

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Special Session on **Saturday, January 29, 2019** at 8:00am at the Garage with Mayor Grimes presiding. Commissioner Siler gave the invocation.

ELECTED TOWN OFFICIALS PRESENT: Cindy Bray, Larry Cheek, Mike Constantino, Lewis Fadely, John Grimes, Bill Haiges, and Tony Siler

ELECTED TOWN OFFICIALS ABSENT: Thomas "Chip" Price

TOWN STAFF PRESENT: Town Manager Bryan Thompson, Interim Police Chief Jeanne Miller, Police Major James Underwood, Fire Chief Scott Murphy, HR Director Nancy Darden, Planning Director Jack Meadows, Wastewater Treatment Plant Superintendent Chris McCorquodale, Finance Director Roy Lynch, Parks and Recreation Director Joseph Keel, and Town Clerk Jenifer Johnson

AGENDA ADJUSTMENTS/ APPROVAL OF AGENDA

Thompson requested the addition of Building and Fire Inspections Services Agreement.

A motion to approve the Building and Fire Inspections Services Agreement was made by Commissioner Haiges seconded by Commissioner Constantino and unanimously approved.

REVENUES

Roy Lynch – Finance Director shared the Year to Date Revenue for Fiscal Year 2018-2019 with the Board of Commissioners.

DEPARTMENTAL UPDATES AND DISCUSSION

Governing Board (400)

Bryan Thompson stated that the Governing Board's Departmental Budget funds expenses associated with the Board of Commissioners including monthly salaries, attorney fees, professional services, travel and training, and various dues and subscriptions. The requested budget includes an increase of approximately \$27,950 from current year. Increased funding of non-profit organizations serving a public good in Siler City, 50% of scanning project for documents currently being stored in City Hall, and funding for the annual State of the Town, Employee Christmas gift, and advertising. Accordingly, the requested budget for this department is \$228,364.00 as compared to the FY18 budget of \$200,414.00.

If additional training, programs or other activities are desired by the Board, this departmental budget can be adjusted accordingly. If so desired, the Board may elect to hold such discussions at the retreat or identify a work session to provide greater time to review such items in greater detail.

At this time, the Town has received ten nonprofit requests, which are included in your budget packet. Non-Profits will make presentation at the Thursday, February 14, 2019 Budget Workshop.

Organization	2018/2019 Funding	2019/2020 Request
Boys and Girls		15,000.00

Prepared by: Jenifer K Johnson, Town Clerk

Chatham Cares Community Pharmacy		5,000.00
Chatham County Agricultural and Industrial Fair Association	2,500.00	2,500.00
Chatham County Communities in School	2,500.00	12,000.00
Chatham County Rescue Squad	12,500.00	25,000.00
Chatham Habitat for Humanity	5,000.00	10,000.00
Chatham Literacy	7,500.00	15,000.00
Hispanic Liaison	4,000.00	6,000.00
NC Arts Incubator	2,500.00	10,000.00
Project Graduation	750.00	
Siler City Development Organization	3,750.00	7,500.00
Western Chatham Food Bank		4,000.00
TOTAL	\$41,000.00	\$112,000.00

Town Manager (405)

Bryan Thompson – Town Manager stated that the Town Manager’s Departmental Budget is for administrative expenses associated with Town Manager, Town Clerk, and Grants Administrator. The requested budget includes an increase of approximately \$34,925.00 from current year. Increased funding is for computers, copier, and a vehicle. Accordingly, the requested budget for this department is \$224,970.00 as compared to the FY19 budget of \$190,045.00.

Human Resources (408)

Nancy Darden – HR Director stated that the Human Resources Departmental Budget funds expenses associated with personnel recruitment and retention. The requested budget includes an increase of approximately \$26,563.00 from current year. The majority of the increased funding covers the salary and associated costs of a full-time Human Resources Technician position funded at 50% with the other 50% in Water Sewer Administration (710) Budget. Accordingly, the requested budget for this department is \$128,700.00 as compared to the FY19 budget of \$102,137.00.

Finance (410)

Roy Lynch – Finance Director stated that the Finance’s Departmental Budget is for administrative expenses associated with finance operations of the Town. The requested budget includes an increase of approximately \$41,935.00 from current year. Increased funding includes software upgrade, training, audit, furniture, and an upgraded copier. Accordingly, the requested budget for this department is \$218,948.00 as compared to the FY19 budget of \$177,013.00.

Planning and Community Development (416)

Jack Meadows – Director of Planning and Community Development shared the Planning Department budget requests an increase of approximately \$14,324.00 from current year which includes advertising, automotive supplies, departmental supplies, and special projects. Accordingly, the requested budget for this department is \$180,756.00 as compared to the FY19 budget of \$166,432.00.

Past 5 Years (FY14 – FY18)

Prepared by: Jenifer K Johnson, Town Clerk

The functions and accomplishments were as follows:

- Coordinate and encourage participation with the Siler City NC STEP Community Leadership Team
- Serve as the Leadership Team Coordinator for the NC STEP grant
- Coordinate monthly Leadership Team meetings
- Track the progress of NCSTEP projects and ensure all expenditures follow grant guidelines
- Coordinate and chair meetings for NCSTEP project committees
- Town Board adopted NCSTEP Economic Development Strategic Plan and Implementation Strategy
- Participate on the Team working on the NC Commerce site certification application, water and sewer design, and NC Railroad Study for the Chatham-Siler City Advanced Manufacturing Site
- Attend EDC Joint Elected Boards meetings
- NC Rural Center 2015 Small Town of the Year
- Assist Parks and Recreation Director with Parks and Recreation Master Plan process
- Participate with 82nd Airborne 98th Civil Affairs Battalion’s downtown revitalization and pedestrian safety projects
- Satellite annexation local bill legislative priority
- Siler City point of contact for Chatham County Comprehensive Transportation Plan process
- Mountaire Farms
- Recruitment coordination
- Initiate text amendments to assist in the redevelopment of the site
- CDBG Infrastructure and EDA grants for WWTP upgrade
- Economic development incentive grant
- Siler City Unidos project
- Attend Town Committee meetings: UDO Review Committee, Appearance Review Committee Land Development Plan update, Attended 8 Steering Committee meetings, 1 public input session, 1 planning board meeting, and 1 town board meeting Plan adopted on December 18, 2017, Attended Siler City Downtown (SCDT) Committee meetings and provided information about existing ordinances and enforcement
- Prepare and submit EPA Brownfield Community Assessment Grant application (2014- 2017)
- Chatham-Siler City Advanced Manufacturing Site
- Golden Leaf Infrastructure Grant for water main line along US 64
- Proposed interchange at US 421
- Two positions: Director of Planning and Community Development and Administrative Support Specialist

