



## KANNAPOLIS CITY COUNCIL

**MEETING AGENDA**  
**Kannapolis City Hall**  
**401 Laureate Way, Kannapolis NC**  
**January 13, 2020**  
**6:00 PM**

**Please turn off cell phones or place on silent mode.**

### **CALL TO ORDER AND WELCOME**

### **MOMENT OF SILENT PRAYER AND PLEDGE OF ALLEGIANCE**

### **ADOPTION OF AGENDA - Motion to Adopt Agenda or make revisions**

### **PROCLAMATIONS**

1. Dr. Martin Luther King, Jr., Day

### **RECOGNITIONS**

1. Oath of Office Kannapolis Police Officers (Police Chief Terry Spry and Pam Scaggs)

### **CONSENT AGENDA - Motion to Adopt Consent Agenda or make revisions**

1. Resolution in support of 2020 Census Partnership (Mike Legg, City Manager)
2. Approve Budget Amendment 20-12 for the construction of a gravity sewer line (Eric Davis, Finance Director)
3. Budget Amendment 20-13 for Downtown Streets Capital Project Fund (Eric Davis, Finance Director)
4. City of Kannapolis Hypochlorite Tank #1 Replacement (Wilmer Melton, Director of Public Works and Alex Anderson, Assistant Director of Public Works)
5. Amend Personnel Policy 400.01 - Position Classification Plan (Tina Cline, HR Director)
6. Amend Personnel Policy 400.08 - Promotions (Tina Cline, HR Director)
7. Amend Personnel Policy 400.09 - Reclassification (Tina Cline, HR Director)
8. Amend Personnel Policy 400.10 - Transfers (Tina Cline, HR Director)
9. Amend Personnel Policy 600.08 - Vacation Leave (Tina Cline, HR Director)
10. Amend Personnel Policy 200.05 - Probationary Period (Tina Cline, HR Director)

### **BUSINESS AGENDA**

- A. Presentation: CAD/AVL, Automated Passenger Counters, Wi-Fi Technology (LJ Weslowski - Rider Transit Director)
- B. Presentation: Digital Fare Payment Technology Rider Staff (LJ Weslowski, Rider Transit)

Director)

- C. Public Hearing for College Station Lease (Irene Sacks, Director of Economic Development)
- D. Modifications to the Fiscal Year 2020 Fee Schedule regarding Water and Sewer Tap Connections Fees (Wilmer Melton, Director of Public Works)
- E. Sale of the former Wyrick Mobile Home Park Property (Irene Sacks, Director of Economic and Community Development)
- F. Appointments to the Technical Coordinating Committee (TCC) to Serve as the City's Representatives of the Cabarrus-Rowan Urban Area Metropolitan Planning Organization (Mike Legg, City Manager)

### **CITY MANAGER REPORT**

### **CITY COUNCIL COMMENTS**

### **UPCOMING SCHEDULE**

January 27, 2020

February 10, 2020

February 24, 2020

### **ADA Notice and Hearing Impaired Provisions**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), anyone who requires auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the City of Kannapolis, should contact the office of Tina H. Cline, Human Resource Director by phone at 704-920-4302 or email at [tccline@kannapolisnc.gov](mailto:tccline@kannapolisnc.gov) as soon as possible, but no later than forty-eight (48) hours before the scheduled event.



*Office of the Mayor*

**KANNAPOLIS, NORTH CAROLINA  
P R O C L A M A T I O N**

***“DR. MARTIN LUTHER KING, JR., DAY”***

**WHEREAS**, Reverend Dr. Martin Luther King Jr.’s legacy to society is the leadership he provided by his commitment to justice, equality and the elimination of racism through non-violent social change; and

**WHEREAS**, Dr. King epitomized the belief that all human beings are born free and equal in dignity and rights, endowed with reason and conscience to act towards one another in a spirit of harmony; and

**WHEREAS**, It is desirable and proper to commemorate and honor Dr. Martin Luther King, Jr., for his contributions to gain freedom, justice and equal opportunity for all.

**NOW, THEREFORE, I, MILTON DARRELL HINNANT**, Mayor of the City of Kannapolis, North Carolina by virtue of the authority vested in me as Mayor, do hereby proclaim Monday, January 20, 2020 as:

***“DR. MARTIN LUTHER KING, JR. DAY”***

in the City of Kannapolis and urge all citizens to join in the rededication of ourselves to the principles of human rights for all citizens.



**IN WITNESS WHEREOF** I have set my hand and caused the Great Seal of the City of Kannapolis to be affixed this 13<sup>th</sup> day of January 2020.

*Milton D. Hinnant*



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Terry Spry, Interim Police Chief  
**TITLE** Oath of Office (Police Officers)

**A. Action Requested by City Council**

None

**B. Required Votes to Pass Required Action**

Presentation Only, no action required

**C. Background**

The Kannapolis Police Department has added seven new officers who recently completed and graduated from Basic Law Enforcement Training. Basic Law Enforcement Training consists of 690 hours of extensive training. They are currently in Field Training with the Department. They will be administered the ceremonial oath of office by the City Clerk.

The Officers are:

- Adrian Ezra Attaway
- Henry Charles Brown
- Alexandra Masaya Grishaw
- Robert Brooks Jones
- Desmond Terrell Knox
- Glenn Norman Tingen
- William Christopher Wheat

**D. Fiscal Considerations**

None

**E. Policy Issues**

None

**F. Legal Issues**

None

<b>G. Alternative Courses of Action and Recommendation</b>
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No action by Council needed

ATTACHMENTS:

File Name

No Attachments Available



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Mike Legg, City Manager  
**TITLE** Resolution in support of 2020 Census Partnership

**A. Action Requested by City Council**

Motion to approve a Resolution in support of 2020 Census Partnership.

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

The next Decennial Census will be taken in the year 2020. Census data determines how the federal government distributes money to state governments. Political representation to the United States House of Representatives, state legislatures, and local government is determined by the decennial Census. There are 435 Representatives in the House of Representatives at the federal level. Those seats are allocated based on the Census data.

There has been an explosion of growth has happened in North Carolina since the 2010 Census. The growth in residents could give the state more seats in the House of Representatives. Strong estimates show that North Carolina will pick up one more seat and if the count goes very well, could pick up two more seats, allowing more political power and sway that the federal level.

We also rely on the Census statistical data in our community for determining Federal and State aids and grants, economic development, housing assistance, transportation improvements and many other uses. In order to assure equal representation of every citizen, the City of Kannapolis has agreed to be one of the 39,000 government entities in partnership with the US Census Bureau to help the 2020 Census in the City of Kannapolis be successful.

**D. Fiscal Considerations**

None

**E. Policy Issues**

None

## **F. Legal Issues**

None

## **G. Alternative Courses of Action and Recommendation**

1. **Motion to approve Resolution in support of 2020 Census (Recommended)**
2. Do not approve the Resolution.
3. Table to a future meeting

### **ATTACHMENTS:**

File Name

📎 Census\_Resolution\_2020.pdf



## 2020 Census Partnership

**WHEREAS** the U.S. Census Bureau is required by the U.S. Constitution to conduct a complete count of the population that provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

**WHEREAS**, the City of Kannapolis is committed to ensuring every resident is counted;

**WHEREAS** federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing;

**WHEREAS** census data help determine how many seats each state will have in the U.S. House of Representatives and are necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts;

**WHEREAS** information from the 2020 Census and American Community Survey is vital for economic development and increased employment;

**WHEREAS** the information collected by the census is confidential and protected by law;

**WHEREAS** a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our residents;

**WHEREAS** the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count;

**WHEREAS** , the City of Kannapolis and its county Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community.

**NOW THEREFORE, BE IT RESOLVED** that the City of Kannapolis is committed to partnering with the U.S. Census Bureau and the State of North Carolina and will:

1. Support the goals for the 2020 Census and will disseminate 2020 Census information;
2. Encourage all County residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation;
3. Provide CCC members and Census advocates to speak to County and Community Organizations;
4. Support census takers as they help our County complete an accurate count; and,
5. Strive to achieve a complete and accurate count of all persons within our borders.

Adopted at City of Kannapolis, City Council Meeting, Kannapolis North Carolina this 13<sup>th</sup> day of January 2020.

ATTEST:

\_\_\_\_\_  
Milton D. Hinnant, Mayor

\_\_\_\_\_  
Bridgette Bell, NCCMC, MMC  
City Clerk





**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Eric Davis, Finance Director  
**TITLE** Approve Budget Amendment 20-12 for the  
construction of a gravity sewer line

**A. Action Requested by City Council**

Approve Budget Amendment 20-12 for the construction of a gravity sewer line

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

In July of 2017, the Kannapolis City Council entered into an agreement with PEGH Investments to reimburse them \$115,210 for the construction of a gravity sewer line that would be used to serve a 250,000 square foot minimum building on Kannapolis parkway. Part of the agreement stipulated that the line had to be constructed and ownership would be transferred to the City on or before December 31st, 2020.

The ownership of this new line has recently been accepted by the City, thereby acknowledging that PEGH Investments has met their obligations of the agreement, and is now entitled to the reimbursement.

