

MANAGER'S REPORT

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Town Manager
Report Date: 06/11/18
Subject: Manager's Report



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

- ✚ **CRTPO/MPO/TCC:** Councilmember Morse, the Town Manager, and the Director of Eng. attended.
- ✚ **Planning Board:** Meeting held 05/15/18. Next meeting is scheduled for 06/19/18.
 - Dzyk Transportation Light Industrial Rezoning.
 - UDO Downtown Text Amendment (tentative).
- ✚ **Storm-water:** # of Meetings was reduced to bi-monthly meetings. Members were updated on projects.
- ✚ **Transportation:** No meeting was held. Board training current topics.
- ✚ **BOA:** No meeting scheduled for May. Meeting is scheduled for 06/28/18.
- ✚ **ABC:** Council attended last ABC Board meeting. 1 member is scheduled to be interviewed by the Board.
- ✚ **Parks & Rec:** Met on 06/06/18. There won't be a meeting in July. Next meeting is scheduled on 08/01/18.
- ✚ **Public Safety:** Due to lack of quorum the meeting was not held on 06/07/18. The next scheduled meeting will be scheduled on an as needed basis.

BONDS & CONTRACT

Contracts

- ✚ **Town Hall Security Alarm Monitoring/Panic Button:** Ordered 2 add. security cameras. Met w/ Southeastern Public Safety Group.
- ✚ **Unionville-Sardis Church Roundabout:** R/W acquisition Phase. Met w/ NCDOT Contracts Admin for R/W Authorization. CEI Procurement Phase.
- ✚ **CC Multi-Use Path:** Awaiting NCDOT Division's agreement.
- ✚ **US 74:** Received agreement from NCDOT, agreement pre-audited. Approved & mailed back to NCDOT.
- ✚ **IT Complete St:** Received agreement from NCDOT, agreement pre-audited & mailed back to NCDOT.
- ✚ **UDO/LDSM Updating:** Ongoing.
- ✚ **FY 17/18 Patching Contract:** Awarded contract to Red Clay Industries for \$77,814.00.
- ✚ **FY17/18 Resurfacing Contract:** Pre-Bid Meeting held on 06/07/18. Bid opening scheduled for 6/14/18.

- ✚ **On Call Transportation Consultant Srv. Contract:** Advertised on 03/29/2018. Received letters of interests/statement of qualifications from & eng. firms. Sort & Evaluation Phase.
- ✚ **Beacon Hills Appraisal & Gen. Contractor Contract(s):** Procurement Phase. General contractor contract awarded & complete. Appraisal is on-going.
- ✚ **Internal Contract/Certificate of Insurance Audit:** In progress.
- ✚ **Old Town Hall Add. Bathroom Construction:** Project award & contract drafting phase.

Bonds

- ✚ **Lidl Grocery Store :** Provided Lidl w/ “BMP Forever” bond app. & instructions on posting new bond.
- ✚ **Heritage Subdivision :** Approved bonds.
- ✚ **H & H Homes:** Received bond estimates & applications. Evaluation in progress. Awaiting public works bond application.
- ✚ **Bonterra Phase IV (Map 2):** Received bond estimate. Awaiting application and fees.

COMMUNICATION/COMMUNITY ENGAGEMENT

- ✚ **Marketing :**
 - Multiple video marketing pieces for social media were developed.
 - Continued efforts on Veterans Memorial Garden.
 - Worked to publicize various events, community meetings and programs will multiple departments.
 - Created video from Family Fun Day.
 - Worked on publicity materials for events.
- ✚ **HOAs:** Attended Cornerstone & Villas of Sun Valley meetings; Handled concerns & requests for others.
- ✚ **Concerns & requests:** Attended to multiple of residents through social media and website portal.
- ✚ **News releases :**
 - Prepared 2 for the splashpad & Family Fun Day.
 - Created news releases for multiple issues, got them placed in local media.
 - Worked on audio/visual and IT related issues w/ vendors.
- ✚ **IT Issues :**
 - Worked w/ staff on various IT issues; addressed issues w/ lg. community room AV system.
 - Worked w/ Compu-Net to clean remaining CPUs from storage for recycling.
- ✚ **Training :** Attended webinars on crisis communications & digital accessibility.

