



**CITY COUNCIL
WORK SESSION
REVISED
AGENDA
KANNAPOLIS CITY HALL
401 LAUREATE WAY,
KANNAPOLIS NC
JULY 10, 2023 4:30 PM**

Please Turn off Cell Phones or Place on Silent Mode.

ADOPTION OF AGENDA - Motion to Adopt Agenda or make revisions

CALL TO ORDER AND WELCOME

CONSENT AGENDA - Motion to Adopt Consent Agenda or make revisions

- A. Amend City of Kannapolis' Personnel Policy Position Classification Plan Schedule 400.01. (Tina Cline, Human Resource Director)
- B. Voluntary annexation of approximately 1.058 acres of non-contiguous property located at 4401 Alder Street (Richard Smith, Planning Director)
- C. Budget Amendment #24-01 Reappropriating Funds for Existing Park Improvements (Kristin Jones, Assistant to the City Manager)
- D. Budget Amendment #24-02 Reappropriating Funds for Gem Theatre Improvements (Kristin Jones, Assistant to the City Manager)
- E. Budget Amendment #24-03 Appropriating Fund Balance for Insurance and Risk Fund (Kristin Jones, Assistant to the City Manager)
- F. Budget Amendment #24-04 Appropriating Funding for 4 Downtown Officer Positions (Kristin Jones, Assistant to the City Manager)
- G. Amend City of Kannapolis' Personnel Policy Compensation Plan 400.02 (Tina Cline, Human Resource Director)

BUSINESS AGENDA

- A. Fire Department Adaptive Response Vehicle Program Presentation (Tracy Winecoff, Fire Chief)
- B. Discussion of History and Future of Local Public Transit. (Wilmer Melton, Assistant City Manager)

CLOSED SESSION - N.C.G.S. 143-318.11 (a) (3) to consult with an attorney in order to preserve the attorney client privilege and N.C. G.S. 143.318.11 (a) (4) for discussing matters relating to the location or expansion of industries or businesses in the area (Mayor Pro tem Kincaid)

MOTION TO CONTINUE MEETING TO THURSDAY, JULY 13, 2023, 4:30 PM AT THE CANNON YMCA-KANNAPOLIS

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, contact Tina Cline, Human Resource Director at 704-920-4302 or email tccline@kannapolisnc.gov as soon as possible, but no later than forty-eight (48) hours before the scheduled event.



Kannapolis
 Agenda Staff Report
 July 10, 2023

To: Mayor and City Council
From: Tina Cline, Human Resource Director
Subject: Amend City of Kannapolis' Personnel Policy Position Classification Plan Schedule 400.01.

Action Requested by City Council

Motion to adopt amendments to the Position Classification Plan job classification schedule included in Personnel Policy 400.01 as presented.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The adopted FY 2024 budget included new positions with new job classifications that must be added to the job classification schedule. Additionally, there are several administrative corrections to the schedule in follow-up to the salary study implementation. The requested amendments are outlined below.

Schedule Corrections with No Budget Impact

The following schedule amendments are clerical corrections discovered during implementation of the salary study recommendations or are department requests and have no financial implications.

1. Amend the schedule to reverse the decision to combine Heavy Equipment Operator and Construction Maintenance Technician to one job class, Equipment Operator I. Upon additional review we realized (1) combining the two job classifications into one would create confusion for State certifications for existing employees, and (2) there are some differences in the job duties between the different divisions.
 - Eliminating Equipment Operator I job classification
 - Adding back Construction Maintenance Technician
 - Adding back Heavy Equipment Operator
1. Parks Athletic Program Coordinator moved from Grade 71 to Grade 73 as an equivalent to the Recreation Programmer/Special Events Coordinator.
2. Fire Health and Wellness Manager and Fire Training Manager moved from Grade 76 to Grade 78 as an equivalent to the Battalion Chief.
3. IT Information Technology Systems Engineer is reclassified to Information Technology Analyst.
4. Police Lieutenant moved from grade 77 to 78, equivalent to the Fire Battalion Chief.
5. Eliminate the Division Chief job classification (Grade 79), which is no longer utilized by the Fire Department.

Salary Study Updates

Upon further review and discussion, **the following amendments are recommended to be effective retroactively to April 5, 2023 (date of salary study implementation)** to address any remaining internal equity concerns created by implementation of the salary study recommendations.

The financial impact is approximately \$45,000; however, no budget adjustment is being requested. There is sufficient turnover throughout the year in the Police and Fire Departments to cover the additional cost with lapsed salary.

1. Reclassify Telecommunications Center Manager from Grade 76 to Grade 78, equivalent to the Police Lieutenant
2. Reclassify Records Supervisor from Grade 69 to Grade 71
3. Reclassify Police Planner/Accreditation Manager from Grade 71 to Grade 72
4. Reclassify Police Captain from Grade 80 to Grade 81
5. Reclassify Deputy Chief of Police from Grade 83 to Grade 84
6. Reclassify Deputy Fire Chief from Grade 83 to Grade 84
7. Reclassify Police Chief from Grade 87 to Grade 88
8. Reclassify Fire Chief from Grade 87 to Grade 88

FY 2024 Budget Updates

The following amendments are included in the FY 24 approved budget are effective June 28, 2023.

1. Expand the Development Range to extend from the minimum to the midpoint of the range.
2. Assistant Parks Director job classification is being reclassified to two different job classifications and moved from Grade 80 to Grade 79: Recreation Superintendent and Parks Superintendent.
3. Add Lead Service Line Inventory Technician to Grade 68
4. Add Lab Analyst to Grade 71

Fiscal Implications

No additional funding is requested. Funding is included in the adopted FY 24 budget or will be funded through lapsed salary as described above.

Policy Issues

Amendments to the position classification plan require Council approval.

Legal Issues

Amendments to the position classification plan require Council approval.

Recommendations and Alternate Courses of Action

1. **Motion to approve amendments as presented (Recommended)**
2. Table item to a future meeting.

Attachments

1. 400.01 Classification Schedule Effective 06282023 - 3 % COLA Expand Dev Range to Midpoint(2)

**CITY OF KANNAPOLIS
CLASSIFICATION PLAN
EFFECTIVE June 28, 2023**

**3% COLA
Expand Development Range to Midpoint
Hiring Range = Minimum to 15% above Minimum**

Job Class Code	Department	Job Classification	Grade	Developmental Range Minimum to Midpoint		Merit Range Midpoint to Maximum	
				HIRING RANGE		Midpoint	Maximum
				Minimum	15%		
			52	\$19,946	\$22,938	\$25,432	\$30,917
			53	\$20,944	\$24,085	\$26,703	\$32,462
			54	\$21,990	\$25,289	\$28,038	\$34,085
			55	\$23,093	\$26,557	\$29,443	\$35,794
			56	\$24,246	\$27,883	\$30,914	\$37,582
			57	\$25,457	\$29,276	\$32,458	\$39,459
1900	Parks	Concession Worker	58	\$26,731	\$30,740	\$34,082	\$41,433
			59	\$28,067	\$32,277	\$35,785	\$43,503
1905	Parks	Park Attendant	60	\$29,470	\$33,891	\$37,574	\$45,679
			61	\$30,943	\$35,585	\$39,453	\$47,962
1915	Parks	Park Operations Specialist	62	\$32,492	\$37,366	\$41,428	\$50,363
1000	Global	Administrative Support Specialist	63	\$34,116	\$39,233	\$43,498	\$52,879
1400 1300 1910	General Services Public Works Customer Service Parks	Building Maintenance Technician I Construction Maintenance Worker I Customer Service Advocate Park Maintenance Technician I	64	\$35,821	\$41,194	\$45,671	\$55,522
5215 1920 1310	General Services Parks Customer Service	Building Maintenance Technician II Park Maintenance Technician II Senior Customer Service Advocate	65	\$37,612	\$43,254	\$47,956	\$58,299