**D. Fiscal Considerations**

This budget amendment authorizes the budgeting and expenditure of Utility Fund cash reserves in the amount of \$115,210.

**E. Policy Issues**

None

**F. Legal Issues**

This amendment is required for the City to meet its obligations under an agreement that was

entered into in July of 2017.

<b>G. Alternative Courses of Action and Recommendation</b>
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- 1. Motion to approve Budget Amendment 20-12 funding the construction of a gravity sewer line for economic development purposes(Recommended)**
- 2. Do not approve the budget amendment.**
- 3. Table the action to a later meeting**

ATTACHMENTS:

File Name

📎 PEGH\_Sewer\_Line\_Reimbursement.doc

**ORDINANCE AMENDING BUDGET FOR THE  
CITY OF KANNAPOLIS, NORTH CAROLINA  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019  
AND ENDING JUNE 30, 2020  
Amendment # 20-12**

**BE IT ORDAINED** by the City Council of the City of Kannapolis, North Carolina meeting in open session this 13<sup>th</sup> day of January 2020, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 is hereby adopted:

**SECTION I - Water & Sewer Fund**

Expenditures:

Increase Water & Sewer Distribution Capital Outlay	
Expenditure: 36100-59600	\$115,210

Revenues:

Increase Appropriated Fund Balance	
Revenue: 39900-39900	\$115,210

This ordinance is approved and adopted this 13<sup>th</sup> day of January 2020.

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Milton D. Hinnant, Mayor

**ATTEST:**

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Bridgette Bell, MMC, NCCMC  
City Clerk



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Eric Davis, Finance Director  
**TITLE** Approve Budget Amendment 20-13 Downtown Streets

**A. Action Requested by City Council**

Approve Budget Amendment 20-13 for Downtown Streets .

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

The City borrowed \$500,000 for Downtown Streets Capital Project Fund that has not been budgeted. The budget amendment will recognize the funds and allow the funds to be used for the project.

**D. Fiscal Considerations**

Increases the budget to authorize funds to be used for the project.

**E. Policy Issues**

None

**F. Legal Issues**

None

**G. Alternative Courses of Action and Recommendation**

- 1. Motion to approve Budget Amendment 20-13 for Downtown Streets Capital Project Fund (Recommended)**
2. Do not approve the budget amendment.
3. Table the action to a later meeting

**ATTACHMENTS:**

**File Name**

▣ Council\_Ba\_20-13\_\$500\_000\_815.doc

**ORDINANCE AMENDING BUDGET FOR THE  
CITY OF KANNAPOLIS, NORTH CAROLINA  
FOR THE DOWNTOWN STREETS  
CAPITAL PROJECT FUND  
Amendment # 20-13**

**BE IT ORDAINED** by the City Council of the City of Kannapolis, North Carolina meeting in open session this 13<sup>th</sup> day of January 2020, that the following amendment to the Project Ordinance for the City of Kannapolis, North Carolina is hereby adopted:

**SECTION I - DOWNTOWN STREETS**

Increase Capital CIP 81500-59200	\$500,000
Increase Proceeds From Debt Financing 81595-39000	\$500,000

This ordinance is approved and adopted this 13<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Milton D. Hinnant, Mayor

**ATTEST:**

\_\_\_\_\_  
Bridgette Bell, MMC  
City Clerk



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Wilmer Melton, III-Director of Public Works Alex  
Anderson-Assistant Director of Public Works  
**TITLE** City of Kannapolis Hypochlorite Tank #1  
Replacement

**A. Action Requested by City Council**

Motion to award the City of Kannapolis Hypochlorite Tank #1 Replacement Contract to the lowest responsible bidder, J. S. Haren Company, in the amount of \$377,000.00 and have City Manager execute contract.

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

The Project consists of modifying the roof of the chemical storage building; removing and replacing the existing 18,000-gallon Hypochlorite Tank #1 and 2,500-gallon Day Tank as well as other miscellaneous work related to the Hypochlorite Tanks and Controls.

Bids for the Project were opened on November 12, 2019. A total of five (5) bids were recorded as follows:

<b><u>Contractor</u></b>	<b><u>Total Bid Amount</u></b>
J.S. Haren Company	\$377,000.00
Gilbert Engineering	\$379,551.75
The Harper Corporation	\$447,500.00
Dellinger, Inc.	\$459,200.00
James E. Harris Construction Co.	\$520,000.00

The Contract has a final completion time of 240 calendar days.

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#### **D. Fiscal Considerations**

Project will be paid through debt proceeds. Council approved the Project Ordinance and Reimbursement Resolution for the Hypochlorite Tank #1 Replacement on April 8, 2019.

#### **E. Policy Issues**

City Council's authorization is required in order to award a Project of this amount.

#### **F. Legal Issues**

None

#### **G. Alternative Courses of Action and Recommendation**

1. **Approve the Project award to the lowest responsible bidder, J. S. Haren Company, in the amount of \$377,000.00 and have the City Manager execute the Contract. (Recommended)**
2. Take no action.
3. Table to future meeting.

#### **ATTACHMENTS:**

File Name

☐ Bid\_Tabulation\_-\_City\_of\_Kannapolis\_Hypochlorite\_Tank.pdf





BID DATE: 11/12/2019  
 TIME: 2:00 PM  
 LOCATION: City of Kannapolis  
 City Hall

PROJECT: City of Kannapolis  
 Hypochlorite Tank #1 Replacement  
 Rec'd By: Adam Kiker, P.E.

Hypochlorite Tank #1 Replacement		J. S. Haren Company	Gilbert Engineering	The Harper Corporation	Dellinger, Inc.	James E. Harris Construction Company
ITEM	DESCRIPTION					
1	Mobilization, bonding, and insurance (may not exceed 3% of the bid)	\$10,000.00	\$12,000.00	\$12,000.00	\$13,200.00	\$15,500.00
2	Demolition of the existing 18,000-gallon Hypochlorite Tank #1 including disconnection of all piping.	\$15,000.00	\$5,530.00	\$15,000.00	\$20,000.00	\$30,000.00
3	Demolition of the existing 2,500-gallon Day Tank including disconnection of all piping.	\$10,000.00	\$2,120.00	\$12,000.00	\$10,000.00	\$17,500.00
4	Installation of the roof opening over the 18,000-gallon Hypochlorite Tank #1 including modifying the roof membrane, installing the structural steel, saw-cutting the concrete roof, installing the curbing around the opening, and repairing the roof membrane around the opening.	\$90,000.00	\$79,080.00	\$95,500.00	\$71,000.00	\$125,000.00
5	Installation of the roof opening over the 2,500-gallon Day Tank including modifying the roof membrane, installing the structural steel, saw-cutting the concrete roof, installing the curbing around the opening, and repairing the roof membrane around the opening.	\$52,000.00	\$54,100.00	\$78,000.00	\$50,000.00	\$90,000.00
6	Supplying and installing the new 18,000-gallon Hypochlorite Tank #1 including reconnecting all piping and installing the ultrasonic level sensor.	\$90,000.00	\$120,832.83	\$100,000.00	\$125,000.00	\$120,000.00
7	Supplying and installing the new 2,500-gallon Day Tank including reconnecting all piping and installing the ultrasonic level sensor.	\$50,000.00	\$71,788.92	\$65,000.00	\$75,000.00	\$75,000.00
8	Supplying and installing the aluminum roof hatch cover over the new 18,000-gallon Hypochlorite Tank #1.	\$40,000.00	\$20,400.00	\$40,000.00	\$65,000.00	\$30,000.00
9	Supplying and installing the aluminum roof hatch cover over the new 2,500-gallon Day Tank.	\$20,000.00	\$13,700.00	\$30,000.00	\$30,000.00	\$17,000.00
		<b>\$377,000.00</b>	<b>\$379,551.75</b>	<b>\$447,500.00</b>	<b>\$459,200.00</b>	<b>\$520,000.00</b>



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Tina Cline, HR Director  
**TITLE** Amend Personnel Policy 400.01 - Position  
Classification Plan

**A. Action Requested by City Council**

Motion to amend the Classification Plant as presented to be effective February 12, 2020

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

At the December 2019 City Council meeting, City Council approved amendments to the classification necessary to the implementation of the City Manager's planned reorganization. Upon further review and discussion, staff recommends two additional amendments to the plan to include the addition of Assistant Planning Director to pay grade 81, the assignment of the Deputy City Manager classification to pay grade 91 and the assignment of the Assistant City Manager classification to pay grade 88. No additional positions are created with the schedule amendments.

**D. Fiscal Considerations**

While the classification changes may result in a slight change in pay due to added job responsibilities, no additional funding is required at this time.

**E. Policy Issues**

Amendments to the Classification Plan required City Council approval.

