

## MANAGER'S REPORT

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**To:** Mayor & Town Council  
**From:** Patrick N. Sadek P.E., Town Manager  
**Report Date:** 02/25/18 to 4-28-18  
**Subject:** Manager's Report



**BOARDS & COMMITTEES:** One Planning Board member (Alt.) was appointed:

- **CRTPO/MPO/TCC:** Councilmembers Morse, McIntyre, and Director of Eng. attended.
- **Planning Board:** No meeting scheduled for April.
- **Storm-water:** Meeting was held on 04/12/18. Budget & upcoming projects were shared. Chair Mrs. Howe attended. Members recommended changing meeting frequency to bimonthly.
- **Transportation:** Meeting was held in April. Members recommended moving forward w/ 2018 Patching Contract and voted changing meeting frequency from once a month to quarterly.
- **BOA:** No meeting scheduled for April.
- **ABC:** Councilmember Howe & Cohn attended last ABC Board meeting.
- **Tree:** Mayor's Tree Initiative is still ongoing.
- **Parks & Rec.:** Next meeting is scheduled on 02/07/18.
- **Parks & Rec:** Met on 03/07/18. Next meeting is scheduled on 04/04/18. Met on 04/04/18. Next meeting is scheduled on 05/02/18.
- **Public Safety: Due to lack of quorum the meeting was not held on 04/05/18. The next scheduled meeting is on 05/03/18 @ 6:30pm at Town Hall.**
- Next meeting is scheduled on 04/05/18 @ 6:30pm at Town Hall.

## BONDS & CONTRACT

### Bonds:

- **Lidl Grocery Store:** Provided Lidl w/ "BMP Forever" bond app. & instructions on posting new bond.
- **Miller's Crossing:** Estimate received/approved. Awaiting letter of credit application & new surety fee.
- **Heritage Subdivision:** Received bond estimates. Awaiting bond applications and fees.

### Contracts:

- **UCSO:** Negotiated the contract annual increase w/ Sheriff Cathey, his Finance Director, and Captain Chase. **Complete.**
- **Town Hall Security Alarm Monitoring/Panic Button : Complete**
- **Unionville-Sardis Church Roundabout :**
  - ROW Acquisition Phase. Met w/ NCDOT Contracts Admin for ROW Authorization.
  - Procurement phase for Professional Services.
- **Multi-Use Path**

- Crooked Creek Greenway: Awaiting NCDOT Division Agreement.
- US 74: Awaiting NCDOT Division Agreement.
- **Project: Indian Trail Complete St.:** Awaiting Division Approval and Agreement from NCDOT. **US 74**
- **Town Hall Janitorial Srv. Procurement: Complete .**
- **UDO/LDSM Updating:** Ongoing
- **New Town Hall Parking :** Design Phase. Design by In-house staff.
- **Old Town Hall Parking :** Design Phase. Design by In-house staff.
- **Veterans Memorial Garden:** Concept is **complete** . Procurement Phase. Designed by In-house staff.
- **Add. Parking at CC Park: Complete .** Design & constructed by In-House staff
- **Town Real Property Disposal :** Advertisement Phase.
- **Town Hall Outdoor Furniture :** Procured. furniture is installation is **complete** .
- **Town Hall Blinds/Shades :** Procured. **Complete** .
- **Indian Trail "Complete Street ":** Agreement received on 3/19/18.
- **Pavement Patching Contract: Approved** by Council. Procurement Phase.
- **On Call Transportation Consultant Services Contract:** Advertised on 3/29/2018, Deadline to receive letters of interests/statement of qualifications is on 4/12/2018. Received letters of interests/statement of qualifications from seven (7) engineering firms. Sort and Evaluation Phase.
- **Webinar Training on New Uniform Guidance Req . for Procurement: Complete .**
- **1<sup>st</sup> Ave. Retention Pond Appraisals: Complete .**
- **Beacon Hills Storm-water:** Appraisal is **complete** . USACE contacted, channel cleaning is underway. All catch basins have been cleaned.
- **Use of Electronic Advertising: Approved** by Council.
- **Certificate of Insurance Audit: Approved** by Council.
- **On Call Landscaping:** Revised & Updated.

## COMMUNICATION/COMMUNITY ENGAGEMENT

- **Audio/Visual (A/V):** Continue to test & troubleshoot the A/V/Livestreaming sys. At new Town Hall bldg.
- **Website:** Periodic updates. [www.indiantrail.org](http://www.indiantrail.org)
- **Online Production:** Continued effort to record Council, BoA and Planning Board meetings.
- **Info. Tech.:** Worked on IT issues (wireless internet, Council Chamber computer, and other needs).
- **Calendar Usage:** Worked with departments on improved calendar usage.
- **Newsletter:** Finalized next newsletter.
- **VFW:** Worked w/ VFW on multiple issues.
- **Public Relation:** Worked on various issues.
- **HOA:** Met w/ Crismark HOA, attended HOA meetings at Brook Valley and Brandon Oaks.
- **Bus. Ribbon Cuttings:** Attended w/ Town Manager.
  - Cinnaholic: Town Manager & Communication Director attended.
  - Kate's Skate. Town Manager & Communication Director attended.
  - Girling Insurance-AllState. Town Manager & Communication Director attended.
  - Frutto Bowl. Mayor & Town Manager attended.
  - UC Services Building. Town Manager & Communication Director attended.

