



**January 22, 2024**  
 Stallings Government Center  
 321 Stallings Road  
 Stallings, NC 28104  
 704-821-8557  
[www.stallingsnc.org](http://www.stallingsnc.org)

## Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:15 p.m.	Consent Agenda A. Salary range adjustment for Finance Officer position B. ABO 13 – Finance Officer position and transition costs C. Code of Ordinance Clerical Change to Penalties D. N-Focus Contract Extension - Code Enforcement Transition Costs	Wyatt Dunn, Mayor	Approve Consent Agenda
2.	7:20 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written
3.	7:22 p.m.	Bolton and Menk – TOD Overlay Consultant CRPTO Grant Kick-Off Meeting	Max Hsiang, Planning Director	Presentation
4.	7:50 p.m.	Police Department Staffing Analysis	Dennis Franks, Police Chief	Information and possible decision
5.	8:05 p.m.	Adjournment	Wyatt Dunn, Mayor	Motion to adjourn



# MEMO

To: Mayor and Council Members  
 From: Karen Reid-Human Resource Director  
 Via: Alex Sewell-Town Manager  
 Date: January 17, 2024  
 RE: **Finance Officer**

Below is a comparison of the salaries for Finance related staff for surrounding municipalities.

Indian Trail	3 staff members	Total salary \$ 288,000
Mint Hill	2 staff member	Total salary \$ 302,000
Waxhaw	3 staff members	Total salary \$ 245,000
Matthews	3 staff members	Total salary \$ 286,000
Knightdale	4 staff members	Total salary \$ 366,000
City of Monroe	5 staff members	Total salary \$ 452,000
<b>Stallings</b>	<b>2 staff members</b>	<b>Total salary \$169,000</b>
	<b>Budget increase</b> (transition cost)	<b><u>48,000</u></b>
		<b>Total \$217,000</b>

**Contract out Finance Officer Duties + 1 staff member \$ 420,000**

**Request from Council:**

- Approve to move the pay grade for the Finance Officer position from a grade 29 to a grade 32.
- Grade 32      MINIMUM      MID POINT      MAXIMUM  
                          104119      129431      158700

**AMENDED BUDGET ORDINANCE – NO. 13**

**TOWN OF STALLINGS, NORTH CAROLINA**

**FISCAL YEAR 2023-2024**

BE IT ORDAINED by the Town Council of the Town of Stallings, North Carolina, that the estimated expenditures for the fiscal year 2023-2024 are hereby amended as set forth below:

Category	Account Number	Budgeted Amount	Amend to the Following	Net Increase or (Decrease)
<b><u>General Fund:</u></b>				
<b><u>Revenue Budget: Unrestricted GF Balance</u></b>				
Unrestricted Fund Balance Appropriation - GF	10-99-3991-600	\$ 292,058.00	\$ 340,058.00	\$ 48,000.00
<b><u>Expense Budget: General Government Department</u></b>				
Salary Expense	10-00-4120-000	\$ 510,047.00	\$ 558,047.00	\$ 48,000.00

Explanation: To appropriate \$48,000 from Unrestricted General Fund Balance to General Government department's Salaries and Wages expense line for the additional funding needed for finance officer position and transition costs and to adopt the amended budget ordinance accordingly.

This Amendment to the Budget Ordinance shall be effective upon adoption.

The said Budget Ordinance, except as amended, shall remain in full force and effect.

ADOPTED this the 22nd day of January 2024.

\_\_\_\_\_  
Wyatt Dunn, Mayor

\_\_\_\_\_  
Erinn Nichols, Deputy Town Manager/Town Clerk

Approved as to form:

\_\_\_\_\_  
Melanie Cox, Town Attorney, Cox Law Firm, PLLC



# MEMO

---

To: Town Council  
From: Max Hsiang, Planning Director  
Date: 01.22.2024  
Re: Code of Ordinances §93.99 Amendment

---

This memo serves to bring to your attention the presence of inadvertent clerical errors within the Code of Ordinances, specifically in §93.99. These errors are purely clerical and do not alter the intended meaning or legislative intent of the ordinance.

