

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Special Session on Saturday, January 27, 2018 at 8:00am at the Fitt's Community Center with Mayor Pro Tem Cheek presiding. Commissioner Price gave the invocation.

ELECTED TOWN OFFICIALS PRESENT: Cindy Bray, Larry Cheek, Mike Constantino, Bill Haiges, Thomas "Chip" Price and Tony Siler

ELECTED TOWN OFFICIALS ABSENT: Lewis Fadely and John Grimes

TOWN STAFF PRESENT: Town Manager Bryan Thompson, Police Chief Gary Tyson, Fire Chief Scott Murphy, Building Code Administrator Charlie McLaurin, HR Director Nancy Darden, Water Treatment Superintendent Phillip Perkins, Planning Director Jack Meadows, Public Works Operations Superintendent Joey Smith, 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

Cheek stated that Commissioner Constantino wanted to add a soccer discussion at the beginning of the agenda. The Board approved the addition.

Constantino introduced Erick Berg, President, Chatham Soccer League. Berg shared proposed layouts for additional soccer fields in the community.

DEPARTMENTAL UPDATES AND DISUSSION

Governing Board (400)

Bryan Thompson – Town Manager stated the Governing Board's Departmental Budget is not planned to be materially changed from current year. At this time, it appears that upward adjustments made in the current year's budget for attorney's fees is holding and does not require additional adjustments for the next fiscal year. If additional training, programs or other activities are desired by the Board, this departmental budget can be adjusted accordingly.

Thompson stated at this time, the Town has received eight nonprofit requests, which are included in your budget packet. Staff seeks direction from the Board on when nonprofit funding consideration should be placed as an item on a future budget workshop and how the Board would like to engage this process. For instance, last year the Board invited each nonprofit to offer a presentation to the Board.

Organization	2017/2018 Funding	2018/2018 Request
Chatham County Communities in School	\$ 2,500.00	\$ 10,000.00
Chatham County Rescue Squad	\$ 12,500.00	\$ 35,000.00
Chatham Habitat for Humanity	\$ 5,000.00	\$ 10,000.00

Chatham Literacy	\$ 7,500.00	\$ 25,000.00
Hispanic Liaison	\$ 4,000.00	\$ 8,000.00
NC Arts Incubator	\$ 2,500.00	\$ 10,000.00
Project Graduation	\$ 750.00	\$ 1,000.00
Siler City Development Organization		\$ 7,500.00
TOTAL	\$ 34,750.00	\$ 106,500.00

Town Manager (405)

Bryan Thompson – Town Manager stated that the department budget is not planned to be materially changed from the current year.

Human Resources (408)

Nancy Darden – HR Director stated that the Human Resources budget has minimal changes from prior year budget. The most significant change is in Contracted Services. There are two reasons for this:

We are adding a feature to our background checks that will notify us each morning if an employee engages in activity that results in charges against him/her. This will allow for us to act in the best interest of the organization if those charges are of a significant nature (i.e., drug and alcohol related).

With the implementation of the revised drug and alcohol policy, we must budget for random testing four times a year. There are also various trainings that the Designated Employee Representative must attend annually.

Darden stated that she looks forward to focusing on employee education and engagement, wellness initiatives, and policy revisions in the 2018-2019 year.

Finance (410)

Roy Lynch – Finance Director stated over the last fiscal year, the Finance Department has gone through significant personnel changes due to retirements and separations. During this transition period, it has been a top priority to restructure and realign duties within the department. It was my desire to come in and become acclimated with the positions along with each employee’s capabilities and understanding of how Finance functions. We are still in the process of placing personnel in positions that best fit the needs of the department. We have one position open and I am currently assessing the level of employee needed and what the scope of the job functionality will be.

Additionally, sustained funding for training is necessary to ensure we maintain competent individuals in positions that are critical to the performance of the department. With employees having a clear knowledge of responsibilities and implications of actions taken, staff doesn't simply go through the motions of completing daily tasks without an understanding of the effects overall. We want to encourage participation in local Community College courses and currently have one employee who is utilizing the tuition assistance program to improve their educational training. One of the departmental staff recently completed the "Chatham County Leadership Academy" as well.