- **News Release**: Founders' Day, Easter event, Disc Golf tournament, Council appointment, & Art show.
- **Newspapers**: Ran in local newspapers. Mayor Tree Initiative & ADA playground at CC Park.
- **Media**: Numerous topics.
- **Website**: Continuous updates
- **Support**: Girl Scout Town Hall Tour, UDO stakeholder meetings, TC meeting livestream, Planning Board, Parks & Rec marketing, Info. Tech (new equip., software, ticket system/calendar, & Bldg. access cards)
- **Veterans Memorial**: Timothy Woods w/ VFW has approved the concept.

### **PIRs / INQUIRIES / EMAILS**

Staff is currently working on compiling info that will include the following:

- Name of requester if available
- Number of requests made per individual
- Cost of generating the request to the Town and its citizens
- Cost of generating the request paid by the requester
- Total time of staff spent on the request (Staff, attorneys, council, info. tech. vendor, prints, etc.)

Staff will continue to provide information per General Statutes and will continue to manage the PIR request in an efficient and a feasible manner that prevents abuse & waste of tax payers' money.

### **MAYOR & COUNCIL**

- Mayor continues to attend new small business rubbing cutting ceremonies
- Councilmembers continues to be part of are different committees Meetings.
- Mayor & all Councilmembers are assisting in promoting donation for the Veterans Memorial.

### **ECONOMIC DEVELOPEMNT**

- **SVMP**: Generating staff & TC comments. Will submit developments comments to TC & developers soon.
- **The Cottage**: Application was pulled by developer
- **Downtown Revitalization**: surveying contract is approved by TC. Surveying is ongoing.
- **Town Property**: Rezoning is complete.
- **Lemmond's Property**: Met w/ developer on 04/19/18. Developer will present before TC in May.
- **SageCroft**: Attorney is updating agreement to reflect add. acreage & outright land sale (vs. exchange).
- **UDO-LDR Update**: Steering Committee meeting to be held on 04/30/18 at 3:00 p.m. at Town Hall.
- **Plyler Town Homes**: Under construction.
- **Johnson Properties /Storage Facility**: Met w/ potential owner/developer.

### **FINANCE/REVENUE/TAX COLLECTION**

- **Receivable**: All are posted and current.
- **Vendors**: All have been paid timely & accurately.

- **ABC Board:** TC & the ABC Board are working closely to accomplish goals.
- **Bank Accounts:** All have been reconciled accurately.
- **Dash Board:** The March monthly dash board has been completed and placed on our website
- **FY18/19 Budget:** Will continue to comply w/ the “Local Gov. Commission’s budgeting req., completed w/ Town Manager certain “School of Gov.” concepts/ratios, and we are favorable to our town counterparts. Our Budget process is in full swing. Our Budget retreats of March 10 & April 14 went off as planned. Town Manager & the Finance Director are committed to maintaining/improving town services & keeping tax rate stable. Meetings scheduled with all department heads to review 9 months activity of budget vs. actual. A budget Adoption meeting will be scheduled soon.
- **Support:** Worked w/ Town Manager in identifying & prioritizing 2018/19 budget for CIP projects. Continue to provide financial support to all Depts.
- **Training:** Scheduled training classes at the School of Government for our Account Tech & Accountant in Chapel Hill NC
- **FY17/18 Collection :** Current year is 99.48% collected (running ahead of last year).
- **Receivables :** All are posted & current
- **Powell Bill:** Received 2 installments from NCDOT (\$426,766,\$426,766). In 2017 we received \$843,153.45). Increase by 1.23% (\$10,380). Funds will be spent on resurfacing, patching, RPMs, Crack pouring, signage, & pavement marking.

## **FIRE DEPARTMENT**

- **Fire Tax/Fee:** Advised by County Manager Ms. Cindy Coto that the UC will continue to operate under fire fees until beginning of 2010.

## **HUMAN RESOURCES**

- **Recruiting:** 3 part-time Parks & Rec. positions were filled:
  - Patrick Bonner
  - Barry Rice
  - Khadijah Segura
  - 2 part-timers from last year return
  - Currently recruiting for a part-time Public Works, Maintenance Tech. position.
- **Personnel:**
  - Updating the emp. personnel manual & job descriptions for minor org. changes.
  - On 03/14/18 6 emp. meetings were held w/ our 401(K) Retirement Education Manager w/ Prudential.
  - Met w/ our Emp. Assist. Program to discuss employee utilization of the program.
- Kicked off March Madness by wearing favorite team shirts and bringing in food last throughout the day.
- Completed a beneficiary audit for the 401(K) Plan & continue to work on updating beneficiaries for emp. w/in the LGERS pension plan.
- 2 staff events were held to congratulate staff members: 1 for having a baby & another for getting married.
- **Risk Management:** Parks & Rec. staff all have current CPR certifications as well. Active Shooter training facilitated by UCSO is scheduled for all staff on 03/27/18. Working on updating the current “Workplace Violence Prevention Plan” w/ the new security features that have been added to Town Hall. This will be provided to all staff during “Active Shooter training”. Began auditing Town driver files to ensure employees

who drive Town vehicles have a valid driver license on file, and an up to date motor vehicle report is completed for insurance purposes.