Revenues:

Fiscal Year	14	15	16	17	18
Total	\$ 19,407	\$21,254	\$48,980	\$50,365	~\$75,000

Past Grants

- 2015 - Loves Creek Greenway Trail - \$1,200,000
- 2015 - Chatham Avenue/Raleigh Street ADA cur ramp – Chatham County Health Department Grant = \$3,665
- 2016 - Triangle J COG Conservation Plan - 205j Grant = \$18,000
- 2016 - NCDOT Safe Route To School Chatham Middle School sidewalk project
- NCDOT Grant = \$500,000 (Construction)
- Chatham County Schools Grant = \$10,000 (Design)

- Chatham County Health Department Grant = \$10,000 (Design)
 - 2018 - ADA compliant intersections - NCDOT Transportation Alternative Program (TAP) Funding = \$198,000
 - 2017 - NC Rural Center STEP for Small Business Coaching Assistance - USDA-RCDI Grant = \$62,500
 - 2018 - Boling Lane Park stream restoration project - EPA 319 Grant = \$150,000
- Total Grant Funds = \$2,152,165

Current Year (FY19)

The functions and accomplishments include the following:

- Responsible for the administration, enforcement, implementation, and educating the public on the Town's Code of Ordinances, Unified Development Ordinance, and Land Development Plan.
- To administer and implement policies, programs, and services authorized by the Town Board that shapes the physical environment of the Town.
- To serve all persons in a positive and courteous manner and help ensure that the Town is a healthy, safe, attractive, and enjoyable place to live, work, and visit.
- Promote that everyone brings something to the table.
- Facilitate citizen involvement through networking, collaboration, and public input meetings.
- Identify issues and prioritize projects through inclusive planning processes.
- Reviews and approves site plans, subdivision plats, zoning and sign permits, watershed protection permits, and flood development permits.
- Provides support to the Town Board of Commissioners, Planning Board, and Board of Adjustment.
- Coordinates rezoning, text amendments, conditional use permits, conditional use rezoning, special use permits, special exception permits, variances, appeals, encroachments, annexations, and game room applications.
- Schedule, prepare agendas, and attend as staff liaison for Town of Siler City Planning Board and Board of Adjustment meetings.
- Setup tables and chairs for planning board meetings and visual presentation equipment for Board/Committee meetings.
- Develop and implement the Town's Geographic Information System (GIS) to improve governmental efficiency.
- Preserve and improve the Town's appearance through effective code enforcement.
- Advise and collaborate with Town Manager on policy, strategic planning, departmental coordination, etc.
- Collaborate with Town Attorney on planning and community development items
- Implement UDO Review committee recommendations, Planning Board initiated amendments, and other UDO amendments in an effort to make the development ordinance more community, people, and business friendly.
- Chatham-Siler City Advanced Manufacturing Site - Work with EDC to recruit a large economic development project.

Mountaire Farms

- Held many development meetings to discuss development process.
- Reviewed and approved many site plans and zoning permits for \$45,018,390.00 of construction work

Siler City Development Organization! (SCDO)

- Attend Board of Directors meetings
- CAM Site Readiness Litter Sweep
- Collaborative meetings
- Adopt-A-Street – W. 2nd St.
- Downtown Façade Grant Program
- Maintain the Town of Siler City available buildings and sites list.
- Meet with prospective businesses and site consultants on economic development projects.
- Assist existing and prospective businesses with economic development resources, incentives, grants, loans, and advertising opportunities.
- Coordinate and prepare agendas for STEP for Small Business team meetings.
- Update Planning and Community Development items on the website.
- Prepare and administer Request for Proposals/Qualifications and supervise the contracted services. Better coordination of project impacts across all town departments.
- Install public hearing signs.
- Draft UDO and map amendments with the help of the Planning Board and UDO Amendment Committee in an effort to make the development ordinance more community, people, and business friendly.
- Maintain Certified Zoning Official (CZO) certification.
- Maintain Certified Floodplain Manager (CFM) certification.
- Coordinate Pre-Development Meetings.

Transportation

- Attend Triangle Area Rural Planning Organization (TARPO) meetings representing the Town of Siler City on the Technical Coordinating Committee.
- Attend quarterly meetings with County planners and local NCDOT staff.
- Coordinate and submit Town of Siler City transportation priorities to be considered in the NCDOT State Transportation Improvement Program (STIP)

Implementation of:

- Chatham County Bicycle Plan
- Downtown Master Plan
- NC STEP Economic Development Strategic Plan and Implementation Strategy
- Pedestrian Master Plan
- SCDO Strategic Plan

Two positions

- Director of Planning and Community Development
- Administrative Support Specialist

Department Budget = \$166,432

Projected Revenue = \$116,497

Active Grants

- Loves Creek Watershed
- S. Cedar Ave. Park project - NC Dept. of Justice Environmental Enhancement Grant = \$270,000 .
- Park Shopping Center stream restoration planning study – Clean Water Management Trust Fund grant = \$105,000.
- Triangle COG Storm water Infrastructure Plan – 205J Grant - \$21,000.