**F. Legal Issues**

None

**G. Alternative Courses of Action and Recommendation**

**1. Approve the motion as presented. Recommended**

2. Take no action
3. Table to future meeting

ATTACHMENTS:

File Name

Personnel\_Policy\_400.01\_Classification\_Schedule\_-\_Effective\_February\_12\_2020.pdf

**CITY OF KANNAPOLIS  
CLASSIFICATION PLAN  
EFFECTIVE FEBRUARY 12, 2020**

			Salary Range				
Job Class Code	Department	Job Classification	Grade	Development Range		Merit Range	
				Minimum	15%	Midpoint	Maximum
			52	\$15,878	\$18,259	\$20,244	\$24,610
			53	\$16,671	\$19,172	\$21,256	\$25,841
			54	\$17,505	\$20,131	\$22,319	\$27,133
1900	Parks	Concession Worker	55	\$18,381	\$21,137	\$23,435	\$28,490
			56	\$19,299	\$22,194	\$24,606	\$29,914
1905	Parks	Park Attendant	57	\$20,264	\$23,304	\$25,836	\$31,410
			58	\$21,278	\$24,469	\$27,129	\$32,980
			59	\$22,341	\$25,693	\$28,485	\$34,629
1915	Parks	Park Operations Specialist	60	\$23,459	\$26,977	\$29,909	\$36,360
			61	\$24,631	\$28,326	\$31,405	\$38,178
5220 1910	General Services Parks	Building Maintenance Technician I Park Maintenance Technician I	62	\$25,863	\$29,742	\$32,975	\$40,088
1000 5215 1920 1300	Global General Services Parks Customer Service	Administrative Support Specialist Building Maintenance Technician II Park Maintenance Technician II Customer Service Representative	63	\$27,156	\$31,229	\$34,624	\$42,092
5210 1400 1925 1800 1930 1010/1100 1310	General Services Public Works Parks Police Parks Global Customer Service	Building Maintenance Technician III Construction Maintenance Worker I Park Maintenance Technician III Police Records Specialist Recreation Program Assistant Senior Administrative Support Specialist Senior Customer Service Representative	64	\$28,514	\$32,791	\$36,355	\$44,196
1210 1405 1330 1445 1320 1710 1450	Finance Public Works Customer Service Public Works Customer Service Fire Public Works	Accounting Technician I Construction Maintenance Worker II Customer Care Representative Meter Service Technician Utility Billing Specialist Reserve Firefighter Warehouse Assistant	65	\$29,940	\$34,430	\$38,173	\$46,406

			Salary Range				
Job Class Code	Department	Job Classification	Grade	Development Range		Merit Range	
				Minimum	15%	Midpoint	Maximum
1020 5205 1408 1926	Global General Services Public Works Parks	Administrative Assistant Building Maintenance Technician IV Heavy Equipment Operator Park Maintenance Technician IV	66	\$31,436	\$36,152	\$40,082	\$48,726
1220 1345 1340 1810 1460 1465	Finance Customer Service Customer Service Police Public Works Public Works	Accounting Technician II Revenue Collection Specialist Senior Utility Billing Specialist Telecommunicator Water Quality Technician Water Treatment Plant Maintenance Worker	67	\$33,009	\$37,960	\$42,086	\$51,163
1422 1705/1700 1935 1470	Public Works Fire Parks Public Works	Construction Maintenance Technician Firefighter/ Firefighter P/T Park Manager I Water Treatment Plant Operator I	68	\$34,658	\$39,858	\$44,190	\$53,721
4030 1817 4025 1715 1805 1815	Planning Police Planning Fire Police Police	Code Enforcement Officer Evidence/Property Control Technician Planning Technician Quality Assurance Coordinator Records Supervisor Telecommunicator Shift Supervisor	69	\$36,392	\$41,850	\$46,399	\$56,407
1110 1951 1425 1830 1720 5400 1600 1940 1850 1820 1840 1865 1455 1475	City Manager Parks Public Works Police Fire General Services Human Resources Parks Police Police Police Police Public Works Public Works	Communications Specialist Athletic Program Coordinator Crew Chief DARE Officer Fire Engineer Grounds Manager Human Resource Technician Park Manager II Police Detective Police Officer School Resource Officer Training Coordinator Warehouse Manager Water Treatment Plant Operator II	70	\$38,211	\$43,943	\$48,719	\$59,227
1816 1950	Police Parks	Police Planner/Accreditation Manager Recreation Programmer/Special Events Coordinator	71	\$40,122	\$46,140	\$51,156	\$62,189
1230 1350 1430 1490 4020 1435	Finance Customer Service Public Works Public Works Planning Public Works	Accountant I Billing and Collections Supervisor Crew Supervisor Engineering Technician Planner Planner/Scheduler	72	\$42,128	\$48,447	\$53,713	\$65,299
1730 1725 1610 1250 1260/1262 1811 1480	Fire Fire Human Resources Finance Finance Police Public Works	Fire & Life Safety Educator Fire Inspector Human Resource Analyst Purchasing Agent Senior Accountant / Sr Accountant P/T Telecommunications Center Manager Water Treatment Plant Supervisor	73	\$44,234	\$50,869	\$56,399	\$68,563

			Salary Range				
Job Class Code	Department	Job Classification	Grade	Development Range		Merit Range	
				Minimum	15%	Midpoint	Maximum
1120 1735 4015 1860	City Manager City Manager Fire Planning Police	City Clerk Communications Multimedia Specialist Fire Captain Gis Specialist Sergeant	74	\$46,446	\$53,413	\$59,219	\$71,992
1265 5200 1495	Finance General Services Public Works	Budget Analyst Facility Manager Operations Manager	75	\$48,768	\$56,084	\$62,180	\$75,591
1740 1491 1728 1738 1870 1615	Fire Public Works Fire Fire Police Human Resource Information Technology	Battalion Chief Civil Engineer I Fire Marshal Logistics Manager Police Lieutenant Risk Manager Software Support Specialist	76	\$51,207	\$58,888	\$65,288	\$79,371
1130 1494 4010 1737	City Manager Information Technology Public Works Planning Fire	Community Development Program Administrator Information Technology Systems Engineer Senior Engineer Technician Senior Planner Training Manager	77	\$53,767	\$61,832	\$68,553	\$83,339
1485	Public Works	Water Treatment Plant Manager	78	\$56,455	\$64,924	\$71,981	\$87,506
1492 1750	Public Works Fire Information Technology	Civil Engineer II Division Chief Network Administrator	79	\$59,279	\$68,170	\$75,579	\$91,881
1270 1140 1880	Finance  Police	Deputy Finance Director Director of Customer Service Police Captain	80	\$62,242	\$71,578	\$79,358	\$96,475
1155 1150 5000	<b>Planning</b> City Manager City Manager General Services	<b>Assistant Planning Director</b> Communications Director Director of Economic & Community Development General Services Director	81	\$65,354	\$75,157	\$83,327	\$101,299
1755 1500  1161	Fire   City Manager Information Technology	Assistant Fire Chief Director of Transportation and Environmental Services Director of Water Resources Assistant to the City Manager Senior Network Administrator	82	\$68,622	\$78,915	\$87,493	\$106,364
1955 1885	Parks Police	Parks & Recreation Director Deputy Chief of Police	83	\$72,053	\$82,861	\$91,867	\$111,683
1620	Human Resource	Human Resource Director	84	\$75,655	\$87,004	\$96,461	\$117,266
1493 4000	Public Works Planning	Director of Engineering Planning Director	85	\$79,438	\$91,354	\$101,284	\$123,129

			Salary Range				
Job Class Code	Department	Job Classification	Grade	Development Range		Merit Range	
				Minimum	15%	Midpoint	Maximum
1280	Finance Information Technology	Finance Director Information Technology Director	86	\$83,410	\$95,922	\$106,348	\$129,286
1890 1760	<del>Global</del> Police Fire	<del>Assistant City Manager</del> Chief of Police Fire Chief	87	\$87,581	\$100,718	\$111,666	\$135,750
	<del>Global</del>	<del>Assistant City Manager</del>	88	\$91,960	\$105,754	\$117,249	\$142,538
<del>1160</del>	<del>City Manager</del>	<del>Deputy City Manager</del>	89	\$96,558	\$111,042	\$123,111	\$149,665
			90	\$101,386	\$116,594	\$129,267	\$157,148
<del>1160</del>	<del>City Manager</del>	<del>Deputy City Manager</del>	91	\$106,455	\$122,423	\$135,730	\$165,005
			92	\$111,778	\$126,024	\$139,722	\$169,859
			93	\$117,367	\$134,972	\$149,643	\$181,919

#### Not Assigned to a Pay Grade

Administrative Intern - Flat rate position

City Attorney - Contract Position

City Manager - Contract Position

Finance Management Fellowship - Flat rate position



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Tina Cline, HR Director  
**TITLE** Amend Personnel Policy 400.08 - Promotions

**A. Action Requested by City Council**

Motion to amendments to Personnel Policy 400.08 - Promotions as presented

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

The proposed amendments serve to clean up the policy by providing more structured definitions for when a promotion occurs and eliminating references to personnel actions (lateral transfers and market adjustments) that do not constitute a promotion and are addressed by other policies. Additionally, the policy is revised to allow greater flexibility for the City Manager to award a promotional increase that is greater than 5% when warranted under special circumstances. The City's preference is to promote from within, and this flexibility will be particularly beneficial to encourage internal candidates to apply for hard to fill supervisory positions where an hourly employee will lose the option for overtime or other incentive type pay by being promoted to a salary exempt or other management level position. This has been especially problematic when recruiting to fill vacant Police Lieutenant and supervisory roles within the Public Works department.

The amendment is, in part, directly related to and supportive of the City Council initiative to improve employee recruitment and retention.

