



City of Salisbury

North Carolina

COUNCIL MEETING AGENDA

August 1, 2023
3:00 p.m.

The meeting will be held in a hybrid format and will be streamed live at salisburync.gov/webcast and on the City's Facebook account.

Anyone who wishes to speak via Zoom during public comment must sign-up by 2:00 p.m. on August 1, 2023 by contacting Connie Snyder at csnyd@salisburync.gov. Citizens who wish to speak in person can sign up in Council Chambers.

1. Call to order.
2. Moment of Silence.
3. Pledge of Allegiance.
4. Adoption of Agenda.
5. Council to recognize Deputy Police Chief Brian Stallings for his work as Interim Police Chief.
(Presenter – Police Chief Patrick Smith)
6. Mayor to proclaim the following observance:

NATIONAL NIGHT OUT

August 1, 2023

7. Council to consider the CONSENT AGENDA:
 - (a) Approve Minutes of the regular meeting of June 20, 2023.
 - (b) Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$10,000 to appropriate Joint Operation Funds from the United States Secret Service to be used for purchasing equipment for criminal investigations.
 - (c) Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$2,750 to appropriate revenue for BlockWork.
 - (d) Authorize the City Manager to approve a purchase order for the annual renewal with Badger Meter, Inc. for Software-as-a-Service associated with Salisbury-Rowan Utilities advanced metering infrastructure system in the amount of \$233,280. This item is included in the FY2023-2024 budget and is required to operate and maintain the advanced metering infrastructure system.
 - (e) Authorize the City Manager to approve a purchase order for Cemtrade Chemicals US LLC in an amount not to exceed \$270,000 for the purchase of aluminum chlorohydrate for Salisbury-Rowan Utilities. This item is included in the FY 2023-2024 budget.

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- (f) Authorize the City Manager to approve a purchase order for Chemrite, Inc. in an amount not to exceed \$121,950 for the purchase of zinc orthophosphate for Salisbury-Rowan Utilities. This item is included in the FY 2023-2024 budget.
 - (g) Authorize the City Manager to execute a supplemental agreement with Alley Williams Carmen and King, Inc. in the amount of \$85,957.51 for design services related to Project EB-5619C, Grants Creek Greenway. The City will be reimbursed 80% of the design costs through the existing Surface Transportation Block Grant Program Directly Attributable Grant. This item is included in the FY 2023-2024 budget.
 - (h) Award a Stormwater Grant in the amount of \$10,737.28 to Cornerstone Church for reconstruction of the stream running adjacent to the Church property. This item is included in the FY 2023-2024 budget.
 - (i) Authorize the City Manager to approve Purchase Order 240160 in the amount of \$317,600 for the purchase of a Dulevo D6 Street Sweeper and Purchase Order 240162 in the amount of \$178,250 for a 275Kw standby generator. The total for both purchase orders is \$495,850. The items are included in the FY2023-2024 budget and included on the state contract.
8. Council to receive public comment. ***Speakers who wish to speak via Zoom must sign-up before 2:00 p.m. by contacting Connie Snyder at csnyd@salisburync.gov.*** Citizens who wish to speak in person can sign-up in Council Chambers. Citizens who are unable to speak during the meeting may submit written comments to the email above and they will be shared with Council.
9. Council to receive an update from the North Carolina Department of Transportation Rail Division concerning Amtrak stops in Salisbury. (*Presenters – Rail Division Director Jason Orthner and Rail Division Public Information Office Liz Macam*)
10. Council to consider adopting an Ordinance to amend the Land Development District Map of the City of Salisbury to rezone one parcel, approximately 7.91 acres, located along West Richie Road, from Rural Residential to Highway Business in anticipation of future development: (*Presenter – Senior Planner Victoria Bailiff*)
- (a) Receive a presentation from staff
 - (b) Hold a public hearing
 - (c) Issue a statement of Consistency and Statement of Reasonableness, and consider adopting an Ordinance amending the Land Development Ordinance.
11. Council to receive a presentation on the HOME Investment Partnership – American Rescue Plan, consider authorizing the City Manager to execute the funding agreement, and adopting a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$525,940 to appropriate the funding. Council also to authorize the Call for Projects and review the process. (*Presenter – Planning and Neighborhoods Director Hannah Jacobson*)
12. Council to consider authorizing the City Manager to enter into a contract with Thomas P. Miller and Associates in the amount of \$175,000 to prepare a 10-Year Housing Strategy for the City of Salisbury. (*Presenter – Planning and Neighborhoods Director Hannah Jacobson*)
13. Council to consider adopting a travel policy for elected officials. (*Presenter – Administrative Services Director Kelly Baker*)

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14. City Attorney's Report.
15. City Manager's Report.
16. Council's Comments.
17. Mayor Pro Tem's Comments.
18. Mayor's Announcements and Comments.
 - (a) The Community Appearance Commission is accepting applications for the Municipal Service District and Innes Street Improvement District Grants. These matching grants, for up to \$5,000, are available on a competitive basis for exterior projects on building facades, landscapes, and parking lots. Applications are due by August 25th. To receive an application or for more information please call 704-638-5311.
19. Adjourn.



City of Salisbury North Carolina

PROCLAMATION

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique nationwide crime, drug, and violence prevention program on Tuesday, August 1, 2023 called “National Night Out”; and

WHEREAS, the “40th Annual National Night Out” provides a unique opportunity for the City of Salisbury to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, our Neighborhood Organizations play a vital role in assisting the Salisbury Police Department through joint crime, drug, and violence prevention efforts in the City of Salisbury and is supporting “National Night Out 2023” locally; and

WHEREAS, it is essential that all citizens of the City of Salisbury be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs, and violence in the City of Salisbury; and

WHEREAS, police-community partnerships, neighborhood safety awareness and cooperation are important themes of the “National Night Out” program.

NOW, THEREFORE, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, DO HEREBY PROCLAIM Tuesday, August 1, 2023 as

NATIONAL NIGHT OUT

in Salisbury, and call upon all citizens to join the Salisbury Police Department and the National Association of Town Watch in supporting the “40th Annual National Night Out.”

This the 1st day of August 2023.



Karen K. Alexander, Mayor

Salisbury, North Carolina
June 20, 2023

REGULAR MEETING

PRESENT: Mayor Karen K. Alexander, Presiding; Mayor Pro Tem Tamara Sheffield, Council Members Harry McLaughlin, David Post, and Anthony Smith; City Manager Jim Greene, Jr., City Clerk Connie Snyder; and City Attorney J. Graham Corriher.

ABSENT: None.

Salisbury City Council met in Council Chambers in City Hall located at 217 South Main Street. The meeting was called to order by Mayor Alexander at 6:03 p.m. A moment of silence was taken.

PLEDGE OF ALLEGIANCE

Mayor Alexander led participants in the Pledge of Allegiance to the United States flag.

ADOPTION OF THE AGENDA

Thereupon, Mayor Pro Tem Sheffield made a **motion** to adopt the Agenda as presented. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

RECOGNITION – COMMUNICATIONS TEAM

Communications Director Linda McElroy noted the Communications Team took home first and second place awards from the North Carolina City and County Communicator's competition. She stated the Communications Team won first place Excellence in Communications awards for its external newsletter, *The Lamplighter*, and crisis communication regarding its coverage of a shooting that took place at Livingstone College. She noted the Communications Team also took home a second place award for the graphic design of the 2022 Reels and Riffs poster.

Council thanked the Communications Team for all it does to keep citizens informed.

BIKE MONTH UPDATE

Greenway, Bicycle, and Pedestrian Committee Member Mary Rosser and Traffic Engineering Coordinator Vickie Eddleman provided an update on events that took place in May during National Bike Month. Ms. Rosser stated an art contest was held and Ms. Ruby Corriher was selected as the art contest winner. Ms. Karyssa Price was the second place winner, Ms. Emily Wacaster was the 3rd place winner and honorable mentions were given to Mr. John Graham Corriher, Jr. and Ms. Addison Coldiron.

Council congratulated the contest winners and thanked Ms. Rosser and Ms. Eddleman for all they do for the City.

PROCLAMATIONS

Mayor to proclaim the following observance:

INDEPENDENT RETAILER MONTH

July 2023

CONSENT AGENDA

(a) Minutes

Approve Minutes of the special meeting of May 23, 2023.

(b) Budget Ordinance Amendment – Bell Tower Green, Inc.

Adopt a budget Ordinance amendment to the FY2022-2023 budget in the amount of \$200,000 to appropriate a state directed grant for Bell Tower Green, Inc.

ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE A GRANT FOR BELL TOWER GREEN.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 233, and is known as Ordinance 2023-42.)

(c) Budget Ordinance Amendment – Busker’s Bash

Adopt a budget Ordinance amendment to the FY2022-2023 budget in the amount of \$1,500 to appropriate grant funds from the Rowan Arts Council to support the Busker’s Bash.

ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE A DOWNTOWN DEVELOPMENT GRANT.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 234, and is known as Ordinance 2023-43.)

(d) Approval of Easement – Old Concord Road

Approve the easements for Project C-5603D, sidewalk on Old Concord Road from Ryan Street to Jake Alexander Boulevard. Construction is anticipated to begin late summer 2023. This project is funded through a North Carolina Department of Transportation Congestion Mitigation and Air Quality grant.

(e) Agreement – North Carolina Governor’s Highway Safety Program

Adopt a Resolution approving the Salisbury Police Department to enter into an agreement with the North Carolina Governor’s Highway Safety Program that will allow the Police Department to receive a \$25,000 no-match grant from the program to be used for traffic concerns.

NORTH CAROLINA GOVERNOR’S HIGHWAY SAFETY PROGRAM LOCAL GOVERNMENTAL RESOLUTION.

(The above Resolution is recorded in full in Resolution Book No. 17 at Page No. 25, and is known as Resolution 2023-18.)

(f) Budget Ordinance Amendment – Bell Tower Green Movie/Concert Series

Adopt a Budget Ordinance Amendment to the FY2022-2023 budget in the amount of \$5,000 for expenses related to the Bell Tower Green Movie/Concert Series.

ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE SPONSORSHIP FOR RECREATION PROGRAMS.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 235, and is known as Ordinance 2023-44.)

Thereupon, Councilmember Post made a **motion** to adopt the Consent Agenda as presented. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

PUBLIC COMMENT

Mayor Alexander opened the floor to receive public comments.

Mr. Eathan Chirico addressed Council regarding the Fire Department and public safety. He expressed concern regarding salary and retention of fire fighters.

Ms. Whitney Peckman expressed concern over the Police Department removing a Facebook post that included a Pride flag.

Salisbury Pride Board Member Andra Porter thanked Council for its support of Salisbury Pride including Mayor Alexander's issuance of a Pride Day Proclamation and Council's planned attendance of the Pride Festival. She then thanked the Salisbury Police Department for its support of Salisbury Pride.

Mr. Kim Porter thanked Council for supporting the LGBT+ community and all citizens.

Ms. Cheryl Goins referenced an article in the *Salisbury Post* regarding the Police Department removing a social media post supporting Pride. She indicated the Police Department serves the whole community regardless of race, sexual orientation, or social standing, and the Police Department has always supported the Pride festival.

Ms. Becky Lane noted several local businesses that showed their support of the LGBTQ+ community have received threats and harassment. She stated since the inception of the Salisbury Pride Organization it has had the full support of the Salisbury Police Department, and she thanked the Police Department and City leadership for all it does to keep the City safe.

Mr. Tim Coffey, Salisbury Pride Board Member, stated every interaction Salisbury Pride has had with the City and the Police Department has been positive. He thanked Council for its continued support of Salisbury Pride and its work to make Salisbury inclusive.

There being no one else to address Council, Mayor Alexander closed the public comment session.

ECONOMIC DEVELOPMENT INCENTIVE GRANT - CROW HOLDINGS PHASE 2

Rowan Economic Development Commission (EDC) Vice President Scott Shelton and Crow Holdings Development Associate Nick Thornton addressed Council regarding an economic development incentive grant request for Crow Holdings Phase 2.

Mr. Shelton noted Phase 1 of the project included a 713,000 square foot building with a capital investment of \$73 million. He added at its February 7, 2023 meeting Council approved a Level 2 three-year incentive grant equal to 90% of the new taxes to be paid on real property. He indicated Phase 1 of the project is under construction.

Mr. Shelton explained Crow Holdings is ready to proceed with Phase 2 which will consist of a 468,000 square foot building with a \$45 million capital investment. He stated the total investment by Crow Holdings for both phases is expected to be \$118 million and the company will invest additional funds into public road improvements.

City Manager Jim Greene thanked Crow Holdings for its investment in the community and he thanked the EDC for its work on the project.

Councilmember McLaughlin asked if there is an estimate for when a company would be in place and begin to hire employees. Mr. Thornton stated Crow Holdings is working with companies who would like to be operational by 2024.

Mr. Shelton reviewed the Phase 2 incentive grant request. He indicated the grant would be for three years and equivalent to 90% of the new taxes paid on real property resulting in a tax incentive grant valued at \$874,314 with the City receiving approximately \$2.3 million in net revenue.

Mr. Shelton stated once a job-creating tenant occupies the building, the company would like Council to consider an incentive grant for the tenant based on its taxable investments in business personal property along with job creation.

Councilmember Smith asked about the process to determine a tenant for the buildings. Mr. Thornton noted Crow Holdings will work closely with the EDC, the state, and leasing professionals Cushman and Wakefield regarding tenant leads.

Mayor Alexander convened a public hearing after due notice regarding economic development incentive grant request for Crow Holdings Phase 2.

There being no one to address Council, Mayor Alexander closed the public hearing

Thereupon, Councilmember Post made a **motion** to approve an economic incentive grant for Crow Holdings Phase 2 consisting of a local Level 2 Incentive grant equal to 90% of taxes paid on the taxable investment over a three year period, estimated to be \$874,000, for construction of a 468,000 square foot building with a \$45 million capital investment by the company. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

FY2023-2024 CITY BUDGET

City Manager Jim Greene and Finance Director Wade Furches addressed Council regarding the FY2023-2024 City budget. Mr. Greene noted at its last meeting Council requested follow-up on items including Fund Balance and a Cost of Living Adjustment (COLA) for employees.

Mr. Furches noted Council was previously presented a balanced budget as required by State Statute, and he pointed out Council must approve a final budget by June 30, 2023.

Mr. Furches indicated staff originally presented a recommended budget of \$108,064,027 for the General and Enterprise Funds. He noted at the last meeting staff presented a list of projects that could be completed using an additional \$1 million of Fund Balance. He added there was also discussion regarding the possible use of Fund Balance to fund an additional 1% COLA that would

increase the COLA recommendation from 2% to 3%. He referenced future project that will require Fund Balance expenditures.

Mr. Furches referred to the fountain at Gateway Park, and he asked Public Works Director Chris Tester to provide an update on the project. Mr. Tester reviewed the history of the park, and he explained the current fountain is a replica of the original. He noted the water lines to the fountain are leaking and need to be replaced which will require removing the concrete as well as all the structure around the fountain and is estimated to cost \$20,000. He pointed out the fountain is leaking internally and would need to be shipped to a fountain repair shop in Alabama at an estimated cost of \$50,000. He noted staff will coordinate with community partners to look at alternate uses for the fountain and evaluate the cost.

Councilmember Post asked if funding to repair the fountain is included in the proposed budget. Mr. Greene explained the fountain was included in the list of projects that could be completed with additional Fund Balance. He added staff would like to evaluate options for the fountain with community partners and bring the options back to Council mid-year. By consensus, Council agreed.

Mr. Furches reviewed two recommended changes to the proposed budget: increasing the COLA for all employees to 3% with an implementation date of September 8, 2023 and replacing the windows in the City Office Building (COB). He explained the additional COLA would be funded by a \$.06 tax increase, which would generate \$238,000. He commented the 2% average merit pay is still included in the budget and would be implemented January 2024. He noted a 1% longevity bonus is included in the budget and the City will absorb health insurance premium increases. He explained using additional Fund Balance to replace windows at COB would increase efficiency. He added staff recommends waiting on additional projects until the final results of FY2023 are available. He stated with the recommended changes the proposed City-wide budget for the General and Enterprise Funds is \$108,695,411.

Mr. Furches commented staff is recommending a revised tax rate of \$.616 to fund the extra 1% COLA for employees. He noted an increase in stormwater fees of \$.40 per month, and he indicated there are no other fee increases in the proposed budget.

Councilmember Post stated he is concerned fees are not keeping up with inflation. He added he also has reservations when an outside vendor raises its rates and the City does not raise its rates for the consumers which could create higher rate increases in the future. Mr. Greene noted staff will monitor costs and the inflation rate carefully, and he pointed out there will be increases in recycling fees over the next two fiscal years. He added staff will continue to evaluate options and opportunities that will be brought back to Council for its consideration.

Mayor Pro Tem Sheffield thanked everyone who has worked on the proposed budget. She added she is hopeful the 1% longevity bonus, the 3% COLA, and an opportunity for a merit raise sends a positive message to employees. She stated she fully supports the proposed budget.

Councilmember Smith commended staff for its work to balance the budget while looking out for the public good.

Councilmember McLaughlin thanked Mr. Greene his work to keep the public informed during the budget process.

Mayor Alexander noted the proposed budget is responsive and responsible to citizens and tax payers, and she thanked Mr. Greene for his leadership.

Thereupon, Councilmember Smith made a **motion** to adopt the budget Ordinance of the City of Salisbury for the fiscal year beginning July 1, 2023 and ending June 30, 2024. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

BUDGET ORDINANCE OF THE CITY OF SALISBURY FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 236-252, and is known as Ordinance 2023-45.)

CONSTRUCTION CONTRACT – FIRE STATION 3

Fire Chief Bob Parnell, Finance Director Wade Furches, and Architect Bill Burgin addressed Council regarding a construction contract with KMD Construction Company in the amount of \$8,078,000 for the construction of Fire Station 3.

Mr. Burgin noted the contracts have been issued to the low bidder, KMD Construction, who is working to obtain bonds and insurance. He added he has worked KMD Construction in the past, and he is confident they will do a good job for the City.

Thereupon, Mayor Pro Tem Sheffield made a **motion** to authorize the City Manager to execute a construction contract with KMD Construction Company in the amount of \$8,078,000 for the construction of Fire Station 3. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

STAGGERED COUNCIL TERMS

City Attorney Graham Corriher noted at its May 16, 2023 meeting Council adopted a Resolution of Intent to consider changing the City Charter to increase the Council terms to four year staggered terms. He indicated at its meeting on June 6, 2023, Council held the required public hearing.

Mr. Corriher explained Council can take no action and keep things the way they are, it can change the length of terms without a referendum vote, or make the changes with a referendum vote that would be on the 2023 municipal ballot.

Councilmember Post asked about the cost of a referendum vote. Administrative Services Director Kelly Baker stated the cost is approximately \$9,000 to add a referendum vote on the ballot.

Thereupon, Councilmember Post made a **motion** to keep things as they are with two year terms.

Councilmember Post pointed out three public meetings took place and a public hearing was held. He noted less than 20 individuals attended the meetings, and he does not see a demand to change Council terms.

Councilmember Smith stated the City has a growing economy that is getting more complex, and elected officials need additional time to see the items that come before them to fruition. He clarified it is not a matter of personal opinion, it is a matter of paying attention to the community and wanting it to be safer, more efficient, and economically vibrant. Mr. Smith stated his goal is for the Council to have four year terms, but if the citizens vote for two-year terms he will support the decision.

Councilmember McLaughlin stated he prefers a referendum vote on Council terms.

Mayor Alexander and Councilmember Post voted AYE and Mayor Pro Tem Sheffield and Councilmembers McLaughlin and Smith voted NAY. (2-3) The motion failed.

Thereupon, Councilmember McLaughlin made a **motion** to adopt an Ordinance to create a separate election to establish four year staggered terms for the Mayor and City Council of the City of Salisbury, subject to a qualify vote of qualified voters in accordance with GS 160A-102.

Councilmember McLaughlin noted the City is growing and it is important to have longevity on the Council. He indicated staggered terms would eliminate the possibility of an entirely new Council being elected.

Mayor Pro Tem Sheffield noted Council should be empowered to make this decision. She pointed out there are 10 municipalities in Rowan County, and the City is one of two that currently have two year terms.

Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

ORDINANCE TO CREATE A SEPARATE ELECTION TO ESTABLISH FOUR YEAR STAGGERED TERMS FOR THE MAYOR AND CITY COUNCIL, THE CITY OF SALISBURY, SUBJECT TO A QUALIFY VOTE OF QUALIFIED VOTERS IN ACCORDANCE WITH GS 160A-102.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 253, and is known as Ordinance 2023-46.)

Mayor Alexander asked when the Ordinance would take effect. Mr. Corriher noted Council term lengths will be placed on the ballot in 2023 and would take effect in 2025 with voter approval.

Thereupon, Councilmember Post made a **motion** to adopt a Resolution to call a special election for the purpose of submitting to a vote of the people, an ordinance adopted by the Salisbury City Council to establish four year staggered terms. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

RESOLUTION TO CALL A SPECIAL ELECTION FOR THE PURPOSE OF SUBMITTING TO A VOTE OF THE PEOPLE, AN ORDINANCE ADOPTED BY THE SALISBURY CITY COUNCIL TO ESTABLISH FOUR YEAR STAGGERED TERMS.

(The above Resolution is recorded in full in Resolution Book No. 17 at Page No. 25, and is known as Resolution 2023-18.)

MUNICIPAL SERVICE DISTRICT EXPANSION

Downtown Development Director Sada Troutman stated a Municipal Service District (MSD) expansion came before Council at its June 6, 2023 meeting. She stated First Presbyterian Church owns three parcels that it requests be included in the MSD as allowed by NCGS 160A-538. She added the report required to support the proposed expansion has been available to the public, and a public hearing was held at Council's last meeting.

Thereupon, Councilmember Post made a **motion** to authorize the expansion of the Municipal Service District to include First Presbyterian Church. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

CONTRACT – ESP ASSOCIATES, INC.

Downtown Development Director Sada Troutman addressed Council regarding a contract with ESP Associates, Inc. in the amount of \$856,602 for the construction level design of Main Street improvements between Kerr and Horah Streets.

Ms. Troutman noted the streetscape project will provide multimodal safety and functionality, beautification, upgraded infrastructure and amenities, and economic development and competitiveness. She pointed out engaging with the public has been a key element of the process. She indicated in 2021, there were opportunities for the public to provide feedback on a Main Street streetscape including an online interactive map for people to leave comments.

Ms. Troutman pointed out Phase I was the Main Street restriping that changed the four lane cross section to a three lane cross section and changed some of the parking angles to increase pedestrian safety. She indicated Phase II resulted in conceptual drawings that include sidewalk

bump-outs at the intersections, replaces sidewalks, street trees, and trash and recycling options, and adds streetscape furniture, art, lighting, bike racks, and landscaping.

Ms. Troutman noted the conceptual drawings do not offer enough detail and the next step is to select a firm for construction level drawings. She stated in 2022 staff released requests for qualifications and received five responses and three firms were interviewed. She pointed out a seven person committee read and scored the proposals, interviewed the finalists, and selected ESP Associates. She stated the proposed contract addresses site evaluation and base mapping all the way through utility coordination and designing the construction documents. She noted the City Communications Team will be a part of the process and the company has committed to working with stakeholders regarding the construction timeline and impact. She stated the design work will begin in July and will take approximately 12 months to complete.

Ms. Troutman noted there is funding to cover approximately six blocks of the Main Street Streetscape Project. She indicated the groundwork that is being completed will help the City prepare for the construction process.

Ms. Troutman explained the total cost of the contract is \$856,602, and she pointed out \$650,000 was budgeted in the current fiscal year using ARPA funding. She added the \$206,000 difference will be paid through the General Fund and funding from Salisbury-Rowan Utilities (SRU).

City Manager Jim Greene noted there are two items for Council's consideration the construction level design and the next item on Council's Agenda will be the grant for the construction. He indicated the grant will cover 80% of construction, but there is not a grant for the design phase of the project.

Mayor Pro Tem Sheffield noted the project is far reaching and will impact multiple departments.

Thereupon, Mayor Pro Tem Sheffield made a **motion** to authorize the City Manager to execute a contract with ESP Associates, Inc. in the amount of \$856,602 for the construction level design of Main Street improvements between Kerr and Horah Streets. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

Thereupon, Mayor Pro Tem Sheffield made a **motion** to adopt an Ordinance amending the FY2022-2023 budget Ordinance of the City of Salisbury, North Carolina to appropriate funds for construction level design. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

ORDINANCE AMENDING THE FY2022-2023 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE FUNDS FOR CONSTRUCTION LEVEL DESIGN.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 253, and is known as Ordinance 2023-47.)

MUNICIPAL AGREEMENT – NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Downtown Development Director Sada Troutman addressed Council regarding a municipal agreement with the North Carolina Department of Transportation in the amount of \$9,283,444 for construction of Downtown Salisbury Main Street Improvements, Project HL-0064. She explained a grant has been awarded to the City from the Cabarrus-Rowan Metropolitan Planning Organization (MPO) for construction of the downtown Salisbury Main Street improvements between Kerr and Horah Streets. She stated once the construction design is completed there is a grant for the actual construction of the project. She noted the grant award will be a reimbursement from the North Carolina Department of Transportation (NCDOT) to the City of eligible expenses up to \$7,426,755. She indicated the grant will require a City match of \$1,856,689, and the total agreement is \$9,283,444 that will go towards construction of those six blocks on Main Street. She added staff anticipates the local match being spread out over multiple fiscal years.

Thereupon, Mayor Pro Tem Sheffield made a **motion** to approve a municipal agreement with the North Carolina Department of Transportation in the amount of \$9,283,444 for construction of Downtown Salisbury Main Street Improvements, Project HL-0064. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

Mayor Pro Tem Sheffield thanked the MPO for allowing the City to have access to the grant.

MICROTRANSIT UPDATE

City Manager Jim Greene stated microtransit is a priority for Council, and he pointed out the state did not receive all of the federal funding it anticipated which impacted microtransit moving forward in the City.

Transportation Director Rodney Harrison noted microtransit is an on-demand ride share service that will improve a rider's experience when using the City's public transportation system. He added transportation is changing and microtransit provides an opportunity to re-engineer public transportation while being flexible to meet the community's needs.

Mr. Harrison explained there are two partnership model Software-as-a-Service (SAAS) and Transportation-as-Service (TAAS). He stated SAAS uses software from a third party to offer on-demand service that the City would manage and operate with its own operators and vehicles. He added TAAS is a turnkey solution operated by a third party on behalf of the City that includes technology, operators, vehicles, drivers, and operation management.

Mr. Harrison noted at its January 28, 2022 Retreat Council adopted a priority to implement a microtransit pilot project to determine the viability of alternative transportation. He indicated at its June 7, 2022 meeting Council approved an in-house microtransit pilot project that would begin

in December using the SAAS model and then transitioning to the TAAS model if the North Carolina Department of Transportation Integrated Mobility Division (NCDOT-IMD) funding is awarded through the United States Department of Transportation's Rural Surface Transportation Grant Program (RURAL). He explained the pilot project would replace Route #3 and include some service to rural areas and ADA paratransit service.

Mr. Harrison indicated at January 26, 2023 Retreat AECOM presented a recommendation to replace routes 1, 2, and 3 and ADA paratransit service with microtransit using SAAS. He explained the City could lose up to \$200,000 in State Maintenance Assistant Program (SMAP) funding if microtransit is implemented system-wide which made implementing a pilot program more desirable.

Mr. Harrison stated the City was approved for a three-year \$2.8 million Mobility for Everyone Everywhere in North Carolina (MEE NC) grant for a TAAS pilot project and \$138,000 for a SAAS pilot project. He added the loss of SMAP and other grant funding is a concern, but SMAP funds will continue for at least two years. He commented the intent of NCDOT-IMD is to ensure transit systems do not lose SMAP funding. He pointed out the earliest start date is January 1, 2024, and he reviewed the launch process. He added AECOM estimated project implementation would take nine months when using the TAAS model.