Prepared by: Jenifer K Johnson, Town Clerk

- NC Rural Center STEP for Small Business Revolving Loan - USDA-RCDI Grant = \$100,000.
- N. Chatham Ave. Bike & Pedestrian Planning Study Grant = \$84,000.
- ADA compliant intersections - NCDOT Transportation Alternative Program (TAP) Funding = \$22,000.
- E. Raleigh St. sidewalk – NCDOT Funding = \$696,200
- E. 11th St. access management project - \$10,053,000
- Brownfield Program – EPA Community Assessment Grant = \$300,000

Total Grant Funds = \$11,651,200

Next 5 Years (FY20 – FY24)

The functions and goals include the above listed plus the following:

American Institute of Certified Planners (AICP) certification

Siler City make the list of great places produced by the American Planning Association

Serve as project coordinator of planning and community development projects:

Downtown Streetscape

Transportation (Intersection Improvements, Sidewalks, Bike Lanes, Greenways, Roads)

Community Development (Infrastructure, Housing Rehab)

Coordinate Plan updates (Community Development Plan, Economic Development Plan, Bicycle Plan,

Downtown Master Plan, Pedestrian Plan, Transportation Plan)

Three (3) positions

Director of Planning and Community Development

Administrative Support Specialist

Planning Technician/Zoning Enforcement Officer

Future Grants

2020 – Loves Creek Watershed

Loves Creek Tributary 1 Planning Study – Clean Water Management Trust Fund grant = \$105,000

Park Shopping Center mitigation – EPA 319 Grant = \$150,000

S. Cedar Ave. Park mitigation – Duke Energy Water Resources Grant = \$100,000

2020 - ADA compliant intersections - NCDOT Transportation Alternative Program (TAP) Funding = \$100,800

2021 – Pre-Regulatory Landfill Assessment Grant - \$70,000

2021 – FEMA Disaster Mitigation Grant = \$25,000

2022 - EPA Brownfield Cleanup Grant = \$160,000

2023 – NCDOT Pedestrian Planning Grant = \$32,000

2024 – W. 3rd St. Sidewalk – NCDOT Grant = \$668,000

2026 – S. 10th Ave./Cardinal St. Sidewalk – NCDOT Grant = \$722,000

Total Grants = \$2,132,800

As you may be able to gather from the overview of the depth and volume of services offered by the Planning and Community Development Department, the functions have expanded over the years. The

Prepared by: Jenifer K Johnson, Town Clerk

Department's traditional operations are largely focused on permit processing, plan reviews, and subdivision-related matters. During the economic downturn the Planning Department was afforded the opportunity to more devoutly exercise the "Community Development" function. As indicated in this report, the Department's operations have grown to encompass grant and project administration, project development and implementation, increased involvement and communications with community and economic development organizations, and activities associated with economic development advocacy for the Siler City community.

As fundamental the importance is of the regulatory operations and responsibilities of the Planning Department, the community development component of the Department has grown in proportionate significance. Though the Federal, State, and County governments each promote and conduct programming and other activities that are intended to spur economic growth, it is equally incumbent upon the most localized jurisdiction to advocate and engage such activities and programming.

The community development function of the Planning Department has grown over the past several years and has resulted in net benefits to the community. However, we believe more can and should be done in this line of operation. The Department's current staffing is balancing to maintain the acceptable levels of commitment to the regulatory and community development aspects of the Department's operations. Many of the community development activities require the Planning Director to be away from the office. Some months the Planning Director may be out of the office 43% of the time. Now with increases in pre-development meetings, text amendments, plan review, permitting, development activity, and the Chatham-Siler City Advanced Manufacturing Site on the horizon, and if the Board of Commissioners sees value in the work that the Department is doing and will do in the way of community development, we believe staffing needs to be increased to faithfully accomplish both missions of the Department without a wholesale reduction to the activities of the Department.

Currently Siler City is located in a tipped county (Chatham) as determined by State Law which requires State storm water permits be issued for all development that disturbs more than one acre. We have been under this program since 2009. The next trigger related to NC Storm water Law could be when the Town's population reaches 10,000. At that point Siler City may be designated a Phase II community by the Environmental Management Commission (EMC). If so designated, then additional resources will be needed that are currently not available. Those storm water related resources include but are not limited to: budgeting, staff, ordinance amendments, reporting, mapping, public education and involvement, standard operating procedures, inspection and enforcement, monitoring, record keeping, plan review, interviews, pollution prevention, etc.

Cross Training Needs

If the following positions require the following cross training needs:

Director of Planning and Community Development

Minimum housing

Building, electrical, mechanical, & plumbing plan review & permitting process
 Administrative Support Specialist
 Zoning Permit
 Sign Permit
 Watershed Protection Permit
 Flood Determinations
 Zoning Certification letters
 Site Plan Review
 Final Plat Review
 Setup audio/visual in courtroom
 Code Enforcement Officer
 Alcohol Beverage Control Compliance
 Final Planning Inspection Approval
 Zoning Permit
 Sign Permit
 Watershed Protection Permit
 Flood Determinations
 Zoning Certification Letters
 Site Plan Review
 Final Plat Review
 Setup audio/visual in courtroom

Proposed Budget Changes

Transportation Alternatives Program (TAP) Funding (\$25,200)

Awarded \$222,000 in grants to date

Upgrade intersections to ADA compliant

DOT Grant = ~\$3,000 per corner (74 corners have been completed)

Town responsible for 0% local match (\$0) for intersection located on State maintained roads

43 state maintained intersections were submitted in Feb. 2018 for funding consideration. Only 3 intersections were approved in 2018

Staff would like to submit the following intersections that are not located on state maintained roads.

The local match is 20% (\$600 per corner).