To ensure clarity and consistent application, it is recommended that the Town Council take the following actions:

Approve revisions correcting the clerical errors. Please find the proposed amendments detailed below.

Adopt a resolution formally enacting these corrections:.

**§93.99 is rewritten to read:**

**§ 93.99 PENALTY.**

(A) Violations of § 93.02 shall constitute a Class 3 misdemeanor pursuant to G.S. § 14-4, punishable by a fine of up to \$200 and imprisonment in the discretion of the court.

(B) Violations may also be subject to a civil penalty pursuant to ~~§ 95.01~~ §10.99 of this Code of Ordinances. Unless otherwise provided, civil penalties shall be in the following amounts:

- (1) First citation: warning;
- (2) Second citation for same or similar violation: \$100; and
- (3) Third and subsequent citation for same or similar violation: \$500.

(Ord. passed 5-10-99; Am. Ord. passed 2-9-2009; Am. Ord. passed 11-28-2011; Am. Ord. passed 10-26-2015)



**AN ORDINANCE TO UPDATE §93.99 PENALTY  
of the Code of Ordinances.**

WHEREAS, the accuracy and clarity of the ordinance code is essential for its effective implementation and enforcement;

WHEREAS, certain clerical errors have been identified in §93.99, and

WHEREAS, these errors are unintentional and do not reflect any change in the intended meaning or substance of the ordinance.

NOW THEREFORE, the Town Council of the Town of Stallings hereby amends the Town Code of Ordinances as follows:

**§93.99 is rewritten to read:**

**§ 93.99 PENALTY.**

(A) Violations of § 93.02 shall constitute a Class 3 misdemeanor pursuant to G.S. § 14-4, punishable by a fine of up to \$200 and imprisonment in the discretion of the court.

(B) Violations may also be subject to a civil penalty pursuant to ~~§95.01~~ **§10.99** of this Code of Ordinances. Unless otherwise provided, civil penalties shall be in the following amounts:

- (1) First citation: warning;
- (2) Second citation for same or similar violation: \$100; and
- (3) Third and subsequent citation for same or similar violation: \$500.

(Ord. passed 5-10-99; Am. Ord. passed 2-9-2009; Am. Ord. passed 11-28-2011; Am. Ord. passed 10-26-2015)

ADOPTED this the 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
Wyatt Dunn, Mayor

Attest:

\_\_\_\_\_  
Erinn Nichols, Town Clerk

Approved as to form:

\_\_\_\_\_  
Cox Law Firm, PLLC



# MEMO

---

To: Town Council  
From: Max Hsiang, Planning Director  
Date: 1/22/24  
Re: Continued Utilization of NFOCUS for Code Enforcement Services

---

## **Request:**

I am writing to request the extension of payment of our current outside services contract for code enforcement with NFOCUS, prioritizing its role in training our newly hired staff. With increasing community demands and a growing team, ensuring efficient and effective code enforcement necessitates continued and enhanced collaboration with external experts. The current contract has an expiration date of June 30<sup>th</sup>, 2024, but the payment is going to exceed \$20,000 which is why we are bringing it to Council, see calculations below.

Approved = \$19,999 [\$18,304 used as of 1/22]

Request - To complete the contract [11 more payments] = \$15,488

## **Benefits of Continued Training Through Outside Services:**

- **Onboarding and Skill Development:** Our department recently welcomed a new code enforcement officer. Partnering with NFOCUS provides them with immediate, real-world training and mentorship. They can share their knowledge of complex regulations, inspection techniques, and effective communication strategies, accelerating the onboarding process and ensuring our new staff with sufficient training.
- **Knowledge Gaps and Specialized Expertise:** While our current staff possesses general knowledge, like in specific areas like historical information, complex code violations may require specialized expertise. NFOCUS with these specific skills can continue to provide targeted training, equipping our team to handle diverse code enforcement challenges.
- **Consistency and Quality Assurance:** Consistent interaction with NFOCUS will further refine our internal staff's skills and maintain high standards in enforcement activities. This ongoing mentorship helps guarantee consistent application of regulations and ensures our new Code Officer delivers the same level of quality service to our community.

