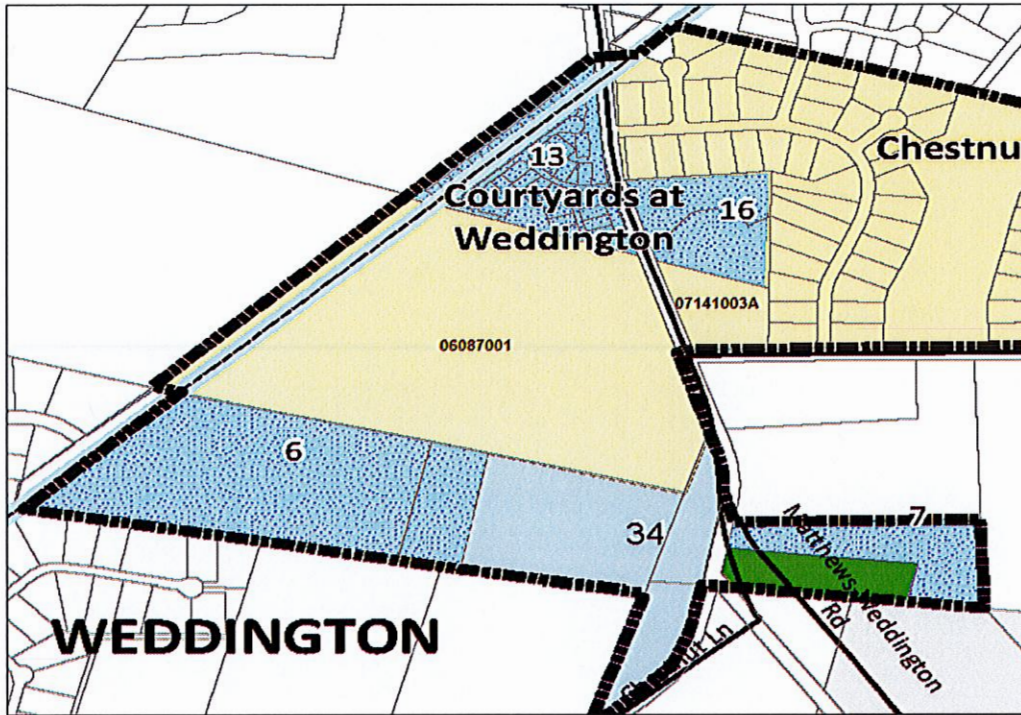
TO: Town Council
FROM: Lynne Hair, Planning and Zoning Administrator
SUBJECT: RZ19.01.01 Rezoning of Chestnut Small Area Plan properties
DATE: January 18, 2019

To implement the Chestnut Small Area Plan, staff is requesting rezoning of two (2) involved properties to further the goals and objectives of the plan. Parcels 06087001 and 07141003A are currently zoned SFR-1, it is being requested that they be rezoned to MU-2.

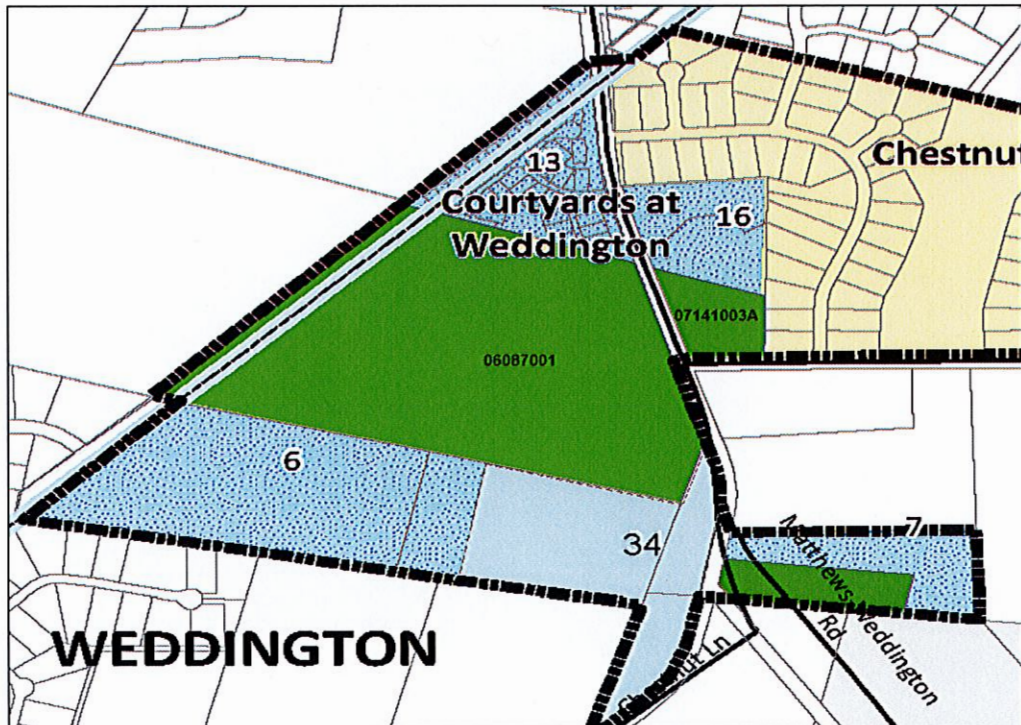
Rezoning to MU-2/MU-1 was done for the three (3) approved Small Area Plans. Rezoning of necessary parcels in this area is in keeping with this process.