Job Class				Developmental Range Minimum to Midpoint		Merit Range Midpoint to Maximum	
				HIRING RANGE		Midpoint	Maximum
				Minimum	15%		
5210	General Services	Building Maintenance Technician III	66	\$39,492	\$45,416	\$50,353	\$61,213
1405	Public Works	Construction Maintenance Worker II					
1330	Customer Service	Customer Care Representative					
1445	Public Works	Meter Service Technician					
1925	Parks	Park Maintenance Technician III					
1818	Police	Park Ranger					
1800	Police	Police Records Specialist					
1210	Finance	Accounting Technician I	67	\$41,468	\$47,688	\$52,871	\$64,275
5220	General Services	Building Maintenance Technician IV					
1926	Parks	Park Maintenance Technician IV					
1010/1100	Global	Senior Administrative Support Specialist					
1450	Public Works	Warehouse Assistant					
1952	Parks	Assistant Athletics Coordinator	68	\$43,539	\$50,070	\$55,512	\$67,486
1934	Parks	Concessions Manager					
1422	Public Works	Construction Maintenance Technician					
1408	Public Works	Equipment Operator-I Heavy Equipment Operator					
	Water Resources	Lead Service Line Inventory Technician					
1930	Parks	Recreation Program Assistant					
1810	Police	Telecommunicator					
1320	Customer Service	Utility Billing Specialist					
1470/1471	Public Works	Water Treatment Plant Operator I					
1220	Finance	Accounting Technician II	69	\$45,719	\$52,577	\$58,292	\$70,864
1020	Global	Administrative Assistant					
1817	Police	Evidence/Property Control Technician					
1705/1700	Fire	Firefighter/ Firefighter P/T					
1423	Public Works	Locator					
4025	Planning	Planning Technician					
1715	Fire	Quality Assurance Coordinator					
1805	Police	Records Supervisor					
1340	Customer Service	Senior Utility Billing Specialist					
1460	Public Works	Water Quality Technician					
1465	Public Works	Water Treatment Plant Maintenance Worker					

Job Class				Developmental Range Minimum to Midpoint		Merit Range Midpoint to Maximum	
				HIRING RANGE		Midpoint	Maximum
				Minimum	15%		
Code	Department	Job Classification	Grade				
4030 1110 1492 5400 1600 1935 1825 1815 1455 1475	Planning City Manager Public Works Parks Human Resources Parks Police Police Public Works Public Works	Code Enforcement Officer Communications Specialist Equipment Operator II Grounds Manager Human Resource Technician Park Manager I Police Officer Trainee Telecommunicator Shift Supervisor Warehouse Manager Water Treatment Plant Operator II	70	\$48,001	\$55,201	\$61,201	\$74,401
1349 1425/1426 1348 1720 1850 1820 1816 1805 1840 1865	Customer Service Public Works/General Services Customer Service Fire Water Resources Police Police Police Police Police Police	Billing and Collections Manager Crew Chief Customer Service Manager Fire Engineer Lab Analyst Police Detective Police Officer Police Planner/Accreditation Manager Records Supervisor School Resource / DARE Officer Training Coordinator	71	\$50,403	\$57,963	\$64,264	\$78,124
1230 1490 1350 CS / 17 1940 1255 1816	Finance Public Works Customer Service Parks Finance Police	Accountant Engineering Technician Office Manager Park Manager II Payroll Administrator Police Planner/Accreditation Manager	72	\$52,922	\$60,861	\$67,476	\$82,030
1951 1430 1725 1610 4020 1435 1950	Parks Public Works Fire Human Resources Planning Public Works Parks	Athletic Program Coordinator Crew Supervisor Fire Inspector Human Resource Analyst Planner Planner/Scheduler Recreation Programmer/Special Events Coordinator	73	\$55,570	\$63,905	\$70,852	\$86,133

Job Class				Developmental Range Minimum to Midpoint		Merit Range Midpoint to Maximum	
				HIRING RANGE		Midpoint	Maximum
				Minimum	15%		
1729 Not in use 1154 1498 4015 4031	Fire City Manager City Manager / Fire Engineering Planning Planning	Assistant Fire Marshal Communications Multimedia Specialist Community Engagement Specialist Engineer Technician II Gis Specialist Senior Code Enforcement Officer	74	\$58,347	\$67,099	\$74,393	\$90,438
1265 5200 1735 1731 1739 1260/1262 1860 1861 1480	Finance General Services Fire Fire Fire Finance Police Police Public Works	Budget Analyst Facility Manager Fire Captain Fire Vehicle Mechanic Safety and Logistics Officer Senior Accountant / Sr Accountant P/T Sergeant Sergeant/Recruitment Officer Water Treatment Plant Supervisor	75	\$61,264	\$70,454	\$78,112	\$94,960
1120 1491 1250 1615 6004 1811	City Manager Public Works Finance Human Resource Information Technology Police	City Clerk Civil Engineer I Purchasing Agent Risk Manager Software Support Specialist Telecommunications Center Manager	76	\$64,329	\$73,978	\$82,019	\$99,709
1130 6003 1870 1494 4010	City Manager Information Technology Police Public Works Planning	Community Development Program Administrator Information Technology Systems Engineer Analyst Police Lieutenant Senior Engineer Technician Senior Planner	77	\$67,545	\$77,677	\$86,119	\$104,694

Job Class				Developmental Range Minimum to Midpoint		Merit Range Midpoint to Maximum	
				HIRING RANGE		Midpoint	Maximum
				Minimum	15%		
1740	Fire	Battalion Chief	78	\$70,922	\$81,560	\$90,425	\$109,928
1738	Fire	Health and Wellness Manager					
1728	Fire	Fire Marshal					
1495	Public Works	Operations Manager					
1870	Police	Police Lieutenant					
1811	Police	Telecommunications Center Manager					
1737	Fire	Training Manager					
1485	Public Works	Water Treatment Plant Manager					
1750 (not used)	Fire	Division Chief	79	\$74,469	\$85,639	\$94,947	\$115,427
6002	Information Technology	Network Administrator					
1953	Parks	Recreation Superintendent					
1954	Parks	Parks Superintendent					
1619	Human Resource	Assistant Human Resource Director	80	\$78,190	\$89,919	\$99,693	\$121,195
1954	Parks	Assistant Parks Director					
1140	Customer Service	Director of Customer Service					
1880	Police	Police Captain					
1754	Fire	Assistant Fire Chief	81	\$82,101	\$94,416	\$104,680	\$127,258
4005	Planning	Assistant Planning Director					
1155	City Manager	Communications and Marketing Director					
1270	Finance	Deputy Finance Director					
1880	Police	Police Captain					
1161	City Manager	Assistant to the City Manager	82	\$86,207	\$99,138	\$109,913	\$133,620
1492	Public Works	Civil Engineer II					
6001	Information Technology	Senior Network Administrator					
1885	Police	Deputy Chief of Police	83	\$90,515	\$104,093	\$115,407	\$140,298
1755	Fire	Deputy Fire Chief					
5000	General Services	General Services Director					

Job Class				Developmental Range Minimum to Midpoint		Merit Range Midpoint to Maximum	
				HIRING RANGE		Midpoint	Maximum
				Minimum	15%		
1497 1885 1755	Engineering Police Fire	Assistant Director of Engineering Deputy Chief of Police Deputy Fire Chief	84	\$95,042	\$109,298	\$121,178	\$147,315
1150 1620 1955	City Manager Human Resource Parks	Director of Economic & Community Development Human Resource Director Parks & Recreation Director					
1501 1502 4000	Transportation/Env Services Water Resources Planning	Director of Transportation and Environmental Services Director of Water Resources Planning Director	85	\$99,794	\$114,763	\$127,237	\$154,680
1280 6000	Finance Information Technology	Finance Director Information Technology Director	86	\$104,783	\$120,501	\$133,598	\$162,415
1890 1760	Police Fire	Chief of Police Fire Chief	87	\$110,025	\$126,529	\$140,281	\$170,538
1496	Public Works	Director of Engineering					
1890 1760	Police Fire	Chief of Police Fire Chief	88	\$115,524	\$132,853	\$147,293	\$179,062
			89	\$121,301	\$139,496	\$154,659	\$188,017
1162	Global	Assistant City Manager	90	\$127,367	\$146,472	\$162,392	\$197,418
			91	\$133,734	\$153,794	\$170,510	\$207,287
			92	\$140,421	\$161,484	\$179,036	\$217,652
1160	City Manager	Deputy City Manager	93	\$147,441	\$169,557	\$187,988	\$228,534

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

Junior Attorney - Contract Position

Reserve Police Officer - Flat rate position

Santa - Flat Rate position



Kannapolis
Agenda Staff Report
July 10, 2023

To: Mayor and City Council
From: Richard Smith, Planning Director
Subject: Voluntary annexation of approximately 1.058 acres of non-contiguous property located at 4401 Alder Street

Action Requested by City Council

1. Motion to adopt a Resolution directing the City Clerk to investigate an Intent to Annex and Certify the Sufficiency of the Petition to Annex;
2. Motion to adopt a Resolution of Intent to Annex and Fix Date of Public Hearing on Question of Annexation for July 24, 2023

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The applicant, Claudia Rivera, has submitted a voluntary non-contiguous annexation of approximately 1.058 +/- acres of property located at 4401 Alder Street. The property is further identified as Cabarrus County Parcel Identification Number 56048004480000. The parcel is currently located in an unincorporated area of Cabarrus County within an area designated as "Future Kannapolis Growth Area".