An additional priority and capital need is the implementation of a new software program. We operate on the Harris Local Government ICS/CSI software that meets the need of the department, but not the entire organization. There are a number of municipal programs available and time should be taken to choose software that will meet the requirements of each department including but not limited to; Personnel, Payroll, Permitting, Inspections, Protective Services, Utility Billing and overall Finance functionality. It is imperative we take a broad look at each to ensure the option chosen will allow for future growth. There is not a request in the FY2018-2019 budget year but will be presented in a future budget year.

Most of the department requests have remained constant with the current fiscal year budget. There is a slight increase in the Professional Services based on the potential for a single audit. I have requested replacement of one office desk and two chairs. Some furniture in the department needs to be replaced and if we can take one step at a time, we can redesign the floorplan and develop it into a more functional workspace.

Planning and Community Development (416)

Jack Meadows – Director of Planning and Community Development shared the following with the Board of Commissioners:

Past 5 Years (FY13 – FY17)

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
- 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
 Two positions
 Director of Planning and Community Development
 Administrative Support Specialist

Revenues:

Fiscal Year	13	14	15	16	17
Total	\$ 18,956	\$ 19,407	\$21,254	\$48,980	\$50,365

Past Grants

2013 - NCSTEP Implementation Grant = \$100,000
 Façade/Streetscape Grant program
 Wayfinding Signs
 Downtown Master Plan – Adopted 2013
 Branding Guide – Adopted 2013
 2013 – NCDOT Pedestrian Planning Grant = \$24,800
 2015 - Loves Creek Greenway Trail
 Engineering and Design = \$250,000
 Trail Construction = \$950,000
 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)
 2017 - ADA compliant intersections - NCDOT Transportation Alternative Program (TAP) Funding = \$60,000

N Chatham Ave & 4 th St	E Raleigh St & 3 rd Ave
N Chatham Ave & 3 rd St	S 2 nd Ave & E Dolphin St
W Raleigh St & Birch Ave	S 2 nd Ave & E Elk St

Total Grant Funds = \$1,926,465

Current Year (FY18)

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 all 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

Golden Leaf Infrastructure Grant for water main line along US 64

Proposed interchange at US 421

Mountaire Farms

Held many development meetings to discuss development process

Reviewed and approved many site plans and zoning permits for \$21,684,458 of construction work

Siler City Development Organization! (SCDO)

Attend Board of Directors meetings

CAM Site Readiness Litter Sweep

Collaborative (Community Partners) meetings

Adopt-A-Street – W. 2nd St.

Prepare and submit EPA Brownfield Community Assessment Grant application

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
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
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)
Siler City point of contact for Chatham County Comprehensive Transportation Plan process
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 = \$140,522
Projected Revenue = \$50,000 (July – December = \$30,141)
Active Grants
Loves Creek Watershed
Boling Lane Park stream restoration project - EPA 319 Grant = \$150,000
Downtown Park stream restoration project (Cedar Ave.) - NC Dept. of Justice Environmental Enhancement Grant = \$270,000
Park Shopping Center stream restoration planning study – Clean Water Management Trust Fund grant = \$100,000
NC Rural Center STEP for Small Business USDA-RCDI Grant
Coaching assistance = \$62,500
Loan pool = \$100,000
N. Chatham Ave. Bike & Pedestrian Planning Study Grant = \$84,000

ADA compliant intersections - NCDOT Transportation Alternative Program (TAP) Funding = \$102,000

N Chatham Ave & 2 nd St	W Raleigh St & N Evergreen Ave
S Chatham Ave & Beaver St	W Raleigh St & N Fir Ave
N 2 nd Ave & E 4 th St	W Raleigh S. & Ingle St
S 2 nd Ave & E Beaver St	W Raleigh St & W Dolphin St
S 2 nd Ave & Chestnut St	W 3 rd St & N Fir Ave
E Raleigh St & N 4 th Ave	

