

A G E N D A

LINCOLN TON CITY COUNCIL

October 6, 2016

7:00 p.m.

Council Chambers

City Hall

FOR YOUR CONVENIENCE A COPY OF
TONIGHT'S AGENDA
IS AVAILABLE, LOCATED TO THE
RIGHT OF THE ENTRANCE TO THE
COUNCIL CHAMBERS

**ANYONE WISHING TO SPEAK
DURING THE PUBLIC COMMENT
PORTION OF THE AGENDA
PLEASE SEE THE CITY CLERK PRIOR
TO THE MEETING TO SIGN UP
NON-AGENDA ITEMS WILL BE
DISCUSSED AND SPEAKERS WILL BE
LIMITED TO THREE (3) MINUTES
A COPY OF THE RULES FOR PUBLIC COMMENT
ARE AVAILABLE AT THE CITY CLERK'S DESK**

THANK YOU FOR ATTENDING
OUR MEETING
AND FOR YOUR INTEREST
IN THE CITY OF LINCOLNTON

A G E N D A

LINCOLN CITY COUNCIL

October 6, 2016

7:00 p.m.

CALL TO ORDER – Mayor Ed Hatley

PLEDGE OF ALLEGIANCE – FUMC Boy Scout Pack 75 & Troop 75

1. Approval of Regular Agenda

2. Approval of CONSENT AGENDA:

All items placed under the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

3. Approval of Minutes from the following meetings:

September 1, 2016 – Regular Meeting

September 16, 2016 – Special Meeting

4. Call to Public Hearing for the November 3rd regular City Council meeting:

ZMA-6-2016 – Application from New Vision Ministries requesting the rezoning of approximately 1.37 acres of land from Residential-25 (R-25) to Residential –Office (R-O). The subject property is a portion of their land on Clark Creek Road (Parcel ID 25614). The address of the area requested to be rezoned is 621 Clarks Creek Road.

REGULAR AGENDA

PUBLIC HEARINGS

5. CUP-3-2016 – Application from Hugo Leiva requesting a conditional use permit to operate a venue for parties and social events (Weddings, Birthday parties, etc.) in the Planned Business (PB) District. The subject property is located within the Northgate Shopping Center at 129 Vandiver Drive (Parcel ID 21614)

(NOTE: The applicant withdrew the request after the hearing was advertised. Action opening the public hearing and action closing the public hearing will be required in accordance with the Open Meetings Law)

Laura Elam, Planning Director

6. CUP-4-2016 – Application from Aerostar Finance, Inc. requesting a conditional use permit to operate an Auto Sales lot and Finance Office in the Planned Business (PB) District. The subject property is located at 614 Clark Creek Drive (Parcel ID 00447)

Laura Elam, Planning Director

7. ZMA-5-2016 – Application from Javier Brito requesting the rezoning of 0.4 acres of land from Residential-8 (R-8) to Neighborhood Business (NB). The subject property is located at 1847-1849 North Aspen Street (Parcel ID 21088)

Laura Elam, Planning Director

PRESENTATIONS

8. Presentation of Advanced Law Enforcement Certification Award to Lincoln Police Department Officer Rick Hensley

Rodney Jordan, Chief of Police

9. Presentation of Pay & Classification Study recommendation

Steve Zickefoose, City Manager
Tanya Osborne, Human Resources Director

AGENDA

October 1, 2016

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POLICY

(P-10-16)

10. Consideration of Personnel Policy Amendments

Tanya Osborne, Human Resource Director

OTHER BUSINESS

11. Request from FUMC Boy Scout Pack 75 and Troop 75 for permission to adopt the Marcia H Cloninger Rail Trail for cleanup
Pack 75 requests to adopt from First Federal Park to City Park
Troop 75 requests to adopt from First Federal Park to Betty Ross Park (NOTE: Signage would be erected similar to the City's Adopt-A-Street Program depicting the area for cleanup if approved)

Eddie Reed -Pack 75 and Tyson Berg -Troop 75 Leaders

12. Request from Caroline Brown to appear before Council to discuss Revisiting the cruising ordinance

Caroline Brown & Others

"Cruising for our Kids" Group

13. Request to appear before Council to discuss City Ordinance 153.073 – Wrecked or Junked Vehicles

Mr. Alan Hoyle, Hoyle Services

319 N Poplar Street

14. Consideration of awarding three (3) Business Incentive Grants to
- (a) BIG-1-16 – Application from John Anderson Family, LLC for Business Incentive Grant for \$ 15,000 for building renovations to add three upper story residential units at 235 E Main Street
 - (b) BIG-2-16 – Application from Danny Wayne Brooks for Business Incentive Grant for \$ 15,000 for building renovations to upfit first floor space for retail use and renovate second floor for residential loft at 121 East Main Street
 - (c) BIG-3-16 – Application from Marilyn Beal for Business Incentive Grant for \$ 2667.50 for building renovations for a new bakery at 106 Westview Drive

Laura Elam. Planning Director

OTHER BUSINESS

15. Monthly Financial Report/Overtime Report

Steve Zickefoose, City Manager

16. Discussion regarding Parking

Dr. Marty Eaddy, Mayor Pro-Tem

CONTRACTS

(C-22-16)

17. Consideration of contract between the City and Hickory Sand in the amount of \$ 688,365.00 for repairs to downtown infrastructure

Steve Peeler, Director of PW&U

(C-23-16)

18. Consideration of contract between the City and Southeastern Engineering Services – Flint Street Electrical Substation Project in the amount of \$ 23,000 for engineering services

David Ramsey, Utility Billing Supervisor

(C-24-16)

19. Consideration of awarding banking bid for vehicle and equipment Purchase

Steve Zickefoose, City Manager

RESOLUTION

(R-17-16)

20. Consideration of approval of Resolution - Installment Financing Agreement and Delivery – not to exceed \$ 405,000

Steve Zickefoose, City Manager

BUDGET AMENDMENT

(BA-05-16)

21. Consideration of proposed budget amendment to the General Fund
(1) Timken Grant/First Federal Park (2) DDA Changes/Planning
Development Reorganization (3) School Resource Office (SRO)
Funds

Steve Zickefoose, City Manager

PUBLIC COMMENT

*Speakers will be limited to three (3) minutes to address Mayor and City Council
Concerning Non-Agenda Items.*

You must sign in with the City Clerk prior to the meeting to be eligible to speak.

NEWS MEDIA

ADJOURNMENT

ITEM #

1

APPROVAL

OF

REGULAR

AGENDA

ITEM #

2

APPROVAL

OF

CONSENT

AGENDA

ITEM #

3

SPECIAL MEETING - SEPTEMBER 15, 2016

The Mayor and City Council held a special called meeting on Thursday, September 15, 2016 at 6:00 p.m. in the Council Chambers of the Lincolnton City Hall, located at 114 West Sycamore Street.

Council members in attendance were:

RHYNE BLACK EADDY JETTON

Mayor Ed Hatley called the special called meeting for the Lincolnton City Council to order asking everyone in attendance to stand for the pledge of allegiance. Mayor Hatley also asked everyone to remain standing and observe a moment of silence for Officer Tim Brackhem, the slain Shelby police officer.

CONSIDER NOMINATIONS FOR THE 2016-2017 LINCOLNTON STUDENT ADVISORY COUNCIL:

Mayor Ed Hatley addressed the first item and opened the floor for a motion to approve the nominees for this year's Lincolnton Student Advisory Council.

Councilman Black, prior to consideration of the SAC nominees, requested a motion to approve the agenda as presented. With no discussion, motion to approve the agenda was unanimously approved.

Councilman Eaddy made a motion unanimously approved to approve the nominations for the 2016-2017 Lincolnton Student Advisory Council as follows:

EAST LINCOLN

Kali Krehnbrink – Sr.	Autumn Koehler – Sr.	Shelby Auvil – Sr.
Thomas Holmes – Jr.	Samantha Bartlein – Jr.	

WEST LINCOLN

Keely Stempien – Sr.	Jade Carpenter – Jr.	Chloe Saine – Jr.
Katie Stevens – Sr.	Logan Scronce – Sr.	

SPECIAL MEETING - SEPTEMBER 15, 2016

LINCOLN CHARTER SCHOOL

Avery Reel - Sr.

Joseph Vargas - Jr.

LINCOLNTON HIGH SCHOOL

Mallory Miller – Sr.

Miller Brogden – Jr.

Charles Robinette, Jr.

Esther Garcia – Sr.

Sarah Cate Parker – Sr.

*Elizabeth Noles – Sr.

*Wesley Leonhardt -

*Hundley Rhyne – Jr.

NORTH LINCOLN HIGH SCHOOL

Jordan Ulibarri – Sr.

Libby Henderson – Sr.

Nathan Hewitt – Sr.

Emma McLaughlin – Jr.

Westley Hunter – Jr.

PRESENTATION FROM PIEDMONT TRIAD REGIONAL COUNCIL – PAY AND CLASSIFICATION STUDY

Mayor Hatley recognized City Manager Steve Zickefoose, who gave a brief explanation and some background information on this item. Mr. Zickefoose thanked those that were directly involved in this process and who were a part of the team that put the information being presented together. He expressed his approval and satisfaction with the process .

Mr. David Hill, with Piedmont Triad Regional Council Consultants, spoke to this item and presented Council with the results of the pay and classification study. Mr. Hill expressed how much he enjoyed working with staff and employees on all levels during this study.

Mr. Hill began by explaining the process and walking Council through all of the steps basically giving them a snapshot of the City's workforce at the beginning of the study. Slides were shown that depict where things currently stand. Mr. Hill provided a list of the local governments that were included in the study for comparison purposes which gives a good geographic representation of what the average salary is for each of the classifications that make up Lincolnton's workforce. Mr. Hill continued explaining the process step by step, slide by slide, including details related to the Fair Labor Standards changes as well as other things that had to be considered.

SPECIAL MEETING - SEPTEMBER 15, 2016

Responding to a question from Mayor Hatley, Mr. Hill gave more detail on the range and how it was determined as well as what their recommendation is and why. Councilman Eaddy also addressed the presenter with questions regarding their findings. Mr. Hill showed what a mature workforce looks like and shared their first recommendation, being the adoption of a salary administration philosophy which spells out your goals and your strategy to move employees across the scale.

Looking at the current structure, Consultants recommended doing away with the hiring rate as well as moving away from the current step system and going to an Open Range with a minimum and a maximum. These changes would require some language changes to the Personnel Policy if recommendations are approved. Also, regarding cost of living increases, if recommendations are adopted, allow employees to move across the scale without moving the range. In response to a question from Councilman Rhyne regarding the bases of the comparisons being done solely on salary, discussion was generated with Mr. Hill addressing the difference in a study and how much additional time would need to be added to the study when benefits are considered. He acknowledged that the benefits package is a part of being competitive on the lower end and hiring but confirmed the study conducted for the City of Lincolnton is based just on salary.

Mr. Bob Carter continued the presentation and addressed council regarding Compa-Ratio and salary data. Mr. Carter also spoke very highly of the staff and employees he had the pleasure of working with during this process. Mr. Carter recapped a few of the items that Mr. Hill previously spoke to in reference to mid-point, median and average and the difference between them. He explained compa-ratio and how to determine that number. He also discussed the recommendation to address the years of service, which is broken down into five different categories, explaining this strategy being an attempt to deal with the compression issue. Mr. Carter showed three actual examples of how these recommendations would look like for actual employees.

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Final budget figures were presented with current information showing the cost to move the grade structure alone to be \$79,500.00 and the cost for the total year in the job class being \$79,558.00 for a total of \$159,058.00. The cost for secondary compression \$123,000.00.

The grand total is \$283,005.00 or \$ 344,108.00 with certification increases added. City Manager Steve Zickefoose reminded Council of the matching benefit portion that would have to be added to the number which is approximately another 15%.

In conclusion, the consultants gave an overview of what is being recommended in dollars stating that a employee specific report was given to the City Manger as the opened the floor for questions. Discussion and exchange was generated in reference to certification advancements, salary and longevity projections.

City Manager Steve Zickefoose requested that he and Human Resources Director Tanya Osborne come back to the October 6th Council meeting with a more detailed/position specific recommendation. They would also provide proposed personnel policy revisions to reflect the necessary changes, if the proposed pay and class is approved by Council.

This recommendation will reflect the true cost and the budget available to implement this plan. Council can then make a decision and if approved, then decide when to make it effective. In response to Mayor Hatley's question regarding a longevity scale, Mr. Zickefoose suggested possibly looking at this piece in the next budget year. There was some discussion generated among Council and staff regarding possible pro-active options and other suggestions Council may have.

SPECIAL MEETING - SEPTEMBER 15, 2016

Mayor Ed Hatley recognized Tanya Osborne for all the extra work that she put into this process. Mayor also thanked all of the employees in attendance on behalf of all of City Council. Mr. Carter again spoke very highly of the great job everyone did during this process. Mayor Hatley as well as Councilman Eaddy commented on the City's good group of employees and how much the citizens appreciate the good job that they do.

With no other comments, Councilman Rhyne made a motion unanimously approved to adjourn.

(NOTE: A complete Copy of the Presentation is on file in the Human Resources Department available for reference/review upon request).