MAYOR & COUNCIL

- ✚ **Ribbon Cutting:** Staff continues to attend new small businesses ribbon cutting ceremonies.
- ✚ **Committee Meetings:** Councilmembers continues to attend all committees meetings.
- ✚ **Donations:** Mayor & TC continue to assist in promoting donation for the Veterans Memorial Garden.

ECONOMIC DEVELOPEMNT (Consultant)

- ✚ **Contacts:** Currently Communicating w/ potential developers, retailers etc. (listed below)
 - 2 banks

- 2 commercial brokers: commercial real estate, investor, & mix use brokers/investors.
 - 8 commercial brokers: mixed use, sport facility, retail class “A” office, hotel, high density residential.
 - 1 daycare: daycare school.
 - 2 developers: commercial.
 - 5 hotel developers: development management companies.
 - 1 industrial: 1 light industrial.
 - 2 Local developers: mixed use
 - 18 retailers: car dealerships, Big box store, printing, food& wine, specialty beer & wine, specialty coffee, fast food, eyecare, health food restaurant, confectionery, donuts, 3 bakeries, and a restaurant.
- 🚧 **Meetings**: Mr. Evans has scheduled several meetings w/ local & out-of-town developers.

FINANCE/REVENUE/TAX COLLECTION

Finance

- 🚧 **Vendors**: All have been paid timely & accurately.
- 🚧 **ABC Board**: Met w/ board member Jim White to discuss our position on fair/proper profit distribution.
- 🚧 **Bank Accounts**: All have been reconciled accurately. (Total cash @ 3/31/2018= \$27,072,772M)
- 🚧 **Dash Board**: The April monthly dash board has been completed & placed on our website
- 🚧 **FY18/19 Budget**: Will continue to comply w/ the LGC budgeting requirements & ratios.
- 🚧 **FY18/19 Budget**: Our FY18/19 proposed budget was delivered to TC on 05/22/18.
- 🚧 **FY18/19 CIP**: Supported Town Manager w/ identifying CIP projects that are being quantified/addressed.
- 🚧 **Support**: Continue to provide financial support to all depts.
- 🚧 **Meetings**: Met w/ all departments to review their actual to budget results thru 9 months.
- 🚧 **FY17/18 Collection**: Current year is 99.72% collected (running ahead of last year).
- 🚧 **Receivables**: All are posted & current
- 🚧 **Powell Bill**: Received 2 installments this year:
 - Sept. 2017- \$426,766.56,
 - Dec. 2017- \$426,766.55.

Last yr. we received \$843,153.45. This year’s increase is 1.23% (\$10,380). Will be spent on resurfacing pouring, signage, & pavement marking.

FIRE DEPARTMENT

- 🚧 **Fire Tax/Fee**: A meeting is schedule on 06/18/18.

HUMAN RESOURCES

- 🚧 **Recruiting**: Continuing to receive applications for Roadway Engineer position.
- 🚧 **Personnel**: Met w/ NFP to make final decisions about our medical insurance coverage for FY18-19. Decision was made to switch from United Health Care to BC&BS. BC&BS was able to offer a similar health plan/design in which the overall cost to the town was minimal compared to other quotes we received during the renewal process.

Open enrollment meetings on 05/23/18 in which employees were educated on the new plans and given an opportunity to make changes for the upcoming fiscal year. HR Director met w/ a representative from Novant Health to discuss a Wellness Program for IT. The goal is to start the program July 2018. HR Director completed required employee forms for open enrollment & processed all the changes w/ our benefit providers. Continuing to work w/ Novant Health to implement a Wellness Program for IT. Working on dates for biometric screenings to be held in late July early August. Kicked off the Mile-A-Day challenge for employees. Goal is to exercise one mile a day for 30 days in June.