**D. Fiscal Considerations**

The budget impact are identified at the time of promotion and are typically funded by lapsed salaries within the department.

**E. Policy Issues**

Revisions to policies establishing pay practices must be approved by City Council.

**F. Legal Issues**



None

<b>G. Alternative Courses of Action and Recommendation</b>
--

1. **Approve the motion as recommended**
2. Take no action
3. Table to future meeting

ATTACHMENTS:

File Name

400.08\_-\_promotions\_-\_Proposed\_Amendments\_01152020(2).doc



**CITY OF KANNAPOLIS**

**PERSONNEL**

**POLICIES AND PROCEDURES**

**SUBJECT:** Promotions

**POLICY NO:** 400.08

**EFFECTIVE DATE:** 01/01/95

**REVIEW DATE:**

**APPROVED:**

**AMENDMENT DATE(S):** July 2, 2008  
January 15, 2020

**SUBJECT: PROMOTIONS**

**PURPOSE:** To establish a policy for application and appointment to vacant positions by current employees.

**STATEMENT OF POLICY:**

The City of Kannapolis attempts to fill all vacant positions with qualified City employees before advertising to the general public, following a policy of upward mobility whenever possible.

Employees are encouraged to apply for any vacancy for which they may qualify in accordance with the Administrative Policy on HIRING PROCESS.

**DEFINITIONS:**

A promotion is the reassignment of an employee to an existing vacant position having a higher salary pay grade than the initial position.

A promotion also occurs when the job duties and responsibilities, span of influence and control, and/or eligibility requirements of an existing position are substantially restructured and results in its allocation to a higher pay grade to maintain market equitability.

**PROCEDURES:**

Promotions are made on an equal opportunity basis. Selection of an employee for a promotion (~~or lateral transfer~~) is based on the employee's past work record, skills, education, knowledge of the job duties, and ~~as well as~~ time in service.

When considering the promotion (~~or lateral transfer~~) of City employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

In cases where only one employee applies for a position and the person's abilities and qualifications are known to the hiring department, the formal selection process may be dispensed with upon concurrence of the Human Resource Director.

No offer of promotion may be made to any employee prior to completion of the recruitment and selection process. Temporary assignments may be made by the department head for a specified time or assignment as necessary. Such appointments are made on "acting" basis and the employee returns to his or her regular position upon completion of the assignment. The actual salary for "acting" appointments is set by the department head in consultation with the Human Resource Director.

Whenever an employee is promoted to a higher position said employee will enter the new grade/position at the entry level of the new position or receive a five percent increase in pay,

whichever is greater. The City Manager may approve a salary higher in the assigned range upon recommendation by the Department Director and review by the Human Resource Director. Such factors as turnover within the job classification, availability of qualified internal candidates, the employee's qualifications and work experience, and internal compensation equity will be considered when approving a request for a higher salary assignment. The new pay rate, upon promotion, shall not exceed the maximum of the new pay range.

Promotions do not change the person's date of hire. However, the salary effective\_date for future pay increases will be revised to coincide with the promotion date.

Persons so promoted will be subject to the standard probationary period for the new position, unless specifically waived by the City Manager. Those who fail the probationary period may re-assume any prior appointment held prior to the promotion unless that position has been filled. Refer to related Administrative Policy PROBATION PERIOD.

~~Employees in position classifications which are upgraded (or downgraded) in salary to reflect changes in market conditions will retain their existing salary effective date for future step increases.~~

DATE: \_\_\_\_\_ APPROVAL: \_\_\_\_\_



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Tina Cline, HR Director  
**TITLE** Amend Personnel Policy 400.09 -  
Reclassification

**A. Action Requested by City Council**

Motion to approve amendments to Personnel Policy 400.09 - Reclassification as presented

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

The proposed revisions to the policy include a structured definition for when a reclassification occurs and better defines the procedures for approval of requests for position reclassifications. The amendment is, in part, directly related to and supportive of the City Council initiative to improve employee recruitment and retention.

**D. Fiscal Considerations**

None. The budget impact of a position reclassification will be determined at the time of the request and covered by within the department's approved budget.

**E. Policy Issues**

Policies establishing procedures having an impact on compensation require approval by City Council.

**F. Legal Issues**

None

**G. Alternative Courses of Action and Recommendation**

1. **Approve the motion as recommended**
2. Take no action
3. Table to future meeting

**ATTACHMENTS:**

**File Name**

400.09 - \_Reclassification - \_Proposed\_Amendments\_01152020.doc

**CITY OF KANNAPOLIS**

**PERSONNEL**

**POLICIES AND PROCEDURES**

**SUBJECT: RECLASSIFICATION ~~PROCEDURE~~**

**PURPOSE:** To establish City policy and procedures for the request, consideration, and approval of position reclassification.

**STATEMENT OF POLICY:**

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes.

It shall be the duty of the Human Resource Director to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.

**DEFINITION:**

Reclassification is the reassignment of an existing position from one job classification to another, based on changes in job content such as duty, difficulty, required skills and/or responsibility of the work performed.

**PROCEDURES:**

When a new position is requested by a department head or the duties of an old position are substantially changed, the department head shall submit a written recommendation to the Human Resource Director including justification for the reclassification, emphasizing changes in position responsibilities or requirements for qualifications (i.e. experience, education, certifications, etc.).

The request will be reviewed ~~and market salary analysis completed~~ by the Human Resource Director. If the request is justified, ~~the Human Resource Director will determine the budget impact and will prepare a recommendation for review and approval by the City Manager to~~

(1) reallocate the position to a new job classification and allocate it to a higher pay grade (See Personnel Policy 400.08 - Promotions),

(2) retain the job classification or assign a new job classification at the current pay grade but increase the existing employee's salary by a percentage amount based upon the market analysis,

(3) retain the current job classification and salary of the existing employee, or ~~the budget impact will be determined, and an Issues and Option memo prepared for review by the City Manager.~~



(4) assign the position to the new job classification at a lower pay grade and retain the salary of the existing employee. (Refer to Personnel Policy 400.02 – Compensation Plan)

If approved, the ~~Personnel Office~~ Human Resource Director will take the necessary steps to affect the reclassification. The City Manager shall be the final decision maker for all reclassification requests.

**DATE:** \_\_\_\_\_ **APPROVAL:** \_\_\_\_\_



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Tina Cline, HR Director  
**TITLE** Amend Personnel Policy 400.10 - Transfers

**A. Action Requested by City Council**

Motion to approve amendments to Personnel Policy 400.10 - Transfers as presented

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

The proposed amendments are required to generally clean up the policy and provide a more structured definition for a transfer occurs.

The amendment is, in part, directly related to and supportive of the City Council initiative to improve employee recruitment and retention

**D. Fiscal Considerations**

None. The budget impact of a transfer will be determined at the time of the action and covered within the department's approved budget.

**E. Policy Issues**

Revisions to policies that impact salary require approval by City Council.

**F. Legal Issues**

None

**G. Alternative Courses of Action and Recommendation**

1. **Approve the motion as recommended**
2. Take no action
3. Table to future meeting

**ATTACHMENTS:**

**File Name**

400.10\_-\_Transfers\_-\_Proposed\_Amendments\_01152020.doc



**CITY OF KANNAPOLIS**  
**PERSONNEL**  
**POLICIES AND PROCEDURES**

**SUBJECT:** Transfers

**POLICY NO:** 400.10

**EFFECTIVE DATE:** 01/01/95

**REVIEW DATE:**

**APPROVED:** \_\_\_\_\_  
CITY MANAGER

**AMENDMENT DATE(S):** January 15, 2020

**SUBJECT: TRANSFERS**

**PURPOSE:** To establish a policy for lateral transfers by City employees.

**STATEMENT OF POLICY:**

A lateral transfer is the reassignment of an employee to a position of the same or different job classification that is assigned to the same salary range. The position can be in the same or a different department or division as the original assignment.

All openings for City positions will be posted for a minimum of five working days at each City facility.

Any current employee (regular part-time or regular full-time) interested in applying for a transfer must ~~file a completed~~ complete a City employment application ~~form~~ with the ~~Personnel Office~~ Human Resource Department in accordance with instructions listed on the employment opportunities notice.

If the employee meets the stated requirements for the position, he/she will proceed through the regular hiring procedures with all other applicants as described in the Administrative Policy on HIRING PROCESS. Transfers are made only when the City's service will benefit. Generally, employees are expected to serve in their current position for at least one year before being considered for transfers.

The personnel file of the transfer applicant will be made available to the department head responsible for filling the open position.

If the current employee is selected, his/her department head will be advised prior to the offer being made to the employee, for concurrence.

If the employee accepts the position, it will be the responsibility of the two department heads to reach agreement on a transfer date. In the event satisfactory agreement cannot be reached on this matter, it will be forwarded to the City Manager for a decision. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

~~The salary offered to the employee must be consistent with the salary and requirements of the new position.~~ Generally, a lateral transfer will have no impact on the employee's salary or salary effective date, except that ~~Employees~~ employees who exceed the minimum requirements for the position may be offered a salary consistent with the employee's level of skills, experience, and knowledge. A Department Director's request for a salary adjustment requires review by the Human Resource Director and approval of the City Manager.