Fiscal Implications

None

Policy Issues

The property is located in an unincorporated area of Cabarrus County that is currently zoned Low Density Residential (LDR). This property is located within an area designated as a future growth area for the City of Kannapolis.

Legal Issues

Prior to considering the Annexation Ordinance, pursuant to NCGS Chapter 160A-58 et seq., City Council must first direct the City Clerk to investigate an Intent to Annex and to certify the sufficiency of the petition. City Council must also fix a public hearing date for consideration of the petition.

It is requested that City Council set the public hearing date for July 24, 2023. As is required by the North Carolina General Statutes, an initial City of Kannapolis zoning designation will be applied to the property by the Planning and Zoning Commission within 60 days of the effective date of the annexation.

Recommendations and Alternate Courses of Action

1. **Motion to approve Resolution Directing the City Clerk to investigate an Intent to Annex under Chapter 160A-58 et seq. and to Certify the Sufficiency of the petition (Recommended) and;**
2. **Motion to approve Resolution of Intent to Annex and Fix Date of Public Hearing for July 24, 2023 on question of Annexation (Recommended).**
3. Do not approve Resolutions.
4. Table actions to future meeting.

Attachments

1. Updated Annexation Application 4401 Alder St
2. Annexation survey
3. Metes & Bounds Description
4. Resolution Directing the Clerk to investigate an intent to annex
5. Certificate of Sufficiency
6. Resolution of Intent to Annex and to set a public hearing
7. A-2023-05
8. A-2023-05-bw



Petition for Non-Contiguous Annexation

So that we may efficiently review your request in a timely manner, it is important that all required documents are submitted with your application. Submit digitals and 1 hard copy of applications and accompanying documents to the Planning Department at the address above.

ANNEXATION REQUEST

Approval authority – City Council.

Property Address: _____

Applicant: _____

Address: _____ City: _____ State: _____ Zip : _____

Contact number: _____ Email: _____

SUBMITTAL CHECKLIST

Pre-Application Meeting – send an email to planreviewappointment@kannapolisnc.gov

Annexation Checklist and Application – Complete with all required property owner signatures

Stamped, signed black and white 18 x 24" survey of subject property prepared by a registered engineer or surveyor (not preliminary)

Metes and Bounds description of subject property

PROCESS INFORMATION

Annexation involves two (2) separate City Council meetings:

First meeting: The City Clerk will certify the sufficiency of the annexation and City Council will set a date for the public meeting.

Second meeting: City Council will review the petition and either approve or decline the annexation request:

1. Newspaper notification at least ten (10) days prior to the second Council meeting
2. Notification to the County or municipality from which the subject property is being annexed
3. Public Hearing
4. State recordation of the Resolution to Extend the Corporate City Limits, the signed/stamped 18X24" survey (can not be stamped as preliminary) and the Metes and Bounds Description.

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if incomplete.

Applicant's Signature: _____ Date: 05/10/23



PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Approval authority – City of Kannapolis City Council

DATE: 05/10/23

To the City Council of the City of Kannapolis, North Carolina:

1. We, the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the City of Kannapolis.
2. The area to be annexed, located at _____, further identified as _____ County Parcel Identification Number _____, is non-contiguous to the primary limits of the City of Kannapolis, is approximately _____ acres, and the boundaries of such territory are as follows:

See Attached Signed, Stamped Survey Map and Metes and Bounds Description

3. This petition is signed by all property owners of the area to be annexed.
4. _____ The undersigned owners acknowledge that the following City service(s) is (are) not presently available for immediate taps upon annexation: water _____ sewer _____; and, subsequently agree that the City shall not provide water and sewer service to the area to be annexed except in accordance with the City's standard water and sewer policy.
5. Please check ONE box below:
_____ The undersigned owners declare that zoning vested rights have been established on the area to be annexed under G.S. 160D-108 or G.S. 160D-108.1 and provide proof of such rights by attachment hereto.
_____ The undersigned owners hereby declare that no such vested rights have been established and that any vested rights previously acquired are hereby terminated.

<u>Name</u> (print or type)	<u>Address</u>	<u>Signature*</u>
1. _____	_____	_____ 
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**Family members (e.g., husbands and wives) need to sign separately. Signatures for corporations, institutions, etc., are by those with the authority to sign legal documents.*

BR 92 Pg 94

I, RUFUS JACKSON LOVE, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 13333, page 71); that the boundaries not surveyed are clearly indicated as drawn from information found in Book (as shown), page (as shown); that the ratio of precision as calculated is 1:10,000+; that this plat was prepared in accordance with GS 47-30 as amended.

Witness my original signature and seal this 20th day of APRIL, 2022

This survey creates a subdivision of land within the area of the county or municipality that has an ordinance that regulates parcels of land.

N.C.R.L.S. L-2844
LICENSE NO. *Rufus Jackson Love*
PROFESSIONAL LAND SURVEYOR

OWNER'S CERTIFICATE
I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which is located in the subdivision jurisdiction of Rowan County and that I hereby adopt this plan of subdivision with my(our) free consent and establish minimum lot size and building setbacks as noted.

4-28-22 DATE *Randall Wayne Sheets* OWNER

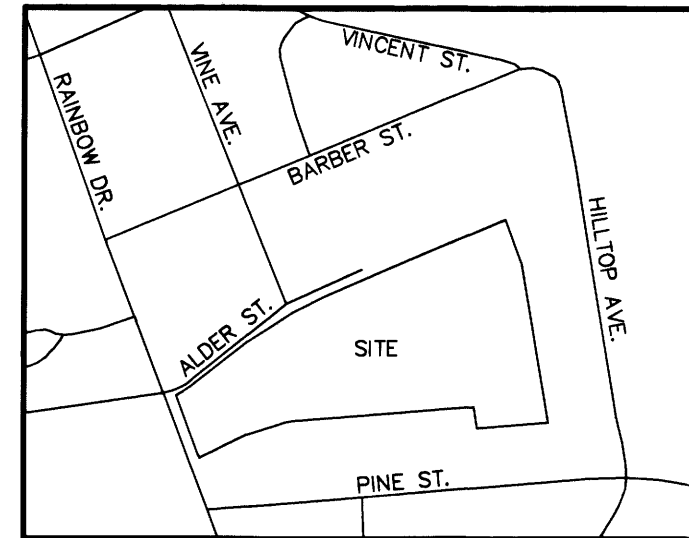
By authority of the City of Kannapolis Subdivision Regulations, this final plat for the Sheets Subdivision is hereby approved.

5/5/22 Date *[Signature]* Director of Planning
5/5/22 Date *[Signature]* Director of Engineering
5/10/22 Date *[Signature]* Director of Water Resources

I, *Breg Belk* Review Officer of Cabarrus County certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

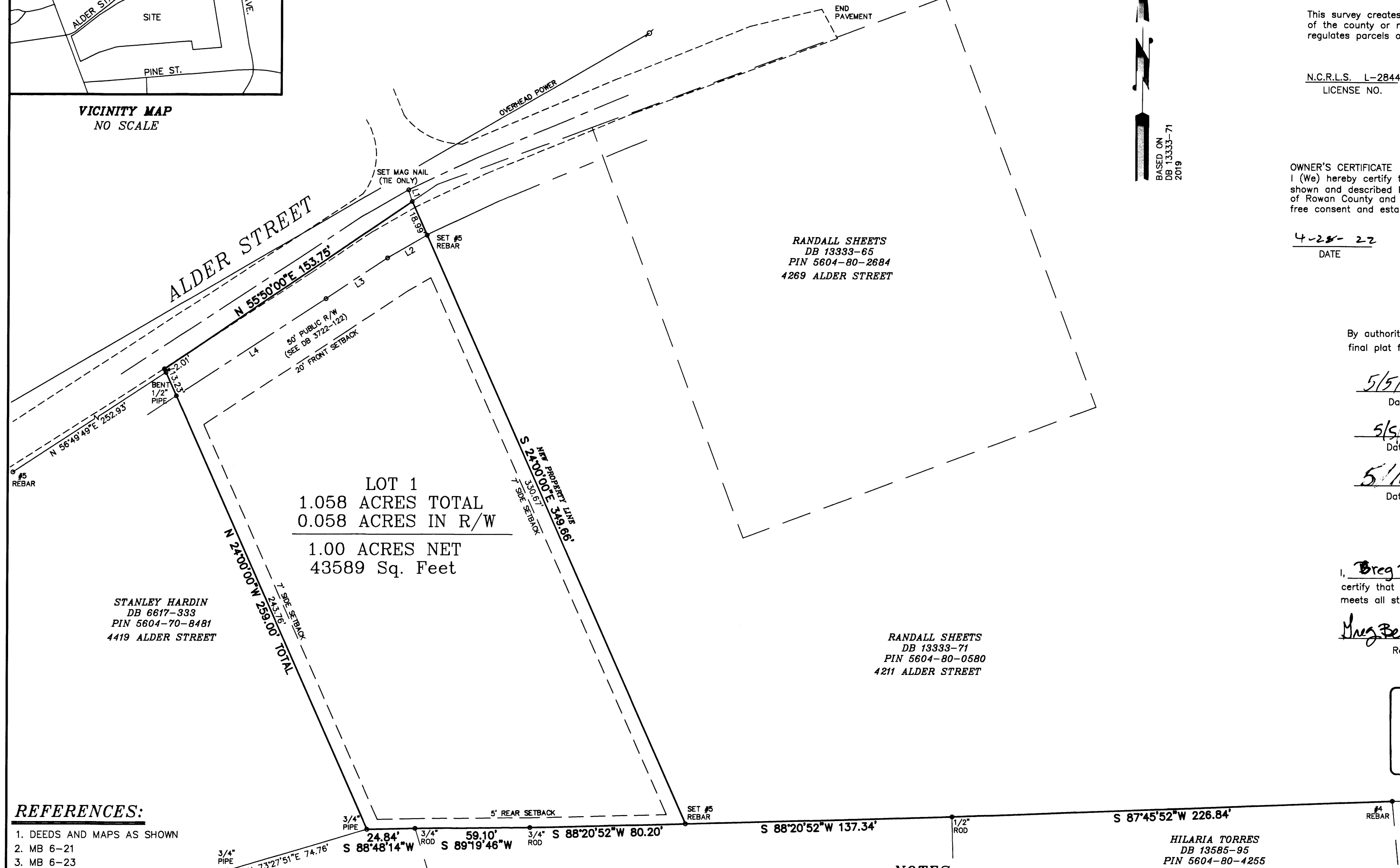
Mug Belk (POG) Review Officer 06/30/2022 Date