- ✚ **Risk Management:** Continuing audit of 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. Met w/ Jim Harrill our property & liability agent to discuss our upcoming renewal. HR Director is preparing the renewal request forms & related documents for submittal.
- ✚ **Performance Management:** 3 performance reviews were completed (Katy Keller, Craven Rowell, & Pamela Good).
- ✚ **Training:** HR Director attended a Current Issues Breakfast at the Employers Association. The topic was "Workplace & Substance Abuse). Mike Parks participated in a webinar "make Video Work for You: Driving media outreach & social media engagement.

LEGAL:

- ✚ **Sagecroft Development:** Awaiting new map from Essex Homes.
- ✚ **1st Baptist Church:** ROW abandonment (Doc. drafted/going through statutory process to complete)
- ✚ **Public Comments Policy:** (I have drafted, will forward to Council for their consideration & comments)
- ✚ **1st Ave. Storm water land acquisition:** (offer letter out, waiting for reply from property owner).
- ✚ **ABC:** Meeting (waiting to hear back from ABC General Counsel for dates to meet)
- ✚ **CC Multi-use Trail:** Awaiting survey and will then meet to determine next steps)
- ✚ **Loitering:** In progress - Developing a Town Hall policy that deal w/ suspicious constant loiters.
- ✚ **PIR Policy:** A procedure has been set & fees could be applicable. State law allow reasonable charge. Designed to cover the direct cost of mat. & labor associated w/ responding to PIRs. The charge could be upfront. Including charges for hard copy delivery, CD-ROM, & DVD copies. Labor charges could be added for requests that require an extensive use of attorneys, clerical, and/or IT resources (archiving contractor). Confidential information will be redacted.
- ✚ **Advisory Board Meetings:** Public comments during advisory board meetings are not permitted.

TOWN COUNCIL :

- ✚ Attendance:
 - Town Council Meetings.
 - Advisory Board Meetings.
 - Developments Workshop Meetings.
 - CRTPO Meetings.

MANAGER'S ADD. ACTIVITIES

- 🚧 **Regional Managers Group Meeting:** Met w/ Cindy Coto & discussed various topics.
- 🚧 **FY18/19 Budget:** Prepared for Budget Public Hearing schedule for 06/12/18.
- 🚧 **Personnel:** Reviewed 3 performance reviews.
- 🚧 **Sage-Croft Develop.:** Coordinating land sale & acquisition w/ attorneys.
- 🚧 **Committee Meetings:** Attended Planning & Storm-water.
- 🚧 **Chest Lane Property:** Met w/ Developer & discussed conceptual design
- 🚧 **Veterans Memorial Garden:** Generated exhibits.
- 🚧 **FY18/19 Resurfacing:** Evaluated potential Town streets.
- 🚧 **IT ABC Board:** Met w/ board member Mr. Jim white & discussed various topics.
- 🚧 **Healthcare Insurance:** Met w/ agent & discussed employee health insurance.
- 🚧 **Departmental Meeting:** Met w/ Directors & discussed Town related business.
- 🚧 **Town Center Develop.:** Met w/ Owner rep. & potential apartment developer.
- 🚧 **Town Property :** Met w/ potential developers.
- 🚧 **Fire tax/Fee :** Scheduled a meeting on 06/18/18.
- 🚧 **NCDOT:** Discussed Hwy.74/I-485 HOV lanes and NCDOT/Town projects.
- 🚧 **Town Council:** Provide TC w/ a summary of last 4 years of Town donation, developments map.
- 🚧 **Beacon Hill Channel:** Evaluated channel in the field
- 🚧 **Field Visits:** Periodically visited Town facilities.
- 🚧 **Family Fun Day:** Prepared marketing material for Veterans Memorial Garden.
- 🚧 **Secret Short Cut Development:** Reviewed Traffic Impact study.
- 🚧 **UDO:** Currently reviewing a draft copy of the UDO

🚧 PARKS & RECREATION

🚧 Revenues (03/24/18 to 04/18/18)

🚧 PARKS & RECREATION

- Revenues (04/19/18 to 05/22/18)

🚧 Town Hall Rental	🚧 \$2,577.
🚧 Sponsorships	🚧 \$2,500
🚧 Programs	🚧 \$774
🚧 CCP Concession	🚧 \$1,013
🚧 Athletics	🚧 \$7,060