DONNA C. FLOWERS, MMC
CITY CLERK

ED HATLEY
MAYOR

REGULAR MEETING - SEPTEMBER 1, 2016

The Mayor and City Council met in regular session on Thursday, September 1, 2016 at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton, NC.

Mayor Ed Hatley called the meeting to order and led the Pledge of Allegiance. Council members in attendance were:

RHYNE BLACK EADDY JETTON

Councilman Black made the motion unanimously approved the Regular Agenda.

Councilman Eaddy made the motion unanimously approved the Consent Agenda as follows:

- Approved Minutes of the August 4, 2016 – Regular Meeting
- Approved the following Calls to Public Hearing for the October 6th meeting:
 - ZMA-5-2016 – Application from Javier Brito requesting the rezoning of 0.4 acres of land from Residential-8 (R-8) to Neighborhood Business (NB). The subject property is located at 1847-1849 North Aspen Street (Parcel ID 21088).
 - ZTA-6-2016 – Application from Lincolnton Police Department requesting to amend Section 153.167 of the Lincolnton Unified Development Ordinance to allow for full color LED signs.
 - CUP-3-2016 – Application from Hugo Leiva requesting a conditional use permit to operate a venue for parties and social events (Weddings, Birthday Parties, etc.) in the Planned Business (PB) District. The subject property is located within the Northgate Shopping Center at 129 Vandiver Drive (Parcel ID 21614)

REGULAR MEETING - SEPTEMBER 1, 2016

REGULAR AGENDA:

REQUEST BY PLANNING STAFF FOR AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE TO REVISE THE ZONING REGULATIONS RELATED TO THE SPECIAL HIGHWAY OVERLAY DISTRICT (SHO):

ZTA-5-2016

Laura Elam, Planning Director, reviewed the above stated request. She said the special highway overlay district that applies to properties located along highway 321 states that the purpose of the overlay district is to “protect and preserve the natural scenic beauty of the landscape of areas which lie near or adjacent to designated special highways. Development which takes place on land which lies near the highways should be developed in a manner which maximizes the attractiveness of uses and the safety and order of development of the area through the application of additional development standards. Laura said ensuring that development occurs in a manner, it will in turn contribute to and enhance trade, tourism, capital investment, public safety and the general welfare.”

Laura offered to thoroughly review the current UDO requirements as well as prohibited land uses as outlined in the report, Council did not feel it was necessary as they had reviewed the backup material for this item. Laura concluded noting that these amendments are being proposed in an effort to assist with business growth in the area. She said she will continue to work with Lincoln Economic Development Association (LEDA) to discover ways to assist with business recruitment.

Councilman Eaddy noted that all the changes he reviewed were generally related to setback reductions. He said “I appreciate all efforts to continue to find ways to grow business in Lincolnton.”

Councilman Black questioned if there were any industries that we may have missed out on recruiting due to the current ordinance language. Laura said we are unable to know that for sure but feels Lincolnton needs to be on the same level as surrounding cities and this change will help us accomplish that.

Councilman Black made the motion unanimously approved to close the Public Hearing. Councilman Eaddy made the motion unanimously approved to adopt the amendments to the City’s Code as presented and recommended.

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**PRESENTATION OF PROCLAMATION RECOGNIZING
CONSTITUTION WEEK – SEPTEMBER 17 THROUGH 23, 2016 TO
MEMBERS OF DAUGHTERS OF THE AMERICAN REVOLUTION
– LINCOLNTON CHAPTER:**

Mayor Hatley called on Ms. Vicki Ames and Annette Crouse of the local Daughters of American Revolution (DAR) to present the following proclamation:

WHEREAS, September 17, 2016 marks the Two Hundred and Twenty-Eight anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, the tradition of celebrating the Constitution was started many years ago by the Daughters of the American Revolution (DAR) to inform the people that the Constitution is the basis for America's great heritage and the foundation for our way of life; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation through patriotic celebrations across the United States that will commemorate the occasion; and

NOW, THEREFORE, I, Ed Hatley, Mayor of the City of Lincolnton, do hereby proclaim September 17 through 23, 2016 as

CONSTITUTION WEEK

in the City of Lincolnton, and ask our citizen's to reaffirm the ideas the Framers of the Constitution had in 1787.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Lincolnton in the state of North Carolina on this first day of September 2016.

He thanked both Ms. Amessa and Ms. Crouse for all that they do to assist with recognizing the US Constitution.

**CENTRALINA AREA AGENCY ON AGING OMBUDSMAN
PROGRAM REQUEST THE CITY'S ASSISTANCE BY MAKING OR
ENCOURAGING DONATION OF GOODS, SERVICES OR MONEY
TO ASSIST WITH THE CELEBRATION OF RESIDENT'S RIGHTS
TO BE HELD OCTOBER 7TH, 2016:**

Cindy Englert, Regional Ombudsman, and Julie Gaskill a patient advocate for the Area Agency of Aging spoke to Council regarding Resident's Rights Day which will be held in Lincolnton on Friday, October 7th. They encouraged all elected officials to attend this event and to collect or bring items for goody

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bags for the area residents. They said ball caps are a hit with residents each year and they would appreciate any donations they could give to this much worthy cause.

PRESENT APPLE FESTIVAL T-SHIRTS TO ALL CITY COUNCIL MEMBERS AND ENCOURAGE THEN ALL TO ATTEND AND VOLUNTEER THEIR TIME AT THE APPLE FESTIVAL:

Carole Howell, Director of Lincoln County Apple Festival, spoke to Council saying this year will be the 44th year of the Lincoln County Apple Festival. They have 210 booths assigned this year. She told Council they have 65 craft vendors from seven counties. There will be a number of food vendors which are all non-profit. The crowd has been estimated at 80,000 over the entire day.

The Lincoln County Agricultural Extension Agent provided information to Council as well concerning the many facts of agriculture in our area. They concluded thanking the City for all that they do for helping to make this event a success. They distributed 2016 Apple Festival T-Shirts to Mayor, City Council, City Attorney, City Manager and City Clerk, encouraging everyone's attendance for this year's event.

CONSIDERATION OF BUDGET AMENDMENT INCREASING THE GENERAL FUND BY \$ 141,918.90:

(BA-04-16)

Steve Zickefoose, City Manager, presented a budget amendment to amend the General Fund, increasing the Downtown Revitalization Grant line item by \$ 97,107.00 – Capital – Vehicles; Fire Engine Equipment by 10,000 and Public Works Capital – Vehicles (Garbage Truck-Equipment) by \$ 35,811.90 for a total increase of \$ 141,918.00 expenditures to the General Fund.

Councilman Rhyne made the motion unanimously approved to adopt the budget amendment as presented by the City Manager/Finance Director.

CONSIDERATION OF CONTRACT BETWEEN THE CITY AND HOWARD CONSTRUCTION FOR THE CONSTRUCTION OF FIRST FEDERAL PARK IN THE AMOUNT OF \$ 415,198.00:

(C-20-16)

Richard Haynes, Recreation Director, re commended Council officially enter into the contract with Howard Construction for the construction of First Federal Park for the above said amount.

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Ritchie noted the only change from the originally proposed contract is the playground equipment has been removed and will be purchased directly by the Recreation Department.

Councilman Jetton made the motion unanimously approved to enter into the contract as recommended.

Councilman Eaddy told Ritchie to let the architect know that no change orders would be approved for this project. Councilman Jetton questioned when construction would start and the timeframe for completion. Ritchie said construction should start around Labor Day and he is expecting four to six months for completion.

CONSIDERATION OF CONTRACT BETWEEN THE CITY AND THE LINCOLN CULTURAL CENTER FOR THE 25TH ANNIVERSARY GALA TO BE HELD SATURDAY, SEPTEMBER 10, 2016:

(C-21-16)

Cathy Davis, Director of the Lincoln Cultural Center, presented Council with a contract between the City and the Lincoln Cultural Center for the alcohol sales for the LCC Gala celebration that is to be held on Saturday, September 10, 2016 from 6 to 10 pm. Like any event that has on street alcohol sales, a contract is necessary relieving the City from insurance liability for the event.

Cathy and Christine Poinsett encouraged all Council members to plan to attend the event and support the Cultural Center in their fund raising efforts.

Councilman Rhyne made the motion unanimously approved to enter into the contract as presented.

CONSIDERATION OF CONSOLIDATION OF CURRENT INCENTIVE POLICIES – RENAMING TO BUSINESS INCENTIVE GRANT (NOTE: THIS WILL CONSOLIDATE THE FAÇADE GRANT \$ 2500, ARCHITECTURAL GRANT \$ 2500 AND REHABILITATION \$ 10,000 OR UP TO \$ 15,000 TOTAL):

(P-09-16)

Steve Zickefoose, City Manager, requested Council consider consolidating the current incentive grants into one potential grant, encumbering all aspects of existing grants, similar to the City of Mt Holly. The new grant would be a Business Incentive Grant and would have specific criteria that would have to

REGULAR MEETING - SEPTEMBER 1, 2016

be met prior to approval which would include twelve guidelines, a business plan description as well as a project description noting the scope of impact, leveraging resources and accountability.

Steve recognized Laura Elam, Planning Director as he had asked her to look into this and she talked with officials from Mt Holly and proposed the Business Incentive Grant. Laura said the purpose of this grant would be to promote economic development opportunities by offering new or expanding businesses matching cash grants to partially defray cost associated with start-up improvements or expansion projects, thereby freeing business capital at a time when it is most urgently needed. The program would benefit the City with increased tax base, expanded job opportunities and increased payroll in our community. She said funding for the program may be discontinued at any time at the discretion of Council. Applications would be submitted to the Planning Department and brought before City Council for final approval.

Councilman Eaddy made the motion unanimously approved to adopt the Business Incentive Grant program consolidating the current grants available, streamlining the application process.

OVERVIEW OF THE DOWNTOWN DEVELOPMENT ASSOCIATION:

And Lynn, DDA Board of Directors, gave a lengthy presentation to City Council and provided Council with a copy of a power point presentation giving an overview of history of the program and the department.

Mr. Lynn discussed the four point approach, reviewed the projects of the Design Committee, the Promotions Work Group, Economic Restructuring group, the number of volunteers required to operate effectively as well as the funding sources available to the DDA. *(A copy of the report in its entirety will remain on file in the City Clerks Office for future reference).*

And said the DDA cannot stand alone without City support. From DDA's inception it has had at least one employee from the City to run the program. Now with the Events and Marketing Coordinator housed at the Chamber and the current Business & Community Development Director position vacant, they technically have no one in a support position to serve the DDA in its entirety.

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Mr. Lynn said he hopes the City will consider continuing to fund the DDA. He said, "DDA and Business and Community Development work hand in hand. Every good organization needs a leader, we don't currently have one, and we need one. At this time we cannot stand on our own without continued City's support. I completed this report so the City Council would understand who the DDA is, where we came from, and what we do, and hopefully see as I do, that this organization is beneficial and useful for the continued growth of this wonderful City."

City Manager Steve Zickefoose also provided Council with a memo that outlined the Main Street Program, the services/benefits they provide. He reviewed the recent changes approved by Council whereby the Events and Marketing Coordinator position was moved to the Chamber of Commerce and funding provided directly to the Chamber to house this program at a cost of \$ 75,000 to the City.

This item generated much discussion among Council as well. Councilman Rhyne expressed concerns about the request of a leader for the DDA to be funded by the City. Councilman Jetton asked how involved are the merchants with the DDA? Mr. Lynn said, "I'd say they are very involved." And said, "there is a block program in the City and they have several business owners on the DDA Board."

Councilman Eaddy thanked Mr. Lynn for the tremendous amount of time he spent preparing the presentation/document. Dr. Eaddy said, "It is eye opening in a lot of different areas." "I want to make sure everyone knows how we got here, we wanted Business & Community Development to recruit business into the City of Lincoln. We made that clear when we hired former B&CD Director Vicki Davis. Mrs. Davis was clear that she was doing so much for DDA that she did not have the time to work on recruitment. Councilman Eaddy said." Councilman Eaddy said he is not sure if a DDA position would need to be a full time position but maybe a part time position would work, if you have the right person.

Mr. Lynn felt a full time person would be necessary in his opinion. He felt a full time working with the DDA could make the department profitable in three or four years. Hearing no other comments Mayor Hatley asked Mr. Lynn to move on to the funding request.

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CONSIDERATION OF FUNDING REQUEST FROM THE DOWNTOWN DEVELOPMENT ASSOCIATION:

And Lynn, DDA Board of Directors, proceeded into his proposed funding request for \$ 54,000 from the City. This item generated much discussion. And said, "The numbers presented were based off of former Main Street Manager numbers. We went with what we had." The funding was broken down for a five year period with the City providing 90% or \$ 54,000 the first year and DDA funding 10%. He said, "Volunteers are excited about the City, it's new management and the direction the City is taking." While running DDA with a part time employee would be a challenge, and he is skeptical if it could be done with a part time employee, Councilman Eaddy felt this was an option that should seriously be considered. If the funding is provided the DDA would be hiring/firing their own employee.

Councilman Eaddy wanted clarification that if the City is to provide the partial funding, would this be separate for the money you are asking for the salary? And said it would not.