FILED Jul 01, 2022 08:00 am
BOOK 00092
PAGE 0094 THRU 0094
INSTRUMENT # 20852
EXCISE TAX \$0.00
FILED CABARRUS COUNTY NC WAYNE NIXON REGISTER OF DEEDS



VICINITY MAP
NO SCALE

Course	Bearing	Distance
L1	S 16°41'11" E	6.27'
L2	S 60°07'42" W	23.47'
L3	S 56°26'14" W	37.94'
L4	S 56°47'46" W	91.76'



REFERENCES:

1. DEEDS AND MAPS AS SHOWN
2. MB 6-21
3. MB 6-23

PYRAMID
LAND SURVEYING
C-1341
RUFUS JACKSON LOVE
PROFESSIONAL LAND SURVEYOR L-2844
P.O. Box 11
Davidson, NC 28036
(704) 892-4249

LEGEND:

- PROPERTY LINE
- TIE LINE
- UNSURVEYED LINE
- EDGE OF PAVEMENT
- SETBACK LINE
- CP COMPUTED POINT
- PP POWER POLE

NOTES:

1. THIS PROPERTY IS NOT LOCATED IN A DESIGNATED FLOOD ZONE PER FEMA MAP# 371056133 K, DATED 11/16/2018.
2. AREA DETERMINED BY COORDINATE COMPUTATION.
3. CP DENOTES COMPUTED POINT, NO MONUMENT FOUND OR SET.
4. UNDERGROUND UTILITIES NOT LOCATED AS OF THIS DATE.
5. NO NCGS GRID MONUMENTS ARE WITHIN 2000' OF SUBJECT PROPERTY.
6. ALL MONUMENTS ARE EXISTING UNLESS OTHERWISE NOTED.
7. THIS PROPERTY IS CURRENTLY ZONED RV.
8. SETBACKS FOR RV ZONING ARE: FRONT - 20', SIDE - 7', REAR - 5'.
9. DRIVEWAYS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF KANNAPOLIS UDO DRIVEWAY DESIGN STANDARDS AND REQUIRE A SUBGRADE INSPECTION PRIOR TO CONSTRUCTION. CONTACT BRENT YOST 704-920-4221.
10. APPROVAL OF THIS PLAT DOES NOT PERMIT THE OWNER THE RIGHT TO ALTER WITHOUT SUBMITTING ENGINEERING PLANS FOR REVIEW AND APPROVAL TO THE CITY OF KANNAPOLIS AND OTHER APPROPRIATE STATE AGENCIES.
11. ANY LAND DISTURBING ACTIVITY UNDER 1 ACRE REQUIRES INSTALLATION AND MAINTENANCE OF APPROPRIATE EROSION CONTROL MEASURES TO CONTAIN RUNOFF AND SEDIMENT ON SITE.

MINOR SUBDIVISION PLAT
PROPERTY OF
RANDALL WAYNE SHEETS
4211 ALDER STREET
PART OF DEED BOOK 13333-71
PART OF PIN 5604-80-0580
NO. 4 TOWNSHIP, CABARRUS COUNTY
KANNAPOLIS, NORTH CAROLINA
DECEMBER 22, 2021
FILE NAME: SHEETS-RANDALL-4211-ALDER

40 0 40 80 120
GRAPHIC SCALE - FEET 1"=40'

Exhibit A

Being Lot No. 1 as shown on Minor Subdivision Plat entitled "Property of Randall Wayne Sheets", a map of which is on file in the Office of the Register of Deeds for Cabarrus County in Map Book 92, Page 94.

J.L.A.

**RESOLUTION DIRECTING THE CLERK TO
INVESTIGATE AN INTENT TO ANNEX: A-2023-05**

WHEREAS, the City Council may initiate annexation of noncontiguous property owned by the petitioners by adopting a resolution stating its intent to annex the property of the area described herein; and

WHEREAS, N.C.G.S Chapter 160A-58 *et seq*, provide that the sufficiency of the petition shall be investigated by the City Clerk of the City of Kannapolis, North Carolina before further annexation proceedings consistent within the intent to annex can take place; and

WHEREAS, the City Council of the City of Kannapolis, North Carolina deems it advisable to direct the City Clerk to investigate the sufficiency of the intent to annex;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kannapolis, North Carolina that:

The City Clerk is hereby directed to investigate the sufficiency of the above-described intent to annex under N.C.G.S. Chapter 160A-58 *et seq* and to certify as soon as possible to the City Council the result of the investigation.

ADOPTED this the 10th day of July 2023.

Milton D. Hinnant, Mayor
City of Kannapolis

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk

CERTIFICATE OF SUFFICIENCY
A-2023-05

To the City Council of the City of Kannapolis, North Carolina.

I, Bridgette Bell, City Clerk, do hereby certify that pursuant to NCGS Chapter 160A-58 *et seq.*, I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the City of Kannapolis, North Carolina, this the 10th day of July, 2023.





Bridgette Bell, MMC, NCCMC
City Clerk

RESOLUTION OF INTENT TO ANNEX AND FIX DATE OF PUBLIC HEARING
ON QUESTION OF ANNEXATION: A-2023-05

WHEREAS, pursuant to N.C.G.S Chapter 160A-58 *et seq.*, the City Council may initiate annexation of real property not contiguous to the City's boundary pursuant to a Petition for Annexation by all property owners located therein by adopting a Resolution stating its intent to annex the property described.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Kannapolis, North Carolina that:

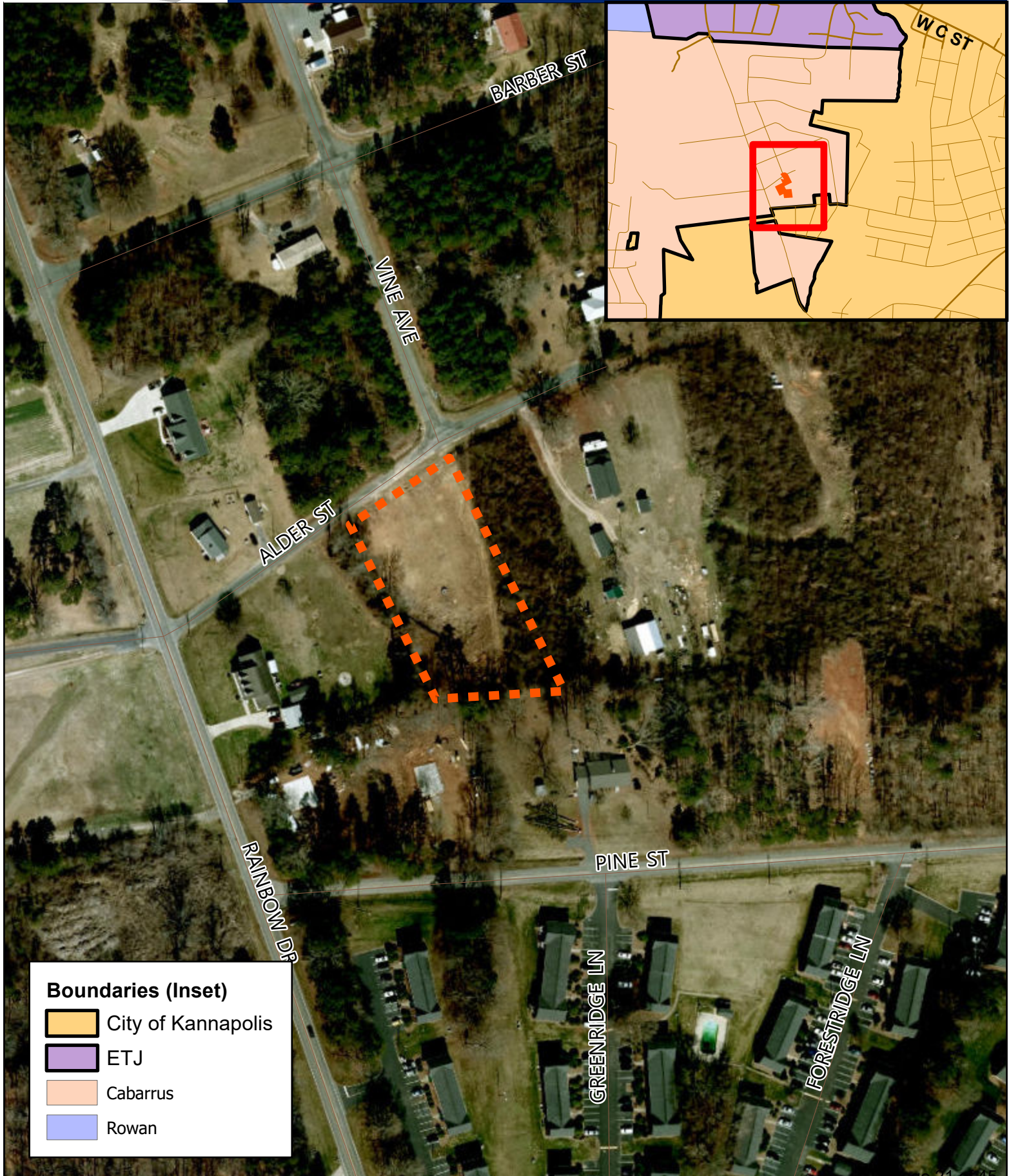
- Section 1. A public hearing on the question of annexation of the area described herein will be held at the Laureate Center, 401 Laureate Way, Kannapolis, NC at 6:00 PM on the 24th day of July 2023.
- Section 2. The area proposed for annexation is described as follows:
See attached Metes and Bounds Description
- Section 3. Notice of public hearing shall be published in the Independent Tribune on July 14 and July 21, 2023

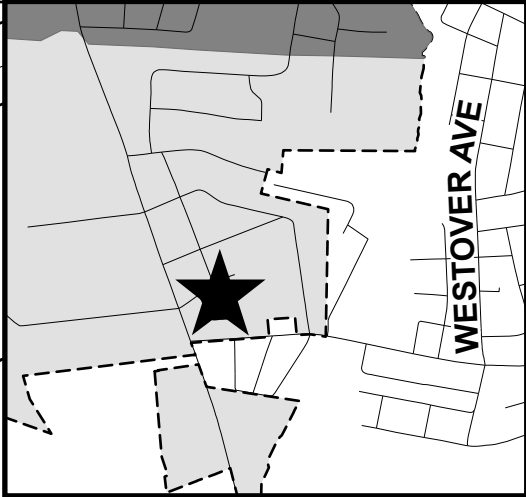
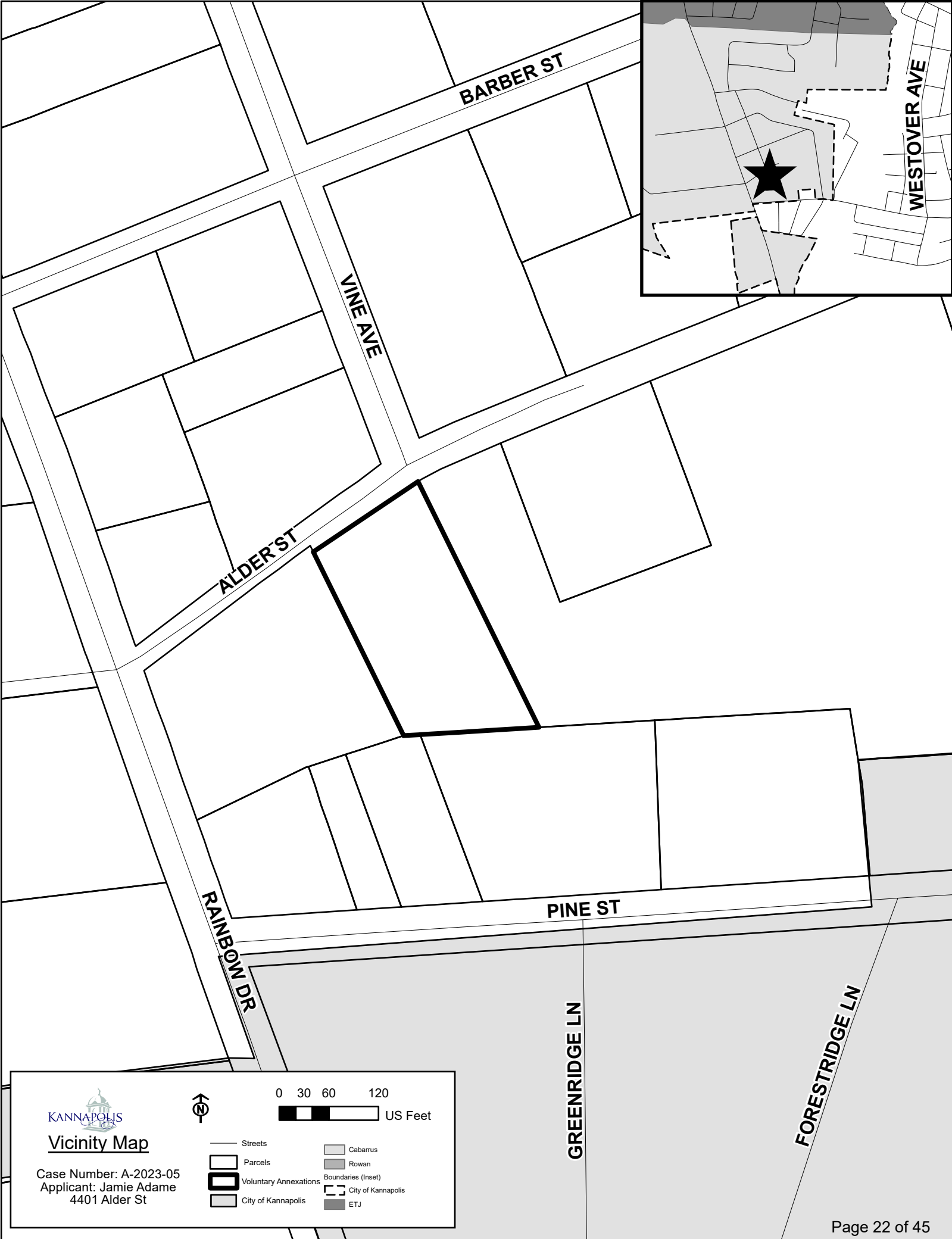
ADOPTED this the 10th day of July 2023.

Milton D. Hinnant, Mayor
City of Kannapolis

ATTEST:

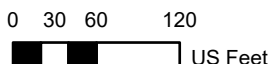
Bridgette Bell, MMC, NCCMC
City Clerk





Vicinity Map

Case Number: A-2023-05
Applicant: Jamie Adame
4401 Alder St



- Streets
- Parcels
- Voluntary Annexations
- City of Kannapolis
- Cabarrus
- Rowan
- Boundaries (Inset)
- City of Kannapolis
- ETJ



Kannapolis

Agenda Staff Report
July 10, 2023

To: Mayor and City Council
From: Kristin Jones, Assistant to the City Manager
Subject: Budget Amendment #24-01 Reappropriating Funds for Existing Park Improvements

Action Requested by City Council

Adopt budget amendment #24-01 which reappropriates the funding from FY 23 to FY 24 for existing park improvements

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The FY 24 budget presented a "watch-list" of projects to be funded that emerged from the Imagine Kannapolis Strategic Plan process. Existing park improvements is the first project proposed from the watch list to fund since some of the improvements are time sensitive and seasonal in nature. Staff is proposing to phase these projects by scope with the first phase consisting of non-building improvements and the second phase (estimated to take place in FY 26) for building construction projects. This budget amendment was first approved at the June 26, 2023, meeting. Since this was in FY 23 and we are now in FY 24- the funding is needed to roll forward for these projects.