- **Performance Management:** 7 performance reviews were completed:
  - Rosemary Bernauer
  - Marhonda Smith. Marhonda passed her Bar Exam. **Congratulations!!!**
  - Kristin Craven Redmond
  - Rox Burhans
  - Jason Tryon
  - Adam McLamb
  - Cody McCarn
- **Personnel: Benefits:** Met w/ NFP on 04/17/18 to discuss medical insurance renewal.

#### **LEGAL:**

- **Loitering:** Developing a Town Hall policy that deal w/ suspicious constant loiters.
- **PIR Policy:** Review PIR policy & Budget.
- **Advisory Board Meetings:** Advised to stop public comments during advisory board meetings that are especially made by the same disturbants.
- **R/W Abandonment:** 1<sup>st</sup> Baptist Church Roadway Abandonment.
- **ABC Board:** Researched Alcoholic Beverage Control Laws.
- **Administration:** Committee meetings
- **Planning:** Code Enforcement revisions
- **Real Estate:**
  - Generated agreement for Town land sale (SageCroft)
  - Town Property sale
- SageCroft:
- **Town Council:**
  - Attended TC Meetings.
  - Town Council attendance during Advisory Board Meeting.
- **Developments Workshop:** Attended workshops.

#### **MANAGER'S ADD. ACTIVITIES**

- **Regional Managers Group Meeting:** Met w/ Cindy Coto (UC Manager), Michelle Lancaster (Assist. UC Manager), Larry Faisant (Monroe Manager), and Greg Furguson and discussed Legislation and provide updates.
- **FY18/19Budget:** Facilitated 1<sup>st</sup> & 2<sup>nd</sup> session of the Budget Retreat. Continue to work on the Budget docs.
- **Monroe Rd. Widening "Unified Resolution":** Awaiting signalized intersection analysis results.
- **Personnel:** Reviewed 3 performance reviews and completed 1<sup>st</sup> session of three other ones.
- **Sage-Croft Develop.:** Coordinating land sale w/ attorneys.
- **Meetings:**
  - Committee Meetings: Attended Planning, Storm-water, Parks & Rec, and Transportation meetings.
  - SVMP: Met w/ Dennis Moser and John Ross and discussed NCDOT public right-of-way.
  - Johnson Develop. Storage Facility: Met w/ Mr. Dennis Gay and his client and discussed development review process.
  - Chest Lane Property: Met w/ Developer and discussed conceptual design
  - Veterans Memorial: Met w/ Mr. Timothy Wood (VFW) and discussed conceptual

- design & donation.
- FY18/19 Resurfacing: Evaluated Town streets.
- Monroe ABC: Met w/ the GM & the Chairman of Monroe's ABC store.
- Healthcare Insurance: Met w/ Agent and discussed Employee insurance.
- Departmental Meeting: Met w/ Directors and discussed Town related business.
- Town Center Develop.: Met w/ Owner rep. and potential apartment developer.
- Town Property: Met w/ potential developers.
- Fire tax/Fee: Met w/ Hemby Bridge Volunteer fire (Johnny Blythe) and discussed Fire Tax/Fee.
- Hwy.74/I-485 HOV Lanes: Met w/ NCDOT and discussed updates.
- NCDOT/Town Projects: Met w/ NCDOT and discussed projects budget, timeline, exchange, etc.
- Provided TC w/ a Development map.
- Provide TC w/ a summary of last 4 years of Town donation.
- Evaluated Beacon Hill Channel.
- Periodically visit Town facilities.

## PARKS & RECREATION

### Revenues (03/24/18 to 04/18/18)

|                  |          |
|------------------|----------|
| Town Hall Rental | \$1,365. |
| Sponsorships     | \$8,700  |
| Programs         | \$774    |
| CCP Concession   | \$654    |
| Athletics        | \$10,263 |

**Total FY17/18 = \$143,225**

### • Programs

- Sr. Coffee & Cards: (03/28/18, 04/004/18, 4/11/18, & 04/18/18): Sr. participated in meetings & games.
- National Pajama Day: A great turnout of 8 children at the Pajama Party preschool program on 04/16/18.
- Open Mic Night - 03/17/18: 28 in attendance including singers, storytellers, poets and dancers.
- Senior Field Trip: Was postponed due to weather. Upcoming trips for May & June are scheduled.
- Community Yoga: 03/27/18, 04/03/18, 04/10/18, 04/17/18
- Abakadoodle: 03/26/18, 04/02/18, 04/09/18, & 04/16/18): Children's art program.
- Crafty Kids: was a full class this week w/ 10 registered preschoolers w/ 4 on the waiting list.
- Coed Kickball: Started on 03/01/18 1 in CS Park and will go until 05/02/18
- Senior Cardio Tone: 03/28/18, 04/04/18, & 04/11/18: Senior Fitness program.
- Free Fit Friday: Takes place every Friday in CC Park at noon.