Transfer employees will serve a probationary period in his/her new position. Transfer employees remain eligible for all benefits, included with the previous position.

If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the City Manager.

Transfers do not change a person's date of hire or a person's anniversary date for future step increases.

Transfers may also be initiated by the City in instances where the City's best interests may be served.

Additional information is included in the Administrative Policies on PROMOTIONS or DEMOTIONS.

**DATE:** \_\_\_\_\_ **APPROVAL:** \_\_\_\_\_



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Tina Cline, HR Director  
**TITLE** Amend Personnel Policy 600.08 - Vacation  
Leave

**A. Action Requested by City Council**

Motion to Amend Personnel Policy 600.08 - Vacation Leave as presented

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

The current policy restricts vacation leave accrual and use to those full time employees who have completed their initial six months of employment. We have found this requirement to be overly restrictive when recruiting applicants and difficult to manage when new employees have preplanned and often pre-paid vacations planned prior to their becoming employed with the City of Kannapolis. Eliminating the waiting period requirement also eliminates an additional manual payroll process that is required to credit the hours that accrued but were unavailable to the employee during the waiting period when the employee has completed the six month period. The recommendation is to amend the policy to eliminate waiting period for newly hired full time employees.

The second requested policy amendment serves to better define when the final vacation leave accrual and vacation leave rollover to sick leave will occur each year.

The third policy amendment is to address recent requests by terminating employees to forego payment of unused accumulated vacation leave hours and to put into place a procedure to document the request.

These amendments are, in part, directly related to and supportive of the City Council initiative to improve employee recruitment and retention

**D. Fiscal Considerations**

None. Payment of vacation leave is not a separate budgeted line item but is included in the already budgeted salary for the position.

<b>E. Policy Issues</b>
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Revisions to leave benefit accrual and payment of leave benefits upon termination of employment require City Council approval.

<b>F. Legal Issues</b>
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None

<b>G. Alternative Courses of Action and Recommendation</b>
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1. **Approve the motion as recommended**
2. Take no action
3. Table to future meeting

**ATTACHMENTS:**

File Name

📎 600.08\_Vacation\_Leave\_-\_Proposed\_Amendments\_01152020.doc





**CITY OF KANNAPOLIS**

**PERSONEL POLICIES AND PROCEDURES**

**SUBJECT: VACATION LEAVE**

**POLICY NUMBER: 600.08**

**EFFECTIVE DATE: 01/01/1995**

**AMENDMENT DATE(S): 08/01/2015**  
**08/01/2017**  
**01/15/2020**

**SUBJECT: VACATION LEAVE**

**PURPOSE:** To establish guidelines for the accrual and use of vacation leave

**STATEMENT OF POLICY:**

~~After completion of six months continuous employment from the last date of hire, all~~  
**All** full-time employees shall accrue **and utilize** annual leave **in accordance with the schedule and procedures established within this policy.**

**Eligibility and Accrual**

~~Following the successful completion of the sixth month of continuous employment,~~  
Annual leave shall, on the last day of the pay period, accrue for each pay period of continuous employment from the last date of hire.

For each pay period thereafter, annual leave shall accrue on the last day of the pay period according to the established rate schedule. The anniversary date of employment shall be used for determining the rate of vacation leave accrual.

<b>Years of Service</b>	<b>Hours Earned Each Pay Period</b>
Less than 5	3.7 hours
5 but less than 10	4.62 hours
10 but less than 15	5.54 hours
15 but less than 20	6.47 hours
Over 20	7.39 hours

All qualified fire suppression personnel shall earn vacation leave at the following rates:

<b>Years of Service</b>	<b>Hours Earned Each Pay Period</b>
Less than 5	4.9 hours
5 but less than 10	6.12 hours
10 but less than 15	7.34 hours
15 but less than 20	8.56 hours
Over 20	9.8 hours

Vacation leave shall not accrue during authorized extended leaves of absence without pay. Part-time, temporary, and special shift employees shall not earn vacation nor be entitled to vacation upon separation.

It is the responsibility of the Human Resource Office to ensure that proper accountability of vacation leave is kept on all eligible employees. This shall include keeping a record of accruals and utilization.

## **Calculation of Vacation Leave**

Vacation leave shall be taken, recorded and rounded off to the nearest quarter hour. Vacation leave may accumulate unlimited until the last pay period **for the last pay date** of each year. Vacation time accrued in excess of 240 hours shall be used or transferred to sick leave on the last day **of the pay period for the last pay date of the calendar year**, so that a maximum of 240 hours are carried forward to January 1 of each calendar year.

An employee will accrue vacation for the pay period in which he/she separates employment only after working through the last day of the last pay period. When an employee is transferred to another position, any unused, accumulated vacation leave shall transfer with the employee.

## **Use of Vacation Leave**

Vacation leave pay is payment in lieu of time worked when an employee is absent from work on approved leave. With the exception of terminal pay, vacation leave shall only apply to periods of absence from an employee's scheduled work day. Vacation leave hours shall not be paid for time missed from work when an employee has worked sufficient hours within the work period to cover the requested time off.

It is the responsibility of each department head or designated supervisor to ensure the provisions of this policy are observed. Department heads will ensure any vacation leave used will be requested and accurately reflected with the submission of time sheets. Corrective action should be taken in instances of suspected abuses or misrepresentation of the use of vacation leave on time sheets.

Notification of the desire to use vacation leave shall be submitted to the employee's supervisor or department head in advance. Vacation leave requests must be approved by the employee's supervisor or department head and shall be taken at such times as the supervisor or department head finds most suitable after considering the wishes of the employee and the operational needs of the department. Failure to attain prior approval may result in denial of such leave pay.

Accrued and unused vacation will be used to supplement sick leave if the employee has exhausted applicable sick leave accruals. Refer to related Administrative Policy, SICK LEAVE and FAMILY OR MEDICAL LEAVE.

Paid holidays occurring during vacation are not charged to vacation.

## **Terminal Pay**

An employee who is leaving employment shall be compensated for unused accumulated vacation leave at the normal rate of pay, not to exceed 240 hours. All vacation in excess of the 240 hours shall be taken prior to separation or forfeited. Vacation leave may not,

however, be used in lieu of working a notice. ~~An employee who terminates employment prior to completion of six months of continuous employment has not accrued vacation time and is therefore not entitled to payment for vacation time.~~  
**Terminating employees may decline payment of unused accumulated vacation leave hours upon written request with written documentation the employee's new employer will accept the leave balance.**

Approved: \_\_\_\_\_





**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Tina Cline, HR Director  
**TITLE** Amend Personnel Policy 200.05 - Probationary Period

**A. Action Requested by City Council**

Motion to approve amendments to Personnel Policy 200.05 eliminating references to the six month waiting period for accrual and utilization of vacation leave for new hires.

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

This agenda item is directly related to the requested amendments to Personnel Policy 600.08 - Vacation Leave. The requested amendments to remove references to the six month waiting period in Personnel Policy 200.05 - Probationary Period are necessary to remain consistent with Personnel Policy 600.08 - Vacation Leave.

The amendment is, in part, directly related to and supportive of the City Council initiative to improve employee recruitment and retention.

**D. Fiscal Considerations**

None. Payment of vacation leave is not a separate budgeted line item but is included in the already budgeted salary for the position.

**E. Policy Issues**

Revisions to policies establishing the accrual of leave benefits by employees require City Council approval.

**F. Legal Issues**

None

## **G. Alternative Courses of Action and Recommendation**

1. **Approve the motion as recommended**
2. Take no action
3. Table to future meeting

### ATTACHMENTS:

File Name

200.05\_-\_Probationary\_Period\_-\_Proposed\_Amendments\_01152020.doc



**CITY OF KANNAPOLIS**

**PERSONNEL**

**POLICIES AND PROCEDURES**

**SUBJECT:** Probationary Period

**POLICY NO:** 200.05

**EFFECTIVE DATE:** 01/01/95

**REVIEW DATE:**

**APPROVED:** \_\_\_\_\_  
CITY MANAGER

**AMENDMENT DATE(S):** July 2, 2008  
January 15, 2020



## **SUBJECT: PROBATION PERIOD**

**PURPOSE:** To establish policy and procedure for the probation period for new employees and current employees who transfer or are promoted to a new position.

### **STATEMENT OF POLICY:**

All employees, except temporary/seasonal employees and exempt department heads, placed in new full-time and part-time positions must serve a period of probation. Sworn law enforcement personnel and firefighters serve a probationary period of one year; all other employees serve a six month probation.

The probation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. During the established probationary period, the City reserves the right to terminate the probationary employee's service at any time without cause and without the right of appeal.

If an employee is unable to perform the work, the person must be terminated as early as possible. Early termination saves the City a time and dollar investment and saves the employee possible embarrassment and frustration. Rejected probationers shall be notified of such action in writing by the department head at any time during the probationary period and a copy of said notification shall be retained in the personnel files.

At the end of the probation period, the employee is formally evaluated and provided written documentation of progress. It is expected that informal evaluations will be conducted during the course of the probation period to assess performance and to advise employees of expectations regarding performance. Significant job deficiency(ies) shall be documented in the employee's personnel file. These evaluations provide the necessary justification for retention of the person as a regular employee.