E. Raleigh St. sidewalk – NCDOT Funding = \$696,200

E. 11th St. access management project - \$10,053,000

Total Grant Funds = \$11,617,700

Next 5 Years (FY19 – FY23)

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:

Loves Creek Watershed

Brownfields Program

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

Future Grants

2018 - EPA Brownfield Community Assessment Grant = \$400,000

2020 – Loves Creek Watershed - Park Shopping Center stream restoration project – Clean Water

Management Trust Fund grant = \$550,000

Total = \$950,000

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 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, Mountaire Farms, 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, I 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 stormwater 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 Stormwater 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 stormwater 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.

However, before staff is added to the Planning Department we must address the lack of existing floor space to accommodate additional staff, desk, equipment, filing, etc.

Cross Training Needs

If the following positions are not available, then the following actions require cross training:

Director of Planning and Community Development

Permits (Zoning, Signs, Floodplain Development, Watershed Protection, Special Use, Conditional Use, Special Exception)

Flood Determinations, Zoning Certification letters, Alcohol Beverage Control Compliance, Pre-Development Meetings, Site Plan Review, Final Plat Review, Subdivision Plan Review, Appeals, Variances, Rezoning, Text Amendments, Conditional Use Rezoning, Encroachment Agreements, Annexations Petitions, Street Closing Petition, and Amusement Application

Coordinate transportation (E. Raleigh St., N. Chatham Ave., US 64) and economic development (CAM Site, SCDO, Loves Creek Watershed, Brownfield, Step for Small Business) projects
 GIS and setup audio/visual in courtroom
 Administrative Support Specialist
 Issue building, electrical, mechanical, & plumbing permits
 Schedule fire inspections

Proposed Budget Changes

Downtown Parking Plan - \$10,000
 Preliminary Opinion of Probable Cost for Pedestrian Projects - \$2,500
 Computer
 Laptop, dock, monitor, MS Office - \$1,981
 ArcGIS Desktop Basic - \$800
 ITE Trip Generation Manual - \$895
 Desk chairs - \$500
 Storage cabinet for office supplies - \$300
 Portable projector screen - \$200
 REDI Application Match (50%) for Local Candidate - \$650
 Downtown Façade Grant Program (managed by SCDO) - \$2,500
 Planning Board Pay increase - \$2,700
 Wayfinding Signs - \$3,600
 Planning Technician (Full Time) – Starting salary range \$30,000 - \$38,900
 Perform routine administrative work and technical work in support of the development review process including customer service, plan review, and issuing of permits
 Serve as backup if Director or Administrative Support Specialist are not available
 Minimum Qualifications
 Graduation from a community college or business/technical school with an associate's degree in planning, architecture, construction management, business management, geographical information science, social sciences or related field
 Two (2) years of experience in an administrative, management support, technical work, secretarial, clerical, or office management position including strong public contact duties
 Preferred Qualifications:
 Graduation from an accredited college or university with a bachelor's degree in planning, architecture, geography, geographical information science, public administration, or related field
 Four (4) months of experience in subdivision plans review, zoning administration, geographical information systems or land development

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	\$45,000	FY19

E. Raleigh St. (from 6 th Ave. to 11 th St.) - Construction	\$148,800	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 department budget has been increased to included replacement windows in City Hall and landscaping at facilities.

Police (510)

Gary Tyson – Chief of Police stated that they currently have 12 vehicles in our fleet that have over 100,000 miles on them. We have 16 vehicles that have over 75,000 miles. I am asking for 3 new vehicles in this upcoming budget year. (2 Ford Explorers that will be purchased locally at Welford Harris Ford and 1 Dodge Charger that will be purchased at Nichols Dodge in Burlington). Each of these 3 vehicles will be outfitted with the Lights / Siren packages, Radar Units, In-car Cameras, Gtac Tablets and Graphic Packages.