### • Staff Reports

- Automated Surveys: Finalized & will be implemented starting this weekend for rentals & dog park passes to collect benchmark info.
- Park Master Plan Survey: Closed and we are currently evaluating the results.
- Marketing: Met w/ UC Weekly to lower their prices & to include adds Matthews-Mint Hill publication. Agreed. (**\$ Savings**)

- Mayor Tree Initiative: Ongoing. Visited 4 schools. A total of 386 children participated. 5 more schools are scheduled and 600 more students will be involved.
- Town Hall Community Rooms: continue to be used by a variety of organizations.
- Tree Trivia Night: Developed a Teen Trivia Night that will begin on 05/04/18 w/ a Star Wars Theme.
- Vendors: Interviewed & contracted 2 new camp instructors (Art & Martial Arts)
- Societies: Both “Art & Historical Society” & “IT Art League”. Registered for Arbor & Earth Day event.
- Council on Aging: Met w/ the Council & discussed free programming for our residents to begin in June.
- Sorosity: Continued talks w/ a local sorority interested in partnering on a Book Signing (September).
- **Projects**
  - Splashpad: Construction Phase.
  - ADA Playground: Completed. A grand opening ceremony was held on 04/03/18.
- **Special Events**
  - Proclamation: On 03/27/18, TC presented a proclamation honoring Sally & Selkirk Hinson.
  - Founders’ Day The event took place at Town Hall on 03/31/18. The Hinson family displayed family items, news articles & memorabilia. Food & drink were served. Showcased historical exhibits, history discussion & presentations, and old time music, toys & games. Positive feedback. 125 attendants.
  - 4<sup>th</sup> of July Parade: Organizing the event in collaboration w/ IT Trail Lions Club & the VFW.
  - Hop to It: was held at CS Park on 03/24/18. The event featured over 15,000 eggs, 550 craft kits, a balloon artist, visits w/ the Easter Bunny, yard games & scavenger hunt. Estimate of 650 people total. Rockharbor Church assisted w/ registration, egg hiding & crafts.
  - Family Fun day: Contracts are being reviewed w/ outside org. to provide activities for this event.
  - Concerts: 1<sup>st</sup> concert was held on 04/19/18 at Crossing Paths Park. Eagles Tribute Band. Event included food trucks, a local brewery, and yard games.
- **Athletics**
  - USSSA Baseball Tournament 03/24-3/25: 12 teams total - 2 age divisions
  - Top Gun Baseball Tournament 04/07/18-04/08/18: 14 teams total - 2 age divisions
  - Top Gun Baseball Tournament 04/14: 9 teams total - 2 age divisions
- **Master Plan**: Meeting was held w/ consultants on 04/24/18 to discuss next steps.
- **Other Stats**:
  - Dog Park: 17 new dog park users (787 total dogs).
  - Residents/Clients: are taking advantage of programs, and reserving rooms & fields. This also increased our database for email marketing
  - Emails: New Email Contacts: 232. Total Email Contacts- 7,170

## PUBLIC WORKS

- **Town Hall**: Ongoing bldg. maintenance, cleaning & working w/ Edifice on all outstanding punch list items.
  - Grounds were cut and trimmed.
  - Installed stencil of “Employee M-F” parking. By Town staff. (**\$ Savings**).
  - Installed outdoor seating & tables. By Town staff. (**(\$ Savings)**).

- Installed the flag pole w/in the quad at the front of the building. By Town staff ((\$ Savings).
- **Veterans Memorial Garden:** Working on construction docs. & cost estimate for the project. ((\$ Savings)
- **Add. Parking at Town Hall:** designed & cost estimated by staff. Will be constructed by staff. ((\$ Savings)
- **ADA Playground :**
  - 11 add. ADA stalls were added and walkway to the exist. bathrooms was added. ((\$ Savings).
  - Staff installed additional mulch for the grand opening ((\$ Savings).
- **Miracle League Field:** A conceptual design was submitted for review.
- **Old Town Hall:** Disposed of surplus items & organized the warehouse. Met w/ the design team to review the bldg. and its needs; Bathrooms renovations design have been submitted to UC for review. Staff continues to work w/ outside agencies to remove items from the Old Civic Bldg. & CAC.
- **Park Maintenance:** Routine maintenance at all park facilities. Installed outdoor foosball table at CCP.
- **Bldgs. & Grounds Maintenance :** Routine maintenance at all Town properties & facilities.
- **Storm-water Maintenance :**
  - Kennerly Drive.
  - Replaced 2 driveway pipes, regraded 300' of ditch and replaced 50 SF of asphalt.
- **Right-of-Way Maintenance :** Prefomed asphalt maintenance in Brandon Oaks.
- **Sign Inventory:** Staff continues to conduct this survey.
- **Rogers Rd. Sidewalk:** Conducted a walk-thru for final inspection/bond release. A punch list was generated and sent to the contractor.
- **Fleet Maintenance :** Working on a fleet maintenance contract. Working w/ a GPS vendor all Town vehicles.
- **Grease Trap at CCP:** Working to get a grease trap quote for CC Park as required by UCPW.
- **Town Hall Community Room s Activities**
  - Civic Chamber Room
    - Abrakadoodle Art Class
    - Senior Toning Fitness class
    - Electrical Training
    - Carolinas Genealogical Society
    - Holly Park HOA meeting
  - Cultural Arts Room
    - Community Yoga
    - Lions Club meetings
    - Indian Trail Arts & Historical Meetings
    - Slo Flow Yoga
    - Local Paint studio held Job interviews
    - "Time to Teach" education sessions
    - UDO Community Meeting
  - Large Community Room
    - Union West Rotary Meetings
    - City Wall Church (Every Sunday)
    - Sr. Coffee and Cards
    - Seniors Helping Seniors organization
    - Wincrest HOA Meeting