Councilman Rhyne expressed concerns about entering into contracts, with DDA for events, and for the sliding scale of funding for a five year period. He said, "We have no idea what is going to happen for some of these events, should things go bad at one of these events, I could not agree to continue the event, especially for a period of five years. I would never think that is a good idea." "To me if we are going to go out and spend \$ 54,000 a year, and we are going to agree that DDA gets all the money, have all their events for five years, and hire and fire who they want to, then we might as well hire that position back ourselves."

And Lynn said, "If you think about it, you do give money to LEDA and others and you don't put strings on those monies, if they ask for a certain amount of dollars, you consider that request. We just need a larger amount of money to survive. I don't think we are asking for any type of special treatment."

Councilman Eaddy made the motion unanimously approved to provide funding to DDA in the amount of \$ 28,000 January 1st, 2017, to fund a DDA Administrator for the current fiscal year, with a budget amendment to follow to include those monies in the City's budget.

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DISCUSSION OF ENFORCEMENT OF THE CURRENT 2 HOUR PARKING ORDINANCE AND THE CURRENT SPEED LIMIT ON BOTH WATER AND SYCAMORE STREET:

Mayor Hatley called on Councilman Jetton to speak regarding this item as he requested that it be on the agenda. Councilman Jetton said he has talked with numerous merchants and they expressed concerns about the problems they are having with their customers not being able to park / shop at their stores. Rex Rhyne owner of Trim barber Shop spoke in favor of full enforcement of the current parking ordinance the City has in place. Mr. Rhyne said he knows there are people who are for enforcement and he would imagine that those are the culprits that are currently abusing the parking ordinance.

Police Chief Rodney Jordan spoke explaining to Council how we got where we are now with enforcing parking in downtown. He said several months ago we had some issues and had several call about parking getting back to an unreasonable level again. The Chief sent out a letter to business owners explaining that parking enforcement would begin and those violating would receive a citation. They were bombarded with calls about the enforcement with patrons telling them they would no longer shop our downtown businesses. In an effort not to hurt the downtown businesses they ceased and decided to hold a downtown meeting which only ten people attended. Then the Police Department sent out a survey to 110 businesses. Nineteen surveys were returned. He provided a handout to Council with survey results.

This item generated much discussion among Council. Councilman Rhyne questioned what the main concern from merchants was regarding parking; "Is it that parking spaces being taken up downtown, from people besides their customers?" Chief Jordan said it was the main problem along with the fact that County employees and court officials also have problems finding a place to park. Councilman Rhyne asked if we are enforcing parking in downtown Lincoln. Chief Jordan said, "It has not since the survey and other complaints from even business owners have come in." Councilman Rhyne said, "If there is an ordinance on the books we should be enforcing it. It's kind of like if I get a ticket for drinking and driving, and I call you and say I don't think I should be ticketed for this. If there is an ordinance on the books we should enforce it." "We shouldn't be in the position to pick and choose."

After further discussion, Councilman Eaddy said, "I have generally felt the same way, but things are changing in our community. I think we need to look

REGULAR MEETING - SEPTEMBER 1, 2016

at the entire picture. There is a wedding venue opening up and it's going to take more than two hours to do business or attend a wedding in downtown."

He understands that with both district court and superior court on the same day we have to have limited hours for parking or it would shut our downtown businesses down. I think we have to be careful, that as we try to create a vibrant downtown that we don't have some simple policies that prohibit this."

Councilman Jetton said, "I talked to fifteen merchants from Harvest Moon to Court Street Grille and all fifteen were in favor of two hour parking." "Merchants are parking in front of other merchants businesses." "We need signage showing where we have public parking", he said.

Mayor Hatley expressed concerns about encouraging downtown businesses to assist with making our downtown viable. He said, "I'm not sure giving tickets is going to help. I don't want to see the downtown hurt by not coming to the downtown area." Councilman Eaddy suggested we continue to review this situation as we bring more and new businesses downtown, to see if there are reasonable modifications that can be made.

Councilman Rhyne said, "I think we could have a problem with having a two hour parking ordinance on the books and not enforcing it."

After further discussion, Councilman Jetton made the motion unanimously approved that the two hour parking ordinance be enforced effective immediately, and that current signage be updated and additional signage added directing people to public parking sites. Councilman Eaddy asked that Councilman Jetton's motion include an amendment that Council will review parking issues again in six months on a reoccurring basis. The vote was unanimous to approve as amended.

Mayor Hatley suggested that the phone tree be utilized to inform people of the immediate enforcement as well as the local newspapers.

Councilman Rhyne also asked that the City manager contact the County manager and let them know parking will be enforced.

REGULAR MEETING - SEPTEMBER 1, 2016

DISCUSSION OF INCREASED FOOT PATROL IN THE CENTRAL BUSINESS DISTRICT OF DOWNTOWN IN LIGHT OF RECENT VANDALISM:

Councilman Roby Jetton expressed, in his opinion, the need for increased police presence in the downtown area. He said with the recent vandalism of the pots in the downtown area he feel it is important to let the merchants see a police officer downtown.

Chief Jordan said he plans to begin a Citizens Police Academy in November, asking people to volunteer their time to talk with citizens and patrol downtown. He plans to maybe get polo shirts provided by the Police Department to identify.

After some discussion on this matter, no action was taken to add additional patrol officers at this time. Surveillance cameras are in place and working again and will assist with video footage of events downtown. Councilman Eaddy said, video surveillance is a very cost effective way to monitor our downtown area.

CONSIDERATION OF PURCHASE OF .23 ACRES OF PROPERTY ALONG THE RAIL TRAIL TO REPAIR A CULVERT LOCATED NEAR N. POPLAR STREET AND DIXON STREET:

Steve Peeler, Director of PW&U, requested that the City consider purchasing .23 acres of property from Clyde and Ethel Garver located on Dixon Street for \$ 4360.00. This property would be used as a lay down yard for equipment that would be helpful when the City decides to repair the culvert under the rail trail that has been causing a drainage issue since early 2015. Mr. Peeler confirmed that the property owners would not agree to an easement but would agree for the City to purchase the property.

REGULAR MEETING - SEPTEMBER 1, 2016

Property on the outlet side of the culvert would still need to be purchased or an easement granted to assist with repairs. Mr. Peeler thinks the purchase of the property would benefit the City in the long run.

Councilman Rhyne asked if this is consistent with the fair value that we purchased other easements/property along the rail trail. The City Attorney said he has not checked on that but would check before payment is made. Councilman Rhyne said, "It seems to make sense to get those easements first, before purchasing the property."

Councilman Rhyne questioned if the City had a current estimate to repair this culvert. Mr. Peeler said the repair price several years ago was in the low \$ 80,000 range and we would have to see if the contractor would honor that price to proceed.

The City Attorney said the City for all the other properties had an appraisal done and used that appraisal to purchase easements. The City could get an easement by legal action or condemnation. Councilman Black made the motion to purchase the property from the Garver's as recommended by Steve Peeler. The motion passed by a three to two vote. Councilman Rhyne voted no.

MONTHLY FINANCIAL REPORT/OVERTIME REPORT :

Steve Zickefoose, City Manager presented the following financial/overtime report to City Council. The biggest change you are going to see is the fixed charges and the wording of the report. Steve said we are pretty well on track for this time period in the budget.

(Report begins on the next page)

REGULAR MEETING - SEPTEMBER 1, 2016

September 2016 Council Meeting

Executive Summary

July 2016 Year-To-Date

Comparative for Budgetary Purposes - Prior to Closing 2016 Fiscal Year

General Fund		16-17	% of Budget	15-16	Difference
Fund 10	Revenues	393,976.01	3.59%	387,764.22	6,211.79
	Personal Services	661,969.57		777,202.72	(115,233.15)
	Supplies & Materials	14,439.22		4,403.69	10,035.53
	Current Obligations	29,817.17		27,588.84	2,228.33
	Fixed Charges	39,520.73		33,023.23	6,497.50
	Capital Outlay	4,599.01		330.70	4,268.31
	Contracts/Grants	91,330.38		22,820.43	68,509.95
	Debt Service	25,037.32		2,487.32	22,550.00
	Expenses	866,713.40	13.17%	867,856.93	(1,143.53)
	Difference	(472,737.39)		(480,092.71)	7,355.32

Water & Sewer Fund		16-17	% of Budget	15-16	Difference
Fund 61	Revenues	744,411.35	9.13%	737,958.88	6,452.47
	Personal Services	185,975.24		185,443.53	531.71
	Supplies & Materials	22,628.30		5,235.85	17,392.45
	Current Obligations	12,850.98		6,089.72	6,761.26
	Fixed Charges	3,530.75		20,736.74	(17,205.99)
	Capital Outlay	254.53		5,675.00	(5,420.47)
	Contracts/Grants	84,965.63		83,215.58	1,750.05
	Inv., Interfund	31,591.33		31,591.33	-
	Expenses	341,796.76	16.85%	337,987.75	3,809.01
	Difference	402,614.59		399,971.13	2,643.46

Electric Fund		16-17	% of Budget	15-16	Difference
Fund 63	Revenues	547,433.98	7.01%	582,984.55	(35,550.57)
	Personal Services	40,381.37		47,286.03	(6,904.66)
	Supplies & Materials	1,067.88		590.60	477.28
	Current Obligations	7,728.09		16,518.75	(8,790.66)
	Fixed Charges	540.18		4,326.07	(3,785.89)
	Capital Outlay	-		-	-
	Contracts/Grants	-		-	-
	Inv., Interfund	2,164.58		2,164.58	-
	Expenses	51,882.10	1.88%	70,886.03	(19,003.93)
	Difference	495,551.88		512,098.52	(16,546.64)

Overtime	80+ hours	22,248.00	25,970.00	(3,722.00)
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Executive Summary July 16.xlsx

REGULAR MEETING - SEPTEMBER 1, 2016

CONSIDERATION OF RECENT COMPLAINTS FROM VENDORS - DOWNTOWN EVENTS:

This item was generated through a recent request from a citizen/event attendee that was harassed by a "Street Preacher" at a recent Alive After Five Event.

Sample ordinances for consideration of a proposed amendment to Lincolnton's ordinance were presented to Council that would allow the City to assign spaces to vendors/event participants assigning them specific areas. Councilman Black case law says "Street Preaching" cannot be defined as disruptive. The City Attorney said a permitting process, similar to the City of Greensboro, would allow the City to know exactly who the participants are and where they are assigned to be placed during the event.

Chief Jordan expressed concerns about liability and current law suits that are in the courts now regarding this topic.

Mayor Hatley said, "I am in fear that we are reaching a point as to what is going to happen in retribution. Sooner or later it is going to erupt."

After some discussion, it was the consensus of the Council to review the sample ordinances and come back at a later meeting with a recommendation for Council to consider.

PUBLIC COMMENT:

No one spoke under the Public Comment portion of the meeting.

NEWS MEDIA:

There were no questions from the News Media.

ADJOURNMENT:

Councilman Rhyne made the motion unanimously approved to adjourn the meeting.

DONNA C. FLOWERS, MMC
CITY CLERK

ED HATLEY
MAYOR

ITEM #

4

MEMO TO: Steve Zickefoose
Donna Flowers

FROM: Laura Elam

SUBJECT: Agenda Packet for the October 6, 2016 City Council Meeting

DATE: September 27, 2016

CALLS TO PUBLIC HEARING

There is one call to hearing for the October meeting as of today, 9/23/2016. The deadline is Monday, 9/26/2016. If we receive additional applications, we will let you know as soon as possible.

- ZMA-6-2016- Application from New Vision Ministries requesting the rezoning of approximately 1.37 acres of land from Residential-25 (R-25) to Residential-Office (R-O). The subject property is a portion of their land on Clark Creek Road (Parcel ID 15614). The address of the area requested to be rezoned is 621 Clarks Creek Road.

ITEM #

5

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

SUBJECT: CUP-3-16- Conditional Use Permit Application from Hugo Leiva

DATE: October 6, 2016

The applicant withdrew the request on September 19.

ITEM #

6

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

SUBJECT: CUP-4-16- Conditional Use Permit Application from Aerostar Finance Inc.

DATE: October 6, 2016

BACKGROUND

The applicant is requesting a conditional use permit to operate an automobile sales lot and finance office in the Planned Business (PB) district.

The subject property is located on Clark Drive on property that was formerly the Lincoln House Restaurant. The parcel also includes a wooded area between East Gaston Street and Center Drive. (See attached maps). Adjacent land uses are primarily commercial with the exception of an apartment complex to the north.

SITE AND AREA DESCRIPTION

The proposed sales lot office and finance company will occupy the approximately 5,000 square foot building on the property.

Parking will be provided for the sales lot employees and for each automobile that is offered for sale using existing parking on site. There are approximately 63 parking spaces on the property currently. The existing parking spaces on site would allow for approximately 47 vehicles for display with 16 parking spaces to be designated for customers and employees.

The applicant indicates additional parking may be created in the future. Additional parking area will require a site plan to be approved by Planning Staff meeting all ordinance requirements.

The sales lot will operate Monday through Saturday from approximately 9:00 a.m. until approximately 6:00 p.m. There will be seven employees on the property.

COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS

Section 153.236 of the Lincolnnton Unified Development Ordinance requires that conditional use permit applications contain specific terms and meet specific conditions. The application meets all the requirements of that section.