## **Investment in the Future:**

Investing in enhanced training through outside services is not just a temporary solution; it's an investment in the future of our department. By equipping our new staff with the necessary skills and experience, we ensure long-term sustainability and continued high-quality code enforcement for our community.

## **Recommendation:**

Given the positive impact of outside services with NFOCUS, I recommend continuing this partnership. This will allow us to maintain efficient and effective code enforcement, while simultaneously fostering the development of our internal team through valuable training opportunities.

DESTINATION

# Stallings

TRANSIT INTEGRATION PLAN



**BOLTON  
& MENK**

with

**K** KITTELSON  
& ASSOCIATES

Real People. Real Solutions.

# Your Team



Real People. Real Solutions.

Urban Design  
Transit Planning  
Placemaking  
Visioning  
Planning  
Landscape Architecture  
Active Mobility Planning



Urban Design  
Transportation Planning  
Active Mobility Planning  
Transit Planning

DESTINATION  
*Stallings*

TRANSIT INTEGRATION PLAN





# Study Goals

## We were asked to:

1. Integrate future LYNX Silver Line into Stallings Comprehensive Land Use Plan
2. Reimagine Monroe Expressway Small Area Plan; include LYNX Silver Line & Atrium Hospital
3. Draft a Transit Oriented Overlay Ordinance for this station area to be incorporated into Stallings Development Ordinance