Mr. Harrison reviewed the recommended pilot project:

- A pilot project that replaces Route #3 (Blue Route) and includes ADA paratransit service
- Microtransit service will not expand in rural areas
- The service will be offered using the TAAS Model
- Pick up and drop off must be within the service zone
- 20 minute wait time for pick-up
- 30 minute trip duration
- Connects with other two routes at the transfer site
- Door to door service only offered to ADA paratransit riders, all other riders will use virtual bus stops

Mr. Harrison asked Council to consider approving a TAAS microtransit pilot project using funding awarded through the NCDOT-IMD RURAL Grant Program and to authorize staff to proceed with a request for proposal to support the microtransit pilot project.

Councilmember McLaughlin asked how much funding the City would lose if it implemented SAAS as its pilot project. Mr. Harrison stated the City would receive \$138,000 in grant funding from NCDOT if it implements SAAS and \$2.8 million if it implemented TAAS. He added it is to the City's benefit to take advantage of the \$2.8 million in grant funding to see how the system operates, evaluate it, and learn from the contractor. He commented after three years the City can make a decision on how it wants to proceed.

Mayor Pro Tem Sheffield asked about the transfer spot for other routes in the area. Mr. Harrison explained the transfer site is downtown across from the Amtrak Station for all bus routes.

Mayor Pro Tem Sheffield pointed out microtransit service will eliminate non-productive routes.

Councilmember Smith questioned why the consultant recommend the City implement SAAS instead of TAAS and what the City can learn from the implementation of TAAS. Mr. Harrison explained AECOM researched nine transit systems throughout the country and for those who had the equipment, personnel, and a transit system already in place, it recommended the SAAS model. He added staff recommended implementing TAAS to take advantage of the \$2.8 million in grant funding.

Interim Assistant City Manager Brian Hiatt stated staff is recommending that the City maintain its vehicles in case Council decides to convert from TAAS to SAAS in the future. He pointed out when the consultant made the recommendation the amount of grant funding was unknown. He indicated since the funding amounts have been determined it is to the City's advantage to implement TAAS.

Mayor Alexander asked about the current Transit budget. Mr. Harrison stated it is \$1.6 million including capital. Mayor Alexander indicated transitioning to TAAS will cost approximately \$925,000 per year for one route. Councilmember Post stated at the current budgeted amount the City pays approximately \$550,000 per route. Mr. Greene stated entities that have converted to microtransit have seen an increase in ridership which leads to an increase in cost. He added the approved budget includes a \$600,000 allocation from the General Fund to the Transit Fund. He noted some of the entities that have made the transition to microtransit are looking at a larger subsidy from their General Fund because of the popularity of the service. He added staff will continue to evaluate cost as it looks for opportunities to expand the service.

Mayor Alexander asked if the City will be able to adjust rates for microtransit service to help offset the potential cost increase. Mr. Hiatt stated the City of Wilson increased its fare, and its customer base was willing to pay a higher rate for the increased level of service.

Thereupon, Mayor Pro Tem Sheffield made a **motion** to approve a microtransit pilot project utilizing the Transportation-As-A-Service model and using funding awarded through the North Carolina Department of Transportation Integrated Mobility Division Rural Surface Transportation Grant Program. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

Thereupon, Councilmember Post made a **motion** to authorize staff to move forward with issuing a request for proposal to support a microtransit pilot project utilizing the Transportation-As-A-Service model. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

BOARDS AND COMMISSIONS

Community Appearance Commission

Upon a motion by Mayor Pro Tem Sheffield with Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers McLaughlin, Post, and Smith voting AYE, the following appointment was made to the Community Appearance Commission:

Mr. Jason Young

Term Expires 3/31/2026

Hurley Park Advisory Committee

Upon a motion by Mayor Alexander with Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers McLaughlin, Post, and Smith voting AYE, the following appointment was made to the Hurley Park Advisory Board to fill an unexpired term:

Mr. Jerry Lawson

Term Expires 3/31/2024

CITY ATTORNEY'S COMMENTS

(a) Firefighter Social Security

City Attorney Graham Corriher asked Council to consider adopting a Resolution that establishes the effective date for Social Security for firefighters as January 1, 2024, if the firefighters vote to approve participation in Social Security. He stated in April Council adopted a Resolution stating if firefighters vote to participate in Social Security Council will take the required action to take to fund the City's portion of the costs.

Mr. Corriher stated a 90-day notice of the referendum vote was sent out and the vote is scheduled for August 31, 2023. He added if the vote is approved a packet of material will be sent to the Social Security office to amend the City's agreement. He indicated an effective date of January 1, 2024 would establish a clean start at the beginning of the year.

City Manager Jim Greene noted approximately \$300,000 is set aside in the coming budget if firefighters approve Social Security that would cover the City's portion. He thanked Council for its support of the opportunity for the Fire Department and he recognized Mr. Corriher for his diligent work on this project.

Thereupon, Mayor Pro Tem Sheffield made a **motion** to adopt a Resolution setting the effective coverage date as January 1, 2024 for Social Security pending approval of the Firefighter referendum vote. Mayor Alexander, Mayor Pro Tem Sheffield, Councilmembers McLaughlin, Post, and Smith voted AYE. (5-0)

RESOLUTION SETTING THE EFFECTIVE COVERAGE DATE AS JANUARY 1, 2024 FOR SOCIAL SECURITY PENDING APPROVAL OF THE FIREFIGHTER REFERENDUM VOTE.

(The above Resolution is recorded in full in Resolution Book No. 17 at Page No. 27, and is known as Resolution 2023-20.)

CITY MANAGER'S COMMENTS

City Manager Jim Greene thanked Council for all it does for the City, and he recognized staff for all it does to get the Agenda ready for Council.

COUNCIL COMMENTS

Councilmember McLaughlin noted no one from the community attended the Budget Town Hall meeting, and when Council term limits were considered only six people were present. He stated there is a lack of community input and bringing Council terms to a vote of the people will allow for more input from the community. He thanked the Fire Department for its service to the community.

Councilmember Post noted the budget process was very organized which made it easier for Council. He commended Finance Director Wade Furches on his work with staff and the Management Team to make the budget process a success. He also commended City Manager Jim Greene on the Manager's Report which is very beneficial to Council. He referenced the changes that are planned for the Amtrak schedule, and he thanked everyone who has worked to make sure the City's voice is heard.

Councilmember Smith stated he is looking forward to the Salisbury Pride Festival that will take place this weekend. He added he is grateful the City is committed to inclusion and celebrating and looking out for each other.

MAYOR PRO TEM'S COMMENTS

Mayor Pro Tem Sheffield stated she attended the J.E.S. Center's First Annual Father's Day Banquet, and she thanked Ms. April Butler and Mr. Terrence Jones for their work on the banquet. She commended the Salisbury-Rowan NAACP and the Juneteenth Planning Committee for its work on the week long Juneteenth events.

Mayor Pro Tem Sheffield noted approximately 16 people attended the Council meeting in support of the Salisbury Police Department and its support of LGBTQ+ community members. She indicated there has never been a question from that community regarding the Police Department's support. She added there is a heightened sensitivity in the country and young people need to know the City is safe. She stated she has worked with multiple city managers and police chiefs in different capacities and the support has never wavered. She emphasized they have always made sure the community is safe and everyone is treated the same. She added she is hopeful the Police Department and the LGBTQ+ community heard the message from multiple people during public comment.

MAYOR'S ANNOUNCEMENTS AND COMMENTS

Mayor Alexander thanked Mayor Pro Tem Sheffield for attending the J.E.S. Center's Father's Day Banquet, and she pointed out Homeless Advocate Dennis Rivers was one of the honorees. She thanked Council for attending Juneteenth and helping present the proclamation for that very important celebration in the community. She also thanked staff who participated in the Juneteenth events.

(a) Salisbury Pride Festival

Mayor Alexander announced the 11th annual Salisbury Pride Festival will take place at Bell Tower Green on Saturday, June 24, 2023 from 11:00 a.m. until 5:00 p.m. The 2023 theme is United with Pride. A Rainbow Walk around Bell Tower Green will take place at 10:45 a.m. and will march to the main stage to kick off the festival. The event is free and open to the public. For more information please contact Salisbury Pride.

ADJOURNMENT

Motion to adjourn the meeting was made by Mayor Pro Tem Sheffield. Mayor Alexander, Mayor Pro Tem Sheffield and Councilmembers McLaughlin, Post and Smith voted AYE. (5-0)

The meeting was adjourned at 9:02 p.m.

Karen Alexander, Mayor

Connie B. Snyder, City Clerk

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: 08/01/2023

Name of Group(s) or Individual(s) Making Request: Salisbury Police Dept./ Chief PJ Smith

Name of Presenter(s): Chief PJ Smith

Requested Agenda Item: Adopt a Budget ORDINANCE Amendment to the FY2023-2024 budget in the amount of \$10,000 to appropriate Joint Operations funds from the US Secret Service.

Description of Requested Agenda Item: The Police Department has received additional funds from the Treasury Executive Office for Asset Forfeiture, Joint Operations / Secret Service to be used for the purpose of purchasing equipment for Criminal Investigations.

Attachments: ☐ Yes ☒ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

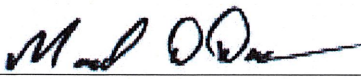
Action Requested of Council for Agenda Item: Adopt a Budget ORDINANCE Amendment to the FY2023-2024 budget in the amount of \$10,000 to appropriate Joint Operations funds from the US Secret Service.


Contact Information for Group or Individual: Chief PJ Smith, SPD 704-216-7581

☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Department Head Signature


Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only

AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE JOPS SECRET SERVICE FUNDS

Be it ordained by the City Council of the City of Salisbury, North Carolina, as follows:

Section 1. The City has received funds from the Joint Operations / Secret Service branch of the Treasury Executive Office for Asset Forfeiture (TEOAF). These funds will be used to purchase equipment and training for Criminal Investigations Unit. NC General Statutes require that the City appropriate these revenues so that they can be legally spent.

Section 2. That the 2023-2024 Budget Ordinance of the City of Salisbury, adopted on June 20, 2023, is hereby amended as follows:

(a) That the following General Fund line items be amended as follows:

- | | | |
|-----|---|-----------------|
| (1) | Increase line item 010-000-000-4463.01
Police Grants Revenue | <u>\$10,000</u> |
| (2) | Increase line item 010-511-326-5131.03
Crime Prevention | <u>\$10,000</u> |

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage.

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Salisbury Community Appearance Commission

Name of Presenter(s): Alyssa Nelson, Urban Design Planner

Requested Agenda Item:

Council to consider adopting a Budget Ordinance Amendment to the FY 2023-2024 budget in the amount of \$2,750.00 to appropriate revenue for BlockWork.

Description of Requested Agenda Item:

The Salisbury Community Appearance Commission has received \$2,750.00 from the Blanche and Julian Robertson Foundation to help with completing remaining tasks from the 2022 BlockWork project.

Attachments: ☒ Yes ☐ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item: (Please note if item includes an ordinance, resolution or petition)

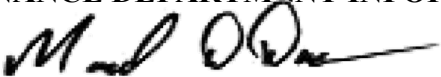
Adopt budget ordinance amendment to FY 2023-2024 budget to appropriate \$2,750.00 to BlockWork.

Contact Information for Group or Individual: Alyssa Nelson, 704.638.5235, anel@salisburync.gov

☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Department Head Signature


Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE REVENUE BLOCKWORK DONATION

Be it ordained by the City Council of the City of Salisbury, North Carolina, as follows:

Section 1. The City has received a \$2,750 Donation from the Blanche and Julian Robertson Foundation for use with the 2022 Blockwork project. NC General Statutes require that the City appropriate these revenues so that they can be legally spent.

Section 2. That the 2023-2024 Budget Ordinance of the City of Salisbury, adopted on June 20, 2023, is hereby amended as follows:

(a) That the following General Fund line items be amended as follows:

- | | | |
|-----|--|----------------|
| (1) | Increase line item 010-491-000-5450.41
Blockwork | <u>\$2,750</u> |
| (2) | Increase line item 010-000-000-4821.10
General Fund Donations | <u>\$2,750</u> |

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage.



Salisbury City Council Agenda Item Request Form

Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Salisbury-Rowan Utilities

Name of Presenter(s): Jason Wilson

Requested Agenda Item: Annual Renewal with Badger Meter, Inc. for Beacon/EyeOnWater SaaS

Description of Requested Agenda Item: SRU utilizes Badger Meter's SaaS for hosting and management services, including cellular network integration to collect and report daily water meter data. This service also includes Beacon (utility portal) and EyeOnWater (customer portal) for data access and analytics. Badger Meter, Inc. hosts and manages this service at a rate of \$0.81 per meter, per month. Based on the projected number of metered connections for the year, the annual cost of this service is estimated to be \$233,280 for the fiscal year ending June 30, 2024. This is a budgeted expense that is required in order to operate and maintain SRU's advanced metering infrastructure (AMI) system.

Attachments: ☐ Yes ☒ No

Fiscal Note: Sufficient funds were allocated for this expense in the FY24 approved budget.


Action Requested of Council for Agenda Item: Council to consider authorizing the City Manager to approve a purchase order for the annual renewal with Badger Meter, Inc. for Software-as-a-Service (SaaS) associated with SRU's advanced metering infrastructure system in the amount of \$233,280.

Contact Information for Group or Individual: Jason Wilson, Assistant Utilities Director
704-216-7553, jason.wilson@salisburync.gov

☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Budget Manager Signature


Department Head Signature

All agenda items must be submitted at least 7 days before the requested Council meeting date

For Use in Clerk's Office Only



Salisbury City Council Agenda Item Request Form

Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Salisbury-Rowan Utilities

Name of Presenter(s): Jason Wilson

Requested Agenda Item: Aluminum Chlorohydrate Purchase

Description of Requested Agenda Item: Salisbury-Rowan Utilities (SRU) opened two (2) bids on July 6, 2023 from qualified vendors to supply SRU with Aluminum Chlorohydrate in FY24. CEMTRADE CHEMICALS US LLC submitted the lowest bid with a unit price of \$0.360 / lb. Based on this unit price, SRU requests approval of a purchase order for CEMTRADE CHEMICALS US LLC in an amount not to exceed \$270,000. Attached is the bid tabulation.

Attachments: ☒ Yes ☐ No

Fiscal Note: Sufficient funds were allocated in SRU's FY24 operating budget for this expense.

Action Requested of Council for Agenda Item: Council to consider authorizing the City Manager to approve a purchase order for CEMTRADE CHEMICALS US LLC in an amount not to exceed \$270,000 for the purchase of Aluminum Chlorohydrate.

Contact Information for Group or Individual: Jason Wilson, Assistant Utilities Director
704-216-7553, jason.wilson@salisburync.gov

☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Department Head Signature


Budget Manager Signature

All agenda items must be submitted at least 7 days before the requested Council meeting date

Water Plant Chemical Bid Opening July 6th 2023 @ 2:00 pm

Aluminum Chlorohydrate BID 032-2023

Company	Unit Price	Extended Price
USALCO, LLC	\$0.3850/lb.	\$288,750.00
CEMTRADE CHEMICALS US LLC	\$0.36/lb.	\$270,000.00

Zinc Orthophosphate BID 033-2023

Company	Unit Price	Extended Price
Shannon Chemical Corporation	\$1.41/lb.	\$211,500.00
Technology International, Inc.	\$1.43/lb.	\$214,500.00
Chemrite, Inc.	\$0.813/lb.	\$121,950.00
Carus LLC	\$0.86/lb.	\$129,000.00



Salisbury City Council Agenda Item Request Form

Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Salisbury-Rowan Utilities

Name of Presenter(s): Jason Wilson

Requested Agenda Item: Zinc Orthophosphate Purchase

Description of Requested Agenda Item: Salisbury-Rowan Utilities (SRU) opened four (4) bids on July 6, 2023 from qualified vendors to supply SRU with Zinc Orthophosphate in FY24. Chemrite, Inc. submitted the low bid with a unit price of \$0.813 / lb. Based on this unit price, SRU requests approval of a purchase order for Chemrite, Inc in an amount not to exceed \$121,950. Attached is the bid tabulation.

Attachments: ☒ Yes ☐ No

Fiscal Note: Sufficient funds were allocated in SRU's FY24 operating budget for this expense.

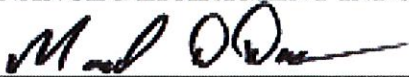
Action Requested of Council for Agenda Item: Council to consider authorizing the City Manager to approve a purchase order for Chemrite, Inc. in an amount not to exceed \$121,950 for the purchase of Zinc Orthophosphate.

Contact Information for Group or Individual: Jason Wilson, Assistant Utilities Director
704-216-7553, jason.wilson@salisburync.gov

☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Department Head Signature


Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only

Water Plant Chemical Bid Opening July 6th 2023 @ 2:00 pm

Aluminum Chlorohydrate BID 032-2023

Company	Unit Price	Extended Price
USALCO, LLC	\$0.3850/lb.	\$288,750.00
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Zinc Orthophosphate BID 033-2023

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Shannon Chemical Corporation	\$1.41/lb.	\$211,500.00
Technology International, Inc.	\$1.43/lb.	\$214,500.00
Chemrite, Inc.	\$0.813/lb.	\$121,950.00
Carus LLC	\$0.86/lb.	\$129,000.00

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: 08/01/2023

Name of Group(s) or Individual(s) Making Request: Wendy Brindle, Transportation Director

Name of Presenter(s): N/A

Requested Agenda Item: Additional Services for EB-5619C – Grants Creek Greenway from Wiltshire Village to Kelsey Scott Park

Description of Requested Agenda Item: In November 2022, City Council approved a contract with Alley Williams Carmen & King, Inc. (AWCK) for \$182,468.77 for design services for EB-5619C, Grants Creek Greenway between Wiltshire Village and Kelsey Scott Park. At the time, NCDOT was reviewing rates for the sub-consultants submitted by AWCK. These rates were approved on April 13, 2023 for an additional \$85,957.51 to be applied toward design. Therefore, the City needs to approve an amendment to the contract with AWCK for the additional design funds of \$85,957.51. The City will be reimbursed 80% of the design costs through the existing STBG-DA grant.

Attachments: ☒ Yes ☐ No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Funds are budgeted for this project

Action Requested of Council for Agenda Item: *(Please note if item includes an ordinance, resolution or petition)*

Authorize the City Manager to execute an amendment to the contract with Alley Williams Carmen & King, Inc for \$85,957.51 for design services related to Project EB-5619C, Grants Creek Greenway.

Contact Information for Group or Individual: Wendy Brindle – 704-638-5201

☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Wendy Brindle
Department Head Signature



alley, williams, carmen & king, Inc.

ENGINEERING • ARCHITECTURE • SURVEYING

May 16, 2023

22507

City of Salisbury
132 N. Main St
Salisbury, NC 28144
Attn: Ms. Wendy Brindle, PE, City Engineer

Re: Contract for Engineering Services for the Grants Creek Greenway (Project EB-5619 C)-
Amendment No. 1

Dear Ms. Brindle,

On behalf of Alley, Williams, Carmen & King, Inc., please see below request for additional compensation for the design of the above referenced project. This request is for additional work associated with the Agreement dated December 1, 2022 for Engineering Services for the above mentioned project.

Section 2 of the original agreement for this project included compensation in the amount of \$182,468.77, please note that this section has a typographical error in the numeric expression of the amount. The amount of \$182,468.77 is correct and is for basic services approved by NCDOT by letter dated 8/11/22. After subsequent review of submitted hourly estimates for additional services, NCDOT approved total compensation in the amount approved to \$268,426.28 by letter dated 5/5/23 (attached).

Summary of Fees:

Basic Services Approved by NCDOT 8/11/22	\$182,468.77
Additional Services Approved by NCODT 5/5/22	\$ 85,957.51
Total Agreement Amount	\$268,426.28

Please consider this request to amend the original proposal for this work subject to the same conditions as the original agreement.

Attachments:

Executed Agreement between Salisbury and AWCK dated 12/1/22
NCDOT Final Review of Cost Proposal- 5/5/23

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

CITY OF SALISBURY

BY: _____

ATTEST:

(SEAL)

This instrument has been pre-audited in a manner required by the local Government and fiscal control act.

Finance Officer

ALLEY, WILLIAMS, CARMEN, & KING, INC.

BY: David W. Lipe
David W. Lipe, PE Principal/Branch Manager

Attest: Wes Webb
Wes Webb, PE., Associate



(Municipal Seal)



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

May 5, 2023

Wendy Brindle, PE
City of Salisbury
32 North Main St
Salisbury, NC 28144

via EBS Portal

SUBJECT: Final Review of Cost Proposal
City of Salisbury, Rowan County
Project: EB-5613C; WBS Element: 56033.1.4, 56033.3.4
Federal-Aid No: 0914040
Project Name: Clear Creek Greenway (Wiltshire Village to Kelsey Scott Park)

Dear Ms. Brindle:

The Department of Transportation has reviewed the cost proposal from Alley, Williams, Carmen & King, Inc. and concurs with the revised lump sum amount of \$268,426.28 as reasonable and appropriate with Department policies and guidelines. Rates have been approved separately:

- Alley, Williams, Carmen & King, Inc	\$182,468.77
- Allied	\$6,092.73
- Terracon	<u>\$79,864.78</u>
	\$268,426.28

If the scope of work with the consultant is modified and the costs change, please submit a new cost estimate for the additional work for Department review, prior to entering into a supplemental agreement with the consultant.

At this time, please submit a draft contract for review in the EBS Portal. Select Document Type: PS: PEF Contract – Design or ROW.

You may find *Contract Provisions for Non-Federal Entities* on our website at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>. It is the LGA's responsibility to ensure applicable federal contract provisions are included in your contract with your consultant.

If you have any questions, please contact me at mrawley@ncdot.gov. Thank you.

Sincerely,


Madeline Rawley
Program Consultant

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
PROGRAMS MANAGEMENT OFFICE
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

Telephone: (919) 707-6600
Fax: (919) 212-5711
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Public Works

Name of Presenter(s): Ben Parker & Michael Hanna

Requested Agenda Item: Council to consider awarding Cornerstone Church the Storm Grant earlier than September 1st.

Description of Requested Agenda Item: Council to consider awarding Cornerstone Church the Stormwater Grant for \$10,737.28 for the reconstruction of the stream running adjacent to their property. The City only maintains drainage within the right of way. The Stormwater Grant helps residents make drainage improvements to private property with the help of the City as it is a 50/50 Matching Grant. Once the resident receives quotes, it is then reviewed but the city's Stormwater Manager, and once accepted and approved by the City council or City manager then work can begin. Once work is completed and inspected we can then complete the grant.

Attachments: ☐ Yes ☒ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Included in Fiscal Year 2024 Budget

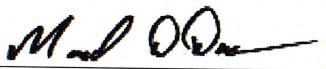
Action Requested of Council for Agenda Item: Council to approve the Storm Drainage incentive grant to Cornerstone Church for \$10,737.28 (Please note if item includes an ordinance, resolution or petition)

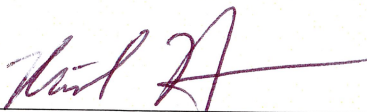
Contact Information for Group or Individual: Michael Hanna 704-216-8028, Ben Parker 704-638-5267

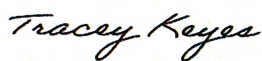
☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Department Head Signature


Budget Manager Signature

Budget Manager Signature

All agenda items must be submitted at least 7 days before the requested Council meeting date

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Finance Department

Name of Presenter(s):

Requested Agenda Item: Council to consider approving the purchase of PO #240160 and PO #240162

Description of Requested Agenda Item: Approve Purchase Order:

PO #240160 - Aquip - Dulevo D6 Street Sweeper - \$317,600.00

PO #240162 - Cummins Inc - Rental - C275D2RE Diesel Genset (275Kw Standby generator) - \$178,250.00

The items are included in the FY2023-2024 budget and included on the state contract.

Attachments: ☐ Yes ☒ No

Fiscal Note: Items are included in the FY2024 Budget.

Action Requested of Council for Agenda Item: Authorize the City Manager to approve Purchase Orders 240160 and 240162 in the amount of \$495,850.

Contact Information for Group or Individual:

☒ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council) Announcement

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

All agenda items must be submitted at least 7 days before the requested Council meeting date

For Use in Clerk's Office Only

☐ Approved ☐ Delayed ☐ Declined

Reason:

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Wendy Brindle, Transportation Director

Name of Presenter(s): Jason Orthner, NCDOT Rails Division Director
Liz Macam, NCDOT Rails Division Public Information Officer

Requested Agenda Item: Council to receive an update from NCDOT Rails Division concerning Amtrak stops in Salisbury

Description of Requested Agenda Item:

On June 26th, City staff, Mayor Alexander and Secretary Kluttz met with representatives from the NCDOT Rails Division to discuss the loss of a morning Amtrak stop in Salisbury for southbound travelers from Raleigh to Charlotte. Because the loss of a morning stop impacts the community in multiple ways, NCDOT Rails Director Jason Orthner, and Public Information Officer Liz Macam, will make a presentation to City Council on August 1st to address the new schedule and future opportunities for Amtrak and the Salisbury Station.

Included in this packet is a summary of the 2022 schedule versus the new 2023 schedule that was implemented on July 10th. Also included for your reference is a letter from Mayor Alexander to Mr. Orthner that followed up on the June 26th meeting, and the corresponding response from NCDOT.

Attachments: ☒ Yes ☐ No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

There is no budgetary impact on this item.

Action Requested of Council for Agenda Item: *(Please note if item includes an ordinance, resolution or petition)*
For information only

Contact Information for Group or Individual:

Wendy Brindle, Transportation Director 704-638-5201 or wbrin@salisburync.gov

☐ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

******All agenda items must be submitted at least 7 days before the requested Council meeting date******

For Use in Clerk's Office Only

☐ **Approved**

☐ **Declined**

Reason:

SALISBURY STATION AMTRAK SCHEDULES

	RALEIGH to CHARLOTTE (SOUTHBOUND)					CHARLOTTE to RALEIGH (NORTHBOUND)				
TRAIN	71	73	75	77	79	80	72	74	76	78
2022		8:53 AM	12:23 AM	5:23 PM	8:06 PM	7:28 AM		11:11 AM	3:56 PM	7:25 PM
2023	NO STOP	12:25 PM	3:25 PM	5:41 PM	8:06 PM	7:28 AM	11:06 AM	3:01 PM	NO STOP	8:22 PM

2023 NEW TRAIN



Office of the
Mayor

City of Salisbury

North Carolina

July 7, 2023

Rail Division Director Jason T. Orthner, P.E., CPM
Communications Officer for Rail and Integrated Mobility Divisions Liz Macam
North Carolina Department of Transportation
1553 Mail Service Center
Raleigh, NC 27699-1553

Dear Mr. Orthner and Ms. Macam,

Thank you for meeting with City of Salisbury staff, Former Secretary of Cultural Resources and Former Mayor Susan Kluttz and myself on June 26th to discuss the new Amtrak schedule slated to take effect on Monday, July 10th. As you indicated at the meeting, the schedule was developed based on various factors such as freight needs, improving efficiency along the Charlotte/Raleigh commuter route, future station plans and ridership trends.

However, I am disappointed that Salisbury, as a stakeholder was not informed prior to the announcement to the public. I serve on the North Carolina Connect Special Committee for the Centralina Council of Governments, on the Transportation Connections in the Charlotte Metro area, the North Carolina Metro Mayors Passenger Rail Workgroup, and the Cabarrus-Rowan Metropolitan Planning Organization and this information was not shared with myself or any of these groups prior to going public.

I and my Council along with City staff learned of the schedule change at our June 6, 2023 City Council meeting during public comment. As discussed, the impacts of the elimination/re-designation of stops in Salisbury (particularly the morning southbound stop) should have been comprehensively considered for detrimental effects to local citizens, businesses, nonprofits, and institutions when determining Amtrak scheduled stops.