OTHER CONDITIONAL USE PERMIT REQUIREMENTS

Section 153.237 of the Lincolnton Unified Development Ordinance requires that the City Council make the following findings:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to plan, and
2. The use meets all required conditions and specifications, and
3. The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity, and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Lincolnton Land Use Plan and other plans for the physical development of the city as officially adopted by the City Council.

COMPLIANCE WITH SECTION 153.237

1. It does not appear that the use will endanger the public health or safety.
2. The proposed use meets all required conditions and specifications.
3. The applicant will need to provide evidence that the use will not have any negative impacts on the value of adjoining or abutting properties.
4. The use is in conformity with the Lincolnton Land Use Plan in that the site is located within the Planned Business Planning Area

STAFF REVIEW COMMITTEE COMMENTS

The Staff Review committee made the following comments:

1. An occupancy permit must be approved by the Lincoln County Inspections Department.
2. Any additional parking that is created must be approved by Planning Staff and meet all zoning and site plan requirements.
3. No parking will be allowed on the NCDOT Highway 150 Right of Way nor shall any parking be allowed within any grassed areas.

4. Applicant will need to submit a parking plan showing the location of vehicles for sale and will need to have a formalized boundary for the area of used car display.
5. Signage must be in accordance with the Ordinance. No advertising banners and/or flags.

PLANNING BOARD AND STAFF RECOMMENDATION

The Planning Board and Staff recommend approval of the requested conditional use permit subject to the Staff Review Committee comments and installation of concrete stoppers to clearly separate the parking lot areas from Clark Drive.

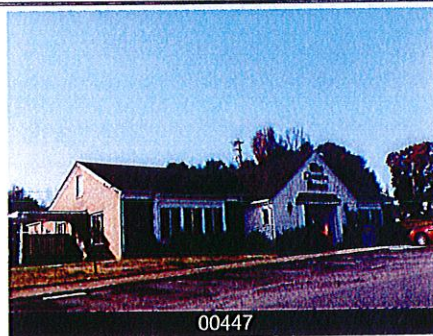


Lincoln County, NC

Office of the Tax Administrator, GIS Mapping Division
 Lincoln County and its mapping contractors assume no legal responsibility for
 the information contained on this map. This map is not to be used for land
 conveyance. The map is based on NC State Plane Coordinate System 1983 NAD.
 Date: 9/7/2016 Scale: 1 Inch = 79 Feet



PHOTOS



00447

PARCEL INFORMATION FOR 3633-33-0944

Parcel ID	00447	Owner	DAVIS SUE A FISHER WILLIAM E	
Map	3633-14	Mailing	501 HORSESHOE DR	
Account	0222276	Address	MT HOLLY NC 28120	
Deed	2271-818	Recorded	9/29/2011	Sale Price
Land Value	\$144,451	Total Value	\$245,076	Previous Parcel
----- All values are for tax year 2016. -----				
Description	T & C SHOP CTR RESTURANT			Deed Acres
Address	614 CLARK DR			Tax Acres
Township	LINCOLNTON			CITY OF LINCOLNTON
Main Improvement	LINCOLN HOUSE			Value
Main Sq Feet	4940	Stories	1 Year Built	1965
Zoning	Calculated			Voting Precinct
District	Acres			LINCOLNTON SOUTH (LS12)
P-B	1.08			Calculated Acres
Watershed Class				1.08
WS-IVP	1.08			Sewer District
2000 Census County				Not in the sewer district
				1.08
				Tract
				Block
				070100 5027
				0
				070100 5029
				0.01
				070100 5030
				0.53
				070100 5031
				0.36
				070100 5036
				0.18
Flood				Panel
X	Zone Description			3710363300
	NO FLOOD HAZARD			1.08



Google earth

feet
meters

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Google earth



Google earth

feet
meters

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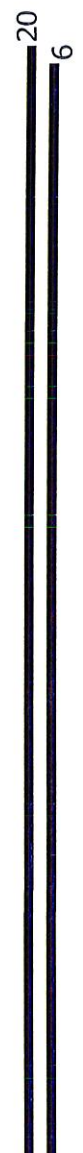


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meters





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ITEM #

7

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

SUBJECT: ZMA 5-16 - Application from Javier Brito requesting the rezoning of 0.4 acres of land from Residential-8 (R-8) to Neighborhood Business (NB)

DATE: October 6, 2016

SITE AND AREA DESCRIPTION

The applicant is requesting the rezoning of approximately 0.4 acres from Residential-8 (R-8) to Neighborhood Business (NB) district. The subject property is located at 1847-1849 North Aspen Street. See attached maps.

The property is occupied by a nonconforming barber shop, a single family home and several accessory buildings to the rear.

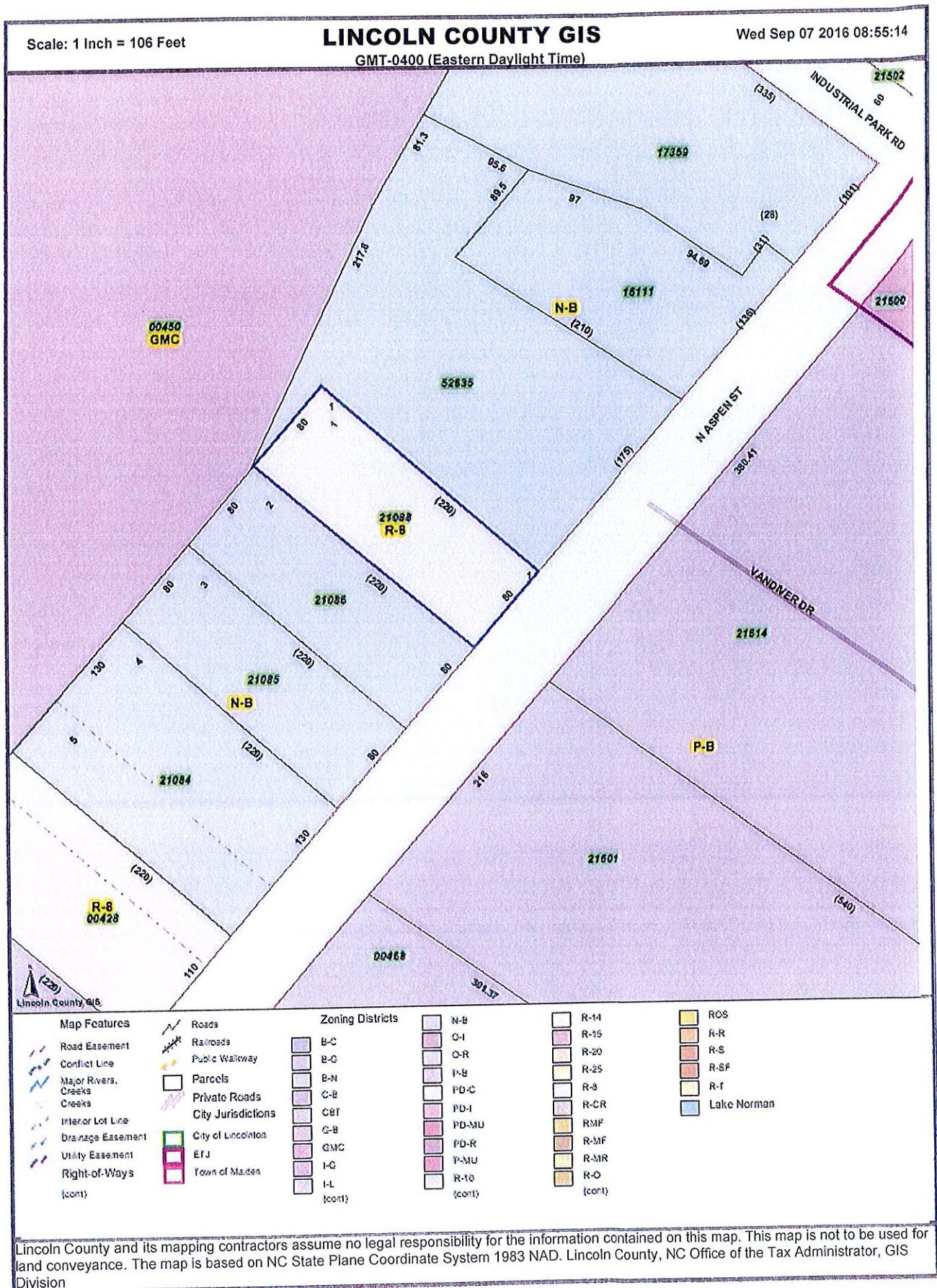
Zoning surrounding the site is a mixture of Neighborhood Business (NB), General Manufacturing and Commercial (GMC), and Planned Business (PB). Uses surrounding the site are mostly commercial with a few single family houses nearby. Northgate Shopping Center is located across the street, NC Spinning Mills to the rear, a restaurant to the north and dwellings to the south.

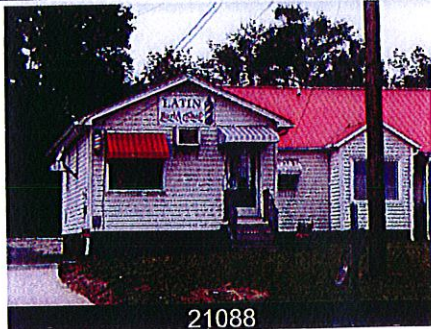
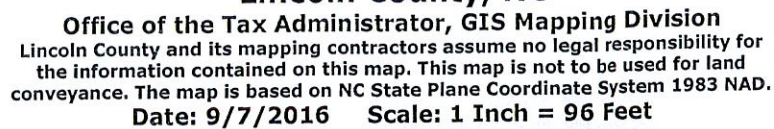
COMPLIANCE WITH THE LAND USE PLAN

The Lincolnnton Land Use Plan shows the property in the Neighborhood Business Planning Area. The property to the north and south have previously been rezoned to the NB District. The rezoning of the property to Neighborhood Business (NB) district will be in compliance with the Land Use Plan.

PLANNING BOARD AND STAFF RECOMMENDATION

Planning Board and Staff recommend rezoning the property to the NB district as requested by the applicant.





21088

PARCEL INFORMATION FOR 3634-13-8294

Parcel ID	21088	Owner	BRITO JAVIER FRANCISCO		
Map	3634-13	Mailing	1841 N ASPEN ST		
Account	0125532	Address	LINCOLNTON NC 28092		
Deed	2533-228	Recorded	7/24/2015	Sale Price	\$140,000
Land Value	\$70,044	Total Value	\$113,287	Previous Parcel	
----- All values are for tax year 2016. -----					
Subdivision	Lot 1 CARPENTER			Plat	A-135
Description	HOMESITE 321			Deed Acres	0
Address	1849 N ASPEN ST			Tax Acres	0.4
Township	LINCOLNTON			City/Fire District	CITY OF LINCOLNTON
Main Improvement	CONVENTIONAL			Value	\$29,973
Main Sq Feet	760	Stories	1 Year Built	1948	
Zoning District	Calculated Acres	Voting Precinct		Calculated Acres	
R-8	0.4	HICKORY GROVE (HG17)		0.4	
Watershed Class		Sewer District		0.4	
WS-IVP	0.4	Not in the sewer district			
2000 Census County		Tract	Block		
37109		070200	2007	0.4	
Flood	Zone Description	Panel		0.4	
X	NO FLOOD HAZARD	3710363400			



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ITEM #

8

TO: Steve Zickefoose, Interim City Manager
FROM: Chief R. Jordan
SUBJECT: Presentation
DATE: September 26, 2016

The purpose of this memorandum is to request permission to present Officer Rick Hensley with his Advanced Law Enforcement Certification Award at the October 6th council meeting. Officer Hensley began with the department as a Reserve Officer in 2012. Officer Hensley has been with the department in a full time capacity since December of 2014 but has more than ten years of previous experience with Duke Power Company Police and the Lincoln County Sheriff's Department. Officer Hensley also served in the United States Navy from 1976 to 1980. Officer Hensley has logged hundreds of continuing education hours during that time earning him the Advanced Law Enforcement Certificate. This is the highest certification awarded by the North Carolina Training and Standards division.

Your consideration in this matter is greatly appreciated.

Cc: Donna Flowers

ITEM #

9

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Devin Rhyne
David M. Black
Roby D. Jetton



CITY MANAGER
Steve Zickefoose, MBA
szickefoose@lincolntonnc.org
CITY CLERK
Donna C. Flowers, MMC, NCCMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose *Steve*

SUBJECT: Pay and Classification Recommendations

DATE: October 6, 2016

Based on the findings from the Pay and Classification Study by the Piedmont Triad Regional Council that was presented to you on September 15th, I am requesting that Council consider adopting the following recommendations subject to an implementation date that fits within the available budget. These are in summary format. Details are presented in the PTRC report to the City Manager.

1. Adopt Salary Grade Table recommended by PTRC based on open range format. (Attached)
2. Adopt Job Classification Salary Grade Pay Plan presented by PTRC. (Attached)
3. Approve onetime adjustments based on years in current class and years of service with the City as recommended by PTRC to address salary compression based on the following guidelines:

Years Class/Service	Percentage Increase
0 but less than 3 years	0%
3 but less than 8 years	1%
8 but less than 15 years	2%
15 but less than 20 years	3%
20 or more years	4%

Percent Increase for Current Year in Job

Any employee with a Compa-Ratio of 1.1 or higher should get a lump sum payment instead of an increase in their base salary (for COLA/Salary Adjustments and Merit) for future adjustments.

