

TOWN OF SILER CITY BOARD OF COMMISSIONERS

The Siler City Board of Commissioners met in Special Session on January 28, 2017 at 8:00am in the Conference Room at the Wrenn Memorial Library with Major Grimes presiding.

ELECTED TOWN OFFICIALS PRESENT: Larry Cheek, Mike Constantino, Lewis Fadely, John Grimes, Bill Haiges, Thomas "Chip" Price, and Tony Siler

ELECTED TOWN OFFICIALS ABSENT: Cindy Bray

STAFF PRESENT: Town Manager Bryan Thompson, Public Works Director Terry Green, Planning Director Jack Meadows, Finance Director Tammy Speicher, Police Chief Gary Tyson, Fire Chief Scott Murphy, Building Code Administrator Charlie McLaurin, Human Resources Nancy Bullins, and Town Clerk Jenifer Everage.

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

Thompson requested the addition of the Golden Leaf agreement and Yossellin Herrera Resolution to the beginning of the meeting.

Golden Leaf Agreement

Thompson shared the Golden Leaf Foundation agreement for the \$4,000,000 FY2016-182 Chatham-Siler City Advanced Manufacturing (CAM) Site Water & Wastewater Service.

A motion to approve the Golden Leaf Foundation agreement for the \$4,000,000 FY2016-182 Chatham-Siler City Advanced Manufacturing (CAM) Site Water & Wastewater Service was made by Commissioner Haiges, seconded by Commissioner Siler and unanimously approved.

Yossellin Herrera Resolution

Thompson shared a resolution asking Federal Authorities to grant Yossellin Herrera asylum in the United States. Thompson stated that Herrera is a Jordan Matthews student that fled El Salvador in 2014. Herrera now faces a preliminary deportation hearing.

A motion to approve the resolution for Yossellin Herrera was made by Commissioner Fadely, seconded by Commissioner Haiges and unanimously approved.

ESTABLISH GOALS AND OBJECTIVES FOR RETREAT

Thompson stated that one objective of a budget retreat is to review progress on goals set in the past and identify shortfalls in accomplishing those goals along with making necessary provisions to enable the accomplishment of those goals in consideration of existing challenges. This will also afford an opportunity to identify successes in reaching established goals, and to identify what made these successes occur in an effort to duplicate actions that contributed to those successes.

Thompson stated that another objective is to establish new goals and direction, both short and long-term. Short-term goals are typically those that are established for the coming fiscal year. Means by which these goals can be accomplished should be identified and prioritized. Long-term goals look beyond the coming fiscal year and often require a series of short-term actions to accomplish the long-term objective. Long-term goals should be clearly articulated and should identify short-term objectives that are measurable to demonstrate levels of progress in moving toward the long-term goal.

Thompson stated often, short-term and long-term goals require funding. As funding resources are finite these goals should be prioritized. Prioritization assists Staff in the construction of the budget and how resources, such as man-hours and dollars, are allocated. This process should produce a clear direction with ordered short and long-term goals and should identify (when possible) the incremental steps and levels of funding projected to be required to accomplish the same.

Thompson stated that short and long-term goals may be, but are not limited to, items associated with types of services offered by the Town, the level and quality of these services, improvements to existing programming, establishment of new programming, and improvements to public facilities, construction of public facilities, capital purchases, and operational/governmental processes.

Thompson stated that at this retreat may also accomplish other objectives beyond those stated above. At the beginning of the retreat, it can be beneficial to identify other objectives that participants would like to see accomplished through the retreat. If such objectives are identified and clearly stated, all participants will have the advantage of understanding the perspective(s) of the other participants in the process and thus stronger communication may be realized, which should afford more deliberate direction from the Board to Staff.

Thompson stated that in 2015, the Town of Siler City Mayor and Board of Commissioners and the Town Management Team participated in a series of workshops facilitated by the UNC School of Government. The intent of the workshops was to collectively devise and agree to a set of priorities and values for the Town's organization, its operations, the Community and its governance. The resulting product of this effort, in part, was the adoption of an official Mission Statement and that of a Vision Statement for the Town of Siler City.

The Board of Commissioners discussed the following goals:

Aquatics facility, non-profit funding, savings, park upgrades, dilapidated properties, and grants.

DEPARTMENTAL UPDATES AND DISCUSSION

Non-Departmental All Funds (660)

Tammy Speicher, Finance Director shared information concerning expenses.

GENERAL FUND (10)

Governing Board (400)

Bryan Thompson, Town Manager stated that with one exception, the Governing Board's Departmental Budget is not planned to be materially changed from current year. Attorney expenses are planned to increase next year over the current fiscal year. A \$10,000 increase for this line item expenses is submitted as a "placeholder", as Staff knows additional expenses are likely to be incurred while going through the permit reopening process with the State. This process is related to the Town's Wastewater Treatment Plant discharge permit and the additional flow and loading that will be realized with the new Mountaire Farms processing operations. This expense will be revisited throughout this budget cycle and will be updated accordingly.

Town Manager (405)

Bryan Thompson, Town Manager stated that the Town Manager's Departmental Budget is not planned to be materially changed from current year. The Manager's Office budget is placing increased focus on training and professional development.

Human Resources (408)

Nancy Bullins, HR Director shared the proposed 2018 HR budget. Bullins stated this would be the first full year for the department.

Bullins shared several requests that were not in the original budget including:

- 1) Phone/Email: HR needed a secure fax line to receive confidential information regarding employees, such as medical information for Worker's Comp and FMLA.
- 2) Travel & Training: HR needs to take advantage of classes offered by UNC School of Government to increase understanding of how local government operates. It is also important to network and meet with other HR Directors in our region to discuss HR best practices and ongoing HR legislative changes so we are consistently in compliance with requirements.
- 3) Advertising: All dollars spent on employment advertising will be an HR expense going forward. In the past, this expense was allocated to individual departments. This will help us have a better overall picture of how and where allocated dollars are spent and will help us monitor this expense more efficiently.
- 4) Wellness Program: This budget year we will kick off a wellness objective that will encourage employees to eat smart, move more, and to increase their awareness of their overall health. These funds will be spent on implementing programs that will allow employees to measure their success in this area.
- 5) Hospitality/Employee Engagement: We believe that employees who have positive attitudes, are engaged in their work environment, and believe they are truly valued make the most productive employees, and it also positively impacts their wellness. To promote a positive and engaging workplace environment, we would like to plan events and do things throughout the year to show them our appreciation for their contributions. These include the following: Fall Employee Breakfast, Summer Employee/Family Picnic, Thanksgiving Lunch, Christmas Celebration, Retirement Gifts, and Service Awards. All expenses will be budgeted in HR. In the past, such events would have had the expense distributed between departments based on participation.
- 6) Contract Services: There are several programs in which the Town needs to participate in order for us to offer our employees a safe environment in which to work. Such safety initiatives have a direct impact on the Town's responsibility and liability regarding our employees and citizens.
- 7) Dues & Subscriptions: In order for the HR Director to have current and relevant resources, Bullins is a member of SHRM (Society of Human Resources Professionals), OMPO (Organization of Municipal Personnel Officers), subscribe to Star12, which is a library of online resources, webinars, and seminars that have thousands of trainings that can be utilized for employees personal and professional development.
- 8) Non-Capital Assets: No non-capital expenditures are expected for this year.

Finance (410)

Tammy Speicher, Finance Director stated that the Finance Office has experienced a change in 2016 as ½ of the workforce retired on September 30, 2016. Both Linda and Susan were valuable assets and have been greatly missed by both staff and customers. Their retirement presented us with the opportunity to realign duties. Even with the realignment, the salary numbers for the departments affected should decline slightly as the newer employees receive a lower salary than the long-term employees they replaced.

Speicher stated that the department has one capital need. In 2011, I oversaw the implementation of the ICS/CSI software. This software was chosen because it best met the needs of the Department at that time. Since then, ICS/CSI was purchased by Harris Local Government. They have developed "next generation" software called SmartFusion. It is very similar to our current programs but has new and exciting features. The new modules include Insurance and Benefits, Personnel, Permitting and Bank Reconciliation. The software also

includes hosting services which provides disaster mitigation and monitoring. The package price is \$77,653.00 (Quote dated August 16, 2016). I believe it is the right time to make the move to SmartFusion. Speicher recommend the software be rolled into a large loan package of all FY 2017 capital needs.

Speicher stated that all other budgetary lines within the Finance Department remain the same.

Planning and Community Development (416)

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

Past 5 Years (FY12 – FY16)

1. The functions and accomplishments were as follows:
 - a. Coordinate and encourage participation with the Siler City NC STEP Community Leadership Team
 - b. Serve as the Leadership Team Coordinator for the NC STEP grant
 - c. Coordinate monthly Leadership Team meetings
 - d. Track the progress of NCSTEP projects and ensure all expenditures follow grant guidelines
 - e. Coordinate and chair meetings for NCSTEP project committees
 - f. Town Board adopted NCSTEP Economic Development Strategic Plan and Implementation Strategy
 - g. Prepare and administer Request for Proposals/Qualifications and supervise the contracted services (Loves Creek Greenway, Brownfield)
 - h. 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
 - i. Attend EDC Joint Elected Boards meetings
 - j. Graduated from Rural Economic Development Institute
 - k. NC Rural Center 2015 Small Town of the Year
 - l. Certified Floodplain Manager (CFM) certification
 - m. Assist Parks and Recreation Director with Parks and Recreation Master Plan process
 - n. Participate with 82nd Airborne 98th Civil Affairs Battalion’s downtown revitalization and pedestrian safety projects
 - o. Attend Town Committee meetings:
 - i. UDO Review Committee
 - ii. Appearance Review Committee
 - p. Serve as project coordinator:
 - i. Chatham Avenue/ Raleigh Street Intersection Improvements
 - ii. Façade/Streetscape Grant program
 - iii. Wayfinding Signs
 - iv. NCDOT Pedestrian Planning Grant
 - v. Downtown Master Plan
 - vi. Branding guide
 - q. Assist with the Carolina Premium economic development project - NC Commerce Grant - \$750,000
2. Two positions
 - a. Director of Planning and Community Development
 - b. Administrative Support Specialist
3. Revenues:

Fiscal Year	12	13	14	15	16
Total	\$ 21,467	\$ 18,956	\$ 19,407	\$21,254	\$48,980

4. Past Grants

- a. 2012 - NCSTEP Planning Grant = \$25,000
- b. 2013 - NCSTEP Implementation Grant = \$100,000
- c. 2013 – NCDOT Pedestrian Planning Grant = \$24,800
- d. 2014 - Loves Creek Greenway Trail Engineering and Design = \$250,000
- e. 2015 - Loves Creek Greenway Trail Construction = \$950,000
- f. 2015 - Chatham Avenue/Raleigh Street ADA cur ramp – Chatham County Health Department Grant = \$3,665
- g. 2015 – NCDOT Safe Route To School Chatham Middle School sidewalk project - Chatham County Health Department Grant = \$10,000 (Design)
- h. Total = \$1,363,465

Current Year (FY17)

1. The functions and accomplishments include the following:
 - a. Responsible for the administration, enforcement, implementation, and educating the public on the Town's Code of Ordinances, Unified Development Ordinance, and Land Development Plan.
 - b. To administer and implement policies, programs, and services authorized by the Town Board that shapes the physical environment of the Town.
 - c. 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.
 - d. Promote that everyone brings something to the table.
 - e. Facilitate citizen involvement through networking, collaboration, and public input meetings.
 - f. Identify issues and prioritize projects through inclusive planning processes.
 - g. Reviews and approves site plans, subdivision plats, zoning and sign permits, watershed protection permits, and flood development permits
 - h. Provides support to the Town Board of Commissioners, Planning Board, and Board of Adjustment.
 - i. Coordinates rezoning, text amendments, conditional use permits, conditional use rezonings, special use permits, special exception permits, variances, appeals, encroachments, annexations, and game room applications
 - j. Schedule, prepare agendas, and attend as staff liaison for Town of Siler City Planning Board and Board of Adjustment meetings
 - k. Setup tables and chairs for planning board meetings and visual presentation equipment for all Board/Committee meetings
 - l. Develop and implement the Town's Geographic Information System (GIS) to improve governmental efficiency.
 - m. Preserve and improve the Town's appearance through effective code enforcement
 - n. Advise and collaborate with Town Manager on policy, strategic planning, departmental coordination, etc.
 - o. Collaborate with Town Attorney on planning and community development items
 - p. 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
 - q. Chatham-Siler City Advanced Manufacturing Site
 - i. Satellite annexation local bill legislative priority
 - ii. Golden Leaf Infrastructure Grant for distribution lines
 - iii. Proposed interchange at US 421
 - r. Mountaire Farms
 - i. Recruitment coordination

- ii. CDBG Infrastructure and EDA grants for WWTP upgrade
- iii. Economic development incentive grant
- iv. Initiate text amendments to assist in the redevelopment of the site
- s. Siler City Development Organization! (SCDO)
 - i. Attend Board of Directors meetings
 - ii. CAM Site Readiness Litter Sweep
 - iii. Collaborative (Community Partners) meeting – Mountaire Farms
 - iv. Siler City Unidos project
- t. Prepare and submit EPA Brownfield Community Assessment Grant application
- u. Maintain the Town of Siler City available buildings and sites list
- v. Meet with prospective businesses and site consultants on economic development projects
- w. Assist existing and prospective businesses with economic development resources, incentives, grants, loans, and advertising opportunities
- x. Update Planning and Community Development items on the website
- y. Prepare and administer Request for Proposals/Qualifications and supervise the contracted services
- z. Better coordination of project impacts across all departments
- aa. Install public hearing signs
- bb. 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
- cc. Land Development Plan update
- dd. Coordinate Pre-Development Meetings
- ee. Transportation
 - i. Attend Triangle Area Rural Planning Organization (TARPO) meetings representing the Town of Siler City on the Technical Coordinating Committee
 - ii. Attend quarterly meetings with County planners and local NCDOT staff
 - iii. Coordinate and submit Town of Siler City transportation priorities to be considered in the NCDOT State Transportation Improvement Program (STIP)
 - iv. Siler City point of contact for Chatham County Comprehensive Transportation Plan process
- ff. Implementation of:
 - i. Chatham County Bicycle Plan
 - ii. Downtown Master Plan
 - iii. NC STEP Economic Development Strategic Plan and Implementation Strategy
 - iv. Pedestrian Master Plan
 - v. SCDO Strategic Plan
- 2. Two positions
 - a. Director of Planning and Community Development
 - b. Administrative Support Specialist
- 3. Department Budget = \$188,285
- 4. Projected Revenue = \$40,000 (July – November = \$12,620)
- 5. Active Grants
 - a. Loves Creek Watershed
 - i. Boling Lane Park stream restoration project - EPA 319 Grant = \$150,000
 - ii. Triangle J COG Conservation Plan - 205j Grant = \$18,000
 - iii. Bending Chair Park stream restoration project - NC Dept. of Justice Environmental Enhancement Grant = \$270,000
 - b. NCDOT Safe Route To School Chatham Middle School sidewalk project

- i. NCDOT Grant = \$500,000 (Construction)
- ii. Chatham County Schools Grant = \$10,000 (Design)
- c. NC Rural Center STEP for Small Business USDA-RCDI Grant
 - i. Coaching assistance = \$62,500
 - ii. Loan pool = \$100,000
- d. N. Chatham Ave. Bike & Pedestrian Planning Study Grant = \$84,000
- e. ADA compliant intersections - NCDOT Transportation Alternative Program (TAP) Funding = \$50,000
 - i. N. Chatham Ave. & 4th St.
 - ii. N. Chatham Ave. & 3rd St.
 - iii. W. Raleigh St. & Birch Ave.
 - iv. E. Raleigh St. & 3rd Ave.
 - v. S. 2nd Ave. & E. Dolphin St.
 - vi. S. 2nd Ave. & E. Elk St.
- f. Total = \$1,244,500

Next 5 years (FY18 – FY22)

- 1. The functions and goals include the above listed plus the following:
 - a. American Institute of Certified Planners (AICP) certification
 - b. Siler City makes the list of great places produced by the American Planning Association.
 - c. Serve as project coordinator of planning and community development projects:
 - i. Loves Creek Watershed
 - ii. Brownfields Program
 - iii. Downtown Streetscape
 - iv. Transportation (Intersection Improvements, Sidewalks, Bike Lanes, Greenways, Roads)
 - v. Community Development (Infrastructure, Housing Rehab)
 - vi. Coordinate Plan updates (Community Development Plan, Economic Development Plan, Bicycle Plan, Downtown Master Plan, Pedestrian Plan, Transportation Plan)
- 2. Four (4) positions
 - a. Director of Planning and Community Development
 - b. Administrative Support Specialist
 - c. Planning Technician
 - d. Planning Assistant (part time)
- 3. Future Grants
 - a. 2018 – E. Raleigh St. sidewalk - \$915,000
 - b. 2018 – E. 3rd St. sidewalk - \$220,000
 - c. 2018 - EPA Brownfield Community Assessment Grant = \$400,000
 - d. 2020 – E. 11th St. access management project - \$10,053,000
 - e. Loves Creek Watershed
 - i. Park Shopping Center stream restoration project – Clean Water Management Trust Fund grant = \$550,000
 - ii. Bending Chair Park stream restoration project = \$500,000
 - f. Total = \$12,638,000

Meadows stated 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.

Meadows stated that the fundamental 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.

Meadows stated 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. Now with increases in permitting, pre-development meetings, 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.

Meadows stated that 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.

Meadows also stated 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.

Meadows shared the following cross training needs:

1. Director of Planning and Community Development
 - a. Permits (Zoning, Signs, Floodplain Development, Watershed Protection, Special Use, Conditional Use, Special Exception)
 - b. 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
 - c. Coordinate transportation (E. Raleigh St., E. 3rd St., N. Chatham Ave., US 64) and economic development (CAM Site, SCDO, Loves Creek Watershed, Brownfield, Rural Center) projects
 - d. GIS and setup audio/visual in courtroom
2. Administrative Support Specialist

- a. Issue building, electrical, mechanical, & plumbing permits
- b. Schedule fire inspections

Meadows shared the following proposed projects:

1. Planning Assistant (PT) = \$6,240 (0200), \$478 (0300)
 - a. 13 weeks (\$12/hour, 40 hours/week)
 - b. Large map and document scanning
 - c. File naming and indexing (hard and digital copy)
 - d. Assistance with research and data collection for land use plans and ordinances
 - e. Demographic analysis
 - f. Perform administrative office duties
2. Feasibility Study by licensed architect for office expansion
 - a. Feasibility studies are preliminary studies undertaken in the very early stage of a project. They tend to be carried out when a project is complex or where there is some doubt.
 - b. Establish whether the project is viable and if any conditions need to be met before investment.
 - c. Help identify feasible options.
 - d. Analysis of the budget relative to Town requirements.
 - e. Assessment of the potential to re-use existing facilities or doing nothing rather than building new facilities.
 - f. Site appraisals, including geotechnical studies, assessment of any contamination, availability of services, easements and environmental impact
 - g. Analysis of accommodations that might be included or excluded.
 - h. Assessing operational and maintenance issues.
 - i. The assessment shall be presented in a structured way so the Town can decide whether or not to proceed to the next stage.
3. Planning Technician (Full Time) – Starting salary range \$29,000 - \$38,900
 - a. Perform routine administrative work and technical work in support of the development review process including customer service, plan review, and issuing of permits
 - b. Serve as backup if other positions are not available
 - c. Minimum Qualifications
 - i. 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
 - ii. Two (2) years of experience in an administrative, management support, technical work, secretarial, clerical, or office management position including strong public contact duties
 - d. Preferred Qualifications:
 - i. Graduation from an accredited college or university with a bachelor's degree in planning, architecture, geography, geographical information science, public administration, or related field
 - ii. Two (2) years of experience in subdivision plans review, zoning administration, geographical information systems or land development

Meadows shared the Capital Reserve for future year pedestrian projects:

Projects	Total Town Cost	Fiscal Year
E. Raleigh St. (from 6 th Ave. to 11 th St.) – Design & Right-of-Way	\$70,000	FY18
E. 3 rd St. (from 5 th Ave. to 11 th St.) – Design & Right-of-Way	\$10,000	FY18

E. Raleigh St. (from 6 th Ave. to 11 th St.) - Construction	\$149,000	FY20
E. 3 rd St. (from 5 th Ave. to 11 th St.)	\$38,000	FY20
E. 11 th St. (from N. Glenn Ave. to US 421 - Construction	\$500,000 (estimate)	FY20
6 th Ave. (from 3 rd St. to 2 nd Ave.) – Design & Right-of-Way	\$10,000	FY21
6 th Ave. (from 3 rd St. to 2 nd Ave.) – Construction	\$40,000	FY22

Meadows shared the following documents:

1. Expense Worksheet Report
2. Object of Expenditure Detail
3. Fee Schedule
4. E. Raleigh St. pedestrian project
5. E. 3rd St. pedestrian project
6. Public hearing sign
7. Wayfinding sign
8. Bike rack
9. Adobe Acrobat Pro
10. Desk platform for ergonomic workstation
11. Office supply cabinet
12. Portable projector screen

Buildings and Grounds (500)

Terry Green, Public Works Director stated that the proposed budget has a few changes which include landscaping.

The Board of Commissioners recessed for a short break.

Police (510)

Gary Tyson, Chief of Police shared the information concerning the upcoming 2017 / 2018 Police Department budget. Tyson that he had a lean budget request with the exception of asking for four new vehicles (Two SUV's and Two Dodge Chargers). Tyson stated they will be looking at financing the four vehicles through the same finance vendor that the Town use the last couple years.

Tyson stated the department went a few years without purchasing any new vehicles due to some budgetary challenges. Over the last two budgets, we have started the process of getting our fleet back up to where I believe it need to be. Currently, we have eleven vehicles with 100,000 miles or more. We have an additional five vehicles with over 50,000 miles. It is my belief if we can get the four new vehicles during this budget period, and then track two additional vehicles over the next 3 budgets. At that point, our vehicle fleet will be in the proper rotation for moving new in and old out, and keeping expensive vehicle repairs to a minimum.

Tyson stated he was in contact with Lynn Gaines from Welford Harris Ford Dealership here in Siler City. Mr. Gaines (Fleet contact) said that they could meet or come under the State Contract price for the 2017 police package vehicles. So, I am excited to say that if you approve the purchase of said vehicles, we may be able to purchase the two SUV's from our local Ford Dealership.

Tyson stated that they plan on outfitting the four vehicles with lights and packages, the Fusion in car system, and Kuston Radar systems. We plan to use another local vendor (Mr. Communications) to install said equipment. We are currently using said vendor to install the equipment in our current three new chargers. We

will put the new Graphics packages on the four vehicles. We are using preferred Communications for the purchase of 4 Tablets, cradles and power supply for the 4 new vehicles. We will be using our IT vendor (WebEnergy) to set up the Cameras and Tablets.

Tyson stated the other Capital expenses we will be asking for will be a SLR 8000 100 Watt Repeater. This will allow our communication units to have near 100% received and transmit range within the city limits. (We currently have a few dead spots where we cannot transmit or receive communications from our Communications Center).

Tyson stated that the non-capital expenses are the followings: We plan on replacing our lobby furniture. The current furniture is aging and falling apart. We plan to replace the small upstairs window. (Last year, we replace the large upstairs window. This will complete replacing all the fail windows in our department) we will also replace the large Blinds upstairs. We will be asking for four desks top PC's to replace our oldest PC's that are still on line. We will be purchasing 5 new tasers. With the taser vendor, when a taser goes down, you have to replace them. We have three tasers off line due to operational problems. We also want to purchase two tasers for the two open officer positions that we will be filling soon. We will also need to buy additional batteries for the tasers. And finally, under the non capital expenses, we want to purchase 2 Colt MS Commando rifles with sights. It is our plan, once we can get to full strength, to create an "Emergency Response Team" within the ranks of my organization. With the proper training, we have the talent and commitment from within our organization to have an effective SRT team that would be able to respond to an active shooter / hostage type incident. These two weapons would be the foundation to start for this unit.

Tyson touch on a couple line items that he is requesting an increase in: Under line item 3601,3602,3603,3604,3605,3606,3607, he is requesting an increase from \$200 clothing allowance to \$700 clothing allowance. This amount is more in line to real cost of business attire for work.

Tyson stated under line item 4500 (contracting services), Web Energy USA has taken on additional mobile devices that have just came on line or coming on line. Below is a list of the current mobile technologies along with projected NEW devices that will require IT systems management for 2017 /2018 budget.

- Smart Phones (CJIS MDM Compliance Required) @ 9 I-phones
- Tablets/MDT's (CJIS MDM Compliance Required) @8 Tablets / 3 MDT's (4 New Tablets this year)
- Mifi's / 1 Air card (6 new Mifi's this year)
- Coban Car Camera Systems (CJIS Compliance Required) 10 fusion in car systems (6 new fusion systems this year)
- Interview Cameras / Server / Data (All New) 2 Cameras for interview, 1 Mic for Interview, 1 outdoor (Free of Charge), 1 server / Software, 1 OPE + Switch

Below is the list of the projected cost per group for support:

- Smart Phones 10 hour block of service \$500
- Tablets/MDT 132 Hours (1 hour per device per month)\$6600
- MIFI's / Aircards 6 hours \$300
- Coban Camera System 10 hours \$500
- Interview Camera included in projected cost for 1st year \$0

Tyson stated that the total increase in line item 4500 under Webenergy is \$7900. The current project cost with the increase under this line item is \$29900. We can discuss whether this will necessitate a new contract with the increase support need due to new equipment service needs. Tyson feels this is a solid projection; he is in

contact with Robert to see if we need the total 132 hours for the Tablets / MDT's at 1 hour per month. We have had an aggressive year putting equipment on line that will increase of ability to provide a better service to our community and to document and video tape most of our interactions with the community. He can get into more detail about what our new systems are allowing us to do when we meet again concerning my budget. Tyson stated this is still a rough draft of the budget projections, but, he feel these numbers are fairly solid.

Court Facilities (515)

Terry Green, Public Works Director stated that there were no changes in the court facilities budget for the next year.

Fire (530)

Scott Murphy, Fire Chief stated while putting this budget together he has tried to put a Capital Improvement Plan together. The first CIP item, Engine 916 is 26 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 brought 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 months he has been talking with both Pierce Manufacturing and 4 Guys Fire trucks. The Fire Department currently has 5 pieces of apparatus from both manufactures, and have received excellent service and quality products from both. All five pieces have served well with minimal issues other than normal wear and tear and replacement costs. Both manufactures have looked at a set of specification and both have priced a new engine from \$580,000 to \$650,000. The specifications have been cut down to the bare bones but we will have a functional truck that will serve the Town for another 25 to 30 years.

Murphy stated in speaking with both manufacturers they both have a 1 year build out and delivery. So in all actuality we can order the new Engine in September 2017 and will not have to make the first payment until September 2018. He has also looked at some financing option: HGAC (Houston Galveston Area Council) in Texas which is a consortium of municipalities and manufacturers that have competitive pricing already in place. Blake Kaus 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 out fire flow rate, 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 us 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. Out other apparatus such as rescue 929 and Tanker 911 are in good shape and will need to be 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 on the CIP list is a Fire Station renovation or replacement. The current station was built in 1960 at a cost of \$12,000 which 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 Firemen. The upstairs

was completed by donations from several prominent citizens in Siler City and labor by the Firemen. Historically a station has a life span of 50 years. As of now we are sitting at 56 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 make 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 volunteers 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, 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. The 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.)

Murphy stated 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. 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 56 years of moisture in the blocks. One saving to our space issues will become commitment to the CAM Site. If and when we get a commitment from a manufacturer we would then need to look at 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.

Murphy shared a phased approach to the projects:

Phase 1: Sprinkler the building, Fire Alarm upgrade, handicap accessibility issues, exhaust system for trucks, and renovation of storage room to include 6 bedrooms, including furniture. \$340,000

Phase 2: Replace windows, update kitchen cabinets, and replace carpet in pool room and chief's office. \$40,000

Phase 3: Replace existing concrete pad on apron and inside of building. \$117,800

Murphy stated that the major purchases will give us a guideline as we move forward.

Inspections (540)

Charlie McLaurin, Building Codes Administrator stated that 2017 has started off with an upswing in new home permits. Habitat for Humanity and Wade Journey Homes both are working on new homes. We have issued several building permits to both for new homes. Habitat is building on North Fifth Avenue and East Ninth Street. Wade Journey Homes are building houses in the Harmony Hills subdivision filling up the existing lots. David Ritter Contracting is close to finishing the new real estate office on East Raleigh Street. His next inspection will be for the final inspection.

We have had some meetings with Mountaire Farms concerning refurbishing the old Townsends Processing Plant. They should be bringing us the construction plans shortly for review and issuance of permits for

construction. They have brought us a set of plans for the retaining wall construction they plan to build on the West side of the property next to Johnson Mobile Home Park.

We have gotten demolition bids for the house located at 906 North Chatham Avenue and plan on bringing a demolition ordinance before the Town Board for adoption at their second meeting in February if we can get on the agenda.

Our Code Enforcement activities have increased as you can see from Sergio's report that is attached to this report. He has also been assisting with some building and zoning inspections as well. Our part time employee Darrell Parnell has assisted me with catching up on fire inspections. He has a Probationary Level 2 Fire Inspector certificate and he is getting some field experience by assisting us. He does evenings and weekend inspections at the facilities we have not been able to set up inspections with. Most of these are churches where the contact person and number are no longer valid.

North Carolina Department of Labor OSHA inspectors will be here on February 21, 2017 to inspect our Waste Water Treatment Plant. This will complete voluntary inspection of all Town Facilities by NC Department of Labor OSHA Inspectors. The Safety Committee met on January 26th and revamped the vehicle inspection reports. We will now inspect vehicles on the first Friday each month and the inspection sheet must be turned in to Terry Green before noon on the following Monday. They along with our Public Works employees received training concerning working around power lines during the Safety meeting. This was due to an incident involving power lines and our boom truck. The boom truck was damaged in the incident and the operator was very lucky he was not injured. A couple of days later we had an incident involving a Police car and power lines. We reached out to Duke Energy and they sent us a representative to speak about power line safety.

Garage (555)

Terry Green, Public Works Director stated the Garage budget will remain essentially the same.

Public Works (560)

Terry Green, Public Works Director shared a brief summary of where the Public Works Department was 5 years ago, where it is now and where it could be in the next 5 years. Five years ago we were fully staffed with 9 employees. The work consisted of mowing around town owned buildings, water tanks, cemetery, right-of ways, edging sidewalks in the spring and summer months. Leaves in the fall and winter months. Snow and ice removal when needed. Junk, brush, picking up litter, cleaning out ditches, storm drains and street repair along with anything that might come up is part of the routine maintenance of the department. During the leaf season, it takes 5 of the workers to handle the leaves, 2 truck drivers, 1 to run the leaf machine and 2 to rake the leaves. We have 1 driver for the knuckle boom truck leaving 2 others to do the rest of the work. When that happens the Water and Sewer maintenance workers try to fill in for public works. We purchased equipment that allowed us to do the jobs that needed to get done. Some of the equipment purchased was a Knuckle Boom truck that we use to pick up junk and brush. Two dump trucks to replace older model trucks, Lawn mowers, and ice removal equipment, two pickup trucks and a leaf vacuum machine.

Currently we have 8 employees in the department, although the work has not changed. During leaf season it takes 5 to run the leaf pick-up program: 1 for the knuckle boom truck and 2 for the rest of the work. We have been unable to replace any of the equipment due to the lack of resources in the budget. The equipment is getting older and it is time to start replacing it within the next few years. In this year's budget, I am asking for a new leaf machine, a new pick-up truck for the crew leader, a new dump truck with a hook lift, and a canopy to cover the gas pump.

In the next 5 years I am looking to see the department grow in staff. With Mountaire coming in, there will be more people moving in to Siler City which means more services to provide.

Sanitation (580)

Terry Green, Public Works Director stated that he didn't anticipate any changes.

The Board of Commissioners recess for a lunch break.

Debt Service, Special Appropriations, Transfers All Funds (850)

Tammy Speicher, Finance Director shared information concerning debt service. Speicher stated that the last payment on the Police Department will be this year.

Recreation (620)

Bryan Thompson, Town Manager shared the budget worksheets provide a summary overview of the proposed Parks and Recreation Budget, as it stands today. This proposed budget will undergo additional review and edits as the Town welcomes its new Parks and Recreation Director. The incoming Director will review past budgets and operations and the proposed draft budget and make recommended changes to the proposed budget accordingly.

The following offers highlights of the proposed budget for this Department

- Professional Services: Increased by \$30,000 to cover costs associated with fund raising campaign vendor and activities
- Maintenance Buildings: Increase from \$10,000 to \$20,000, owing to aging and deteriorating facilities requiring additional annual expenses as well as the inclusion of a new facility with the completion of the pool project
- Maintenance Equipment: Increase from \$2,000 to \$4,000 to repair mower
- Department Supplies: Decrease from \$11,900 to \$7,000 to represent expenses more accurately

Thompson also shared a running list of capital-related improvements and purchases that are anticipated for action over the course of the next ten years.

Library (630)

Terry Green, Public Works Director stated that the library budget will remain essentially the same.

Airport (650)

Bryan Thompson, Town Manager stated that the Airport budget for FY18, as proposed, suggests a slight overall decrease in expenses. While a security surveillance system upgrade and the purchase of a new finishing mower are requested, the combined cost of these two items is less than the capital project budgeted for the current year – sandblasting and painting fuel farm at \$13,500.

Thompson stated as an additional note to this proposed budget involves Maintenance Grounds, which may require an increase due to the failing runway lighting system that is currently in use. The frequency of individual light replacement is increasing, thus increasing the expenses for this line item.

Thompson stated that the cost of full replacement of this system, which is recommended, is estimated at \$500,000. The Town is in discussion with NC DOT Aviation to determine if this replacement project is eligible to participate in the State's airport maintenance program. If this project is eligible, the Town would be obligated to a 10% local match while State discretionary funding would provide the remaining 90% of the project balance.

POWELL BILL FUND (20)

Streets (570)

Terry Green, Public Works Director stated that Powell bill funding will remain the same.

The Board of Commissioners recessed for a short break.

ENTERPRISE WATER AND SEWER FUND (30)

Water and Sewer Administration (710)

Speicher stated that Water/Sewer Administration is split between Public Works Director Terry Green and her. The only recommendation for this department is the addition of a Dues and Subscriptions line to include those items that are system-wide. Currently memberships to AWWA, Rural Water and others are paid out of Water/Sewer Maintenance.

Water Treatment (810)

Terry Green, Public Works Director shared a brief summary of where the Water Treatment Plant was 5 years ago, where it is now and where I feel it will be in the next 5 years. Five years ago we were fully staffed with 4 operators, 1 maintenance man, 1 part-time operator and the Plant superintendent. The plant is rated at 4 mg/d and was staffed around the clock at that time treating an average of 2.896 mg/d and 19.5 hours of run time per day. The plant came on line around 1983 so things are getting old and needing to be replaced. Through the years we replaced and/or repaired anything that needed to be replaced or repaired. We looked at purchasing an Actiflo unit that would have allowed us to expand the plant to 6 mg/d without doing major construction. The only thing we would have had to do would be to up rate the filters. The Actiflo unit is a pretreatment unit that is used for all the treatment to the raw water at one place and using the basins as time before the filters. At that time the cost for this project was around \$1.2 million.

Currently the plant is treating an average of 1.99 mg/d and running an average of 11 hours per day. We are down 1 full time operator and 1 part time operator and do not staff the plant around the clock like we were able to do in the past. I am very uncomfortable leaving the plant unstaffed for any amount of time. Even though the plant is not operating during this time, a lot of things can go wrong, for example, a water line break and we are not aware of it or the High service pumps single phase and the motors burn up. With Mountaire projected to come on line in 2018 it is time to hire a full time operator and have them trained and ready when that happens. The water plant is still being maintained to the best of our ability, but it does and will take money to keep the plant in good operating shape. In this current budget we would like to replace Chemical

pumps, a permanent generator at the raw water pump station, Security camera system at the plant, and a shelter for the gator. The water plant is a very valuable asset for the Town and it does not need to be neglected.

In the next 5 years I would like to see the plant staffed 24/7 and the plant upgraded with the Actiflo unit, not for the expansion to 6 mg/d, but for the water treatment process of the plant. Regular maintenance needs to continue on the plant to assure the plant continues to operate efficiently and effectively

Wastewater Treatment (822)

Terry Green, Public Works Director shared the following summary: Five years ago the Waste Treatment Plant was fully staffed with 6 operators, a maintenance man, a Lab Technician and the Plant Superintendent a total of 9 employees. The plant is rated at 4 mg/d and was staffed around the clock treating an average of 2.4 mg/d of wastewater. The plant came on line around 1993 and was one of the best plants in the state at that time. The limits that were imposed on the plant by the State were also some of the most stringent in the State. But time really takes its toll on a wastewater plant constantly replacing or repairing equipment. During this time money was available to keep the plant up and running the best as possible.

Currently the plant is treating 1.38 mg/d of wastewater and running 24 hours a day 7 days a week. Unlike the water plant the wastewater plant cannot shut down it continues to run whether anyone is there or not. The shifts are set where someone is there 24 hours a day 7 days a week. In this year's budget we are looking to upgrade our finale RTU, paint the lime tower, Gate key pad for new entrance to the plant, zero turn mowers, SO2 upgrade, New Computer, Generator for Harmony Hills pump station, and a new generator for the North Chatham pump station.

In the next 5 years I would like to see the plant staffed fully so that someone is always at the plant. The wastewater plant is also an important part of the Town's success. It has to run efficiently to be able to handle any growth that the Town may endure. The wastewater plant came on line around 1993. The water that runs through a plant is real abrasive. We need to start looking at doing some upgrades in the near future to assure when Industry comes we will be ready.

Water and Sewer Maintenance (828)

Terry Green, Public Works Director shared a brief summary of the Water and Sewer Department of where we were 5 years ago, where we are now and where we plan to be 5 years from now. Five years ago the W. & S. Department was made up of 7 employees including the Operations Superintendent and the meter reader. Of course the meter readers job consists of reading the meters, checking meters for leaks, rereads, customer complaints, and cut offs. This keeps him busy pretty much all days where he is unable to help in other duties of the W&S department. The operations superintendent's main duties are to check on both the Public Works and the W&S departments to assure the jobs are getting taking care of. That left 5 employees to do the job in the department. These jobs consists of water breaks, sewer problems, water taps, sewer taps, new meter installation, fire hydrant repair, water and sewer right of way clearing and mowing, and routine sewer line inspection and cleaning to meet State regulations, reads meters if meter reader is off of work, helps the Public Works department when they get behind and anything else that may come up. The department also covers any emergency that may occur outside regular business hours. We were able to purchase some equipment that we needed to accomplish the job. Some of that equipment was a sewer inspection camera and trailer, a

sewer jet machine to clean and unstop sewer lines (a very valuable asset to us), a mini track hoe (another valuable asset), a light tower when we are out at night with an emergency and a 1 ton service truck.

Currently we have 5 employees including the meter reader and the operations superintendent leaving 3 to do the everyday work in the department. The work is still the same as described above. Sometimes when we are shorthanded we do have to pull some help from the Public Works Department just to get the job done. We are also installing radio read meters (300) a year to help with meter reading and billing. In this year's budget I am asking for one (1) new position and also asking to fill the Supervisor position from within the department. I am also asking to purchase a new truck for the meter reader, a dump truck with a 12' bed, and an addition to the new storage shed.

In the next 5 years we are hoping the department will be able to grow personnel wise so we can deliver the services that residents expect. Equipment will also need to be replaced to be able to continue that service, beginning with a Sewer Jet machine. At some point the town will need to look at purchasing a Vacuum Truck. This truck will clean manholes as well as storm drains.

ENTERPRISE LICENSE PLATE AGENCY FUND (40)

License Plate Agency (412)

Tammy Speicher, Finance Director shared the License Plate Agency is operating very smoothly. The facilities have been upgraded adequately and there are currently no identifiable needs for the Agency. The current Part-time employee Karen Griffin is retiring March 3, 2017. This position will be replaced with an employee working 15 hours/week rather than the current 20 hours/week. There will be a nominal decrease in salary expense.

The Agency has recognized an increase in revenue due to the addition of the sale Wildlife license. These licenses include marine vessel license and hunting license. As the word spreads, sales should increase.

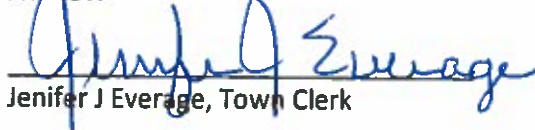
Non-Profits

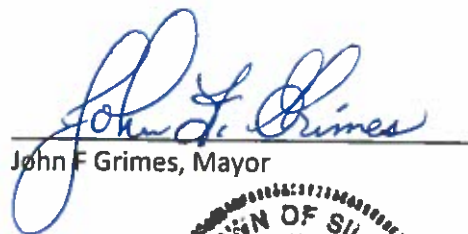
During the FY17 budget cycle, the Board made the request that nonprofit requests be made a part of the earlier stages of the FY18 cycle. At this time, the Town has received six requests, which are included in your budget packet. Staff seeks direction from the Board on when nonprofit funding consideration 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.

ADJOURNMENT

With no further business, Mayor Grimes adjourned the meeting at 4:00pm.

ATTEST:


Jenifer J Everage, Town Clerk


John F Grimes, Mayor