Approximately \$26.5 million in STIP and federal funds, along with over \$1 million in City matching funds, have been designated for the addition of a passenger platform and development of the Salisbury Depot as a multi-modal hub. With the amount of planned investment, it is difficult for us to understand how this type of change in service could take place, without our knowledge, especially when we are negotiating with the Historic Salisbury Foundation to acquire the Depot for the establishment of an expanded Amtrak waiting area and multi-modal center.

As noted by Former Secretary of Cultural Resources and Former Mayor Susan Kluttz, Salisbury has a history of protecting the railroad corridor. Norfolk Southern, North Carolina Railroad, NCDOT and the City have worked together since 1992 to improve rail crossing safety in preparation for higher speed trains. At the time, Salisbury had 17 at-grade crossings in a 3-1/2 mile stretch. This was the highest concentration of at-grade crossings on the Norfolk Southern mainline. By 2011, Salisbury had closed 9 at-grade crossings and implemented improved safety measures at multiple others.

In addition, a separated crossing replaced the at-grade crossing on Klumac Road and there are current plans to close the at-grade crossing at Henderson Grove Church Road. As a show of continued support, I and the City of Salisbury are actively involved in the efforts associated with future service between Asheville and Salisbury, and anticipate being a key connection hub for future services.

The loss of the morning stop in Salisbury also impacts the community in multiple ways. As you can see in the attached e-mail received from Mr. John Melton, Executive Director of the Salisbury VA Healthcare System, transportation is the number one barrier to care for the Veteran beneficiary population that the facility supports. Mr. Melton goes on to state that "our Social Work Services also project an increase in demand for Amtrak Train services given the expiration of federal funding for rideshare programs that support low income Veterans due to the end of the COVID-19 National Emergency Declaration. Amtrak Train service is one of the few cost-effective, predictable regional transportation options that comply with the Americans with Disabilities Act (ADA)." Please take the time to read Mr. Melton's full e-mail outlining his concerns.

The North Carolina Transportation Museum is located in Spencer, just 2.5 miles from the Salisbury Depot, and we have received the following statement from Mr. James Meacham, Chief Executive Officer for Rowan County Tourism: *The Rowan County Tourism Development Authority concludes that the reduction of a southbound morning stop at the Salisbury Historic Depot will have negative impact on visitors and the local tourism economy. Removing this particular stop eliminates the ability for visitors to travel southbound to Salisbury, N.C. in the morning to take in key transportation related attractions, such as the state-owned, North Carolina Transportation Museum and other tourism related attractions in the community for the day and return north, back towards Raleigh in the afternoon. A decline in attendance will be expected at key family signature events, such as: Day Out with Thomas and The Polar Express and others at the North Carolina Transportation Museum due to the inability for visitors to maximize their time and return in a timely manner. Train travel to Salisbury to experience the North Carolina Transportation Museum is a popular option for visitors to Rowan County.*

Finally, Dr. David Robinson, Vice President, North Carolina, of the Carolinas Association for Passenger Trains, shared the following video with our Mayor, Mayor Pro-Tem, and our Council who has received comments from citizens who are affected by the proposed change.

<https://youtube.com/shorts/xgUEKRAAnJis?feature=share>

Thank you for your availability to make a presentation to City Council and answer questions regarding the new Amtrak schedule at our August 1, 2023 City Council meeting. Anything you can do to return to the original scheduled stops is welcomed, and can be shared with Council in advance of the meeting. We hope our concerns will be considered, and please let me know if there is anything I can do to assist.

Sincerely,

A handwritten signature in dark ink, appearing to read "Karen K. Alexander", with a long, sweeping horizontal line extending to the right.

Karen K. Alexander
Mayor, Salisbury NC

Enclosure

Cc: Mr. Beau Mills, Executive Director of NC Metro Mayors
Ms. Julie White, Deputy Secretary for Multimodal Transportation for NCDOT
Ms. Geraldine Gardner, Executive Director Centralina Council of Government
Mr. Phil Conrad, Cabarrus-Rowan Metropolitan Planning Organization
Ms. Susan Kluttz, Former Secretary of Cultural Resources and Former Mayor of Salisbury
Mr. John J. Melton, Executive Director Salisbury VA Health Care System
Mr. James Meacham, Chief Executive Officer Rowan County Tourism
Mr. Jim Greene, Salisbury City Manager
Ms. Wendy Brindle, Salisbury City Manager
Dr. David Robinson, Vice President, North Carolina, of the Carolinas Association for Passenger Trains

Connie Snyder

Subject: FW: READ: Amtrak Train

From: Melton, John J. <John.Melton@va.gov>

Sent: Friday, June 30, 2023 1:44 PM

To: Wendy Brindle <Wbrin@salisburync.gov>

Cc: Karen Alexander <kalex@salisburync.gov>; Jim Greene <jim.greene@salisburync.gov>; Brian Hiatt <brian.hiatt@salisburync.gov>; Elaine Spalding <espalding@rowanchamber.com>

Subject: READ: Amtrak Train

CAUTION: * This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. *****

Wendy-- Greetings! For your consideration.

The Salisbury VA Health Care System covers a catchment area of 21 counties, running from the Charlotte Metro to the Triad Metro with 287,000 eligible beneficiaries and 110,000 empaneled beneficiaries. Though we have four sites of care, our flagship and sole inpatient facility is the Salisbury VA Medical Center located on a 98 acre campus in the City of Salisbury. Transportation is the number one barrier to care for the Veteran beneficiary population that we support. The loss of a morning Amtrak Train Southbound Salisbury Stop negatively impacts Veterans who reside in the Triad Metro and rural areas that must travel for Specialty Care and Rehabilitation Treatment Programs at the Salisbury VA Medical Center. Our Social Work Services also project an increase in demand for Amtrak Train services given the expiration of Federal Funding for rideshare programs that support low income Veterans due to the end of the COVID-19 National Emergency Declaration. Amtrak Train services is one of the few cost-effective, predictable regional transportation options that comply with the Americans with Disabilities Act (ADA). We leverage Amtrak services to transport low income and/or disabled Veterans post-discharge from inpatient or rehabilitation programs. From the train station, point to point transportation is coordinated via commercial or volunteer services.

Current Salisbury Stops

Southbound: 8:53 AM – 12:23 PM – 5:23 PM

Northbound: 11:11 AM – 3:56 PM - 7:41 PM

Planned Salisbury Stops starting July 10, 2023

Southbound: 12:25 PM – 3:25 PM – 5:41 PM – 8:06 PM **There is no planned morning Southbound Salisbury stop.

Northbound: 7:28 AM – 11:06 AM – 3:01 PM – 8:22 PM

Thanks!

--John

v/r

John J. Melton, Head Coach, NACD.DC, FACHE, US Army Retired

Executive Director | Salisbury VA Health Care System

Email: john.melton@va.gov

Office: (704) 638-9000 ext 13344 | Text: (704) 905-3131

www.linkedin.com/in/john-j-melton (-> <http://www.linkedin.com/in/john-j-melton/>)



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

July 19, 2023

The Honorable Karen Alexander
Mayor, City of Salisbury
217 S. Main Street, P.O. Box 479
Salisbury, N.C. 28145

Dear Mayor Alexander,

Thank you very much for your July 7 letter and meeting with us on June 26 in Salisbury to discuss your concerns with the NC By Train service changes that took effect July 10. We appreciate your input, time and the insight you and others provided at the meeting and in your letter. We also appreciate the concerns you relayed to us from the Salisbury VA Healthcare System and the Rowan County Tourism Development Authority. We take these comments seriously and will continue to evaluate the schedule going forward.

As discussed, Salisbury maintains its current level of service by retaining the 10 train stops it has had. For future schedule changes, we will communicate with you and your team earlier in the scheduling process to receive your important input. We plan to coordinate with the city for special stops during events in Salisbury and the N.C. Transportation Museum. We are also working with NCDOT's Integrated Mobility Division to ensure regional mobility options are available to Salisbury, the VA and connecting areas.

We recognize that Salisbury has been an invaluable advocate for improvements to rail safety, service and infrastructure in the region, including the historic station. These upgrades will be a crucial part of the proposed service from Salisbury to Asheville. We believe this proposed project will advance Salisbury as a major connection point in the statewide rail network.

The N.C. Department of Transportation values its partnership with Salisbury and the city's commitment to passenger rail in North Carolina. We look forward to speaking with your city council on Aug. 1 and truly appreciate your partnership to improve and expand passenger rail service in the state.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
RAIL DIVISION
1553 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-1553

Telephone: 919-707-4100
Customer Service: 1-877-368-4968
Website: ncdot.gov

Location:
1 SOUTH WILMINGTON ST.
RALEIGH, NORTH CAROLINA 27601

Warm regards,

A handwritten signature in cursive script, reading "Jason Orthner".

Jason Orthner, P.E., CPM
Rail Division Director
N.C. Department of Transportation

cc: Mr. Beau Mills, Executive Director of NC Metro Mayors
Ms. Julie White, Deputy Secretary for Multimodal Transportation for NCDOT
Ms. Geraldine Gardner, Executive Director Centralina Council of Government
Mr. Phil Conrad, Cabarrus-Rowan Metropolitan Planning Organization
Ms. Susan Kluttz, Former Secretary of Cultural Resources and Former Mayor of Salisbury
Mr. John J. Melton, Executive Director Salisbury VA Health Care System
Mr. James Meacham, Chief Executive Officer Rowan County Tourism
Mr. Jim Greene, Salisbury City Manager
Ms. Wendy Brindle, Salisbury City Engineer
Mr. Martin Wheeler, President, Carolinas Association for Passenger Trains



Rail Division

NC By Train Service Improvements for July 10, 2023

June 2023

Background

NC By Train, North Carolina's intercity passenger rail service, is providing new services starting July 10.

Track capacity for the additional service was completed under the federally funded Piedmont Improvement Program.

The additional NC By Train services are fueled by the record ridership the state has experienced during the last year. In 2022, ridership aboard NC By Train was the highest in its 32-year history.

Improvements to NC By Train

NC By Train improvements will include more departures from Raleigh and Charlotte and reduced travel times for passengers between North Carolina's two biggest cities.

The improvements also will add a fifth daily round trip between Raleigh and Charlotte. Since 2018, NC By Train has offered four round trips between the two cities.

Under the new schedule, all train stations between Raleigh and Charlotte retain at least four train stops in each direction as they do today.

The new departures will include a 1 p.m. from Raleigh and 2:20 p.m., 5:30 p.m. and 7:45 p.m. from Charlotte.

A 6:30 a.m. departure from Raleigh and a 5:30 p.m. departure from Charlotte will feature limited stops and create a scheduled trip time of just under three hours.

Considerations in Planning

To best accommodate passengers, the state's Rail Division worked with Norfolk Southern, CSX, N.C. Railroad Company and Amtrak to create a schedule that allows for a fifth daily roundtrip on NC By Train.

The NCDOT Rail Division also evaluated equipment availability and use, train travel time and passing locations, ridership data and trends, and the time necessary to clean and prepare trains for the return trip at the end of routes.

New and additional Amtrak staff needed for operations with approved work schedules also had to be considered.

Why the improvements?

These improvements underscore NCDOT's vision to have a multimodal transportation system that works well for everyone.

Our purpose is to provide new options for NC By Train's intercity rail operation that focus on service throughout the day with most customers choosing midday schedule options.

Most importantly, the new schedule encourages further increased use of NC By Train and allows for future service expansions.

Public Input and Communication

Some riders will be affected by the specific schedule changes to Train 73 from Raleigh to Charlotte in the morning and Train 76 from Charlotte to Raleigh in the afternoon.

Burlington, High Point, Salisbury and Kannapolis all retain four NC By Train stops in each direction as they do today. But schedule times have been adjusted to account for time constraints and accommodate the new daily round trip.

Riders in Burlington, High Point, Salisbury and Kannapolis will still be served by the Carolinian, which travels north to Washington D.C. and New York. Salisbury and High Point will continue to be served by five trains a day, including the Amtrak Crescent that travels to Washington D.C., New York, Atlanta and New Orleans.

NC By Train appreciates the recent communication, support and input from partner agencies, stakeholders, and the public on the recent changes.

We also value the support of our patrons and their feedback for future train schedule plans and improvements.

Follow Us

For information, updates and more:

[Twitter @NC_By_Train](#)

[Facebook NC By Train](#)

Contact Us

For comments, questions or more information, please contact Liz Macam, Communications Officer for the Rail and Integrated Mobility Divisions at epmacam@ncdot.gov



North Carolina Passenger Rail Service Additions and Improvements

July 2023



NC By Train launched more trains and new schedules for riders effective July 10, 2023

Highlights of the new service include:

- 10 trips daily between Raleigh and Charlotte
- New 1:00 p.m. mid-day departure from Raleigh
- New 5:30 p.m. departure from Charlotte
- Earlier afternoon departure at 2:20 p.m. from Charlotte
- Later evening departure at 7:45 p.m. from Charlotte
- Scheduled trip times of less than three hours for the 6:30 a.m. departure from Raleigh and the 5:30 p.m. departure from Charlotte.
- Continued service on the Carolinian connecting North Carolina to the northeast, including DC and NY



In 2022,
NC By Train had its
highest ridership in
32-year history of
service with 522,550
passengers.

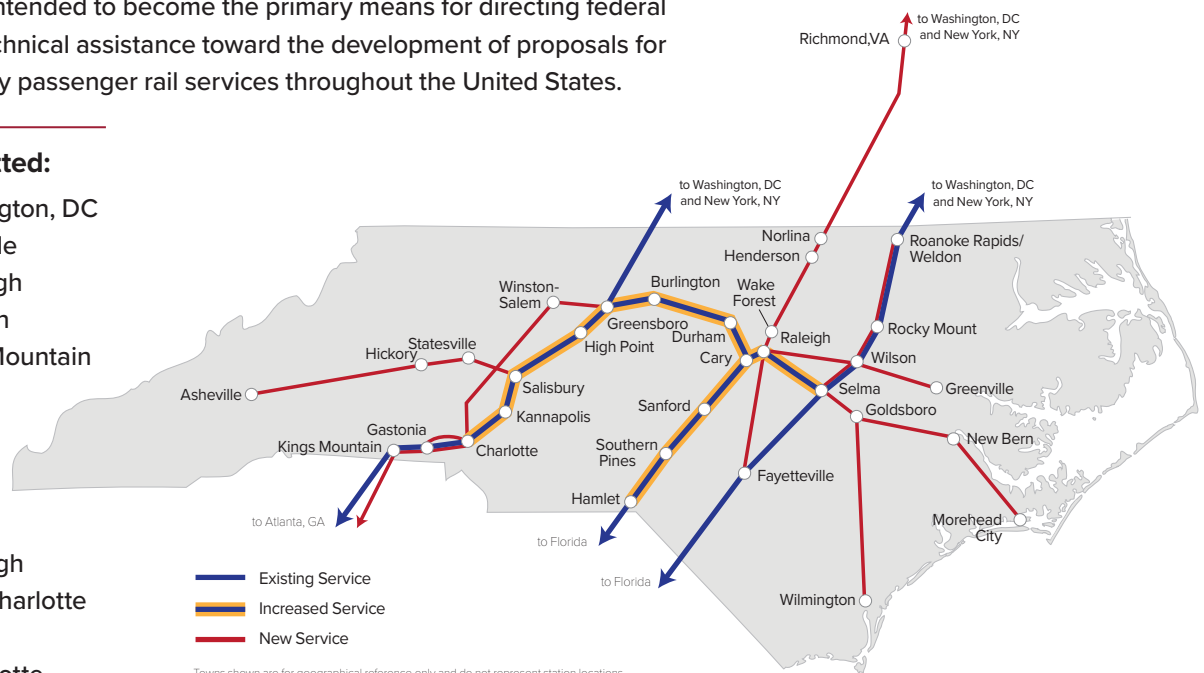
NC Corridor ID Program Opportunities Overview

Salisbury has been an invaluable advocate for rail safety, service and infrastructure improvements in the region. These upgrades, including the historic station, are crucial to the proposed service from Salisbury to Asheville, which was submitted to the federal Corridor Identification and Development (CID) Program Spring 2023. We believe this proposed project will advance Salisbury as a major connection point in the statewide rail network.

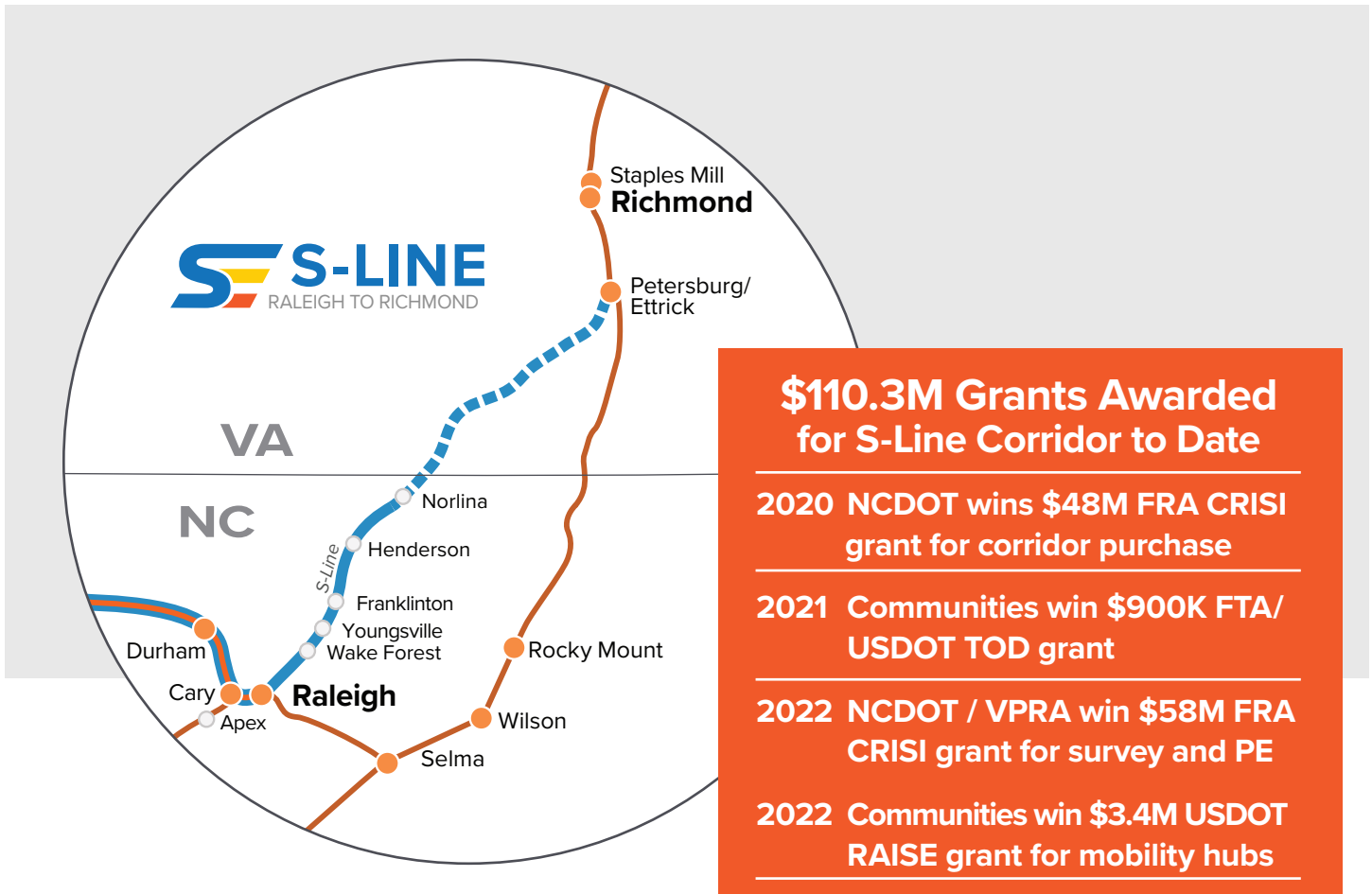
CID is a comprehensive intercity passenger rail planning and development program that will help guide intercity passenger rail development throughout the country and create a funding pipeline for long-term intercity passenger rail projects ready for implementation. CID is intended to become the primary means for directing federal financial support and technical assistance toward the development of proposals for new or improved intercity passenger rail services throughout the United States.

12 Corridors Submitted:

- Charlotte to Washington, DC
- Salisbury to Asheville
- Wilmington to Raleigh
- Greenville to Raleigh
- Charlotte to Kings Mountain
- Winston-Salem to Raleigh
- Hamlet to Raleigh
- Morehead City to Raleigh
- Fayetteville to Raleigh
- Winston-Salem to Charlotte
- Weldon to Raleigh
- Atlanta, GA to Charlotte



The S-Line connects rural and urban communities in NC to VA, D.C. and the Northeast with a frequent, fast, and reliable intercity passenger rail route.



Raleigh-Richmond Activities

- Corridor acquisition from CSX is nearing completion
- Service development underway
- Corridor photogrammetry/survey underway
- Broad community engagement ongoing
- FY 21 CRISI Grant for 30% engineering awarded
 - 162 miles of railroad design
 - 82 miles of roadway design
- Grants applications have been submitted:
 - FY 22 CRISI Grant for 60% engineering
 - FY 22-23 Federal-State Partnership submitted April 18, 2023 for the first two of five years funding under IJJA/BIL

How will the proposed Federal-State Partnership Grant for Intercity Passenger Rail be used?

- Engineering Design in Raleigh to Wake Forest
- Construction in Wake County to include crossing closures and 11 bridges
 - Including two safety projects in Cary on the Southeast Corridor
- Initial service implementation – Raleigh to Wake Forest
- Grant funding match will be provided by STIP, local and partner funding



North Carolina Passenger Rail Service Additions and Improvements in Salisbury

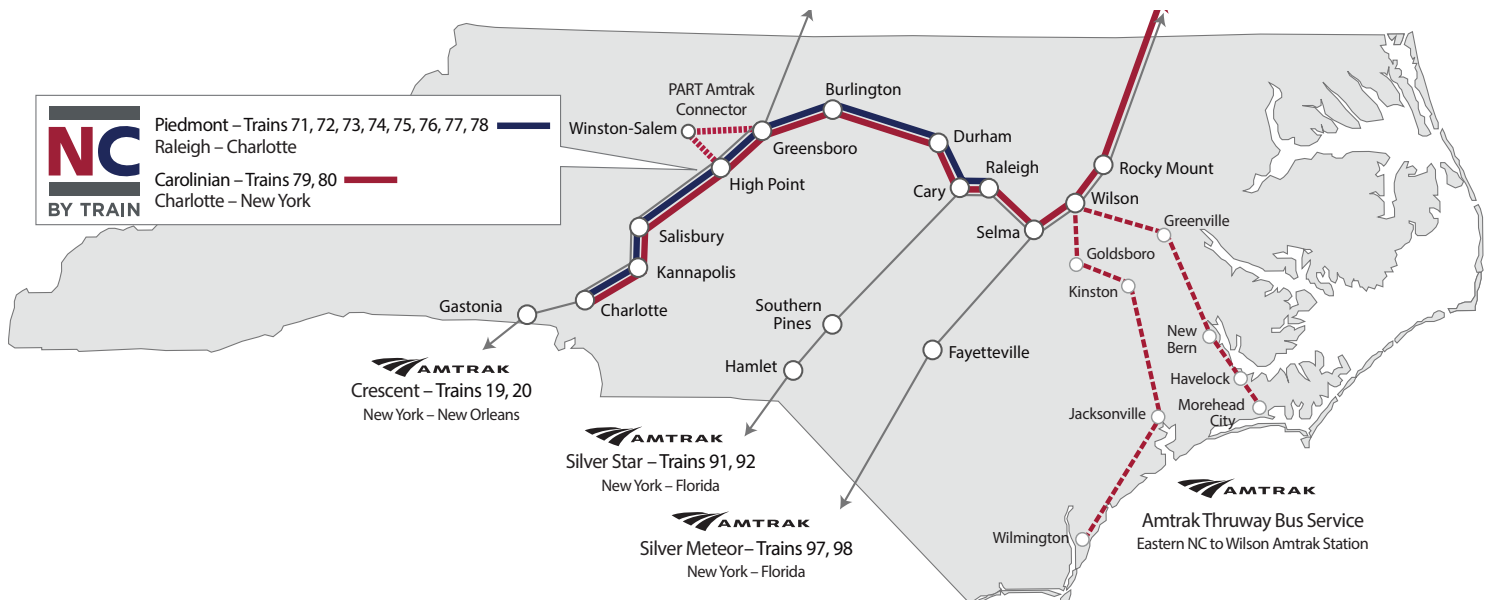
July 2023

NC By Train launched new service and schedule changes effective July 10, 2023

- Salisbury maintains its current level of service by retaining the 10 train stops it has had.
- For future schedule changes, NCDOT and NC By Train will communicate with the City of Salisbury and interested partners earlier in the scheduling process to receive important input.
- The NCDOT Rail Division recognizes the impact the partnership between NC By Train and the City of Salisbury has on the Salisbury VA Healthcare System and the Rowan County Tourism Development Authority.
- We plan to coordinate with the city for special stops, cross collaboration in communication and marketing and promotional fare opportunities during events in Salisbury and at the N.C. Transportation Museum.
- NCDOT's Rail and Integrated Mobility Divisions are working together to ensure regional mobility options are available to the VA, Salisbury and connecting areas.



NC Intercity Passenger Rail Service



Salisbury City Council Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: 08/01/2023

Name of Group(s) or Individual(s) Making Request: Land and Development Services

Name of Presenter(s): Victoria Bailiff, Senior Planner

Requested Agenda Item: Z-01-2023 – 0 W Ritchie Road / Parcel ID 401 030

Description of Requested Agenda Item: Z-01-2023 Request to rezone one (1) parcel located along West Ritchie Road, approximately one half mile from the intersection with Julian Road, (PID 401 030) being approximately 7.91 acres, from Rural Residential (RR) to Highway Business (HB).

Attachments: ☒ Yes ☐ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item: (Please note if item includes an ordinance, resolution or petition)

Council to consider adopting an ordinance to rezone the subject parcel as requested in anticipation of future development.

Contact Information for Group or Individual: Victoria Bailiff, victoria.bailiff@salisburync.gov, 704-638-5212

☐ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

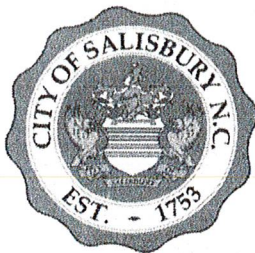
Finance Manager Signature

Department Head Signature

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only



City of Salisbury
Development Services
132 North Main Street
Salisbury, NC 28144
E: 1stop@salisburync.gov
Ph: 704.638.5208

REZONING PETITION

PAID
JUN 23 2023
BY: CKA# 1716

SHADED AREAS FOR STAFF USE ONLY

FILING DATE

CASE #

PLAN REVIEW CASE # (IF APPLICABLE):

ZONING MAP AMENDMENT:

GENERAL REZONING

\$ 800

* FEES PER CITY OF SALISBURY BUDGET ORDINANCE

PETITION TYPE

- ☒ General Rezoning (LDO Sec. 15.22)
☒ Petition involves entire parcel(s) as shown on the Rowan County tax map
☐ Petition involves a portion of a parcel(s) as shown on the Rowan County tax map
☐ Petitioner is the property owner of record
☐ Petitioner is an entity requesting a 3rd-party rezoning
☐ City-initiated rezoning

EXISTING DISTRICT(S): RR

PROPOSED DISTRICT(S): H9

REASON AND/OR DEVELOPMENT PROPOSAL FOR THE REZONING REQUEST:

PROPERTY & CONTACT INFORMATION

Rowan County Parcel ID(s): 401 030

Address or Site Location: 0 West Richie Rd Salisbury NC

Subdivision: N/A

Lot(s): N/A

Petitioner: Kevin Smith

Representative: Key Contracting LLC

Address: 314 White Oak Branch Rd Statesville NC 28625

Email: kevin@keycontractingllc.com

Best Phone: 540 771-8302

Owner(s) (if different than petitioner): DW Express Inc.