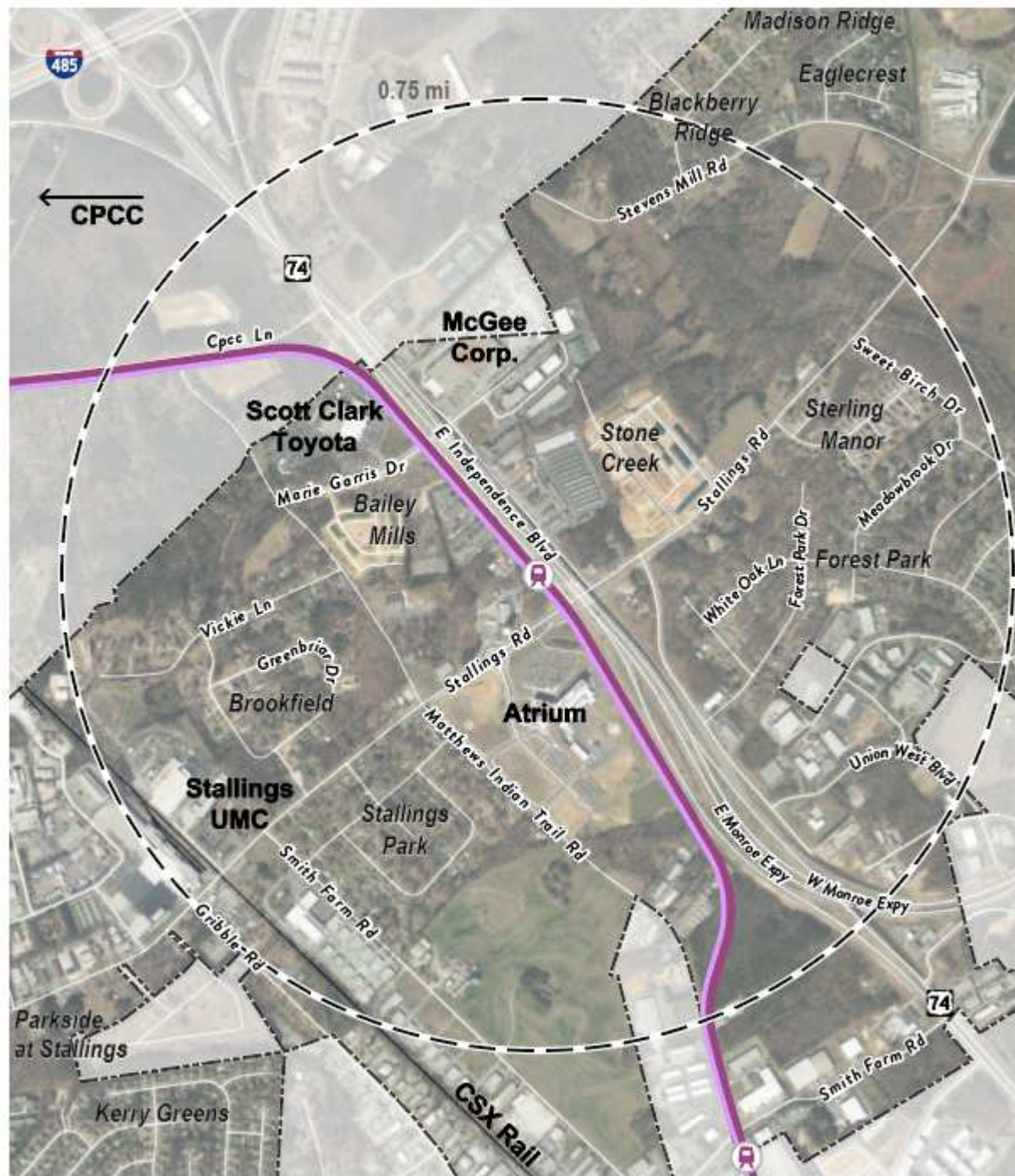
# Schedule & Scope



# Study Area

DESTINATION  
**Stallings**

TRANSIT INTEGRATION PLAN



# Thank You!

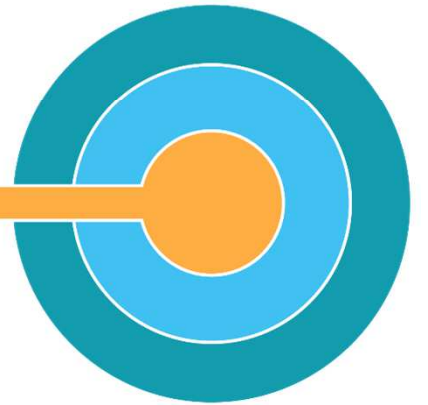


Real People. Real Solutions.



## DESTINATION *Stallings*

TRANSIT INTEGRATION PLAN







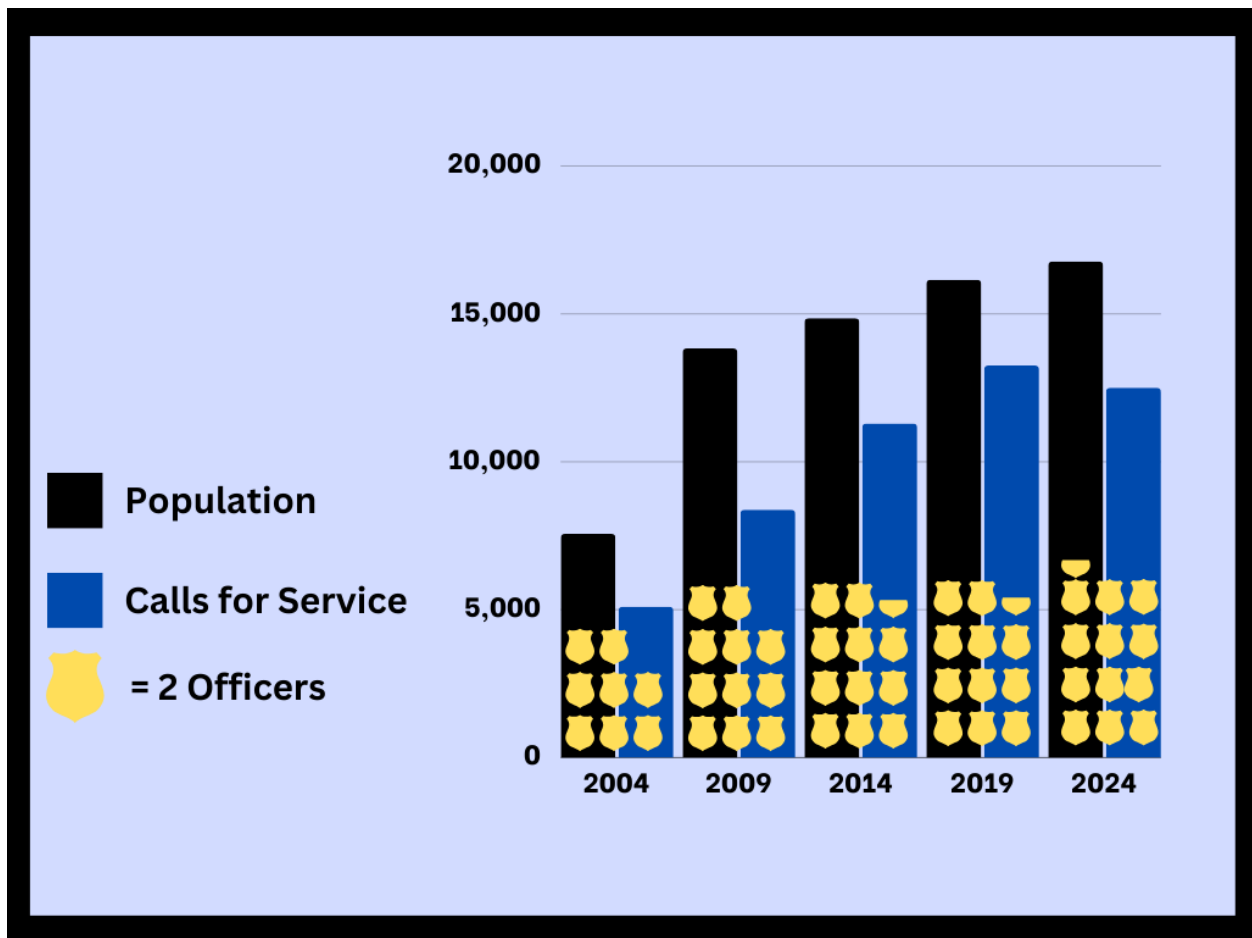
# MEMO



To: Mayor and Town Council  
Via: Alex Sewell, Town Manager  
From: Dennis Franks, Chief of Police  
Date: January 18, 2024  
RE: staffing analysis summary

In February 2023, during the Town Council retreat, it was determined that the Stallings Police Department (SPD) should create a staffing analysis to assist in determining staffing levels. This analysis was completed in December 2023. It should be noted that the SPD currently consists of twenty-five (25) sworn officers and four (4) non-sworn employees.

In 2004, when the SPD was created, there were 16 officers and a population of 7,500 people. In 2009-10, when SPD had its first major staffing increase (one officer was added per patrol squad for a total of 4 officers) the population was 13,831. This equals a population increase of 84%. From 2009-2022 the Town's population has grown from 13,831 to 16,768, which is a 21% increase. In the same time, the SPD's call volume has increased 34% (9,300 calls in 2009 to 12,500 calls in 2022).



To determine proper staffing SPD looked at three staffing models, along with population increases and call volume increases. The three staffing models were per capita, workload analysis, and shift relief factors.

The per capita model bases police staffing on a certain number of officers per 1000 population. The FBI recommends 2.3/1000, the US DOJ is 2.5/1000, and the NC Dept. of Public Safety recommends 2.29/1000. Using this method of staffing analysis, the SPD should have anywhere from 38 to 42 officers, meaning an increase of 13 to 17 officers. The International Association of Chiefs of Police (IACP) states; "Ready-made, universally applicable patrol staffing standards do not exist. Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions."

The workload analysis method uses call history, time on duty, time off duty, sick hours, training hours, and court time. Workload analysis measures patrol functions at the police officer level. It does not include supervisory positions. Using this model, it shows our officers' reactive or obligated time was 38% of the duty day. The IACP recommends an officer's reactive time should be at 25%. The remaining time is unobligated or proactive time, which is time that is available for officers to be proactive and perform community policing activities. Based on the workload analysis model SPD should have 37 officers. This would mean hiring 12 additional officers.

The last model is the shift relief factor model. This model tells us how many officers are needed to fill one critical position (our patrol officer positions are the critical positions). This model tells us that to keep our staffing number where it is today (3 patrol officers per squad) the SPD needs to add six (6) officers to the department. This model factors in officers' working time, off-duty time, along with court and training days. Using the relief factor model helps manage staffing to ensure uninterrupted shift coverage.

I am requesting that the SPD add six (6) officers to the department. Two each year for the next three fiscal years. The first year I am requesting one of the positions to be a supervisory position at the rank of lieutenant and one patrol officer.