Under unusual circumstances, the probationary period may be extended. This is only after an evaluation of the situation, the employee's abilities, and demonstrated potential. Probation extension is done only upon recommendation of the department head and the Director of Human Resources with concurrence of the City Manager.

If the employee successfully completes the probation period, he/she shall be informed that he/she is now a regular employee. This will be accomplished via Personnel Action form request by the department head with concurrence of the Director of Human Resources and the City Manager.

~~When an employee first becomes a regular staff member, he/she becomes eligible for vacation and other appropriate leaves. Police and firefighters shall be eligible for vacation and other appropriate leaves after completion of six (6) months of service.~~

If an individual has been transferred or promoted, he/she remains eligible for all fringe benefits included with the previous position during the probation period for the transfer or promotion. If the position to which an employee has been transferred or promoted carries benefits different from those of the previous position, the person becomes eligible for the benefits of the new position upon the satisfactory completion of the probation period retroactive to the date of the transfer or promotion.

If a transferred or promoted employee fails to achieve satisfactory performance in the new position, he/she will be given priority for the first position opening similar to the one previously held if the employee's performance in the previous position was satisfactory. If an employee had not performed satisfactorily in the previous position, termination from City employment will be considered.

~~If an emergency arises during an employee's probationary period, or during the first six (6) months of service for police officers and firefighters, which requires a leave of absence, such time off, if granted will be considered leave without pay, unless the employee has an unused accumulated balance of sick leave or vacation leave as may be the case of a transferred or promoted employee.~~

***See Related Policies:***

200.09 Types of Employment and Eligibility for Benefits

400.08 Promotions

400.10 Transfers

600.07 Sick Leave

600.08 Vacation Leave

**DATE:** \_\_\_\_\_

**APPROVAL:** \_\_\_\_\_



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Eddie Smith, Deputy City Manager  
**TITLE** Automated Passenger Counters, Wi-Fi  
Technology Rider Staff

**A. Action Requested by City Council**

None. Presentation Only

**B. Required Votes to Pass Required Action**

Presentation Only, no action required

**C. Background**

Staff will present a proposal to update our aging Computer Aided Dispatch/Automatic Vehicle Tracking software. Additionally, by adding Automatic Passenger Counter Technology and dedicated WI-FI will help to improve operations, planning and service delivery to our customers.

**D. Fiscal Considerations**

None

**E. Policy Issues**

None

**F. Legal Issues**

None

**G. Alternative Courses of Action and Recommendation**

No action by Council needed

**ATTACHMENTS:**

File Name

No Attachments Available





**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Eddie Smith, Deputy City Manager  
**TITLE** Digital Fare Payment Technology Rider Staff

**A. Action Requested by City Council**

None

**B. Required Votes to Pass Required Action**

**C. Background**

Staff will present a proposal to institute a new digital fare payment technology platform, including but not limited to mobile (phone) fare purchase and payment.

**D. Fiscal Considerations**

None

**E. Policy Issues**

None

**F. Legal Issues**

None

**G. Alternative Courses of Action and Recommendation**

No action by Council needed

**ATTACHMENTS:**

File Name

No Attachments Available



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Irene Sacks, Director of Economic & Community Development  
**TITLE** College Station Lease

**A. Action Requested by City Council**

1) Hold a public hearing. 2) Motion to authorize the City Manager to execute leases for 477 and 475 or 479 N. Cannon Blvd.

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

There are three remaining vacant spaces in the College Station shopping center, which is owned by the City of Kannapolis. These three spaces (475, 477, and 479 N. Cannon Blvd) are the ones closest to the Rowan-Cabarrus Community College anchor building. Chip Mark, the City's broker for the property, has identified a potential tenant who would occupy two of the spaces. The business, Gym and I Fitness, is currently located at 509 N. Cannon Blvd, just north and adjacent to the College Station shopping center. The owners, Cindy and Milton Smith, need additional space to grow their business.

The proposed triple net lease is for five years for approximately 3,200 square feet. The lease starts at \$2,400 per month, with annual escalations increasing to \$2,547.27 per month in year 5. City staff will finalize negotiations with the prospective tenant on which spaces, term, and tenant improvements prior to execution of the lease.

**D. Fiscal Considerations**

City staff is securing an estimate on costs for tenant improvements.

**E. Policy Issues**

None.

**F. Legal Issues**

None.

<b>G. Alternative Courses of Action and Recommendation</b>
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1. **Motion to authorize the City Manager to execute leases for 477 and 475 or 479 N. Cannon Blvd (Recommended)**
2. Do not approve leases.
3. Table action to a future meeting.

ATTACHMENTS:

File Name

No Attachments Available



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Wilmer Melton, Director of Public Works  
**TITLE** Modifications to the Fiscal Year 2020 Fee  
Schedule regarding Water and Sewer Tap  
Connections Fees

**A. Action Requested by City Council**

Motion to adopt revisions to the Fiscal Year 2020 Fee Schedule regarding Water and Sewer Tap Connection Fees.

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

For major subdivisions of property, builders/developers are required to install all the necessary infrastructure to facilitate the proposed development. For minor subdivisions, the City has traditionally installed water and sewer taps for builders/developers upon payment of the connection and tap fees. Over the past few years, we have experienced an increase in infill development that in many cases is classified as a minor subdivision, that is the creation of three (3) or more lots, but does not require the extension of primary infrastructure. At present, upon payment of water and sewer tap connection fees, we are averaging 90 to 120 days before taps are installed, thereby impacting the builders' ability to complete homes that in some cases delays the date of closing and/or occupancy of the property.

In review of our current practice of how service is provided to minor subdivisions and to align with other jurisdictions in the region, we are proposing to begin allowing builders/developers to make their water and sewer taps so they may control the timing of installation.

Upon payment of water and sewer connection fees, builders/developers will be required to notify City of Kannapolis Engineering prior to any work commencing to coordinate inspection. Builders/developers will comply with all State and local standards and the work must be done by a licensed utility contractor.

**D. Fiscal Considerations**



The recommended modifications to the Water and Sewer Tap Fees add no additional financial impacts to the City if the recommended alternative is approved. However, if the City is to continue providing water and sewer taps for minor subdivisions, a minimum of a five person crew and necessary equipment or an increase in contract service dollars will be required in order to meet the builders/developers desired timing for water and sewer service installation.

#### **E. Policy Issues**

City Council approval is needed in order to modify the Fee Schedule.

#### **F. Legal Issues**

None

#### **G. Alternative Courses of Action and Recommendation**

1. **Motion to approve revisions to the Fiscal Year 2020 Fee Schedule for the Water and Sewer Tap Connection Fees (Recommended)**
2. Take no action
3. Table to future meeting.

#### **ATTACHMENTS:**

File Name

2019\_Fee\_Schedule.edits.pdf

<b>SEWER RATES</b>	<b>Inside City</b>	<b>Outside City</b>
------------------------	------------------------	-------------------------

Fire Line Service :

Individual Sewer Service:

* per 1,000 gallons water used	\$ 6.05		\$ 6.05
* base monthly charge	\$ 3.80		\$ 3.80
* monthly rate for unmetered service – residential only	\$ 43.35		\$ 43.35

Private Sewer Systems (more than one user):

(Note 1) Water rates for

* per 1,000 gallons based on master meter	\$ 6.05		\$ 6.05
* base monthly charge per user as determined by number of dwelling units or commercial spaces on site, occupied or vacant (Note 2)	\$ 3.80		\$ 3.80

customers with 2 inch meter or larger shall pay inside City rates. (Note 2) All City customers will pay the base charge in addition to the per 1,000 gallon charge. Master metered customers will pay the base charge times the number of units served in addition to the per 1,000 gallon charge. Residential water customers using metered service for irrigation purposes only, shall not (during periods when level II or higher water restrictions are in effect) be billed a minimum bill for zero (-0-) usage.

(Note 3) Unmetered service is based upon an average bill of 7,000 gallons usage within a given month.