Address: 1085 CHUCK TAYLOR LN SALISBURY, NC 28147-9811

Email: DWExpress2021@hotmail.com

Daytime Phone: 631 901-9790

SIGNATURE

By signing this petition you understand that this petition will be forwarded to the Planning Board (a City Council-appointed board) who may hear statements from staff, the petitioner, and general public, and will then vote to make a Statement of Consistency and recommendation to City Council. The petition will then be forwarded to City Council who will conduct the official public hearing before casting a deciding vote.

Petitioner (or representative): Kevin Smith

Owner(s) Signature(s): [Signature]



Planning & Zoning Analysis

CASE NO.	Z-01-2023
Petitioner(s)	Kevin Smith
Owner(s)	DW Express Inc.
Representative(s)	Key Contracting LLC
Address	0 W Ritchie Road
Tax Map & Parcel(s)	401 030
Size / Scope	An approximately 7.91 acre parcel
Location	Located along West Ritchie Road, approximately one half mile from the intersection with Julian Road.

PETITIONER REQUEST

Request:	Petition proposes to amend the Land Development Ordinance district map by rezoning one (1) parcel, being approximately 7.91 acres in total, from Rural Residential (RR) to Highway Business (HB).
Staff Comments:	The property is currently in the City of Salisbury's ETJ. The owner will be required to voluntarily annex into the City of Salisbury prior to any development that would require public utilities.
Uses:	This proposal is for general zoning purposes only. This request is not a conditional district zoning request; therefore, all uses of the requested HB zoning will be permitted per the existing Use Matrix.



Planning & Zoning Analysis

CHARACTER OF AREA

Overview:

The parcel identified in this petition is currently undeveloped.

Existing uses in the vicinity include residential and industrial properties. This rezoning may affect some adjoining residential properties.

Surrounding Land Use(s) & Zoning:

<i>Location</i>	<i>Existing Land Uses</i>	<i>Existing Zoning</i>
North of area	Residential	HB
East of area	Undeveloped, Residential, Industrial	HB, RR, LI
South of area	Undeveloped	HB
West of area	Industrial, Residential	HB, RR



Planning & Zoning Analysis

INFRASTRUCTURE & CIVIC/COMMUNITY FACILITIES

Public Schools:

Elementary: Elizabeth Koontz Elementary
Middle: Knox Middle
High: Salisbury High

Fire District:

The parcel is currently within the South Salisbury Fire Station service area.

Utilities*Water & Sewer:*

Sewer is within 100 feet of the subject property, however, the nearest water lines are located along Julian Road and across I-85.

Transportation*Transit:*

This site is not currently served by Salisbury Public Transit. The nearest transit stop is in the 1300 block of Klumac Road.

Property Access(s):

The parcel has access on West Ritchie Road; this access point will not be affected by rezoning the site.

Public Improvements:

West Ritchie Road is a state maintained road, no public improvements are proposed with this rezoning.

ENVIRONMENT

Topography / Hydrology:

The highest point of the property is located on the western side with a grade that slopes down towards West Ritchie Road. The parcel is heavily wooded with the exception of the cleared area within the utility easement.

Flood Hazard / Streams / Wetlands:

This site is not affected by a USGS blue line stream, floodplain, or wetlands.



Planning & Zoning Analysis

COMPREHENSIVE & AREA PLANS

Applicable Plans:

Policy 7.2.2:

Forward 2040 Comprehensive Plan

Resolve land use constraints within Salisbury's largest employment sectors, including health care services, manufacturing, and retail trade, to allow for growth and expansions of jobs that provide a stable economic base.

Future Land Use Map

This property is designated as an Employment Center; HB is an associated zoning with this place type.

*Staff recommends approval of **Z-01-2023**, determining the request is consistent with the goals, objectives, and policies of the Forward 2040 Comprehensive Plan.*



Planning & Zoning Analysis

PLAN REVIEW

Planning Board Recommendation:

This proposal was presented to Planning Board at their courtesy hearing on July 11, 2023. After deliberation, the Planning Board unanimously recommended approval, stating proposal is consistent with the Forward 2040 Comprehensive Plan as submitted.



PETITION TO REZONE

Z-01-2023

CURRENT

ZONING: Rural Residential (RR)

PROPOSED

ZONING: Highway Business (HB)

Z-01-2023: 0 W RITCHIE RD

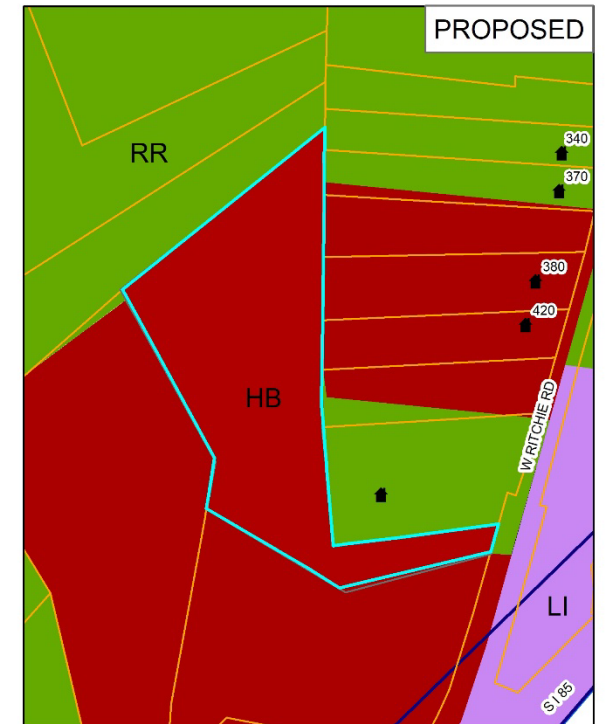
Parcels : 401 030

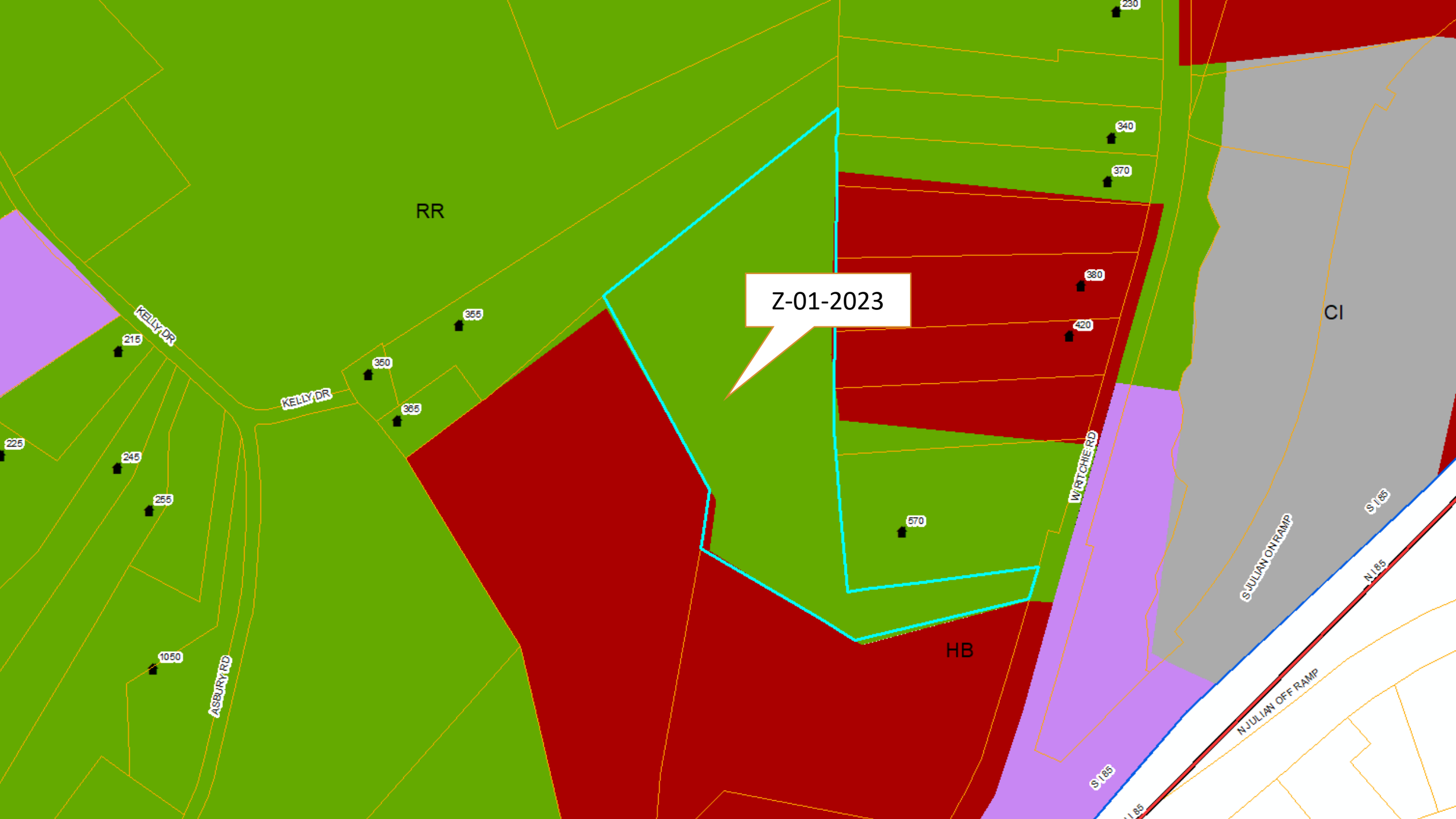
Current Zoning: Rural Residential, RR

Proposed Zoning: Highway Business, HB

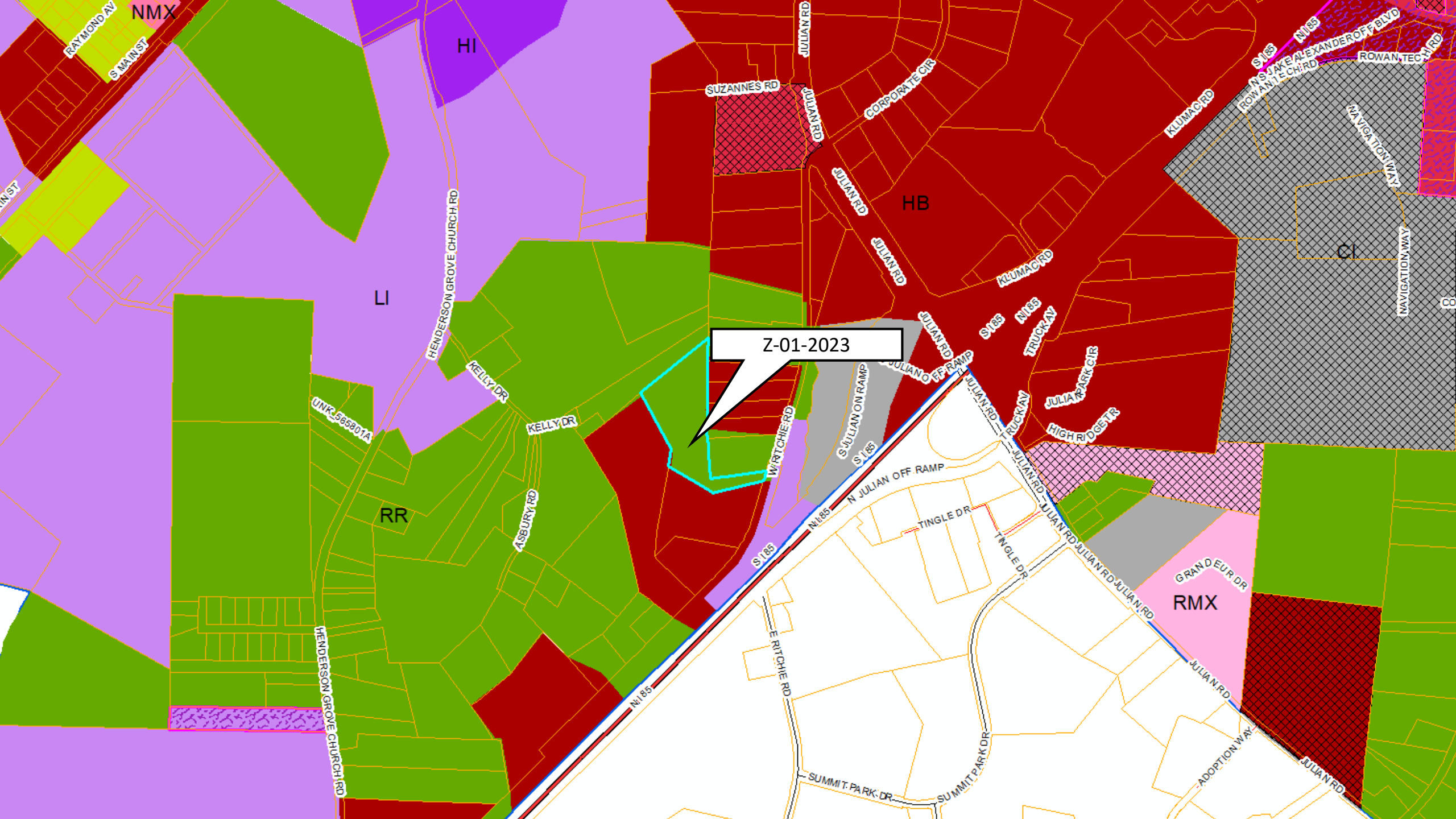


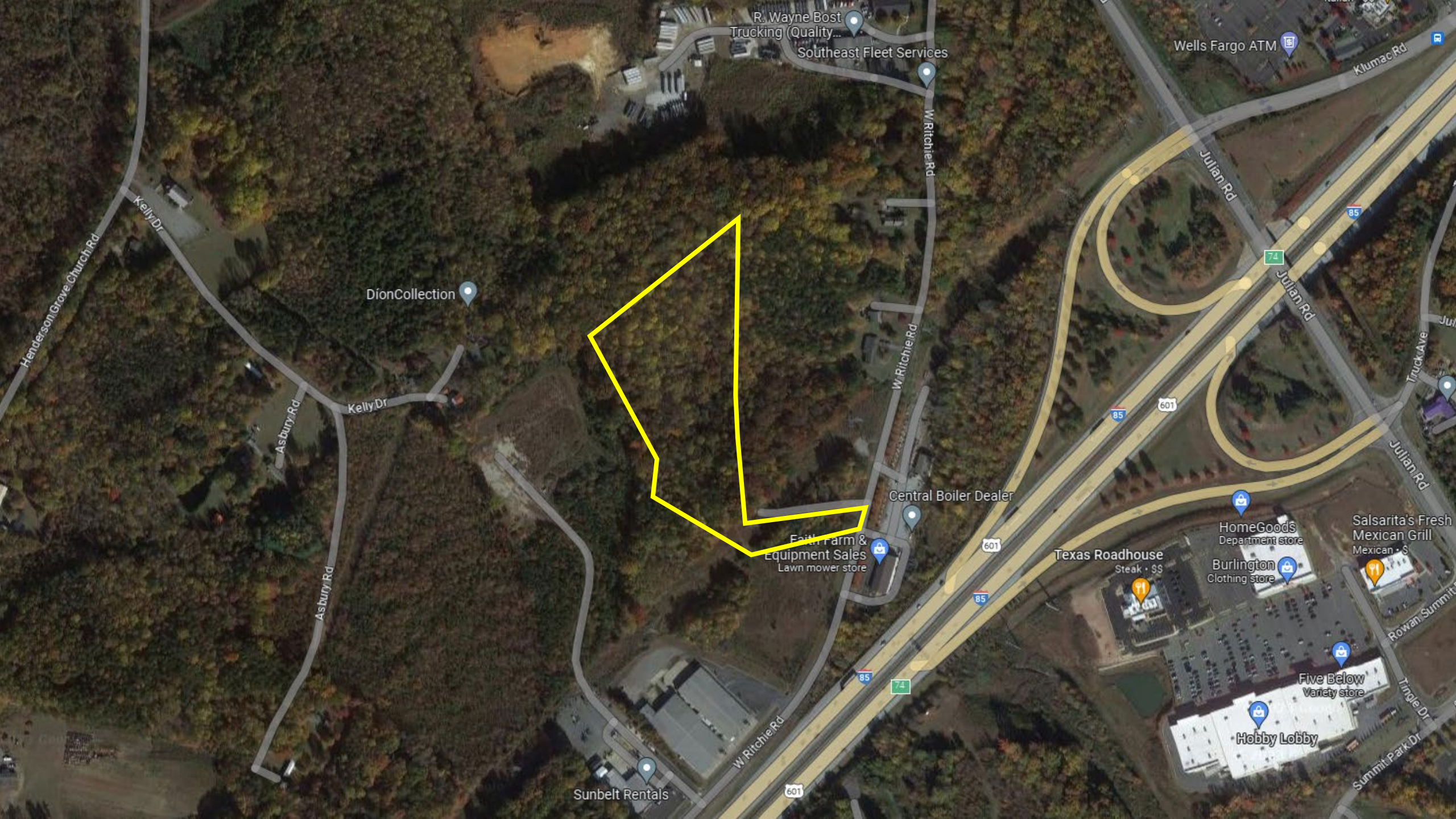
410 205 0 410 Feet





Z-01-2023





R. Wayne Bost
Trucking (Quality...
Southeast Fleet Services

Wells Fargo ATM

DionCollection

Central Boiler Dealer

Earth Farm &
Equipment Sales
Lawn mower store

Texas Roadhouse
Steak • \$\$

HomeGoods
Department store

Burlington
Clothing store

Salsarita's Fresh
Mexican Grill
Mexican • \$

Five Below
Variety store

Hobby Lobby

Sunbelt Rentals

	T2	
BASE DISTRICT	RR	HB
Residential		
Dwelling-Single Family	P	—
Dwelling-Multifamily 4 units /bldg. or less	—	P
Dwelling-Multifamily more than 4 units/bldg.	—	P
Dwelling-Secondary	SUP/CD	—
Family Care Home (6 or less residents)	P	P
Home Occupation	PS	—
Housing Service for the Elderly	—	P
Live-Work Unit	—	—
Manufactured Housing	PS	—
Lodging		
Bed and Breakfast	P	P
Hotel/Motel/Inn	—	P
Rooming or Boarding House	—	—
Office / Service		
Animal Services	PS	P
Banks, Credit Unions, Financial Services	—	P
Business Support Services	—	P
Child Care Home	PS	PS
Child Care Center in Residence	SUP/CD	PS
Commercial Child Care Center	—	PS
Community Service Organization	—	P
Drive Thru Service	—	P
Equipment Rental	—	P
Funeral Home	—	P
Group Care Facility (More than 6 residents)	—	PS
Government Services	SUP/CD	SUP/CD
Laundry Services	—	P
Medical Clinic	—	P

Permitted Uses

Residential, Lodging, Office/Service Categories

Permitted Uses

Office/Service, Retail, Entertainment Categories

	T2	
BASE DISTRICT	RR	HB
Office / Service (cont.)		
Outdoor Kennels	P	P
Post Office	—	P
Professional Services	—	P
Residential Treatment Facility	SUP/CD	P
Studio: Art, dance, martial arts, music	—	P
Vehicle Services: Minor Maintenance/Repair	—	P
Vehicle Services: Major Repair/Body Work	—	PS
Retail / Restaurant		
Alcoholic Beverage Sales Store	—	P
Auto Parts Sales	—	P
Bar/Tavern/Night Club	—	SUP/CD
Drive-Thru Retail/Restaurant	—	P
Gas Station	—	P
General Retail: 3,500 sf or less	—	P
General Retail: 3,501 sf – 10,000 sf	—	P
General Retail: 10,001 sf – 50,000 sf	—	P
General Retail: Greater than 50,000 sf	—	SUP/CD
Restaurant	—	P
Vehicle or Heavy Equipment Sales	—	P
Entertainment / Recreation		
Adult Establishment	—	PS
Amusements, Indoor	—	P
Amusements, Outdoor	—	P
Cultural or Community Facility	P	P
Internet/Electronic Gaming	—	PS
Meeting Facility	P	P
Recreation Facilities, Indoor	P	P
Recreation Facilities, Outdoor	P	P
Theater, Movie	—	P
Theater, Live Performance	—	P

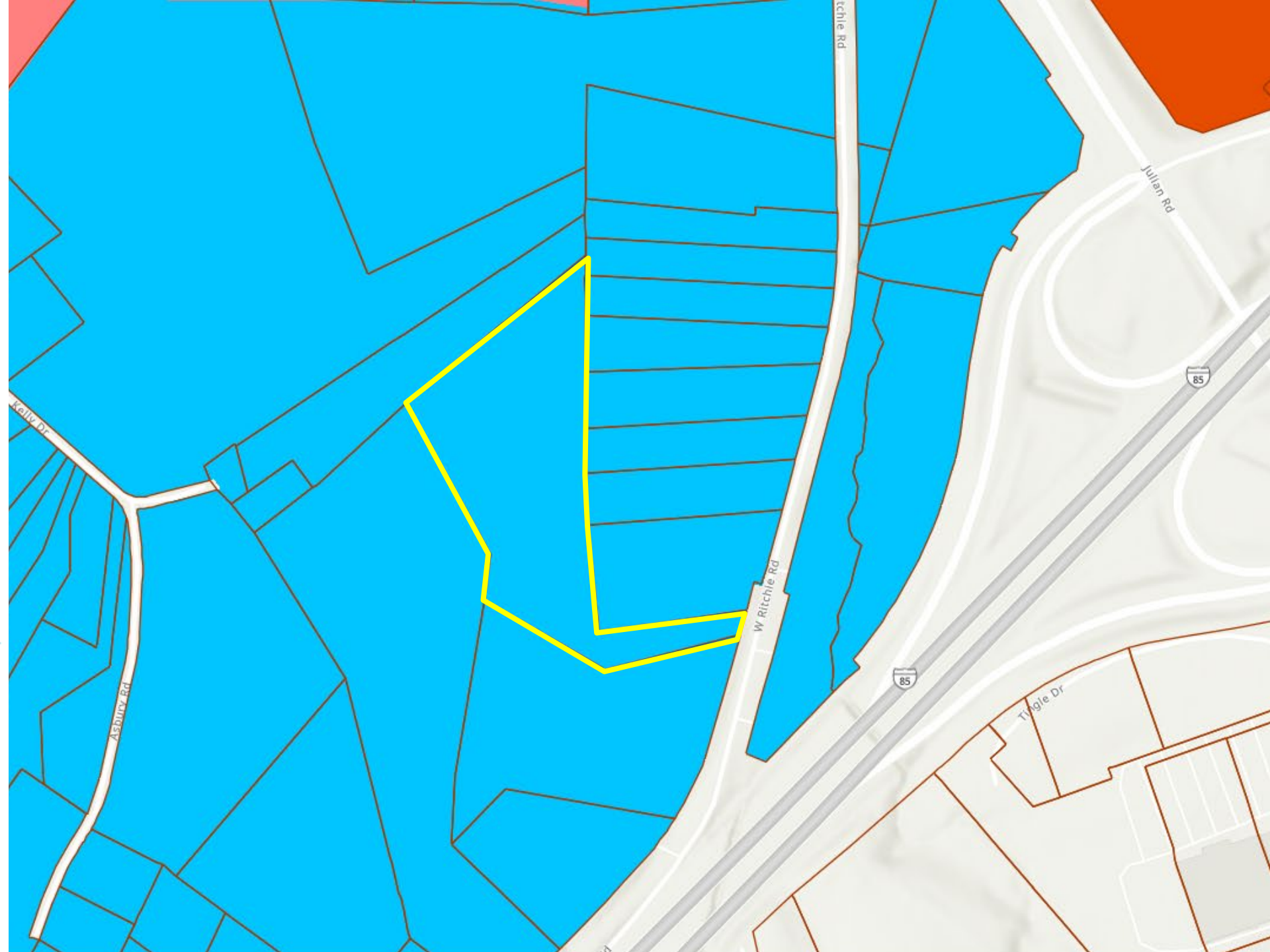
Permitted Uses

Manufacturing, Civic, Infrastructure Categories

	T2	
BASE DISTRICT	RR	HB
Manufacturing / Wholesale		
Agriculture	P	—
Laundry, dry cleaning plant	—	P
Manufacturing, Light	—	P
Manufacturing, Neighborhood	—	P
Manufacturing, Heavy	—	—
Media production	—	P
Metal products fabrication, machine or welding shop	—	P
Mini-Warehouse	—	P
Research and development	—	P
Storage: Outdoor Storage Yard as a primary use	—	—
Storage: Warehouse/Indoor Storage	—	P
Wholesaling and distribution	—	P
Civic / Institutional		
Campground	PS	—
Cemetery	PS	P
College/University	—	—
Hospital	—	—
Public Safety Station	SUP/CD	P
Religious Institution	P	P
School: Elem. & Secondary	P	—
School: Vocational/Technical	—	P
Transportation / Infrastruc		
Air Transportation	SUP/CD	—
Parking Lot (primary use)	—	P
Parking Structure (primary use)	—	SUP/CD
Road/Rail Transit - Passenger	—	P
Road/Rail Freight/Courier/Trucking	—	P
Utilities-Class 1	P	P
Utilities-Class 2	SUP/CD	P
Utilities-Class 3	SUP/CD	SUP/CD
Wireless Telecomm Facility: Stealth	—	PS
Wireless Telecomm Facility: Tower	—	SUP/CD

Future Land Use Map Category

- TN - Traditional Neighborhood
- SN - Suburban Neighborhood
- MFC - Multi-family Community
- EN - Emerging Neighborhood
- FN - Future Neighborhood
- RN - Rural Residential
- OSP - Open Space
- IC - Institutional Center
- EC - Employment Center
- DTC - Downtown Center
- AC - Activity Corridor
- HCC - Highway Commercial Corridor
- RCC - Regional Commercial Center
- CAC - Community Activity Center
- NAC - Neighborhood Activity Center
- POI - Public, Office, and Institutional
- PP - Production and Processing



Future Land Use Map

Place Type: **Employment Center**

Associated Zoning Districts:

- **Light Industrial (LI)**
- **Highway Business (HB)**

Consistent: Yes

Place Type	Associated Zoning Districts
Traditional Neighborhood	Historic Residential (HR), Urban Residential (UR)
Suburban Neighborhood	General Residential (GR), Urban Residential (UR)
Emerging Neighborhood	General Residential (GR), Urban Residential (UR), Manufactured Home Development (MHD)
Future Neighborhood	General Residential (GR), Urban Residential (UR), Community & Institutional (CI), Residential Mixed-Use(RMX), Traditional Neighborhood Design (TND)
Multifamily Community	Urban Residential 12 (UR-12), Residential Mixed Use (RMX), Neighborhood Mixed Use (NMX), Corridor Mixed Use (Corridor Mixed Use)
Conservation Neighborhood	Open Space Preservation (OSP)
Rural Residential	Rural Residential (RR)
Natural Resources & Community Open Space	Open Space Preservation (OSP)
Institutional Center	Community & Institutional (CI), Hospital Services (HS)
Employment Center	Light Industrial (LI), Highway Business (HB)
Downtown Center	Downtown Mixed-Use (DMX)
Activity Corridor	Commercial Mixed-Use (CMX), Neighborhood Mixed Use (NMX), Residential Mixed-Use (RMX)
Highway Commercial Corridor	Highway Business (HB), Commercial Mixed-Use (CMX)
Regional Commercial Center	Commercial Mixed-Use (CMX)
Community Activity Center	Commercial Mixed-Use (CMX), Neighborhood Mixed Use (NMX), Residential Mixed-Use (RMX), Community & Institutional (CI)
Neighborhood Activity Center	Neighborhood Mixed Use (NMX), Residential Mixed-Use (RMX), Community & Institutional (CI)
Public, Office, & Institutional	Community & Institutional (CI), Hospital Services (HS), Neighborhood Mixed-Use (NMX)
Production & Processing	Light Industrial (LI), Heavy Industrial (HI)

Forward 2040 Policies

- **Policy 7.2.2:** Resolve land use constraints within Salisbury's largest employment sectors, including health care services, manufacturing, and retail trade, to allow for growth and expansions of jobs that provide a stable economic base.