Tyson is requesting that we upgrade and replace 4 old servers with two Super servers with replication capabilities. We will finance these over a two year period. If this is not approved, I am asking that we upgrade our 4 old servers to meet standards. We will finance this over a two year period. Our servers are reaching 7 years old at 24x7x365 use. Server life is 5-7 years old. Upgrading the 2 current Servers that will support the New OS is costly, and the money is being spent on old Servers.

Tyson is also asking in this budget to purchase 5 Body Worn Coban Cameras. This will allow us to have 2 officers wearing (BWC's) per shift. A&B shifts will have 2 (BWC's) and can switch out and C&D shift will have 2 (BWC's) and can switch out. We will also outfit our traffic officer with a (BWC). The life of these (BWC's) is 3-5 years. We will outfit 15 more officers with (BWC's) over the next 3 years (5 each year). By the time we will need to replace our first (BWC's) we should have each officer wearing a Body Worn Camera.

Tyson stated without going into any further detail, the other Non Capital and Capital Outlay budget request are; Lobby furniture, Tablet / Camera Setup, printer mounts for eCiation (6), console arm rest for printer mounts (6), and tablet Cradles (3), Smith Rodgers 24/7 Tactical Legal Services.

A motion to excuse Commissioner Price was made by Commissioner Haiges, seconded by Commissioner Siler, and unanimously approved.

Court Facilities (515)

Bryan Thompson – Town Manager stated that the department budget has increased to included audio and video equipment in the courtroom.

Fire (530)

Scott Murphy – Fire Chief stated 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.

Murphy stated the first CIP item is, Engine 916 is 27 years old. Back in 1990 when it was purchased for \$225,000 it was presented to the Town Board as a 25 year investment. The truck has lived up to its expectations and can be moved to reserve status where it can serve for another 10 or more years. By removing it from frontline service we can cut down on the number of responses and wear and tear. We will still continue annual servicing and maintain all required testing for ISO. With this apparatus in reserve we can still train new drivers and have a truck ready if and when another one has to be out of service for a period of time. Engine 914 was bought in 2007. We have made our last payment on it in 2016. I propose looking to replace Engine 916 and if at all possible keep the truck payments rolling on with a new purchase. In the last few years I have been talking with both Pierce Mfg. and 4 Guys Fire trucks. We currently have 5 pieces of Apparatus from both of these manufacturers. We have received both excellent Service and quality products by both Companies. All five pieces have served us well with minimal issues other than normal wear and tear and replacement costs. Both Manufactures have looked at a set of Specifications that I have prepared and they both have priced a new Engine at \$600,000 to \$670,000. In these specifications I have cut down to the bare bones but still feel that we have a functional truck that will serve us for another 25 to 30 years as our 1990 Engine has.

In speaking with both manufacturers they both have a one (1) year build out and delivery. So in all actuality we can order the new Engine in September 2018 and will not have to make the first Payment until September 2019. We can also look at some creative financing options; I have been looking into HGAC (Houston Galveston Area Council) in Texas which is a consortium of municipalities and manufacturers that have competitive pricing already in place. Blake Klaus who financed our SCBA IN 2011 stated he would be interested at looking at financing and we have our traditional avenues for financing and piggy backing off other trucks similar to ours. With replacing Engine 916 with a new apparatus we will be improving our fire flow rate (Pumping capacity by 500gpm), increased safety, LED lighting, Air bags for crew protection, lower maintenance cost and maintain the same wheel base so new drivers are not as intimidated by a large truck. As Tanker 913 is paid off in 2021 Ladder 9 will be 23 years old. With upgrading to the 107’ Ladder over our current 75’ we will not only gain 25’ more vertical reach but also 25’ more horizontal reach. This will also give use full ISO credit for a ladder company where now we received 95% out of 100% due to a full complement of ground ladders. Unfortunately the cost of this apparatus will be close to 1 million dollars. Our other apparatus such a rescue 929 and Tanker 911 are in good shape and will need replaced later on down the road. I feel we can possibly move their replacement times according to raising costs. Our main day in and day out trucks, I feel need the most attention

Murphy stated the second on the CIP is manpower. I am requesting this year two more daytime Personnel. These positions will be another command staff position (Deputy Chief) and a Firefighter/Driver. 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 3,300 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 5 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 8 pm with the highest volume between 10 am and 6 pm. 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 three 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 may also be able to have our FF/ Drivers shifts with overlapping coverage. Example may be one come in at 6 am and work until 3pm and the other one come in at the current schedule of 7 am to 4pm.

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. 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 number. We as a Department have been very lucky to have maintained our Volunteer roster to the level it is and has been out. Compared to other Departments in Chatham County who have already felt these pains.

Murphy stated that the third on the CIP list is our third instalment of SCBA replacement. With the purchase of these four SCBA all of our apparatus will have the same SCBA manufacture and type of SCBA. And will also met our ISO requirement.

Murphy stated that the fourth on the CIP list 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 57 years. The station is in relatively good shape. The overhead bay doors were replaced in late 1990's and new replacement windows were done 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 \$750,000 (Actual Estimated costs are \$497,800. The difference of \$252,200 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 57 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.

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: \$340,000

Phase 2: Replacement of all windows, Update Kitchen Cabinets, and replacement of carpet in Pool room and Chief's Office: \$40,000

Phase 3: Replacement of Existing Concrete pad on apron and inside of building: \$117,800

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)

Charlie McLaurin – Building Codes Administrator shared the following with the Board of Commissioners: We are proposing very few changes to our inspection department budget this year. We are asking for some small increases in some line items due to inflation cost increases and due to some line items being over budget. We are asking to increase our budget line for phone and email due to rising costs in the area. We are asking for a small increase in our printing budget this year. This line item is over budget. We are requesting \$500 in our advertising budget line. This is a new budget line for us because we have to advertise in the paper occasionally in condemnation hearings. We are requesting an increase in our departmental supplies this year. This is due to inflation in prices for supplies. We are also requesting an increase in automotive supplies due to the fact that our vehicles will need new tires this coming year. We are requesting a small increase in our postage budget line due to increases in postal fees. We are requesting \$4500 in our contracted services line item so we can become aggressive in our overgrown lot abatement program. We failed getting this program started last year and we want to get it up and running this year. We are not asking for anything in our workers comp insurance line because this will move to our Human Resources Department budget. We are asking for \$25,000 for our demolition budget. This is a \$10,000 increase but experience has taught us that it costs about \$12,000 or more to demolish a house. We want to demolish 2 houses in 2018 and 2019. We have one house scheduled for demolition and are working on two more. We plan on asking the Town Board to approve a demolition ordinance sometime in February so we can demolish the house located at the corner of North Garden Avenue and West Third Street. We are working with contractors to secure demolition bids for this project. We are asking for \$2000 in our non-capital assets line to replace some computers in our office. We are not requesting any capital outlay funds this year.

Garage (555)

Joey Smith – Public Works Operations Superintendent stated that the department budget is not planned to be materially changed from the current year. Smith stated the addition of a vehicle scan tool to diagnose engine problems has been requested.

Public Works (560)

Joey Smith – Public Works Operations Superintendent stated that the department budget is not planned to be materially changed from the current year. Smith stated the addition of a trail and a truck has been requested.

Sanitation (580)

Joey Smith – Public Works Operations Superintendent stated that the department budget is not planned to be materially changed from the current year.

Recreation (620)

Joseph Keel – Parks and Recreation Director shared the following with the Board of Commissioners:
 Program Numbers:

<u>Program</u>	<u>2016</u>	<u>2017</u>	<u>Increase</u>
Baseball/Softball/T-Ball	153	193	<u>40</u>
Football/Cheerleading	123	131	<u>8</u>
Basketball	126	184	<u>58</u>

Every program has seen an increase over the past year. The Parks and Recreation Department attributes the increase 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 are 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 train 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 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 opening 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:

<u>Line Item</u>	<u>Past Year</u>	<u>Current Year</u>	<u>Estimated out</u>	<u>Increase</u>
Parks Dept. Revenue	\$3,277.08	\$5,236.34	\$500	\$2,459.26
Recreation Rentals	\$9,684	\$7,566	\$2,500	\$382.00
Recreation Sponsorship	\$4,150	\$1,850	\$3,000	\$700.00
Recreation Fees	\$12,760	\$9,595.11	\$4,000	\$835.11

The Parks and Recreation Department revenue increased from FY-16 to FY-17 by \$7,884.11. Staff estimates an increase from FY-17 to FY-18 by \$4,376.37. Parks & Recreation staff has took 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).

2017 Park Improvements and Department Achievements:

- Received approximately \$99,000 in grant funds for Bray Park Aquatic Facility renovations
- Secured contractors to begin work on Bray Park Aquatic Facility
- Park Identification Signs at all parks
- Posted updated Park Rules
- Address and corrected all Level I safety hazards in the parks
- Increase athletic league participation by 106 participants
- Brought 8U leagues back in house
- Started a Pickleball program (every Wednesday at Ramsey Gym)
- Increased our Social Media presence
 - Facebook increased to 690 followers
 - Instagram increased to 200 followers
 - Twitter increased to 128 followers
- Implement Special Events
 - Friday Night Flicks (Averaged 100-150 people in attendance)
- Fall-O-Ween Carnival (Estimated 600-800 people in attendance)
 - Secured 25 volunteer booths
- Boling Lane Park
 - New Playground and Playground Equipment
 - Re-surfacing of walking track
 - Installation of two(2) wetlands
- Landrus Siler Park
 - Installation of ADA certified mulch
 - Playground safety issues addressed
 - Refurbish parking lot
- Washington Avenue Park
 - New Playground and Playground Equipment
 - Re-surfacing of walking track

- Construction of Pickleball Court
- Installation of new basketball goals
- Bray Park Sports Complex
 - Replaced safety hazard fencing around Field 1 with new fencing
 - Configuration of infields
 - Construction of two(2) T-Ball fields
 - New plumbing to accommodate tournaments
 - New volleyball court
 - Installation of new nets on Tennis Court
- Ernest Ramsey Gym
 - Installation of new gym floor
 - Installation of LED lighting
 - New basketball goals
 - Basketball league restructured to house games at Ramsey Gym
- Paul Braxton Gym
 - Installation of new parking lot
 - Refurbished existing parking lot
 - Implement new design to house 8U games
 - New basketball goals
- Bray Park Aquatic Facility
 - Demolition of interior bathhouse
 - Site prep for construction

Capital Improvement Plan FY-19 through FY-23:

<i>Parks and Recreation</i>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Slide at Boiling Lake Park	\$21,000				
Storage Facility at Bray Park	\$16,000				
Playground Equipment at Landrus Siler Park	\$16,000				
Musco Sports Lighting (Capital Reserve)	\$8,000				
Musco Sports Lighting (Capital Reserve)		\$75,000			
Musco Sports Lighting			\$75,000		
Ford F-150				\$30,000	
Renovations to Paul Braxton Gym				\$45,000	
John Deere Sand Pro				\$12,000	
Renovations to Ernest Ramsey Gym					\$30,000
Slide Structure at Landrus Siler Park					\$20,000
Replace fence on Field 2,3,4					\$35,000
TOTALS	<u>61,000</u>	<u>75,000</u>	<u>75,000</u>	<u>87,000</u>	<u>85,000</u>

Proposed Needs for FY-19

1. Part-time position for Administrative Support Specialist
 - a. Parks and Recreation currently has one part time Administrative Support Specialist that works 16 hours a week.
 - b. The additional part time position would allow for more coverage in the office.
 - c. Decrease chance of the public walking into an empty Recreation office.