114 WEST SYCAMORE STREET • P.O. BOX 617 • LINCOLNTON, NORTH CAROLINA 28093-0617
PHONE (704) 736-8980

4. Approve adjustments and changes to Personnel Policy to reflect changes to salary schedules and compensation guidelines. (To be presented by HR).
5. Consider developing future Salary Administration Philosophy to continue addressing employee compensation and benefits.

If the changes are approved, Council will need to determine an implementation date. The cost for full implementation is \$235,844, and a breakdown of cost allocations by department is included.

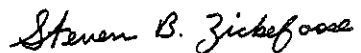
Reoccurring funding was set aside in this year's budget to potentially be used for employee compensation adjustments. My recommendation is to make the changes effective with the pay period that begins November 1st.

(Certification adjustments were approved by Council as part of the budget process and have already been made to eligible employees to date.)

Note- If an employee's current salary exceeds the recommended salary grade changes, that employee shall be placed in a held harmless status until such time that the schedule reflects otherwise.

Please let me know if you have any questions.

Sincerely,



Steven Zickefoose, City Manager

attachments

Job Classification Salary Grade Pay Plan
City of Lincolnton, NC
Effective TBD thru 6-30-2017

Page 1 of 4

<u>Grade</u>	<u>Class Title</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
3	Not assigned	N	21,046	26,307	31,569
4	Not assigned	N	22,098	27,623	33,147
5	Not assigned	N	23,203	29,004	34,805
6	Solid Waste Collector	N	24,363	30,454	36,545
7	Building Services Attendant	N	25,582	31,977	38,372
7	Property Maintenance Tech	N	25,582	31,977	38,372
7	Street Maintenance Worker	N	25,582	31,977	38,372
8	Distribution/Collection Maint Tech I	N	26,861	33,576	40,291
8	Electric Meter Specialist	N	26,861	33,576	40,291
8	Lead Street Maintenance Worker	N	26,861	33,576	40,291
8	Sanitation Equip Operator I	N	26,861	33,576	40,291
9	Administrative Support Assistant	N	28,204	35,255	42,305
9	Customer Service Representative	N	28,204	35,255	42,305
9	Distribution/Collection Maint Tech II	N	28,204	35,255	42,305
9	Police Evidence Technician	N	28,204	35,255	42,305
9	Police Records Specialist	N	28,204	35,255	42,305
9	Sanitation Equip Operator II	N	28,204	35,255	42,305
9	Street Maint Equipment Operator	N	28,204	35,255	42,305
9	WTP Operator C	N	28,204	35,255	42,305
9	WWTP Operator I	N	28,204	35,255	42,305
10	Distribution/Collection Maint Tech III	N	29,614	37,017	44,421
10	Firefighter I	N	29,614	37,017	44,421
10	Lead Meter Specialist	N	29,614	37,017	44,421
10	Sanitation Equip Operator III	N	29,614	37,017	44,421
10	Sr Administrative Support Assistant	N	29,614	37,017	44,421
10	WTP Operator B	N	29,614	37,017	44,421
10	WWTP Operator II	N	29,614	37,017	44,421
11	Accounting Technician	N	31,095	38,868	46,642
11	Electric Line Technician (Class C)	N	31,095	38,868	46,642
11	Firefighter II	N	31,095	38,868	46,642
11	Lift Station Mechanic	N	31,095	38,868	46,642
11	Sr Customer Service Representative	N	31,095	38,868	46,642
11	Street Maintenance Crew Leader	N	31,095	38,868	46,642
11	WTP Laboratory Analyst	N	31,095	38,868	46,642
11	WTP Maintenance Mechanic	N	31,095	38,868	46,642
11	WWTP Maintenance Mechanic	N	31,095	38,868	46,642

Job Classification Salary Grade Pay Plan

City of Lincolnton, NC
Effective TBD thru 6-30-2017

Page 2 of 4

<u>Grade</u>	<u>Class Title</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
12	Distribution/Collection Crew Leader	N	32,649	40,812	48,974
12	Firefighter Engineer	N	32,649	40,812	48,974
12	Lead WTP Maintenance Mechanic	N	32,649	40,812	48,974
12	Sr Fleet Maintenance Mechanic	N	32,649	40,812	48,974
12	WTP Operator A	N	32,649	40,812	48,974
12	WWTP Laboratory Analyst	N	32,649	40,812	48,974
12	WWTP Operator III	N	32,649	40,812	48,974
13	Events & Marketing Coordinator	N	34,282	42,852	51,423
13	Parks Maintenance Specialist	N	34,282	42,852	51,423
13	Police Officer I	N	34,282	42,852	51,423
13	Police Officer I-SRO	N	34,282	42,852	51,423
13	Police Records Supervisor	N	34,282	42,852	51,423
13	WWTP Pretreatment Coordinator	N	34,282	42,852	51,423
14	Distribution/Collection Supervisor	N	35,996	44,995	53,994
14	Electric Line Technician (Class B)	N	35,996	44,995	53,994
14	Fire Lieutenant	N	35,996	44,995	53,994
14	General Services Supervisor	N	35,996	44,995	53,994
14	Master Police Officer	N	35,996	44,995	53,994
14	Police Investigator	N	35,996	44,995	53,994
15	Accountant	N	37,796	47,244	56,693
15	Business/Community Develop Coord	N	37,796	47,244	56,693
15	Fire Inspector	N	37,796	47,244	56,693
15	Recreation Program Coordinator	N	37,796	47,244	56,693
15	Zoning Administrator	N	37,796	47,244	56,693
16	Electric Line Technician (Class A)	N	39,685	49,607	59,528
16	Fleet Services Superintendent	N	39,685	49,607	59,528
16	Police Sergeant	N	39,685	49,607	59,528
17	Fire Captain	N	41,670	52,087	62,504
17	HR Benefits Administrator	N	41,670	52,087	62,504
17	Public Works Supervisor	N	41,670	52,087	62,504
18	Assistant to City Manager/City Clerk	N	43,753	54,691	65,630
18	Electric Distribution System Supv	N	43,753	54,691	65,630
18	Police Lieutenant	N	43,753	54,691	65,630
18	Utility Supervisor/Purchasing Coord	N	43,753	54,691	65,630
19	Accounting Supervisor	N/E*	45,941	57,426	68,911
19	Distribution/Collections System Supt	N/E*	45,941	57,426	68,911
19	WTP Superintendent	N/E*	45,941	57,426	68,911
19	WWTP Superintendent	N/E*	45,941	57,426	68,911

Job Classification Salary Grade Pay Plan
City of Lincolnton, NC
Effective TBD thru 6-30-2017

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<u>Grade</u>	<u>Class Title</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
20	Not assigned	N	48,238	60,297	72,357
21	Assistant Fire Chief	E	50,650	63,312	75,975
21	Electric Distribution System Supt	E	50,650	63,312	75,975
21	Police Captain	E	50,650	63,312	75,975
22	Asst Public Works Director	E	53,182	66,478	79,773
23	Not assigned	E	55,841	69,802	83,762
24	Information Technology Manager	E	58,633	73,292	87,950
24	Parks & Recreation Director	E	58,633	73,292	87,950
25	Fire Chief	E	61,565	76,956	92,347
25	Human Resource Director	E	61,565	76,956	92,347
25	Planning & Comm Develop Director	E	61,565	76,956	92,347
26	Not assigned	E	64,643	80,804	96,965
27	Police Chief	E	67,875	84,844	101,813
27	Public Works & Utilities Director	E	67,875	84,844	101,813
28	Not assigned	E	71,269	89,086	106,904
29	Not assigned	E	74,833	93,541	112,249
30	Assistant City Manager	E	78,574	98,218	117,861
31	Not assigned	E	82,503	103,129	123,754
32	Not assigned	E	86,628	108,285	129,942
33	Not assigned	E	90,960	113,699	136,439
34	Not assigned	E	95,508	119,384	143,261
35	City Manager/Finance Director	E	100,283	125,354	150,424
36	Not assigned	E	105,297	131,621	157,946

Notes:

- 1 Employees in classifications with FLSA status "N" are subject to the overtime provisions of the Federal Fair Labor Standards Act which requires the payment of overtime (or equivalent compensatory time) after the employee has worked more than 40 hours in the employer's official work week, not the employee's work schedule
 - 2 Employees in classifications with FLSA status "E" are exempt from the overtime provisions of the Federal Fair Labor Standards Act
 - 3 Law enforcement officers and firefighting personnel who are subject to the overtime provisions of the FLSA may be paid on the basis of a work period from 7 to 28 days and not the City's official work week
- * Under the Fair Labor Standards Act (FLSA), effective December 2016, the salary threshold designating a position as Exempt will be set at an annual salary of \$47,476. The above classifications in grade 19, by duties test, are Exempt under the FLSA; however, the actual FLSA designation of Non-Exempt or Exempt will be based on the actual annual salary of the employee(s) working in the classification. The classifications in grade 18 may also need to be monitored for correct FLSA designation based on both duties and salaries test.

**Worksheet Summary
City of Lincoln Project
PTRC**

9/26/2016
Page 1 of 2

Department	Job Classification	Current Grade	Prop New Title	New Grade	Grade Change
City Manager's Office	Asst To City Mgr/City Clerk	18	Asst To City Mgr/City Clerk	18	0
City Manager's Office	Admin Support Specialist	8	Administrative Support Assistant	9	1
City Manager's Office	Assistant City Manager	30	Assistant City Manager	30	0
City Manager's Office	City Manager	35	City Manager/Finance Director	35	0
Finance	Information Tech Services Mgr	22	Information Technology Manager	24	2
Finance	Accounting Services Manager	18	Accounting Supervisor	19	1
Finance	Utility Customer Services Supv	15	Utility Supervisor/Purchasing	18	3
Finance	Accountant	14	Accountant	15	1
Finance	Sr Customer Services Rep	11	Sr Customer Service Representative	11	0
Finance	Accounting Technician	10	Accounting Technician	11	1
Finance	Customer Services Rep	7	Customer Service Representative	9	2
Fire	Fire Chief	23	Fire Chief	25	2
Fire	Assistant Fire Chief	19	Assistant Fire Chief	21	2
Fire	Fire Captain	16	Fire Captain	17	1
Fire	Fire Inspector	15	Fire Inspector	15	0
Fire	Firefighter Engineer	11	Firefighter Engineer	12	1
Fire	Firefighter	9	Firefighter	10	1
HR	Human Resource Director	22	Human Resource Director	25	3
HR	HR Benefits Administrator	14	HR Benefits Administrator	17	3
HR	Receptionist/Admin Supp Specialist	8	Administrative Support Assistant	9	1
HR	Custodian	5	Building Services Attendant	7	2
Parks & Rec	Parks & Recreation Director	21	Parks & Recreation Director	24	3
Parks & Rec	Program Coordinator	15	Recreation Program Coordinator	15	0
Parks & Rec	Parks & Recreation Maint Supv	15	Recreation Program Coordinator	15	0
Parks & Rec	Parks & Recreation Maint Supv	12	Parks Maintenance Specialist	13	1
Parks & Rec	Sr Admin Support Specialist	10	Sr Administrative Support Assistant	10	0
Planning/Zoning	Planning Director	23	Planning & Comm Develop Director	25	2
Planning/Zoning	Zoning Administrator	15	Zoning Administrator	15	0
Planning/Zoning	Business/Community Develop Dir	15	Business/Community Develop Coord	15	0
Planning/Zoning	Events & Marketing Coordinator	13	Events & Marketing Coordinator	13	0
Police	Police Chief	25	Police Chief	27	2
Police	Police Captain	19	Police Captain	21	2
Police	Police Lieut - Comm Serv/Train	17	Police Lieutenant	18	1
Police	Police Lieut - Investigations	17	Police Lieutenant	18	1
Police	Police Lieut	16	Police Lieutenant	18	2
Police	Police Sergeant - Investigations	15	Police Sergeant	16	1
Police	Police Sergeant	14	Police Sergeant	16	2
Police	Police Investigator	14	Police Investigator	14	0
Police	Police Officer	12	Police Officer I	13	1
Police	Police Officer-SRO	12	Police Officer I-SRO	13	1
Police	Police Records Supv	12	Police Records Supervisor	13	1
Police	Police Records Clerk	7	Police Records Specialist	9	2
Police	Police Records Clerk	7	Police Evidence Technician	9	2
Police	Police Records Clerk	7	Police Records Specialist	9	2
Police	Police Records Clerk	7	Administrative Support Assistant	9	2
Public Works - Admin	Public Works & Utilities Dir	27	Public Works & Utilities Director	27	0
Public Works - Admin	Sr Admin Support Specialist	10	Sr Administrative Support Assistant	10	0
Public Works - Admin	Admin Support Specialist	8	Administrative Support Assistant	9	1
Public Works - Street Maint	Asst Public Works Director	20	Asst Public Works Director	22	2
Public Works - Street Maint	Public Works Supv	16	Public Works Supervisor	17	1
Public Works - Street Maint	Street Maint Crew Leader	10	Street Maintenance Crew Leader	11	1
Public Works - Street Maint	Equipment Operator	8	Street Maint Equipment Operator	9	1
Public Works - Street Maint	Street Maintenance Worker II	7	Street Maintenance Worker II	8	1
Public Works - Street Maint	Street Maintenance Worker I	6	Street Maintenance Worker	7	1
Public Works - Equip Services	Equipment Services Supt	16	Fleet Services Superintendent	16	0
Public Works - Equip Services	Sr Equip Services Mechanic	10	Sr Fleet Maintenance Mechanic	12	2
Public Works - Solid Waste	Solid Waste Equip Operator	8	Sanitation Equip Operator II	9	1
Public Works - Solid Waste	Solid Waste Collector II	7	Sanitation Equip Operator I	8	1
Public Works - Solid Waste	Solid Waste Collector I	6	Solid Waste Collector	6	0
Public Works - General Services	General Services Supv	12	General Services Supervisor	14	2
Public Works - General Services	Property Maintenance Worker II	7	Property Maintenance Tech	7	0
Public Utilities - WTP	WTP Supt	18	WTP Superintendent	19	1
Public Utilities - WTP	WTP Operator	9	WTP Operator A	12	3
Public Utilities - WTP	Sr WTP Maintenance Mechanic	12	Lead WTP Maintenance Mechanic	12	0
Public Utilities - WTP	WTP Laboratory Analyst	11	WTP Laboratory Analyst	11	0
Public Utilities - WTP	Plant Maint Mechanic	10	WTP Maintenance Mechanic	11	1