The proposed list totals \$2.405,000 and includes the following projects:

Bakers Creek Park:

- \$24,000 - Replace remainder of outfield fence to match previous improvement
- \$9,000 - Replace dugout fence and pour new concrete pads on the ball field
- \$95,000 - Convert 2 tennis courts to 6 pickleball courts and resurface existing courts
- \$10,000 - Replace roof at main office/restroom building

Pleasant Avenue Park:

- \$5,500 - Wireless scoreboard for diamond field
- \$175,000 - Install new lighting on a rectangle field

Safrit Park:

- \$275,000 - Repave parking lot and add parking lot lighting
- \$160,000 - Add (3) pickleball courts (not lighted)
- \$85,000 - Repave walking path
- \$250,000 - Replace playground

Village Park:

- \$650,000 - Add green room/restrooms/storage
- \$29,000 - Ampitheater and shelter restoration
- \$30,000 - Replace exterior soffits at main building

- \$25,000 – Purchase new patio furniture
- \$93,000 - Train track leveling, gauging, and ballast replacement (*was \$15,000, additional \$78,000 was added for ongoing purchase orders in FY 23 that wont be completed in time*)
- \$4,500- Replace gutters at main building
- \$4,000 - Repair/replace brickwork around light poles and shelter sidewalk
- \$3,500 - Paint program room and lobby at Village Park main building
- \$300,000 - Repave parking lot and entrance drive

Downtown – West Avenue:

- \$11,000 – Synthetic turf repair near the Swanee Theatre
- \$35,500 - Synthetic Turf Repair and Replacement Putting Green
- \$30,000 - Conversion of planter areas to pavers (Vance to Cannon Baller Way)
- \$41,000 - Synthetic Turf installation at the Reading Room
- \$60,000 – Purchase of additional tables and chairs for downtown

Fiscal Implications

Since this funding was approved at the June 26th meeting, which was in FY 23, the funding needs to be reappropriated (rolled) to FY 24 so the projects can begin.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. Motion to adopt budget amendment #24-01 which reappropriates the funding from FY 23 to FY 24 for existing park improvements (Recommended).
2. Do not approve budget amendment.
3. Table to a future meeting.

Attachments

1. BA #24-01 Park Improvement Projects (Reapp)

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-01**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 10^h day of July 2023, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: This budget amendment re-appropriates fund balance to fund the following one-time park improvements projects. This first phase handles most of the maintenance projects needed at each park. There is a seasonality, economy of scale and timing to these projects which is why they are proposed in the first phase. Future phases could include the construction of multiple buildings, which may be better suited for a debt issuance as opposed to funding via cash reserves. This budget amendment was first approved at the June 26, 2023, meeting. Since this was in FY 23 and we are now in FY 24- the funding needed to roll forward for this projects.

Bakers Creek Park:

- \$24,000 - Replace remainder of outfield fence to match previous improvement
- \$9,000 - Replace dugout fence and pour new concrete pads at ballfield
- \$95,000 - Convert 2 tennis courts to 6 pickleball courts and resurface existing courts
- \$10,000 - Replace roof at main office/restroom building

Pleasant Avenue Park:

- \$5,500 - Wireless scoreboard for diamond field
- \$175,000 - Install new lighting on rectangle field

Safrit Park:

- \$275,000 - Repave parking lot and add parking lot lighting
- \$160,000 - Add (3) pickleball courts (not lighted)
- \$85,000 - Repave walking path
- \$250,000 - Replace playground

Village Park:

- \$650,000 - Add green room/restrooms/storage
- \$29,000 - Amphitheater and shelter restoration
- \$30,000 - Replace exterior soffits at main building
- \$25,000 – Purchase new patio furniture
- \$93,000 - Train track leveling, gauging, and ballast replacement *(was \$15,000, additional \$78,000 was added for ongoing purchase orders in FY 23 that wont be completed in time)*
- \$4,500- Replace gutters at main building
- \$4,000 - Repair/replace brickwork around light poles and shelter sidewalks
- \$3,500 - Paint program room and lobby at Village Park main building
- \$300,000 - Repave parking lot and entrance drive

Downtown – West Avenue

- \$11,000 – Synthetic turf repair near the Swanee Theatre
- \$35,500 - Synthetic Turf Repair and Replacement Putting Green
- \$30,000 - Synthetic Turf installation - 5 Rectangle Beds (Vance to Cannon Baller Way)
- \$41,000 - Synthetic Turf installation at the Reading Room
- \$60,000 – Purchase of additional tables and chairs for downtown

SECTION I– GENERAL FUND

Revenues:

Increase – Appropriated Fund Balance Revenue: 19900-39900	\$2,405,000
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Expenditure: Increase – Repair and Maintenance: BCPK Expenditure: 15010-44300-BCPK	\$43,000
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Expenditure: Increase – Capital Improvements: BCPK Expenditure: 15010-59400-BCPK	\$95,000
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Expenditure: Increase – Capital Improvements: DIXIE Expenditure: 15010-59400-DIXIE	\$180,500
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Expenditure: Increase – Capital Improvements: SAFPK Expenditure: 15010-59400-SAFPK	\$520,000
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Expenditure: Increase – Capital Machinery and Equipment: SAFPK Expenditure: 15010-59500-SAFPK	\$250,000
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Expenditure: Increase – Capital Improvements: VILPK Expenditure: 15010-59400-VILPK	\$743,000
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Expenditure: Increase – Capital Improvements: VILPK Expenditure: 15010-59400-VILPK	\$300,000
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Expenditure: Increase – Repair and Maintenance: VILPK Expenditure: 15010-44300-VILPK	\$96,000
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Expenditure: Increase – Repair and Maintenance Expenditure: 15010-44300	\$177,500
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This ordinance is approved and adopted this 10th day of July 2023.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk



Kannapolis
Agenda Staff Report
July 10, 2023

To: Mayor and City Council
From: Kristin Jones, Assistant to the City Manager
Subject: Budget Amendment #24-02 Reappropriating Funds for Gem Theatre Improvements

Action Requested by City Council

Adopt budget amendment #24-02 which reappropriates the funding from FY 23 to FY 24 for Gem Theatre improvements.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

This budget amendment was first approved at the June 26, 2023, meeting. Since this was in FY 23 and we are now in FY 24- the funding is needed to roll forward for these projects. This budget amendment funds the next phase of renovations at the Gem Theatre which includes improvements to the movie experience. The will include: replacement of seats, screens, sound and projector as well as repairing the ceiling, paint, floors, curtains, and stage to improve the patron's experience. In addition, staff is recommending the addition of E-gaming/E-Sporting arena improvements.

Fiscal Implications

Since this funding was approved at the June 26th meeting, which was in FY 23, the funding needs to be reappropriated (rolled) to FY 24 so the projects can begin.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. Motion to adopt budget amendment #24-02 which reappropriates the funding from FY 23 to FY 24 for Gem Theatre improvements (Recommended).
2. Do not approve the budget amendment.
3. Table to a future meeting.

Attachments

1. BA #24-02 Gem Theatre Improvements

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-02**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 10^h day of July 2023, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: This budget amendment was first approved at the June 26, 2023, meeting. Since this was in FY 23 and we are now in FY 24- the funding is needed to roll forward for these projects. This budget amendment funds the next phase of renovations at the Gem Theatre which includes improvements to the movie experience. The will include: replacement of seats, screens, sound and projector as well as repairing the ceiling, paint, floors, curtains, and stage to improve the patron's experience. In addition, staff is recommending the addition of E-gaming/E-Sporting arena to take place.

- \$1,200,000 – improvements to the movie experience. This includes replacement of seats, screens, sound and projector as well as repairing the ceiling, paint, floors, curtains, and stage to improve the patron's experience.
- \$50,000 – E gaming/E-Sporting arena upgrades. This includes seating and technology.

SECTION I– GENERAL FUND

Revenues:	Increase – Appropriated Fund Balance	
	Revenue: 19900-39900	\$1,250,000
Expenditure:	Increase – Capital Improvements: GEM	\$1,250,000
	Expenditure: 10000-59400-GEM	

This ordinance is approved and adopted this 10th day of July 2023.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC City
Clerk



Kannapolis
Agenda Staff Report
July 10, 2023

To: Mayor and City Council
From: Kristin Jones, Assistant to the City Manager
Subject: Budget Amendment #24-03 Appropriating Fund Balance for Insurance and Risk Fund

Action Requested by City Council

Adopt budget amendment #24-03 which appropriates fund balance for the establishment of the Insurance and Risk Fund.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

This budget amendment helps ultimately establish a fund balance in the new Insurance and Risk fund for FY 24. Since this is a new fund, to do this, a fund balance appropriation and transfer is required from the General Fund to the new Insurance and Risk Fund. This will allow for a safety net for trends in high claims due to health or workers' compensation. This is another step in establishing a stand-alone fund.