- d. Allow staff (Joseph Keel & Jack Clelland) to fulfill the needs outside in the parks and gyms without worry of the office being covered.
 - e. Get the department closer to the ultimate goal of a Full-time Administrative Support Specialist.
2. Site Specific Master Plan for Bray Park Sports Complex
- a. Site Specific Master Plans are detailed plans on a specific location and serve as a necessary tool for the planning stages of a project.
 - b. Site Specific Master Plan will review all 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.
 - c. Allow us to plan accordingly for the future enhancements of Bray Park.
 - d. Prioritize and access the needs for Parks and Recreation
 - e. 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.
3. Proposed Capital Improvement items for FY-19

Storage Facility at Bray:

This would allow P & R staff to have equipment for Bray Park on site and give staff more time to actually be hands. Currently equipment must be hauled from Public Works. Equipment is hauled every day from March to August and when needed otherwise.

Slide at Boling Lane Park:

Although this park has new equipment, it is lacking a key component, a slide structure.

New Playground Equipment at Landrus Siler Park:

This park has seen no improvements to the outdated playground equipment. New playground equipment would elevate this park in line with our other parks.

Musco Sports Lighting (Capital Reserve):

Field 2 is in need of a new lighting system, which will cost \$158,000. This allows us to start putting money away to complete this project in FY-21.

Library (630)

Bryan Thompson – Town Manager stated that the department budget is not planned to be materially changed from the current year.

Airport (650)

Bryan Thompson – Town Manager stated that the department budget is not planned to be materially changed from the current year.

Streets (570)

Joey Smith – Public Works Operations Superintendent stated that the department budget is not planned to be materially changed from the current year. Smith stated he has increased the line item for sidewalk repair.

Water and Sewer Administration (710)

Bryan Thompson – Town Manager stated that Staff was still reviewing this budget, but doesn't foresee any materially changes.

Water Treatment (810)

Phillip Perkins – Water Treatment Plant Superintendent shared the following with the Board of Commissioners:

Replace the galvanized water pipes throughout the plant listed in 810-7200 \$12,500.00

Chemical replacement pumps listed in 810-7400 \$15,000.00

Permanent generator for the raw water pump station \$90,000.00

If the generator is not approved in the new budget it should be planned to be approved in a near future budget. The current situation with the generator could result in serious injury or not being able to move the generator to the needed areas during an ice or snow event.

Future upgrades to the water plant should be kept in mind, new counter tops, new cabinets, sinks and floor covering need to be installed because it is all original stuff and is looking pretty old and worn, parts of the counter tops have peeled away, the cabinets are peeling apart in some small places, and the floors are worn and hard to keep looking presentable.

Wastewater Treatment (822)

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

Five years ago, the plant was treating around 2.5MGD of wastewater. We were just starting the first phase of RTU replacements and we were going through some personnel changes, which included retirements and finding night shift operators.

Today we are treating around 1.5MGD of wastewater. We just finished our RTU replacements and have started on upgrading the 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.

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

Additional focus on training and professional development- several of which are OSHA required.

Filter Media replacement- Recommended 15-year life span, currently 17 years old.

Continue upgrading RTU supporting equipment.

Resurface the Lime tower.

Replace the roof on the DAF building and on Bloodrun Pump Station.
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)

Joey Smith – Public Works Operations Superintendent stated that he has requested the addition of a trailer and a skid steer.

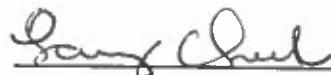
License Plate Agency (412)

Roy Lynch – Finance Director stated that the License Plate Agency is operating very efficiently within the budgeted Revenues and Expenditures. We continue to see a slight increase in total Revenues due to LPA Fees including Notary and Wildlife License Fees. LPA "Tag" Fees are running about 57% YTD which is a reflection of the continued growth in the economy and evidence of more transactions taking place. Our competent staff and the rapport they have built with the community also play's a significant role.

At this time there are no known capital outlay requirements or expenditures needed other than those required for normal daily operations. The department continues to operate and meet expectation with two full-time and one part-time position. The priorities are to keep meeting the needs of the customers, increasing revenues while maintaining costs.

ADJOURNMENT

With no further business the Board of Commissioners adjourned at 11:30am.



Larry Cheek, Mayor Pro Tem

ATTEST:



Jennifer K Johnson, Town Clerk