- Total FY17/18 = \$175,471

🚧 Programs

- Sr. Coffee/Cards: 04/25/18, 05/02/18, 05/09/18, 05/16/18, & 05/23/18. Seniors participated in meetings/ games.
- Open Mic Night (5/19/18): 15 in attendance including singers, storytellers, poets & dancers.
- Community Yoga: 04/24/18, 05/1/18, 05/8/18, 05/15/18, & 06/24/18.
- Abakadoodle (04/23/18, 4/30/18, 05/14/18, 05/21/18, 05/28/18, & d 06/04/18): Children's art program.
- Crafty Kids: Full class on 05/17/18, 05/24/18 w/10 registered preschoolers w/ 2 on the waiting list.
- Coed Kickball: The 1st adult kickball league held playoff games on 05/10/18 & the championship game is scheduled for 05/23/18.

- Senior:
 - Cardio Tone: fitness program (04/25/18, 05/2/18, 05/9/18, 05/16/18, 05/23/18, & 06/06/18).
 - Field trip: Held on 05/24/18 w/ a full registration to Reeds Gold Mine. Next trip is scheduled for 06/23/18, the trip will include dinner & a show at the Matthews Playhouse.
 - Free learn session.
- Golf Lessons: Seth is running Start Smart golf lessons at Chestnut Square Park.
- Free Fit Friday: Takes place every Friday at CC Park at noon.

Staff Reports

- Conducted 268 transactions in Rec1 software. The software is used to track shelter & field rentals, program registration, & event vendor opportunities. 45 Shelter rentals have been reserved.
- Met w/ "UC Weekly". Advertising prices will be lowered & will include adds in Matthews-Mint Hill publication.
- Mayors Tree initiative: **Completed**. visited 9 schools, 41 classrooms, & 921 students were involved; 18 Red Maple trees & 1,200 trees were distributed/planted.
- Town Hall community rooms: continue to be used by a variety of organizations.
- Staff developed a Teen Trivia Night that will begin on Friday May 4th with a Star Wars Theme.
- Contracts: Interviewed & contracted w/ 2 new camp instructors (Art & Martial Arts)
- Art: Worked w/ Arts & Historical & IT Art League on upcoming activities & a sculpture in the park.
- During this time frame staff conducted 98 transactions in Rec1. Rec1 software is used for shelter rentals, field rentals, program registration & event vendor opportunities.
- 45 shelter rentals have been booked during this time frame.
- Staff met with UC Transportation dept. to discuss bus needs for field trips & assisting w/ commuting seniors to programs..
- Attended Monroe Parks & Rec Senior Games. Judged Bocce Tournaments M to F, **ages- 55-85.**
- Conversations w/ Stallings & several nonprofits interested in partnering on school related art events
- Add. development & coordination for future volunteer program.
- Spoke with UC Playmakers- discussion on going for hosting play in our park.

Special Events

- Concerts: Scheduled to host 6 concerts this year. Featuring different genres ranging from cover bands, beach, jazz and classic rock. Sponsored by EMI food trucks, beer vendor, yard games & local vendors.
 - "Hits After Six". Held on 04/19/18 at CSP.
 - "On the Border" the Ultimate Eagles Tribute Band.
- The first 4th Friday Flicks:
 - Held on 04/27/18 at CC Park in conjunction w/ our annual Pitch, Hit & Run event.
 - Held on 05/25/18 at CC Park: face painters, a bounce house, yard games, raffle & food truck. around 150 people. marketed on Facebook, Facebook Boost, Facebook posts, Constant Contact (2,012 unique opens), kiosk flyers,

event banners and website.


