

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Regular Session on **Monday, March 2, 2015** at 7:00pm in City Hall Courtroom with Mayor John Grimes presiding. Commissioner Siler gave the invocation with the recitation of the Pledge of Allegiance following.

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

TOWN STAFF PRESENT: Town Manager Bryan Thompson, Town Attorney William Morgan, Finance Director Tammy Speicher, Fire Chief Scott Murphy, Police Chief Gary Tyson, Parks and Recreation Director Jessica Puckett, and Town Clerk Jenifer Everage.

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

A motion to approve the agenda as presented was made by Commissioner Haiges, seconded by Mayor Pro Tem Cheek and unanimously approved.

CONSENT

A motion to approve the consent agenda which includes the February 16, 2015 Regular Meeting Minutes (Incorporation by reference as if fully set forth herein Schedule A), Multiple Sclerosis Proclamation (Incorporation by reference as if fully set forth herein Schedule B), Nutrition Month Proclamation (Incorporation by reference as if fully set forth herein Schedule C), Planning Board Member Wallace Matthews Resignation (Incorporation by reference as if fully set forth herein Schedule D), Appointment of Planning Board Member Curtis Brown (Incorporation by reference as if fully set forth herein Schedule D) was made by Mayor Pro Tem Cheek, seconded by Commissioner Siler and unanimously approved.

PUBLIC COMMENT

Roger Person, 405 Elk Street, Siler City, NC 27344

(Incorporation by reference as if fully set forth herein Schedule E)

Last year the Milo Holt Festival was held on a Saturday that I had to leave town for an art show in Pittsboro. I went to the Wing Nut gallery before the event started and picked up some material. When I returned late that evening I found that one of my plate glass windows had been shattered. I found no evidence that something had been thrown at it by appeared that it had been shot with a gun using blanks. People seem to think that using blank cartridges is harmless but at a close range they are very dangerous. I am providing a picture of the window taken the following morning. I sent the sponsor of the event an email in regards of replacing the window and never received a reply. I had to replace it immediately due to its danger to passer's by and the security of my gallery. The cost to me was \$630.00. I am asking you to see that there is something in place to help protect the business owners in our downtown where this event takes place. This years' event is going to be bigger than last with more shooting taking place according to last week's newspaper article. Thank you for any help or advice that you can give me and other business owners in the festival area.

Mayor Grimes said while there is nothing the Town can do about the previous incident, the Town will get with event coordinators and make sure this doesn't happen again.

OLD BUSINESS

Aquatics Action Plan Update

Manager Thompson shared the following information with the Board of Commissioners (Incorporation by reference as if fully set forth herein Schedule F):

Following several meetings, site visits, and discussions about the Bray Park Pool, its present condition and the deliberation over alternatives to address aquatics recreation available for consideration; the Board of Commissioners requested the Parks and Recreation Director, Town Manager and Commissioner Lewis Fadely meet and explore such alternatives and make recommendation to the Board of Commissioners on reestablishing aquatics within the Siler City Parks and Recreation Department. Furthermore, during the annual budget retreat, the Board of Commissioners requested Staff to develop and present to the Board an accelerated plan of action to address this issue. Subsequent to budget retreat, and in keeping with the direction of the Board, the identified staff and Commissioner Fadely met on several occasions to develop a proposed plan as requested.

Puckett shared the following with the Board of Commissioners:

The proposed plan's action-steps, scope, timetable, and projected deliverables are presented as "tentative", as each step will define (or redefine) the other elements of the identified plan. Therefore, when considering the proposed plan, the Board is asked to keep this in mind and recognize that dates and other functions of the plan are subject to change, however marginal.

The scope of the proposed plan seeks to address a wider spectrum of considerations as a means to clearly and appropriately shape the outcome of the primary concern of establishing direction for the aquatics element. The proposed plan seeks also to articulate a vision for the future operations and development of the Siler City park facilities and recreation operations that can be leveraged to attract private and public investments (i.e. grant resources, corporate partners, private investors, etc.), which will reduce capital cost burdens to the Town's taxpaying citizens. Moreover, the proposed plan seeks to identify aquatic applications through multiple phases and throughout the whole of the Town's parks system. The following is a simple scope overview of the proposed plan.

Full-system Conceptual Parks Master Plan (PART ONE)

This portion of the larger plan takes a look at the Siler City Parks System as a whole from a "30,000-foot" view.

This broad view will look at developed and undeveloped park land, identify highest and best use for existing facilities, as well as ascribing highest and best use for future development of park property that is not yet developed. "Highest and best uses", in part, will be calibrated community needs and expectations, the short and long-term vision for service provision by Town Staff and Governing Body, as well as the ability of the subject land and/or facilities to support the same.