- Local Resident rented for a Birthday Party
- Local Resident rented for a family reunion
- Local Resident rented for a wedding
- Union County Association of Relators

## SOLID WASTE

- **God Bless USA (GBUSA):**
  - 38 add. requests w/in tracEZ System.
  - 2 compliments w/in tracEZ System.
  - Held Monthly meeting with G.B.USA staff to review ongoing operation.
  - Has been working w/ GBUSA & the public for bulk pick up.
  - Periodically monitoring Contractor's route
- **CPI Adjustment:** G.B.USA has requested a 1.6% adjustment.

## STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES

- **1ST Ave.:** Appraisal of properties is completed; under review.
- **Beacon Hill Study:** Appraisal of properties is completed; under review.
- **Storm-water Maintenance Contract:** Construction Phase.
  - Floodplain Cleaning: \$99,350. On going.
  - Catch Basing Cleaning: \$113,750. Completed for Beacon Hill neighborhood.
  - Bridges & Culverts: On Hold
- **Indian Trail Park:** Received proposal. Consultant was authorized to proceed the study.

## STRATEGIC PLANNING

- **Future Rezoning Plan:** The plan lists all potential future rezoning parcels
- **Park Master Plan:** 1<sup>st</sup> public outreach/stakeholder hearing was held this past week.
- **Pocket Park Master Plan:** Discussions continue w/ a variety of developers interested in this concept.
- **Downtown Revitalization Master Plan:** Planning Phase. Preliminary Eng. Phase. Will schedule a meetings w/ stakeholders.
- **Parking Master Plan:**
  - Lemmond Dr. & Matthews IT Rd.: So far 33 add. on-street parking spaces were added.
  - Old Town Hall: So far 23 add. parking spaces were added. 34 add. Parking spaces to follow.
  - New Town Hall: 5 15-Min parking stalls were added.
  - CC Park: 10 ADA Parking stalls were added. 25 more regular stalls to follow.
- **Storm Drainage Improvement Master Plan:** Ongoing.
- **Ped & Bike Master Plan:** Planning Phase. Ongoing.
- **Traffic Congestion Mitigation Plan:** Planning phase. Ongoing.
- **Secrest Shortcut Small Area Plan:** 2<sup>nd</sup> Stakeholder committee meeting was held on 03/29/18, discussed results from open house and MetroQuest survey and started to discuss where particular land uses should be located. Consultants 7 staff will work to refine data and prepare 2-3 plans for public review.

## TOWN CLERK

- **Attestation**
  - Attested/sealed documents from 02-27-18 Meeting
  - Notary Service for Affidavit Attestation for Citizen