Planning Board Courtesy Hearing was held July 11, 2023.

Planning Board voted unanimously to recommend approval as submitted with a motion stating the map amendment is “consistent with the Forward 2040 Comprehensive Plan.”



**Salisbury City Council
Statement of Consistency & Zoning Recommendation**

<u>DISTRICT MAP AMENDMENT:</u>	<u>Z-01-2023</u>
Project Title:	Z-01-2023 W Ritchie Road
Petitioner(s):	Kevin Smith
Owner(s):	DW Express Inc.
Representative(s) or Developer(s)	Key Contracting LLC
Tax Map Parcel(s):	401 030
Size / Scope:	Approximately 7.91 acres encompassing one (1) parcel.
Location:	Located along W Ritchie Road, approximately one half mile from the intersection with Julian Road.

REQUEST:

**Request to amend the Land Development District Map
by rezoning one (1) parcel at 0 W Ritchie Road (PID 401 030) from Rural Residential (RR)
to Highway Business (HB).**

STATEMENT OF CONSISTENCY & RECOMMENDATION:

The Salisbury City Council held a public hearing and reviewed the petition on August 1, 2023. The Council finds that the rezoning petition of the aforementioned parcel is CONSISTENT with the Salisbury Forward 2040 Comprehensive Plan, is reasonable, and in the public interest due to consistency with:

Policy 7.2.2:	Resolve land use constraints within Salisbury's largest employment sectors, including health care services, manufacturing, and retail trade, to allow for growth and expansions of jobs that provide a stable economic base.
----------------------	--

AN ORDINANCE AMENDING THE LAND DEVELOPMENT DISTRICT MAP OF THE CITY OF SALISBURY, NORTH CAROLINA, REZONING TAX MAP 401 PARCEL 030 FROM RURAL RESIDENTIAL (RR) TO HIGHWAY BUSINESS (HB) APPROXIMATELY 7.91 ACRES. (PETITION NO. Z-01-2023)

WHEREAS, a petition to rezone the property described herein was properly filed by the City of Salisbury; and

WHEREAS, the Salisbury Planning Board, an advisory board to the Salisbury City Council, reviewed the rezoning petition on July 11, 2023, unanimously voted to recommend approval as submitted, and stated that the request is consistent with the Forward 2040 Comprehensive Plan; and

WHEREAS, the City Council held a properly-noticed public hearing at the regularly-scheduled City Council meeting on August 1, 2023; and

WHEREAS, the City Council hereby finds and determines that adoption of an Ordinance to rezone the property described herein, as requested, is consistent with the goals, objectives, and policies of the Forward 2040 Comprehensive Plan due to the proposed petition, site characteristics, surrounding development pattern, and observations provided by city planning staff, identifying the policies that support the petition.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Salisbury, North Carolina:

SECTION 1. That properties identified in the City of Salisbury and Rowan County as Tax Map 401 Parcel 030 including those abutting rights-of-way and reaching to the respective centerlines, as designated on the official property identification maps of Rowan County, is hereby rezoned to 'HB' district upon annexation.

SECTION 2. That all Ordinances, or parts of Ordinances, in conflict with this Ordinance are hereby repealed to the extent of such conflict;

SECTION 3. That this Ordinance shall be effective from and after its passage.



**314 White Oak Branch Rd
Statesville NC 28625
Cell: (540) 771-8302**

June 13, 2023

From: Kevin Smith, President, Key Contracting, LLC.
To: City of Salisbury North Carolina, Planning and Zoning
Subject: 0 RITCHIE RD REZONING (PIN: 401 030)

1. Two meetings were conducted on separate dates. The first meeting came at the request of Todd and Tim Wyrick. Todd was leaving for the beach and would not be available on the scheduled date. The topics of discussion addressed 3 lots (400 025, 400 050, 400 051). There were no objections and there was much discussion on listing and selling the lots as a package deal. There seemed to be a bit of excitement due to most of their properties already being Zoned HB-1, and the potential to pass on to their children some generational wealth. The second meeting on 5-30-2023 was with Mr. Richard Bost and his son, who was representing 2 lots (400 021, 400 041). There were no objections and there appeared to be an expectation the HB-1 Zoning request was inevitable. There were no additional attendees or outreach from any of the other surrounding property owners.

2. Should there be any further request for information please feel free to contact me at extension (540) 771-8302.

Respectfully submitted,

Kevin Smith

OBJECTID	PARCEL_ID	OWNNAME	TAXADD1	TAXADD2	CITY	STATE	ZIPCODE	OWN2
48748	400 051	BRADSHAW KERRY LEIGH HEIRS	6775 BRINGLE FERRY RD		SALISBURY	NC		28146
48742	400 029	LEATHERMAN JOHN F	120 GREGORY RD		SALISBURY	NC	28147-7861	
50208	400 028	PHILLIPS JOHN THOMAS	355 KELLY DR		SALISBURY	NC		28147
50225	401 030	DW EXPRESS INC	1085 CHUCK TAYLOR LN		SALISBURY	NC	28147-9811	
50226	401 031	MORRISON JAMES P JR & WF	1195 OLD CHARLOTTE RD		CONCORD	NC		28027 MORRISON LINDA P
48740	400 022	SAFRIT DAVID ALLEN	164 MAHALEY AVE APT C		SALISBURY	NC		28144
49753	401 047	RRT-RITCHIE LLC	300 MCGILL AVE NW STE 20		CONCORD	NC	28027-6150	
49736	400 049	BRADSHAW NELSON M	17 PICKETT AVE		SPENCER	NC		28159
49341	400 04100	BOST RICHARD WAYNE TRUSTEE	2310 E INNES ST		SALISBURY	NC	28146-6819	
48786	402 027	RITCHIE GEORGE BROWN	652 N PRAIRIE CREEK CT		KECHI	KS	67067-8808	C/O SHARON WILCOX
49731	400 021	BOST RICHARD WAYNE TRUSTEE	2310 E INNES ST		SALISBURY	NC	28146-6819	
49737	400 050	BRADSHAW KERRY LEIGH HEIRS	6775 BRINGLE FERRY RD		SALISBURY	NC		28146
50206	400 025	WYRICK RICHARD TODD ETAL	6775 BRINGLE FERRY RD		SALISBURY	NC	28146-7143	
48741	400 023	NAILIE DANIEL J &	340 W RITCHIE RD		SALISBURY	NC	28147-0000	NAILIE TAMMY Y
50207	400 026	RAINY DAY INVESTMENTS LLC	585 W RITCHIE RD		SALISBURY	NC		28147
49732	400 024	EPPERSON CAROL H &	4555 MOORESVILLE RD		SALISBURY	NC		28147 WILKERSON SANDY H
48753	400 070	SAFRIT LARRY WAYNE	570 W RITCHIE RD		SALISBURY	NC	28147-8055	

Attendance Roster for Ritchie Rd Rezoning

[illegible]



**314 White Oak Branch Rd
Statesville NC 28625
Ph: 540 771-8302**

15 May 2023

From: DW Express Inc. 1085 Chuck Taylor Lane, Salisbury NC 28147

To: Adjacent Landowners

Subj: REZONING TO HIGHWAY BUSINESS (HB-1) PARCEL ID: 401 030

1. Your presence is requested at 6:00 PM on Monday, May 29th, 2023, in reference to our rezoning application to be reviewed by the town of Salisbury during the month of June. The meeting will take place at the location indicated on the attached GIS Printout. For GPS purposes 570 W Ritchie Rd Salisbury NC 28147 is the neighboring property. Turn into the driveway, stay to the left, once past tower, cleared lot is on the right.

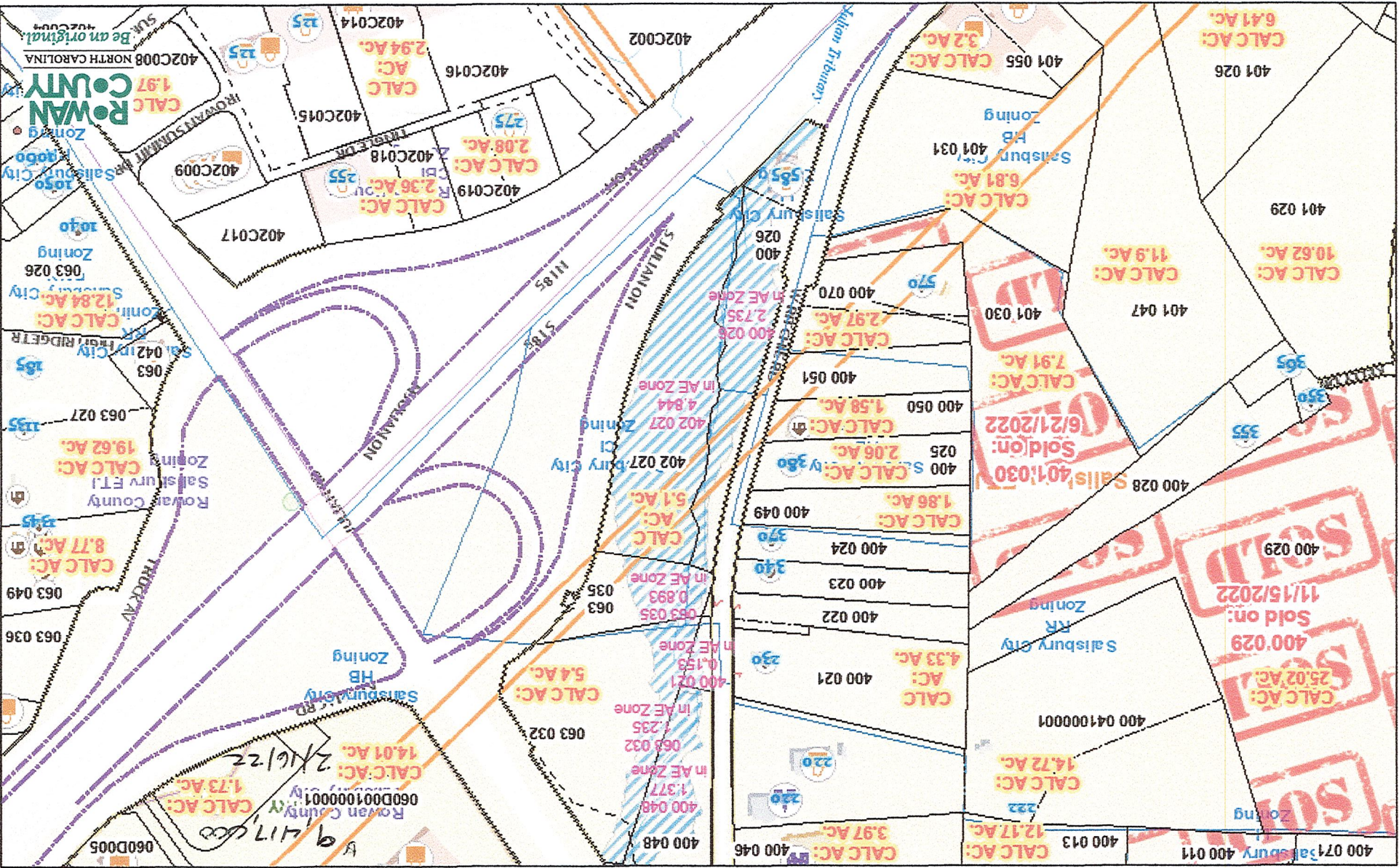
2. As the owner of the 7.91-acre plot, DW Express Inc. has pursued developing a small single family home neighborhood. Due to limited access, the location of a Duke Energy tower, and North Carolina Department of Transportation regulations, there is not enough right-of-way space to allow for a residential project. North Carolina Department of Transportation requires double lane entrance into a residential neighborhood. These are obstacles we have not been able to overcome. Therefore, we are seeking to rezone the property to Highway Business. Highway Business allows for single lane access. We do not have plans to develop the property, for we are not a commercial developer. It is our intent to have the property rezoned to HB-1 and sell.

3. Those unable to attend can reach us via email at kevin@keycontractingllc.com. We are also able to offer the option of a virtual meeting for those unable to attend.

Respectfully Submitted,

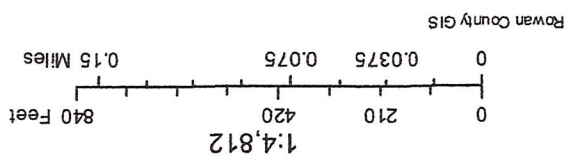
A handwritten signature in black ink, appearing to read "Kevin Smith".

Rowan County



Voluntary Agricultural Districts

May 25, 2023





NOTICE OF PUBLIC HEARING

Salisbury City Council will hold a public hearing Tuesday, August 1, 2023 during its 6:00 p.m. meeting to consider the following general rezoning petition. The regularly scheduled August 1, 2023 City Council meeting will be held in a hybrid format. Anyone who wishes to speak virtually during the hearing regarding the request must sign-up by 5:00 p.m. on Tuesday, August 1, 2023 by contacting Connie Snyder at csnyd@salisburync.gov or 704-638-5234. Information on accessing the meeting will be available on the City's website at www.salisburync.gov. The meeting can also be viewed on the City's livestream at www.salisburync.gov/webcast or the City's Facebook account.

DISTRICT MAP AMENDMENT: Z-01-2023

Project Title:	W Ritchie Road
Petitioner(s):	Kevin Smith
Owner(s):	DW Express Inc.
Representative(s) or Developer(s)	Key Contracting LLC
Address:	0 W Ritchie Road
Tax Map - Parcel(s):	Tax Map: 401 Parcel: 030
Size / Scope:	Approximately 7.91 acres
Location:	Located along W Ritchie Road, approximately one half mile from the intersection with Julian Road.

REQUEST:

Request to amend the Land Development Ordinance and Land Development District Map by rezoning approximately 7.91 acres located on W Ritchie Road from Rural Residential (RR) to Highway Business (HB).

A copy of the above petition is available for public review at Development Services (132 North Main Street). Anyone wishing a copy, or additional information, should call 704-638-5208. Written comments may be submitted by mailing a letter to the City Clerk, P.O. Box 479, Salisbury, NC 28145 or by e-mail to csnyd@salisburync.gov. Written correspondence received before the meeting will be forwarded to the City Council.

Citizens interested in the proposal are invited to attend and participate in the courtesy hearing. Changes may be made in the above proposal as a result of debate, objection, or discussion.

This the 21st day of July 2023.

CITY COUNCIL OF THE CITY OF
SALISBURY, NORTH CAROLINA

BY: Connie Snyder
City Clerk

Z-01-2023: 0 W RITCHIE RD

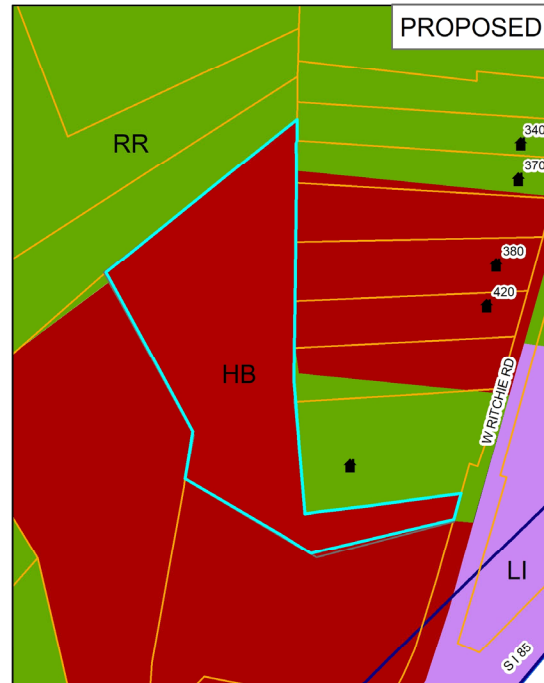
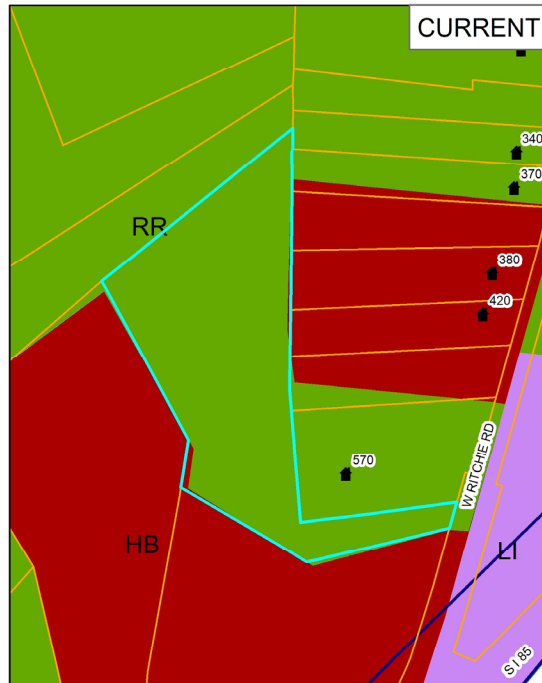
Parcels : 401 030

Current Zoning: Rural Residential, RR

Proposed Zoning: Highway Business, HB



410 205 0 410 Feet



PARCEL_ID	OWNNAME	TAXADD1	CITY	STATE	ZIPCODE
400 023	NAILIE DANIEL J &	340 W RITCHIE RD	SALISBURY	NC	28147-0000
400 022	SAFRIT DAVID ALLEN	164 MAHALEY AVE APT C	SALISBURY	NC	28144
400 028	PHILLIPS JOHN THOMAS	355 KELLY DR	SALISBURY	NC	28147
401 047	RRT-RITCHIE LLC	300 MCGILL AVE NW STE 200	CONCORD	NC	28027-6150
400 024	EPPERSON CAROL H &	4555 MOORESVILLE RD	SALISBURY	NC	28147
400 070	SAFRIT LARRY WAYNE	570 W RITCHIE RD	SALISBURY	NC	28147-8055
401 030	DW EXPRESS INC	1085 CHUCK TAYLOR LN	SALISBURY	NC	28147-9811
400 025	WYRICK RICHARD TODD ETAL	6775 BRINGLE FERRY RD	SALISBURY	NC	28146-7143
402 027	RITCHIE GEORGE BROWN	652 N PRAIRIE CREEK CT	KECHI	KS	67067-8808
400 051	BRADSHAW KERRY LEIGH HEIRS	6775 BRINGLE FERRY RD	SALISBURY	NC	28146
401 031	MORRISON JAMES P JR & WF	1195 OLD CHARLOTTE RD	CONCORD	NC	28027
400 021	BOST RICHARD WAYNE TRUSTEE	2310 E INNES ST	SALISBURY	NC	28146-6819
400 026	RAINY DAY INVESTMENTS LLC	585 W RITCHIE RD	SALISBURY	NC	28147
400 049	BRADSHAW NELSON M	17 PICKETT AVE	SPENCER	NC	28159
400 041000	BOST RICHARD WAYNE TRUSTEE	2310 E INNES ST	SALISBURY	NC	28146-6819
400 029	LEATHERMAN JOHN F	120 GREGORY RD	SALISBURY	NC	28147-7861



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DISTRICT MAP AMENDMENT: Z-01-2023

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Petitioner(s):	Kevin Smith
Owner(s):	DW Express Inc.
Representative(s) or Developer(s)	Key Contracting LLC
Address:	0 W Ritchie Road
Tax Map - Parcel(s):	Tax Map: 401 Parcel: 030
Size / Scope:	Approximately 7.91 acres
Location:	Located along W Ritchie Road, approximately one half mile from the intersection with Julian Road.

REQUEST:

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Citizens interested in the proposal are invited to attend and participate in the courtesy hearing. Changes may be made in the above proposal as a result of debate, objection, or discussion.

This the 14th day of July 2023.

CITY COUNCIL OF THE CITY OF
SALISBURY, NORTH CAROLINA

BY: Connie Snyder
City Clerk



The Salisbury Planning Board held its regular meeting on Tuesday, July 11, 2023, at 4:00 p.m. with the following being present:

PRESENT: Esther Atkins Smith, Larry Cartner, Tim Norris, PJ Ricks, Dennis Rogers, John Schaffer

STAFF: Victoria Bailiff, Senior Planner; Graham Corriher, City Attorney; Jennifer Pfaff, Secretary; Emily Vanek, Long Range Planner; Phillip Lookadoo, Land and Development Services Director

WELCOME GUESTS AND VISITORS

John Schaffer, Chair, called the Planning Board meeting to order at 4:13 p.m, when a quorum was present.

APPROVAL OF MINUTES

Planning Board Minutes of April 25, 2023 were approved with corrections by Members present.

NEW BUSINESS

Z-01-2023, 0 West Ritchie Road; PID: 401 030; Current Zoning: RR; Proposed Zoning: HB; Applicant: DW Express Inc.

Request

To rezone one parcel along West Ritchie Road from RR to HB.

Staff Presentation

Victoria Bailiff presented the request to the Board. She noted that the Future Land Use Map identifies the area as an Employment Center.

The Chair asked if there were any structures located on the property to the east of this one, Ms. Bailiff said there was a mobile home, that appeared to be unoccupied.

The Applicant had no updates or comments for the Board.

Public Comment

Daniel Nailie, lives at 340 W. Ritchie Rd., near this property. He and his wife are concerned about the impact this and recent development will have on traffic. They have noticed an upturn in the number of trucks, as well as increased speeding, since the Sunbelt moved there; safety for their family has become a worry.

Chairman Schaffer explained the purpose of the Planning Board, as their decisions are based on land use requirements within the Land Development Ordinance. He emphasized that Mr. Naley had very valid concerns, and thanked him for bringing them to the Board's attention. He is welcome to express his concerns to City Council, should Planning Board recommend the request.

Ms. Bailiff said the road is state-maintained, and it is located in the ETJ. The NCDOT attends plan review meetings, and would address roadway requirements once a plan is submitted. At present, the applicant has not put forward a site plan.

Deliberation

The applicant, Kevin Smith, was asked to speak to the traffic concern. He said that he does not plan to develop the site, but was asking for the rezoning in anticipation that the owner of the neighboring parcel will build apartments there.

Consistency Statement

PJ Ricks made a motion: "The City of Salisbury Planning Board finds that the map amendment requested in petition Z-01-2023 is consistent with the goals and policies of the adopted Forward 2040 Comprehensive Plan."

Dennis Rogers seconded the motion. All members present voted AYE.

Recommendation to City Council

PJ Ricks made a motion: "Having reviewed the proposed amendment, the Comprehensive Plan, and considered information from City Staff, comments from the applicant and other persons, the City of Salisbury Planning Board finds that the map amendment requested in petition Z-01-2023 is reasonable and in the public interest, therefore, the Planning Board recommends APPROVAL of the request,"

Dennis Rogers seconded the motion. All members present voted AYE.

STAFF UPDATES

Ms. Bailiff introduced Phillip Lookadoo, the new Director of Land and Development Services.

Rowan County will likely soon be preparing a land use update. Ms. Bailiff will update the Board when public information meetings are scheduled.

ADJOURN 4:28 p.m.

John Schaffer, Chair

Jennifer Pfaff, Secretary

DRAFT

Salisbury City Council

Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Community Planning Services

Name of Presenter(s): Hannah Jacobson, Planning and Neighborhoods Director

Requested Agenda Item: Council to receive a presentation on the HOME Investment Partnership – American Rescue Plan, consider authorizing the City Manager to execute the funding agreement, and adopting a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$525,940 to appropriate the funding. Council also to authorize the Call for Projects and review the process.

Description of Requested Agenda Item: In response to the COVID-19 pandemic, Congress appropriated \$5 billion in American Rescue Plan funds to be administered through the HOME Investment Partnership to address the need for homelessness assistance.

Through the City's participation in the Cabarrus/Iredell/Rowan HOME Consortium, Salisbury is eligible to receive \$525,940.00 to assist homeless or those at risk of homelessness with housing. On February 15, 2022 Council voted to allocate the funding toward the development of non-congregate housing. Below is the budget reflected in the Allocation Plan (Attachment B). The performance period for the funding is 9/20/21 through 9/30/2029.

Non-Congregate Housing	\$ 487,247.00
Program Administration	\$ <u>38,693.00</u>
Total HOME-ARP Funds`	\$ 525,940.00

Working with staff from the City of Concord and Rowan County, staff is now prepared to request approval of a formal sub-recipient grant agreement in the amount of \$525,940.00 from the City of Concord, as the lead agency in the HOME Consortium (Attachment A). The sub-recipient agreement outlines the roles and responsibilities of the City of Salisbury in selecting qualified projects, monitoring/record keeping, and abiding by all federal regulations.

Staff has developed a Call for Projects (Attachment C) which will be publicized, following approval, to solicit proposals for the development of non-congregate housing that meet the requirements of the HOME-ARP agreement. The Call for Projects will be released on the city's website: www.salisburync.gov/housing by August 7, 2023, with a deadline to submit by September 7, 2023.

The Call for Project proposals will be reviewed by a committee made up of the Planning and Neighborhoods Director, the Finance Director, the Assistant City Manager, representatives from Rowan County and the City of Concord. The Committee will then make a recommendation to the City Council which will make the final selection.

Staff anticipates seeking a grant administrator for these funds. A Request for Qualifications will be issued to solicit qualified consultants to assist with environmental reviews, reporting, and monitoring the selected project.

Salisbury City Council Agenda Item Request Form



Attachments: ☒ Yes ☐ No

Attachment A – HOME-ARP Funding Agreement
Attachment B – Approved HOME-ARP Funding Action Plan
Attachment C – HOME- ARP Call for Project Proposals
Attachment D – Budget Ordinance

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents) Funds will be appropriated upon receipt from the City of Concord.

Action Requested of Council for Agenda Item: Council to consider:

1. Approving the City Manager to execute the funding agreement, HOME Investment Partnership – American Rescue Plan, with the City of Concord.
2. Approving a budget ORDINANCE in the amount of \$525,940.
3. Approving the publication of the Call for Projects for HOME-ARP funding and the review process.

Contact Information for Group or Individual: Hannah Jacobson, hannah.jacobson@salisburync.gov, 704-638-5230

☐ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only

☐ Approved ☐ Delayed ☐ Declined

Reason:

AGREEMENT FOR THE EXECUTION OF THE HOME-ARP - AMERICAN RELIEF PLAN (HOME-ARP)

This Agreement ("Agreement"), made and entered into this _____ day of _____, **2023** and between the **City of Concord**, a municipal corporation organized and existing under the laws of the State of North Carolina, and serving as the lead entity of the Cabarrus/Iredell/Rowan HOME-ARP Consortium (hereinafter "City"), and **City of Salisbury**, a body politic and incorporated under the laws of the State of North Carolina (hereinafter "Agency")

WITNESSETH:

WHEREAS, the City has entered into an Agreement to receive funds for the HOME Investment Partnerships – American Rescue Plan (HOME-ARP) Program (hereinafter "Funding Agreement") with the U.S. Department of Housing and Urban Development (hereinafter "HUD"); and

WHEREAS, it is the purpose of this Agreement is to allocate a specified portion of the funds approved by the Funding Agreement in accordance with the policies expressed by and declared in Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended (hereinafter "Act"); and

WHEREAS, pursuant to the Funding Agreement, Agency has been designated to receive **\$487,247** in project funds and **\$38,693** for administrative costs; and

WHEREAS, pursuant to the purpose specified in the Funding Agreement and in compliance with the HOME-ARP Policy and Procedure Manual, the Agency is undertaking certain activities and desires to engage the City to render assistance in such undertakings.

NOW, THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto, it is agreed as follows:

A. SCOPE OF SERVICES:

1. The services to be performed by the Agency pursuant to this Agreement (hereinafter "Project"), shall be those specified in Exhibit "A", the Action Plan ("Action Plan") submitted by the Agency and approved by HUD which is attached hereto and incorporated herein.
2. The City may, from time to time, request changes to the scope of service from the Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Agency's compensation, which shall be mutually agreed upon by and between the City and the Agency, shall be incorporated in written amendments to this Agreement.

