



Centralina Services Agreement – EXHIBIT H

Additional Statement of Work

Staffing & Salary Analysis (the “Project”)

This Statement of Work (“SOW”), dated as of the 15th day of November, 2022 (the “Effective Date”), is by and between CENTRALINA COUNCIL OF GOVERNMENTS, d.b.a Centralina Regional Council, a North Carolina regional council of governments pursuant to Chapter 160A, Article 20, Part 2 of the General Statutes of North Carolina and having a principal place of business at 10735 David Taylor Drive, Suite 250, Charlotte, North Carolina 28262 (“Centralina”), and between **Village of Marvin**, a local governmental entity having a principal place of business at 10006 Marvin School Road, Marvin, NC 28173] (“Client”), pursuant to which Centralina will provide to Client public administration services (the “Services”). Centralina and Client have previously entered into a Centralina Services Agreement (the “Agreement”). The Agreement is incorporated into this SOW by this reference. In the event of any conflicting or additional terms between this SOW and the Agreement, the Agreement will govern, except with respect to price and scope of work, any “Other Terms and Conditions” included below that apply solely to this SOW, or other items expressly permitted by the Agreement.

I. Introduction

This document outlines the tasks and deliverable that constitute the Services under this SOW that Centralina shall provide to Client on a fixed fee basis in support of the Project, the compensation that Client shall pay to Centralina for the Services, and other Project support to be provided by Client. Primary contacts for the Project are as follows:

	Centralina	Client
Project Manager	Venecia White	Christina Amos
Email Address	vrock@centralina.org	manager@marvinnc.gov
Telephone Number	704-348-2733	704-843-1680

Centralina’s invoices shall be mailed to the Client’s Project Manager named above and to the Client’s Accounts Payables if listed below:

Attn to Name and/or Title	Jamie Bays Finance Officer
Dept	Finance
Mailing Address, City, ST ZIP	10004 New Town Road Marvin, NC 28173
Email address	finance@marvinnc.gov
Telephone Number	704-843-1680

II. Services

Centralina will collaborate with the Client to update the previously completed staffing study, conduct a salary survey current positions, and make recommendations for performance evaluation process. Note,

Centralina Services Agreement: Statement of Work

Centralina is not providing a classification assessment and will not include making reclassification recommendations as part of this study. Specific activities and deliverables related to the three components of the project are outlined below.

1. Staffing Study Update (November 15 – January 15):
 - a. Review Current State: Centralina will review the implementation status of previous study recommendations and update current state assessment to understand: Village strategic goals; the departments' role in implementing these goals (or its own); changes in staffing since last study (turnover, retirements, new hires); desired changes to workforce structure and organization; and the interplay between strategic goals and expected service delivery. This step includes interviews with the Village Manager and Aldermen (if desired).
 - b. Staff Engagement: Centralina will meet with employees to understand changes in goals, operations and service delivery since the last study. Department-specific workforce needs or concerns will be identified at this time.
 - c. Update Gap Analysis: Based on insights from steps one and two, Centralina will identify new workforce gaps and opportunities. Centralina will map the initial gaps and then conduct a work-session with the Village Manager and other staff (as desired) to get their initial input on the analysis and recommendations.
 - d. Solutions & Recommendations: Based on findings, the project team will evaluate data and analyze issues and alternatives, which will result in a set of recommendations, including structure, positions, and staffing levels for effective and efficient service delivery.
 - i. Deliverable: Recommendations memo; update to position descriptions based on adopted recommendations.
2. Salary Survey (December 1 – February 28)
 - a. Develop list of 5-8 benchmark communities of similar size and scope of local government services. Benchmarks can include communities within the Centralina region and in similar markets in North Carolina.
 - i. Deliverable: Benchmark list
 - b. Benchmark Research: Centralina will conduct research to obtain pay ranges (minimum, midpoint and maximum) for similar positions in benchmark communities. Include data from the NC League of Municipalities Salary Survey to augment data where needed. Centralina will include any new position recommended in task one in the data collection.
 - c. Data Analysis: Centralina will analyze the data to determine market ranges for each position. The second step in the analysis will compare the current salary for each employee to new market pay range of the position and identify: (1) salaries below the new market minimum for the position; (2) salaries that below the mid-point for the new range and the time in position of that individual.
 - i. Deliverable: Pay range (minimum, midpoint and maximum) for each position
 - d. Recommendations: Centralina will provide recommendations at two levels: (1) list of employees below the minimum for the position range and a cost estimate to bring any salaries to the minimum of the new range; (2) list of employees below the new range mid-point who have been in their position for more than five years and a set of recommendations to bring those salaries to market rate.
 - i. Deliverable: Recommendations memo and cost estimates.
3. Performance Evaluation Approach (November 15 – February 28)
 - a. As part of the interviews with the Manager and employees in task one, Centralina will assess current and historic approaches to performance evaluation.
 - b. Concept Development: Centralina will develop a set of options or paths for enhancing the performance evaluation approach for initial discussion with the Manager (and other staff as desired).