- **Boards & Committees:**
  - Posted Feb 2108 ABC Minutes to Website and Town Historical Files
  - Recorded Gary Evans, ABC Board, Resignation
  - Updated B&C Roster - Resignation McIntyre from PB
  - Administered Oath to New Stormwater Member (Ms. Howe)
- **Council Meeting**
  - Completed Draft of 2/27/18 Regular and Closed Session Minutes
  - Completed Activity Report for TM for 2/27/18 Meeting
  - Posted ABC Minutes for 01-25-18 Meeting on Website.
  - Prepared for 03/27/18 Council Meeting
  - Finalized 03/27/18 Regular & Special Meeting Minutes
  - Prepared Social Workers Resolution
  - Prepared 2018 Ms. Indian Trail Teen Proclamation
  - Begin Agenda for 04/10/18 Council Meeting
  - Meeting Minutes: Finalized 03/13/18 & 03/27/18 Regular & 03/27/18 Special Meeting Minutes
  - Revised Mrs. Agrippina's Resolution per M. Reece
  - Prepared Chambers for Council Meeting 02/27/18
  - Prepared Oath of Office of new Council Member Appointee - Blank Oath
  - Posted Agenda and Preparing Documents for 03/13/18 TC Meeting
- **Notices**
  - Processed & Posted Date Change Notice for Budget Meeting to 03/10/18
  - Posted (on board) Change Notice for ABC Board to 03/22/18
- **Records Management**
  - Updated Policy Master Listing and placed policy in manual - TC Investigation Policy
  - Assigned ordinance numbers for 281 & 282 and listed on roster
  - Registered w/ ROD Modified Ordinance #150 & Related Plat.
  - Forwarded to outside agencies and Plan. Dept. Amended Annexation Ordinance #150
  - Assigned 2 Ordinance Numbers.
  - Researched similar ordinances regarding Rogers Rd #257 & 257.9.
  - Located 9 Ordinance for Planning.
  - Located 7 Ordinances related to Chestnut Park for Administration
  - Located Carolina Courts Contract for Finance.
  - Sleeved #75 thru #150 Permanent Annexations for continued preservation.
  - Began process to submit 2017 Records to DCR for permanent storage.
- **Other**
  - Typed ABC Statutes for Town Manager.
  - Forward E-mail(s) to appropriate parties (Parks & Rec./Room Rental)
  - Printed 8 copies of Hinson Family Recognition.
  - Formalized Blasting Ordinance.
  - Researched Training Opportunities (Clerk)
  - Organized electronic files for Annexations
  - Pulled Aug 8 Min./Reviewed Audio for Finance to review comments by Chris Plate'
  - Prepared Ordinances for Attorney review - Annex 149, Ord 277, 281 & 282

## TOWN HALL PROFESSIONAL SERVICES

- **Schedule:** Bldg.is 100 **Complete** working on minor punch-list items. Civil site punch list inspection was performed & report was submitted. Most items are completed.
- **Furniture:** 4 tables have been reordered by the vendor. 35 chairs were accepted and

paid for.

- **Architectural (Creech)**: Awaiting approval on O&M manuals and Warranty language for certain items.
- **CM at Risk (Edifice)**: Awaiting BMP to be put into permanent phase.
- **Outdoor Furniture**: completed. (**\$ Saving**)

#### **TRAINING (Staff):**

- **HR**: Cary Warner, “Charting a Course for Emp. Benefits 2020”. **Completed**
- **Park & Rec**: Katy Keller facilitated a monthly NRPA roundtable discussion. **Completed**
- **Eng.**: All attended Defensive Driving training on 3/22/2018. **Completed**
- **Eng.**: Todd Huntsinger, attended Flood Plain Training. **Completed**
- **Eng.**: Todd Huntsinger will attend the “MDC Training” course.
- **Eng.**: Adrian Moritz will attend the “MDC Training” course.
- **Eng.**: Marhonda Smith attended the 3<sup>rd</sup> Procurement training class in May 2018. **Completed**
- **Planning**: Meade Bradshaw, 1st first session of “Management Skills for Today’s Supervisor”. **Completed**
- **Planning**: Mead Bradshaw, CZO training.
- **Public Works**: 10-hour OSHA: Melaney Wolfe planning to attend. **Completed.**
- **Public Works**: 30-hour OSHA: Mike Wright planning to attend.
- **Public Works**: All Field Staff attended Defensive Drive Training. **Completed.**
- **Public Works**: All Field Staff attended Landscape Training. **Completed.**
- **Public Works**: All Staff attended Active Shooter Training. **Completed.**
- **Public Works**: APWA Conference: Adam McLamb planning to attend.
- **Public Works**: APWA Conference; Facilities and Grounds: Mike Wright planning to attend.
- **Public Works**: All Field staff are attending “Flagging”, “Safety”, & “Pesticide” training. **Completed.**
- **Public Works**: All Staff attended CPR and First Aid Training. **Completed.**
- **Public Works**: FEMA ICS-402: Adam McLamb attended. **Completed**
- **All Dept.**: All employees, “Active Shooter Training”. **Completed.**

#### **TRANSPORTATION PROJECTS**

- **Chestnut Pkwy. Phase II** (Matthews IT Rd. to Gribble): Design Phase. NCDOT project.
- **Chestnut Pkwy. Phase III** (Gribble to Monroe Rd.): Project on hold pending project swap w/ NCDOT.
- **Resurfacing**: Procurement phase.
- **IT “Complete St.”**: Planning phase. Started scheduling stakeholder meeting.
- **Crack Pouring**: Going to Council for approval. Item will be included in Othe Patching contract.
- **Raised Pavement Markers and Markings**: Project has begun with some striping already completed.
- **Pavement Patching**: Approved by TC. Procurement Phase.
- **US 74 Multi-Use Trail**: Planning phase.

- **S Fork CC Greenway Trail:** Planning phase.
- **Stouts RR Siding Extension:** Planning phase (CSX). A grade separation is planned for both Chestnut Pkwy. Ext. and Wesley Chapel Stouts Rd..
- **Unionville/Sardis Rd. Roundabout:** Real Estate Acquisition Phase. Hydraulic design is ongoing.

**ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION Projects under review:**

- **Annexation Projects:**
  - No new submittals
- **Zoning Map Amendment Projects:**
  - Residential: No new submittals
  - Non-Residential:
    - Moore-Johnson Project: Rezoning 1 parcel (1.5-ac.) located behind Charlotte Kennels to the Regional Business District (RBD).
    - ZM 2018-0034 Cajas Property Poplin Rd: Request to rezone 6.17 ac. parcel from SF-1 to General Business District (GBD)
    - ZM 2015-0073 Radiator Rd: Request to rezone 117 acres from Regional Business District (RBD) to Light Industrial (L-I).
- **Conditional Zoning Projects:**
  - Wesley Chapel Stouts Rd: Shoppes at Hanfield Village amendment
  - Secrest Shortcut Site: Rezoning 5 parcels (approx.90-ac.) to SF-4 (SF-4) Conditioned for development of 197 SF homes.
- **UDO Text Amendment Applications**
  - ZT 2018: Downtown Overlay text amendment to permit mixed-use bldgs.
- **Site Plan/Plat Application:**
  - Residential: None.
  - Non-Residential: Pressly Animal Hospital

**Site Plan/ Subdivision/ Plat Projects**

- **Plyler Townhomes:** Plyler Rd. Subdivision of 41 townhome lots and 2 open space lots on 6.4 ac. Eagle Eng.
- **Pressly Animal Hospital:** Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 acres. Foxx Construction.
- **Braeburn:** Faith Church Road. 365 single-family lots on 171.59 acres. ESP Associates.
- **RT Storage:** Cannon Dr. An RV/Boat storage area on .876 acres. Rick Turner
- **PNG Southfork Enhancement:** Plyler Rd. The construction of natural gas substation 2-ac. PNG.
- **Fisher Textiles:** Matthews IT Rd. A 50,750 sq. ft. addition to an exist. warehouse on 6.097 ac. Chris Hope
- **PNG Operations Ctr.:** Cannon Dr. Construction of 7,706 operations center on 4.198 ac. PNG.
- **Heritage Funeral:** Matthews IT Rd. Parking lot expansion. Chris Hope
- **Strikers Soccer Complex:** Stinson-Hartis Rd. A soccer complex on 6 ac. Woodbine Design, P.C.
- **Glenn Oaks Retail:** Old Monroe Rd. 9,000 sq. ft. multitenant commercial bldg. Ty-Parr Realty.
- **Autobell Car Wash:** Old Monroe Rd. 23,724 sq. ft. vehicular surface expansion. Blue

Ridge Eng.

- **Ride Now Motors:** Gray Fox Rd. 2 -10,000 sq. ft. multitenant structures on 5.57 ac. Star Invest.
- Holdings, LLC
- **Poppy's Bakery and Grill:** Younts Rd. 3,618 sq. ft restaurant on an exist. 2.9 ac miniature golf site.
- **Figuroa Auto Repair:** Hwy 74. Construction of a 5,000 sq. ft. repair shop on 1.03 ac. Am. Architecture.
- **Riverside Conc.:** Tech. Dr. 8,500 sq. ft. site plan flex bldg. located on 1.15 ac. Chris Hope
- **Taco Bell SV:** Wesley Chapel Rd. Construction of a 2,100-sq. ft. restaurant on 1.29 ac. Jason Galloway.
- **Heritage Subdivision:** Wesley Chapel Rd. A 316-lot SF subdivision. Kolter Land Partners. Ongoing o Mass grading.
- **Southgate Phase 1:** Intersection of Poplin Rd & Rocky River Rd. Site plan review for a 67-ac. site contemplating 124-SF lots and 52-Townhome lots. Met w/ potential future buyer of town home & SF home sections to discuss architecture. This would be a new builder in our community.
- **Church of The Redeemer:** Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. 2<sup>nd</sup> review.
- **Metrolina CA Track & Field:** Proposed track and field addition to the Metrolina CA complex. Mark Houle.
- **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects.
- **Austin Village Office Bldg.** Proposed office bldg. Approx. 4200 sq. ft. on parcel 07132010F. Chris Hope.
- **Automotive Repair:** Gray Fox Rd. Construction of new 2,400 sq. ft. auto repair bus. on 1.58 ac.
- **Plyler Rd. Townhomes:** 41-lot townhomes. Plyler Rd. next to former Genwove site. Modification application submitted to remove alleys. Community meetings held on11/09/17 in Civic Bldg. Received positive feedback from adjacent neighborhoods. Approved by both TC & Planning Board.