With respect to prospective land development, this function of the process recognizes the inherent limitations of land capacity. Therefore, properly identifying the areas and extent to which available land can be utilized in relation to the desired uses of such land is critical. Spatial determinations of facilities on such land as well as accessories to such facilities (i.e. parking, restrooms, drive accesses, etc.), will help shape an understanding of optimizing expectations.

This 30,000-foot view will also broadly isolate programming expectations and needs. Identified program needs will, in part, inform the types, quantity and locations of various facilities when constructing the overall conceptual plan.

Aquatics Plan (PART TWO)

The second aspect of the proposed process involves “digging deeper”. As a primary concern, the proposed plan seeks to focus specifically on the development of an aquatics plan. This portion of the plan can be described as a “10,000-foot” view, where more defined details on aquatic-type facilities is established.

The Aquatics Plan will delineate various types of aquatic facilities and activities that are desirable and needed as well as identifying the most practical and optimal locations for the same as it relates to the overall Conceptual Master Plan.

Moreover, the Aquatics Plan will categorize priority and phases for the implementation of the Aquatics Plan – offering a prospective timeframes for the installation and operationalization of the first phase of the subject plan.

Aquatics Implementation (PART THREE)

The final piece of the proposed plan is developing an implementation schedule and design of the first phase of the Aquatics Plan. This element of the plan is the “on-the-ground” view.

This project task seeks to develop engineered construction plans and associated documents for the construction of the aquatics facility identified as the first priority of the Aquatics Plan; and at the location(s) previously determined through the Conceptual Master Plan, and as further refined by the Aquatics Plan.

This process will articulate probable cost for construction and costs associated with ongoing annual operations and upkeep of the facility.

Once complete, the Town will have a set of plans and bid documents that will enable the Town to solicit bids for construction.

Staff and Commissioner Fadely assembled a “tentative” timetable for the several logical steps comprising the anticipated progression of the proposed plan. The timetable was then vetted through an industry professional to verify the timeline for each benchmark is reasonable and realistic. As Staff and Fadely anticipated, the feedback received suggested that the proposed timeframe is “aggressive”; however, “doable”. It was further recognized, and confirmed, that aggressively abbreviated benchmark deadlines could result in premium pricing for professional services.

As earlier stated, the Board is asked to recognize that the following timeline is subject to change, to some extent, based on outcomes of the various segments of the overall project. This is a revised timetable. This presentation was originally scheduled to be offered to the Board during the February 16, 2015 regular meeting; however, due to inclement weather, this item was not considered by the Board as anticipated. The following revised dates put the timeframe out approximately two weeks from the original projection.

March 10, 2015: Draft and approve for advertisement a Request for Qualifications (RFQ) (Scheduled Budget Workshop)

April 1, 2015: Deadline for receiving RFQ responses
(This date was March 11 originally; however, it was suggested that a third week for receiving responses would ensure greater market participation in the process)

April 14, 2015: Choose top vendor and enter into negotiations (Scheduled Budget Workshop)

April 28, 2015: Award contract to professional services vendor (Scheduled Budget Workshop)

March 10, 2015 to April 14, 2015: Board of Commissioners select Master Plan Committee (MPC)

April 22, 2015: Hold first MPC meeting

July 14, 2015: Completion of PART ONE

September 14, 2015: Completion of PART TWO

November 14, 2015: Completion of PART THREE

This is the one particular benchmark that is most in question. The type of aquatics facility identified for phase one implementation will dictate the timetable for the completion of construction drawings and bid documents.

The consensus of the Board of Commissioners was to move forward with the Aquatics Action Plan.

NEW BUSINESS

Pay Plan Study

Thompson shared the following information with the Board of Commissioners (Incorporation by reference as if fully set forth herein Schedule G):

During the February 10, 2015 budget workshop, Staff and the Board discussed moving ahead with exploring options for conducting a pay plan and position classification study. As expressed during the subject meeting, the intent of conducting such a study is to ensure town employees' levels of employment compensation is competitive in relation to the relative market. The proposed study would identify positions that are and are not in line with market standards and afford the Town an opportunity to take action to correct any deficiencies. It was suggested that compensation shortages could be addressed at one time, or could be subject to a multi-year phased approach, where compensation would be brought up to standard over a longer period of time.

Several factors have been noted as driving motivations to conduct the subject study. Among these factors include three primary recognitions:

The Town of Siler City last commissioned a pay plan and classification study in 2000 and the plan was approved in March 2001.

It is generally believed that certain position classifications' compensation have been historically low relative to the levels of work performed and expected to be performed by such positions (i.e. Public Works and Water/Sewer Maintenance employees).

This recognition has resulted in other mechanisms of compensation to be adopted and practiced to "make whole" such employees in consideration of the nature of their work. One such mechanism is the institutionalization of "double-time" pay for "emergency" situations.