**Worksheet Summary
City of Lincoln Project
PTRC**

9/26/2016
Page 2 of 2

Department	Job Classification	Current Grade	Prop New Title	New Grade	Grade Change
Public Utilities - WTP	WTP Operator	9	WTP Operator B	10	1
Public Utilities - WTP	Admin Support Specialist	8	Sr Administrative Support Assistant	10	2
Public Utilities - WTP	WTP Operator	9	WTP Operator C	9	0
Public Works - Distrib/Collection	Distribution/Collections System Supt	18	Distribution/Collections System Supt	19	1
Public Works - Distrib/Collection	Sr Line Maint Crew Leader	14	Distribution/Collection Supervisor	14	0
Public Works - Distrib/Collection	Line Maint Crew Leader	12	Distribution/Collection Crew Leader	12	0
Public Works - Distrib/Collection	Line Maint Crew Leader	12	Distribution/Collection Crew Leader	12	0
Public Works - Distrib/Collection	Plant Maintenance Mechanic	10	Lift Station Maintenance Mechanic	11	1
Public Works - Distrib/Collection	Sr Meter Specialist	9	Lead Meter Specialist	10	1
Public Works - Distrib/Collection	Line Maintenance Mechanic	7	Distribution/Collection Maint Tech III	10	3
Public Works - Distrib/Collection	Line Maintenance Mechanic	7	Distribution/Collection Maint Tech II	9	2
Public Works - Distrib/Collection	Line Maintenance Mechanic	7	Distribution/Collection Maint Tech I	8	1
Public Utilities - WWTP	WWTP Supt	18	WWTP Superintendent	19	1
Public Utilities - WWTP	Pretreatment Technician	13	WWTP Pretreatment Coordinator	13	0
Public Utilities - WWTP	WWTP Laboratory Analyst	11	WWTP Laboratory Analyst	12	1
Public Utilities - WWTP	Plant Maint Mechanic	10	WWTP Maintenance Mechanic	11	1
Public Utilities - WWTP	Plant Maint Mechanic	10	WWTP Maintenance Mechanic	11	1
Public Utilities - WWTP	WWTP Operator	9	WWTP Operator I	9	0
Public Utilities - Electrical	Electric Distribution System Supt	19	Electric Distribution System Supt	21	2
Public Utilities - Electrical	Electric Distribution System Supv	16	Electric Distribution System Supv	18	2
Public Utilities - Electrical	Electric Line Technician III	14	Electric Line Technician (Class A)	16	2
Public Utilities - Electrical	Electric Line Technician III	14	Electric Line Technician (Class A)	16	2
Public Utilities - Electrical	Electric Line Technician I	9	Electric Line Technician (Class C)	11	2
Public Utilities - Electrical	Customer Service Representative	7	Customer Service Representative	9	2
Public Utilities - Electrical	Meter Specialist	7	Electric Meter Specialist	8	1

Pay & Class Implementation Costs

<u>Departments</u>	<u>Grades & Ranges</u>	<u>Years in Class</u>	<u>Years of Service</u>	<u>Total Cost</u>
City Manager's Office (4)	\$ -	\$ 2,602	\$ 3,927	\$ 6,529
Finance (9)	\$ 2,759	\$ 6,413	\$ 7,244	\$ 16,416
Fire (24)	\$ 4,233	\$ 5,646	\$ 13,437	\$ 23,316
HR (4)	\$ 6,591	\$ 512	\$ 2,359	\$ 9,462
Parks & Rec (5)	\$ 1,329	\$ 4,610	\$ 5,197	\$ 11,136
Planning & Development (3)	\$ -	\$ 2,891	\$ 2,892	\$ 5,783
BCD (1)	\$ -	\$ 360	\$ 360	\$ 720
Police (38)	\$ 4,788	\$ 12,559	\$ 25,546	\$ 42,893
Public Works - Administration (3)	\$ 1,344	\$ 3,651	\$ 3,651	\$ 8,646
Public Works - Street Maint (12)	\$ -	\$ 11,357	\$ 14,714	\$ 26,071
Public Works - Equip Services (2)	\$ -	\$ 2,471	\$ 3,295	\$ 5,766
Public Works - Solid Waste (13)	\$ 3,699	\$ 3,046	\$ 4,465	\$ 11,210
Public Works - General Services (2)	\$ -	\$ 733	\$ 2,934	\$ 3,667
General Fund Increase	\$ 24,743	\$ 56,851	\$ 90,021	\$ 171,615
Public Utilities - WTP (10)	\$ 1,482	\$ 5,281	\$ 7,967	\$ 14,730
Public Works - Distrib/Collection (11)	\$ 3,392	\$ 9,653	\$ 13,019	\$ 26,064
Public Utilities - WWTP (9)	\$ -	\$ 4,396	\$ 7,510	\$ 11,906
Water & Sewer Fund Increase	\$ 4,874	\$ 19,330	\$ 28,496	\$ 52,700
Electric Fund Increase (8)	\$ 2,782	\$ 3,393	\$ 5,354	\$ 11,529
Grand Total Salaries Increases	\$ 32,399	\$ 79,574	\$ 123,871	\$ 235,844

Budget Set Asides for Salaries	
General Fund	\$ 200,000
Water & Sewer	\$ 48,000
Electric	\$ 27,000

Number of Employees Receiving Increase for Grade/Class Only	9
Number of Employees Receiving Increase for Years of Service Only	115
Number of Employees Receiving Both Grade/Class & Years Service	10
Number of Employees Held Harmless	10
Number of Employees Not Eligible	14

ITEM #

10

City of Lincolnton

Human Resources Department



MEMORANDUM

To: Steve Zickefoose, City Manager

From: Tanya Osborne, Human Resources Director

Re: Personnel Policy Revisions-Pay and Classification Study

Date: September 27, 2016

One of the recommendations from the Piedmont Triad Regional Council consultants included moving from the City's current pay schedule of grades and steps, and adopting a pay plan which utilizes an open range pay schedule. If City Council approves the recommendation, the Personnel Policy will require updated language to administer the proposed pay plan. Following is a list of the policy sections affected and the proposed changes. Also attached are the three articles for review.

Proposed changes:

Article II. Recruitment and Employment

p.11 Section 5: Updated to include probationary as type of employment.

p.13-14 Section 11: Removed reference to "permanent" position throughout section, and changed "appointee" to "employee" for consistency in paragraph. Clarified status of employee as "new" and removed sentence with reference to step increase.

Article III. Classification Plan

p.19 Section 1: Removed reference to "permanent" position.

p.20 Section 5: Clarified information submitted for Council approval and location of approved plans.

Article IV. The Pay Plan

p.22 Section 1: Expanded upon the definition of the pay plan and what it consists of.

p.23-25 Section 3-6: Changed all references to steps or entry level to reference "minimum rate"

Article IV

p. 25-27 Section 7: Included a brief description of each type of employment change and the effect on pay with the open range schedule. Removed all references to entry level and steps.

p. 28 Section 8: Replaced word “step” with “salary”.

p. 32 Section 12: Removed word “step” and replaced with “salary” throughout section.

If City Council approves the implementation of the recommended pay plan, I would ask the Personnel Policy changes be effective on the same date. Please let me know if you have any questions.

attachment

ARTICLE II. RECRUITMENT AND EMPLOYMENT

SECTION 1. STATEMENT AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Lincolnton City Council to foster, maintain, and promote equal employment opportunity. The City shall select employees on the basis of the applicants qualifications and without regard to age, sex, race, color, creed, religion, disability, national origin, or political affiliation except where specified age, sex, physical and mental requirements constitutes a bona fide occupational qualification necessary to job performance. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties.

SECTION 2. IMPLEMENTATION OF EEO POLICY

All personnel responsible for recruitment and employment shall continue to review regularly the implementation of this personnel policy and relevant practices to assure the equal employment opportunity based on reasonable performance related job requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, creed, religion, national origin, or disability. Efforts to identify protected groups in the work force, such as women, minorities and/or disabled will be made to assist in recruiting applicants from these groups to maintain a work force that is representative of the City.

Notices with regard to equal employment matters shall be posted in conspicuous places on City government premises in places where notices are customarily posted. All notices, employment and recruitment materials will state that the City of Lincolnton does not discriminate on the basis of race, color, national origin, sex, religion, age and/or disabilities in employment or the provision services.

It is the intent of the Lincoln City Council to offer equal employment opportunities to all citizens of our recruitment area and once a person is placed in a job, to assure this person of fair employment that guarantees "due process" in every aspect of the job.

SECTION 3. RECRUITMENT REQUIREMENTS:

- (A) When positions are to be filled within the City, department heads shall notify the City Manager, or Manager's designee, concerning the number and classification of positions to be filled. The City Manager, or Manager's designee, shall publicize these opportunities for employment including applicable salary ranges and employment qualifications. Information on job openings and hiring practices shall be provided to recruitment sources as determined by the City. Candidates for employment shall be recruited from as wide a geographic area as necessary to assure obtaining well qualified applicants. Qualified persons currently employed by the City, who submit applications, shall receive first consideration for filling those vacancies that represent a promotional opportunity unless such appointment will continue any appearance of historical discriminatory employment practices. If such is the case, the City must carefully consider the qualifications of other applicants in filling the position.
- (B) Each department head shall be responsible for assisting the Manager in recruiting employees for vacancies in their respective departments. Notice of vacancies shall be posted at designated conspicuous sites within the City buildings.

SECTION 4. JOB ANNOUNCEMENTS:

Employment announcements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding discrimination in employment matters.

SECTION 5. TYPES OF EMPLOYMENT:

~~There are four types of employment with the City of Lincoln: Regular, Temporary, Part-time and as an Intern. These types are explained as follows:—~~ The employment status of each employee of the City shall be classified as one of the following:

Regular: Employment in positions authorized in the City's budget and for which funds are available to be filled on a full-time basis.

Part-time: Employment in positions authorized in the City's budget for which funds are only available for less than full-time employment or where employing person(s) on less than a full time basis best serves the City's needs.

Probationary: A person appointed to a budgeted position who has not yet completed the probationary period.

Temporary: Employment in authorized or unauthorized positions in the City's budget where funds are only available for a specified period of work time.

Intern: Employment as a student fulfilling degree requirements

Temporary employees may be employed and paid subject to the availability of funds at a rate determined to be competitive within the local labor market with the approval of the City Manager.

SECTION 6. APPLICATIONS FOR EMPLOYMENT:

Applications for employment will only be accepted when a vacancy exists and recruitment is in progress. All persons expressing interest in employment with the City shall be given the opportunity to file an application for employment when a position is vacant or when the City is attempting to fill such positions. Applications will remain active for a period of six (6) months.

SECTION 7. APPLICATION RESERVE FILE:

Upon completion of a City application form, each applicant shall be informed of the current job openings. After the active period of six (6) months, applications shall be kept in a reserve file for two (2) years, in accordance with Equal Employment Opportunity Commission guidelines.

SECTION 8. QUALIFICATION STANDARDS:

- (A) Employees shall meet the employment standards established by the position classification plan and such other reasonable, job-related minimum standards of character, aptitude, knowledge, skills, abilities, and physical condition as may be established by the City Manager with the advice and recommendation(s) of department heads.
- (B) Qualifications shall be reviewed periodically to assure that requirements are fair and conform to the actual job performance requirements.
- (C) The City may employ an applicant in a trainee capacity who does not meet all minimum qualifications for a particular job if the deficiencies can be eliminated through orientation and on-the-job training.

SECTION 9. SELECTION:

The Human Resources Director, working with the department heads, shall make such investigations and have conducted such examinations as deemed appropriate to assess fairly the aptitude, education and experience, knowledge and skills, character, physical fitness, and other qualifications required for positions in the service of the City. These examinations may consist of medical, skills based, job knowledge and/or physical strength and agility tests. All selections

devices administered by the City or by persons or agencies for the City shall be valid measures of bona fide occupational requirements.