#### **Projects Under Development:**

- **Shoppes at Hanfield Village Out Parcel #2:** Construction of a 4,775 sq. ft. med. office bldg. on 0.789 ac. Eagle Eng. Developer is requesting a C/O; add. items need to be done per Planning.
- **H&H Homes Cottages:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Stone base has been installed on all roadways & failed proof-roll on 04/20/18. Shooting for reinspection next week.
- **Lidl Grocery Store:** Aspen Asset Group, LLC. Grocery Store w/ parking lot & future IT public roadway. At the corner of Unionville IT Rd & Hwy. 74. Bldg. façade close to being finish. Working w/ designer on finalizing Hwy 74 culvert crossing.
- **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots. Applicant: Eagle Eng. Homebuilding began and roadway bldg. continues.
- **Goins Family Company Add.:** A 6,500 sq. ft. addition to an exist. Bldg. 1.36 ac. 2121

- Unionville IT Rd. Crescent Metal Structures. Moving forward w/ bldg. pad installation.
- **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the Ashe Croft neighborhood. Ongoing homebldg. in Phase I & II.
- **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 bldg. totaling 88,616 sq. ft. of commercial space. Arista Develop. Few items remain to be complete, request for C/O will be coming soon.
- **Walden at Austin Village:** 51 SF detached homes on approx. 16 ac. on the N. side of Chestnut Ln., W. of Potter Rd. Cox-Shepp Construction. Ongoing home bldg.
- **MCA Classroom & Family Life Ctr. Add.:** Metrolina Christian Academy. Replacing modular classrooms w/ a new free-standing bldg. Also expanding the Family Life Ctr. where the exist. 'tot lot' is located. Classroom bldg. is 6,656 sq. ft. and Family Life Ctr. Bldg. is 15,400 sq. ft. Interior upfits continuing.
- **SVMC Bldg. 22:** 11,463 sq. ft. multi-tenant bldg. at SVMC shopping ctr. C/O request should be coming soon.
- **Atlantic Pin Striping:** 8,000 sq. ft. veh. pin striping & customization facility for semis & other lg. veh. 4108 Matthews IT Rd. Interior upfit continues.
- **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Conc. repair is ongoing. Pavement repair to begin once developer awards contract. Had a field meeting w/ developer about all 5 BMPs to go over the status of each. 2 of the 5 still need a little attention to them. Working on getting feedback from designer. Preconstruction meeting for roadway rehab is schedule on 04/23/18.
- **Sheridan Subdivision:** Development has 2 parcels left to build on plus the Amenity Area. Amenity ctr. has been inspected & punch list items were submitted to the developer. Should receive C/O in the coming weeks; as-built has to be revised. Develop has been asked several times for status update; he claims he's trying to get on Contractor's schedule.
- **6529 Potter Rd:** Minor subdivision of parcel from 1 to 2 lots. Phoenix Land Surveying, INC. Project is currently not active.
- **Berkshires/Old Hickory Lot 11:** Eaton Av. Construction of a 20,253 sq. ft. office/warehouse. 3.37 ac. Grading & site layout beginning.
- **Arbors at Blanchard Farms:** Met w/ Developer & Homebuilder about roadway markups. Asphalt & storm-water items are being scheduled.
- **Heritage Subdivision:** Roadway grading & curb string line is being set. Curb installation should start soon.
- **Church of the Redeemer:** Grading activities have begun.
- **Union Grove Amenity Ctr.:** Bldg. has been erected & grading site has been completed.
- **Fisher Textiles:** Matthews IT Rd. A 50,750 sq. ft. add. to an exist. warehouse. Early site grading is underway.

**Number of New Businesses (1):**

- **Koerich Orthodontics:** 6437 Old Monroe Road, Sun Valley Commons. Orthodontics Services.

**Weekly Report 04/4/18 to 04/17/18 (Permits)**

|             |    |
|-------------|----|
| Compliances | 7  |
| Zoning      | 15 |

|                     |   |
|---------------------|---|
| Signs/Banners       |   |
| New Project Reviews | 5 |

**Weekly Report 04/14/18 to 04/17/18 (Code Enforcement)**

|   |           |
|---|-----------|
| Sign Banners Violations                         | 3         |
| New Nuisance Violations (i.e. Tall Grass, Junk, | 13        |
| Residential Zoning Compliance Inspections-N     | 12        |
| Violation Re-Inspections - Ordinance Complianc  | 11        |
| Citizen Ordinance Education                     | 15        |
| Minimum Housing Inspections/Hearings            | 0         |
| Property Lien Actions                           | 0         |
| Auto Violations (i.e. junk vehicles, etc.)      | 1         |
| On Street Parking Violations                    | 9         |
| Notice of Violation or Written Warning          | 8         |
| ZONES   | 2,3,6,7,8 |

**Miscellaneous**

- **Zoning Map Amendment Community Meetings** :
  - ZM 2018-0034 Cajas Property: April 26, 5-7 pm at Town Hall
  - ZM 2015-0073 Radiator Road: April 26, 5-7 pm at Town Hall
- **Town Annexation Initiative** : Staff is preparing a program to reach out to property owners in unincorporated UC who may be interested in annexing into the Town.

**UCSO**

- Assisted in reducing the annual budget increase.
- Assisted Town staff w/ one personnel issue.
- Continue to assist Town Staff w/ numerous issues.
- Continue to attend TC meetings.
- Continue to provide our Town w/ safety & security.
- Continue to provide our events w/ off-duty Officers.