Centralina Services Agreement: Statement of Work

- c. Recommendations: Input from the Manager will be used to refine the recommended performance evaluation approach and how to incorporate performance increases into the Village compensation philosophy. These recommendations will be incorporate into the final memo under task two.

In order to facilitate relevant and useful study results the Village agrees to provide the following information:

- Any past pay and compensation study documents.
- Existing Village strategic plan or similar documents that outline vision, mission, values, or strategic goals.
- If applicable – Village’s pre-defined list of competing local government jurisdictions in the regional marketplace; any existing classification and salary data from these competing jurisdictions; and any existing benefits or incentives information.
- Copies of existing classification for each position, Village organizational chart and current position descriptions.
- Provide, in Excel format, a digital database of current payroll and salary administration information. This database should include, at minimum, each employee’s name, current title, department, current grade, current salary, employment date, date employed in current position, age (or birthdate), gender, employee status (full-time, part-time, etc.).
- List of the last five years of Board approved salary increases, whether cost of living adjustments, across the board adjustments, merit or performance increases, longevity or tenure increases or other bonuses.
- List of current benefits or incentives offered to employees in all pay classifications.
- Current approach to performance evaluation, including any review or assessment documents used by supervisors, criteria or other measures for performance.

III. Time of Performance

The time of performance shall be from November 15, 2023 to February 28, 2023.

IV. Compensation

Centralina will perform the tasks identified in this SOW and as detailed herein for a sum of \$5000.00, not including the optional services which can be included in the SOW with an amendment to this agreement. The amount due to Centralina pursuant to this SOW may not exceed this amount unless proper written justification has been submitted to Client and approved by Client prior to performance of work. Centralina shall submit invoices to the Client based on the milestone schedule below. The Client agrees to pay the full amount for services rendered within 30 days of receipt.

	Payment Amount	Milestone
A.	\$2,500	Upon agreement to proceed.
B.	\$2,500	Upon submission of Task 2/3 Recommendations Memo

V. Other Terms and Conditions

- A. **Iran Divestment Act Compliance.** Each Party affirms that, as of the date of execution of this SOW, it is not listed on the Iran Divestment Act lists created by the North Carolina State Treasurer pursuant to N.C. G.S. 147-86.58, nor are its subsidiaries or parent companies, if any.
- B. **E-Verify.** The E-Verify requirements of North Carolina state law apply to this SOW. Centralina

Centralina Services Agreement: Statement of Work

affirms that it is exempt from the requirements of NCGS Chapter 64 Article 2 concerning its use of E-Verify or other federally-authorized program to check the work authorization of all new employees in the United States, because it is a “governmental body” as defined in that Article. Centralina agrees that it shall not enter into any subcontracts under this SOW unless such subcontractor (a) affirms either its exemption from or compliance with the E-Verify requirements of NCGS Chapter 64 Article 2 and (b) agrees to similarly ensure its subcontractors’ affirmation of exemption from or compliance with those statutes.

[Signatures on following page.]

Centralina Services Agreement: Statement of Work

This Statement of Work has been executed by each Party's duly authorized representative as of the date below such Party's signature.

CENTRALINA REGIONAL COUNCIL

VILLAGE OF MARVIN

By: _____

By: _____

Name: Geraldine Gardner

Name: Christina Amos

Title: Executive Director

Title: Village Manager

Date: _____

Date: _____

"This instrument has been pre-audited in the manner required by the North Carolina Local Government Finance Act."

Jamie Bays
Finance Officer