- Sponsorship: Pleasant Plains Dentistry will be promoting the movies & the community support. The evening featured a face painter who was able to transform faces into characters from the movie, a bounce house, yard games, raffle, concessions and Pitch, Hit & Run. The event saw 500 people & went very well. The next movie night is this Friday 05/25/18 at Crossing Paths Park.
- Arbor/Earth Day: Held on 04/28/18 at CS Park in conjunction Stallings' Parks & Rec. Next year, the event will be held at Stallings. Working w/ schools, an art contest will be introduced.
- Paws in the Park: Held on 05/05/18 at CS Park. This is the 2nd annual festival working w/ IT Animal Hospital. An "Ask-A-Vet" session was held. Whelm of info & knowledge was exchanged via social media, during the event, & the participation of IT Animal Hospital & VetRec.
- Family Fun Day was held on 06/02/18 at CC Park. Approx. 7,000 attended. The event featured 103 vendors, 13 free rides, fireworks, live music, performances, contests and a kids zone. The park offered the new splash pad & the ADA playground. Event sponsors: IT Publix & Dodge Chrysler Jeep Ram. The event was marketed in several ways: Facebook posts (105,448 reach), Facebook event (124,000), Facebook Boost (38,364), Constant Contact unique opens (4,224), Fun 4 Charlotte Kids (27,519 reach), website total views (6637), Instagram (5,223), Twitter impressions (15,800) Program Guide, banners, flyers in kiosks, flyers to schools, press releases.

Upcoming Events :

- 06/21/18: "Hits After Six" at Crossing Paths Park
- 06/22/18: "Flicks" at Crossing Paths Park

Athletics

- USSSA Baseball Tournament: 04/21/18 & 04/22/18: 16 teams total - 2 age divisions
- Top Gun Baseball Tournament: 04/28/18 & 04/29/18: 14 teams total - 2 age divisions
- Top Gun Baseball Tournament: 05/05/18: 10 teams total - 2 age divisions
- Our Next baseball tournament is scheduled for 06/08/18 & 06/09/18.

 **Park Master Plan:** Met w/ consultant on 06/07/18 and discussed next steps. A draft copy is underway.

Other Stats:

- 25 new dog park users (Total = 812).
- Residents/Clients are taking advantage of programs, reserving rooms & fields. This also increased our database for email marketing.
- New email contacts = 598. Total email contacts = 7,768

Town Hall Community Rooms 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
 - IT Arts & Historical Meetings

- 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 & 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 Realtors.

PUBLIC WORKS

- ✚ **Town Hall:** Ongoing bldg. maintenance, cleaning & working w/ Edifice on all outstanding punch list items.
 - Installed 20 add. Parking spaces behind Town Hall (**Savings**).
 - Grounds were cut & 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 a 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. & 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**: Ongoing bldg. maintenance, cleaning & working w/ Edifice on all outstanding punch list items. Grounds were cut & trimmed. Staff began pouring conc. for the add. parking in the rear of the bldg. This will add 20 add. parking spots.
- ✚ **Veterans Garden**: Staff is working on design plans and cost estimate for the project.
- ✚ **Storm-water Contract** : 80% complete. Upper & lower channels are **completed**.
- ✚ **Miracle League Field**: Met w/ the design team about potential locations for the field w/in CCP phase II. The design team has submitted a conceptual design for review.
- ✚ **Old Town Hall: Renovations is in bidding Phase**. Staff is designing the add. parking around the bldg.
- ✚ **Up-Town Trail**: Design Phase. The ADA trail Up-Town between Old Town Hall & New Town Hall.
- ✚ **Park Maintenance** : Routine maintenance at all park facilities. Staff is working hard to keep the fields in the best shape possible. Staff has prepped for several Park and Rec. events including Family Fun Day. Staff has started to install additional wheel stops to designate an additional 40 parking spaces at CCP.
- ✚ **Bldgs. & Grounds Maintenance** : Routine maintenance at all Town properties and facilities.
- ✚ **Storm-water Maintenance** : Ongoing
- ✚ **Right-of-Way Maintenance** : Ongoing
- ✚ **Sign Inventory**: Staff continues to conduct this survey.
- ✚ **Fleet Maintenance** : Staff is working on a Fleet Maintenance contract to be bid out in the near future. Working w/ a vendor on GPS for all Town vehs. Staff is working on having several vehicles in for new tires.
- ✚ **Grease Trap at CCP**: Staff is working to get a grease trap installed at the park for the kitchen per a recent UCPW inspection. Staff received 3 quotes and requested that the funds to complete this project be placed in FY 19 budget.
- ✚ **Splash Pad**: The pad is open (**Completed**). Staff monitors it daily.
- ✚ **Year-End Budget Prep**: Staff had all requisitions & funds needed for the next 30 days w/in Edmunds.
- ✚ **Staff Event**: Staff held a joint meeting w/ all of Matthews, Mint Hill and Stallings PW Deprs.

SOLID WASTE

- ✚ **God Bless USA (GBUSA)**:
 - 38 add. requests w/in tracEZ System.
 - 2 compliments w/in tracEZ System.
 - Held Monthly meeting w/ 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.:** moving forward with wetland/jurisdiction assessment.
- ✚ **Beacon Hill Study**: channel is being cleaned out under storm-water maintenance

contract.

- ✚ **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:** Study is Ongoing.

STRATEGIC PLANNING

- ✚ **Future Rezoning Plan:** The plan lists all potential future rezoning parcels.
- ✚ **Park Master Plan:** Met w/ Consultant and provided feedback.
- ✚ **Pocket Park Master Plan:** Discussions continue w/ a variety of developers interested in this concept.
- ✚ **Downtown Revitalization Master Plan:** Surveying is ongoing.
- ✚ **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 **completed**.
 - CC Park: 10 ADA Parking stalls were **completed**. 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:** 3rd Stakeholder Committee meeting was held on 05/14/18. Stakeholders & staff reviewed 3 draft land-use scenarios & revised them & presented them during the 2nd Open House on 05/31/18. feedback from scenarios will be used to prepare 1 recommended land use map and small area plan.
- ✚ **Town Annexation Initiative:** Will present initiative to TC on 06/12/18. Initiative will involve promoting the benefits of annexation to individual property owners as well as communities located in unincorporated UC.

TOWN CLERK

- ✚ **Town Council Meetings:** Prepared docs., & setup for 06/12/18 meeting (agenda, meeting minutes, etc).
- ✚ **Developers Meeting :** Prepared docs. & setup for 06/12/18 meeting.
- ✚ **Notices:**
 - Budget Hearing: Sent notice for publication on 06/01/18 for FY18-19 Budget Hearing Posted.
 - Notices for FBC road Closure.
 - Scheduled notices for bond extensions.
- ✚ **Ordinances:**
 - Prepared CPO Ordinance for Finance for 06/12/18 Meeting - Ord #291
 - Assigned Ordinance # 290 to Sardis Rd. Roundabout.
- ✚ **Bonds:** Prepared Bond Ext. Resolution for 06/12/18 & 07/10/18 meetings.
- ✚ **Communication:**
 - Communicated Grand Marshall nominee to Parks & Rec.
 - Communicated Ordinance to Planning.
- ✚ **ABC Board:** Received 5/30 Agenda from ABC Board.

- 🚧 **Policies:** Work w/ Attorney on policies (Public comments & appointment policies).

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 & 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:** Carey Warner participated in a webinar titled “Navigating the Minefield of Wellness Plan Compliance).
- 🚧 **Planning:** Meade Bradshaw completed his zoning official certification.
- 🚧 **Communication :** Mike Parks participated in a “Global Awareness Day” webinar & a “In the Wake of tragedy Best Practices” webinar.
- 🚧 **Tax:** Alicia Massey attended the “NC Tax Collector Association Spring conference).
- 🚧 **Public Works:** 10-hour OSHA: Melaney Wolfe planning to attend. **Completed.**
- 🚧 **Public Works:** 30-hour OSHA: Mike Wright planning to attend. **Completed**
- 🚧 **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. **Completed**
- 🚧 **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**

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 projects swap w/ NCDOT.
- 🚧 **FY17/18 Resurfacing:** Procurement phase. Bids to be opened this week
- 🚧 **IT “Complete St.”:** Planning phase. Started scheduling stakeholder meeting.
- 🚧 **Crack Pouring:** will be procured w/ the Resurfacing contract.
- 🚧 **Raised Pavement Markers & Markings:** Project has begun w/ some striping already completed.
- 🚧 **Pavement Patching:** **Awarded.**
- 🚧 **US 74 Multi-Use Trail:** Planning phase.
- 🚧 **S Fork CC Greenway Trail:** Preliminary Engineering / Surveying.
- 🚧 **Stouts RR Siding Extension:** No update from CSX. A grade separation is planned for both Chestnut Pkwy. Ext. and Wesley Chapel Stouts Rd..
- 🚧 **Unionville/Sardis Rd. Roundabout:** Real Estate Acquisition Phase. **95% plans.**

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

Annexation Projects:

- No new submittals

Zoning Map Amendment Projects:

- Residential: No new submittals
- Non-Residential:
 - ZM 2018-0012 Moore-Johnson Project: Rezoning 1 parcel (1.5-ac.) located behind Charlotte Kennels to the Regional Bus. District (RBD).
 - ZM 2018-0034 Cajas Property Poplin Rd: Request to rezone 6.17 ac. parcel from SF-1 to General Bus. District (GBD). Tabled until further notice from applicant.
- ZM 2015-0073 Radiator Rd: Request to rezone 117 ac. from Regional Bus. District (RBD) to Light Industrial (L-I).
- ZM 2018-0038 Dzyk Transportation: Request to rezone 1.9 ac. from SF-1 to L-I.

Conditional Zoning Projects:

- CZ 2016-0018M2 Wesley Chapel Stouts Rd: Shoppes at Hanfield Village amendment
- CZ 2017-0153 Secrest Shortcut Site: Rezoning 5 parcels (approx.90-ac.) to 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

 **The Cottages at I T Plat:** Recordation of 49 SF lots and 3 open space lots.

 **SVM Lot 13:** Construction of a 4,000 sq ft. multi-tenant retail bldg. Eagle Eng.

 **Bonterra Phase IV Map II :** Recordation of 14 lots. Eagle Eng.

 **Pure Power:** Gray Fox Rd. 18,125 sq. ft. office/warehouse. Paul Woody Architect.


 **Ride Now Motors:** US Hwy. 74. 20,160 sq. ft. light industrial bldg. on 5.5 ac. Eagle Eng.


 **Independence Point:** US Hwy. 74. 9,800 sq. ft. retail bldg. on 1.84 ac. Eagle Eng.


 **Heritage Phase 3 Plat:** Recordation of 22 lots. Kolter Land Partners

 **Heritage Phase 2 Plat:** Recordation of 14 lots. Kolter Land Partners

 **Heritage Phases 9 & 10 Site Plan:** Wesley Chapel Stouts. Proposed 79 lots on 9.5 ac. Kolter Land Partners

 **Plyler Townhomes:** Plyler Rd. Subdivision of 41 townhome lots & 2 open space lots on 6.4 ac. Eagle Eng.


 **Pressly Animal Hospital:** Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 ac. Foxx Construction.

 **Braeburn:** Faith Church Rd. 365 SF lots on 171.59 ac. ESP Assoc.

 **RT Storage:** Cannon Dr. An RV/Boat storage area on .876 ac. Rick Turner

 **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.
- ✚ **Poppy's Bakery & Grill:** Younts Rd. 3,618 sq. ft. restaurant on an exist. 2.9 ac miniature golf site.
- ✚ **Figueroa 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. 2nd review.
- ✚ **Metrolina CA Track & Field:** Proposed track and field addition to the Metrolina CA complex. Mark Houle.
- ✚ **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.

Projects Under Development:

- ✚ **Pressly Animal Hospital:** Chestnut Lane. Preconstruction meeting was held this week.
- ✚ **PNG Southfork Enhancement :** Plyler Rd. The construction of PNG substation 2-ac. PNG.
- ✚ **PNG Operations Ctr.:** Cannon Dr. Construction of 7,706 operations Ctr. on 4.198 ac. PNG. Contractor started bldg. pad.
- ✚ **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects. Grading for bldg. pad.
- ✚ **H&H Homes Cottages:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Paving has completed. Plat has been signed off on and developer is moving forward w/ home construction.
- ✚ **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. Contractor working on Miller's Crossing. Not much work has gone on due to weather impacts along U-IT Road.
- ✚ **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots. Applicant: Eagle Eng. Homebuilding began & 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. Bldg. pad is complete.
- ✚ **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the Ashe Croft neighborhood. Ongoing home bldg. in Phase II. It appears

developer is remediating BMPs to get them to compliance w/ permanent phase. Developer would like to move forward w/ street acceptance for Phase 1.

- ✚ **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 bldg. totaling 88,616 sq. ft. of commercial space. Arista Develop. Still working on completing Phase 2, Town did C/O bldg. #5.
- ✚ **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. Developer sold model home, so new one was established further north inside the site.
- ✚ **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. & Family Life Ctr. Bldg. is 15,400 sq. ft. Interior upfit continuing.
- ✚ **Atlantic Pin Striping:** 8,000 sq. ft. veh. pin striping & customization facility for semis & other lg. veh. 4108 Matthews IT Rd. No activity since last report. Working w/ UCPW.
- ✚ **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Conc. repair is ongoing. Pavement repair to begin once developer awards contract. Had another meeting w/ developer and did a follow up walk thru of the BMPs to discuss outstanding items. Developer had roadway contractor present at the end of the meeting to discuss schedule. Work should begin in the middle of June & be completed by early fall.
- ✚ **Sheridan Subdivision:** Development has 2 parcels left to build on plus the amenity area. Amenity Ctr. Has been C/O. Met developer to walk final phase of road repairs. Sent inspection report the following day.
- ✚ **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. Contractor is continuing on roof section.
- ✚ **Arbors at Blanchard Farms:** Met w/ Developer & Homebuilder about roadway markups. Moving forward with roadway improvements, developer has been given punch-list items to complete.
- ✚ **Heritage Subdivision:** Conc. curb & stone base has been installed in Phase 1 Map 1.
- ✚ **Church of the Redeemer :** Grading activities are continuing.
- ✚ **Union Grove Amenity Ctr .:** As-built in review.
- ✚ **Fisher Textiles :** Matthews IT Rd. A 50,750 sq. ft. add. to an exist. warehouse. Site has been cleared and erosion control is installed.
- ✚ **Sam's Express Car Wash:** HWY 74. A 14,000 sq. ft. building. Building structure is almost completed and parking lot is done.
- ✚ **Hojco Automotive :** Gray Fox Road. A 2400 sq. ft. building. Preconstruction meeting was held. Contractor has started NCDOT roadway improvements.

✚ **Number of New Businesses (5):**

- **Koerich Orthodontics:** 6437 Old Monroe Rd., SVC. Orthodontics Services.
- **Grapes Wine Bar:** 6461 Old Monroe Rd., SVC, Restaurant
- **Jets Pizza:** 5124 Old Monroe Rd., Shoppes at Hanfield, Restaurant
- **Ultratan:** 5124 Old Monroe Rd, Shoppes at Hanfield, Tanning Salon
- **D-Bat:** 13707 E. Independence Blvd, IT Crossing, Training Facility

✚ Number of New Businesses (2):

- **Scottie Cuts** : Hair salon at 115 Unionville-IT Rd.
- **Under the Sea** : New aquarium retail store at 311 Unionville-IT Rd.

Weekly Report 05/24/18 to 06/05/18 (Permits)

Compliances	15
Zoning	13
Signs/Banners	0
New Project Reviews	2

Weekly Report 05/24/18 to 06/05/18 (Code Enforcement)

Sign Banners Violations	1
New Nuisance Violations (i.e. Tall Grass, Junk,	21
Residential Zoning Compliance Inspections-N	
Violation Re-Inspections - Ordinance Complianc	
Citizen Ordinance Education	42
Minimum Housing Inspections/Hearings	1
Property Lien Actions	0
Auto Violations (i.e. junk vehicles, etc.)	2
On Street Parking Violations	0
Notice of Violation or Written Warning	48
ZONES	2,4,5

Miscellaneous

✚ Zoning Map Amendment Community Meetings :

- None currently scheduled.

✚ Secret Short Cut Small Area Plan :

- 2nd Open House held May 31st 5-7 pm at Town Hall.
- 3rd Stakeholder Meeting will be scheduled later in June or July.