B. DURATION OF AGREEMENT:

This Agreement shall be effective as of the **20th day of September 2021**, and shall remain in effect during the period of affordability required by the Act under Notice: CPD-21-10.

C. TERMS AND CONDITIONS:

1. The Agency shall enforce this Agreement through a promissory note and deed of trust on all real properties in which HOME-ARP Funds are used thereby requiring compliance with all applicable

HOME-ARP Program requirements. This Agreement shall be considered breached if the Agency materially fails to comply with any term in this Agreement and shall result in the termination of this Agreement and the recapture of all HOME-ARP Funds disbursed to the Agency.

2. The Agency shall assume responsibility for managing the day-to-day operations of its HOME-ARP program to assure compliance with program requirements outlined in 24 CFR Part 92 and for taking appropriate action when performance problems arise.
3. The Agency shall take full responsibility for ensuring that housing projects assisted with HOME-ARP Funds meet the affordability and resale requirements of 24 CFR 92.252 or 92.254 as applicable, and shall repay its award of HOME-ARP Funds in full to the City if the housing does not meet the affordability requirements for the specified time period.
4. The Agency shall retain as program income all repayment, interest, and other return on the investment of HOME-ARP Funds in a separate local account for use to fund additional eligible HOME-ARP activities of the Agency's choosing and agrees to invest all returns on HOME-ARP investments in other eligible activities before drawing down additional HOME-ARP Funds from the City.
5. The Agency shall request reimbursement of HOME-ARP Funds only after local match funds have been expended to complete each project.
6. The Agency shall submit a fully executed Project Completion Report to the City no later than ten (10) days following occupancy of each completed housing unit.
7. The Agency shall require all owners of housing assisted with HOME-ARP Funds to maintain the housing in compliance with applicable Housing Quality Standards and local housing code requirements for the duration of the Agreement.
8. The Agency shall, where applicable, review the activities of owners of rental housing assisted with HOME-ARP Funds to assure compliance with the requirements set out in 24 CFR Part 92 and CPD 21-10 not less than annually. Each review must include an annual onsite inspection to determine compliance with housing codes and the HOME-ARP Program requirements. These inspections shall be conducted for each unit in a period during the project's period of affordability.
9. The City shall hold the Agency responsible for complying with the provisions of this Agreement even when the Agency designates a third party or parties to undertake any part of the program. The Agency shall not pass on their administrative responsibility to insure compliance with all applicable regulations. All third parties must be bound in writing to the same provisions as required in this Agreement.
10. None of the following or their immediate family members, during the tenure of the project activities where HOME-ARP funds are used, shall have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the program assisted under this agreement: Employees, agents, or officials of the Agency, including members of the governing body, who exercise any function or responsibility with respect to the program for one year after completion of said project activities. The same prohibition shall be incorporated in all such contracts and subcontracts.
11. The assistance provided under this Agreement shall not be used by the Agency to pay a third party to lobby the United States government for funding approval, approval of applications for additional

assistance, or any other approval or concurrence of HUD required under this Agreement. However, HOME-ARP Funds may be used to pay reasonable fees for bona fide technical, consultant, managerial or other such services, other than actual solicitations, provided these services are eligible as a program cost.

12. The Agency shall reimburse the City for any amount of HOME-ARP Funds determined by HUD to have been improperly expended, and the City shall retain the right to recover any questioned costs or overpayments from the Agency.
13. The Agency shall allow the City to carry out monitoring and evaluation activities as determined necessary by the City and HUD.
14. Funds must be 100% drawn down by September 30, 2029. If all funds are not drawn by this date, the balance will be recaptured by the HOME-ARP Consortium and reallocated. All HOME-ARP Consortium members will have the opportunity to apply for recaptured funds via a competitive application process. Applicants that can expend the money in the shortest amount of time will rank highest.

In the event the draw down deadline is not met due to an extenuating circumstance, the deadline may be extended upon approval by the full consortium.

15. The Agency shall comply with all labor standards, nondiscrimination and equal opportunity responsibilities outlined in Title 24.
16. The Agency shall conduct all environmental reviews, including but not limited to environmental assessments, environmental impact statements or other required environmental studies, pursuant to 24 CFR 58 et seq., in a timely manner. Agency shall also comply with all applicable environmental laws, including but not limited to all laws governing environmental impacts, environmental policy, sedimentation, erosion control wetlands, water quality, storm water quality, floodplain management, air pollution, resource conservation and recovery, hazardous or toxic materials of any kind or any other environmental or nuisance ordinance, statute or rule listed in 24 CFR 58.5 and 58.6. Environmental reviews requiring public comment shall be presented to the City for inspection no less than 15 days prior to advertising, as required by 24 CFR 58.56. In the event that the City, the U.S. Department of Housing and Urban Development, U.S. Environmental Protection Agency, N.C. Dept. of Environment and Natural Resources, U.S. Army Corps of Engineers or any other governmental body having jurisdiction finds that any environmental review was not properly conducted or is in any way inadequate, the Agency shall fully indemnify and save harmless the City, its agents, officers, and employees, to the maximum extent allowed by law, from and against all charges that arise in any manner from, in connection with, or out of this Agreement as a result of the acts or omissions of the Agency, its contractors or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable in regard to the environmental reviews described above and in 24 CFR 58.5 and 58.6. The Agency shall not be liable for damage or injury caused solely by the negligence of the City its agents, officers, or employees. In performing its duties under this section, the Agency shall at its sole expense defend the City of Concord, its agents, officers, and employees with legal counsel reasonably acceptable to City. As used in this subsection, "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the City that are otherwise provided in or arise out of this Agreement. This section shall remain in

force for a period of one year from the completion date of project activities despite termination of this Agreement (whether by expiration of the term or otherwise) and termination of the services of the Agency under this Agreement.

17. The Agency shall ensure that the City has sufficient time to review and comment on all environmental reviews as defined in paragraph 16, environmental assessments and environmental impact statements that may have an impact on Agency's program(s). The Agency and City depending on the length and complexity of the assessment or impact statement shall determine "sufficient time".
18. The Agency shall hold the City harmless for not certifying a project for the release of funds, or for failing to approve an environmental assessment, or not make a "finding of no significant impact" if the City did not certify a project because the City did not complete an environmental review (as defined in paragraph 16 above) or because the City was unable to make the certification in good faith.

D. FUNDING AND PAYMENT:

1. The City will provide the Agency with HOME-ARP Funds to engage in project activities in accordance with the approved budget for the project hereinafter "Project Budget" as fully outlined in the Project/Activity Description section of the Action Plan, or the actual cost of the project, whichever is less. The payment procedure under this Agreement shall be in accordance with the following method: Payment shall be on a reimbursement basis, and upon receipt by the City of a Requisition Form, (which shall be provided by the City) which shall reflect expenditures and incurred expenses by budget line item. The Agency shall also provide support documentation such as invoices for all expenditures included on the Requisition Form.
2. Requests for funds shall be made on a reimbursement basis and shall be received by the City within thirty (30) days of the date the expenditure was made. Checks will be distributed by mail or Electronic Funds Transfer (EFT) on Fridays. Requests for checks must be received by 5:00 PM the preceding Friday so as to be processed for the next check run.
3. Payments under this Agreement are limited to those HOME-ARP Funds specified in the Project Budget, but in no event will the total compensation and reimbursement, if any, to be paid hereunder exceed the maximum sum of the Agency's total allocation.
4. The Agency may use their allocation of HOME-ARP Program administrative funds to pay for costs relating to (a) oversight, coordination and general management of HOME-ARP project(s); (b) staff and overhead costs; (c) public information costs; (d) cost of fair housing; and (e) costs of complying with Federal requirements, per 24 CFR 92.207. Program administration includes, but is not limited to the following types of assignments: Developing systems and schedules for ensuring compliance with program requirements; developing agreements with entities receiving HOME-ARP Funds; monitoring HOME-ARP-assisted housing for progress and compliance with program requirements; preparing reports and other documents related to the program and projects; providing local officials and citizens with information about the program; preparing program budgets and schedules; outreach activities; monitoring program activities to assure compliance with program requirements; coordinating resolution of monitoring findings; and managing or supervising persons whose primary responsibilities are with regard to the program. Also included are travel costs incurred for business in carrying out the program; administrative services performed under third party contracts or agreements (such as legal or accounting services); and other costs for goods and services required for administration of the program as defined in CPD-21-10.

5. The Agency may use HOME-ARP funds to pay for project-related soft costs, which are costs related to the development or financing of HOME-ARP-assisted housing. These costs must be reasonable and necessary costs that are associated with the financing or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME-ARP funds. These soft costs must be consistent with the requirements of 24 CFR 92.206 and specifically 24 CFR 92.206 (d) (6). However, in no event will the project-related soft costs exceed ten percent (10%) of the Agency's total HOME-ARP Funds identified in this Agreement.

Project related soft costs include such things as work specification preparation; loan processing; construction inspections and oversight; professional services required to prepare plans, drawings, or specifications of a project; costs to process and settle the financing for a project, such as a private lender origination fees, credit reports, fees for title evidence, recordation and filing or legal documents, building permits, attorney's fees, private appraisal fees, fees for independent cost estimates, builders or developers fees, and impact fees that are charged for all projects within a jurisdiction; and costs associated with a project-specific environmental review.

E. BUDGET CHANGES AND INELIGIBLE EXPENSES:

1. Except for changes made in accordance with subsection (2) below, any and all alterations in the approved use of budgeted funds shall be subject to prior review by the City.
2. Funds may be shifted between line items of the project without prior approval of the City only to the extent that such action does not exceed ten percent (10%) of the line-item total from which the funds are being removed or to which the funds are being added.
3. A report of fund shifts not requiring prior approval by the City shall be reported in writing to the Planning & Development/Consortium Manager within three (3) days after its effective date.
4. Any costs and expenses not covered by the Project Budget, and; hence, eligible for reimbursement from HOME-ARP funds, shall be borne entirely by the Agency.

F. RECORD AND REPORTS:

1. The Agency shall maintain and shall make available at reasonable times and places to the City such records and accounts, including property, personnel, and financial records, as are deemed necessary by the City and/or State and Federal agencies in order to assure a proper accounting for all HOME-ARP funds.
2. The Agency shall provide any duly authorized City representative, representative of HUD and the Comptroller General of the United States, at all reasonable times, access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating to the HOME-ARP Funds and the fulfillment of this Agreement for a period of three (3) years following the completion of all close-out procedures respecting HOME-ARP Funds, and the final settlement and conclusion of all issues arising out of the HOME-ARP funds.
3. The Agency shall provide quarterly reports to the City that denotes accomplishments, beneficiaries, problems encountered and changes in work schedule and any other information needed by the City to complete the Consolidated Annual Performance Evaluation Report and other reports required by

HUD. This quarterly report shall also include an accounting of all HOME-ARP income received and/or expended during the quarter and year to date.

4. The Agency shall provide an Annual Audit Report to the City of Concord performed in compliance with Office of Management and Budget Circular A-133.

G. FINANCIAL ACCOUNTING:

1. The Agency shall establish and maintain fiscal and accounting records in accordance with generally accepted accounting principles and practices.
2. The Agency shall not commingle accounts to an extent that prevents the accounting and auditing of the HOME-ARP funds provided hereunder: provided, however, the Agency may supplement the HOME-ARP funds provided hereunder from other fund sources.
3. HOME-ARP Funds provided hereunder are exclusively for the purposes of this Agreement and under the terms and conditions of this Agreement, and the Agency shall not temporarily or permanently shift such funds to other programs or utilize for other purposes for any reason.

H. INSURANCE AND LIABILITY:

The Agency's chief financial officer or insurer shall ensure that all persons handling HOME-ARP funds received or disbursed under this Agreement are covered by fidelity insurance in an amount consistent with sound fiscal practice.

Work to be performed as provided herein shall be done by the Agency as an Independent Contractor. The City shall not be liable for claims for damages or losses arising out of the performance of this Agreement by the Agency, its employees, officers or agents and the Agency shall indemnify and hold harmless the City, its officers, agents and employees from all such claims arising under this Agreement.

I. RESIDENT ECONOMIC OPPORTUNITY:

1. The Agency shall take affirmative action to ensure that residents of the project area are given maximum opportunity for training, employment business opportunities and jobs generated by the HOME Investments Partnerships American Rescue Plan (HOME- ARP) even where employment results outside the geographic boundary of the project area.

J. PUBLICITY:

The Agency shall make every effort in its publicity and in other ways, to fully inform the public concerning the project. Any publicity about the project must recognize the Cabarrus/Iredell/Rowan HOME-ARP Consortium as the sponsor and the project being funded by HUD through the HOME-ARP Investment Partnership Program. The City will, in all publicity originated by it concerning the project, recognize the Agency as the entity responsible for carrying out the project activities.

K. SUSPENSION OR TERMINATION FOR CAUSE:

1. The City, upon written notice to the Agency, may suspend or terminate payment of HOME-ARP Funds to the Agency in whole or in part for cause which shall include, but not limited to, the following:

- (a) Ineffective or improper use of HOME-ARP Funds;
 - (b) Failure to comply with the terms and conditions of this Agreement;
 - (c) Submission to the City of reports which are incorrect or incomplete in any material respect;
 - (d) Suspension of the HOME-ARP Funds from HUD to the City in whole or part for any reason.
2. The City, upon written notice to the Agency, may also withhold payment of any unearned portion of the HOME-ARP Funds if the Agency is unable or unwilling to accept any additional conditions that may be provided by federal or state laws or regulations, executive order, or other policy announced by HUD.
3. If the City withholds reimbursement payment, it shall advise the Agency in writing what action must be taken as a condition of precedent to the resumption of said payments.

L. ASSIGNABILITY:

This Agreement is expressly non-assignable without the prior written consent and approval of the City; nor may the project activities be continued by a successor to the Agency herein named without the prior written consent of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement.

M. DOCUMENTS OF INCORPORATION:

This Agreement is expressly made subject to all of the attachments, provisions, federal, state, and local laws and the Cabarrus/Iredell/Rowan HOME-ARP Consortium Joint Cooperation Agreement and of the Funding Agreement between the City and HUD and to any and all requirements, whether federal, state or local, verbal or written, placed upon the City as lead entity of the Cabarrus/Iredell/Rowan HOME-ARP Consortium. All of the foregoing is hereby made a part of this Agreement and incorporated herein by reference. A list of documents incorporated herein by reference include, but are not limited to, those set forth in Exhibit "B."

N. MISCELLANEOUS PROVISIONS:

- 1. The singular of any term used in this Agreement shall include the plural, and the plural shall include the singular, the masculine shall include the feminine and vice versa.
- 2. A signed copy of this Agreement shall be considered as an original.
- 3. All notices under this Agreement shall be addressed to the following unless otherwise notified:

CITY OF CONCORD

Lloyd Wm. Payne, Jr. ICMA-CM, City Manager
City of Concord
P.O. Box 308
Concord, NC 20826-0308

With a copy to:
Pepper Bego, Federal Program Coordinator
P.O. Box 308

Concord, N.C. 28026-0308

City of Salisbury

Karen K. Alexander, Mayor
Salisbury
132 N. Main Street
Salisbury, NC 28144

With a copy to:

Hannah Jacobson, Community Planning Director
132 N Main Street
Salisbury, Nc 28144

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed on its behalf and attested; and the Agency has caused the same to be duly executed and attested on its behalf.

ATTEST:

CITY OF CONCORD

Kim Deason, City Clerk

(Corporate Seal)

By: _____
Llyod Wm. Payne, Jr. ICMA-CM, City Manager

APPROVED AS TO FORM

VaLerie Kolczynski, City Attorney

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act."

Jessica Jones, Finance Director

ATTEST:

CITY/TOWN/COUNTY OF Salisbury

Connie Snyderr, Clerk

(Corporate Seal)

By: _____
Karen K. Alexander, City/Town/County
Mayor/Commissioner

APPROVED AS TO FORM

Graham Corriher, City/Town Attorney

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act."

Wade Furches, Finance Director

EXHIBIT "A"
AGENCY HOME-ARP ACTION PLAN



EXHIBIT "B"

CERTIFICATIONS

The following are made a part of this contract:

1. Office of Management and Budget Circular A-87 as applied to cost principles for State and local governments;
2. 24 CFR Part 85 as applied to Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments;
3. Title VI of the Civil Rights Act of 1964;
4. Title VIII of the Civil Rights Act of 1968, known as the Fair Housing Act;
5. Drug Free Workplace Act;
6. Provisions of 24 Code of Federal Regulations Part 92.357 as related to debarred, suspended or intelligible contractors;
7. National Historic Preservation Act of 1966;
8. 24 Code of Regulations Part 92 containing regulations for the HOME-ARP Investment Partnerships Program;
9. Furthering fair housing; and Executive Order 11063;
10. Section 109 of the Housing and Community Development Act of 1974 (the Act), as amended; and regulations issued pursuant thereto regarding prohibited discriminatory actions;
11. Requirements as set forth in 24 CFR Part 92.354;
12. The National Environmental Policy Act, as related to environmental standards and regulations contained in 24 CFR Part 58;
13. Section 202(a) of the Flood Disaster Protection Act of 1973, as amended, relating to the National Flood Insurance Program in accordance with 44 CFR Parts 59 – 79 and 24 CFR Part 92.358;
14. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations in 24 CFR Part 92.353;
15. Executive Order 11246, as amended by Executive Order 112086 and regulations issued pursuant thereto (41 CFR Chapter 60), relating to employment and contracting opportunities;
16. Section 401(b) of the Lead-Based Paint Poisoning Prevention Act and implementing regulations contained in 24 CFR Part 35, Subpart B and 24 CFR 92.355 prohibiting the use of lead-based paint in residential structures;
17. The prohibition against employing, awarding of contracts to, or engaging the services of any contractor or subcontractor debarred, suspended or ineligible for federal funds under 24 CFR Part 24 and 24 CFR Part 92.537;
18. The conflict of interest provisions contained in 24 CFR Part 85.36 and 24 CFR Part 92.356 in the procurement of supplies, equipment, construction and services;
19. Executive Order 12372 Concerning intergovernmental review of federal programs including implementing regulations contained in 24 CFR Part 52;
20. Section 3 of the Housing and Urban Development Act of 1968, as amended, concerning Affirmative Action in the provision of training employment and business opportunities;
21. Americans with Disabilities Act (ADA).

22. Notice CPD 21-10 - <https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>

CABARRUS-IREDELL-ROWAN HOME CONSORTIUM

HOME-ARP FUNDING ACTION PLAN



APPLICATIONS DUE FEBRUARY 11, 2022

Submit application to:

**City of Concord
Attn: Pepper Bego
Planning & Neighborhood Development Department
P.O. Box 308
Concord, NC 28026
704-920-5133
begop@concordnc.gov**

ACTION PLAN INFORMATION

HOME Consortium Member:

City of Salisbury, NC

PROJECT/ACTIVITY DESCRIPTION

Project/Program Title:

City of Salisbury, NC HOME-ARP funding

Project/Program Location:

Salisbury, NC

I (a) Type of Activity (check one)

☐ Development and Support of Affordable Housing

☐ Tenant Base Rental Vouchers (TBRV)

☐ Support Services (Non-Profits)

☒ Acquisition and Development of Non-Congregate Housing

II (b) Project Description. Please provide a **detailed narrative description** of the project below (or on an attached page), addressing all of the following questions. Please check each box below to show that you have addressed the question, and insert information directly in blank space below question. Where the question is not applicable or no information is available, insert N/A.

Creation of non-congregate transitional housing units leading to the ability to assist homeless persons or persons housed in a homeless shelter, renovation of existing building to create transitional housing units with permanent supportive services.

PROJECT BUDGET AND FUNDING

III (a) Budget

Show all funding sources for the project or projects you plan to undertake. Be sure to include program income.

Project Activities:
HOME-ARP

Purchase and Development of Non-Congregate Shelter Housing:

Non-Congregate housing	\$487,247.00	\$487,247.00
Program Administration		
General Administration	\$33,693.00	\$ 33,693.00
Fair Housing Activities	\$5,000.00	<u>\$ 5,000.00</u>
	Total CDBG Funds	\$525,940.00



HOME- ARP CALL FOR PROJECTS

Date Issued: August 1, 2023

Due Date: September 1, 2023

City of Salisbury
Community Planning Services
Hannah.Jacobson@SalisburyNC.gov
(704) 638-5230
132 N. Main Street, Salisbury, NC 28144



City of Salisbury HOME ARP Call for Projects

Program Overview

The American Rescue Plan (ARP) provides \$5 billion to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country. These grant funds will be administered through the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME). The HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funds were allocated using the HOME Program formula.

HOME-ARP funds must be used to primarily benefit individuals or families from the following qualifying populations:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence.
- An individual or family who will imminently lose their primary nighttime residence within 90 days.
- Individuals fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- Individuals for whom provision of supportive services or assistance herein would prevent homelessness or who are at the greatest risk of housing instability
- Veterans and their families that meet any of the preceding criteria.

More information regarding the HOME ARP program can be found at:

https://www.hud.gov/program_offices/comm_planning/home-arp

Available Funding

As a participating member of the Cabarrus, Iredell, Rowan HOME Consortium, the City of Salisbury has a total of \$487,247.00 in HOME ARP funds that can be awarded for eligible projects.

Application Period

Proposals will be accepted between August 1, 2023 and September 1, 2023. See submittal instructions for more detail.



Eligible Activities

HOME-ARP funds must be used to primarily benefit the qualifying populations through the four eligible activities:

- **Tenant-Based Rental Assistance (TBRA)** - Payments to make up the difference between the amount a household can afford to pay for housing and the local rent standards and other costs to include security and utility deposits.
- **Production or Preservation of Affordable Rental Housing (New Construction, Acquisition, Rental or Rehabilitation of housing units)** - Acquire, construct and rehabilitate rental housing for occupancy by individuals and families that meet one of the Qualifying Populations.
- **Provision of Supportive Services** - Homeless prevention services and housing counseling. Also, includes supportive services such as childcare, basic educational skills, employment assistance and job training programs, legal services, rental application fees, security/utility, payment of rental arrears deposits, etc.
- **Acquisition and Development of Non-Congregate Shelter Units (NCS)** - These structures can remain in use as non-congregate shelter or can be converted to: 1) emergency shelter under the Emergency Solutions Grant program; 2) permanent housing under the Continuum of Care; or 3) affordable housing under the HOME Program (Includes locations where each individual or household has living space that offers some level of privacy such as hotels, motels, or dormitories).

The City of Salisbury endorsed a HOME ARP allocation plan in February 2021 that indicated support for the Acquisition and Development of Non-Congregate Shelter Units as the highest priority need for this funding. Therefore, projects that support that activity will receive priority.

Project Proposal

At a minimum, proposals should include the following information. Please provide written responses to the bulleted items below as part of your proposal. Additional information such as renderings or letters of support will also be accepted, but are not required.

Project Narrative

- a) Provide a concise description of the proposed project, indicating specifically how HOME ARP funds will be used.
- b) List the amount of funding your organization is requesting in HOME ARP funds from the City.
- c) Describe how this project addresses the current challenges faced by your organization or the population your organization serves.



- d) Describe the populations to be served. Describe the key demographic and economic characteristic of the clients to be served.
- e) Describe the duration of time the project will serve the populations described above.
- f) Provide a proposed timeline for the delivery of your proposed project.

Project Budget

- g) Provide a detailed project or program budget and narrative that specifically identifies how the requested HOME ARP funds will be spent. Identify other sources of funding to be used to implement your project or program in your budget.

Organization Information/Organization Capacity

- h) Provide a brief summary of your organization's history and mission.
- i) Describe your organization's experience with and ability to programmatically manage federal funds.

Supporting Documents

- j) Include as attachments any supporting documents that may be relevant.

Submittal Instructions

The deadline to submit project proposals is September 1, 2023. No submissions or supporting documents will be accepted after this deadline. Submittals may be emailed to Hannah.Jacobson@Salisburync.gov or delivered to:

*City of Salisbury
Attn: Hannah Jacobson
132 N. Main Street
Salisbury, NC 28144*

The submission should include the project proposal narrative as detailed in this Call for Projects, as well as the attached application complete with requested attachments.



HOME ARP – Application for Funding

Project Title:

Name of Organization:

Address:

Email:

Phone Number:

Executive Director:

Primary Contact (if different from above):

Requested Funding Amount:

SUBMISSION CHECKLIST

Check if Enclosed

Project Proposal: Written responses to the bulleted items described in the Call for Projects

Non-profit status: Provide a copy of a 501(c) (3) designation letter from the Internal Revenue Service if a non-profit applicant

Audited Financial Statement: Provide one copy each of the last two most recent audited financial statements that meet the criteria described. Include management letters if applicable.

Board Members: Provide list of board members and a copy of board meeting minutes authorizing the submittal of this application.

Project Budget: Attach a detailed project budget that identifies how HOME ARP funds will be spent. Identify other sources of funding to be used to implement your project in your budget.

CONFLICT OF INTEREST ACKNOWLEDGEMENT

Do any family relationships (by blood or marriage) exist between staff in your organization and/or Agency Board members?

Yes ☐ **No** ☐

If yes, please explain in detail and document the staff person's involvement with these grant funds in the section below.

Do any family relationships (by blood or marriage) exist between staff in your organization and/or City Council for the City of Salisbury?

Yes ☐ **No** ☐

If yes, please explain in detail and document the staff person's involvement with these grant funds in the section below.



ACKNOWLEDGED RESPONSIBILITY TO ABIDE BY ALL HUD AND CITY OF SALISBURY REQUIREMENTS

The applicant agrees to abide by all policies, regulations, ordinances, or statutes as required by HUD and the City of Salisbury. Please comprehensively review the HOME regulations at, [24 CFR Part 92](#).

Yes ☐ **No** ☐

CERTIFICATION

I certify that the applicant agency meets the conditions specified in the application instructions and will be able to carry out the proposed services in concert with all federal requirements. I also certify that the organization is a certified IRS 501(c) (3) non-profit or governmental agency. I agree to adhere to the above provisions for all programs receiving assistance from the US Department of Housing & Urban Development. All board and staff members have disclosed any potential conflicts of interests that could violate HOME Program regulations at this time or at a later date. I further certify that I have reviewed the contents of this application and the rating form and deem them to be accurate and true.

Authorized Representative

Signature

Date

Printed Name

Title

AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE GRANT FOR HOME INVESTMENT PARTNERSHIP - ARP

Be it ordained by the City Council of the City of Salisbury, North Carolina, as follows:

Section 1. The City has received a grant from the HOME Investment Partnerships – American Rescue Plan (HOME-ARP) Program in the amount of \$525,940 for Non-Congregate Housing and Program Administration. NC General Statutes require that the City appropriate this revenue so that it can be legally spent.

Section 2. That the 2023-24 Budget Ordinance of the City of Salisbury, adopted on June 20, 2023 is hereby amended as follows:

(a) That the following General Fund line items be amended as follows:

- | | | |
|-----|--|-------------------|
| (1) | Increase line item 056-760-000-5512.20
HOME ARP | <u>\$ 525,940</u> |
| (2) | Increase line item 56-760-000-4441.10
HOME Revenues | <u>\$ 525,940</u> |

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage.

Salisbury City Council

Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Community Planning Services

Name of Presenter(s): Hannah Jacobson, Planning and Neighborhoods Director

Requested Agenda Item: Council to receive a presentation and to consider authorizing the City Manager to enter into a contract with Thomas P. Miller & Associates, LLC in the amount of \$175,000.00 to prepare a 10-Year Housing Strategy.

Description of Requested Agenda Item: Council will receive a presentation that provides an overview of the selection process and staff's recommendation to work with Thomas P. Miller & Associates, LLC. Staff will share a preliminary scope of work to be performed under the contract.