SECTION 10. EMPLOYMENT:

Each department head shall be responsible for recommending for hire such employees as are authorized by the budget for their department. Before any commitment is made to an applicant or employee, the department head shall submit a completed application form to the Manager, through the Human Resources Director, with a recommendation as to the position filled, the salary to be paid and the reason(s) for selecting the particular applicant over others. The Human Resources Director will review the recommendation to determine compliance with all City, State, and Federal regulations and requirements and submit their findings, with the department's recommendation, to the Manager. After a thorough review, the Manager shall act on the recommendation.

SECTION 11. PROBATIONARY PERIOD OF EMPLOYMENT:

~~An employee appointed to a permanent position~~ All new employees shall serve a probationary period of six (6) months (twelve (12) months for police and fire personnel). This time period is to be considered a continuation of the selection process and should be used as such. This is the time when the employer determines if the appointee employee is right for the position and the appointee employee can determine if the position is right for them. It is a period of training and adjustment. It serves as a trial period during which the employee must prove their ability to perform the work, to accept responsibility, to develop exhibit a desirable attitude, and to work well for the public and with their fellow employees. In extenuating circumstances, and with the approval of the City Manager, a probationary period can be extended for up to an additional three (3) months. However, only one extension period will be permitted. In such cases, the employee must be notified of the purpose of the extension, the conditions and performance expectations, and the length of time of the extension.

An new employee serving a probationary period ~~following initial appointment~~ may be dismissed at any time during the probationary period. A regular employee serving a probationary period following a promotion shall be demoted as provided in Section 14 of this article if unable to perform assigned duties of the new job satisfactorily.

Before the completion of the probationary period, the department head shall indicate in writing to the Manager that:

1. They have discussed the new employee's progress, accomplishments, strength, failures, and weaknesses with the new employee, and
2. The new employee is performing satisfactory work, and
3. The new employee should be given regular status ~~and a probationary increase~~, or
4. The new employee should be discharged.

New employees serving a probationary period ~~following initial employment in a permanent position~~ shall receive all benefits provided in accordance with these policies with the following exceptions or as otherwise provided:

1. The employee may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period unless the denial of such leave shall create an unusual hardship. Vacation may be granted in such a case only with the approval of the City Manager. Fire and police personnel shall be allowed to take accumulated vacation leave after (6) months of employment.
2. The employee, if separated during the probationary period, shall not be eligible for terminal pay for accumulated vacation leave, nor shall they be entitled to exercise the right to appeal their separation.

~~Employees hired, promoted, or reclassified below the minimum rate (Step 3) of the pay range shall receive a salary increase within the range of approximately 5%, or to the minimum rate, whichever is less, upon successful completion of the probationary period.~~

SECTION 12. LIMITATION OF EMPLOYMENT OF RELATIVES:

- (A) Employment of an immediate family member of the Council of Lincolnton is prohibited.
- (B) The members of an immediate family shall not be employed in the same administrative department at the same time. Neither shall two (2) members of an immediate family be employed at the same time if such employment would result in an employee directly or indirectly supervising a member of the immediate family, nor shall any employee's relative be hired without prior approval of the City Manager. Any department supervisor, when recommending employment to the City Manager, must identify any family connection of the proposed employee to any employee already employed by the City.

Should an event occur that causes one or more employees to be in violation of the above policy, action must be taken to bring all in compliance. Such action may require one or more to leave the employment of the City of Lincolnton.

- (C) This policy shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with (A) and/or (B) above prior to the adoption of this policy.
- (D) This policy refers specifically to a spouse, guardian, children, brother, sister, parent(s), in-laws of the employee and anyone living as a part of the employee's household.

SECTION 13. PROMOTION:

- (A) Candidates for promotion shall be chosen on the basis of their job related experience, skill, knowledge, ability, the quality of their work records and their suitability for the higher level position without regard to age, sex, race, color, creed, religion, political affiliation, national origin, or disability. Performance appraisals and work records for all personnel meeting minimum qualifications for the position shall be carefully examined when openings for positions occur in higher classifications.
- (B) Vacancies in positions shall be filled as far as practicable by the promotion from among those already employed by the City and across departmental lines. However, consideration should be given to all qualified applicants who have been the objects of perceived historical discrimination.
- (C) If a current City employee is chosen for promotion, the supervisor shall forward their recommendation for review by the Human Resources Director. The recommendation should include the employee's name, recommended classification and salary and reasons for selecting the employee over other applicants. After considering the supervisor's and Human Resources Director comments, the City Manager shall make the appointment and determine the classification and starting salary.

The City may use the assessment center approach for determining the suitability of employees for promotion when deemed necessary or desirable. As a member of the International Personnel Management Association, the City should use their testing service when it is in the best interest of the City.

When all promotional qualifications of two or more employees are judged to be equal, the one with the longest service with the City shall be promoted, unless such a promotion will continue any perceived historical discrimination. Promoted employees shall be required to successfully complete a six months' testing period of employment in the new position. Pay on promotion shall be as outlined in Article IV Section 7(A) of these policies.

SECTION 14. DEMOTION:

The City may find it appropriate to demote an employee as a result of unusual circumstances such as:

(A) When an employee becomes partially disabled, yet able to perform in a lower level position with less stringent physical demands that will not jeopardize their safety or welfare, or that of their co-workers;

(B) When an employee is not satisfied with, or not able to meet the requirements of their position;

(C) When a promoted employee fails to satisfactorily complete the promotional test employment period.

SECTION 15. TRANSFER:

Transfer can occur in one of two ways; initiation by the employee requesting a transfer or by the City initiating the transfer. It is the policy of the City to initiate the transfer of employees temporarily or permanently from one department to another when doing so will serve the City's best interest. This policy permits maximum utilization of manpower during peak workloads, emergency situations, and for shifting help to where it is needed most.

If a vacancy occurs and an employee in another department is eligible for a transfer and requests a transfer and is selected, the department head wishing to employ the employee shall request the transfer, subject to the approval of the current department head. Pay on transfer shall be as outlined in Article IV Section 7 (C) of these policies.

Any employee transferred without their having requested it may appeal the action in accordance with the grievance procedure outlined in these policies.

An employee who has successfully completed a probationary period may be transferred to the same or similar class in a different department without serving another probationary period.

SECTION 16. REINSTATEMENT:

An employee who has been separated because of a reduction in force or who resigned while in good standing may be reinstated within one year of the date of separation and credited with all previously accrued benefits that have not been paid to them. An employee who has been suspended for cause may be reinstated at the end of the suspension period at the same or a lower pay grade occupied by them at the time of suspension.

ARTICLE III. CLASSIFICATION PLAN

SECTION 1. PURPOSE:

The position classification plan provides a complete inventory of all authorized ~~and permanent~~ positions in the City service and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.

SECTION 2. COMPOSITION OF THE POSITION CLASSIFICATION PLAN:

The classification plan shall consist of:

- a. a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- b. class titles descriptive of the work of the class;
- c. written specifications for each class position, and
- d. an allocation list showing the class title of each position in the classified service.

SECTION 3. USE OF THE POSITION CLASSIFICATION PLAN:

The classification plan is to be used:

- a. as a guide in recruiting and examining applicants for employment;
- b. in determining lines of promotion and in developing employee training programs;
- c. in determining salary to be paid for various types of work;
- d. in determining personnel service items in departmental budgets, and
- e. in providing uniform job terminology.

SECTION 4. AMENDMENT OF POSITION CLASSIFICATION PLAN:

The City Manager or Manager's designee shall allocate each position covered by the classification plan to its appropriate class, and shall be responsible for the administration of the position classification plan. The Human Resources Director shall periodically review portions of the classification plan and recommend appropriate changes to the City Manager. Department Heads shall be responsible for bringing to the attention of the City Manager, or Manager's designee:

- a. the need for new positions, and
- b. material changes in the nature of duties, responsibilities, working conditions or other factors which may affect the classification of any existing positions.

SECTION 5. AUTHORIZATION OF NEW POSITIONS AND THE POSITION CLASSIFICATION PLAN:

New positions shall be established upon recommendation of the City Manager and approval of the City Council. ~~New positions shall be recommended to the Council with a recommended class title.~~ Information regarding the establishment of new positions shall be presented to the Council with a recommended class title and salary grade. The position classification plan, along with any new positions or classifications shall be approved as necessary by the City Council and be on file with the Human Resources ~~Director~~ Department. Copies will be available to all City employees for review upon request.

SECTION 6. REQUEST FOR RECLASSIFICATION:

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transfer the request through the department head to the Human Resources Director. Upon receipt of such request, the Human Resources Director shall study the request, determine

the merit of the reclassification, and recommend any necessary revisions to the classification and pay plan to the City Manager. When the City Manager finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the City Manager, or designee, shall;

- a. direct that the existing class specifications shall be revised;
- b. reallocate the position to the appropriate class within the existing classification plan, or
- c. recommend that the City Council amend the position classification plan to establish a new class to which the position may be allocated.

ARTICLE IV. THE PAY PLAN

SECTION 1. ADOPTION:

~~The schedule of salary ranges and class titles assigned to salary ranges, as set forth in Appendix A of these policies is hereby adopted as the pay plan for the City. The Pay Plan shall include all classes of positions included in the Classification Plan. The pay plan includes the basic salary schedule and the "Assignment of Classes to Grades" as adopted by the City Council. Each position is assigned a classification title and each title is assigned to a salary grade with a specific salary range. Positions are assigned to grades within the pay plan based on the duties and responsibilities assigned. Salary ranges are set based on two components: competitiveness with the market and internal equity with similar position and occupational groups. The salary range consists of the minimum (normal hiring rate), mid-point, and maximum rates of pay for all classes of positions.~~

SECTION 2. MAINTENANCE OF THE PAY PLAN:

The City Manager, or Manager's designee, shall be responsible for the administration and maintenance of the pay plan. The pay plan is intended to provide equitable compensation for all positions reflecting, differences in duties and responsibilities, comparable rates of pay for positions in private and public employment in the area, changes in the consumer price index and the labor market, conditions of the economy, the financial conditions of the City, and other factors.

To this end, the City Manager or City Manager's designee shall each year prior to the preparation of the annual budget make comparative studies of all factors affecting the levels of salary ranges, including internal relationships between classes to reduce or eliminate any inequities, and shall recommend to the Council such changes in salary ranges as appear to be warranted. Such adjustments to be made at the direction of the City Council.

Periodically the City Manager may feel that substantial change has taken place in the organization and labor market, and may, with the Council's approval, contract for a complete review of all positions, personnel policies, pay and benefits by an outside consultant or agency.

SECTION 3. TRANSITION TO PAY PLAN:

The following principles shall govern the transition to a new pay plan:

- (1) No employee shall receive a salary reduction as a result of the transition to a new pay plan.
- (2) All employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised to the new minimum (~~Step 3~~) for their classes consistent with Section 5 of this Article.
- (3) All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate listed in the salary schedule; all employees not at a listed rate in the salary schedule shall have their salaries raised to a listed rate consistent with Section 5 of this Article.
- (4) All employees being paid at a rate above the maximum rate established for their respective classes shall remain at their present salaries as long as the maximum rate is below the employees' present salaries.

SECTION 4. USE OF SALARY RANGES:

Salary ranges are intended to furnish administrative flexibility in recognizing individual performances among employees holding positions in the same class by rewarding employees for service above that required. The following general provisions will govern the granting of increases within the pay range:

(A) The ~~entry level salary (Step 1) minimum rate~~ established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment at a higher rate. ~~Appointments~~ A beginning salary above ~~entry level the minimum rate~~ of the applicable range may be made with the approval of the City Manager when deemed necessary and in the best interest of the City. ~~Above entry level appointments~~ Salaries above minimum rate will be based on such factors as the qualifications of the applicant being higher than the required education and experience for the class, a shortage of qualified applicants available at the entry level salary, the refusal of qualified applicants to accept employment at the entry level salary, or other similar factors.

(B) ~~All steps above 3~~ All salaries above minimum are reserved to reward employees for performance above that required. Each year, the City Manager may require department heads to consider the eligibility of employees to receive salary increases and to recommend such advancement or retention at the same rate. Department heads shall consider all factors affecting employee performance and shall submit their recommendations in writing, giving the reasons whether to advance or retain the employee at the same rate. All such advancements and retentions must be approved by the City Manager.

SECTION 5. PAYMENT OF A LISTED RATE:

All employees covered by the salary plan shall be paid at a listed rate within the salary range established for their respective job classes except for employees in a trainee status, or employees whose present salaries are above the established maximum rate following transition to a new pay plan.

SECTION 6. SALARY OF A TRAINEE:

An applicant hired or an employee promoted to a position in a higher class, who does not meet all the established requirements of the position, may be appointed at a rate in the pay plan below the ~~entry level salary~~ minimum rate established for the position. In such cases, a plan for training, including a time schedule, will be prepared.

Trainee salaries may be no more than 5 percent below the ~~entry level salary~~ minimum rate established for the position for which the person is being trained. An employee will remain in the trainee status until the department head determines that the trainee is qualified to assume the full responsibilities of the position.

The department head shall review the progress of each employee in a trainee status every three (3) months, or more frequently as necessary, to determine when the trainee is qualified to assume full responsibilities of the position. Provided, however, that a trainee shall not be in such status for longer than one (1) year.