<b>WATER TAP AND CONNECTION FEES</b>	<b>Inside City</b>	<b>Outside City</b>
--	------------------------	-------------------------

Individual Water Tap Fees:

* 3/4" service (installation by City <u>for 3 or less taps related to the same subdivision plat or project</u> )	\$ 800.00	*	\$ 800.00	*
* 1" service (installation by City <u>for 3 or less taps related to the same subdivision plat or project</u> )	\$ 800.00	*	\$ 800.00	*
* 1-1/2" service (installation by City <u>for 3 or less taps related to the same subdivision plat or project</u> )	\$ 1,200.00	*	\$ 1,200.00	*
* 2" service (installation by City <u>for 3 or less taps related to the same subdivision plat or project</u> )	\$ 1,200.00	*	\$ 1,200.00	*
* Larger than 2" (installation by customer or City)	All Cost Borne By Customer		All Cost Borne By Customer	

<u>Any size service for more than 3 taps related to the same subdivision plat or project (installation must be made by developer/builder/customer)</u>	All Cost Borne By Customer		All Cost Borne By Customer	
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(See Note A for additional information)

Fire Line Service Tap:

* All sizes (installation by the customer)	All Cost Borne By Customer		All Cost Borne By Customer	
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Tap on of New Water Main to Existing:

* All sizes (installation by the customer)	All Cost Borne By Customer		All Cost Borne By Customer	
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Individual Water connection fees: These fees were derived from meter factors as developed in the American Water Works Association Standards Manual. (See Note A)

* 3/4" service	\$ 1,350.00		\$ 1,350.00
* 1" service	\$ 3,000.00		\$ 3,000.00
* 1-1/2" service	\$ 6,000.00		\$ 6,000.00
* 2" service	\$ 9,600.00		\$ 9,600.00
* 3" service	\$ 18,000.00		\$ 18,000.00
* 4" service	\$ 30,000.00		\$ 30,000.00
* 6" service	\$ 60,000.00		\$ 60,000.00
* 8" service	\$ 96,000.00		\$ 96,000.00
* 10" service	\$ 138,000.00		\$ 138,000.00

Water meter Size

(Note A)

- (1) Tap fee and connection fee shall be per lot or per unit to be served.
- (2) Master metered developments shall pay a connection fee for each lot or individual unit served or fee for meter size whichever is greater.
- (3) Connection fee due from residential developers shall be paid before issuance of the zoning clearance permit. (Tap fees are waived where developer has installed water systems in accordance with City Ordinance.)
- (4) Connection fee is due from commercial and industrial developers before zoning permits can be issued by the City.
- (5) Connection fee for residential customers where a tap fee is also due shall be paid before tap is installed by the City.
- (6) Residential and commercial developers who have preliminary plats approved by the City before December 18, 2000 shall be exempt from paying the connection fee.
- (7) Commercial and industrial developers who are not required to obtain plat approval shall be exempt from paying the connection fee if zoning permits have been issued by the City prior to December 18, 2000. (Manufactured home parks and multi-family apartment complexes are included as commercial developers).
- (8) All applicable fees must be paid before receiving City water service.

<b>SEWER TAP AND CONNECTION FEES</b>	<b>Inside City</b>		<b>Outside City</b>
<b>Individual Sewer Service Tap Fees:</b>			
* 4" service (installation by the City <u>for 3 or less taps related to the same subdivision plat or project. For any size service for more than 3 taps related to the same subdivision plat or project, installation must be made by developer/builder/customer.</u> ) (includes any size pumped by customer)	\$ 1,200.00		\$ 1,200.00
* 6" or larger or where utility encasement may be required (installation by customer or City)	All Cost Borne By Customer		All Cost Borne By Customer

Tap on of New Sewer Line to Existing:

* All sizes (installation by the customer)	All Cost Borne By Customer		All Cost Borne By Customer
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Individual Sewer Connection Fees: These fees were derived from meter factors as developed in the American Water Works Association Standards Manual. (See Note B)

Water meter Size

* 3/4" service	\$ 1,000.00		\$ 1,000.00
* 1" service	\$ 1,625.00		\$ 1,625.00
* 1-1/2" service	\$ 3,250.00		\$ 3,250.00
* 2" service	\$ 5,200.00		\$ 5,200.00



**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Irene Sacks, Director of Economic & Community Development  
**TITLE** Sale of the former Wyrick Mobile Home Park property

**A. Action Requested by City Council**

Motion to approve a resolution to authorize the City Manager to execute an agreement for the sale of the former Wyrick Mobile Home Park property

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

In August 2019, the City issued a Request for Proposals for redevelopment of the Wyrick Mobile Home Park. The City received one response, from Wynnefield Properties for an approximately 72-unit multi-family, low-income housing tax credit project. (Wynnefield is also the developer of the Autumn Crest community on Sears Street.)

The proposed purchase price of \$600,000 is subject to the upset bid process. Notice was sent out on January 8 regarding the offer, and counter offers are due by January 17 at 5:00pm. The attached resolution states that the bid is accepted only at the end of the bid period and if no other upset bids are received. If an upset bid is received, City Council will be asked to pass another resolution at a later date.

Wynnefield will submit a preliminary application to the North Carolina Housing Finance Agency by January 24 to compete for tax credits for this project. Full applications are due in May, and awards are announced in August. During this time, Wynnefield will conduct due diligence on the property, and if awarded tax credits, Wynnefield will submit plans to the Planning Dept in September. Wynnefield would close on the property by March 1, 2021, with construction complete in December 2022.

**D. Fiscal Considerations**

The purchase price is well above the appraised value of \$225,000.000 and a portion of the purchase price is intended to be used for environmental services for the site.

<b>E. Policy Issues</b>
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None

<b>F. Legal Issues</b>
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None

<b>G. Alternative Courses of Action and Recommendation</b>
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1. **Motion to approve a resolution to authorize the City Manager to execute an agreement for the sale of the former Wyrick Mobile Home Park property (Recommended)**
2. Take no action.
3. Table action to a future meeting.

**ATTACHMENTS:**

**File Name**

- ☐ Wyrick\_MHP\_Property\_Bid\_Resolution.docx
- ☐ Wyrick\_MHP\_Upset\_Bid\_Notice\_1-8-2020.docx
- ☐ InitialBidForm\_WynnefieldForward.pdf
- ☐ Wynnefield\_Properties\_-\_site\_picture.pdf

**Resolution # \_\_\_\_\_**

**Resolution Authorizing the Upset Bid Process for  
Selling Certain City-Owned Property known as the  
“Wyrick Mobile Home Park”**

WHEREAS, the City of Kannapolis owns certain property known as the “Wyrick Mobile Home Park” along Genoa Street, Verona Street, Messina Court, Venice Street, and a portion of Irene Avenue in Kannapolis; and

WHEREAS, said property consists of approximately 8.045 acres of land area which can be further identified as Cabarrus County Property Identification Number 5623-15-2751-0000 and is recorded in Cabarrus County Deed Book 12828 and Page 0309; and

WHEREAS, North Carolina General Statute § 160A-269 permits the City to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, the City has received an offer to purchase the property described above, in the amount of \$600,000.00, submitted by Wynnefield Forward, LLC; and

WHEREAS, Wynnefield Forward, LLC has paid the required five percent (5%) deposit on their offer;

THEREFORE, THE CITY COUNCIL OF THE CITY OF KANNAPOLIS RESOLVES THAT:

1. The City Council authorizes sale of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269.
2. The City Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the City Clerk within 10 days after the notice of sale is published. At the conclusion of the 10-day period, the City Clerk shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
4. If a qualifying higher bid is received, the City Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At the time, the amount of the final high bid shall be reported to the City Council.

5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The City will return the deposit of the final high bidder at closing.

7. The terms of the final sale are that: a) the City Council must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed, and b) the buyer must pay with cash or certified check at the time of closing.

8. The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate city officials are authorized to execute the instruments necessary to convey the property to Wynnefield Forward, LLC.

Adopted this 13th day of January 2020.

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Milton D. Hinnant  
Mayor

Attest:

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Bridgette Bell, CMC  
City Clerk





## **PUBLIC NOTICE SALE OF CITY PROPERTY**

An offer of \$600,000.00 has been submitted for the purchase of the Wyrick Mobile Home Park property owned by the City of Kannapolis. The property is more particularly described as follows:

*“Approximately 8.045 acres of land east of S. Cannon Blvd off Fairview St and at the end of Irene Ave., which can be further identified as a portion of Cabarrus County Property Identification Number 5623-15-2751-0000 and generally depicted on the attached map. The property includes Genoa Street, Verona Street, Messina Court, Venice Street, and a portion of Irene Avenue. This property was formerly known as the Villas Mobile Home Park.”*

Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the City Clerk, 246 Oak Avenue, Kannapolis, N.C., **by 5:00 p.m., January 17, 2020**. At that time the City Clerk shall open the bids, if any, and the highest qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