The Planning Board reviewed the request at their January 15, 2019 meeting and unanimously recommended approval.

Current Zoning



Proposed Zoning





RZ19.01.01

AN ORDINANCE AMENDING THE “STALLINGS DEVELOPMENT ORDINANCE”
OF THE TOWN OF STALLINGS, NORTH CAROLINA

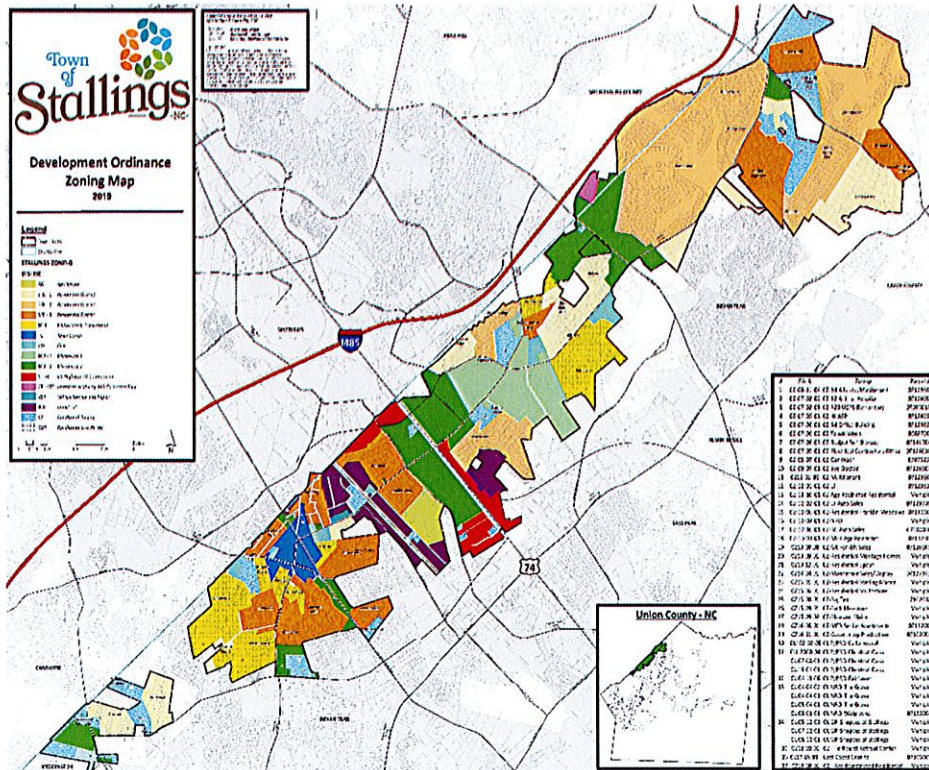
WHEREAS, on February 26, 2018 the Town Council adopted the new Stallings Development Ordinance; and,

WHEREAS, rezoning property to MU-2 is consistent with the 2017 Comprehensive Land Use Plan and adopted small area plans; and,

WHEREAS, in order to promote the public safety, health or welfare rezoning of parcels to accommodate goals of the Chestnut Small Area Plan is recommended; and,

THEREFORE, THE TOWN COUNCIL OF THE TOWN OF STALLINGS DO
ORDAIN AMENDING THE STALLINGS ZONING MAP FOR AS FOLLOWS:

- Parcel 06087001 from SFR-1 to MU-2
- Parcel 07141003A from SFR-1 to MU-2



This ordinance shall be effective immediately upon its adoption.