This mechanism imparts an ongoing budgetary challenge to the Town, as it is exceedingly difficult to project the amount of additional double-time compensation that would be required from one year to the next. Additionally, uncertainty in this variable pay may tend to present challenges to the individual employee as they too are largely unaware of what compensation to anticipate (because such additional compensation is afforded during emergency situation only).

Adjusting the compensation of such employees to a standard that is appropriate for the work they perform will establish a firmer understanding of budget implications to the Town, and would enable the employee a reasonable expectation on actual anticipated compensation.

Owed to economic difficulties, the Town of Siler City last provided universal pay increases to its employees in 2010. In consideration of the several-year time laps in offering such increases to employees, it is believed that the current rate of pay to many employees is not current with market standards.

Whereas, in an effort to position the Town's government organization to recruit and retain talent and benefit from its investment in training existing employees, the Town should take reasonable and appropriate action to maintain a certain level of market competitiveness.

In this respect, it is recognized that some employees may be at, or closer to, market standards than other employees as it relates to compensation. Therefore, it is foreseeable that the resulting study may recommend compensation increases to some employees in a greater amount and lower, or no, increases to other employees. In addition to the scope as herein described, the Board expressed interest in determining to what extent a full-time or contracted services for Human Resource personnel is warranted and feasible.

Staff has communicated with several vendors that offer services pursuant to the scope as defined. Staff received four estimates and two formal proposals for these services. Following is Staff's review of each vendor's estimate and/or proposal, each of which is found following this memorandum. Staff's review seeks to identify the benefits and drawbacks of each.

The MAPS Group

This vendor performed the last such study in the year 2000, and performs similar services for municipal and county organizations across the State. The estimate offered by the vendor is approximately \$10,000. However, in discussions with vendor representatives, The MAPS Group would not be able to take on the proposed project for the Town until May 2015.

Compdata Surveys

The email correspondence from this vendor is attached for your review. The vendor estimated a service cost range of \$20,000 - \$30,000. In relation to the other estimates and proposals received by Staff, this estimate is two to three times greater in cost.

Springsted

Springsted appears to be a competent vendor with relevant and appropriate references from both county and municipal clients within North Carolina. The vendor's scope of service is well defined and meets the standard of service the Town is seeking. Furthermore, the proposed methodology for conducting the proposed scope of service is clearly described and thorough. The vendor proposes a "turnkey" service, including the provision of final draft job descriptions for all classifications.

The vendor's proposed fee schedule includes \$8,904 as a base cost for the project, a \$2,800 "not-to-exceed" for additional expenses (travel, sustenance, overnight or messenger deliveries, conference calling beyond internal capabilities, photocopying and mailing), and \$185/hour for additional or expanded work requested by the Town beyond the scope of the project as defined. Potential Total (not including additional per hour charges) = \$11,704.

The vendor's project timetable is estimated at five months. If started by mid-March, the project would be anticipated to be completed by August of 2015.

That said, the extended timeframe for the completion of the subject project by Springsted could still enable the Board to take action affording employees any compensation increases identified by the study, should the Board direct Staff to " earmark" a percent of total payroll as anticipation for enacting the revised plan following the completion of the study.

The Mercer Group

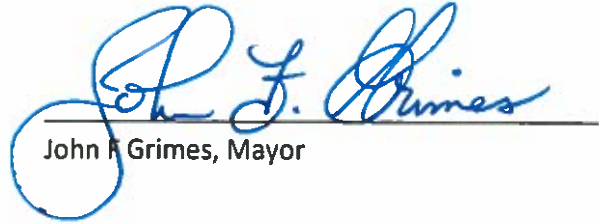
Like Springsted, The Mercer Group appears to be a competent vendor with relevant and appropriate references from both county and municipal clients within North Carolina. The vendor's scope of service is well defined and meets the standards of service the Town is seeking. The methodology is also clearly described. The Mercer Group, however, will not produce final job description documents; but rather, will provide the detailed information needed by the Town to format its own description documents. The proposed project cost is \$9,800. The vendor's projected timetable is estimated at three months. If started by mid-March, the project would be anticipated to reach completion by June 2015. As noted with Springsted, the Town may elect to earmark funds to enable the funding, or partial funding, of a revised pay plan following the completion of the study.

Thompson stated Staff requests the Board to offer direction in the selection of a vendor to conduct the subject study and authorize Staff to enter into an agreement with the selected vendor and begin work on the project. The Board of Commissioners discussed the process of the Pay Plan Study.

A motion to approve the Pay Plan Study with Springsted was made by Commissioner Price, seconded by Commissioner Constantino and unanimously approved.

ADJOURNMENT

With no further business the Board of Commissioners adjourned at 7:35pm.



John F. Grimes, Mayor

ATTEST:



Jennifer J. Everage, Town Clerk