SECTION 7. PAY RATES IN PROMOTION, DEMOTION, TRANSFER, RECLASSIFICATION AND INTERIM ~~APPOINTMENT~~ ASSIGNMENT:

When an employee is promoted, demoted, transferred, ~~or~~ reclassified, or serving an interim assignment, the rate of pay for the new position will be established in accordance with the following rules:

(A) Promotion: ~~An employee who is promoted shall receive a 5% pay increase in base salary or an increase to the entry level salary of the new pay range, whichever is higher. A promotion is a move to a position with a higher salary grade. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the minimum of the new salary grade, or to a salary which~~

provides an increase of approximately 5% over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the City Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employees' qualifications for the job and relative worth to the City, taking into account the range of the position and the relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the City shall consider internal comparisons with other employees in the same or similar jobs.

(B) Demotion: ~~An employee who receives a voluntary demotion shall have their salary remain the same, if appropriate, or be reduced to a salary in the lower pay range commensurate with the employee's qualifications to perform the job. Consideration should be given to whether the employee is receiving the same pay for decreased workload or responsibility level and action should be appropriate to this consideration. If the demotion is the result of discipline, the salary shall be decreased at least 5%, than the maximum of the new range. A demotion is a move to a position in a lower salary grade. Demotions can be either voluntary, where the employee chooses to take a position in a lower salary grade, or involuntary/disciplinary, resulting from inefficiency in performance or as a disciplinary action. When an employee is voluntarily demoted to a position for which qualified, the salary will likely be cut to reflect a decrease in job responsibilities. The new salary shall be set in the lower pay range that provides a salary commensurate with the employee's qualifications and is consistent with the placement of other employees within the same classification. If the demotion is the result of discipline, the salary shall be decreased at least 5%. If the salary of the demoted employee is above the maximum of the new range the employee's salary shall be maintained at that level until such time as the employee's salary range is increased above the employee's current salary.~~

(C) Transfer: An employee transferring from a position in one class to a position in another class assigned the same pay range shall continue to receive the same salary.

(D) Reclassification: ~~An employee whose position is reclassified to a class having a higher salary range shall receive a 5% pay increase in base salary or an increase to the minimum salary of the new pay range, whichever is higher. If the position is reclassified to a lower pay range and the employee is receiving a salary above the maximum step established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's maximum step of the new pay range is increased above the employee's current salary.~~ A reclassification is a change in a position's salary grade and title due to a significant increase or decrease in job responsibilities and duties. An employee whose salary is below the minimum of the new salary grade will receive a salary increase at least up to the new minimum salary. If the current salary is above the new salary range minimum, there may be a pay increase based on increased job responsibilities and commensurate with the employee's qualifications and is consistent with the placement of other employees within the same classification. If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

(E) Interim Appointment/Assignment: An employee who is formally designated to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall receive an increase for the duration of the interim or "acting" assignment. The employee shall receive a salary adjustment to the entry-level minimum rate of the job in which the employee is serving an interim appointment or an increase of 5%, whichever is greater. The salary increase shall be temporary and the employee shall go-back return to the salary he or she would have had if not assigned in the interim status upon completion of the assignment.

SECTION 8. PAY RATES IN SALARY RANGE REVISIONS:

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

(A) When a class of positions is assigned to a higher pay range, employees in that class shall receive a 5% pay increase or an increase to the minimum salary of the new range, whichever is higher.

(B) When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum step salary established for the new class, the salary of the employee shall be maintained at that level until such time as the new classification's pay range is increased above the employee's current salary.

(C) When an adjustment is made to a pay range, to reflect market changes, employees in classes within that pay range may or may not receive the adjustment, depending on the City's financial condition. These adjustments should not be considered "performance increases".

SECTION 9. PAY FOR PART-TIME WORK:

The pay plan established by this policy is for full-time service. An employee appointed to less than full-time service will be paid a pro-rated amount determined by converting the established salary to an hourly rate.

SECTION 10. OVERTIME:

(A) Department heads shall arrange the work schedules of their employees to accomplish the required work within the appropriate workweek or work period. Employees shall be required to work overtime only in emergencies and the department head may order extensive overtime only with the approval of the City Manager. Overtime work shall be considered work performed by an employee which exceeds the overtime threshold established by the Fair Labor Standards Act, FLSA, for the designated workweek (or work period for law enforcement and fire employees qualifying under FLSA 7(k)). All overtime compensation shall comply with the Federal Fair Labor Standards Act (FLSA) as amended. The City Manager, or designee, in compliance with the FLSA and applicable regulations, shall determine which employees are salaried exempt pursuant to 29 CFR Part 541. All other employees are non-exempt and subject to the FLSA in areas such as hours of work and work periods, overtime compensation, and other provisions. Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable workweek (or work period for law and fire employees subject to FLSA 7(k)), but not exempt under Part 541. When time off within the workweek (or work period for law and fire) cannot be granted to avoid overtime hours, overtime will be paid at a time-and-one-half the employees regular rate as defined by the FLSA.

Employees in positions determined to be exempt from FLSA and 29 CFR Part 541 (as Executive, Administrative, or Professional staff) are not eligible for overtime compensation.

(B) The following work periods shall be established for the purpose of overtime compensation:

(1) Public safety personnel, those subject to FLSA Section 7(k), shall be paid hourly for a two-week (14 day) work period. Employees whose work hours exceed the overtime threshold established by the FLSA (a maximum of 86 work

hours for law enforcement and 106 work hours for firefighters, in each work period of 14 days), shall be paid one and one-half (1-1/2) their regular rate for overtime hours. If the employees regular scheduled hours are less than the applicable 7(k) overtime threshold, the employee will be paid their regular hourly rate for the hours of work that exceed the schedule, but do not exceed the applicable 7(k) overtime threshold.

(2) All other non-exempt City employees shall be assigned to a 7 day workweek with a maximum of 40 work hours before accruing overtime.

(C) Employees required to work hours over the maximum allowed in the assigned work period shall be compensated for such overtime hours worked subject to the following provisions:

(1) The position does not meet the executive, administrative, or professional exemption tests set forth in the FLSA and 29 CFR Part 541, or any other available exemption in the FLSA.

(2) All overtime hours earned shall be paid at a rate of one and one-half (1-1/2) hours for each hour of overtime worked.

(3) The department supervisor has the responsibility and is accountable for monitoring their budget and reporting staffing needs and overtime costs to the City Manager, along with recommendation(s) to satisfy the problem.

(4) Vacation, sick and other types of leave shall not be counted as time worked during a work period, when computing overtime hours.

(5) Department supervisors shall submit a report of all overtime work performed, periodically, as may be required in such format as prescribed by the City Manager, or Manager's designee.

(D) Employees of the City can be requested and may be required to work overtime hours as necessitated by the needs of the City and determined by the Department Head and/or immediate supervisor. No employee shall work overtime hours without the prior approval of his/her Department Head and/or immediate supervisor.

SECTION 11. PERFORMANCE PAY RAISES:

Annual performance pay increases of 2.5% or 5% on the applicable salary grade, may be granted to deserving regular full-time employees in accordance with the following provisions:

When a new employee has completed a year of continuous service or a current employee has completed a year of continuous service following the last performance increase, or when a promoted employee has completed a year of continuous service from the date of promotion and when the increase will not exceed the maximum salary rate for the class of position; and whose work is measured to be "definitely above average" on stated goals on the employee's performance evaluation, may be granted a 2 1/2% performance pay increase; or whose work is measured to be "outstanding" on stated goals on the employee's annual evaluation, may be granted a 5% performance pay increase.

In all performance pay increases, the supervisor must verify the availability of funds from the Finance Director, under their signature, to avoid over spending the budget.

SECTION 12. PERFORMANCE BONUS PLAN:

All regular full-time employees of the City are eligible for a maximum of five (5) performance bonus payments of 2 1/2% or 5% of the employee's base salary after reaching the maximum ~~step~~ ~~(17)~~ salary of the employee's pay grade. The performance bonus payment (if any) shall be awarded based upon the performance of the employee as reflected on their annual performance evaluation. Performance bonuses may be awarded every other year after the employee reached the maximum ~~step~~ salary of the pay grade for their position classification.

Eligible performance bonus payments shall be made in a lump sum payment and will be payable generally at the discretion of the employee. If an employee fails to achieve a performance bonus payment in their eligible year, the employee shall become eligible again the following year, provided, however, that the employee shall not achieve more than one (1) performance bonus payment every two (2) years for a total of five (5) performance bonus payments.

The purpose of the performance bonus plan is to reward those employees who have reached the maximum ~~step~~ salary in their pay grade with the potential of a 2 1/2% or 5% performance bonus when their work performance is determined to be above that required.

SECTION 13. EMPLOYEE INCENTIVE BONUS PLAN:

The City endeavors to encourage and reward employees to complete training, development, and certification programs that provide them with knowledge, skills, and abilities that will enable the City of Lincolnton to become more flexible and adaptable, improve customer services, ensure work is performed in a safe manner, and develop capacity to provide continuous services at a high level into the future. This plan would cover training and certification beyond the minimum training and certification requirements listed in job descriptions and classification specifications, and any others that are required and specified upon hire or promotion. Successful completion of such courses of study is typically recognized by some type of certification or degree after

completion of an outlined course of study, and is awarded by professional organizations and/or regulatory bodies. City employees may participate in the Incentive Plan in accordance with the following:

- The Employee Incentive Plan Evaluation Spreadsheet (Appendix A) should be reviewed to determine if the intended course of study is eligible for compensation; and
- The Certification and Training Request Approval form (Appendix A) must be completed by the employee and approved by the Department Head, Human Resources Director, and City Manager.
- Upon successful completion of the course of study, and receipt of the associated certificate, the employee will receive the applicable onetime bonus payment or salary increase in the fiscal year following the fiscal year in which the certification was obtained. Certifications/degrees received March 1st thru June 30th of any given year will not be eligible the following fiscal year, but the next. (Ex: A class or certification which is completed/passed in March - June 2016, will be eligible for incentive July 2017.)
- The onetime bonus incentive payment will be based on the employee's base pay at the time of receipt of the certification as determined in accordance with the Employee Incentive Plan Evaluation Spreadsheet.
- Employees will only be eligible for one (1) bonus incentive payment in any given fiscal year.
- The continuation of the Employee Incentive Plan is contingent upon funds available as determined by the City Manager.

If the intended or desired course of study is not included in the Employee Incentive Plan Evaluation spreadsheet, the employee may bring this to the attention of their Department Head for consideration. The employee must provide written justification demonstrating how and why the course of study is job related, a copy of the outlined course of study, and the expected job related benefits upon completion. Upon review and consideration, the employee's Department Head and the Human Resources Director will make a determination regarding: 1. Applicability of

the request, 2. Compensation amount if any, 3. Difficulty of completing the training or certification, 4. Improvement to customer services or on-the-job safety, and 5. Improved capacity to provide continuous services at a high level into the future. The City Manager will review the determination and have final approval.

If an employee fails to complete continuing education requirements and subsequently loses a certification that resulted in a bonus or continuing salary increase, the employee may be required to reimburse the bonus amount or be subject to a reduction in pay.

SECTION 14: CALL BACK COMPENSATION:

Any City employee except public safety, eligible for overtime compensation under this policy will be guaranteed a minimum of two (2) hours work time for being called back to work outside of normal working hours. No more than two (2) hours of guaranteed time per 24 hours will be credited regardless of the number of call backs. Should more than two (2) hours actual work be required for the purpose of the call back, then work time for the actual hours will be credited.

SECTION 15: PAYROLL DEDUCTIONS:

The law requires that the City of Lincolnton make certain deductions from every employee's compensation. Among these are applicable federal or state taxes and local government deductions, if applicable. In addition, employees may authorize voluntary deductions from their pay as approved by the City Manager and City Council.

The City of Lincolnton offers programs and benefits beyond those required by law including retirement and health benefits. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

SECTION 16: PAY PERIODS:

The City utilizes a biweekly pay period system with 26 pay periods per year. The policy for payment when the normal pay day falls on a holiday shall be determined by the City Manager, or Manager's designee.

SECTION 17: EFFECTIVE DATES OF SALARY ADJUSTMENTS:

Approved salary adjustments shall become effective at the beginning of the next pay period or at such a later date as may be provided.

ITEM #

11



City of Lincolnton

AGENDA REQUEST FORM

Please Print

Name FUMC Boy Scout and Cub Scout Troop 75

Address 201 E Main Street Phone _____
Lincolnton, NC 28092

Name of Firm or Corporation (if applicable) See Above

Other Persons Accompanying Speaker Eddie Reed will speak for Pack 75

Purpose of Request to Appear Tyson Berg will speak for Troop 75

Pack 75 would like to adopt the portion of
the Marcia H. Cloninger Rail Trail from First
Federal Park to City Park. Troop 75 request
to adopt from First Federal Park to Betty Ross
Park

Council Meeting date you wish to appear October 6, 2016

Amount of time required for Presentation 5 minutes

Date form submitted to the City Clerk by phone from Councilman Rhyne 9-19-16

Request taken by phone
Signature of Requesting Party

Return forms to: City Clerk's Office
City of Lincolnton
P.O. Box 617
Lincolnton, NC 28093