ADOPTED this the _th day of _____, 2018.

Wyatt Dunn
Mayor

Erinn Nichols
Town Clerk

Memo:

TO: Town Council
FROM: Lynne Hair, Planning and Zoning Administrator
SUBJECT: Greenway Action Plan and Draft Plan Presentation
DATE: January 22, 2019

The Draft of the completed Parks and Greenway Master Plan will be presented to Council for final comment. The action plan portion of the document will be emphasized and Council's direction is requested. A copy of the Action Plan is attached. Destination by Design will distribute the draft plans at Monday's meeting.

Staff is requesting direction on the draft plan and action plan. Staff will bring the plan back to Council on February 11, 2019 for final adoption.

Action Plan

The Connect Stallings Action Plan is organized according to three (3) types of actions: Policy; Project Development and Land Acquisition; and Engineering and Construction.

Many Connect Stallings recommendations can be implemented with sound policymaking, such as coordinating with NCDOT and requiring new development to incorporate plan recommendations. *Project Development and Acquisition* actions will require proactive effort on behalf of the Town in order to appropriately position projects for implementation. The final action plan type outlined below, *Design, Engineering, and Construction*, describes specific projects where the Town controls land or right-of-way and can immediately advance plan recommendations if deemed a political and financial priority.

All specific actions are highlighted below.

6.1 Policy Actions

6.1.1 Staff Dedication (ongoing)

Stallings leadership must dedicate staff time to the implementation of the Connect Stallings Greenway and Recreation Master Plan. Required skills include effective communication and community engagement, project management, and grant writing. Also, dedicated staff can assist with a capital campaign to raise funds from local industries, businesses, and individuals with an interest and resources to support the improvement of quality of life in the Town of Stallings. Consider a combination of permanent staff and consultant assistance to best serve the town's interest.

6.1.2 CRTPO Adoption and NCDOT Coordination (ongoing)

With the adoption of Connect Stallings by the Charlotte Regional Transportation Planning Organization (CRTPO), the town will have an opportunity to pursue grant funding. In addition, the plan will then be formally registered within the NCDOT system and CRTPO Comprehensive Transportation Plan, requiring NCDOT to assist with plan implementation in concurrence with road widening.

6.1.3 Establish Occupancy Tax (year 1)

The North Carolina General Assembly generally allows local governments to assess up to 6% as an occupancy tax on all short-term rentals. These funds are then reinvested to market the area and improve tourism-related capital infrastructure. The town should secure an occupancy tax (particularly with new hotel interest along Highway 74) and dedicate the capital infrastructure allocation toward greenway plan implementation.

Note, the City of Charlotte has been granted a higher rate of 8% (special support for the NASAR Museum). Stallings can still assess a 6% rate and remain particularly competitive in the region.

6.1.4 Colonel Francis Beatty Agreement (year 1)

Stallings leadership must partner with Mecklenburg Parks and Recreation, which manages Colonel Francis Beatty Park, to establish for a park connection that will ultimately link to Chestnut Road and the Stallings Spine. The town should pursue a Memorandum of Understanding (MOU) to ensure such a connection is provided.

6.1.5 Homeowner Association Engagement (ongoing)

As noted within *Chapter 3: Public Engagement and Outreach*, all Homeowners Associations (HOAs) were encouraged to attend meetings to assess the feasibility of creating public access through privately owned HOA property. No HOAs formally committed or denied such an opportunity to partner with the town. The town must continue to engage citizens and communicate greenway development progress.

6.1.6 Land Development Agreements (ongoing)

Stallings continues to effectively implement its adopted Small Area Plans by securing land development agreements with land developers/owners. Within these agreements, the town shall require the dedication and construction of greenway facilities in accordance with this plan.

Town leaders and the project steering committee identified several key areas and priorities at the time of plan writing, which include: the entire Chestnut Small Area Plan; undeveloped tracts surrounding Stallings Elementary School; and tracts adjacent to Idlewild Market. However, such priorities will regularly shift and will primarily be dictated by market conditions and developer interests.

6.1.7 Capital Campaign (ongoing)

A capital campaign will provide area businesses and residents an opportunity to financially support specific projects within the Connect Stallings Master Plan. Stallings is fortunate to have several large industries that may provide significant support for a more robust greenway and recreation system to benefit their workers and their families. Furthermore, results from the greenway and recreation survey demonstrate significant interest in such facilities among area citizens.

6.1.8 Capital Improvement Plan (ongoing)

Connect Stallings Master Plan capital projects should be represented within the Town's Capital Improvement Plan (CIP), which provides a financial outlay for larger capital projects. CIP items can provide for general land acquisition, engineering, or the construction of projects deemed a priority of Town Council.

6.2 Project Development and Land Acquisition Actions (2019 – 2024)

In order to effectively implement critical portions of the Connect Stallings Master Plan, the Town must be proactive in land acquisition and overall project development, which is required before engaging in engineering and design. As identified by the project steering committee, the

area of highest priority exists within the Central Planning Section and includes the proposed Sweet Birch Park (XX acres), Stallings Thread Trail Park (XX acres), and the XX mile greenway necessary to connect these future parks. Landowner engagement and further feasibility analysis is required to advance these efforts.

6.3 Design, Engineering, and Construction

The Town or NCDOT must control property or right-of-way before initiating engineering and design effort on any particular project. The project steering committee identified the following key priorities for engineering and construction, which are currently under control of the Town or NCDOT:

6.3.1 Phase 1 Blair Mill Greenway (N1)

The Town currently controls a major portion of the proposed Blair Mill Greenway (N1) corridor, including areas within Blair Mill Park and a 50' right-of-way behind the Vickery neighborhood. The Phase 1 Blair Mill Greenway design and construction project should include these portions including the wetland boardwalk proposed within the Blair Mill Park Master Plan.

6.3.2 Blair Mill Park Implementation

The Connect Stallings steering committee cast a bold vision for Blair Mill Park, for which implementation will take considerable time and resources. Nevertheless, this park is under the control of the Town and is a vital component of an expanded and accessible open space network. The Town must determine, based on its financial constraints, how best to phase project implementation.

6.3.3 Central Stallings Spine: Town Hall and Municipal Park

With the construction of the new town hall and the purchase of property adjacent to Stallings Municipal Park, critical portions of Stallings Road are under Town control. Accordingly, the Town has an opportunity to implement the Stallings Spine and set the standard for future surrounding infill development.

6.3.4 North Stallings Spine: Blair Mill Park to Stevens Mill Crossing

Some of Stallings' most popular sidewalks are located along the northern extent of Stevens Mill Road. Their location approximately 20' away from the road create a more pleasant walking environment and they are accessible to several neighborhoods and connect to Stevens Mill Crossing. However, south of Goose Creek, there are no sidewalks along Stevens Mill Road thus preventing

connectivity to Blair Mill Park. The implementation of the Stallings Spine (14' wide) from Blair Mill Park to Stevens Mills Crossing is a significant priority.

The Town must determine its financial commitment

Financial Update



Fiscal Year 2018-2019
12/31/2018

FY2018-2019

Actual vs Budget - Expenditures



Summary Report - 12/31/2018 Actual vs Budget	Budget including amendments 2018-2019	YTD Actual 12/31/2018	Budget Remaining to YE	% of Budget Spent thru 12/31/2018
General Government	\$ 1,074,000	\$ 500,527	\$ 573,473	46.6% of Total Budget used through 12/31/2018
Wages and Fringe Benefits	\$ 599,760	\$ 279,010	\$ 320,750	Below budgeted spending, one vacant position in Communications 46.5%
Inventory and Equipment / Repairs/Supplies	\$ 53,800	\$ 19,964	\$ 33,836	Below budgeted spending YTD, very few repair costs to date 37.1%
Outside Services	\$ 221,440	\$ 107,388	\$ 114,052	Includes legal, accounting, IT/ network services, tracking below budget 48.5%
Other	\$ 179,000	\$ 75,965	\$ 103,035	Insurances and dues (YTD \$40.6K) are renewed at the beginning of fiscal year. 42.4%
Management Contingency	\$ 20,000	\$ -	\$ 20,000	These costs account for 53% of the total
Capital Outlay	\$ -	\$ 18,200	\$ (18,200)	Town Manager Budget Contingency remains used 0.0%
				Redesign work for Sewer Line for new construction - will move to Capital Project once projected in January once approved by LGC 100.0%
Public Safety	\$ 2,367,500	\$ 1,197,128	\$ 1,170,372	50.6% of Total Budget used through 12/31/2018
Wages and Fringe Benefits	\$ 1,936,530	\$ 915,524	\$ 1,021,006	Tracking slightly below budgeted spending YTD 47.3%
Inventory and Equipment / Repairs/Supplies	\$ 75,150	\$ 25,223	\$ 49,927	Below budgeted spending YTD, few repair costs to date 33.6%
Outside Services	\$ 27,500	\$ 9,622	\$ 17,878	Includes outside crime lab services and safety inspections - YTD below budget 35.0%
Other	\$ 128,820	\$ 102,234	\$ 26,586	Insurance Expense represents \$28.5K of total spend which renews 7/1/2018. Dept of Treasury & Dept of Justice spend is also on this line item - \$52.6K YTD 79.4%
Vehicle Expenses (Maintenance & Fuel)	\$ 99,500	\$ 43,658	\$ 55,842	Slightly below budgeted spending YTD, minor repairs to date 43.9%
Capital Outlay (includes vehicle purchases)	\$ 100,000	\$ 100,867	\$ (867)	Vehicles delivered and now in service. No other capital outlays are expected through the end of the FY 100.9%

FY2018-2019

Actual vs Budget - Expenditures



Summary Report - 12/31/2018 Actual vs Budget

	Budget including amendments 2018-2019	YTD Actual 12/31/2018	Budget Remaining to YE		% of Budget Spent thru 12/31/2018
Planning & Zoning	\$ 426,900	\$ 179,118	\$ 247,782	41.8% of Total Budget used through 12/31/2018	
Wages and Fringe Benefits	\$ 238,330	\$ 111,739	\$ 126,591	Tracking budgeted spending YTD	46.9%
Inventory and Equipment / Repairs	\$ 14,650	\$ 8,040	\$ 6,610	Slightly above budget - one time computer costs of \$2.4K	54.9%
Outside Services	\$ 124,900	\$ 53,855	\$ 71,045	Represents work on master plans for greenway and downtown areas	43.1%
Other	\$ 19,020	\$ 5,453	\$ 13,567	Below budgeted spending YTD	28.7%
Nuisance Abatement	\$ 5,000	\$ -	\$ 5,000	No expenditures to date	0.0%
Town Beautification	\$ 25,000	\$ 30	\$ 24,970	Projects for use of these funds are being identified	0.1%
Parks and Recreation	\$ 802,800	\$ 361,924	\$ 440,876	45.1% of Total Budget used through 12/31/2018	
Wages and Fringe Benefits	\$ 208,600	\$ 100,165	\$ 108,435	Tracking budgeted spending YTD	48.0%
Inventory and Equipment / Repairs	\$ 143,300	\$ 15,686	\$ 127,614	Installation of doors on Gator and Fountain repair work - park improvements expected after Stallingsfest and Christmas event	10.9%
Buildings and Grounds and Utilities	\$ 75,000	\$ 15,178	\$ 59,822	Spending well below budget - focus is on events and move from Civic Bldg	20.2%
Outside Services	\$ 169,000	\$ 88,441	\$ 80,559	Park Master Planning services and concrete work at the Park	52.3%
Other	\$ 18,400	\$ 3,707	\$ 14,693	Few expenditures to date	20.1%
Events and Advertising	\$ 94,500	\$ 44,747	\$ 49,753	Majority of expenditures related to Stallingsfest and Christmas event	47.4%
Capital Outlay	\$ 94,000	\$ 94,000	\$ -	Capital purchase of shades for Stallings Municipal Park	100.0%

FY2018-2019

Actual vs Budget – Storm Water



Summary Report - 12/31/2018 Actual vs Budget	Budget including amendments 2018-2019	YTD Actual 12/31/2018	Budget Remaining to YE		% of Budget Spent thru 12/31/2018
<u>STORM WATER FUND</u>					
Revenue Total	\$ 500,500	\$ 261,118	\$ 239,382	Expect increase in Nov - Jan for 2019 tax collections	52.2%
Expenditure Total	\$ 500,500	\$ 104,668	\$ 395,832	Savings to Storm Water Fund Balance	20.9%
Wages and Fringe Benefits	\$ 99,000	\$ 46,907	\$ 52,093	Tracking budgeted spending YTD	47.4%
Repairs/Outside Services	\$ 399,300	\$ 52,733	\$ 346,567	Approx. 14 storm water projects in-process. Estimate to complete all projects is roughly \$125K. Projects underway - Strawberry Ln, Daylily Rd, Coatsdale Dr, Stallings Park, Vickie Ln, Lakewood Dr, and Ceicester Dr. totaling (\$25K). Completed projects: Gold Crest Dr, Cedar Point, Redwood Dr, Heison Ct and Aurora Blvd.	13.2%
Other	\$ 2,200	\$ 5,028	\$ (2,828)	Dues paid at beginning of fiscal year	228.5%

FY2018-2019 Unbudgeted Expenditures



2018/2019 Unbudgeted Items	Department	Funds to be Used from:	Amount	Council Approved Y/N	Budget Amended Y/N
<i>Supplies purchased for Hurricane Florence Prep</i>	<i>PW</i>	<i>10-70-4570-029</i>	\$ 1,030		N
<i>Quality Sprinkler - Failed inspection repairs</i>	<i>PW</i>	<i>10-70-4570-024</i>	\$ 2,991		N
<i>Storm Damage to parking lot lights</i>	<i>PW</i>	<i>10-70-4570-024</i>	\$ 2,690		N
<i>Hot water heater Repair</i>	<i>PW</i>	<i>10-70-4570-024</i>	\$ 7,284		N
<i>Storm Damage to parking lot lights</i>	<i>PW</i>	<i>10-70-4570-024</i>	\$ 3,961		N
<i>Lift for Fountain area pump</i>	<i>PW</i>	<i>10-70-4570-029</i>	\$ 1,240		N
<i>Elevator Repairs</i>	<i>PW</i>	<i>10-70-4570-024</i>	\$ 4,028		N
Total Public Works - Budget Amendments			\$ 23,224		
Total Departmental Amendments	All Departments	GF Balance / Forfeiture	\$ 23,224		
<i>None to date</i>					
Total Capital Projects - Budget Amendments			\$ -		
Total Proposed Amendments to FY18-19 Budget			\$ 23,224		

- Amount to date has not been excessive
- Will assess the need to amend the budget as the fiscal year progresses

Budget Review Schedule for FY2020

Council Retreat		Saturday, February 9th	
Budget Templates to Department Heads		Wednesday, February 20th	
Department Heads Return Budget Templates to Finance Officer		Wednesday, March 6th	
Begin Budget Reviews with Town Manager and Finance Officer			
	Park & Recreational	Thursday, March 7th	2:00 PM - 3:30 PM
	Transportation/Storm Water	Friday, March 8th	10:00 AM - 11:30 AM
	General Government/Sanitation	Monday, March 11th	10:00 AM - 11:30 AM
	Police Department	Monday, March 11th	2:00 PM - 3:30 PM
	Economic Development	Tuesday, March 12th	9:00 AM - 10:30 AM
	Public Works	Tuesday, March 12th	1:30 PM - 3:00 PM
	Revenue/Debt	Wednesday, March 13th	10:00 AM - 11:30 AM
CMIIP Review by Council	Update and Process Review	March Timeframe (15th to end of Month)	TBD
Department Heads Approval from Town Manager	Balance Scorecard Goals	Friday, March 29th	By end of the Month
Draft Budget to Town Manager	Review and Other Meetings scheduled if needed	Draft -Wednesday, March 20th Meetings completed by Wed., April 3rd	
Draft Budget Final Review and Send to Council	Soft and Hard Copy	Monday, April 8th (Council Meeting)	Delivered
Council Meeting - Day 1 Review	Draft Budget Overview and Revenue Review, CMIIP, General Government, Sanitation and Economic & Phys Dev	Monday, April 15th	7:00 - 9:00 PM
Council - Day 2 Review	Transportation/Storm Water Review and Public Works	Tuesday, April 23rd (Council Meeting)	7:00 - 9:00 PM
Council - Day 3 Review	Police Department, Parks and Recreation, Debt Service, Capital Projects and Total Budget	Monday, April 29th	7:00 - 9:00 PM
Council - Day 4 Review (Tentative)	As Needed	Monday, May 6th	7:00 - 9:00 PM
Town Manager Budget Letter and Draft Ordinance & Budget		Thursday, May 23rd	
Advertise Public Hearing		Monday, May 27th	
Town Council Meeting	Public Hearing and Possible Council Adoption of Budget	Monday, June 10th	7:00 PM
Town Council Meeting	Backup date for Council Adoption of Budget	Monday, June 24th	7:00 PM

Agenda Item # 6.B.



TO: Mayor Dunn; Town Council
 FR: Alex Sewell
 DATE: 1/22/19
 RE: Part-Time Cleaning Position

Purpose: This memorandum’s purpose is to provide background on the current status of janitorial services to Town facilities, provide options for the future, and provide a recommendation for the Council’s consideration.

Background: The janitorial contractor serving the Town since 2015 has resigned unexpectedly due to the owner’s health. To ensure that facilities are still maintained at acceptable levels while exploring replacement options, the Town Manager has directed one of the part-time public works positions to clean Town Hall and other staff to help tidy up their own work spaces until a permanent cleaning process is established.

Please note that this temporary in-house cleaning arrangement is insufficient to maintain the same level of janitorial services on a permanent basis and still accomplish the position’s permanently assigned tasks.

The Town requested bids from reputable janitorial contractors, including the contractor who services the Town of Indian Trail and the Town of Matthews, and the lowest price was \$11,640. The Town’s current annual budgeted amount for this service is \$4,500.

Option #1 – Hire another cleaning contractor. Cost: \$11,640 per year + additional costs for adding new facilities.

PROS	CONS
<ul style="list-style-type: none"> - Professional cleaning service. - Should maintain current cleaning levels. - Turnkey. - No HR responsibilities. - No workers compensation insurance costs. 	<ul style="list-style-type: none"> - Exceeds current annual budgetary allocation. - Exceeds previous annual allocation of \$4,500. - It’s a contractor so the typical challenges associated with this arrangement including less flexibility.

Option #2 – Create and fill a part-time cleaning position. Cost: Estimate budgeted cost is \$10,000 + additional costs for adding new facilities.

PROS	CONS
<ul style="list-style-type: none"> - Lowest Cost option. - Maintain current cleaning levels. - Projected to not exceed the current FY 18-19 Budget due to fiscal savings from temporary in-house cleaning arrangement. - Flexibility and control. 	<ul style="list-style-type: none"> - Exceeds previous annual allocation of \$4,500. - Assuming that the Town will be able to find and maintain a qualified candidate for the position, and also that 10 hours per week would be sufficient. - HR responsibilities. - Assume Worker's Compensation insurance costs.

Recommendation: It's close but the Town Manager recommends option #2 due to the cost difference. If this option is not successful then we would contract out the service.

Custodian

General Statement of Duties

The person in this position should be detail-oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. This position requires the constant monitoring of cleanliness to ensure the standards are correctly maintained.

Distinguishing Features of the Class

An employee in this class should be organized and hardworking. The Janitor will be responsible for cleaning and sanitizing offices, meeting rooms, bathrooms, kitchens and public areas. This position will be responsible for a variety of tasks, so our janitor needs to be hardworking and willing to engage in a number of cleaning activities. Work is performed under the general supervision of the Director of Administration.

Duties and Responsibilities

Essential Duties and Tasks

- Perform general cleanup of all areas of the building as directed.
- Remove garbage and recycling daily and prepare bins for weekly pick-up.
- Ensure rooms are maintained and fully equipped.
- Clean building floors by sweeping, mopping, vacuuming, or scrubbing them.
- Clean bathrooms and stock them with soap, toilet paper and other supplies.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, and chairs to prepare facilities for meetings and events.
- Any other duties assigned

Recruitment and Selection Guidelines

- Willingness to work early morning or late shifts.
- Ability to work well under minimal supervision.
- Capacity to take direction.
- Strong attention to detail.
- Physically capable of lifting and moving objects up to 50 pounds as necessary.

Physical Requirements

- Must be able to walk, talk, listen and operate objects, reach with hands and arms, crouch, bend over, scrub, and communicate effectively.
- Must have clear vision and the ability to adjust the focus.
- May be required to push, pull, lift and carry 50 pounds.
- Must be able to operate a motorized vehicle.
- Must be able to work in an office or outdoors.
- The employee is exposed to occasional cold or inclement weather.

Desirable Education and Experience

Graduation from an accredited high school or equivalent. Must be eighteen years or older.
Possession of a valid North Carolina driver's license.

Any combination of experience and/or training which demonstrates possession of the required knowledge, skills, and ability to perform janitorial services.

This is a part-time position with no benefits; wage is between \$12 and \$16 per hour depending upon qualifications. Position is expected to work approximately 10 to 15 hours per week but must be able to potentially increase hours in the future as requested depending on need.