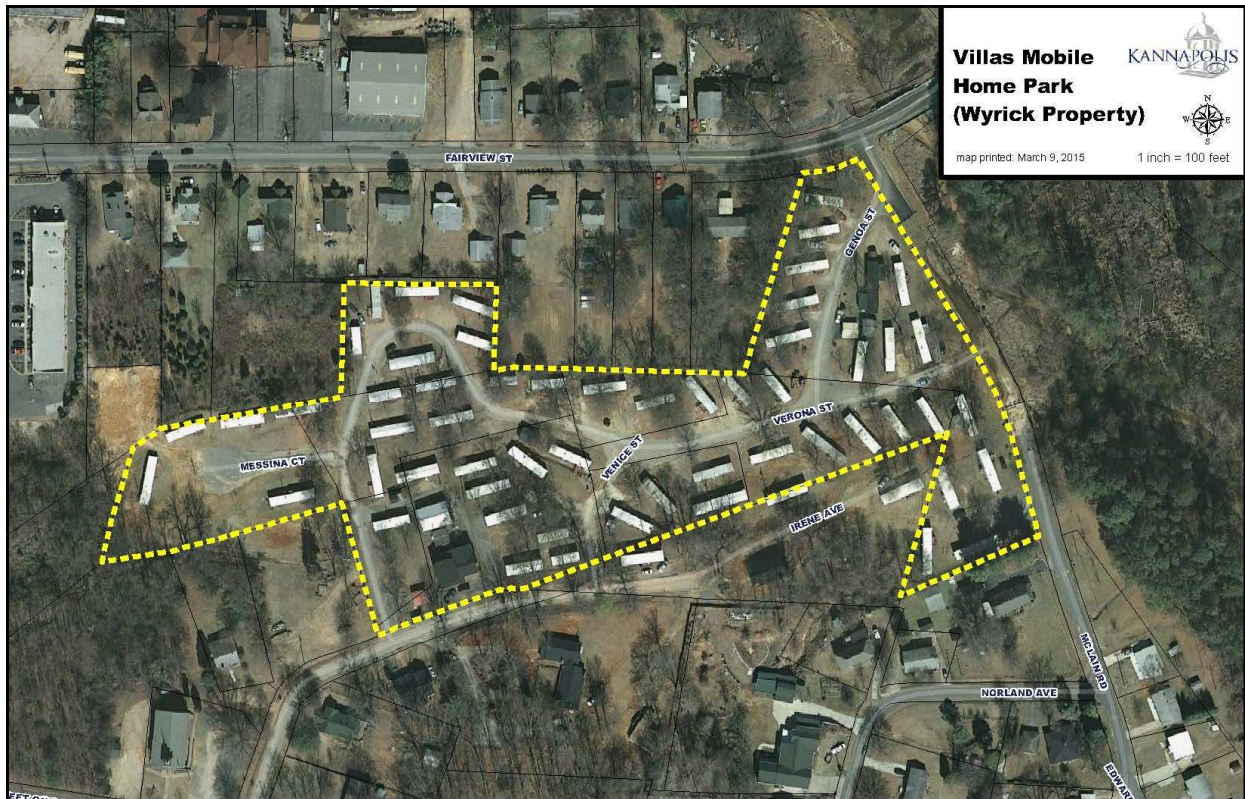
A qualifying higher bid is one that raises the existing offer to an amount not less than \$630,050.00.

A qualifying higher bid must be accompanied by an official bid form, provided by the City, and a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The City will return the deposit of the final high bidder at closing.

The buyer must pay with cash or certified check at closing.

The City Council must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed. The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Further information may be obtained at the office of the City Clerk, 401 Laureate Avenue, Kannapolis, N.C., or by telephone 704-920-4300 during normal business hours.



## **PUBLICATION DIRECTIONS**

Publish as a Block Ad: 2 column x 6

Publish on the following date: Wednesday, January 8, 2020

If this date is not acceptable, or any problems please contact immediately:

Bridgette Bell, MMC, NCCMC

City Clerk

City of Kannapolis

401 Laureate Way

Kannapolis, NC 28081

Phone: 704-920-4303

Fax: 704-933-7463

Email: [bbell@kannapolisnc.gov](mailto:bbell@kannapolisnc.gov)

**STATE OF NORTH CAROLINA  
CITY OF KANNAPOLIS**

**BID FOR  
ACQUISITION OF  
REAL PROPERTY**

THIS BID FOR ACQUISITION OF REAL PROPERTY is made and offered by Wynnefield Forward, LLC, a North Carolina limited liability company, (hereinafter referred to as "Bidder") to the City of Kannapolis (hereinafter referred to as "City") pursuant to North Carolina General Statutes 160A-269.

**WITNESSETH:**

NOW THEREFORE, pursuant to the above stated statute and upon the premises contained herein the undersigned parties acknowledge the following:

- (1) City desires to sell the following described real property (the "Property"):

Approximately 8.045 acres of land east of S. Cannon Blvd off Fairview St and at the end of Irene Ave., which can be further identified as a portion of Cabarrus County Property Identification Number 5623-15-2751-0000 and generally depicted on the attached map. The property includes Genoa Street, Verona Street, Messina Court, Venice Street, and a portion of Irene Avenue.

This property was formerly known as the Villas Mobile Home site and contained privately owned roads: Verona St, Venice St, Genoa St, and Messina Ct.

- (2) Sale of the Property shall follow the upset bid procedure set forth in North Carolina General Statutes §160A-269.
- (3) Bidder hereby tenders an offer for the purchase of the Property (the "Bid") in the amount of \$600,000.00 and solicits initiation of the statutory upset bid procedure by the City.
- (4) Simultaneously with the execution and delivery of this document, a bid deposit (the "Bid Deposit") in the amount of \$30,000.00 representing 5% of the Bid shall be presented to the City Clerk. The Bid Deposit shall be credited against the Bid in the event the Bid is successful and acquisition of the Property is consummated. The Bid Deposit shall be returned to Bidder in the event the Bid is (i) rejected by City, (ii) an upset bid is submitted pursuant to statutory procedure, (iii) upon request of Bidder less the reasonable and actual costs of the bid procedure incurred by City, or (iv) upon such other terms and conditions as the Bidder and City may agree in other documents, if any, ancillary to the bid process (e.g., Contract of Sale).
- (5) In the event Bidder is the final successful bidder, Bidder and City agree to negotiate and execute such other and further documents as are reasonable, necessary and appropriate to consummate the conveyance of the Property to Bidder, including but



not limited to, a Contract of Sale **to be negotiated**, which shall include **at least** the following conditions:

- (a) That Bidder shall have a due diligence inspection period of no less than 330 days from and after notification (the "Notification Date") of its successful bid during which the Bid Deposit shall be refunded to Bidder upon Bidder's request and in Bidder's sole and exclusive discretion for any reason.
  - (b) That conveyance of the Property shall be made by Special Warranty Deed.
  - (c) That Closing shall be held within 60 days from and after the Notification Date with three days advance notice of the Closing date to City. In no case shall the Closing be held later than March 1, 2021.
  - (d) Such other terms, provisions and conditions to which the undersigned parties may agree.
- (6) Other Conditions of the Bid (attach sheet if necessary):

IN WITNESS WHEREOF, this document is executed by Bidder the day and year first above written.

BIDDER  
(Signature)

By: 

By: \_\_\_\_\_

By: \_\_\_\_\_

For: Wynnefield Forward, LLC, a North Carolina limited liability company

(if business or corporate purchase)

Date: December 31, 2019

Accepted this the \_\_\_\_\_ day of December, 2019.

CITY

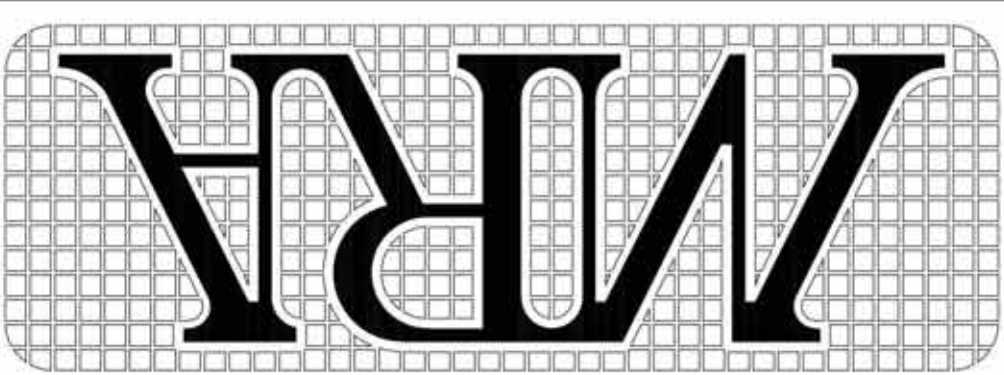
By: \_\_\_\_\_

Michael B. Legg  
Kannapolis City Manager





**KANNAPOLIS, NC**  
**72 UNITS / 3 STORY BLDG**  
**144 PARKING SPACES**  
**(INCLUDING 8 HC PARKING)**



MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C.  
215 CHURCH STREET SUITE 200 DECATUR GEORGIA 30030-3329 404-373-2800  
IRENE AVENUE  
KANNAPOLIS, NC

PROJECT	2017-098
DATE	10-2-19
DRAWN BY / CHECKED BY	IM
REVISIONS	





**City of Kannapolis  
City Council Meeting  
January 13, 2020  
Staff Report**

**TO:** Mayor and City Council  
**FROM:** Mike Legg, City Manager  
**TITLE** Appointments to the Technical Coordinating  
Committee (TCC)

**A. Action Requested by City Council**

Appoint one a staff liaison and alternate to serve as the City's representative on the TCC.

**B. Required Votes to Pass Required Action**

Majority present at meeting

**C. Background**

City Council tabled this matter to this meeting. Currently, Public Works Director Wilmer Melton is the City's TCC representative and Planning Director Zac Gordon serves as alternate.

In light of the transitional nature of the City Manager's planned reorganization, staff recommends that Wilmer Melton be appointed as the TCC representative and both Zac Gordon, Planning Director and Scott Kaufhold, City Engineer be appointed as the alternates. It is the intent that all three would stay engaged in TCC and TAC activities.

**D. Fiscal Considerations**

None

**E. Policy Issues**

None

**F. Legal Issues**

None

## **G. Alternative Courses of Action and Recommendation**

- 1. Motion to appoint a staff liaison to serve as the City's representative and one (or more) staff liaison(s) to serve as alternate (or alternates) the TCC (Recommended)**
- 2. Table to a Future Meeting**

### **ATTACHMENTS:**

File Name

No Attachments Available