Fiscal Implications

A fund balance appropriation is needed from the General Fund to transfer to the Insurance and Risk Fund.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. Motion to adopt budget amendment #24-03 which appropriates fund balance for the establishment of the Insurance and Risk Fund (Recommended).
2. Do not approve the budget amendment.
3. Table to a future meeting.

Attachments

1. BA #24-03 Fund Balance Insurance and Risk Fund

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-03**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 10^h day of July 2023, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: This budget amendment helps ultimately establish a fund balance in the new Insurance and Risk fund for FY 24. Since this is a new fund, to do this, a fund balance appropriation and transfer is required from the General Fund to the new Insurance and Risk Fund.

SECTION I– GENERAL FUND

Revenues:	Increase – Appropriated Fund Balance Revenue: 19900-39900	\$900,000
Expenditure:	Increase – Transfer to Insurance and Risk Fund: Expenditure: 19000-57700	\$900,000
Revenues:	Increase – Transfer from General Fund: Revenue: 99000-39200	\$900,000
Expenditure:	Increase – Insurance Claims Expenditure: 90000-51640	\$900,000

This ordinance is approved and adopted this 10th day of July 2023.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC City
Clerk



Kannapolis
Agenda Staff Report
July 10, 2023

To: Mayor and City Council
From: Kristin Jones, Assistant to the City Manager
Subject: Budget Amendment #24-04 Appropriating Funding for 4 Downtown Officer Positions

Action Requested by City Council

Adopt budget amendment #24-04 which appropriates funding for four (4) downtown police officer positions.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

This budget amendment appropriates funding for 4 positions allotted to the Police Department to serve in the Downtown area. These 4 positions were allotted to the Police Department when the downtown area was developed and had become populated. Unfortunately, due to a high number of vacancies, these positions were never filled and therefore funding was reduced until time was needed to fully fund these positions. The department is now fully staffed and funding is needed for these 4 positions.

Fiscal Implications

Since the funding was reduced for these positions in FY 24 because of the high number of vacancies, an appropriation of fund balance is needed to now fund these positions in the new fiscal year and moving forward. The funding for these positions will be added to future annual operating budgets.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. Motion to adopt budget amendment #24-04 which appropriates funding for four (4) downtown police officer positions (**Recommended**).
2. Do not approve the budget amendment.
3. Table to a future meeting.

Attachments

1. BA #24-04 Funding for 4 DT Officers

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-04**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 10^h day of July 2023, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: This budget amendment appropriates funding for 4 positions allotted to the Police Department to serve in the Downtown area. These 4 positions were allotted to the Police Department when the downtown area was developed and had become populated. Unfortunately, due to a high number of vacancies, these positions were never filled and therefore funding was reduced until time was needed to fully fund these positions. The department is now fully staffed and funding is needed for these 4 positions.

SECTION I– GENERAL FUND

Revenues:	Increase – Appropriated Fund Balance	
	Revenue: 19900-39900	\$220,000
Expenditure:	Increase – Police Field Ops: Salaries and Wages	\$220,000
	Expenditure: 12035-41000	

This ordinance is approved and adopted this 10th day of July 2023.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC City Clerk



Kannapolis
Agenda Staff Report
July 10, 2023

To: Mayor and City Council
From: Tina Cline, Human Resource Director
Subject: Amend City of Kannapolis' Personnel Policy Compensation Plan 400.02

Action Requested by City Council

Approve amendments to City of Kannapolis' Personnel Policy 400.02 - Compensation Plan to be effective on June 28th, 2023

Required Votes to Pass Required Action

Majority Present at Meeting

Background

This was presented during the budget process and is included in the budget to implement the following changes:

Development Range: A range from the range minimum salary amount to ~~a point on the range that is 15% above the minimum~~ the midpoint of the range.
Hiring Range: A range from the minimum salary amount to a point on the range that is 15% above the minimum of the range.

Merit Range: A point on the range from the midpoint that is ~~fifteen percent (15%) above the range minimum and~~ extends to the maximum of the range. Employees whose pay is within the merit range have the necessary work experience, job knowledge, skills and abilities that allows the employee to perform with limited supervision or job direction.

Fiscal Implications

Funding for this is accounted for in Non-Departmental- Special expenses (~estimated around \$400,000).

Policy Issues

Council has to approve policies impacting pay.

Legal Issues

Council has to approve policies impacting pay.

Recommendations and Alternate Courses of Action

1. **Motion to approve amendments to Personnel Policy 400.02 - Compensation Plan to be effective on June 28th, 2023 (Recommended).**
2. Do not approve amendments to the Personnel Policy 400.02.
3. Defer action for a future meeting.

Attachments

1. 400.02 - Compensation Plan - Proposed 03072023



CITY OF KANNAPOLIS

PERSONNEL

POLICIES AND PROCEDURES

SUBJECT:	Compensation Plan
POLICY NO:	400.02
EFFECTIVE DATE:	01/01/93
REVIEW DATE:	03/07/2023
AMENDMENT DATE(S):	06/22/1994 07/02/2008 07/03/2019 03/24/2020 12/30/2020 06/28/2023

400.02

SUBJECT: COMPENSATION PLAN

PURPOSE: To establish policy and procedures for compensating City employees.

STATEMENT OF POLICY:

It is the policy of the City and the purpose of this plan to establish a compensation system that will allow the City to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

The compensation plan shall consist of a salary schedule containing a series of salary ranges, each range having a minimum, midpoint, and maximum that may be achieved by pay increases based on annual performance reviews. The plan shall be adopted by the City Council and shall apply to all employees.

MAINTENANCE

The Personnel Office shall be responsible for the continuous maintenance and administration of the City's Compensation Plan. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets, organizations, cost-of-living factors, budgetary considerations, and other related factors. On the basis of this information, the City Manager shall recommend to the City Council changes to keep the plan current, uniform and equitable. Such changes shall be approved by the City Manager and shall then be submitted in the annual budget to the City Council.

DEFINITIONS

Salary Effective Date	The date of the most recent date of hire, classification change from part time to full time, promotion or demotion. The salary effective date is the date used for performance evaluations.
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Salary Range:

Development Range	A range from the range minimum salary amount to a point on the range that is 15% above the minimum the midpoint of the range.
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Hiring Range	A range from the minimum salary amount to a point on the range that is 15% above the minimum of the range.
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Merit Range	A point on the range from the midpoint that is fifteen percent (15%) above the range minimum and extends to the maximum of the range. Employees whose pay is within the merit range have
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400.02

the necessary work experience, job knowledge, skills and abilities that allows the employee to perform with limited supervision or job direction.

Range Minimum	The minimum salary amount assigned to a pay grade.
Range Midpoint	A median point on the range.
Range Maximum	The maximum salary amount assigned to a pay grade.

Performance Rating:

Performance Rating	A numerical score that defines the overall level of job performance. Individual performance ratings are assigned to specific areas of performance and averaged for an overall performance rating. Specific work dimensions evaluated include, but are not limited to, the application of technical knowledge, skills and abilities; working relationships with supervisor, co-workers, and other departments; time management and adherence to work rules; observance and application of safe work practices; ability to work with the public; completion of other work objectives and performance goals.
Below Standard	Performance is inconsistent, and one or more job requirements are not met. Work tasks are not performed or must be repeated due to low quality. Remedial attention and close supervision are required.
Standard	Performance satisfactorily meets the job requirements and occasionally exceeds some of them. Employee accomplishes duties in a reasonable and consistent manner under normal supervision. If there are occasional lapses in performance, they do not create any substantial problems. This rating recognizes accomplishment and achievement and represents the performance the City expects.
Above Standard	Performance meets and frequently exceeds the requirements identified for the job. Supervision is required only for special or unusual assignments or problems.

Excellent

Performance meets and consistently exceeds the requirements identified for the job. Work is performed at a sustained high level of proficiency. The employee also expands the scope of tasks and responsibilities resulting in increased productivity for the work unit. The employee accomplishes the most difficult and complex assignment with minimal supervision and maximum quality. Specific examples of such performance are readily available.