At City Council's Retreat in January 2023, Council established the goal to complete a comprehensive 10-Year Housing Strategy that addresses housing availability and affordability at all income levels, housing conditions, and discrimination in housing. A Request for Qualifications was issued on March 13, 2023 and responses were received on May 1, 2023. The City received four responses to the RFQ from qualified firms. Two firms were selected for interviews, which occurred in June 2023. The interview panel was comprised of Mayor Alexander, Council Member McLaughlin, the chair of the Human Relations Commission, staff of the Salisbury Community Development Corporation, and staff from various City departments including Diversity, Equity and Inclusion, Administration, and Planning and Neighborhoods.

Following a thorough review, Staff's recommendation is to enter into a contract with Thomas P. Miller and Associates (Attachment A). Basis for the selection is summarized in Attachment B, Selection Criteria Scoresheet. Overall, the proposal review panel and interview panel believes the firm's recent experience with small to mid-sized cities in creating actionable strategies will be a benefit to this project. The project team from TPMA LLC is highly qualified to perform insightful market analyses, to engage in meaningful way with community around housing issues, and to present a strategic and actionable plan.

Staff anticipates a project timeline of 12 to 15 months. More detail related to timeline and opportunities for public input will be shared following the project kick-off.

Attachments: ☒ Yes ☐ No

Attachment A – Thomas P. Miller and Associate's Proposal for a 10-Year Housing Strategy
Attachment B – Selection Criteria Scoresheet

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)* Funding is included in the FY2023-2024 Budget

Salisbury City Council

Agenda Item Request Form



Action Requested of Council for Agenda Item: Council to consider authorizing the City Manager to enter into a contract with Thomas P. Miller & Associates in the amount of \$175,000.00 to prepare the City's 10-Year Housing Strategy.

Contact Information for Group or Individual: Hannah Jacobson, hannah.jacobson@salisburync.gov, 704-638-5230

☐ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Department Head Signature


Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only

☐ Approved

☐ Delayed

☐ Declined

Reason:

CONTACT

Wendy Brewer, Senior Manager
Thomas P. Miller & Associates, LLC
1630 N. Meridian St., Suite 430
Indianapolis, IN 46202
wbrewer@tpma-inc.com
740-350-5880



PROPOSAL FOR

CITY OF SALISBURY HOUSING STRATEGY

SUBMITTED TO

Hannah Jacobson, Community Planning Director
City of Salisbury
132 North Main Street
Salisbury, NC 28144
Hannah.jacobson@salisburync.gov

MAY 1, 2023

A. LETTER OF INTEREST

May 1, 2023

Hannah Jacobson, Community Planning Director
132 North Main Street
Salisbury, NC 28144

Dear Ms. Jacobson,

Thomas P. Miller and Associates, LLC (TPMA) is pleased to provide the attached proposal to the City of Salisbury (the City) in response to the Request for Qualifications for a Housing Strategy. We are in receipt of addendum 1 posted on April 19, 2023.

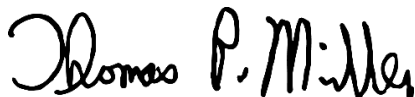
Established in 1989, TPMA located at 1630 N. Meridian Street Ste 430, Indianapolis, Indiana 46202, provides comprehensive consulting services throughout the United States and internationally, working with nonprofit organizations, educational institutions, local and state governments, and industry associations. We have the experience and the expertise to define current weaknesses in the housing market and discover opportunities that lie ahead for those living in and moving to the City of Salisbury.

TPMA has worked across the United States on housing, economic development and planning projects, and on multiple projects in various states. Our approach places great importance on understanding a community's demographic characteristics, residents' economic reality, and related opportunities that can support long-term growth. This approach allows our team to align strategies to immediate, short-term, and long-term priorities in meeting housing needs for all household types and income levels. Our recommendations pursue resiliency through economic diversity, resource alignment, and community vibrance. TPMA has no judgements or pending litigations in the past 5 years.

Your TPMA team, led by Aaron Finley, includes housing experts that have an intimate understanding of rural communities and the housing obstacles in various states. We are committed to performing the work outlined in this proposal and are eager to work with the City to build a strategy action plan that will support the City of Salisbury for the next 10-years.

Should you have any questions on our proposal, please contact Wendy Brewer at wbrewer@tpma-inc.com, or by phone at (740) 350-5880.

Sincerely,



Thomas P. Miller
President & CEO
Thomas P. Miller & Associates, LLC

B. FIRM STAFF & QUALIFICATIONS



TPMA envisions a world that thinks strategically, works collaboratively, and acts sustainably. In keeping with that vision, we empower organizations and communities, through strategic partnerships and informed solutions that create positive, sustainable change.

TPMA is headquartered in downtown Indianapolis with a staff of 45 professionals, across 13 states, possess diverse professional experience and educational backgrounds but work collaboratively to provide our clients with holistic solutions. TPMA approaches all projects as a partner and values increasing the organization's internal capacity and relationships through partnership, research and evaluation, stakeholder engagement, and strategic/action planning. We prioritize creating and facilitating a collaborative relationship and engage the client in the design, expectations, commitment, and results of the project.

We have a deep understanding of the needs of both rural and urban communities through our extensive economic development work. TPMA has worked in communities of all sizes from Los Angeles, California to Cumberland, Indiana. Our experience in other unique locations such as Greenville, South Carolina; Moscow, Idaho; Detroit, Michigan; and Dearborn, Indiana has informed our team on applying this process across communities of varying size across the United States on projects related to housing, workforce development, disaster recovery, strategic planning, higher education, grants, and more. Our approach seeks to align economic, quality of place, and talent development efforts that are customized to the strengths of each one of our project's local areas.

Our staff includes subject matter experts in housing and labor market research, workforce and economic development strategy, evaluation, and resource development. This will provide the City of Salisbury with a team that is able to produce customized research and analysis, understands how to communicate and build consensus among multiple audiences, defines strategy with measurable outcomes, and outlines clear action for implementation.

TPMA considers housing to be a vital component of a community's ability to sustain and grow a resilient local economy. A lack of appropriate housing can weaken workforce retention and attraction efforts. Data analysis can pinpoint the existing gaps and unmet demand in local markets in terms of price points, housing types, and for-rent or for-sale options. Building on this knowledge TPMA believes that a planning process can yield effective strategies that empower communities to tackle local housing challenges.

AFFORDABLE AND MARKET RATE HOUSING DEVELOPMENT EXPERIENCE

TPMA has experience working with communities across the United States to develop actionable implementation plans for the development of both affordable and market rate housing. TPMA brings experience working directly with communities, developers, and residents to find optimal housing solutions to respond to community housing needs. Our team brings experience securing

the necessary funding streams and federal grant management to support recommendations to close the financial gap for recommended policies.

SCALABLE UNDERSTANDING OF HOUSING PRIORITIES

TPMA understands that local housing markets must evolve to meet the needs of diverse residents, from seniors to persons with disabilities to buyers to renters. Our team has experience designing finance strategies for various types of housing to meet existing and future demands. We have recently completed similar housing studies that include Hiawatha, IA; Greenville, SC; Canton, GA; DeKalb County, IL; Palouse Region (Moscow, ID and Pullman, WA); Dearborn County, IN; Fairborn, OH; and the Indiana Housing & Community Development Authority.

RESEARCH & ANALYSIS CAPABILITIES

TPMA specializes in customized methodologies that combine quantitative and qualitative insights into tangible analysis. We employ a wide array of comprehensive data sets and sources to paint a comprehensive picture of housing needs based on housing stock, market trends, and the demographic characteristics of our clients' communities. We design our deliverables to provide the right amount of data in easy-to-understand formats that highlight key findings linked to policy recommendations and actions.

PARTNERS IN PLANNING

We value client relationships and the communities where we work. We evolve our scopes of work to best fit with the needs of our clients. This flexibility leads to stronger community buy-in and implementation of strategy.

ACTIONABLE RECOMMENDATIONS

We customize recommendations for our housing analysis partners based on relevant local data and personal interactions with stakeholders and residents. We accompany our community-specific recommendations with implementation schedules detailing timelines, partners, responsible parties, and funding options to allow a seamless transition from planning to implementation.

DIVERSITY, EQUITY, AND INCLUSION LENS AND FRAMEWORK

TPMA understands the importance of embedding diversity, equity, and inclusion (DEI) practices into all areas of the company and our work, and we are currently enhancing the efforts of our DEI Committee to continuously improve these practices across the company. TPMA values participatory approaches, engaging community members and those affected most by programs to ensure their voices are being heard and measuring the impact of provided services.

PREVIOUS EXPERIENCE

City of Northglenn, CO, Housing Needs Assessment and Policy Development



2022-2023

TPMA is currently developing a housing needs assessment that is focused on various housing issues, and compiles data regarding the housing market (costs, inventory, turnover, projected timelines etc.). Additionally, the team assists the city with the creation of policies which are informed by the assessment, related addressing aps and improving, incentivizing, and maintaining affordable and workforce housing options. TPMA is proposing concrete policies, recommendations, language, and prioritization in order to guide the city through the development. The Housing Needs Assessment also includes a broad range of stakeholder facilitation in order to gain additional, local insights into the market and interview experts around the topic. Cost: \$100,000.00

TEAM MEMBER	ROLE
Scott Sattler	Project Advisor
Lindsay Bloos	Project Advisor
Aaron Finley	Project Lead
Ashley Sharpley	Project Support

Reference Contact Information

Sara Dusenberry, Senior Planner
 11701 Community Center Dr. Northglenn, CO 80233
 303-450-8836
sdusenberry@northglenn.org

North Central Planning Commission, ND, Regional Labor & Housing Studies



March – December 2021

TPMA conducted a Regional Labor and Housing Study for the North Central Planning Council (NCPC), funded by the Economic Development Administration through the Supplemental Planning Grant for CARES Act Recovery Assistance. The area encompasses 6 counties within Region III of North Dakota. The study required the Identification and assessment of the current workforce available, including compiling an income matrix by industry and workforce demographics by county. It also included the identification and assessment of the demographics of the potential workforce, the identifying and assessment of current job vacancies by type, pay and benefits, and typical cause of turnover, the compiling of a current workforce landscape, the identification of workforce barriers, which may include workforce capability gaps, daycare, and proximity to work site and the compilation of successful workforce programs or best practices. The Housing Study also required an existing housing inventory and trend analysis through socio-economic data collection and analysis, a market rate and rental housing demand analysis, and extensive stakeholder engagement with up

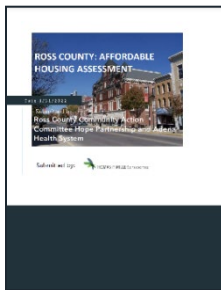
to 60 individual interviews conducted with housing market and real estate leaders and prominent community members. This information formed the basis for two final reports presented to NCPD with recommendations for future positive long-term impact in improving housing and labor needs. Cost: \$170,000.00

TEAM MEMBER	ROLE
Dawn Busick	Project Advisor
Grace Heffernan	Project Lead
Aaron Finley	Project Support
Brenda Vogley	Project Support

Reference Contact Information

Megan Laudenschlager, Executive Director
 1905 2nd St. NE-PO Box 982 Minot, ND 58702
 701-303-0840
megan@strengthennd.com

Ross County, OH Affordable Housing Assessment



May 2021 – January 2022

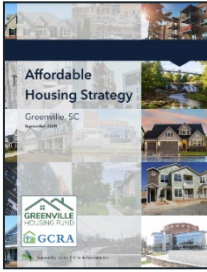
The Ross County Community Action Commission, Hope Partnership Project, and Adena Health Systems needed a housing assessment in order to understand the trends impacting affordable and mix-income housing, zoning, and inclusionary housing ordinances (with special focus on recovery/mental health housing). The project was funded through the Human Resource Services Administration Rural Community Opioid Response Program grant. Over the course of nine (9) months, TPMA performed extensive quantitative and qualitative analysis of the local community, its population demographics, and housing market, and determined significant findings in resident socioeconomics, housing availability, and housing affordability. The recommendations to create a Regional Housing Task Force, develop a Comprehensive Homeowner Support Program, assist landlords *and* tenants through structured support programs, and establish a vision for future development (including the utilization of Federal and State funding sources) were included in an 80-page final deliverable that will be used to inform regional strategy over the next 5 years. Cost: \$34,540.00

TEAM MEMBER	ROLE
Brett Wiler	Project Lead
Connor Waddell	Project Support
Kyra Guy	Project Support

Reference Contact Information

Audrey Barker, School-Based Wellness Program Manager
 9 S. Paint Street, Chillicothe, OH 45601
 740-656-2341
abarker@adena.org

Greenville, SC Affordable Housing Profile & Strategy



August 2019 – October 2020

The Greenville, South Carolina metropolitan area has experienced increasing significant shortages of affordable housing for its residents. A citywide report that identified a projected housing gap of 9,000 units prompted municipal leaders to prioritize in-depth research and long-term planning. TPMA conducted background research on current conditions, 20+ stakeholder interviews, and generated a report of recommendations. TPMA partnered in building the final strategy, establishing a clear work program and a set of metrics to track progress. Focus areas include affordable housing preservation, new affordable housing production across a variety of typologies, location of affordable housing throughout the metro area, housing finance and regulatory tools, and affordable housing capacity and coordination. This City and County effort encompasses a \$1.4 billion affordable housing strategy to preserve and produce 13,000 affordable units over ten years via a robust public-private partnership. Cost: \$42,533.00

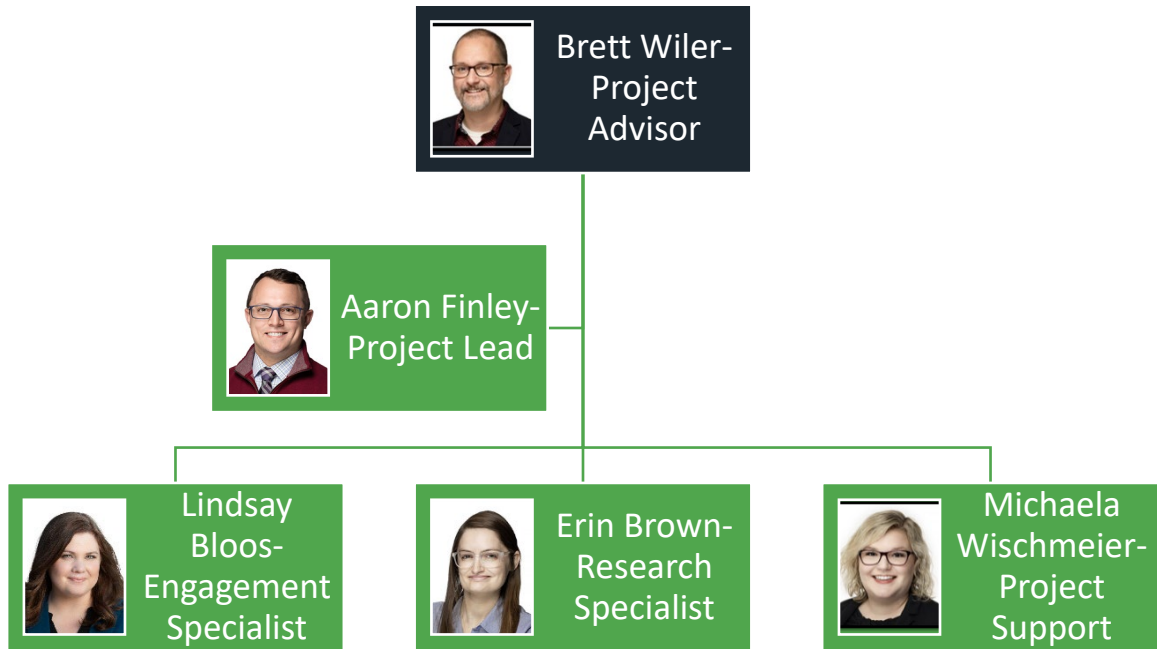
TEAM MEMBER	ROLE
Matt Rueff	Project Lead
Lindsay Bloos	Project Support
Gabriel McFadden	Project Support

Our team brings experience working directly with cities and regions to identify housing solutions and funding sources that support workforce development and sustainability. Our housing-related projects that are currently in progress or recently completed also include:

- The City of Whiting, IN – Housing Market Study
- City of Fairfax, VA - Housing Assessment and Strategy Report
- Town of Fortville, IN – Land Use Market Study
- Knox County Development Corporation, TN – Housing Study
- Mount Comfort Corridor, IN - Housing Gap Analysis and Land Use Planning

Project Team Qualifications

The TPMA Housing Team provides expertise in assessing markets, identifying opportunities, and developing solutions that align with community and economic development objectives. The Team connects these efforts with the expertise of the greater TPMA staff that includes subject matter experts in economic and labor market research, workforce development strategy, evaluation, and resource development. All team member roles for the City of Salisbury 10 Year Housing Strategy are as follows with full bios on the following pages.



Brett R. Wiler

**Sr. Director of Economic Development & Strategic Planning
Strategic Advisor**

Public Administration, M.P.A. – Gannon University
Business Administration, B.Sc. – John Carroll University

📞 814-323-1999 ✉ bwiler@tpma-inc.com 🏠 Erie, PA

Brett is the Director of Economic Development and Strategic Planning at TPMA and will serve as Strategic Advisor for this project. He specializes in business retention and expansion, strategic planning, business attraction, Opportunity Zone strategy, economic development financing strategy, entrepreneurial ecosystem building, and workforce development.

Prior to joining TPMA, Brett worked as the Director of Outreach and Investment for the Erie, PA Regional Chamber where he managed an industry-recognized best-practice business outreach program. In addition, Brett was the primary architect of the nation's first municipal-based Opportunity Zone Prospectus and Intermediary and went on to lead the Flagship Opportunity Zone Development Company under the umbrella of the Erie Regional Chamber. Here he was instrumental in creation of the White House Roadmap to Reinvestment, which cataloged public projects so that community leaders could work with state and federal agencies to secure funding through initiatives outlined by the White House Opportunity and Revitalization Council. His work around Opportunity Zone's was the cornerstone of Erie's signature economic development conference, Erie Homecoming, that has led to over \$100 million in investment in Erie since 2019. Brett was the lead grant writer for a Build to Scale program that was awarded funding from the

EDA to design and implement an active angel investment network for Northwest PA. Brett is currently developing a Housing Needs Assessment for St. Lucie, FL and a Housing Study for the city of Canton, GA.



Aaron Finley

**Senior Consultant, Thomas P. Miller & Associates
Project Lead**

English, M.A. – Kent State University
English, B.A. – Indiana University

📞 937-657-5490 ✉ afinley@tpma-inc.com 🏠 Columbus, OH

Aaron will serve as the Project Lead, ensuring the successful completion of all project work and deliverables. He will also serve as the primary point of contact for Carroll County. Aaron specializes in housing research and strategy, workforce development, and community resiliency. Data-driven and goal-oriented, Aaron's approach is one of locating gaps and developing solutions. Aaron leads housing research at TPMA with specialized skills in the interpretation of complex data. He recently led Regional Labor & Housing Studies for North Dakota's North Central Planning Commission and is currently leading the Housing Needs Assessment and Policy Development for the City of Northglenn, Colorado, as well as a Housing Needs Assessment and Implementation Plan in St. Lucie County, FL. Aaron has helped to design propriety housing research methodology at TPMA, in addition to strategies for alignment of priorities to investment, land use plans, investment options, and innovative partnerships.



Lindsay Bloos

**Senior Consultant
Engagement Specialist**

Sociology, B.A. – Franklin College

📞 812-621-0101 ✉ lbloos@tpma-inc.com 🏠 Madison, IN

Lindsay is a Senior Consultant on the Economic Development & Community Resiliency Team at TPMA and will serve as the project Engagement Specialist. She has led multiple economic development projects at TPMA and facilitated engagement with the public and the private sector stakeholders. Her primary focus is engaging communities and developing actionable strategies for improving economic conditions and quality of life.

Prior to joining TPMA, Lindsay served as Executive Director of the Madison Area Chamber of Commerce in Madison, Indiana where she worked with businesses to provide support and resources. In 2020, Lindsay organized and led the COVID-19 business response team in Madison,

providing critical assistance and data. She served as an Executive Team member for the City of Madison's Stellar Communities designation, the Visit Madison Board of Directors, Madison Main Street Program's Economic Vitality committee, and Madison's America's Best Communities committee. Lindsay has been actively involved in the development and implementation of strategic visions, comprehensive economic plans, affordable housing strategies, and community engagement at local and regional levels across the country.

She recently led engagement efforts for the ACOG Oklahoma and the CEDS Update & Recovery Strategy, where she prepared a 2021 update to the Capital Area Economic Development District (CAPEDD) of Oklahoma's 2019 Comprehensive Economic Development Strategy (CEDS) with new priorities based on the pandemic's impact. She leads stakeholder engagement for the Housing Needs Assessment in St. Lucie, FL and supports Housing Needs Assessment and Policy Development for the City of Northglenn, CO.



Erin Brown

**Consultant
Research Specialist**

Economic M.S. – University of Maine
Economic B.S. – University of Maine

📞 203-913-7694 ✉ ebrown@tpma-inc.com 🏠 Bangor, ME

Erin Brown is a Consultant at TPMA who brings years of experience in research and analysis of quantitative data. She will support all areas of the project with special attention to data analysis. Erin's strong quantitative background enables her to use various analytical tools such as R, Stata, and ArcGIS. Prior to joining TPMA, Erin served as a Research Assistant at the Margaret Chase Smith Policy Center, where she developed and wrote technical reports, created visualizations for stakeholders, and analyzed and summarized papers for researchers. Erin also served as a research assistant for the University of Maine, where she cleaned and analyzed data to study Maine Residents' perceptions of aquaculture, conducted literature reviews, and presented research findings to stakeholders at several conferences. Erin received a Bachelor of Science and a Master of Science from the University of Maine.

Currently, Erin is working on several projects at TPMA including a Workforce study for SEAMaine, a seafood economic accelerator that supports Maine's commercial fishing industry and an Equitable Economic Development Strategic Plan for DeKalb, IL. She is providing data analytics and aggregation on many levels for various additional projects throughout the country, including a Housing Study for the city of Canton, GA.



Michaela Wischmeier

Consultant
Project Support

Master of Public Affairs, Public Management – Indiana University Purdue University Indianapolis
B.A. English Literature – Indiana University Purdue University

☎ 812-344-7853 ✉ mwischmeier@tpma-inc.com 🏠 Indy, IN

Michaela will support all areas of the project. She has extensive experience with community-based economic development and the nonprofit sector. She uses strong communication, research, and public presentation skills to build consensus and fuel positive change. As a specialist at Prosperity Indiana, Michaela designed strategies that leveraged public-private partnerships and led statewide engagement with a broad policy agenda emphasizing economic empowerment and mobility. Throughout her career, Michaela has led many Stakeholder Engagement processes and facilitated multiple focus groups, interviews and public forums. Her history with community-based organizations including Turning Point Domestic Violence Shelter and Foundation for Youth have helped her to develop an intimate understanding of complex issues that create barriers to affordable housing. Michaela has authored a number of publications and policy briefs that examine housing issues in Indiana including issues specific to low-income families, low-wage workforce, emergency rental assistance, and eviction.

C. PROJECT PLAN APPROACH

As partners alongside the City, TPMA's Economic Development and Community Resiliency team can provide the City and stakeholders with strategies and tools to effectively aid in planning appropriate housing for all City residents. The housing strategy plan will include socioeconomic research, needs and gap analyses, housing affordability and market rate housing analysis, stakeholder engagement, and benchmarking, all with a focus on supporting the City of Salisbury community with housing that meets the needs of various populations.

Our Project Team brings a broad range of skills that integrate research and data analysis, strategic planning, stakeholder engagement, and housing strategy implementation to inform each stage of a housing assessment and planning process. The Team is experienced at applying these skills to build on existing efforts to create tailored solutions and recommendations that are ambitious, informed by data, and actionable.

Local housing, real estate, and land use data such as community plans, previous studies, and zoning maps will be analyzed to understand trends and characteristics of the current and future housing inventory in the City of Salisbury. With the current level of cost-burdened households only expected to increase, our team will build a comprehensive set of housing goals and implementation strategies for the next 10 years. These will consider upcoming projects, local

planning efforts, City-led assistance programs, development opportunities, and community resiliency through affordable housing options.

Task 1: Project Launch and Administration

The Project Team will facilitate a launch meeting with the City of Salisbury (the City) leadership to make introductions and discuss any information that may help develop context for the 10-year Housing Strategy.

We believe that this meeting is critical to shared commitment and overall project success. We don't view this launch as a formality, but rather the first of many discussions that will help us get to know each other, develop deeper contextual understanding, and identify any potential challenges that we can proactively address as partners in this process. In addition to this stage setting, we will use the meeting to finalize a detailed project plan that includes:

- Scope of work, project plans, timeline, and deliverables;
- Roles and responsibilities;
- Communication preferences and monthly schedule for regular meetings;
- Desired outcomes and measures of success; and
- Current housing plans and programs

TPMA values regular open communication with our clients. For this project, we propose monthly update calls throughout the process. We will use this time to provide updates and next steps for the project as well as an opportunity for feedback on the work being done and any adjustments that need to be made.

We design communication schedules to build excitement and momentum for the final deliverables without creating excess burden on City members. Regular communication will also ensure messaging is consistent throughout the process and provide City leadership with tools to communicate and advocate within the greater community.

Timeline

July 2023

Task 2: Market Analysis

EXISTING PLANS

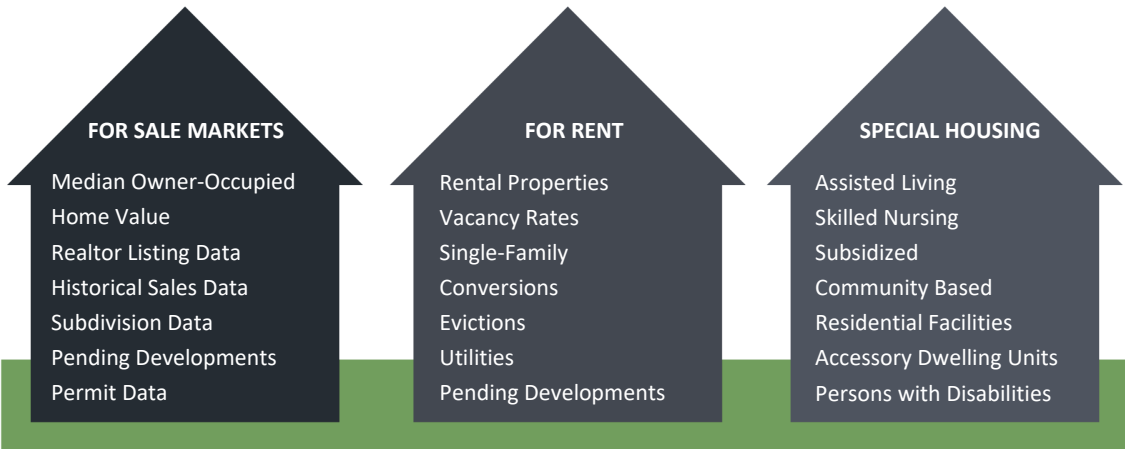
Data collection and analyses are essential to understanding the local climate as it relates to housing. TPMA will initiate background research by reviewing existing regulations, policies, and local and regional plans including:

- 2019 Affordable Housing Market Study
- Forward 2040 Comprehensive Plan
- Salisbury Strategic Plan
- Master Plans, Land Use, Corridor, Zoning and other county and regional plans identified with City leadership

This step will ensure that the Project Team has identified the pertinent resources and local planning context to build on previous work where possible and provide the necessary background when addressing key research questions.

EXISTING HOUSING STOCK / DEMOGRAPHICS

In addition to the comprehensive review of regional studies and documents, TPMA will review secondary sources such as national databases from Lightcast, ESRI Business Analyst, Zillow.com, Trulia.com, Redfin and the American Community Survey of the U.S. Census Bureau to establish additional contextual understanding. Current data from local residential listing services will confirm housing values and price points for housing stock that makes up the local housing market.



TPMA will review financial data to help determine monetary resources and needs of Salisbury residents and special populations. TPMA will identify key data trends that characterize the state of the local housing stock and affordability in the City based on the initial data collection.