Roadway	Intersection Roadway	Corners
E. Beaver St.	Scott Alley	2
W. Beaver St.	Alley (unnamed)	2
W. 2 nd St.	Alley (unnamed)	2
W. 2 nd St.	N. Birch Ave.	2
E. 2 nd St.	N. 3 rd Ave.	4
E. Beaver St.	S. 3 rd Ave.	2

Chestnut St.	S. 3 rd Ave.	2
E. Dolphin St.	S. 3 rd Ave.	2
E. 4 th St.	N. 3 rd Ave.	4
E. 6 th St.	N. 3 rd Ave.	2
E. 4 th St.	N. 3 rd Ct.	2
E. 4 th St.	N. 4 th Ave.	2
E. 2 nd St.	N. 4 th Ave.	2
Perry Ave.	Harmony Dr.	2
Harmony Dr.	Solo Dr.	2
Harmony Dr.	Duet Dr.	2
Harmony Dr.	Singing Sound Way	2
Duet Dr.	Quartet Run	2
Quartet Run	Quintet Ct	2

Downtown Economic Development Strategic Plan – NC Commerce - \$1,000

NC Main St. Conf. registration and lodging expense for 2 Downtown Advisory Committee members - \$1,000

Wayfinding Signs - \$3,700

Capital Reserve - Future Year Pedestrian Projects (Pedestrian Master Plan Priorities)

Projects	Total Town Cost	Fiscal Year
E. Raleigh St. (from 6 th Ave. to 11 th St.) – Right-of-Way	\$40,000	FY20
E. Raleigh St. (from 6 th Ave. to 11 th St.) - Construction	\$149,000	FY20
E. 11 th St. (from N. Glenn Ave. to Walmart Supercenter – Construction	\$500,000 (estimate)	FY20

Buildings and Grounds (500)

Bryan Thompson – Town Manager stated that the Building and Ground’s Departmental Budget funds expenses associated with utilities, general maintenance and repairs of City Hall. The requested budget includes an increase of approximately \$101,873.00 from current year. Increases include contracted services, replacement windows in City Hall, elevator maintenance, updated security system, paint two suites, flooring in two suites. This budget will include the recommendations from Hobbs Architects after the Engineering Design Study for City Hall that was performed in the FY19 budget year. Hobbs will present the recommendations at the budget workshop on March 14, 2019. Accordingly, the requested budget for this department is \$174,715.00 as compared to the FY19 budget of \$72,842.00.00.

Police (510)

Jeanne Miller – Interim Chief of Police stated that the Police Department requested budget includes an increase of approximately \$389,455.00 from current year. Increases include professional services, phone, printing, utilities, training, building maintenance, automotive supplies, uniforms, ammunition,

dues and subscriptions, cameras, tasers, tablets, speed trailer, speedbox, window replacements, furniture, dodge charger, two ford explorers, body worn cameras, computer server, legal advice and policy review. Accordingly, the requested budget for this department is \$2,198,944.00 as compared to the FY19 budget of \$1,809,489.00.

Court Facilities (515)

Bryan Thompson – Town Manager stated that the Court Facilities Departmental Budget funds expenses associated with the court operations. Accordingly, the requested budget is maintained at nearly the same levels as currently budgeted for this department is \$4,200.00 as compared to the FY19 budget of \$4,200.00.

Fire (530)

Scott Murphy – Fire Chief stated that the Fire Departmental Budget funds expenses are associated with the operations of the Fire Department including staff, volunteers, vehicles and the building. The requested budget requests an increase of approximately \$840,993.00 from current year. Increases include funding for additional staff, training, uniforms, building improvements, furniture, and equipment. Accordingly, the proposed budget for this department is \$1,249,888.00 as compared to the FY19 budget of \$408,895.00.

While putting this year's budget package together try to look into the future and try to put a Capital Improvement Plan together. I have tried to prioritize them and have tried to put them into a time frame that would not be such a burden on our citizens. I am proud to say that with both the Town Board and your commitment we have already achieved some of the goals we set back in our first CIP plan in 2014. We have a career Chief and our new Engine is due to arrive this spring and we have completed our SCBA upgrades.

First CIP item is manpower. I am requesting this year seven more personnel. These positions will be another command staff position (Deputy Chief) and a Firefighter/ Drivers. These positions will have the responsibility of assisting the current career staff in day to day operations. As we still have a good Volunteer base there are many day to day operations that the volunteers are unable to assist with. Some of these tasks include, hydrant testing, Hose testing, Pump testing, and preplan updates. Now with that being said I am not downing our Volunteers. Historically we have tried to do these things on Monday night trainings. These training nights only afford us 8 hours a month to try and get our volunteers the required training for our ISO rating. It is essential that these training night's stay the primary training time for our Volunteers. As we move forward Volunteers are being stretched between work, family and Response requirements. We are seeing more and more requests for public fire prevention activities. This year alone we have reached over 4,500 citizens. Most of these occur during the week with daycares and Schools requesting a fire truck and FF's to talk to their students. This year alone we went to Siler City Elementary and Chatham Charter with 8 FF'S to use the Fire Prevention trailer and show a fire truck to the first graders at both schools. That would normally need 8 to 10

Firefighters to properly run. We had to forgo the Fire safety trailer for Virginia Cross Elementary due to only having 3 people that day. Instead we took two trucks and spoke to the students.

While reviewing our call responses I have found that a majority of our calls are from 6 am to 6 pm with the highest volume between 10 am and 6 pm. Responses by day of week are pretty consistent with an avg. of 70 calls a day for the year. We have 16 personnel that work shift work in other jurisdictions, and on four days out of a month we have 9 of those personnel working the same day and Shift. That is almost half of our Department. That is concerning to me as a Department head. As a result of this scheduling issue there are times that we are very short on trained and experienced manpower. With the addition of career staff we will be able to man a four man Engine Company. Along with the addition of a Deputy Chief position it will allow the Fire Chief and Deputy Chief to implement an on call schedule. It will allow another fire investigator to assist when the Chief is unavailable. We will be able to have our FF/ Drivers shifts on a 24 hr. schedule. Along with these added positions it will assist with our ISO rating as they count 1 paid personnel to every two volunteers. Paid staff is considered guaranteed response since they are at the building.

Our goal was three years ago when the Paid Chief Position was approved and created that we were looking into the future and to start moving toward a career Department. But we also realize that we will still need to continue to have a strong volunteer presence, as the cost of a fully funded Fire Department will be very hard to achieve at this time. Our Volunteers are and will be a great supplement to our paid staff and are still very much needed to maintain our current Insurance rating and level of protection for our citizens. As we have moved forward the last three years our average age of the Volunteer FF'S is 45 to 55 years of age. We have found even though we are still actively recruiting members all the time the day and age of Volunteers are numbered. We as a Department have been very lucky to have maintained our Volunteer roster to the level it is and has been at. Compared to other Departments in Chatham County, who have already felt these pains.

Second on the CIP item is: Fire Station renovation or replacement. The current station was built in 1960 at a cost of \$12,000 that was the original 4 truck bays and upstairs. There was an addition to the station in 1980. The majority of the labor after the initial walls and roofing was completed by the Fireman. The upstairs was completed by donations from several prominent citizens in Siler City and labor by the FF's. Historically a station has a life span of 50 years. As of now we are sitting at 59 years. The station is in relatively good shape. The overhead bay doors were replaced and hardwood floors refinished in late 1990's along with new replacement windows that were replaced in 2000. Just about every window has lost its seal and almost all of the springs have rusted making it extremely hard to open and close them. We have replaced over the years the HVAC units and ice machine. And have made repairs to the roof. The original concrete apron is inconsistent in thickness in areas. Some areas we have found to be 2" to 4" in thickness. As the trucks get heavier the pad is breaking up. These renovations will also assist us during inclement weather to staff the building with Volunteer's to run calls. Currently if we have a few stay they are sleeping on the couches or on the floors. With the move towards a career staff we have to

look at the overall function of the building. I have had a Fire station designer, sprinkler contractor, fire alarm contractor and numerous others come and look at the station and give estimates on renovations. With renovating the current building to accommodate 24 personnel in 6 bunkrooms, Storage room, a day room, kitchen upgrades, Handicap accessibility, furniture, concrete work on pads both inside the building and outside apron, replacement of carpets in pool room and Chief's Office, and replacement windows. Total renovation Estimate is \$1 million (Actual Estimated costs are \$725,000. The difference of \$275,000 is built in for any cost increase of the three phases of the construction.)

Now that maybe considered high but if you compare it to a new building that may cost up to 3 to 5 million not counting property this may be a viable option. There are some downfalls to this also, we would still have 3 city owned trucks either outside or in offsite storage. It will be the same foot print with no room for future expansion unless we take up parking lot space on the Southside of the building. Over all truck height is not getting any smaller a new Ladder truck may not fit into the building as was the case this summer with the Demo model. The rear wall of the station will need to be address at some point also. Due to 59 years of moisture in the blocks. One saving grace to our space issues will be some commitment to the CAM Site. If and when we get a commitment from a manufacturer we would then need to look a substation in that area to assist with providing coverage and ISO rating to the buildings. We would move some apparatus out there and this would relieve space in the main station. There is one thing to remember with a new Fire Station, Location, Location, Location, right now we sit in the middle of our response area. We need to be aware that if we move the station to far from our current location we will have the potential to move our six mile area and remove some residence and businesses out of the rated fire district which will increase their fire insurance premiums. But we may also move someone into a rated fire district which will improve their insurance premiums.

We obviously cannot take this on overnight. We would have to proceed in phases:

Phase 1: Sprinkler the building, Fire Alarm upgrade, Handicap accessibility issues, Renovation of storage room to include 6 bedrooms, Furniture for all bedrooms and Exhaust system for trucks. \$500,000

Phase 2: Replacement of all windows, Update Kitchen Cabinets, and replacement of carpet in Pool room and Chief's Office. \$100,000

Phase 3: Replacement of Existing Concrete pad on apron and inside of building. \$125,000

These major purchases that I have outlined will hopefully give us a guideline as we move to the future. As always we know that funding is at a minimal. And we always are very appreciative of the support that both you and the Town Board give us every year.

Inspections (540)

Bryan Thompson – Town Manager stated that the Building Inspections budget requests an increase of approximately \$1,542.00 from current year which includes demolition expenses. Accordingly, the requested budget for this department is \$183,227.00 as compared to the FY19 budget of \$181,685.00.

Past 5 Years (FY14 – FY18)

The functions and accomplishments were as follows:

Attended Siler City Downtown (SCDT) Committee meetings and provided information about existing ordinances and enforcement

Complaint driven code enforcement

Coordinate Town Safety Committee meetings and inspection

Maintain Coordinate Town wide fire inspection program excluding Chatham County Public Schools (completed by County Fire Marshall)

Assist the Fire Chief with fire investigations by helping determine cause and origin of fires

Investigate calls about illegal burning

Weekend inspections of festivals, special events, bounce houses

Two positions

Building Codes Administrator

Code Enforcement Officer

Current Year (FY19)

The functions and accomplishments include the following:

Responsible for the administration, enforcement, implementation, and educating the public on the NC Building Code.

To serve the public and make sure buildings and structures are safe for the public to use.

To administer and implement policies, programs, and services authorized by the Town Board that shapes the physical environment of the Town.

To serve all persons in a positive and courteous manner

Help ensure that the Town is a healthy, safe, attractive, and enjoyable place to live, work, and visit.

Reviews and approves building plans and building permits

Responsible for issuing permits for new construction, repairs, alterations, additions, to buildings in the Towns jurisdiction.

Responsible for inspecting work performed by contractors, home owners and others to make sure the work meets the intent of the North Carolina Building Codes.

Provides support to the Town Board of Commissioners

Preserve and improve the Town's appearance through effective code enforcement

Proactive code enforcement program focuses on Town Code violations (tall weeds, nuisances, junk vehicles, construction without permit, etc.)

Reactive code enforcement on items required by the UDO (work without a zoning permit, signs, parking on grass, etc.)

Coordinate demolition of abandoned structures

Collaborate with Town Attorney on inspection items

Mountaire Farms - Reviewed and approved many building plans and building permits for ~\$45,018,390.00 of construction work

Meet with prospective businesses and site consultants on economic development projects

Maintain Inspection certifications

Attend Pre-Development Meetings

Two full time positions and one part time

Building Codes Administrator (Level 3 building, electrical, plumbing, mechanical, fire)

Code Enforcement Officer (Level 1 building, electrical, plumbing, mechanical) (has received probationary Level 2 plumbing)

Part-Time Certified Inspector (Level 3 in building, electrical, plumbing, mechanical, & fire) – works Monday (8a-2p), Wednesday (8a-2p), and Friday (8a-12p)

Department Budget = \$181,685

Next 5 Years (FY20 – FY24)

The functions and goals include the above listed plus the following:

Tall weed abatement program

Expanded minimum housing program

Automate the permitting process, record keeping, and code enforcement files with computer software

Three (3) positions

Building Codes Administrator

Code Enforcement Officer

Minimum Housing Officer

As you may be able to gather from the overview of the depth and volume of services offered by the Inspections Department, the functions have expanded over the years. The Department's traditional operations are largely focused on permit processing, plan reviews, and code enforcement. During the economic downturn the Inspections Department absorbed the fire inspections program.

As fundamental the importance is of the regulatory operations and responsibilities of the Inspections Department, the demand of code enforcement is growing more significant. We believe more can and should be done in this line of operation. The Department's current staffing is balancing to maintain the acceptable levels of commitment to the current regulatory and code enforcement aspects of the Department's operations. Now with increases in pre-development meetings, building activity, and since the Board of Commissioners sees increased value in minimum housing we believe staffing may need to be increased to faithfully accomplish the missions of the Department without a wholesale reduction to the activities of the Department.

Cross Training Needs

If the following positions require the following cross training needs:

Administrative Support Specialist

Zoning Permit

Sign Permit

Watershed Protection Permit

Prepared by: Jenifer K Johnson, Town Clerk

Flood Determinations
Zoning Certification letters
Site Plan Review
Final Plat Review
Setup audio/visual in courtroom
Code Enforcement Officer
Alcohol Beverage Control Compliance
Final Planning Inspection Approval
Zoning Permit
Sign Permit
Watershed Protection Permit
Flood Determinations
Zoning Certification Letters
Site Plan Review
Final Plat Review
Setup audio/visual in courtroom

Proposed Budget Changes

Increase demolition expenses from \$31,000 to \$33,700
Field tablet for Code Enforcement Officer - \$2,500
NC Association of Housing Code Officials Conference - \$900

Garage (555)

Bryan Thompson – Town Manager stated that the Garage’s Departmental Budget funds expenses associated with the maintenance of vehicles in the Town’s fleet. An increase of \$2,300.00 includes automotive and general supplies. Accordingly, the requested budget for this department is \$98,710.00 as compared to the FY19 budget of \$96,410.00.

Public Works (560)

Bryan Thompson – Town Manager stated that the Public Work’s Departmental Budget funds expenses associated with the maintenance of sidewalks, street, cemetery, town properties. An increase of \$120,845.00 includes utilities, training, vehicle repairs, automotive and general supplies, replacement of a loan mower, F250 to replace truck 24, John Deere 325G compact track loader with 50% funded in 828 an a lean to off of the building with 50 % also funded in 828. Accordingly, the proposed budget for this department is \$621,711.00 as compared to the FY19 budget of \$500,866.00.

Sanitation (580)

Bryan Thompson – Town Manager stated that the Sanitation Departmental Budget funds expenses associated with the Town’s solid waste program including curb pickup, junk and bulky waste, and green waste. An increase of \$166,000.00 includes vehicle repairs and tipping fees, and a boom truck.

Accordingly, the requested budget for this department is \$679,378.00 as compared to the FY19 budget of \$513,378.00.

Recreation (620)

Joseph Keel – Parks and Recreation Director shared the following with the Board of Commissioners: The Parks and Recreation Departmental Budget funds expenses associated with the maintenance of town parks and recreation facilities, as well as recreation programs. An increase of \$175,282.00 includes part time employment, professional services, building and ground maintenance, advertising, athletic supplies, contracted services, dues and subscriptions, non-athletic supplies, and roof on Ramsey Gym, F-150 Truck, Ford Explorer, John Deere Field Machine. Accordingly, the requested budget for this department is \$781,962.00 as compared to the FY19 budget of \$606,680.00.

Program Numbers

<u>Program</u>	<u>2017</u>	<u>2018</u>	<u>Increase</u>
Baseball/Softball/T-Ball	193	240	47
Football/Cheerleading	130	146	16
Basketball	184	198	14

Every program has seen an increase over the past year. The increase wasn't as substantial as prior year but there was still an increase. Our participation numbers grew dramatically in 2017 and this dramatic increase couldn't be expected again in 2018. However, the department is pleased to see participation numbers growing even after the mass increase. Staff anticipates another dramatic increase in FY 21'. The Parks and Recreation Department attributes the increases to the restructuring of our leagues and rules. Staff has brought all the 8U (age 8 and under) leagues back to Siler City, instead of combining into other leagues throughout Chatham County. The department's goal is to build on this bubble that has been created in our 8U leagues and carry that throughout the 12U(age 12 and under leagues), while bringing in new participants every year. Over time, all our leagues will be back in Siler City and the department will continue to grow. The benefit of having leagues in Siler City instead on combining into other leagues in Chatham County is;

Full control of the schedule. P & R staff is able to construct a schedule that is consistent and structured. The parents currently in our 8U leagues appreciate the work staff does to produce a consistent and structured schedule. Parents know exactly what their game/practice times and days are, instead of it fluctuating from week to week.

Managing the environment. P & R staff trains all our coaches and run them through a nationwide back ground screening. Every coach on the field must pass our background screening criteria to be a volunteer coach. Parents are educated on proper behavior and conduct at our athletic events. Not everyone that we partner with in Chatham County goes through this process to ensure a positive environment. When we combine our teams into other leagues throughout Chatham County our teams must travel to other facilities outside of Siler City. This opens our participants and parents into an

environment that we have no control over. They are exposed to other coaches and parents that haven't gone through training or background screening.

No travel outside of Siler City required. Parents aren't required to take their children outside of Siler City to participant in games. This making it more convenient for parents.

Revenues

Line Item	FY 19'
Parks Dept. Revenue	\$7,950.99
Recreation Rentals	\$4,250
Recreation Sponsorship	\$5,076.02
Recreation Fees	\$9,240

Parks & Recreation staff has taken advantage of opportunities to increase revenue coming into the department. Some of the opportunities include;

Hosting Tournaments. The P & R Department has hosted 5 tournaments this fiscal year and has planned 10 more tournaments for this spring and summer. Staff has completed renovations to Bray Park Sports Complex to invite more tournaments from around the state. Tournaments held so far include; SWAC State Tournaments, Top Gun Softball Tournaments, Main Event Baseball Tournaments and Quad County Football Jamboree. Nations Baseball Tournaments and USSSA Baseball/Softball Tournaments have shown interest and requested dates for tournaments this spring and summer.

Obtaining Sponsorships. Staff has setup a sponsorship program for our Baseball, Softball, T-Ball and Basketball leagues. This program allows local businesses/organizations to sponsor teams or leagues and gives them the opportunity to advertise their business/organization.

Increase Participants. As the P & R Department restructures the athletic leagues and rules, which has increased participation numbers, this ultimately brings in more revenue. However this does increase our expenditures (officials, jerseys, part time staff hours and equipment).

The Parks and Recreation Department has also noticed a declining trend in Recreation Rentals. With the department offering more programs and expanding league schedules due to increase participation, our facilities aren't as available to rent as they once were.

2018 Park Improvements and Department Achievements

- *State recognition from the North Carolina Recreation & Parks Association
- *Hired Daniel Spivey, Administrative Support Specialist
- *Hired Jeremiah Pilarski, Park Maintenance Technician
- *Posted updated Park Rules
- *Address and corrected all Level I safety hazards in the parks
- *Increase athletic league participation by 77 participants
- *Implemented new partnership with CSL
- *Brought 8U leagues back in house

- *Renovated Parks and Recreation offices
- *Increased in new program offerings:
 - Park Hide & Seek
 - Mini Masters Art Camp
 - Taekwondo For You
 - Open Homeschool Recess
- *Implementation of additional Special Events
 - Supper with Santa (Sold Out)
- *Expanded Fall-O-Ween Carnival Special Event
- *Increased our Social Media presence
 - Facebook increased to 1,284 followers
 - Instagram increased
- *Bray Park Aquatic Facility
 - Facility opened on July 30th
 - Received numerous compliments from the public
 - Started aquatic recreation programming
 - Constructed lean-to addition for more security and longevity
- *Boling Lane Park
 - Installed new playground structure (Mega Tower)
 - Resurfaced walking track
 - Fixed water pipe issues
 - Shelter improvements
- *Landrus Siler Park
 - Installed new playground structure, swings and ten spin.
 - Replaced sand with certified Kid Cushion Mulch
- *Washington Avenue Park
 - Renovation of bathroom facility
 - Resurfaced walking track
- *Bray Park Sports Complex
 - New fencing around Field 2,5 & 6
 - Constructed storage facility
- *Ernest Ramsey Gym
 - Installed new split rail
 - Installed new park signs
- *Paul Braxton Gym
 - Constructed new bathroom facility at soccer field
 - Installed new split rail
 - Demoed old buildings and structures

Capital Improvement Plan FY-20' through FY-24'

Prepared by: Jenifer K Johnson, Town Clerk

	<u>2019-</u> <u>2020</u>	<u>2020-</u> <u>2021</u>	<u>2021-</u> <u>2022</u>	<u>2022-</u> <u>2023</u>	<u>2023-</u> <u>2024</u>
Parks and Recreation					
Storage Facility at Bray Park	\$28,700				
Roof & Building Repairs to Ramsey Gym	\$25,600				
Musco Lighting for Field 2		\$70,000			
Bathroom facility at Bray Park			\$45,000		
Washington Ave. Basketball Court			\$9,000		
Landrus Siler Basketball Court			\$9,000		
Tennis Court Reconstruction				\$50,000	
Pave Walking Trail at Boling Lane Park				\$20,000	
Pave Top Parking at Bray Park					\$50,000
Playground at Bray Park					\$20,000
TOTALS	<u>54,300</u>	<u>70,000</u>	<u>63,000</u>	<u>70,000</u>	<u>70,000</u>

Proposed Needs for FY-20'

1. Site Specific Master Plan for Bray Park Sports Complex

- Site Specific Master Plans are detailed plans on a specific location and serve as a necessary tool for the planning stages of a project.
- Site Specific Master Plan will review our options for the 50 acres of undeveloped area at Bray Park Sports Complex and look into the existing fields and structures we already have.
- Allow us to plan accordingly for the future enhancements of Bray Park.
- Prioritize and access the needs for Parks and Recreation
- The Master Plan will be presented to the Mayor, Pro Tem Mayor and Board of Commissioners so a decision shall be made on what action to take at Bray Park Sports Complex.

2. Proposed Capital Improvement items for FY-20'

Storage Facility at Bray Park

Staff was able to get a 30'x30' storage building at Bray Park during FY 19'. However, this building still needs amenities added to it so Parks and Recreation will be able to store 100% of their equipment. Currently, 50% of Parks and Recreation equipment is stored at Public Works, while the other 50% is stored at the new storage facility at Bray Park. With the addition of lean-tos and enclosing this facility with a 10' fence, Parks and Recreation will be able to store all their equipment onsite at Bray Park. This will ensure proper efficiency of the department and also free up space at Public Works.

Roof and Building Repairs to Ramsey Gym

Ernest Ramsey Gym is the department's most pristine facility. However, there is on-going water damage happening inside the facility. During FY-19' staff has worked closely with general contractors and McRae Roofing to find a solution to the problem. If these repairs aren't made in a timely manner then the department can count on these issues evolving into a bigger issue and becoming more costly.

Library (630)

Bryan Thompson – Town Manager stated that the Library’s Departmental Budget funds expenses associated with the maintenance of the Library building. The proposed budget requests an increase of approximately \$82,230 from current year for a new roof on the building, carpet cleaning, HVAC Maintenance, exterior paint, and sidewalk repair. Accordingly, the requested budget for this department is \$97,950.00 as compared to the FY19 budget of \$15,720.00.

Airport (650)

Bryan Thompson – Town Manager stated that the Airport’s Departmental Budget funds expenses associated with the operations of the Siler City Municipal Airport. An increase has been added for postage, lease payments and utilities. While the requested budget represents little change in funding; please note, funding for capital projects is found in the department titled “Transfers”. These funds are planned to be moved to project ordinances throughout the year as various projects come on line for engineering and/or construction action. Accordingly, the requested budget for this department is \$100,400.

Streets (570)

Bryan Thompson – Town Manager stated that the Powell Bill Departmental Budget funds expenses associated with the town streets, sidewalks, and new construction projects. An increase of \$30,800.00 includes a 16’ roll off open container for hook lift truck, roller, and brush attachment. Accordingly, the requested budget for this department is \$354,047.00 as compared to the FY19 budget of \$316,247.00.

Water and Sewer Administration (710)

Bryan Thompson – Town Manager stated that the Water Sewer Administration’s Departmental Budget funds expenses associated with the administrative functions of the Utility Fund. Increased funding of \$175,574.00 includes an Administrative Assistant position and 50% of a Human Resources Technician, software upgrade (75%), furniture, computers, Clean Team supplies, automotive expenses, dues and subscriptions, and 50% of the document scanning project. Accordingly, the requested budget for this department is \$552,299.00 as compared to the FY19 budget of \$376,725.00.

Water Treatment (810)

Bryan Thompson – Town Manager stated that the Water Treatment Plant’s Departmental Budget funds expenses associated with the operations of the facility. Additional funding in this Department is anticipated to be necessary to support higher productivity of the Water Plant associated with the volume of treated water demand from the new poultry industry, which is planned to come on line in January of 2019. This additional cost comes primarily in the form of chemicals and utilities, which is anticipated to cost an additional \$250,000.00 in the coming year. The proposed budget requests an increase of approximately \$570,338.00 from current year. Increased funding includes an additional operator, equipment rental, contracted services, sludge removal, lease payment, equipment

maintenance, and a F150 truck, generator, chemical room expansion, paving road to raw water pump, and additional equipment. Accordingly, the proposed budget for this department is \$2,095,387.00 as compared to the FY19 budget of \$1,525,049.00.

Wastewater Treatment (822)

Chris McCorquodale – Wastewater Treatment Plant Superintendent shared the following with the Board of Commissioners:

The Wastewater Treatment Plant's Departmental Budget funds expenses associated with the operations of the facility. Additional funding in this Department is anticipated to be necessary to support higher productivity of the Wastewater Plant associated with the volume of treated wastewater demand from the new poultry industry, which is planned to come on line in January of 2019. The requested budget requests an increase of approximately \$283,695.00 from current year. Increased funding includes the addition of an additional operator, utilities, sludge removal, chemicals, F250 truck, Skid Steer with bucket, forks, and snow plow, filter media, raise controls, RTU equipment, crackfill and seal plant road. Accordingly, the requested budget for this department is \$1,833,106.00 as compared to the FY19 budget of \$1,549,411.00. Five years ago, the plant was treating around 2.5 MGD of wastewater, which would eventually settle out around 1.5 MGD with the loss of most of our industry. We were into our second phase of RTU replacements and we were going through some personnel changes, which included retirements and finding night shift operators.

Today with the unusual rainy season we are treating around 2.0 MGD of wastewater and except that to continue to rise with the startup of Mountaire Farms. We are in the final stages of replacing our supporting hardware, like level controls and flow monitoring, that goes along with the RTU's. With personnel changes complete, over half of the staff has less than five years' experience. The years of experience might not be there yet but with a high priority being placed on education all employees continue to expand their knowledge with schools and hands on training. Four out of seven employees have a Grade IV Wastewater certificate that is the most ever for Siler City.

This year some of the biggest highlights in the budget are:

Full Time- Swing shift operator

New truck for maintenance

Skid steer

Crack fill and seal existing asphalt

Raise controls for Zone #2

Filter Media replacement- Recommended 15-year life span, currently 18 years old.

Replacing the concrete deck on the bridge at the back gate.

Next five years we should be well on our way to upgrading the plant to meet our new anticipated nutrient limits set by the state.

Water and Sewer Maintenance (828)

Bryan Thompson – Town Manager stated that the Water Sewer Maintenance Departmental Budget funds expenses associated with the maintenance and repair of the Town’s water and sewer infrastructure. An increase of \$191,161.00 includes a Utility Maintenance Worker, permitting, training, equipment maintenance, system maintenance, rental equipment, equipment and departmental supplies, uniforms, taps and bores, meters, remetering program, equipment, and the water and sewer rehab program, 50% of John Deere 325G compact track loader with the other 50% in 560, and 50% lean to off the building with the other 50% in 560. Accordingly, the requested budget for this department is \$773,045.00 as compared to the FY19 budget of \$581,884.00.

License Plate Agency (412)

Roy Lynch – Finance Director stated The License Plate Agency Budget is for administrative expenses associated with the LPA operations. An increase of \$1,167.00 has been added for a copier and miscellaneous expenses. Accordingly, the requested budget for this department is \$118,167.00 as compared to the FY19 budget of \$117,000.00.

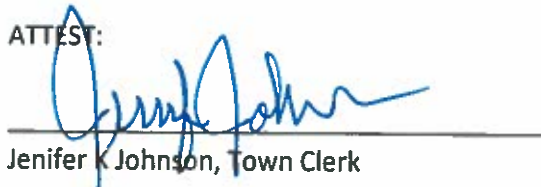
ADJOURNMENT

With no further business the Board of Commissioners adjourned at 12:00pm.



John F Grimes, Mayor

ATTEST:



Jenifer K Johnson, Town Clerk