USE OF SALARY RANGES

New Employees:

Employees shall be employed at the minimum rate of their assigned salary range. The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications. Exceptions may be granted upon the recommendation of the Director of Human Resources with approval of the City Manager in the following cases:

- (a) If it becomes necessary to appoint a new employee of lesser qualifications, ~~he~~ **the new employee** should be appointed as a trainee for six months at the minimum of the range that is one pay grade below the minimum rate for the class. Trainees should be reviewed at the end of six months to determine if they are qualified to assume full responsibilities for the position.
- (b) If a new employee more than meets the minimum qualifications and will not accept appointment at the minimum rate of the class, they may be appointed up to 15% above the minimum of the range or in unusual cases at a higher level of pay commensurate with the employee's qualifications. Final approval of these exceptions rests with the City Manager. In addition, every effort should first be made to recruit a qualified employee who will accept appointment at the minimum rate of the class.

Salary Increases:

Salary increases may be provided as performance increases, administrative increases or general increases. Pay adjustments are effective the first day of the pay period following the salary effective date. These increases are subject to funding by the City Council in the annual budget or in amendments to the budget except for those that lie within the discretionary authority of the City Manager.

- (a) Performance Increases

Increases shall be granted on the basis of performance only. A performance increase must be based upon improved job performance, achievement of performance work objectives and goals, contribution to the department, and not upon length of service. The employee's performance evaluation **score** must be at least ~~standard~~ **as expected** to exceptional to advance from the

400.02

minimum of the range to the maximum of the range. All employees will be evaluated on their salary effective date to determine eligibility for a performance increase in pay. Funding for performance increases is contingent upon council approval.

(c) Administrative Increases

The City Manager may, upon continuing, long-term exceptionally meritorious service performed by any City employee, authorize an additional salary increase within the range of the employee's class during the year when recommended in writing and with justification, by the department head and Director of Human Resources. An administrative increase may not exceed one percent (1%) of the employee's base salary.

(d) Market Adjustments

The City Council shall, based on the recommendation of the Director of Human Resources and the City Manager, adjust base salary amounts and/or the minimums and maximums of the ranges in recognition of the need for an annual market adjustment or when other conditions exist which warrant a general salary adjustment.

Market adjustments to the range will be considered annually and rounded down to the nearest one-half percent of the economic indicators used.

Other market adjustments to an employee's base salary shall be based on the results of salary analysis. The percentage increase in pay shall be at the recommendation of the City Manager and approval of City Council.

Recommended market rate adjustments shall be applied to regular employees.

Re-evaluation:

When City Council approves a change in salary range for a class of positions, the salaries of the employees whose positions are allocated to that class shall be affected as follows:

(a) Allocated to Higher Pay Grade

When a class of positions is assigned to a higher salary range, employees in those positions shall receive a percentage increase as recommended by the City Manager based on salary study results or an increase to the entry level of the new salary grade, whichever is greater to maintain market competitiveness.

(b) Allocated to a Lower Pay Grade

When a class of positions is assigned to a lower salary range, employees will move to the new salary grade and will retain their current rate of pay.

Pay Rates Exceeding Range Maximum:

An employee's base pay rate may exceed the maximum of the range as the result of a market adjustment to base salaries or reallocation of a his/her job classification to a lower pay grade or job classification.

(a) Market Rate Adjustment

An employee's salary may exceed the maximum by the amount of the recommended and approved percentage market rate adjustment. The employee's salary may exceed the maximum of the range until general schedule adjustments or range revisions bring it back within the lower range.

(b) Reallocation to a Lower Pay Range

Any employee whose pay rate exceeds the maximum prescribed for his/her classification as a result of or a reallocation of his/her position to a lower classification when there have been no recent, dramatic changes in assigned duties and responsibilities will not be reduced in pay. This does not apply to demotions.

Employees whose base pay exceeds the maximum of the range will not be eligible for future salary increases until he/she occupies a position for which the salary range maximum is more than the pay rate he/she currently receives.

Compensation During Declared State of Emergency

Absence Due to Furlough

The City Manager may authorize the continuance of compensation to eligible furloughed employees who are unable to work remotely during times when employees are required not to report to work under an Executive Order of the State or other local governmental authority during a declared State of Emergency.

Eligible employees are those employees assigned to regular fulltime and regular part-time positions (personnel status codes 2A, 2B, and 2C). Employees assigned to temporary or seasonal positions (personnel status code 3C) are excluded.

Eligible employees shall be paid at their usual rate of pay during the State of Emergency as provided herein. The weekly hours compensated for fulltime employees shall not exceed the minimum scheduled weekly hours. The number of weekly hours for eligible part time employees shall be the average number of hours worked during the previous six months.

Emergency continuance of compensation shall not exceed four weeks beyond any emergency paid leave required by the Families First Coronavirus Response Act or other similar legislative action taken during subsequent States of Emergency.

COVID-19 Absence at the Direction of the Risk Manager

Following the expiration of the Families First Corona Virus Response Act on December 31, 2020, an employee who is required by the City's Risk Manager to remain out of work due to a positive test result, symptoms while awaiting diagnosis, exposure requiring quarantine while awaiting test results, or childcare facility or school closure may be approved for COVID-19 pay with the recommendation of the Risk Manager and approval of the City Manager. Requests for COVID-19 pay will be considered on a case-by-case basis.

Employees who request COVID-19 pay due to childcare or school closure must complete a COVID-19 pay request form and attach documentation stating the dates and times of childcare or school closure.

COVID-19 pay will be paid at the usual rate of pay except that absences due to childcare or school closures shall be paid at two-thirds the usual rate.

Employees who are approved to receive COVID-19 pay must complete a COVID Pay request form and attach documentation from a medical provider or other official stating the employee has been exposed to COVID-19, is awaiting test results, and/or is required to quarantine due to possible exposure or COVID illness. If approved for COVID pay, employees are not required to exhaust their personal paid leave or banked holiday hours for absences resulting solely from compliance with an Executive Order (i.e., furlough or lack of work) or requirement to self-isolate or quarantine unless the absence is due to their own personal health condition or other circumstance.

COVID-19 pay shall be reviewed on a monthly basis and may be discontinued at any time by the City Manager.

COVID-19 pay shall cease upon the expiration of the Executive Order of the State or other local governmental authority during a declared State of Emergency.

DATE: _____ **APPROVAL:** _____

400.02

See Related Policies

200.09	Types of Employment
400.021	Merit Incentive Pay
400.05	Demotions
400.08	Promotions
400.06	Longevity Pay
400.09	Reclassification
400.10	Transfers



Kannapolis
 Agenda Staff Report
 July 10, 2023

To: Mayor and City Council
From: Tracy Winecoff, Fire Chief
Subject: Fire Department Adaptive Response Vehicle Program Presentation

Action Requested by City Council

None. Presentation and general City Council feedback.

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

The introduction of Adaptive Response Vehicles (ARVs) in the Fire Department would reduce the use of large fire apparatus for medical service calls and other non-emergency responses. Medical calls account for a majority of all service responses. The introduction of ARVs could help reduce mental and physical fatigue by reducing per unit responses and decreasing the workload of busier companies. The ARV program would also reduce wear and tear on larger, more expensive fire apparatus.

A fully implemented ARV program would have a one-time budget impact of around \$300,000 and an annually recurring impact of nearly \$1 million (mostly personnel costs). Because of the high cost, the overall benefit would need significant discussion to be fully funded. One option that has been considered would be to phase the program in and the initial positions would only cover peak times; the only advantage to this approach would be to slightly reduce wear and tear on large apparatus.

This program is not currently in the 6-year Imagine Kannapolis Strategic Plan implementation window. It was requested that it be added to the "Revisit List" for additional discussion. A more detailed presentation and discussion will occur at the City Council meeting.

Fiscal Implications

None.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

None. Presentation only.

Attachments

None



Kannapolis
Agenda Staff Report
July 10, 2023

To: Mayor and City Council
From: Wilmer Melton, Assistant City Manager
Subject: Discussion of History and Future of Local Public Transit.

Action Requested by City Council

None. Presentation and discussion only.

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

The City is at a crossroads in regards to the future of the local public transit system. Currently, there is no additional financial capacity earmarked for the expansion of public transit in the draft Imagine Kannapolis Strategic Plan. At the request of City Council, and for a variety of different reasons, this topic was added to the Strategic Plan "revisit list."

At the meeting several issues will be discussed: 1) historical ridership, 2) operating and capital budget issues, 3) plans for consolidation of CK Rider (Concord and Kannapolis) and Cabarrus County's (on demand) Transportation System, 4) the potential for a future Transit Authority as compared to the current arrangement of a transit commission and Concord being the lead agency, 5) the 20 year local Transit Master Plan and its potential cost, and 5) regional transit issues including the potential for commuter rail via an agreement with Amtrak and the NCDOT Rail Division.

Fiscal Implications

None.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

None. Presentation and discussion only.

Attachments

None