This analysis will serve as the basis for the final report and summarize key assumptions that inform final recommendations and strategies. A review of demographic data will provide additional context for current and future housing needs, as well as the types of housing and incentive programs that should be targeted. ESRI Tapestry Household data will be analyzed to understand household consumer housing lifestyles and housing preferences.



AFFORDABILITY, MARKET RATE, & RENTAL DEMAND ANALYSIS

TPMA will complete an analysis of the for-sale housing market and rental markets in the City that integrates demographic data into an in-depth analysis of access to local affordable housing. The analysis will also estimate current and future demand for housing based on existing housing stock, population growth, and projected development. Housing market research will include the following areas:

- Recently opened and planned housing developments
- Housing units and household growth trends
- Lending practices and interest rates
- Housing demand analysis based on population projects

This will serve to inform strategies recommended for the area to adequately address housing demand. The summary will consider affordable housing, housing types, migration patterns, special needs housing, for-sale and rental options and special populations where relevant.

The Project Team will meet with identified representatives for an on- site visit to the City of Salisbury to conduct a **parcel- based survey**. This will include analyzing housing conditions and the exterior of several residential homes within the City and then rate the condition of a variety of factors including foundation, roofing, electrical, siding, structure type, construction type, etc. Once the survey has been completed, the Project Team will send the findings to the City for future reference.

Timeline

August-September 2023

Task 3: Community Engagement

TPMA will conduct a site visit for in-person focus groups and develop virtual forums that include our innovative approach to stakeholder engagement. The Project Team will schedule up to four in-person (4) focus groups or interviews and up to 10 remote or in person interviews with community stakeholders following the guidance of the City. These interviews will give the Project Team a chance to connect with local groups and individuals who are intimately familiar with the real estate market in the City of Salisbury. The Project Team finds that such stakeholder interviews often provide access to hard-to-access but important local data that is not always well represented in traditional data sources.

We utilize stakeholder mapping to design an inclusive engagement process for community members. Stakeholder mapping highlights differing levels of influence and impact; it is often individuals and organizations that have low influence that are left out of the process even if they are ones most impacted by decisions. Stakeholder mapping grounds the stakeholder process in an understanding of the inequities and power balance that exists in the community.

We employ a menu of engagement activities that effectively build on relationships with trusted community partners to expand reach and establish credibility. This involves collaborating with organizations that have long established and respected relationships with their constituents who invite, encourage, and support participation in planning initiatives.

Other strategies and tactics can include a variety of high-touch and high-tech engagement methods to maximize both breadth and depth, including but not limited to:

- Community forums and town hall meetings
- Parcel-Based survey (completed in task 2)
- Social media outreach and engagement
- Ad hoc task groups focused on specific populations or key needs
- Branded website to announce and gather public input

Discussion and questions will be designed to seek context regarding major obstacles to affordable housing, new development, and considerations for low income, elderly, disabled, and other special populations. Findings from the Community Engagement will be sent to City Council and the identified Steering Committee.

<p>The final engagement plan will be designed with the City and may include the following stakeholders:</p> <ul style="list-style-type: none">• City and local government representatives• Inclusive representation of low-to-moderate income individuals• Community development and non-profit organizations• Local realtors and landlords• Finance and mortgage lenders	<p>Engagement will cover some topics as they relate to housing that include:</p> <ul style="list-style-type: none">• Housing affordability• City ordinances and policies• Housing partners’ openness to collaboration with each other through resource sharing• Transportation infrastructure• Housing vacancy and land constraints• Special housing needs and barriers
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Timeline

October – November 2023

Task 4: Needs & Gap Analysis

Through community engagement and research conducted for the demographic and market analyses, TPMA will develop a strong understanding of the existing housing market to quantify housing needs, financial gaps, and common barriers that may persist in Salisbury. This analysis will pay special attention to future housing needs, workforce housing, different types of housing units, challenges related to homelessness and affordable housing. The Project Team will also conduct an analysis tackling homelessness in the City of Salisbury.

TPMA will conduct a Needs, Gap, and Barriers Analysis identifying factors that may prevent residents and/or future residents from accessing suitable and affordable housing. TPMA will examine opportunity areas, conduct an infrastructure assessment and define unit types best suited for the market as well as partnership opportunities to redevelop and revitalize existing structures.

INVENTORY OF HOUSING DEVELOPMENT TOOLS

After the completion of the needs, gaps, and barriers analysis, the TPMA team will assist the City in evaluating local, state, and federal policies and approaches to fill housing gaps and address aging, affordable and workforce housing needs. Action items include:

- Recommendations and supporting assumptions including:
 - Development of new affordable housing by typology
 - Redevelopment and rehabilitation of existing units
 - Policies to protect and assist low-to-moderate income individuals
- Land use planning/policy tools and strategies to support affordable housing development
- Implementation strategies for each recommended tool including timelines and public and private resources
- Local issues related to landlord and tenant rights

The recommendations will include time frames, funding sources, and actionable strategies to meet the region's housing needs. These recommendations will be delivered to the City in the form of a working draft.

Timeline

December 2023-February 2024

Task 5: Development of Housing Goals & Barrier Analysis

The team will develop housing goals that aim beyond the short term and have a long-term approach. TPMA has developed a proprietary housing model, that is adaptable and tailored to the needs of our clients. In this case, we propose to develop strategies, scenarios and forecasts for the next ten years. The model could also make forecasts for a longer period but the results will be less robust, therefore the maximum we suggest for this project will remain at 10 years. The results will provide the City with an approximation of home needs, supply, workforce changes, and consequently, housing market changes. In addition, the team will review the current policies, incentives, and programs and make suggestions for improvement or changes. The team will also leverage best practice knowledge, and case studies from comparable cities and data from the conducted stakeholder engagement to support the scenarios and strategy development. As described in the RFP, the Project Team will develop a matrix of housing related goals for various income levels by housing tenure (rental vs. homeownership).

Alongside, TPMA will complete a Barrier Analysis of the local housing market regarding the supply, demand, condition, and cost of different forms of housing. The analysis will also estimate current and future demand for housing based on existing housing stock, population growth, and projected development. This will serve to inform strategies recommended for the area to adequately address housing demand over the next years. The summary will consider affordable housing, housing types, migration patterns, special needs housing, for-sale and rental options, and special populations such as seniors.

TPMA will identify the available housing stock to serve the growing population of the City of Salisbury. These groups will include (at the minimum) disabled, low-income persons, elderly and seniors, displaced, and Limited English Proficient. Additionally, targeting housing units currently

assisted by local, state, or federally funded programs will be part of this analysis. TPMA will also assess the likelihood of such units being lost from the assisted housing inventory and identify potential losses.

By developing a firm grasp on where the City is currently is in terms of housing, affordability, population, and economics, the Project Team can then proceed with data-informed projections about where the area is headed. The trends, demand, and projections that are unveiled during the analysis will inform opportunities and challenges that are unique to the City.

Timeline & Deliverables

February-April 2024

Task 6: Policies, Strategies & Recommendations

Upon completion of all project activities from Tasks 1-5, TPMA will produce a preliminary draft document of the final Housing Strategy for that address needs of the City for short, medium, and long term. Following feedback from the City, and key stakeholders, TPMA will design a final report with general policies for providing equitable access to housing, strategies, best practices, and recommendations for appropriate responses related to current and future housing, including related action steps. The Project Team will incorporate the quantitative review, market housing analysis, and qualitative data collection into a draft report that will include key findings and summarize the results of all data analysis and leadership input. The Project Team will allow for a short review period for thorough edits/revisions and will make any adjustments as directed by the City before completing the final document.

Data will be presented in easy-to-understand narrative suitable for a variety of audiences with labeled maps, tables, and graphics where appropriate. The assessment will outline recommendations and supporting assumptions related to housing.

Timeline & Deliverables

April-May 2023

Project Management

TPMA employs over 45 full-time consultants and has identified a team of five elite professionals specifically dedicated to the City's housing strategy project. We carefully monitor capacity and labor projections of each of our project teams to ensure that our consultants are not overburdened so that they can deliver their best performance to the client and to make sure we provide the most transparent and cost-effective solutions. This mitigates conflicting priorities of separate projects and ultimately aids in timely delivery of high-quality project work.

We are committed to preparing and following a project work plan for the duration of the contract. Upon project launch, TPMA will finalize the work plan with the City to ensure that tasks are defined with assigned staff members and milestones for completion. Through regularly scheduled calls and emails, we will track progress against goals and provide budget updates. We are confident that the proposed timeline is aligned with other similar projects we have successfully completed in the past.

For each project, TPMA assigns a Project Success Manager and Project Lead to collectively oversee all aspects of the project. The Project Success Manager coordinates all contracting and administrative tasks, including managing budget and staff time internally. The Project Lead, Aaron Finley, will serve as a point of contact for the City, provide weekly updates with the City's Project Manager, update the City's website regularly and host monthly meetings with the City staff Advisory Team. Aaron will also provide strategic guidance to the Project Team in executing the final deliverable.

COST

TPMA estimates a cost of **\$175,000.00** to complete the City of Salisbury Housing Strategy. This includes all anticipated material and personnel costs.

TASK	COST
Tak 1: Project Launch & Administration, Ongoing Communication	\$33,728.00
Task 2: Market Analysis	\$57,576.00
Task 3: Community Engagement	\$27,056.00
Task 4: Needs & Gap Analysis	\$14,275.00
Task 5: Development of Housing Goals & Barrier Analysis	\$26,045.00
Task 6: Policies, Strategies & Recommendations	\$16,320.00
TOTAL	\$175,000.00

STAFF	HOURLY RATE
Brett Wiler, Strategic Advisor, 6%	\$295.00
Aaron Finley, Project Lead, 31%	\$255.00
Lindsay Bloos, Engagement Specialist, 10%	\$255.00
Erin Brown, Research Specialist, 22%	\$215.00
Michaela Wischmeier, Project Support, 28%	\$215.00
PM/Marketing, 3%	\$160.00

D. WORK SAMPLES

Ross County, OH: Affordable Housing Study.

North Central Planning Commission ND: Regional Labor & Housing Study.

City of Northglenn CO: Housing Needs Assessment & Policy Development.

Greenville, SC: Affordable Housing Strategy.

City of Hiawatha, IA: Housing Study & Needs Assessment.

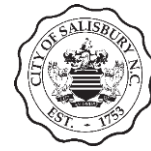
10 Year Housing Strategy RFQ - Firm Selection

Score 1-10, 1 being the lowest, 10 being the highest

Selection Criteria		Notes	The successful experience of the staff assigned to this project to perform the type of work required within the budget. Include an evaluation of their proposal for project management and coordination.(25%)	Notes	Demonstration of a thorough understanding of the scope of the project as detailed in the RFQ (Section II) (15%)	Notes	Reasonableness of proposed project schedule and budget (15%)	Notes	Inclusive and innovative community engagement proposal (15%)	Notes	Overall quality of presentation including oral communication, graphics, and non-verbal communication (5%)	Notes	TOTAL
Firm X	6	Work samples provided blend transportation and economic development, with housing as a component of both. Understood that the strategy goes hand in hand with economic development and that strategies for housing need to be developed across the income spectrum. Multidisciplinary firm is a strength, but they did not provide examples of a holistic strategy they have completed with housing at the forefront. They did not provide specific examples in during the interview.	6	AECOM is collaborating with Neighboring Concepts. Both are large companies with a lot of resources to pool. While no one is from Salisbury, they had familiarity with the region and experience working in Salisbury. Sara Richards is the project manager. She has ample experience managing projects like impact studies and market analysis; overarching strategy is not on resume. Spoke about the importance of establishing communication preferences, project goals, etc at the onset of the project. Meetings would likely be via Zoom.	7	Understood that the strategy goes hand in hand with economic development and that strategies for housing need to be developed across the income spectrum. Addressed major elements of the RFP, with the exception of the housing conditions survey.	6	Proposed an 8 month timeline, which doesn't seem feasible for the depth and breadth we are hoping for.	7	Proposed a blend of stakeholder focus groups, large format meetings,webinars and pop up meetings. Emphasized the need to go to where people are. Translation and interpreters are importants. Make interactions fun and engaging. Would design specifics with us.	7	Good oral communication, but light on depth in answers to questions; presentation easy to follow; personable in conversation	6.35
TPMA	8	Recent experience with several small, mid-sized cities in completing housing needs assessments and strategies, including Greenville, SC. Addressed all aspects of the RFP thoroughly, including the housing conditions window survey. Understood that the scope is intertwined with economic development and housing strategies a spectrum of incomes.	7	Five people assigned to the project, each with a defined role. Emphasized the importance of the project launch call, project website, document sharing platforms, and regular check in calls to meet expectations. Want to design project alongside client. Aaron Finley would be the project lead. He has lead one other strategy in Northglenn, CO and would be qualified to lead this project. Team is not local.	9	Very good understanding of the scope: strategy, not a study. Implementatable strategies that are measurable and trackable. Offered some examples and spoke of funding needed to accomplish. Only firm to propose the requested housing condition survey and geographic analysis for neighborhood based recommended strategies. Emphasized that housing is often a missing piece of economic development. Need to study housing at all income levels.	8	Proposed an 11 month timeline which also seems optimistic, but perhaps more realistic if they devote a larger percentage of their time to the project.	7	Proposed a blend of steering committee, focus groups, pop ups, surveys, large format meetings. Building partnerships and understanding motivations and developing engagement around that. Look for opportunities to catylze leadership for implementation - emphasis on business community. Track success of enagement and regroup if strategy isn't working.	8	Directly answered questions; good communication skills - blended data and storytelling; visually legible presentation; all team members engaged and personable	7.75

Salisbury City Council

Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Kelly Baker

Name of Presenter(s): Administrative Services Director Kelly Baker

Requested Agenda Item: Council to consider adopting a travel policy for elected officials.

Description of Requested Agenda Item: At Council's request, prior to COVID, staff was asked to develop a policy for elected officials travel. When conferences and travel were paused, work on the policy was also paused. As travel has returned to normal and with the start of the new budget year, staff has prepared a draft policy for Council's consideration. The draft was previously shared with Council as staff worked to develop the draft policy. The proposed draft closely follows the adopted policy for City employees.

The draft policy indicates travel should have a direct benefit to the City and is to serve a public purpose by enhancing the elected official's knowledge on various issues and responsibilities or where the elected official is representing the City in their official capacity. Members of Council are asked to gain a consensus from the board prior to travel taking place.

As drafted, the policy proposes to allocate 50% of the travel line item appropriation to the Mayor with each Councilmember receiving 12.5% of the travel line item appropriation. In FY23-24 \$11,500 is budgeted for Council travel. If the Policy is adopted the allocations would be \$5,750 for the Mayor and \$1,437.50 for each Councilmember. The travel line item covers airfare, hotels, mileage, meals and incidentals associated with travel on official city business. Registrations and other training expenses are paid from a training line item and are not part of the travel cost. The policy also proposes allowing members of Council to transfer a portion of their allocation to another member as requested and/or needed.

Attachments: ☒ Yes ☐ No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: Council to consider adopting a travel policy for elected officials. *(Please note if item includes an ordinance, resolution or petition)*

Contact Information for Group or Individual: Kelly Baker 704-638-5233

☐ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ **Regular Agenda** (item to be discussed and possibly voted on by Council)

Salisbury City Council Agenda Item Request Form



FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Kelly Baker

Department Head Signature

Budget Manager Signature

******All agenda items must be submitted at least 7 days before the requested Council meeting date******

For Use in Clerk's Office Only

☐ Approved

☐ Delayed

☐ Declined

Reason:

TRAVEL FOR ELECTED OFFICIALS

I. PURPOSE

This policy establishes procedures for authorization of travel and other expenses by City elected officials, for the purpose of conducting City business, and to establish procedures for reimbursement of the cost of authorized travel and other expenses. Travel at the City's expense shall be for a designated public purpose, in support of official City business, and not for the purpose of campaigning for an office or position with any elected organization, professional or otherwise, position or person, or for a partisan political purpose. Any elected official traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

II. APPLICABILITY OF TRAVEL POLICY

This Policy is applicable to all Elected Officials serving the City of Salisbury.

III. DEFINITIONS AND GENERAL POLICY

A. Definitions

1. Appropriation - The amount allocated for travel in the annual budget. This total will include the estimated travel costs of anticipated training and conference trips and the estimated costs of routine travel.
2. Automobile Allowance - An allowance provided to Elected Officials to cover costs associated with travel within the City limits.
3. Elected Official – An individual elected by the citizens of Salisbury and duly sworn to a term of office on the Salisbury City Council.
4. Incidentals – Costs related to tips, telephone calls and parking.
5. Official City Business – Travel that has a direct benefit to the City by enhancing the Elected Official's knowledge on various issues and responsibilities of local government or where the Elected Official is representing the City in their official capacity. Examples of travel that would meet this requirement include, but are not limited to, seminars and conferences offered by the Metropolitan Mayors Coalition, National League of Cities, North Carolina League of Municipalities, and the U.S. Conference of Mayors.
6. Subsistence - Costs incurred during travel for lodging and meals, including tips.
7. Transportation Costs - Costs incurred for travel by automobile, taxi, rental car, bus, train, or airplane. It includes tolls, parking, fees, and tips for the handling of baggage.

8. Travel - The act or status of going to and returning from the normal job location to conduct City business. Commuting to and from a place of residence is not considered travel.

B. Policy

1. The City is committed to minimizing travel cost while providing a reasonable balance between the needs of the City and the needs of the Elected Official. To accomplish this, Elected Officials should seek the best fares and rates available for commercial airfare, hotel/motel accommodations, rental cars, etc.
2. The City will reimburse the Elected Official traveling on authorized City business for all legitimate expenses incurred for travel as authorized by this Policy. The City Council is responsible for monitoring the initial need for the travel, the availability of funds, and conduct so that the cost of travel to the City is held to a reasonable minimum in accordance with Section VI. Procedure.
3. The same procedures for reporting travel expenditures apply to both in-town and out-of-town travel.

IV. GENERAL GUIDELINES

1. Each Council member will have an annual individual travel allocation assigned to them in the amount equal to 12.5% of the total Appropriation in each approved budget. They Mayor shall be assigned 50% of the total Appropriation in the approved budget. Elected Officials who plan to travel should notify the full Council to gain consensus. Transfers from one Elected Official's allocation to another may be approved by City Council during a City Council meeting. If any funds in an Elected Official's allocation remain unused by June 30 of any fiscal year, those funds shall be transferred to the City of Salisbury's General Fund.
2. Airline tickets, lodging and registrations for the Elected Official will be paid directly by the City. The City will reimburse the Elected Official for all other costs allowed by this Policy and subject to the limitations established in this Policy.
3. Travel requests shall be coordinated through the City Clerk. Travel authorization forms that include air travel should be submitted in a timely manner so that discount rates may be obtained.
4. Staff will work with the City's Finance Director or designee to determine if an unencumbered Appropriation sufficient to cover the estimated cost of the travel remains in the Elected Official's travel allocation. If a sufficient balance remains in the Elected Official's travel allocation, the estimated travel cost will be encumbered. If the remaining balance in the Elected Official's travel allocation is insufficient to cover

the estimated cost of travel and other monies are not yet available, the City Clerk will notify the requesting Elected Official. Transfers from one Elected Official's allocation to another may be approved by City Council during a City Council meeting.

5. Spouses and/or other family members and friends may accompany an Elected Official on official trips. The City provides reimbursement for only those expenses which the Elected Official would normally incur if traveling alone.

V. TRAVEL EXPENSES

A. Transportation

All necessary bus, train, and air transportation will be obtained at the most economical rate available. If there is some doubt as to the best method of travel, the matter should be discussed with the City Manager and, if necessary, the Finance Director. Reimbursements will be made for actual costs incurred based on itemized receipts.

1. Travel by Air

- a. Air travel arrangements should be made at the most economical fare available under the travel circumstances and time requirements.
- b. Cancellation penalties, which range up to 100% of the ticket price, are to be avoided in all but emergency circumstances. Cancellations caused by medical problems can usually be made without penalty if certified by a physician.
- c. Elected Officials should be flexible as to time of day, carrier selection, and routing to obtain the lowest possible fare.
- d. Frequent flyer points may be retained by an Elected Official provided the Elected Official has obtained the lowest fare possible with any carrier. Selection of higher fares or the manipulation of routes for the purpose of accruing value points is prohibited.

2. Travel by Vehicle

- a. Personal Vehicle – An Elected Official may be reimbursed for the use of a privately owned vehicle at the established federal rate as outlined in the IRS regulations for travel outside of the City limits. No reimbursement will be made travel made within City limits. Elected Officials receive a monthly travel allowance to assist in the cost of attending local meetings required of Elected Officials. The Mayor will receive a vehicle allowance of \$300 per month, and Mayor Pro Tem and Council members will receive \$175 per month. The City will not reimburse an Elected Official for out-of-state travel by personal vehicle if it is more expensive than what it would have cost the Elected Official to reach the same destination by air or train.
- b. Rental Vehicles - A rental automobile may be used for Official City Business purposes when it is determined that no other mode of transportation is as economical or practical. A de minimis amount of personal use, such as driving to and from dinner, will be permitted. Only compact or medium sized cars may be rented.

- c. Local Transportation – The City will reimburse local Transportation costs incurred while on out-of-town business. Elected Officials should use the most economical and reasonable form of transportation and obtain receipts when possible, to be submitted with travel reimbursement requests.

B. Subsistence

1. The City will reimburse Elected Officials for the cost incurred for meals during business travel up to the daily or individual meal allowance set and published annually by the federal General Services Administration (GSA). Individual meal expenses are limited to the per meal allowance amounts. The City will not use the GSA “Day of Travel” rates.
2. Daily Travel (Overnight) – Elected officials may receive allowances for meals for partial day travel according to the following schedule when the partial day is the day of departure or the day of return. Time of departure and arrival must be listed on the reimbursement request.
 - a. Breakfast – Depart prior to 6:00 a.m.
 - b. Lunch – Depart prior to 10:00 a.m. (day of departure) or return after 2:00 p.m. (day of return).
 - c. Dinner – Return after 8:00 p.m. If stopping for dinner would cause the Elected Official to return after 8:00 p.m., when he/she would otherwise have returned before 8:00 p.m., dinner will not be reimbursed.
3. Receipts are not required to claim reimbursement for meals when the GSA per diem is used. No mixing of allowance and receipt reimbursement will be allowed on a trip.
4. Meals provided as part of a convention or conference, or included as part of a hotel stay, will not be eligible for per diem reimbursement, regardless of whether the Elected Official chooses to eat elsewhere. For example, an Elected Official is not permitted to report his or her meal cost as part of any conference expense item and also claim the full meal allowance.
5. Daily Travel (Non-Overnight) – Per IRS regulations, allowances shall not be paid to Elected Officials for lunches if travel does not involve an overnight stay. To be eligible for allowances for the breakfast and evening meals Elected Officials must:
 - a. Breakfast – depart prior to 6:00 a.m. and extend the normal workday by two hours.
 - b. Dinner – return after 8:00 p.m. and extend the normal workday by three hours.
 - c. Tips: Maximum tip of 20% is allowed in the policy. Tips are a part of the meal amount.

C. Lodging

1. Reimbursement –Lodging expenses will be reimbursed at the actual cost of the room, provided the Elected Official seeks reasonably priced lodging. Elected Officials should take advantage of special convention rates. When another person occupies the same hotel room with an Elected Official on an authorized trip, the Elected Official must pay the difference between the single and double room rates.
2. Elected Officials are responsible for no-show fees unless an emergency or other approved business reasons cause cancellation. Elected Officials should always obtain a cancellation number from the hotel to protect against no-show billings. Elected Officials must reimburse the City for any fee it incurs due to cancellation for non-emergency personal reasons.

D. Non-Reimbursable Items

1. There are items which are not reimbursable even though incurred during official City business. These items include:
 - a. Any miscellaneous expense not supported by a receipt.
 - b. Meals included in registration fees
 - c. Alcoholic beverages
 - d. Movie rental
 - e. Snacks or drinks other than a meal
 - f. Any traffic fines
 - g. Clothing, equipment, supply/material purchases.

VI. PROCEDURE

A. General Procedures

1. Members who plan to travel should notify the full Council to gain consensus. Transfers from one Elected Official's allocation to another may be approved by City Council during a City Council meeting. If any funds in an Elected Official's allocation remain unused by June 30 of any fiscal year, those funds shall be transferred to the City of Salisbury's General Fund.
2. Upon completion of the trip, the Elected Official and/or City Clerk will complete his or her Travel Expense Report (Form T-102), as explained below, and for approval of the expense settlement.
3. The settlement will then be transmitted to the Finance Department for processing.
4. A copy of Travel Expense Report (Form T-102) shall be included with p-card statement if statement has charges from trip.

B. Travel Authorization and Cash Advances

1. Requests for travel advances are to be made on the form provided by the Finance Department. The traveler must complete and sign the form indicating the purpose for the trip, times and mode of travel, lodging requirements, and estimated cost of the trip, advance checks needed, and non-City traveling companions.
2. Requests for travel, along with any applicable check requests, must arrive in the Finance Department at least ten working days in advance of the proposed travel. Personal advances may be picked up in the Finance Department during the last five working days prior to travel. No travel advance checks will be issued for estimated out-of-pocket expenses less than \$100.

C. Travel Expense Report

1. Elected Officials must submit their expense reports as soon as practical but no more than 60 days after return from a trip. Reimbursements for travel must be made within the same fiscal year that the travel took place. Failure to do so may preclude any reimbursement. Travel Expense Report (Form T-102) must be used. The expenses of one trip must be reported prior to receiving any cash advance for a subsequent trip. Funds due to the City of Salisbury are to be paid to the Finance Department. The receipt for such reimbursement is to accompany the expense report.
2. Expense Reports and lodging receipts must reflect no more than single accommodation rates for employees/officials.
3. The Travel Expense Report is to be prepared in accordance with instructions in this policy. The Elected Official and/or City Clerk will complete the expense report and attach original bills and receipts to support expenditures. If the actual expenses considerably exceed the original estimate, a justification statement must be attached.
4. Travel Expense Reports are to be submitted to the City Clerk for processing. The City Clerk will forward to Finance. Settlement of balances due the Elected Official will then be made from a properly prepared Check Request (prepared by the City Clerk's office) submitted with the report.
5. The Finance Department will approve payment for balances due the traveler.
6. In the event of a disallowed or excess expense claim, Finance will return the Travel Expense Report for modification and, if needed, collect payment due the City.
7. The Travel Expense Report must be used to report any travel expenses (both in-town and out-of-town) or requests for reimbursement of meal expenses.
8. Submit copy of the Travel Expense Report with any p-card receipt when p-card statement is turned in.

Salisbury City Council

Agenda Item Request Form



Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: August 1, 2023

Name of Group(s) or Individual(s) Making Request: Planning and Neighborhoods, Community Appearance Commission

Name of Presenter(s): Emily Vanek, Planner

Requested Agenda Item: ANNOUNCEMENT: The Salisbury Community Appearance Commission is now accepting applications for the Municipal Service District and Innes Street Improvement District grants. These matching grants, for up to \$5,000, are available on a competitive basis for exterior projects on building facades, landscapes, and parking lots. Applications are due by August 25, 2023. To receive an application or inquire about eligibility, please visit salisburync.gov/grants or contact Emily at emily.vanek@salisburync.gov or 704-638-5311.

Description of Requested Agenda Item: The Municipal Service District and Innes Street Improvement District Grants are awarded for façade work, landscaping, and installation of new pedestrian amenities including outdoor seating, planters, awnings, café fences, and lighting for buildings within the Municipal Service District or Innes Street Improvement District. Notices have also been mailed to property owners within these districts.

Attachments: ☐ Yes ☒ No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: *(Please note if item includes an ordinance, resolution or petition)*

Contact Information for Group or Individual: Emily Vanek; emily.vanek@salisburync.gov; 704-638-5311

☐ **Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ **Regular Agenda** (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature