

## MANAGER'S REPORT

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**To:** Mayor & Town Council  
**From:** Patrick N. Sadek P.E., Town Manager  
**Report Date:** 07-08-18  
**Subject:** Manager's Report



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

- ✚ **CRTPO/MPO/TCC** : Councilmembers Morse, Town Manager Sadek, and Director of Eng. attended.
- ✚ **Planning Board**: No meeting is scheduled for 07/17/18; no agenda items to discuss
- ✚ **Storm-water**: There will be a meeting in July.
- ✚ **Transportation**: A meeting is scheduled for 07/17/18.
- ✚ **BOA**: Not meeting is scheduled for 07/24/18, no agenda items to discuss.
- ✚ **ABC**: Town Council Member attended last ABC Board meeting.
- ✚ **Parks & Rec**: Met on 06/06/18. There will not be a meeting in July. Next meeting is scheduled on 08/01/18.
- ✚ **Public Safety**: Due to the holiday, no meeting was held on 07/05/18.

## BONDS & CONTRACT

### ✚ **Bonds:**

- **Lidl Grocery Store** : All bond submittal forms have been signed off on.
- **H & H Homes** : Received bond estimates & applications. Evaluation in progress. Awaiting Public Works' bond application. Bond estimates approved, awaiting applications, fees, & bonds.
- **Bonterra Phase 4 (Map 2)** : Received bond estimate. Awaiting application & fees.

### ✚ **Contracts :**

- **Town Hall Security Alarm Monitoring/Panic Button**: Ordered 2 add. security cameras. Met w/ Southeastern Public Safety Group regarding Town Hall & received proposal. Met w/ A3 regarding add. access controls & door in Atrium. Awaiting proposal.
- **Unionville-Sardis Church Roundabout**: ROW Acquisition Phase. CEI Procurement Phase. Advertised for CEI srvc. Request for Letters of Interest on 06/15/18.
- **Multi-Use Path (Greenway/HWY 74)**: Awaiting partially executed agreement from NCDOT.
- **IT Complete St**: Awaiting partially executed agreement from NCDOT.
- **UDO/LDSM Updating** : Ongoing.
- **Veterans Memorial Garden**: Final conceptual plan is **completed**. Designed by In-house staff.
- **FY 17/18 Patching Contract** : Contracts executed.
- **FY 17/18 Resurfacing Contract** : Contracts executed.
- **On-Call Transportation Consultant Srvcs. Contract**: **Completed**
- **Internal Contract/Certificate of Insurance Audit** : In Progress.
- **Old Town Hall Add. Bathroom** : Contracts executed.
- **1<sup>st</sup> Ave. Stormwater Improvements Phase I Contract**: Drafting phase.

## COMMUNICATION/COMMUNITY ENGAGEMENT

🚧 **Residents Inquiries** : Worked w/ residents online & by phone to address concerns.

### 🚧 **Marketing:**

- Worked on Promotional Materials: for 4<sup>th</sup> of July Parade on website & social media. Broadcasted parade live online & took photos for social media & future marketing. The video has been viewed more than 5,800 times as of 07/06/18, and 2 of the photos ran in the EJ.
- Broadcast TC meeting live online; posted video of NC Turnpike discussion (2,000 views) & new bus. (750 views) on social media. Put full meeting on Youtube.
- Addressed shift in SW collection schedule due to the holiday; promoted upcoming bulk pick-up dates.
- Designed promotional material (website, social media) for Veterans Memorial. Promoted Town events through social media & website.
- Created videos from Council and Planning Board meeting

🚧 **Budget**: Worked w/ Finance on new Communications budget for FY18/19.

🚧 **IT Needs**: Worked on various IT needs - staff email issue, access cards, phones, etc..

🚧 **PIRS**: 2 from Watchdog IT, 1 from Kelly Green & 1 from Tonya Bibb.

🚧 **Veterans Memorial Garden**: Worked w/ Union West Rotary on partnership efforts. Worked w/ TC & staff on promoting & supporting Golf Tournament.

### 🚧 **Meetings** :

- Attended conference of UC Public Info. Officers to discuss emerg. communications; shared my Crisis Communications Plan with them.
- Attended last Rotary Club Meeting.

🚧 **Traffic Alerts**: Worked to inform public of NCDOT road construction (Hwy. 74 Superstreet); cleared up misconceptions online about project issues.

🚧 **Compliance** : Worked on ADA compliance of Town website

## PIRs / INQUIRIES / EMAILS

Staff continues to work on compiling info that will include the following:

- Name of requester if available.
- # of requests made per individual.
- Cost of generating the request to the Town & 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 info. per General Statutes & will continue to manage the PIR request in an efficient & a feasible manner that prevents abuse & waste of tax payers' money.

## MAYOR & COUNCIL

🚧 **Committee Meetings**: Councilmembers continues to attend committees meetings.

🚧 **Veteran Memorial Garden**: Mayor & all Councilmembers assisted in promoting donations.

## ECONOMIC DEVELOPEMNT (Residential, Commercial, & Industrial)

🚧 **SVMP**: On hold by developer.

🚧 **Downtown Revitalization**: Surveying is ongoing. Negotiating Phase w/ NCDOT regarding street swap.

- 🚧 **Town Property:** Negotiating w/ potential developers.
- 🚧 **Lemmond's Property:** Awaiting add. feedback from TC.
- 🚧 **SageCroft:** Agreement is completed. Awaiting parties' execution.
- 🚧 **UDO-LDR Update :** Awaiting a final draft.
- 🚧 **Plyler Town Homes :** Construction Phase.
- 🚧 **Johnson Properties /Storage Facility :** On Hold.

## **ECONOMIC DEVELOPMENT - RETAIL**

Currently in communication w/ the following retailers/hospitality Groups

- 🚧 **ABC Invest. & Mgmt.** Huntersville, NC
- 🚧 **Amazon Corporate Office** , Seattle, WA
- 🚧 **Apple Hospitality REIT** , Richmond, VA
- 🚧 **Beacon Partners** , Charlotte, NC
- 🚧 **Brakemans Coffee Shop** , Matthews, NC
- 🚧 **Carolina Panthers** , Charlotte, NC
- 🚧 **Clean Juice** -, Rea Farms, Charlotte NC
- 🚧 **CMC Hotels** , Cary, NC
- 🚧 **Concord Hospitality Enterprise Co** . ([ryan.maher@concordhotels.com](mailto:ryan.maher@concordhotels.com).)
- 🚧 **FIRC Group** , Asheville, NC
- 🚧 **Flour Power** , Charlotte NC
- 🚧 **Harris Development Group** , Charlotte, NC
- 🚧 **Jay's Tees Printing** , IT, NC
- 🚧 **KDS Commercial Properties** , Greenville, SC
- 🚧 **Kettler Development** , McLean, VA
- 🚧 **Lincoln Harris**, Charlotte, NC
- 🚧 **Novant Health Care** , Winston Salem NC
- 🚧 **Papas Properties**, Charlotte NC
- 🚧 **Parks Hospitality Group** , Raleigh, NC
- 🚧 **Pharos Hospitality** , Charlotte, NC
- 🚧 **Pick Ten - Pickle ball**, Charleston SC
- 🚧 **Ravenel Development Corp.**, Charleston, SC
- 🚧 **Rea Farms Project** , S. Charlotte, NC
- 🚧 **Realty Link Development** , Greenville, SC
- 🚧 **Scott Vickery** , Indian Trail, NC
- 🚧 **Sree Hotels**, Charlotte, NC
- 🚧 **Steak N Shake** , Indianapolis, IN
- 🚧 **SVN Percival Partners** , Charlotte, NC
- 🚧 **The Hotel Group** , Edmonds, WA
- 🚧 **Vivek Shah, Hotel Developer** , Atlanta, Ga
- 🚧 **Wahlburgers Corp. Headquarters** Hingham, Ma
- 🚧 **York Development Group**, Charlotte NC

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

- 🚧 **Receivable:** All are posted & 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 & placed on our website
- ✚ **FY18/19 Budget:** Continues to meet w/ all Depts. & review their budgets. Prepared the budget, presented before TC. Budget is adopted.
- ✚ **Support:** Worked w/ Town Manager in identifying & prioritizing the FY18/19 budget for CIP projects. Continue to provide financial support to all Depts.
- ✚ **Training:** Scheduled training classes at the SOG 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.
- ✚ **Policies :** Updated the Procurement Policy.
- ✚ **Mail:** Met w/ staff & discussed bulk Town mailings.
- ✚ **Veterans Memorial Garden :** Managed the donation collection process.
- ✚ **Powell Bill Funds :** Conducted a multi-year analysis.
- ✚ **Bond Extension :** Worked w/ “Parker Poe” & the LGC on extending 2 bonds.
- ✚ **UCSO:** Worked on amendment of the contract. Monitor EMT & UCSO’s use during special events.
- ✚ **Beer & Wine :** Reported & analyzed FY17/18 Alcoholic Beverages contribution.
- ✚ **LGC Ratios :** Worked w/ the SOG on Budget Ratios.
- ✚ **Contracts :** Continue to pre-audit all contracts.
- ✚ **Audit:** Managed the 1<sup>st</sup> phase of the FY17/18 Audit.
- ✚ **Updates:** Continue to provide periodic financial updates (budget, savings, taxes, contributions, etc.)
- ✚ **Insurance:** Assisted in evaluating healthcare insurance companies, programs, benefits, and costs.
- ✚ **Procurement :** Assisted in procuring all contracts.
- ✚ **Tax Collection :** Continues to provide monthly tax collection updates.

## **FIRE DEPARTMENT**

- ✚ **Fire Tax/Fee:** Advised by UC Manager that no change in fees will occur until beginning of 2010.

## **HUMAN RESOURCES**

- ✚ **Recruiting:**
  - Roadway Engineer: Posted position. Continues to receive applications (conducted 1 phone interview).
  - Full-time Maintenance Tech (Parks & Grounds): Posted position. Internal interviews scheduled for 07/06/18.
  - Park & Rec Specialist: Posted position. Receiving applications. 1<sup>st</sup>. round of screening & assessments were completed.
- ✚ **Personnel:**
  - Insurance (Voluntary Benefits): Representatives from Colonial Life were here on 06/26/18 & 06/27/18 to enroll employees (Critical Illness, accident & cancer insurance). 19 emp. signed up.
  - Town Health Programs: Mile-a-Day Fitness Challenge ended on 06/30/18<sup>h</sup>. 11 emp. participated. The results are still being finalized.
  - Open Enrollment & COLA: Completed in the payroll sys. for 07/01/18 effective date.

- 4<sup>th</sup> of July Employee Celebration Event: On 07/03/18, Town celebrated the event w/ hamburgers & a potluck style lunch for emp.
- ✚ **Risk Management**: Continuing audit of Town driver files to ensure emp. who drive Town vehicles have a valid driver license on file, and an up-to-date motor vehicle report is completed for insurance purposes. Property & Liability Ins.: Still preparing the renewal request forms & related docs. for submittal.
- ✚ **Performance Management**: Town Manager has verbally completed 1 performance review.
- ✚ **Training**:
  - HR: HR Director attended an on-line info. session about Small Town Leadership Development Programs through Develop-Us. The conversation was about connecting w/ other Towns in the area, networking/building relationships & spreading the cost of Leadership Training. The program is 4 courses & is designed to last one year.
- ✚ **Performance Management**: Reviewed Rodney Cobb, Adrian Moritz, Ryan Lipp & Katie See.
- ✚ **Training**: HR Director participated in a webinar: Employee Engagement & Recognition: How to promote praise and influence engagement in the workplace.

#### LEGAL:

- ✚ **Loitering**: Continues to assist & deal w/ suspicious constant loiters.
- ✚ **PIR Policy**: Continues to assist w/ PIR inquiries.
- ✚ **Public Comments Policy**: Developed a policy that deals w/ individuals that continuously harass & personally attack staff during TC meeting public comments.
- ✚ **Advisory Board Meetings**: Continues to monitor & advise on comments made by the same disturbants.
- ✚ **R/W Abandonment**: Completed 1<sup>st</sup> Baptist Church' roadways abandonment.
- ✚ **ABC Board**: Continue to assist TC w/ Board Members selection & contribution related matters.
- ✚ **Real Estate**:
  - Completed agreement for Town land sale for 'SageCroft' development.
  - Town Property (Old Civic Center) sale.
  - Assisted in the purchase of 1<sup>st</sup> Av. storm drainage parcels. Agreement is completed
- ✚ **Town Council & Developments Workshop**: Attended Both.

#### MANAGER'S ADD. ACTIVITIES

- ✚ **Economic Development Grant (50K)**: Working w/ the state.
- ✚ **Regional Managers Group Meeting**: Met w/ Managers at New Town Hall & shared regional updates.
- ✚ **Town/NCDOT Projects**: Continue to negotiate & share info. w/ Scott Cole & his staff.
- ✚ **Design, Project mgmt., & Plan Reviews.**: Work closely w/ staff.
- ✚ **Plans**: Reviewed 'Small Area Plan', 'UDO', 'Land Develop. Manual', 'Annexation', & 'Park Master Plan'.
- ✚ **Personnel**: Reviewed 4 performance reviews & conducted 1 verbal one.
- ✚ **Economic Development - Retail**: Work closely w/ our ED Coordinator.
- ✚ **Hiring**: Interviewed 2 'Roadway Engineer' applicants.
- ✚ **Meetings**:

- Committee Meetings: Continue to attend Committee meetings.
- Veterans Memorial: Completed final conceptual design.
- Healthcare Insurance: Reviewed & executed contracts.
- Departmental Meeting: Continue to chair meeting w/ Directors & discuss Town related business.
- Town Center Develop.: Met w/ Owner rep. & potential apartment developer.
- Town Property: Met w/ potential developers.
- Fire tax/Fee: Attended a meeting w/ consultant.
- Hwy.74/I-485 HOV Lanes: Met w/ NCDOT & discussed updates.
- Project Visits: Continue to visit Town projects.
- Town facilities: Continue to visit Town facilities.
- TC: Continue to meet w/ Council Members & provide support.
- Town Events: Continue to attend Town events (concerts, parades, tournaments, ribbon cutting, etc.)
- Potential Land Developers: Continue to meet w/ potential land developers.

## PARKS & RECREATION

Revenues (05/23/18 to 06/7/18)

Town Hall Rental	\$235.
Special Events	\$800
Programs	\$1,384
CCP	\$1,926
CSP	\$1668

Total FY17/18 = \$181,414

Revenues (06/7/18 to 06/20/18)

Town Hall Rental	
Special Events	\$660
Programs	\$760
CCP	\$3,614
CSP	\$558
Concessions	\$378

Total FY17/18 = \$186,845.14

## Programs

- Start Smart Baseball: 06/12/18 & 06/19/18 w/ 8 participants
- Youth Golf Lessons: 06/7/18 & 06/14/18 w 9 participants
- Senior Coffee & Cards: 05/23/18, 05/30/18, 06/6/18, 06/13/18, 06/20/18: Seniors participated in social gathering & games. 26 Participants. UC DOT-provides svc. for seniors to attend our Weekly social.
- Community Yoga: 05/29/18, 06/5/18, 06/12/18, & 06/19/18.
- Abakadoodle: 05/28/18, 6/4/18, 06/11/18, & 06/18/18): Children's art program.
- Nature Kids: A full class on 05/24/18 w/ 10 registered preschoolers w/ 2 on the waiting list.
- Free LEARN IT: Provided free painting class for 55+ (23 participants)
- Open Mic Poetry: Occurred on 06-16-18 (16 guests).
- Free MEDICARE Seminar: Partnered w/ Council on Aging (12 participants)
- Safety Awareness: Presentation by UCSO, how to prevent identity theft- 55+ (26 Participants)

- Youth Tennis Camp: 06/18/18 - 06/25/18<sup>h</sup> The Charlotte International Tennis Academy hosted a youth tennis camp at CS Park.
- Senior Cardio Tone: 06/13/18 & 0/20/18: Senior fitness program.
- Senior Field Trip: Occurred on 5/24/18 w/ a full registration to Reeds Gold Mine. Another one occurred on 06/23/18. A trip will included dinner & a show at the Matthews Playhouse.
- Golf Lessons: Running Start Smart golf lessons at Chestnut Square Park.

#### **Staff Reports**

- Shelters: 67 Shelter rentals were booked.
- UC DOT: Met & discussed bus needs for field trips & assisting w/ commuting seniors to programs. Participants have utilized the srvc.
- Towns:
  - Stallings: Met w/ Stallings Park & Rec. & discussed partnering on future programs, events, & nonprofits interested in partnering on school related art events.
  - Monroe: Attended Monroe Parks & Rec-Senior Games. Judged Bocce Tournaments M/F ages- 55-85.
- Volunteer Programs: Add. development & coordination for future programs.
- UC playmakers: Discussion is ongoing for hosting play in our park.
- FD Tour: Scheduled a safety training, extinguisher use as add. senior program.
- Pottery Sale: Planning Phase (Nov.)
- Town Hall community rooms: continue to be used by a variety of orgs.
- Arts & Historical & IT Art League: Met on upcoming activities & on a sculpture in the park.
- Transactions: Conducted 98 transactions in Rec1 (software) that is used for shelter & field rentals, program registration & event vendor opportunities.
- Town Hall community rooms: Continue to be used by a variety of organizations.

#### **Projects**

- Add. Shelters: Planning the installation date of a new shelter next to the CS Park playground.
- Splashpad: Is completed & was opened on 06/25/18.

#### **Athletics**

- Baseball Tournament: Occurred on 06/08/18, 06/09/18 & 06/29/18-07/01/18. A state wide 3-day tournament. Included state-wide teams in conjunction w/ IT Athletic Assoc.

 **Park Master Plan**: Finalizing the next step w/ our consultant & will have a draft soon.

#### **Other Stats:**

- Dog Park: 15 new dog park users (816 total).
- Email Contacts: Total up-to-date email Contacts is 7,777

#### **Special Events**

- Concert series: Took place 06/20/18 at CP Park, this was our 2<sup>nd</sup>. concert in the series. Including food truck, local brewery & yard games setup. Marketed thru Facebook event/Boost, Constant Contact, kiosk flyers, event banners & website.
- Parades: 4<sup>th</sup> of July Parade
- Flicks: Was held on 05/25/18 & 06/21/18 at CC Park. The event included face painters, a bounce house, yard games, raffle & food truck, around 150 people. Marketed thru Social media.
- Family Fun Day: Held on 06/02/18 at CC Park. Estimated 7,000 in attendance. Featured 103 vendors, 13 free rides, fireworks, live music, performances, contests & a kid zone. It was a 1<sup>st</sup> time at the park for several visitors. Used the splashpad

& ADA playground. Sponsors: Publix & Dodge Chrysler Jeep Ram. Marketed, thru Facebook posts, event, & Boost; Constant Contact, Fun 4 Charlotte Kids. Website total views (6637), Instagram (5,223), Twitter impressions (15,800) Program Guide, banners, flyers in kiosks, flyers to schools, press releases.

- Thursday, 06/21/18-Hits After Six at CP Park

✚ **Master Plan:** A visioning workshop on 06/06/18 & will have a draft of the Masterplan in the coming weeks.

## PUBLIC WORKS

✚ **Town Hall:** Ongoing bldg. maintenance, cleaning & working w/ Edifice on all outstanding punch list items. Grounds were cut & trimmed. Add. conc. parking in the rear. **Complete**. All bldg. air filters are replaced.

✚ **Veterans Memorial Garden:** Add. flag poles & flags are ordered. Cost estimating is in progress. A meeting w/ the brick contractor is scheduled.

✚ **Storm-water Contract :** Contractor is 100% **complete**. Awaiting final invoices.

✚ **Miracle League Field:** Planning Phase.

✚ **Old Town Hall :** Procurement Phase. A contract for 2 add. bathrooms.

✚ **Up-Town Trail:** Design Phase.

✚ **Park Maintenance :** Routine maintenance at all park facilities.

✚ **Events:** Staff has prepped for 4<sup>th</sup> July Parade. Working on adding benches at the disk golf course, a grill, picnic tables, & a foot washing station at the sand volleyball courts. Add. wheel stops at new town Hall.

✚ **Bldgs. & Grounds Maintenance :** Routine maintenance at all Town properties & facilities.

✚ **Storm-water Maintenance :** On going where needed.

✚ **Right-of-Way Maintenance :** Staff has completed repairs to the sidewalk along Envoy Ln. & Sipes Pl.

✚ **Sign Inventory:** On going.

✚ **Fleet Maintenance :** Procurement Phase for a new annual contract. Evaluating GPS for all vehicles.

✚ **Grease Trap at CCP:** Procurement Phase. At CC Park. Received 3 quotes.

✚ **Splash Pad:** The pad is open and continuously maintained.

✚ **Parking :** Added 40 parking spaces at CCP. 16 are on the paved parking side w/in the rear gravel lot and 24 are newly marked spots w/in the gravel lot near fields I & II.

## SOLID WASTE

✚ **God Bless USA (GBUSA):**

- 48 add. requests w/in tracEZ (software) over the last 4 weeks.
- Bulk week starts on 07-09-18 for the next 2 weeks.

## STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES

✚ **1ST Ave.:** Received wetland assessment report. Submitting to State & to the USACE. for confirmation.

✚ **Beacon Hill Study:** Work is completed & channel performance is being monitored.

✚ **Storm-water Maintenance Contract:** **Completed**.

✚ **Indian Trail Park:** Evaluating Consultant's proposal.

## STRATEGIC PLANNING



- ✚ **Future Rezoning Plan:** The plan lists all potential future rezoning parcels.
- ✚ **Park Master Plan:** Final stage.
- ✚ **Pocket Park Master Plan:** Discussion continues w/ a variety of developers interested in this concept.
- ✚ **Downtown Revitalization Master Plan:** Negotiation w/ NCDOT on roadway maintenance & exchange is ongoing.
- ✚ **Parking Master Plan:**
  - Lemmond's Dr: Add. parking: Awaiting TC's decision.
  - Old Town Hall Add. Parking: Design Phase.
  - New Town Hall: Construction of 20 add. conc. parking stalls are **complete d**.
- ✚ **Storm Drainage Improvement Master Plan:** Ongoing. (Beacon Hills, IT Park, Maintenance Contract, etc.)
- ✚ **Ped & Bike Master Plan:** Planning Phase. (e.g. Trail between Old & New Town Hall, etc.). Hwy 74 & CC Park.
- ✚ **Traffic Congestion Mitigation Plan:** Planning phase. Ongoing. Working w/ NCDOT. (e.g. Hwy. 74 Superstreet, Monroe Rd. Superstreet, Chest Parkway. Ext., Complete St., Sardis Roundabout, Wesley Chapel Widening, 2 Roundabouts at Gribble, Connection to Southfork, IT Rd. S. Signalized Intersection, etc.)
- ✚ **Secrest Shortcut Small Area Plan:** Draft plan currently scheduled to be presented to IT & UC Planning boards in August, followed by TC & UCBC. Final stakeholder committee meeting held 06-27-18 to receive feedback on draft recommended land use map.
- ✚ **Town Annexation Initiative:** Staff is preparing public notice outreach strategy for annexation initiative.

## TOWN CLERK

- ✚ **Town Council & "Developments Workshop" Meetings :**
  - Attended, prepared agenda packet & Communicated to Council & Public for (06/12/18 & 06/26/18) Meeting.
  - Sent reminder e-mails to new business recipients (Move Pack Clean & D-Bat)
- ✚ **Minutes :**
  - Prepared 06/12/18 & 06/26/18 Regular, Closed Session, & "Developments Workshop" Meeting Minutes.
- ✚ **Published Notices Scheduled:**
  - 06/15/18 - Sale of Real Property/Upset Bid Process (Sagecroft-Res. 03).
  - 07/02/18 - Bonds Extension Hearing \$7 Mil & \$10 Mil. (Res. 02).
- ✚ **Ordinances & Resolutions:**
  - Prepared Ord, obtained Attorney's signature & filed #287, #288, #289, #290, #291 (#290 not needed. (#287 Pub. Hearing was Continued).
  - Prepared Resolutions #R180612-01, #R180612-02 & #R180612-03.
  - Filed as Permanent Record 01- ROW Closure for FBC, 02- Bond Ext. Public Hearing \$7 Mil. & \$10 Mil, and 03- Sale of Real Property/Upset Bid (Sagecroft).
  - Recorded w/ Register of Deeds 01 - ROW Closure for FBC
  - Prepared Parc & Rec Recognition Month Resolution.
  - Created Amended Public Comments Policy.
- ✚ **Communication:**
  - Prepared Plaques for new Bus. Presentations: Publix & Craft-It, D-Bat, Grapes Wine Bar Bistro, Ultra Tan, Jets Pizza and Koerich Orthodontics,
  - Reached out to 5 new businesses to schedule for future TC Meeting (D-Bat,

- Grapes Wine Bar Bistro, Ultra Tan, Jets Pizza and Koerich Orthodontics).
- Prepared Oath for Stormwater Committee Member, Francis Gibbs.
- Sent Welcome Letters to new Board/Committee Members: Ms. Lucas, Mr. Gay, Mr. Sandy, Ms. Mimy & Mr. Stilwell
- Sent Term Expiration Letters to: Ms. Barron, Mr. Moseley, & Mr. Murphy
- Followed up w/ Move, Pack Clean - Retarding missing 06/26/18 meeting - Rescheduling
- **ABC Board: Received & Placed in Electronic Library**
  - Meeting Change Notice - new date 06/28/18 & posted meeting change notice on Town Board.
  - ABC Proposed Budget & Cover Letter
  - Posted 04/25/18 & 05/30/18 ABC Agenda & Minutes on Website
  - Posted 06/28/18 Budget Meeting Agenda on Website
  - Posted 05/08/18 & 05/22/18 TC Minutes on Website
  - Posted New Meeting Date for ABC Meeting (07/28/18) Meeting Date (from July 19).
- ✚ **Research:** Located Tax Write-off Resolution; Reviewed B&C Applicants for Candidates for Engineering; Sent a copy of Michael Machiavelli's Proclamation to Hayden for Mayor to read July 4.
- ✚ **Policies:** Recorded Public Comments Policy.

## 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:** Received additional 4 tables for the lg. community room.
- ✚ **Architectural (Creech):** Awaiting approval on O&M manuals & warranty language for certain items.
- ✚ **CM at Risk (Edifice):** Awaiting BMP to be put into permanent phase.
- ✚ **Security:** Awaiting a cost estimate from the Contractor.

## TRAINING (Staff):

- ✚ **HR:** Cary Warner, "Charting a Course for Emp. Benefits 2020". **Completed**
- ✚ **Park & Rec:** Katy Keller facilitated a monthly NRPA roundtable discussion. **Completed**
- ✚ **Planning:** -Rox Burhans, Effective Supervisory Management 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.): Design Phase. Awaiting an updated proposal.
- ✚ **Resurfacing:** Awaiting on Red Clay Industries for preconstruction meeting request.
- ✚ **IT "Complete St.":** Preliminary surveying should be completed in a few weeks.
- ✚ **Crack Pouring:** Red Clay Industries pursuing bonds for project.
- ✚ **Pavement Patching:** Waiting on Red Clay Industries for preconstruction meeting request.
- ✚ **US 74 Multi-Use Trail:** Preliminary Engineering. Survey is ongoing.
- ✚ **S Fork CC Greenway Trail:** Preliminary Engineering. Survey is ongoing.

- ✚ **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. 90% plans.

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

✚ **Annexation Projects:**

- 4814 Rogers Rd.: Residential submittal to receive Town solid waste srvc.

✚ **Zoning Map Amendment Projects:**

- Residential: No new submittals
- Non-Residential:
  - ZM 2018-0034 Cajas Property Poplin Rd: Request to rezone 6.17 ac. parcel from SF-1 to General Business District (GBD). Tabled until further notice from applicant.
  - ZM 2018-0038 Dzyk Transportation: Request to rezone 1.9 acres from SF-1 to L-I. Scheduled for 07-10-18 TC meeting.

✚ **Conditional Zoning Projects:**

- CZ 2016-0018M2 Wesley Chapel Stouts Rd: Shoppes at Hanfield Village amendment. Scheduled for July 24 TC meeting.
- CZ 2017-0153 Secrest Shortcut Site: Rezoning 5 parcels (approx.90-ac.) to SF-4 (SF-4) Conditioned for development of 196 SF homes. Continued to 07-10-18 TC meeting.

✚ **UDO Text Amendment Applications**

- None

✚ **Site Plan/Plat Application:**

- Residential:
- Non-Residential:

✚ **Site Plan/ Subdivision/ Plat Projects**

- **The Cottages at I T Plat:** Recordation of 49 SF lots & 3 open space lots.
- **Sun Valley Commons 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 Road. 18,125 square foot office/warehouse. Paul Woody Architect.
- **Ride Now Motors :** US Highway 74. 20,160 square foot light industrial building on 5.5 acres. Eagle Engineering.
- **Independence Point:** US Highway 74. 9,800 square foot retail building on 1.84 acres. Eagle Engineering.
- **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 acres. Kolter Land Partners
- **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
- **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.
- **Autobell Car Wash:** Old Monroe Rd. 23,724 sq. ft. vehicular surface expansion. Blue Ridge Eng.
- **Poppy's Bakery and 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. 2<sup>nd</sup> 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:**

- **Glenn Oaks Retail:** Old Monroe Rd. 9,000 sq. ft. multitenant commercial bldg. Ty-Parr Realty. Site has been cleared & graded. Building pad is being constructed.
- **Pressly Animal Hospital:** Chestnut Lane. Survey work started.
- **PNG Southfork Enhancement :** Plyler Rd. The construction of natural gas substation 2-ac. PNG.
- **PNG Operations Ctr.:** Cannon Dr. Construction of 7,706 operations center on 4.198 ac. PNG. Project is **complete d**, waiting on as-builts.
- **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects. Grading for bldg. pad
- **The Cottages at IT:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Home construction is starting & NCDOT improvements began.
- **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. TCO was approved for stocking bldg./training. U-IT Rd improvements will begin next week.
- **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots. Applicant: Eagle Eng. Homebuilding continues & asphalt installation has begun.
- **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. shell is **completed**, working on interior finishes.
- **Union Grove**: Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the Ashe Croft neighborhood. Ongoing homebldg. 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. Developer's company is going thru a buy-out, not sure when work will start back up.
  - **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 II, waiting on bldg. #4 completion.
  - **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. & Family Life Ctr. Bldg. is 15,400 sq. ft. As-builts are being **completed**, wanting C/O at the end of July.
  - **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 with UCPW.
  - **Fieldstone Farms Subdivision**: Working w/ developer on street acceptance. Conc. repair is ongoing. Pavement repair to begin once developer awards contract. Contractor started road improvements last week along Houndscroft. No work this holiday week.
  - **Sheridan Subdivision**: Development has 2 parcels left to build on plus the Amenity Area. Developer has asked for a time ext. on getting the Town a construction schedule. He has till 07-16-18.
  - **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 **completed** bldg., site construction begins.
  - **Arbors at Blanchard Farms**: Met w/ Developer & Homebuilder about roadway markups. Road remediation completed. Waiting on developer to schedule traffic calming measure to be install.
  - **Heritage Subdivision**: Finishing out roadway network in Phase I. Town continues monitoring dust control.
  - **Church of the Redeemer**: Working on building pad, ran into rock. Erosion control measures are in.
  - **Fisher Textiles**: Matthews IT Rd. A 50,750 sq. ft. add. to an exist. warehouse. Rough graded for pad.
  - **Sam's Express Car Wash**: HWY 74. A 14,000 sq. ft. building. Installed sidewalk along NCDOT R/W, will probably be requesting C/O soon.
  - **Hojco Automotive**: Gray Fox Road. A 2400 sq. ft. building. Contractor continues NCDOT roadway improvements.
  - **All Points Waste Facility**: Eaton Avenue. Had preconstruction meeting, work to being next week.

#### Number of New Businesses II:

- **Insituform Technologies, LLC** : Underground utility company office in Old Hickory Bus. Park.
- **Organic Touch NC**: Massage & bodywork therapy. 308 Unionville-IT Rd.

**Weekly Report 06/06/18 to 07/05/18 (Permits)**

Compliances	30
Zoning	34
Signs/Banners	4
New Project Reviews	3

**Weekly Report 06/06/18 to 07/5/18 (Code Enforcement)**

Sign Banners Violations	3
New Nuisance Violations (i.e. Tall Grass, Junk,	30
Residential Zoning Compliance Inspections-N	
Violation Re-Inspections - Ordinance Complianc	
Citizen Ordinance Education	105
Minimum Housing Inspections/Hearings	1
Property Lien Actions	5
Auto Violations (i.e. junk vehicles, etc.)	10
On Street Parking Violations	9
Notice of Violation or Written Warning	40
ZONES	1 thru 7

**Miscellaneous**

- **Zoning Map Amendment Community Meetings** :
  - None scheduled
- **Secret Short Cut Small Area Plan** :
  - Staff and consultants currently working to prepare draft plan to present to PB, TC & UCBC