



# City of Salisbury

North Carolina

## COUNCIL MEETING AGENDA

**June 18, 2024**  
**6:00 p.m.**

*The meeting will be held in a hybrid format and will be streamed live at [salisburync.gov/webcast](http://salisburync.gov/webcast) and on the City's Facebook account. Anyone who wishes to speak via Zoom during public comment must sign-up by 5:00 p.m. on June 18, 2024 by contacting Connie Snyder at [csnyd@salisburync.gov](mailto: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 consider adopting a Resolution of Recognition honoring retiring Salisbury-Rowan Utilities Director James "Jim" Behmer after 23 years of service to the City. (*Presenter – Mayor Karen Alexander*)

6. Mayor to proclaim the following observance:

JUNETEENTH DAY	June 19, 2024
AMATEUR RADIO OPERATORS MONTH	June 2024
MEN'S HEALTH MONTH	June 2024
INDEPENDENT RETAILER MONTH	July 2024
PARKS AND RECREATION MONTH	July 2024

7. Council to consider the CONSENT AGENDA:

- (a) Approve the Minutes of the regular meeting of May 21, 2024 and the regular and special meetings of June 4, 2024.
- (b) Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$128,082 to appropriate a donation to be used for Police Department for compensation.
- (c) Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$19,550 to appropriate additional HAZMAT revenue for the Fire Department.
- (d) Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$46,855 to appropriate a sponsorship/donation to the Parks and Recreation Department to help with expenses related to the Cheerwine Festival.
- (e) Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$2,000 to the Parks and Recreation Department to appropriate a sponsorship for the 2024 New Year's Eve event.

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- (f) Adopt the holiday schedule for the fiscal year beginning July 1, 2024 and ending June 30, 2025.
  - (g) Authorize the City Manager to approve a contract with Toshiba Business Solutions regarding City-wide copier services. The estimated annual cost of the contract is \$58,031 per year over a five-year term for a total estimated cost of \$290,157 plus any overages. \$60,139 is included in the FY2024-2025 budget to cover the costs.
8. Council to receive public comment. ***Speakers who wish to speak via Zoom must sign-up before 5:00 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 consent to Bell Tower Green, Inc. providing in-kind assistance in the form of lighting improvements to Bell Tower Green Park pursuant to paragraph 8.e. of the *Agreement Between The City of Salisbury And Bell Tower Green, Inc., For The Operation and Maintenance of the Bell Tower Green Park At Stanback Square*, and to authorize the City Manager to execute and deliver written consent for the same. (*Presenters – Public Works Director Chris Tester and Bell Tower Greene Inc. Board Member Jason Walser*)
10. Council to consider the voluntary annexation of 23.78 acres located at 570 Earnhardt Road and identified on Tax Map 065 Parcel 008, Tax Map 067 Parcel 189, and a portion of Tax Map 058 Parcel 088 effective June 18, 2024: (*Presenter – Planning and Neighborhoods Director Hannah Jacobson*)
- (a) Receive a presentation from staff
  - (b) Hold a public hearing
  - (c) Consider adopting an Ordinance annexing 23.78 acres located at 570 Earnhardt Road.
11. Council to consider a Downtown Revitalization Incentive Grant request for up to \$150,000 to assist with the redevelopment of 121 South Main Street resulting in four new residential units and two new retail spaces: (*Presenter – Planning and Neighborhoods Director Hannah Jacobson*)
- (a) Receive a presentation from staff
  - (b) Hold a public hearing
  - (c) Consider Downtown Revitalization Incentive Grant request.
12. Council to consider adopting the budget Ordinance of the City of Salisbury for the fiscal year beginning July 1, 2024 and ending June 30, 2025. (*Presenter – City Manager Jim Greene, Jr. and Finance Director Wade Furches*)
13. Council to consider adopting an Ordinance amending Section 13-21 of the City Code related to E-scooters and E-scooter share programs. (*Presenter – City Attorney Graham Corriher*)
14. City Attorney’s Report.

**COUNCIL MEETING AGENDA – PAGE 3 – JUNE 18, 2024**

15. City Manager's Report.
16. Council's Comments.
17. Mayor Pro Tem's Comments.
18. Mayor's Announcements and Comments.
19. Adjourn.



# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Council to consider adopting a Resolution recognizing Salisbury-Rowan Utilities Director Jim Behmer in honor of his retirement effective July 1, 2024

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Mayor Alexander and Council

**Main Point of Contact Email:** csnyd@salisburync.gov

**Phone:** 704-638-5234

**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other  Attachment

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

## Fiscal Note

**Is this item included in the current Fiscal Year budget? If no, identify the funding source**  Yes  No  No Budgetary Impact

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*





# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

Salisbury-Rowan Utilities Director Jim Behmer will retire from the City effective July 1, 2024. Mr. Behmer has worked with the City for almost 24 years, of which he served 16 years as Director. He has provided excellent leadership in planning for complex projects to ensure SRU is one of the best-managed and well-planned utilities in the state.



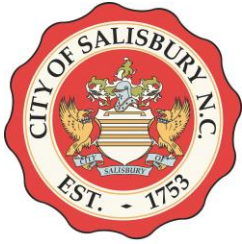
# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Adopt a Resolution recognizing James "Jim" Behmer in honor of his retirement effective July 1, 2024.

**Department Head Signature (Required)**

*Kelley Baker*



# *City of Salisbury*

*North Carolina*

## **PROCLAMATION**

**WHEREAS**, this year marks the 159<sup>th</sup> anniversary of Juneteenth Day, a nationally recognized day which commemorates June 19, 1865 as the observance of African American Emancipation Day of Freedom; and

**WHEREAS**, Juneteenth has a special meaning to African Americans and is the oldest known celebration commemorating the ending of slavery in the United States; and

**WHEREAS**, Juneteenth is a time to cultivate the true spirit of freedom and to remember our ancestors as the men and women who bravely acted as catalysts for change; and

**WHEREAS**, Juneteenth celebrates African American freedom and achievement, and encourages continuous self-development and respect for all cultures..

**NOW, THEREFORE**, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, on behalf of the Salisbury City Council, DO HEREBY PROCLAIM Wednesday, June 19, 2024 as

## **JUNETEENTH DAY**

in Salisbury, and encourage citizens to recognize and commemorate Juneteenth which honors the history, legacy, and culture of African Americans throughout the nation.

This the 18<sup>th</sup> day of June 2024.

Karen K. Alexander, Mayor



Office of the  
Mayor

# City of Salisbury

North Carolina

## PROCLAMATION

**WHEREAS**, Amateur Radio Operators, also referred to as “hams”, are licensed by the Federal Communications Commission after passing tests on regulations, theory, and practice to aid emergency response organizations including police, fire, and emergency management in times of distress; and

**WHEREAS**, when global telephone communications that rely on cell phone towers placed throughout the country are not available, the amateur radio operators are able to connect communities nationwide and around the globe with voice communications, Morse Code and newer digital technologies; and

**WHEREAS**, the Rowan Amateur Radio Society has existed since 1937 and currently has 55 active members providing a resource for emergency communications, education, training, and experience in radio communications to our community, surrounding counties, and other countries in the world; and

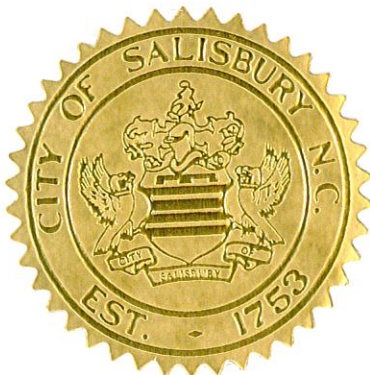
**WHEREAS**, the American Radio Relay League (ARRL) is the leading organization for Amateur Radio in the USA and will host its Field Day exercise along with the Rowan Amateur Radio Society June 22 through 23, 2024 with a 24-hour emergency preparedness exercise and demonstration of the Radio Amateurs’ skills and readiness to provide self-supporting communications without further infrastructure being required.

**NOW, THEREFORE**, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, on behalf of Salisbury City Council, DO HEREBY PROCLAIM June 2024 as

### AMATEUR RADIO OPERATORS MONTH

in Salisbury, in recognition of the valuable service that Amateur Radio Operators provide to our community.

This the 18<sup>th</sup> day of June 2024.



Karen K. Alexander, Mayor



Office of the  
Mayor

# City of Salisbury

North Carolina

## PROCLAMATION

**WHEREAS**, educating the public and health care providers about the importance of a healthy lifestyle and early detection of male health problems will result in reducing rates of mortality from disease; and

**WHEREAS**, men who are educated about the value of preventative health will be more likely to participate in health screenings; and

**WHEREAS**, fathers who maintain a healthy lifestyle are role models for their children; and

**WHEREAS**, National Men's Health Month is a campaign to help educate men and their families about the importance of positive health attitudes and preventive health practices, and to focus on a broad range of men's health issues including heart disease, diabetes, prostate, testicular and colon cancer; and

**WHEREAS**, Men's Health Month encourages the increase in awareness of the importance of a healthy lifestyle, regular exercise, medical check-ups, and avoiding tobacco use.

**NOW, THEREFORE**, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, on behalf of Salisbury City Council, DO HEREBY PROCLAIM June 2024 as

## MEN'S HEALTH MONTH

in Salisbury, and encourage men to pursue preventive health practices and early detection efforts.

This the 18<sup>th</sup> day of June 2024.



Karen K. Alexander, Mayor





*City of Salisbury*  
North Carolina

**PROCLAMATION**

**WHEREAS**, Independent Retailer Month provides a time to celebrate the independence of the members of the community of Salisbury and the entrepreneurial spirit represented by our local independent retailers; and

**WHEREAS**, Salisbury's local independent retailers help preserve the uniqueness of the community and give us a sense of place; and

**WHEREAS**, Salisbury's core of independently-owned retailers gives back to this community in goods, services, time and talent; and

**WHEREAS**, the health of Salisbury's economy depends on our support of businesses owned by our friends and neighbors; and

**WHEREAS**, Salisbury's independent retailer owners and employees enrich community members' shopping experiences with their knowledge and passion; and

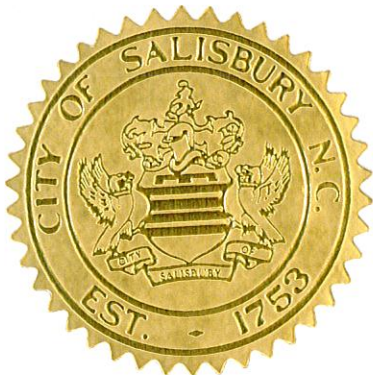
**WHEREAS**, as we celebrate Independent Retailer Month 2024, we acknowledge that local retailers are central to shaping Salisbury's identity.


**NOW, THEREFORE**, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, DO HEREBY PROCLAIM the month of July 2024 as

**INDEPENDENT RETAILER MONTH**

in Salisbury, and acknowledge our community members who are independent retailers and honor their efforts to make Salisbury the place we want to live and work.

This the 18th day of June 2024.



  
Karen K. Alexander, Mayor



# *City of Salisbury*

North Carolina

## PROCLAMATION

**WHEREAS**, parks and recreation is an integral part of communities throughout this country promoting health and wellness and improving the physical and mental health of people who visit parks; and

**WHEREAS**, parks and recreation promotes time spent in nature positively impacting mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers disease; and

**WHEREAS**, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

**WHEREAS**, park and recreation programming and education activities, such as out-of-school programming, youth sports and environmental education are critical to childhood development; and

**WHEREAS**, parks and recreation is fundamental to the environmental well-being of our community; and

**WHEREAS**, and our parks and natural recreation areas ensure the ecological beauty of our community which provides a place for children and adults to connect with nature and recreate outdoors; and

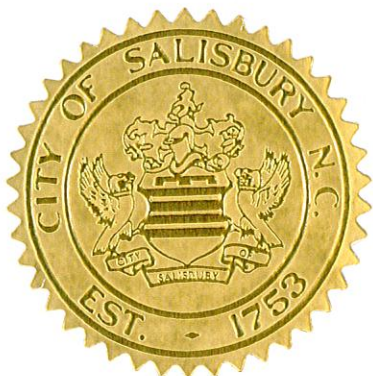
**WHEREAS**, the City of Salisbury recognizes the benefits derived from parks and recreation resources.

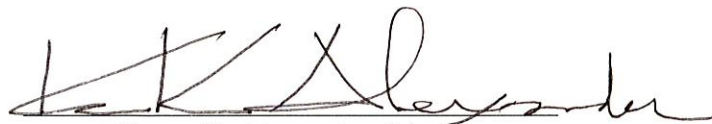
**NOW, THEREFORE**, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, DO HEREBY PROCLAIM the month of July 2024 as

## PARKS AND RECREATION MONTH

in Salisbury, and encourage all citizens to participate in activities and observances relating to parks and recreation.

This the 18th day of June 2024.



  
Karen K. Alexander, Mayor

Salisbury, North Carolina  
May 21, 2024

## **REGULAR MEETING**

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

**ABSENT:** Councilmember Harry McLaughlin and City Clerk Connie Snyder.

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 6:00 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, and Councilmembers Post and Smith voted AYE. (4-0)

## **INTRODUCTION TO NEW POLICE DEPARTMENT STAFF**

Deputy Police Chief Brian Stallings introduced Ms. Krystal Ortiz-Rodriguez who recently joined the City as a Homeless Liaison Advocate and will work with the unsheltered population.



He also introduced Downtown Liaison Teresa Dalsing who will work closely with downtown stakeholders, and enforce downtown parking and local rules in the Bell Tower Green Park.

Council welcomed Ms. Rodriguez and Ms. Dalsing to the City.

### **RECOGNITION – COUNCILMEMBER DAVID POST**

United Way Executive Director Jenny Lee and United Way Philanthropy Director Audrey Eudy recognized Councilmember David Post for receiving a 2024 Volunteer Service Award. Ms. Lee noted Mr. Post was also the recipient of the Governor’s Medallion Award, and she explained this award is given to the top 20 to 25 volunteers in the state. She added these awards recognize the many hours Mr. Post has volunteered to the community through Rotary Club, Meals on Wheels Rowan, Rufty-Holmes Senior Center, Lee Street Theater, United Way, and Lutheran Services of the Carolinas.

Councilmember Post thanked Ms. Lee and Ms. Eudy for the recognition and emphasized his passion for serving the community.

### **PROCLAMATIONS**

Mayor to proclaim the following observances:

MEMORIAL DAY

May 27, 2024

### **CONSENT AGENDA**

(a) Minutes

Approve Minutes of the special meeting of May 7, 2024.

(b) Voluntary Annexation – 570 Earnhardt Road

Received the Certificate of Sufficiency for the voluntary annexation of 23.78 acres located at 570 Earnhardt Road, Tax Map 065 Parcel 008, Tax Map 067 Parcel 189, and a portion of Tax Map 058 Parcel 88, and adopt a Resolution setting the date of the public hearing for June 18, 2024.

(The above Resolution is recorded in full in Ordinance Book No. 17 at Page No. 20-21, and is known as Resolution 2024-15.)

Thereupon, Councilmember Post made a **motion** to adopt the Consent Agenda as presented. Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers Post and Smith voted AYE. (4-0)

## **PUBLIC COMMENT**

Mayor Alexander opened the floor to receive public comments.

Ms. Sherry Hargrave expressed concern about possible changes to burial times for City cemeteries.

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

## **REZONING – 410 WEST JAKE ALEXANDER BOULEVARD**

Senior Planner Victoria Bailiff addressed Council regarding a request to amend the Land Development District Map to rezone one parcel located at 410 West Jake Alexander Boulevard from Residential Mixed-Use (RMX) with a General Development Overlay to Corridor Mixed-Use (CMX) with a Conditional District Overlay. She displayed the Master Plan, and she noted the applicant is proposing an 860 square-foot coffee shop with 10 parking spaces. She explained the developer is making two alternative methods of compliance and two alternative design requests.

Ms. Bailiff reviewed the alternative methods of compliance requests:

- Alternative to Section 8.8 requesting trees be pushed back further than eight feet from the right-of-way
- Alternative to Section 8.7.b requesting two of the shade trees be located beyond the 20 feet from the rear due to existing access

Ms. Bailiff reviewed the alternative design requests:

- Alternative to Section 5.6.A.2 and Section 5.13.A.1 requesting that no primary entrance be required

Ms. Bailiff noted the Master Plan was reviewed by the Technical Review Committee (TRC) where it was initially denied. She noted after the applicant made revisions the request was taken back to the TRC who recommended approval of the modified plan.

Ms. Bailiff stated the Planning Board held a courtesy hearing at its April 23, 2024 meeting, and found the request to be consistent with the Forward 2040 Comprehensive Plan and recommended approval.

Councilmember Post asked if having only one primary entrance would pose a public safety risk. Ms. Bailiff stated the plan meets State Fire Code and access point requirements.

Mayor Alexander convened a public hearing after due notice to receive comments regarding the proposed Land Development District map amendment.

Mr. John Leatherman asked Council to consider approving the request. Councilmember Smith asked Mr. Leatherman about the occupant of the parcel. Mr. Leatherman clarified that Clutch Coffee would be the occupant.

Ms. Claudia Swicegood and Mr. Victor Wallace spoke in favor of the rezoning.

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

Councilmember Posted stated he opposed previous development in the area years ago due to an access road behind the property and an increase in traffic. He noted the proposed Master Plan addresses those concerns.

Councilmember Smith and Mayor Pro Tem Sheffield noted their support for the rezoning request. Mayor Alexander stated Councilmember McLaughlin notified Council that he is in favor of the proposed rezoning.

Councilmember Smith stated the City Council hereby finds and determines that adoption of an Ordinance to rezone the properties described herein, is reasonable and in the public interest. The proposal is fundamentally consistent with the goals, objectives, and policies of the Forward 2040 Comprehensive Plan due to the proposed limitations set forth in the petition, surrounding development pattern, and observations provided by City staff, identifying the policies that support the petition. Thereupon, Councilmember Smith made a **motion** to adopt to an Ordinance amending the Land Development District Map of the City of Salisbury, North Carolina, rezoning 410 West Jake Alexander Boulevard, approximately 0.87 acres, from Residential Mixed-Use with a General Development Overlay to Corridor Mixed-Use with a Conditional District Overlay. Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers Post and Smith voted AYE. (4-0)

AN ORDINANCE AMENDING THE LAND DEVELOPMENT DISTRICT MAP OF THE CITY OF SALISBURY, NORTH CAROLINA, REZONING 410 W JAKE ALEXANDER BOULEVARD, APPROXIMATELY 0.87 ACRES, (TAX MAP 061 PARCELS 222, 221) FROM RESIDENTIAL MIXED-USE (RMX) WITH A GENERAL DEVELOPMENT OVERLAY TO CORRIDOR MIXED-USE(CMX) WITH A CONDITIONAL DISTRICT OVERLAY (CD).

(The above Ordinance is recorded in full in Ordinance Book No. 32 at Page No. 51-52 and is known as Ordinance 2024-31.)

### **REZONING – 160 MAJOLICA ROAD**

Senior Planner Victoria Bailiff addressed Council regarding a request to amend the Land Development District Map to rezone one parcel located at 160 Majolica Road from General Residential (GR3) to Neighborhood Mixed-Use (NMX). She displayed images of the parcel, and she noted the petitioner is requesting to expand his business and shift the property line further south.

Ms. Bailiff stated this is a general use request, and she noted staff recommends the place type on the Future Land Use Map be designated as a Neighborhood Activity Center.

Ms. Bailiff stated the Planning Board held a courtesy hearing at its April 23, 2024 meeting and found the request to be consistent with the Forward 2040 Comprehensive Plan and recommended approval.

Mayor Alexander convened a public hearing after due notice to receive comments regarding the proposed Land Development District map amendment.

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

Councilmember Post thanked Ms. Bailiff and the Land and Development Services Department for its hard work.

Councilmember Post stated the City Council hereby finds and determines that adoption of an Ordinance to rezone the property described in Exhibit A, as requested, is consistent with the goals, objectives, and policies of the Forward 2040 Comprehensive Plan; and hereby finds the map amendment to be reasonable and in the public interest due to the proposed petition, site characteristics, compatible zoning, and observations provided by city planning staff, identifying the policies that support the petition. Thereupon, Councilmember Post made a **motion** to amend the Land Development District Map and the Future Land Use Map of the City of Salisbury, North Carolina, rezoning a portion of Tax Map 330 Parcel 026 from General Residential to Neighborhood Mixed-Use, approximately 0.719 acres, and designating that a portion of Tax Map 330 Parcel 026 and full Tax Map 330 Parcel 025 as Neighborhood Activity Center in the Future Land Use map. Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers Post and Smith voted AYE. (4-0)

AN ORDINANCE AMENDING THE LAND DEVELOPMENT DISTRICT MAP AND THE FUTURE LAND USE MAP OF THE CITY OF SALISBURY, NORTH CAROLINA, REZONING A PORTION OF TAX MAP 330 PARCEL 026 FROM GENERAL RESIDENTIAL (GR3) TO NEIGHBORHOOD MIXED USE (NMX) APPROXIMATELY 0.719 ACRES AND DESIGNATING THAT PORTION OF TAX MAP 330 PARCEL 026 AND FULL TAX MAP 330 PARCEL 025 AS NEIGHBORHOOD ACTIVITY CENTER IN THE FUTURE LAND USE MAP.

(The above Ordinance is recorded in full in Ordinance Book No. 32 at Page No. 53-54 and is known as Ordinance 2024-32.)

### **KESLER MILL REDEVELOPMENT PLAN**

Planning and Neighborhood Services Director Hannah Jacobson and Ms. Sonyia Turner with the Development Finance Initiative (DFI) through the University of North Carolina at Chapel Hill addressed Council regarding a development plan for the former Kesler Mill site. Ms. Jacobson noted the City has received grants to remove environmental contamination.

Ms. Turner provided background on DFI and reviewed the guiding public interests endorsed by Council in September. She noted the Kesler Mill site presents an opportunity for affordable rental housing and is competitive for Low-Income Housing Tax Credits (LIHTC.) She stated the LIHTC program provides tax credits for acquisition, rehabilitation, or new construction of affordable units and is awarded to private developers and non-profits.

Ms. Turner reviewed various development plans which include a variety of housing options for both renters and homeowners. She added the plans aim to accommodate different types of households and improve connectivity to the surrounding neighborhood by connecting North Arlington and Franklin Streets.

Ms. Turner presented the proposed Kesler Mill Development Plans. She stated Option 1 includes a total of 148 units, comprising 60 senior rental units, 83 family rental units (a combination of duplexes and townhomes), and five single-family homes. She added Option 2 consists of 158 units, including 60 senior rental units, 93 family rental units (excluding townhomes), and five single-family homes. She stated feedback from community engagement meetings resulted in a preference for plan one, and the estimated total project investment of public and private funds is \$43 million.

Mayor Pro Tem Sheffield asked if the project is consistent with the Forward 2040 Plan. Ms. Jacobson confirmed.

Councilmember Smith noted concerns with an increase in traffic. Ms. Jacobson explained Option 1 would connect North Arlington Street to Franklin Street which would help to disperse traffic.

City Manager Jim Greene thanked Ms. Jacobson for her leadership on the project and thanked Ms. Turner for DFI's partnership. He noted this is a three to five-year project that is included in the Strategic Plan.

Mayor Alexander thanked Ms. Turner for her work on the project and for her engagement with the community.

Thereupon, Mayor Pro Tem Sheffield made a **motion** to approve Option 1 as the preferred Development Plan for the Kesler Mill site as the basis for marketing the site to the private sector as a public/private partnership. Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers Post and Smith voted AYE. (4-0)

### **DOWNTOWN DUMPSTER UPDATE**

Assistant Public Works Director Michael Hanna updated Council on a downtown dumpster pilot program. He noted the program would reduce the number of rollout carts in downtown and help meet sustainability goals by creating a centralized point of collection. He added a dumpster enclosure would be built in the Wallace parking lot off Lee Street across from Salty Caper. He explained the program will include residents and business in the block of Lee Street, East Innes

Street, South Main Street, and Fisher Street. He reviewed the history of the project and the next steps that will include a community engagement walk to educate citizens downtown. He indicated the goal is to begin dumpster use on July 1 with staff working to educate the public to use the dumpster rather than rollout carts. He added the rollout carts will be removed after a one-month transition period.

Mr. Hanna pointed out garbage collection fees will not change except to those who were not previously being charged. He added the dumpster will be emptied three times per week with usage being monitored. He added the dumpster will have a combination code distributed to citizens in the pilot area.

Mayor Alexander noted she is excited about the program since it will clean up downtown by removing all of the rollout carts.

Councilmember Smith asked who will pay for this service. Mr. Hanna indicated the same users will continue to pay for trash collection services but will use the dumpster rather than a rollout cart.

## **CITY MANAGER'S COMMENTS**

### **Cheerwine Festival**

City Manager Jim Greene noted the success of the Cheerwine Festival was due to the hard work of City staff and volunteers. He pointed out he is amazed at how well-organized the event was and how well everyone worked together to ensure a safe, family-friendly event. He thanked Event Coordinator Vivian Koontz for leading the festival along with Fire Captain Adrian Gantt and Police Sergeant Adam Bouk who worked with Rowan County and other agencies. He also thanked staff for the incredible job cleaning up after the festival. He thanked Council for its support of the event.

### **Update on Burials in City Cemeteries**

City Manager Jim Greene asked Public Works Director Chris Tester to share information on the timing of burials in City cemeteries. Mr. Tester reviewed the proposed structured burial schedules. He pointed out the City's grounds maintenance crews are responsible for cemeteries since there is not dedicated staff for burials and staff from other divisions are pulled to cover any needs.

Mr. Tester noted a burial schedule was drafted to fit within the current hours of operation and the existing fee schedule. He indicated a meeting was held on February 26, 2024 and no concerns were received at that time nor at the meeting on March 26, 2024. He pointed out an adjustment was recommended for time slots of an hour and a half and once the change in the proposal was made, a consensus was reached to implement a weekday structured schedule with specific timeframes for burials with the existing after-hours fee.

Councilmember Post asked if negative feedback was received. Mr. Tester noted negative feedback was received regarding the transition to structured times instead of non-structured times, but that is what is needed to provide service and meet other duties.

Councilmember Smith asked if conversations were held with other groups that interact with funeral homes who coordinate funerals. Mr. Tester noted conversations have not taken place with churches but have taken place with funeral homes and other cemeteries that perform burials.

Councilmember Smith asked if the consensus was with the City or the funeral homes. Mr. Tester commented the consensus took place with the four funeral homes that attended the meeting. Mayor Alexander asked which four funeral homes attended the meeting. Mr. Hanna noted representatives from Noble and Kelsey, Hairston Funeral Home, Carroll-Walters Funeral Home, and Lyerly Funeral Home. He noted the only suggestion was increasing the time slots to an hour and a half instead of one hour.

Mayor Pro Tem Sheffield asked staff to restart the process and have additional discussion with the funeral homes. She explained she is surprised the City has never had timeframes established for burials. She requested staff speak to more people to develop a consensus.

Mr. Greene noted one issue is the cost of having a dedicated cemetery crew. He added the City has tried to use existing crews but the demand for service has grown. He indicated if a cemetery crew is developed it would increase the burial costs.

#### Housing Strategy

Mr. Greene pointed out the consultant regarding the Housing Strategy will be at the June 4, 2024 Council meeting so it may be a longer meeting due to the presentation.

### **COUNCIL COMMENTS**

Councilmember Smith thanked volunteers and City staff for a successful Cheerwine Festival. He commended the Salisbury Police Department on how a situation was handled and de-escalated at Bell Tower Green during the festival.

Councilmember Post noted he shared a memo with Council and asked Council if a discussion could take place in the future to help children in the City from ages 0-4.

### **MAYOR PRO TEM'S COMMENTS**

Mayor Pro Tem Sheffield pointed out she attended the 160th anniversary celebration for Soldier's Memorial AME Zion Church, and she congratulated the members for their dedication and accomplishments in Salisbury.

Mayor Pro Tem Sheffield requested everyone remember City Clerk Connie Snyder whose

father passed away.

**MAYOR’S ANNOUNCEMENTS AND COMMENTS**

Mayor Alexander thanked staff for its leadership and for making the community shine during the Cheerwine Festival. She noted she has heard great feedback including the improvements of the footprint. She added she liked seeing Police Officers on bikes and on foot.

Mayor Alexander congratulated City Manager Jim Greene on his two-year anniversary as City Manager with the City. She also asked people to keep City Clerk Connie Snyder in their prayers.

**ADJOURNMENT**

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

The meeting was adjourned at 7:56 p.m.

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Karen Alexander, Mayor

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Connie B. Snyder, City Clerk



Salisbury, North Carolina  
June 4, 2024

## **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 B. 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 6:14 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, Councilmember Post made a **motion** to adopt the Agenda as presented. Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers McLaughlin, Post and Smith voted AYE. (5-0)

## **RECOGNITION – SALISBURY-ROWAN UTILITIES STAFF**

City Manager Jim Greene noted staff received an email from Ms. Brunetta Franklin regarding the excellent customer service provided by Salisbury-Rowan Utilities staff Chad Jennings, Johnny Hawkins, Jon Handy, and Damon Davis during a sewer lateral transfer that took place at her home. Mayor Alexander read the email from Ms. Franklin regarding her experience

and the professionalism of the staff and the pride they took in their work. Council thanked Mr. Jennings, Mr. Hawkins, Mr. Handy and Mr. Davis for their exceptional customer service and for all they do for the City.

### **RECOGNITION – NEW ASSISTANT CITY MANAGER KELLY BAKER**

City Manager Jim Greene stated Administrative Services Director Kelly Baker will assume her new role as Assistant City Manager effective June 10, 2024 where she will provide administrative leadership for all departments, coordinate communication with Council, lead customer service initiatives and the City’s State and Federal agendas, assist with special projects and coordinate implementation of Council’s Strategic Plan. He added Ms. Baker will supervise several departments including Human Resources, Downtown Development, Internal and External Communications, Information Technology and the City Clerk’s office. He pointed out Ms. Baker is the first woman to serve as Assistant City Manager.

Council congratulated Ms. Baker on her promotion and thanked her for all she does for the City. Ms. Baker thanked Mr. Greene for the opportunity to serve as Assistant City Manager. She added she is excited to be a part of the vision Council is setting for the community.

### **PROCLAMATION**

Mayor to proclaim the following observances

SALISBURY PRIDE DAY

June 22, 2024

### **CONSENT AGENDA**

(a) Minutes

Approve Minutes of the regular meeting of May 7, 2024, and the two special meetings of May 14, 2024.

(b) Assignment Agreement for Retention and Expansion Assistance

Authorize the City Manager to execute an Assignment Agreement for Retention and Expansion Assistance for DHL to assume the economic incentive agreement for real property initially provided to Crow Holdings. The incentive provides for a grant equivalent to 90% of the property taxes paid on real property for a period of three years.

(c) Budget Ordinance Amendment – Parks and Recreation

Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$2,083 to appropriate a donation to Parks and Recreation for the Summer Reels and Riffs Concert Series at Bell Tower Green Park.

ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE OF THE CITY OF SALISBURY NORTH CAROLINA TO APPROPRIATE A PARKS AND RECREATION DONATION.

(The above Ordinance is recorded in full in Ordinance Book No. 32 at Page No. 55, and is known as Ordinance 2024-33.)

(d) Budget Ordinance Amendment – Fire Department

Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$4,275 to appropriate a reimbursement received by the Fire Department from Rowan Cabarrus Community College for 50% of the cost for leadership training.

ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE OF THE CITY OF SALISBURY NORTH CAROLINA TO APPROPRIATE FIRE TRAINING REIMBURSEMENT.

(The above Ordinance is recorded in full in Ordinance Book No. 32 at Page No. 56, and is known as Ordinance 2024-34.)

(e) Interlocal Agreement – Rowan County

Authorize the City Manager to enter into an Interlocal Agreement with Rowan County for the administration of HOME-ARP funds for the construction of permanent supportive housing through Shelter Ministries, Inc.

(f) Brenner Avenue Improvements

Approve additional compensation in the amount of \$21,958.85 for required easements for the sidewalk and intersection improvements on Brenner Avenue.

(g) Purchase Order – Land Application Services

Authorize the City Manager to approve a new purchase order in the amount of \$148,000 for EMA Resources for land application services for Salisbury-Rowan Utilities. This will replace a previously approved purchase order to cover the final invoice for land application services. Funds are available in Salisbury-Rowan Utilities FY24 budget.

(h) Purchase Order – Dodge Chargers

Authorize the City Manager to approve a purchase order in the amount of \$115,480.17 for the purchase of new 2023 Dodge Chargers from Performance Automotive Group. This will replace the previously approved purchase order to Parks Ford who is experiencing severe production delays. Vehicles from Performance Automotive are ready for delivery.

(i) Sale of Sidearm and Badge

Authorize the sale of sidearm and badge to Police Lieutenant Joseph Miller in the amount of \$1.00 in recognition of his retirement from the Police Department on June 1, 2024.

(j) Budget Ordinance Amendment – Police Department

Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$2,000 to appropriate Controlled Substance tax funds for the Police Department for the use as a donation to Crime Stoppers.

ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE OF THE CITY OF SALISBURY NORTH CAROLINA TO APPROPRIATE POLICE DEPARTMENT CONTROLLED SUBSTANCE TAXES.

(The above Ordinance is recorded in full in Ordinance Book No. 32 at Page No. 57, and is known as Ordinance 2024-35.)

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

**PUBLIC COMMENT**

Mayor Alexander opened the floor to receive public comment.

Mr. Ethan Chirico addressed Council regarding occupational cancer concerns for fire fighters.

Ms. Heather Depalma-Spivey thanked Council for the Salisbury Pride Day Proclamation. She invited Council to lead the Rainbow Walk that will take place at the Pride Festival, and she thanked Council for its continued support of the Pride Festival.

Salisbury Pride President Michael Brooks also thanked Council for the Salisbury Pride Day Proclamation, and he noted the events that will take place during the Pride Festival on June 22, 2024.

Mr. Michael Kirksey addressed Council regarding concerns in the West End community.

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

## **PROPOSED FY2024-2024 CITY BUDGET**

City Manager Jim Greene, Assistant Finance Director Mark Drye and Budget Manager Tracey Keyes provided an overview of the proposed FY2024-2025 City budget. Mr. Greene noted the proposed budget emphasizes the City’s commitment to financial stewardship and prioritizes strategic investment.

Ms. Keyes noted the priorities for the City budget were based on the Strategic Plan, and include investment in employees, realistic revenue estimates, plan and manage for growth, infrastructure and capital improvements, using Fund Balance wisely for Council priorities and one-time needs, and a high quality of life.

Ms. Keyes stated the total recommended budget for FY2024-2025 is \$119,746,878, an 11% increase from the FY2023-2024 adopted budget. She noted the increase is due to \$7,000,000 in grants, infrastructure, compensation, new positions, and increased benefit costs.

Mr. Drye noted the proposed budget includes the following pay adjustments:

- 1.5% Cost of Living Adjustment (COLA) in August 2024
- 4.5% salary range adjustment in September 2024
- 3.0% average merit in January 2025
- Annual 1% lump sum bonus December 2024

Mr. Drye reviewed the proposed budget tax and fee adjustments which include:

<u>Tax/Fee</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Difference</u>
Recommended Property Tax Rate	\$.616	\$.665	\$.049
Stormwater Fee	\$4.81	\$5.29	\$.48
Water and Sewer Rate	\$63.08	\$65.20	\$2.12
Solid Waste Fee	\$9.28	\$11.57	\$2.29
Recycling Fee	\$5.80	\$6.28	\$.48

Mr. Drye stated the proposed budget recommends a monthly property tax increase of \$9.50 per month for an average home valued at \$231,685. He reviewed the General Fund Balance for FY2025 and noted the budget recommends appropriating \$2,446,794 in Fund Balance to fund one-time projects. He explained the budget adoption process steps which includes:

- Budget Presentation to Council – May 14, 2024
- Budget Public Hearing – June 4, 2024
- Additional Budget workshop - June 11, 2024
- Budget Adoption – June 18, 2024 (per Council approval)

Mr. Greene thanked Ms. Keyes, Mr. Drye, and the Finance Team for their work on the budget. He noted the budget focuses on public safety and recommends adding three police officer positions and six firefighter positions.

Councilmember Post asked what the General Fund balance as a percent of expenditures will be if the recommended budget is approved. Mr. Drye stated the estimate is 48% or \$11,718,634.

Mayor Alexander convened a public hearing after due notice to receive comments regarding the proposed FY2024-2025 City Budget.

Mr. Clyde noted concerns with the \$.049 cent tax increase and the increase in solid waste, stormwater, and recycling fees.

Ms. Dee Dee Wright inquired about the Downtown Dumpster Pilot project and the rental income generated by the Plaza. She requested additional information regarding the \$1,500 budgeted for Dixonville Cemetery and the \$50,000 budgeted for the Fred M. Evans Pool.

Mr. Ethan Chirico asked Council to consider increasing the proposed 1.5% COLA to a 3% increase.

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

Councilmember Post noted he spoke with Ms. Dione Adkins, Executive Director of the Salisbury-Rowan Community Action Agency, who expressed concern about filling teaching positions for Head Start programs. He asked Council to consider approving a stipend for Salisbury Head Start teachers to help recruit and fill open positions.

Councilmember Smith and Councilmember McLaughlin noted support for the recommended pay adjustments for City employees.

Councilmember Post urged citizens to participate in the budget work sessions and public hearings to ask questions and provide funding suggestions.

Mayor Pro Tem Sheffield thanked citizens for providing feedback on the proposed budget. She also thanked staff and the Finance Department for their work on the budget. She noted the City is committed to public safety and providing exceptional City services.

Mayor Alexander stated it is essential for the City to have a healthy General Fund. She thanked employees for working to acquire grants to help pay for long-term projects that benefit the City.

## **CONDITIONAL DISTRICT OVERLAY – SACRED HEART CHURCH**

Senior Planner Victoria Bailiff addressed Council regarding amending an existing Conditional District (CD) Overlay for Sacred Heart Church, located at 37 Lumen Christie Lane, to permit a new rectory and 36 additional parking spaces in the existing parking lot. She noted the site includes seven parcels that total approximately 107 acres.

Ms. Bailiff stated the CD Overlay has multiple base zoning districts, and she pointed out the requested changes will take place in the northernmost parcel. She noted surrounding uses include residential, agricultural, institutional and undeveloped properties. She indicated the property is partially wooded with many grade changes and it includes a blue line stream and floodplain that will not be disturbed by the proposed development.

Ms. Bailiff noted the master plan proposes a 5,083 square foot rectory and 36 new parking spaces with additional landscaping. She indicated the Future Land Use Map has the property categorized as Public Office and Institutional, which is consistent with the Community Institution (CI) zoning district. She stated staff finds the proposed rezoning is consistent with the Forward 2040 Comprehensive Plan Policy 6.3.3. She added the master plan was reviewed by the Technical Review Committee on April 18, 2024 who recommended approval of the master plans subject to minor revisions, which were satisfied upon resubmittal.

Ms. Bailiff indicated Planning Board held a courtesy hearing on May 14, 2024. She noted the applicant's representative was available to answer questions, and one citizen expressed concerns regarding increased runoff due to additional impervious surface. She noted the Planning Board considered the citizen's concerns and ultimately found the proposal to be consistent with the Forward 2040 Comprehensive Plan and recommended approval. She added the Planning Board noted the flooding issues are concerning, but it did not appear that the additional impervious surface would create enough runoff to exacerbate the flooding issues in the Hidden Creek community.

Councilmember Post asked if water from the property flows toward the Hidden Creek development. Public Works Director Chris Tester stated the water naturally flows in the direction of Hidden Creek and approximately 340 acres drain to the drainage basin in the creek. He added the proposal includes four of those acres and the additional impervious surface will equate to one-half acre. He pointed out approximately 20 acres of the 107 acre site are inside the City limits and there will be a minimal impact to the drainage basin. He stated during the construction examination process a review will be conducted to make sure the criteria for impervious surface area for the City and the state is met.

Mayor Alexander convened a public hearing after due notice to receive comments regarding the proposed CD Overlay.

Ms. Gwen Mangler stated she lives in Hidden Creek development and expressed concern regarding the impact of water erosion from the proposed rectory and the 16 additional parking spaces. She pointed out the rectory appears to have no additional landscaping proposed, but it is on the cliff that downgrades toward Hidden Creek.

Mr. Gray Stout, architect for the project stated he supports the proposal. He noted approximately 15 years ago, the master plan for the Sacred Heart campus was brought before Council and it includes best management practices that were required for engineering and state and City regulations. He explained the regulations include multiple wet retention ponds and detailed civil engineering plans to study where the water from the campus would go. He indicated the changes will not add water to the creek due to the site's distance from the creek. He pointed out the church has continued to maintain the existing ponds and retention ponds as required by state standards.

Mayor Alexander noted the proposal meets City and state requirements for water retention. Mr. Stout agreed.

Mayor Alexander invited Ms. Mangler back to the podium. Ms. Mangler stated she walks the trail from Hidden Creek to Sacred Heat, and she indicated there is erosion on the hill near the top of the trail.

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

Ms. Bailiff indicated an erosion control plan is not required because the disturbance is under one acre, but Chapter 9 of the Land Development Ordinance (LDO) requires appropriate erosion control measures even if the disturbance is under one acre so that mud and sedimentation do not run off the site.

Councilmember Post stated the City Council hereby finds and determines that adoption of an Ordinance to amend the Conditional District Overlay is consistent with the goals objectives and policies of the Forward 2040 Comprehensive Plan. City Council finds that the map amendment is reasonable due to the limitations set forth in the petition and the compatibility of the proposed use and existing surrounding uses. Thereupon, Mr. Post made a **motion** to adopt an Ordinance amending the Land Development District Map of the City of Salisbury, North Carolina, amending the existing Conditional District Overlay for 375 Lumen Christi Lane, approximately 107.56 acres to permit a new rectory and parking lot expansion. Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers McLaughlin, Post and Smith voted AYE. (5-0)

ORDINANCE AMENDING THE LAND DEVELOPMENT DISTRICT MAP OF THE CITY OF SALISBURY, NORTH CAROLINA, AMENDING THE EXISTING CONDITIONAL DISTRICT OVERLAY FOR 375 LUMEN CHRISTI LANE, APPROXIMATELY 107.56 ACRES LOCATED AT TAX MAP 326 PARCEL 239 AND TAX MAP 327 PARCELS 001, 129, 130, 131, 132 AND 133 TO PERMIT A NEW RECTORY AND PARKING LOT EXPANSION.

(The above Ordinance is recorded in full in Ordinance Book No. 32 at Page No. 58-59, and is known as Ordinance 2024-36.)

Council took a short recess.



## **UPDATE – 10-YEAR HOUSING STRATEGY PLAN**

Planning and Neighborhoods Director Hannah Jacobson and Thomas P. Miller and Associates Housing Director Aaron Finley addressed Council regarding the 10-year Housing Strategy Plan. Mr. Finley reviewed the timeline for the project, and he indicated the final report should be completed in July. He noted the proposed Housing Strategy Plan is consistent with the Strategic Plan and will meet four proposed goals:

- Increase opportunities for new affordable for-sale and for-rent developments
- Ensure residential development meets the community's needs
- Maintain and improve the existing supply of for-sale and for-rent housing
- Foster efficient and collaborative housing approaches

Mr. Finley noted since 2019 there has been a 66% increase in the median sale price of a home in the City, and he indicated 19% of homeowners are cost burdened. He stated there has been a 26% increase in median gross rent from 2017 until 2022, and he pointed out 48% of renter households are cost burdened.

Mr. Finley reviewed the housing demand model, and he noted the demand for new units for sale and rent by 2033 is projected to be between 5,200 and 5,500 units. He added 26% of the new units will be for households earning less than 60% of the area median income. He then reviewed the strategies to address Goal 1 to increase opportunities for new affordable for-sale and for-rent developments:

- Strategy 1.1 Establish a dedicated affordable housing trust fund
- Strategy 1.2 Explore an option to partner on a community land trust for long-term affordable housing
- Strategy 1.3 Develop a strategic approach to City-endorsed Low Income Housing Tax Credits (LIHTC) applications
- Strategy 1.4 Offer regulatory incentive packages to developers that include affordable units in new developments
- Strategy 1.5 Maximize funding opportunities and programs for affordable housing development

There was discussion among Council regarding housing choice vouchers which are not available in the City or County at this time due to long waiting lists. There was discussion regarding owner households that are cost burdened, and Mayor Alexander requested clarification regarding the affordable housing data. Mr. Finley explained the data includes estimates from the American Community Survey calculated for Salisbury by the United States Census Bureau.

Mr. Finley stated a public survey took place between October 2023 and January 2024 with over 550 surveys completed. He noted policies with over 70% support include increased code enforcement, owner-occupied rehabilitation funding, energy efficiency programs, affordable home ownership, tenant's rights, minimum housing enforcement and replacing vacant commercial spaces with residential units. He reviewed Goal 2 to ensure residential development meets the community's needs:

- Strategy 2.1 Formalize a land bank with the Community Development Corporation
- Strategy 2.2 Encourage missing middle development through zoning changes
- Strategy 2.3 Improved construction standards to improve quality of new builds
- Strategy 2.4 Ensure that needs for executive housing are met

Mr. Finley referenced Goal 3 to maintain and improve the existing supply of for-sale and for-rent housing, and he indicated over 55% of the City's housing stock was built before 1980. He reviewed the strategies for Goal 3:

- Strategy 3.1 Expand programming to assist/fund home rehabilitation
- Strategy 3.2 Develop an affordable housing preservation inventory and campaign
- Strategy 3.3 Develop a strategy to encourage infill redevelopment and commercial- to residential conversions

Councilmember McLaughlin asked about the location of infill redevelopment opportunities. Ms. Jacobson stated the Forward 2040 Comprehensive Plan includes a Future Land Use map that identifies areas with potential for mixed use and infill redevelopment.

Mr. Finley then referenced Goal 4 to foster an efficient and collaborative housing approach, and he noted there are many collaborative partnerships in the City. He reviewed the strategies for Goal 4:

- Strategy 4.1 Review the existing staffing capacity to administer current and new programs
- Strategy 4.2 Convene a housing solution task force
- Strategy 4.3 Take an active role in improving tenant-landlord relations
- Strategy 4.4 Conduct a public education campaign around affordable housing
- Strategy 4.5 Advocate for changes to the state-level housing policy

Mr. Finley noted the next steps are to focus on a final recommendation based on feedback from Council, develop implementation steps, identify best practices and performance metrics and to prepare the final report.

Mayor Pro Tem Sheffield indicated the strategies for each goal included big ideas such as converting unused commercial properties to residential properties. Mr. Finley noted the report will include recommendations that will require future conversations. Councilmember Post pointed out the projection for new housing will require a lot of land, and he questioned if there will be available land to meet the need.

Council thanked Mr. Finley and Ms. Jacobson for their presentation.

## **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 appointments were made to the Community Appearance Commission to fill unexpired terms:

Mr. Carlton A. Jackson, Jr.	Term Expires 3/31/2025
Mr. Keith Cohick	Term Expires 3/31/2026

### **Greenway, Bicycle and Pedestrian Committee**

Upon a motion by Councilmember McLaughlin with Mayor Alexander, Mayor Pro Tem Sheffield, and Councilmembers McLaughlin, Post, and Smith voting AYE, the following appointment was made to the Greenway, Bicycle and Pedestrian Committee to fill an unexpired term:

Ms. Karen South Jones	Term Expires 3/31/2025
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## **CITY MANAGER'S REPORT**

### (a) **Express Educate and Connect for a Safer Salisbury**

City Manager Jim Green stated the Human Relations Commission (HRC) is hosting Express Educate and Connect for a Safer Salisbury Thursday, June 6, 2024 from 5:30 p.m. until 7:00 p.m. He asked Diversity, Equity and Inclusion Director and HRC staff liaison Anne Little to provide additional information. Ms. Little stated the event is a community round table regarding public safety and raising the quality of life for all. She stated former Salisbury Deputy Police Chief and current Police Chief of Madison, Wisconsin Shon Barnes will be the guest speaker. She added small group discussions will address issues related to crime in the City. She noted Mr. Willie Ratchford and Dr. Anthony Wade with WPR Consulting will facilitate the small group conversations along with members of the HRC and the Police Chief's Advisory Board. She indicated members of the Salisbury Youth Council will participate in the event, and she invited the community to attend.

## **COUNCIL COMMENTS**

Councilmember Smith recognized members of the Human Relations Commission (HRC) for their work on the Elizabeth Duncan Koontz Awards, and he congratulated award winners Emily Perry, Jason Walser, David Whisenant, and Edward and Susan Norvell and thanked them for their contributions to the City.

## **MAYOR PRO TEM COMMENTS**

Mayor Pro Tem Sheffield wished all dads a Happy Father's Day, and she congratulated Assistant City Manager Kelly Baker on her promotion. She noted there are decisions to be made regarding the proposed budget. She indicated she is committed to making the City an employer of choice, making fair decisions for citizens and staying aligned with the City's Strategic Plan. She added she is thankful for the Councilmembers that serve with her.

Mayor Pro Tem Sheffield thanked Mayor Alexander and Council for its continued support of Salisbury Pride by setting an example, being visible and creating a safe space for all citizens.

## **MAYOR'S ANNOUNCEMENTS AND COMMENTS**

Mayor Alexander noted the NAACP will sponsor a Juneteenth Commemoration Celebration that will include:

- A Stronger Together Prayer Vigil on Thursday, June 13<sup>th</sup>
- Southern Soul Music and Fish on Friday, June 14<sup>th</sup>
- Juneteenth Celebration will take place on Saturday, June 15<sup>th</sup> at Bell Tower Green
- Soulful Sunday Celebration on Sunday, June 16<sup>th</sup>
- Youth Culture Day on Monday, June 17<sup>th</sup>
- Juneteenth: A Day of Service on Tuesday, June 18<sup>th</sup>
- Juneteenth Heritage Breakfast on Wednesday, June 19<sup>th</sup>

Mayor Alexander thanked staff for all it does for the City, and the quality of professionalism that is extended to citizens.

## **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 9:36 p.m.

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Karen K. Alexander, Mayor

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Connie B. Snyder, City Clerk

## **SPECIAL MEETING**

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

**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 5:00 p.m.

### **ADOPTION OF THE AGENDA**

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

### **CLOSED SESSION**

Thereupon, Councilmember Post made a **motion** to go into Closed Session concerning an economic development matter as allowed by NCGS 143-318.11(a)(4) and to consult with an attorney as allowed by NCGS 143-318.11(a)(3). Mayor Alexander, Mayor Pro Tem Sheffield and Councilmembers McLaughlin, Post and Smith voted AYE. (5-0)

**RETURN TO OPEN SESSION**

Council returned to open session. Mayor Alexander noted no action was taken in closed session.

**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 6:13 p.m.

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Karen K. Alexander, Mayor

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Connie B. Snyder, City Clerk



# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Council to Appropriated Donation for the Police Department in the amount of \$128,082.

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Wade Furches, Finance Director

**Main Point of Contact Email:** wfurc@salisburync.gov

**Phone:** 704-638-5302



**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

Support of Police Department.

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**  Yes  No  No Budgetary Impact

**If no, identify the funding source**

Donation received from anonymous donor.

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

The City will be receiving an anonymous donation through the Salisbury Police Foundation in the amount of \$128,082 for use by the Police Department for compensation for Police Department employees as requested by the donor. The employee compensation will be run through City payroll. This donation must be appropriated by City Council before the City can expend the funds.





# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Adopt a Budget Ordinance in the amount of \$128,082 to appropriate a donation received for the Police Department for compensation.

**Department Head Signature (Required)**

*S. Wade Funches*

AN ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE  
OF THE CITY OF SALISBURY, NORTH CAROLINA TO  
APPROPRIATE DONATION FOR THE POLICE DEPARTMENT

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

Section 1. The City's Police Department will be receiving a donation in the amount of \$128,082. This additional revenues need to be property appropriated.

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 010-452107<br>General Police Donations | <u>\$ 128,082</u> |
| (2) | Increase line item 10516000-501101<br>Police Salaries     | <u>\$ 128,082</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

## Agenda Item

**Item Title:** Council to appropriate additional HAZMAT revenue in the amount of \$19,550.

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Wade Furches, Finance Director

**Main Point of Contact Email:** wfurc@salisburync.gov

**Phone:** 704-638-5302



**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

Support of Fire Department.

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**  Yes  No  No Budgetary Impact

**If no, identify the funding source**

Additional HAZMAT revenue.

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

The City and Rowan County recently renewed and restructured their Memorandum of Understanding related to the annual cost-sharing of the City's Hazardous Materials Team. The new MOU resulted in additional revenues for the City in FY24 in the amount of \$19,550. Recently, one of the Fire Department's gear dryers became inoperable and unrepairable. The gear dryer is used daily and extends the life of our turn-out gear. Also, the Fire Department has requested to replace some worn out mattresses. The Finance Department recommends the use of these additional funds to purchase a new gear dryer and much-needed mattresses.



# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Adopt a Budget Ordinance in the amount of \$19,550 to appropriate additional HAZMAT revenue for the Fire Department..

**Department Head Signature (Required)**

*S. Wade Funches*

AN ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE  
OF THE CITY OF SALISBURY, NORTH CAROLINA TO  
APPROPRIATE ADDITIONAL HAZMAT REVENUES

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

Section 1. The City's Police Department has received an additional \$19,550 in revenues due to a revision in the Hazardous Materials Team Memorandum of Understanding with Rowan County. This additional revenues need to be property appropriated.

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 010-452204 Fire HAZMAT charges	<u>\$ 19,550</u>
(2)	Increase line item 10531356-571000 Capital Outlay	\$ 11,922
	Increase line item 10531351-516100 Department Supplies	3,814
	Increase line item 10531352-516100 Department Supplies	<u>3,814</u>
		<u>\$ 19,550</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

## Agenda Item

**Item Title:** A Parks and Recreation donation/sponsorship for the Cheerwine Festival.

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Keisha Coxe, Parks and Recreation Director

**Main Point of Contact Email:** keisha.coxe@salisburync.gov

**Phone:** 704-638-5299



**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

Strategies: *(Click to view specific Strategic Plan strategies)*

Support high-quality parks, open spaces, greenways, and community spaces that provide a wide range of diverse amenities and programs to support healthy lifestyles for all ages - youth to retirees - and celebrate the rich cultural diversity of our community.

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**  Yes  No  No Budgetary Impact

**If no, identify the funding source**

Budget ORDINANCE Amendment to appropriate a donation/sponsorship of \$46,855.20 to FY23-24 Budget.

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

To Adopt a Budget ORDINANCE Amendment Appropriating a Parks & Recreation sponsorship/donation to the FY2023-2024 budget in the amount of \$46,855.20 to help with expenses related to the Cheerwine Festival. The City has received a sponsorship/donation in the amount of \$46,855.20 to help with expenses related to the Cheerwine Festival. N.C. General Statutes require that the City appropriate these revenues so that they can be legally spent.

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# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Adopt a Budget Ordinance amending the FY2023-2024 Budget in the General Fund of \$46,855.20 for additional revenue.

**Department Head Signature (Required)**

A handwritten signature in black ink, appearing to read "John Coe", is written over a horizontal rectangular box.

AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE  
OF THE CITY OF SALISBURY, NORTH CAROLINA TO  
APPROPRIATE PARKS AND RECREATION DONATION

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

Section 1. The City has received a sponsorship in the amount of \$46,855.20 for expenses related to the Cheerwine Festival. 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 010-496-000-5450.42<br>Spring Festival (expense) | <u>\$ 46,855.20</u> |
| (2) | Increase line item 010-000-000-4821.30<br>Spring Festival (revenue) | <u>\$ 46,855.20</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

## Agenda Item

**Item Title:** A Parks and Recreation sponsorship for the New Years Eve Event 2024.

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Keisha Coxe, Parks and Recreation Director

**Main Point of Contact Email:** keisha.coxe@salisburync.gov

**Phone:** 704-638-5299



**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

**Focus Areas:**

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

Support high-quality parks, open spaces, greenways, and community spaces that provide a wide range of diverse amenities and programs to support healthy lifestyles for all ages - youth to retirees - and celebrate the rich cultural diversity of our community.

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**  Yes  No  No Budgetary Impact

**If no, identify the funding source**

Budget ORDINANCE Amendment to appropriate a sponsorship of \$2000.00 to FY23-24 Budget.

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

To Adopt a Budget ORDINANCE Amendment Appropriating a Parks & Recreation sponsorship FY2023-2024 budget in the amount of \$2000.00 to help with expenses related to the New Year's Eve Event 2024. The City has received a sponsorship in the amount of \$2000.00 to help with expenses related to the New Year's Eve Event 2024. N.C. General Statutes require that the City appropriate these revenues so that they can be legally spent.



# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Adopt a Budget Ordinance amending the FY2023-2024 Budget in the General Fund of \$2000.00 for additional revenue.

**Department Head Signature (Required)**

A handwritten signature in black ink, appearing to read "Kubi Core", is written inside a rectangular box.

AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE  
OF THE CITY OF SALISBURY, NORTH CAROLINA TO  
APPROPRIATE PARKS AND RECREATION DONATION

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

Section 1. The City has received a sponsorship in the amount of \$2,000.00 for expenses related to the New Year's Eve Event 2024. 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 010-000-000-4515.04<br>Recreation Grants and Donations | <u>\$ 2,000.00</u> |
| (2) | Increase line item 010-621-100-4540.28<br>Special Events (expense)        | <u>\$ 2,000.00</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

## Agenda Item

**Item Title:** FY 2024-25 Approved Holidays

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Wade Furches, Finance Director

**Main Point of Contact Email:** wfurc@salisburync.gov

**Phone:** 704-638-5302



**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other  Attachment

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

## Fiscal Note

**Is this item included in the current Fiscal Year budget? If no, identify the funding source**  Yes  No  No Budgetary Impact

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

Council to review and approve the attached schedule of City Holidays for the fiscal year July 1, 2024 - June 30, 2025. The schedule of Holidays will be included in the City's final Budget book.





# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Council to consider adopting the schedule of Holidays for the fiscal year July 1, 2024 - June 30, 2025.

**Department Head Signature (Required)**

*S. Wade Funches*



## HOLIDAY SCHEDULE FOR FY 2024-2025

- Independence Day Thursday, July 4, 2024
- Labor Day Monday, September 2, 2024
- Veterans Day Monday, November 11, 2024
- Thanksgiving Thursday, November 28, 2024  
Friday, November 29, 2024
- Christmas Tuesday, December 24, 2024  
Wednesday, December 25, 2024  
Thursday, December 26, 2024
- New Year's Day Wednesday, January 1, 2025
- Martin Luther King, Jr. Day Monday, January 20, 2025
- Good Friday Friday, April 18, 2025
- Memorial Day Monday, May 26, 2025
- Juneteenth Day Thursday, June 19, 2025



# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Copier Contract Renewal

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Dale Waters, IT Manager

**Main Point of Contact Email:** dwate@salisburync.gov

**Phone:** 704-216-7584



**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 for consideration by Council)*

**Item Category:**



Action



Information Only



Other

**Attachment:**



Yes



No

**Select if one of these categories apply:**



Ordinance



Resolution



Contract

## Strategic Plan

**Focus Areas:**



Healthy, Safe & Engaged Neighborhoods



Economic & Workforce Development



Public Safety



Organizational Excellence



Sustainable Infrastructure



Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**



Yes



No



No Budgetary Impact

**If no, identify the funding source**

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

Council to consider approving a contract renewal with Toshiba for citywide copier services.

The City currently leases our copiers through Toshiba and this agreement would renew copier services for five years. There is no price increases for the renewing of our contract. This contract is under State Contract 204D. The City would be invoiced quarterly for copier services in May, August, November and February.

The contract includes:

- All-inclusive Cost Per Copy Agreement to include Equipment, Accessories, Service, and Supplies. (Excludes Paper, Staples & NC sales tax)
- All Toshiba, Lexmark and Brother Multi-Function and Single-Function Devices.

Cost per print:

Black and White Copiers: \$0.0347

Color Copiers Black and White Copies/Prints: \$0.0447

All Color Copies/Prints: \$0.065

Annual estimated cost of the contract is \$58,031.40 per year over a 60 month term for a total cost of \$290,157 plus any overages over the course of five years. We have budgeted \$60,139 for FY2024-25.



# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Council to consider approving a citywide contract renewal with Toshiba Business Solutions related to Citywide copier services. Toshiba currently provides Multi-function machines such as copiers and printers, supplies, and maintenance for all City departments. The current contract expires on June 30, 2024. The renewal will be for a 5-year term, starting on July 1, 2024 and expiring on June 30, 2029. This contract is under State Contract 204D.

**Department Head Signature (Required)**

*Kelley Baker*



# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Donation from Bell Tower Green, Inc.

**Requested Council Meeting Date:** 06/18/2024

**Name and Title of Presenter(s):** Public Works Director Chris Tester and Jason Walser, Bell Tower Green, Inc.

**Main Point of Contact Email:** mhann@salisburync.gov

**Phone:** 704.216.8028

**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

- Reduce the crime rate in our community by building partnerships with organizations, implementing creative crime deterrence programs and services.
- Support expanded Parks and Recreation programming to support youth safety and crime reduction initiatives.

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**  Yes  No  No Budgetary Impact

**If no, identify the funding source**

Lighting donation from Bell Tower Green, Inc. The City will own and maintain the lighting enhancements.

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

On June 10, 2024, the Bell Tower Advisory Committee voted unanimously to approve a lighting enhancement design for the Bell Tower Green Park. On June 11, 2024, Bell Tower Green, Inc. voted to approve the lighting enhancement design and to request that the City Council accept the donation. The cost of the lighting is \$43,809.41 plus labor which will be paid by Bell Tower Green, Inc. These lighting enhancements include stage, linear, and archway lights that will help illuminate darkened areas throughout the park that are potential security risks to park patrons. If the donation is accepted, the City will own and maintain the lighting enhancements.



# Salisbury City Council Agenda Item Request Form

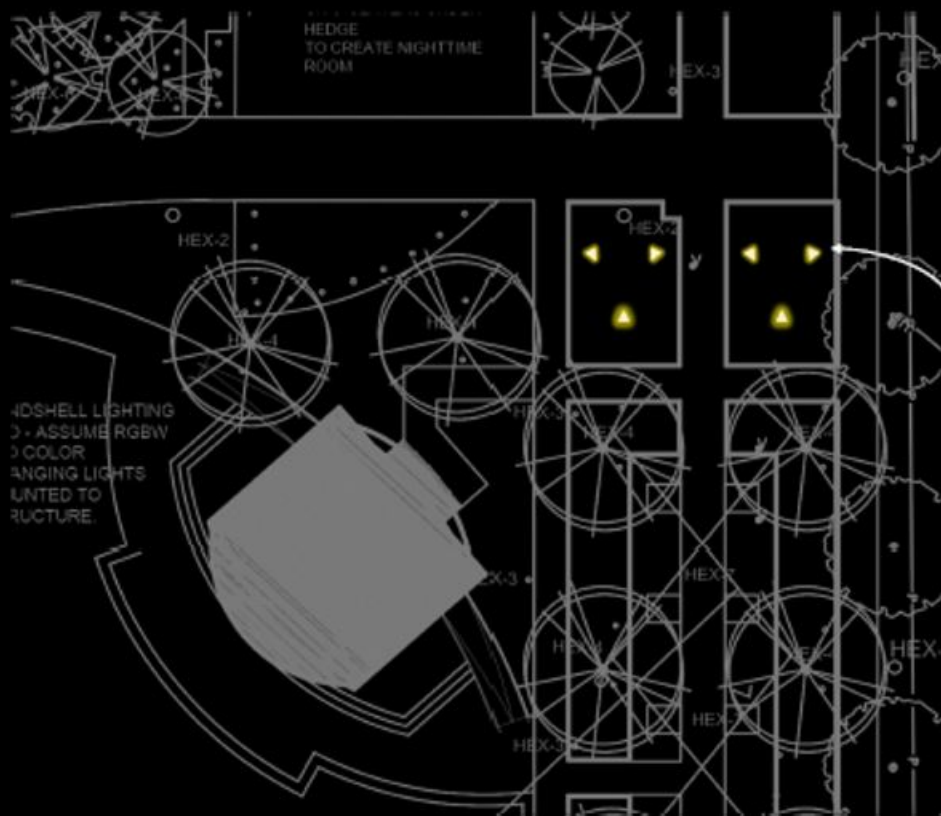
**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Council to consider authorizing the City Manager to prepare and deliver a written consent to Bell Tower Green, Inc. for BTG, Inc. to provide in-kind assistance in the form of lighting improvements to Bell Tower Green Park pursuant to paragraph 8.e. of the Agreement Between The City of Salisbury And Bell Tower Green, Inc., For The Operation and Maintenance of the Bell Tower Green Park At Stanback Square.

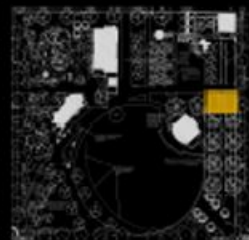
**Department Head Signature (Required)**



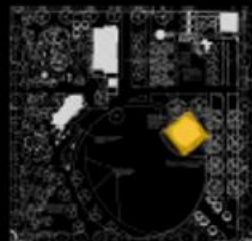
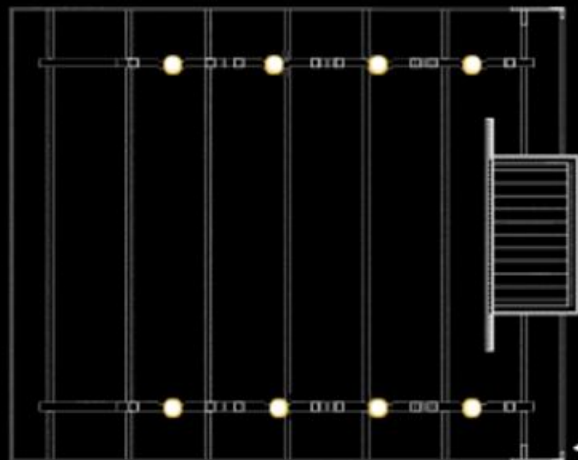
# Security Risk Area



Stake mounted landscape uplights at planters to provide more illumination at security risk areas.



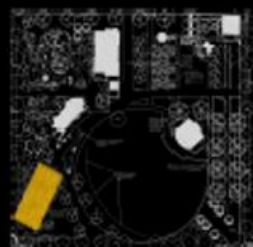
## Stage Light Beams Updated



Surface mounted luminaire that emits a 360 deg line of light to trace along the V-shaped columns. This will enhance the architectural elements of the Stage.



## Option 3b: Metal Mesh Sculpture highlighted with linear lights

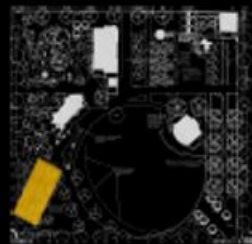


Mount small linear fixtures along the shorter tunnel support structure to highlight the metal mesh with a glow from the supports. This will highlight the metal mesh and tabs in the nighttime.





## Tunnel Option 5: Gobo Projector on Sidewalk



Surface mounted image projector spot lights that will create patterns on the sidewalk under the tunnel. Projector spot lights mounted to the top of the tunnel.





# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Voluntary Annexation – Shay Crossing Phase 4

**Requested Council Meeting Date:** June 18, 2024

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

**Main Point of Contact Email:** Hannah.Jacobson@salisburync.gov **Phone:** 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 for consideration by Council)*

**Item Category:**

Action

Information Only

Other

**Attachment:**

Yes

No

**Select if one of these categories apply:**

Ordinance

Resolution

Contract

## Strategic Plan

Focus Areas:

Healthy, Safe & Engaged Neighborhoods

Economic & Workforce Development

Public Safety

Organizational Excellence

Sustainable Infrastructure

Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

Undertake ventures for redevelopment to encourage economic growth.



# Salisbury City Council Agenda Item Request Form

## Fiscal Note

Is this item included in the current Fiscal Year budget?  Yes  No  No Budgetary Impact

If no, identify the funding source

The current tax value of the property is \$232,377. The development plan is for a subdivision of 230 single family homes. The value of those improvements is estimated to be \$50,000,000 with future expected annual tax revenue of \$309,431. The City will incur costs for police, fire protection, and solid waste which is indeterminable.

Finance Manager Signature

*S. Wade Funches*

Budget Manager Signature:

*[Handwritten Signature]*

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

A public hearing concerning the voluntary annexation for 23.78 acres, located at 570 Earnhardt Road, and identified as Tax Map 065 Parcel 008, and Tax Map 067 Parcel 189, and a portion of Tax Map 058 Parcel 088, was scheduled for June 18th, 2024. The hearing has been properly advertised, and staff finds the request to meet the standards of NCGS 160A-31. Therefore, after the public hearing, City Council will consider adopting an Ordinance for the annexation of 23.78 acres at 570 Earnhardt Road, identified as parcels 065 008, 067 189, and a portion of 058 088, effective June 18th, 2024.



# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

City Council to hold a public hearing and consider adoption of an Ordinance to annex 23.78 acres located at 570 Earnhardt Road, and identified on Tax Map 065 Parcel 008, and Tax Map 067 Parcel 189, and a portion of Tax Map 058 Parcel 088, per NCGS 160A-31, effective June 18th, 2024.

**Department Head Signature (Required)**

*Fernando Jackson*

**“AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE CITY OF SALISBURY, NORTH CAROLINA, TO INCLUDE 23.78 ACRES LOCATED AT 570 EARNHARDT ROAD, TAX MAP 065 PARCEL 008, AND TAX MAP 067 PARCEL 189, AND A PORTION OF TAX MAP 058 PARCEL 088.**

WHEREAS, the City Council of Salisbury has been petitioned under G.S. 160A-31 to annex the area described herein, and the City Clerk has certified the sufficiency of said petition; and

WHEREAS, a public hearing on the question of this annexation was held by City Council on June 18<sup>th</sup>, 2024 at 6:00 p.m. after due notice by publication on June 6<sup>th</sup>, 2024 in the Salisbury Post; and

WHEREAS, the City Council of Salisbury does find as a fact that said petition meets the requirements of G.S. 160A-31; and

WHEREAS, the City Council of Salisbury further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the City Council of Salisbury further finds that the petition is otherwise valid, and that the public health, safety and welfare of the City of Salisbury and of the area proposed for annexation will be best served by annexing the area described;

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory, is hereby annexed and made part of the City of Salisbury as of the 18<sup>th</sup> day of June, 2024. The survey plat that describes the annexed territory is that certain survey plat entitled Contiguous Annexation Plat for the City of Salisbury Concerning the Parcels of B&C Land Farming, LLC., dated April 8, 2024, and recorded in Book of Maps \_\_\_\_\_ Page \_\_\_\_\_, Rowan County Register of Deeds:

COMMENCING AT NORTH CAROLINA GEODETIC SURVEY STATION “ANN” (STATE PLANE COORDINATES N(Y): 693377.47, E(X): 1567867.92, N.A.D. 83/2011); THENCE S 64° 49’ 12” E 5,667.62 FEET (5,666.85 FEET GRID DISTANCE, COMBINED GRID FACTOR 0.99986496) TO A MAG NAIL FOUND IN THE CENTERLINE OF EARNHARDT ROAD (STATE ROAD 2126) AND BEING THE **POINT AND PLACE OF BEGINNING** (STATE PLANE COORDINATES N(Y): 690966.43, E(X): 1572996.29, N.A.D. 83/2011); THENCE WITHIN THE MARGIN OF EARNHARDT ROAD, WITH A NORTHEASTERLY LINE OF SHAY CROSSING HOME OWNER’S ASSOCIATION, INC. (DEED BOOK 1419, PAGE 498) AND A NORTHEASTERLY LINE OF DEPENDABLE DEVELOPMENT, INC. (DEED BOOK 1334, PAGE



697) N 37° 57' 11" W 1,576.83 FEET TO A FOUND METAL DISC, BEING AN EASTERLY CORNER OF LOT 18 OF CRANE CREEK TERRANCE SUBDIVISION (PLAT BOOK 9995, PAGE 964) AND A SOUTHERLY CORNER OF B&C LAND FARMING, LLC (DEED BOOK 1263, PAGE 810, TRACT 1);

THENCE WITH A SOUTHEASTERLY LINE OF SAID B&C LAND FARMING, LLC N 22° 08' 45" E 1,329.46 FEET TO A FOUND METAL DISC (SAID FOUND METAL DISC BEING LOCATED S 03° 11' 48" W 286.05 FEET FROM AN AXLE FOUND), BEING A SOUTHWESTERLY CORNER OF GREGORY ALEXANDER AND DEBORAH ALEXANDER (DEED BOOK 1336, PAGE 854) AND A NORTHWESTERLY CORNER OF MARY LEA ARCEO (DEED BOOK 1273, PAGE 82);

THENCE WITH THE FOLLOWING TWO LINES (2) LINES OF SAID MARY LEA ARCEO:

- 1) S 04° 35' 10" W 200.05 FEET TO A FOUND #5 REBAR,
- 2) S 75° 04' 07" E 521.71 FEET TO A POINT IN THE CENTERLINE OF SAID EARNHARDT ROAD;

THENCE WITH THE CENTERLINE OF SAID EARNHARDT ROAD THE FOLLOWING SIXTEEN (16) LINES:

- 1) S 46° 00' 03" W 31.05 FEET TO A POINT,
- 2) S 37° 21' 19" W 102.90 FEET TO A POINT,
- 3) S 26° 26' 04" W 100.02 FEET TO A POINT,
- 4) S 16° 37' 55" W 98.73 FEET TO A POINT,
- 5) S 09° 48' 35" W 43.76 FEET TO A POINT,
- 6) S 08° 38' 31" W 57.27 FEET TO A POINT,
- 7) S 06° 02' 50" W 101.40 FEET TO A POINT,
- 8) S 05° 03' 34" W 188.24 FEET TO A POINT,
- 9) S 04° 30' 57" W 397.80 FEET TO A POINT,
- 10) 04° 06' 55" W 105.16 FEET TO A POINT,
- 11) S 02° 22' 06" W 106.34 FEET TO A POINT,
- 12) S 02° 16' 45" E 106.96 FEET TO A POINT,
- 13) S 07° 52' 39" E 105.11 FEET TO A POINT,
- 14) S 12° 58' 53" E 107.19 FEET TO A POINT,
- 15) S 17° 03' 21" E 105.59 FEET TO A POINT,
- 16) S 18° 53' 29" E 466.31 FEET TO THE **POINT AND PLACE OF BEGINNING**, CONTAINING 1,035,995 SQUARE FEET OR 23.78 ACRES MORE OR LESS, AS SHOWN ON "CONTIGUOUS ANNEXATION PLAT, FOR THE CITY OF SALISBURG, CONCERNING THE PARCELS OF B&C LAND FARMING, LLC" (DEED BOOK 1263, PAGE 810, TRACT 2; DEED BOOK 1263, PAGE 810, TRACT 3, AND DEED BOOK 1263, PAGE 810, A PORTION OF TRACT 1) AS PREPARED BY MATTHEW J. STIKELEATHER, NORTH CAROLINA PROFESSIONAL LAND SURVEYOR L-4243 OF PROVIDENCE LAND GROUP (DATED APRIL 8, 2024; PROJECT NUMBER 24021).

Section 2. Upon and after the 18<sup>th</sup> day of June, 2024, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Salisbury and shall be entitled to the same privileges and benefits as other parts of the City of Salisbury. Said territory shall be subject to municipal taxes according to G.S. 160A-31.

Section 3. The Mayor of the City of Salisbury shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections as required by G.S. 163-288.1.”

Adopted this 18<sup>th</sup> day of June, 2024.

---

Karen K. Alexander, Mayor

ATTEST: \_\_\_\_\_  
Connie B. Snyder, NCCP  
City Clerk

Date: 3/18/2024



**PETITION REQUESTING VOLUNTARY ANNEXATION**  
Shay Crossing Phase 4

We the undersigned owners of real property respectfully request that the area described on the attached documents be annexed into the City of Salisbury. By signing this petition, we understand that the following conditions are the responsibility of the petitioners. Failure to meet the conditions may delay or invalidate the request:

1. The petition must be signed by all owners of real property in the area described and shall contain the address of each property owner.
2. The petition must include a metes and bounds description of the area to be annexed and a preliminary annexation boundary survey prepared by a Registered Land Surveyor. Two original mylars of the final annexation boundary survey shall be completed after consultation with the City.
3. If the area is not contiguous to the primary City limits, the petition shall include documentation that:
  - a) The nearest point of the described area is not more than three miles from the primary City limits.
  - b) No point on the described boundary is closer to another municipality than to the City of Salisbury.
  - c) No subdivision, as defined in GS 160A-376, will be fragmented by the proposed annexation.
4. Upon the effective date of annexation and thereafter, the described citizens and property shall be subject to municipal taxes and to all debts, laws, ordinances and regulations in force in the City of Salisbury and shall be entitled to the same privileges and benefits as other citizens and property in the City of Salisbury.

Property Identification (tax number or street address)	Printed Name (and title if business entity)	Signature	Owner's Address
TM <u>058</u> PCL <u>088</u>	<u>B&amp;C Land Farming LLC</u>		<u>2627 Brekonridge Centre Dr., Suite 103, Monroe, NC 28110</u>
TM <u>065</u> PCL <u>008</u>	<u>B&amp;C Land Farming LLC</u>		<u>2627 Brekonridge Centre Dr., Suite 103, Monroe, NC 28110</u>
TM <u>067</u> PCL <u>189</u>	<u>B&amp;C Land Farming LLC</u>		<u>2627 Brekonridge Centre Dr., Suite 103, Monroe, NC 28110</u>

(Attach additional petition forms if needed)

Form Revised 2-08

Contact Person Andrew McDonald (Dependable Development Inc) Telephone Number (704) 288-7256

**For Office Use Only:**

Total number of parcels 3 Number Signed 3 % Signed 100 Date Returned 4/15/2024  
Contiguous per GS 160A-31  or Non-contiguous "satellite" per GS 160A-58 \_\_\_\_\_ (check one)

CITY OF SALISBURY

P.O. BOX 479, SALISBURY, NORTH CAROLINA 28145-0479





# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Downtown Revitalization Incentive Grant for 121 North Main Street

**Requested Council Meeting Date:** June 18, 2024

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

**Main Point of Contact Email:** hannah.jacobson@salisburync.gov **Phone:** 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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other **Attachment:**  Yes  No

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

Undertake ventures for redevelopment to encourage economic growth and tourism advancement in downtown.

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**  Yes  No  No Budgetary Impact

**If no, identify the funding source**

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*





# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

The Downtown Salisbury Revitalization Incentives Program (“Downtown Incentives Program”) was established by City Council in 2014 and revised in 2024 to promote economic growth within the Downtown Municipal District. It offers prospective developers a maximum grant package of \$150,000.00 in support of new construction and historic rehabilitation projects, with an emphasis on those that create new residential opportunities.

Shawn Champion with Skadoosh Enterprises LLC is requesting a Downtown Revitalization Incentive to assist in the redevelopment of "Alley and Main" at 121 North Main Street resulting in four new residential units and two substantially improved commercial spaces.

Total planned investment for the project is \$3.1 million, which would increase city tax revenue by a projected \$138,908 and MSD tax revenue by a projected \$35,178 over 10 years.

The Review Committee assessed the application against the adopted scoring rubric and in relationship to the overall FY 23-24 budget of DRI of \$150,000. The Review Committee felt the project met the objectives of the grant program, and recommends an award of \$150,000.00. No other applications were received this year.



# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Council to hold a public hearing and consider a request from Shawn Campion with Skadoosh Enterprises LLC for a Downtown Revitalization Incentive Grant of up to \$150,000.00 to assist in the redevelopment of 121 South Main Street resulting in four new residential units and two new retail spaces.

**Department Head Signature (Required)**

*Faunelle Jackson*



City of Salisbury  
Community Planning  
132 North Main Street  
Salisbury, NC 28144  
Ph. 704.638.5330  
[salisburync.gov/grants](http://salisburync.gov/grants)

# Downtown Revitalization Incentive (DRI) Grant Application

The Downtown Revitalization Incentive (DRI) Grant Program was established by the Salisbury City Council to promote economic growth within the Downtown Municipal Service District. The incentives are designed to promote both new development and historic rehabilitation, with an emphasis on those projects that create new residential opportunities.

**TO SUBMIT:** Submittal packages should be emailed directly to Hannah Jacobson at [hannah.jacobson@salisburync.gov](mailto:hannah.jacobson@salisburync.gov). Use of file share system may be required if attachment size is over 10 mb.

**DATE SUBMITTED:** 4/2/2024

## PROPERTY INFORMATION

Project Name: Alley & Main

Address: 121 N Main St

Current Use: Vacant

Rowan County Parcel ID: 0105483

Municipal Service District (Y/N): Y

## APPLICANT

Name: Shawn A Campion

Email: [hannah.jacobson@salisburync.gov](mailto:hannah.jacobson@salisburync.gov)

Telephone: 704-236-6984

Address:

## OWNER (IF DIFFERENT FROM APPLICANT)

Name: Shawn A Campion

Email:

Telephone:

Address:

## GENERAL APPLICATION CHECKLIST

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Proof of ownership, or if sale is pending, Contract for Sale to applicant or Option to Purchase  |
| <input type="checkbox"/>            | Proof of endorsement by legal owner, if the applicant is not the owner   |
| <input checked="" type="checkbox"/> | Written description of construction or rehabilitation work to be performed, including the proposed uses  |
| <input checked="" type="checkbox"/> | Photographs depicting the current condition of the building or site  |
| <input checked="" type="checkbox"/> | Narrative addressing each of the criteria in the Scoring Rubric  |
| <input checked="" type="checkbox"/> | Statement on project feasibility, including expected development timeline  |
| <input checked="" type="checkbox"/> | Schematic plans including floor plan indicating gross sq. ft. of residential space and sq. ft. of area protected by fire sprinkler system, if applicable |
| <input checked="" type="checkbox"/> | Itemized estimates of project costs prepared by licensed contractors or design professionals (minimum of two)  |
| <input checked="" type="checkbox"/> | Material schedules for residential units   |



**SIGNATURE**

*I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, the laws of the State of North Carolina, the standards of the Salisbury Land Development Ordinance, and the Salisbury Historic Design Guidelines (if applicable). Submission of this application does not constitute award of a grant or issuance of a permit.*

*I understand that DRI grants must be requested and approved by the Salisbury City Council. Application is not a guarantee that an award will be made.*

Applicant: 

Date: 4/2/2024

## **DOWNTOWN SALISBURY REVITALIZATION INCENTIVE GRANT PROGRAM (2024)**

### **Project Narrative**

#### Investment & Economic Benefit

The total planned investment, by Skadoosh Enterprises, into the redevelopment of 121 N Main St being called “Alley & Main” is \$3.1M. The initial purchase price of the building was \$600K in March 2022. A new roof and roof structural repairs were made in the spring of 2022 costing \$140K due to severe neglect. Several roof elements and sections were at the point of potential failure. Asbestos was removed from the facility by a professional contractor in Summer of 2022. Architectural drawing details were prepared and managed by Morgan Architecture & Consulting.

The project was delayed between winter 2022 and fall of 2023 waiting for the North Carolina Department of Natural & Cultural Resources and the National Park Service on approvals for historic tax credits. The project start date delay, which accounted for 12-months, was caused by North Carolina Department of Natural & Cultural Resources staff retirement, manual-automated process changes, and general work backlog.

A \$2.255M contract was signed with Central Piedmont Builders in November of 2023 to renovate the 121 N Main St building with a certificate of occupancy in November 2024. The contracted schedule with Central Piedmont Builders has been disrupted by governmental permitting processes and departmental backlogs. The project completion date is still targeted for November of 2024, but may slip to the 1<sup>st</sup> quarter of 2025 if permitting and inspection delays persist.

The economic benefit of the four new residential units will increase overall pedestrian presence, event attendance, associated spending patterns of middle to upper income households, and city & county tax base. The tenants being targeted for the commercial units will be franchises and/or local businesses with strong service or retail-based business plans that will provide variety to existing commerce. The selection of unique businesses relative to the Salisbury DMX will increase foot traffic and hopefully reach a broader set of potential customers beyond today’s norms with customer bases that support increased spending patterns.

The majority of the team of individuals and companies working on this project are from Rowan County including laborers, skilled trades, contractors, engineers, and architects.

## Impact & Visibility

A portion of the building will be accessible to the public and promotes an understanding and appreciation for historic architecture. The building is visible on North Main Street and from the parking lot behind the building off Hogan's Alley, where other established businesses exist. The Alley & Main commercial tenants will contribute to the continuous chain of established and successful business along Salisbury's Main Street corridor. The building upon full occupancy will transform a neighborhood eye sore into an economic asset. This commercial continuation creates a better overall environment and experience for local pedestrians and visitors to our city.

## Residential Production

The Alley & Main renovation & revitalization project will consist of the following units:

- Two (2) commercial units
  - 121A (Alley Side) 1,423 sq ft
  - 121B 1,241 sq ft
- Four (4) residential units
  - 1<sup>st</sup> floor residential ADA compliant unit 1,031 sq ft
  - 2<sup>nd</sup> floor studio apartment 897 sq ft
  - 2<sup>nd</sup> floor two (2) bedroom apartment 1,264 sq ft
  - 2<sup>nd</sup> floor unit with one (1) bedroom & one (1) office with an outside elevated patio 1,433 sq ft

The Alley & Main project will also contain a new residential elevator to access the building basement, 1<sup>st</sup> floor, and 2<sup>nd</sup> floor. The Alley & Main project will increase residential living square footage by 4,625 square feet in downtown Salisbury while providing two upfitted commercial units totaling 2,664 sq ft.

The economic benefit is increased residential density in downtown Salisbury and two smaller commercial/retail units that will be more manageable for business owners to occupy and maintain.

## Street Level Activation & Public Art

The improved building will help rejuvenate and increase traffic in the 100 block of North Main St while increasing the city's tax base. The proposed Hogan's Alley upgrades with Skadoosh Enterprises maintained concrete planters, concrete chess board table and chairs sets, with overhead festoon soft LED lighting will be more welcoming and encourage cross traffic between Main and Lee St. The increased illumination and foot traffic in Hogan's Alley will improve viability of public art at the entrance and the potential addition of a new alley mural in downtown Salisbury. This addition would create an interactive space for people of all ages to appreciate and contribute art to the city of Salisbury.

### Fire Protection & Public Safety

The Alley & Main building will have a new fire sprinkler system installed in the building. Fire extinguishers will also be strategically placed in the building common areas and within residential units. A new emergency egress stairwell will be installed into the structure and will exit into Hogan's Alley. The replacement and upfit of all utility services within the building has improved public safety by reducing potential fire hazards and/or water incursion to adjacent buildings.

### Sustainable Design

The original core structure of the building and glass block store frontage, tin ceilings, from the original construction 1860 and rebuild in ~1912 material have been reutilized to provide a sustainable design and reuse of the downtown fabric. By maintaining the historic fabric consisting of quality materials; Salisbury avoids the pollution associated with brown field construction projects like poor air quality, water & soil contaminations, water runoff, noise pollution, and disruption of vehicular and pedestrian traffic with new construction. The enhanced historic preservation design will result in a higher energy efficiency structure.

### Statement of Project Feasibility

The Alley & Main project is leveraging a series of state and federal initiatives that offset a small portion of the financial risks associated with the renovation of historic properties in an economically challenged urban fabric. However, as we have discovered, properties of this age with numerous owners over 160 years contain many hidden secrets. Unfortunately, these secrets cannot be discovered until you begin to peel back the layers of additions, modifications, attempted upfits, remodels, and general neglect over time. The revitalization grant offered by the city of Salisbury allows developers to offset some of the expected and unexpected costs incurred during the discovery period of a property. These projects are capital intensive, and time is required to obtain and claim the tax credits over years. For example, the Federal Opportunity Zone program requires capital investment of 5-10 years.

Grants of this nature offer immediate relief to developers and investors to deal with the associated risks. The Alley & Main project can distribute grant funds to all the example improvements listed in the application form or select a few items (Roof, Electrical, Windows, Structural Integrity). The Alley & Main project is wholistic and will address all these items in the building and provide Salisbury with a structure ready for the next 150 years.

- Window Repair or Wood Replacements
- Floors and Flooring
- Façade Repairs / Rehabilitation
- Improvements to Structural Integrity
- Roof Repairs or Replacement
- Sprinklers Systems
- Storefront Repairs or Replacements
- Interior Walls, Doors, and Trill Details,
- ADA improvements
- Building Systems – HVAC, Plumbing, Electrical
- Energy Efficiency Improvements

Any program or grant that further reduces developer risk while stimulating rejuvenation of economic centers and historic properties encourages future investment and the next project.

### Property Discover during Demolition

Removal of cobbled together internal office walls, shelving, composite floors, and multiple utility systems were completed over a few months leading up to November of 2023. As more layers of material were removed the state of the existing utility systems and structures were discovered to be unsafe and of poor craftsmanship. Based on the condition of the workmanship and materials it is doubtful the work was inspected by the county or city. The utility systems and primary power source terminations were in a state of neglect and could not be utilized within the new project due to liability concerns.

The first floor 121A commercial unit floor and supporting structures, on the alley side, required replacement due to water damage and rot of the primary beams and columns. The prior business should not have been allowed to conduct business in this space due to the potential of floor failure under the load of the prior shelving and office structures. The mezzanine on the 121A unit also had deteriorated columns and charred structure from a substantial unreported fire that occurred during the building's recent history.

### Property Details - Supplemental

This two-story, flat-roofed, unpainted brick building, rectangular in shape, was constructed in 1860. It features regularly spaced double-hung sash windows with large single panes on the second floor (2 openings on the alley elevation have been filled in over the years, exact date unknown), and a prominent ornate corbel cornice and decorative arrangements of molded brick in the form of sawtooth and Greek cross band. The first floor of the facade has been altered: the existing storefront dates from ca. 1970. On the interior, the first floor is divided into two principal spaces—a commercial retail space in front and a smaller office/storage behind. The front room of suite 119 side was greatly altered in the 1970's and contains no surviving historic fabric except for a simple wooden staircase running along the party wall and freight elevator. The front room of the suite 121 side has existing pressed metal ceilings that need significant repairs, the rear mezzanine between floors is filled with remnants of old utilities and mechanical routes. A pressed metal ceiling is the most prominent feature on the second floor; baseboards, and window and door surrounds also survive on this level. The upper floor has remnants of office configurations from ca. 1980, they contain no architectural detailing of any kind (see photographs). A rear one level structure added (exact date unknown) for retail storage with access to side Alley. The building is divided in two, with each half featuring an arched parapet. Frieze has rectangular vents, beneath dentil cornice and row of modillions. Cast-iron pilasters on the first floor with foliate design.

The current condition of the structure required emergent repairs of the flat roof in Spring 2022. Significant water damage is apparent throughout the structure in multiple areas. The rear exterior walls brick veneer requires window replacements and repaired and re-

pointed brick work to match existing. Basement foundation walls show signs of deterioration due to water damage and the age of mortar.

The commercial district is a solid, tightly packed collection of buildings dating from the decades following the civil war up to the second decade of the twentieth century and very few commercial buildings have been destroyed. The beauty of Salisbury's townscape was frequently commented on by the nineteenth century inhabitants and visitors alike. This modest two-story building is typical in appearance and history of the majority of the buildings in the district. It was originally built in 1860 by the City of Salisbury as the Market House. It was later used as headquarters for the U.S. Army during the civil war. The building fell into disrepair and was sold in 1872 and opened to the public in 1873 as "Meroney's Opera House." Opera house was the first of eleven such theatres in the NC Piedmont. The final curtain drop was March 1905 for this theatre. The Salisbury Post occupied the second floor of the building and published the newspaper out of it until a fire destroyed the building in 1912. This horrific blaze blew the windows out across Main St and caused the collapse of the front facade. It disappeared from Sanborn Fire Maps in 1913 and reappeared rebuilt in 1922 as a furniture storage, bicycle shop, and bar and saloon. In early 1960's R.W. Normans Dept. Store opened a custom fabric treatment arm of their business at 119 N Main St. One of the former managers bought the building and operated Textile Products there until Spring 2022. In 2022 the building was purchased by the new owner's Skadoosh Enterprise.

The building is similar to its neighbors in size, scale, materials, and style.

Exterior brick appears to have extensive water damage on the rear wall of the structure. The brick veneer is pulling away from the structural wall and poor remediation efforts have been made to slow the damage. The brick is in fair condition however the mortar and ties are in poor condition from years of disrepair. Gapping of the veneer from wall exceeds 2" in many locations around the windows.

The rear exterior brick will be removed and re-laid on the second floor around windows. The gapping exceeds structural safety limits and needs repair. Any bricks that are damaged will be replaced by bricks in Alley from new window openings. All mortar will be matched to existing mortar mix and color.

The windows on the front are double hung with wood sash. The large open span second floor windows are a single pane of glass that is cracked and must be replaced in both suites. New windows openings will be added on the Alley side. Two existing openings have already been filled and will not be disturbed. Rear windows are in disrepair due to extensive water damage on the exterior and interior side of the wall. Rear 3/3 double-hung wood sash window with transom upper unit. All windows on the second floor have a variety of 20th century styles.

Rear one story storage area that has extensive water damage from a failing roof that has been temporarily stabilized in the Spring of 2022. These areas' structural walls are failing along with the roof from our exploratory findings. This area is built inferior to the quality of the primary two-story structure. Multiple water penetrations have happened along the roof and wall transitions between the taller structures.

Due to extensive damage to this structure, we propose demolishing the one store storage structure. We do intend to leave the masonry exterior wall at the Alley with Granite Sills and Headers in place. The new design creates a new patio that is accessed from the second floor of the 121-suite facility side. Below the patio is an open-air exit for the lower-level unit and open-air utility area. All new connections for utilities are coming in at these rear doors and new courtyard area. Please refer to A303 & A304 3D drawings.



The original block glass feature was covered for signage reasons between 1960-1980 on the suite 121 side. A Curved Plaster Ceiling element is present on the 119 storefront entry area with two doors for entry and exit. The 121 Entry side has a tapered entry window geometry that funnels to the single door of entry and exit. The storefront glass is replacement glass from ca. 1970s. The tile flooring in the entry of 119 is ca. 1950s for the shoe department store.

Repainting of storefront surrounds is proposed to refresh the facade. At this time all features will remain the same on the building veneer and trim work. New glass is proposed for the storefront display areas and additional wood trim work is proposed that matches the ca. 1920s era trim detailing to the large span openings.

A single location double door is located at the rear of the service entrance to suite 121. A double door is also located in the single-story structure exiting to the alley side. Both doors are wood 6 panel doors with significant rot on the seals, door slab base and hinges and hardware that need full replacement.

Single slope from front to rear discharge roof design. Rubber Roof membrane with complete disrepair in February of 2022. Current owners replaced this roof membrane with a new membrane and repaired extensive sheathing damage to the roof in March 2022. This roof had significant water damage and had well outlived its life expectancy from a 1960s installation. Parapet caps were also replaced by previous owners in attempts to stop water penetration.

New sleepers will be needed on the roof along with an access hatch for the new design. Sleepers will isolate the new mechanical equipment and have been strategically placed on the rear of the building to be supported by the new elevators' structural elements. All work will be done in accordance and installed by new roof installers specifications.

Mezzanine service level is constructed of wood framing that spans from masonry ledgers on the side walls. Wood stairs connect the main floor to the mezzanine and second floor. Existing freight elevator located with a stop on the mezzanine level and second floor.

The mezzanine level we propose to be structurally reinforced rear door staircase with a column from basement level to support mezzanine. We propose with the addition of the structural column to open up the rear entrance lower ceiling clearance at the elevator by removing this mezzanine section. On the mezzanine level we propose to infill the existing elevator and to build a custom framed surround like shown in drawings referenced above. Due to multiple patches of wood floor on the mezzanine level we propose a new laminate floor product that reflects historic black tile.

Wood elevator platform, original hoist gears are all still in working order and had been inspected as an approved freight elevator up until Spring 2022.

We propose to lock the existing elevator in place on the mezzanine level and make it accessible for viewing in the public lobby area. A wood framed structure will be assembled around the shaft and trimmed with black trim to reflect original color and detailing that matches period of existing building. See sheet A-506 for proportions and trim locations and large spans of glass that infill the framing. A new floor will be added at the mezzanine level and the shaft floor will be filled on the main floor and shallow pit of the basement.

We propose to lock the existing elevator in place on the mezzanine level and make it accessible for viewing in the public lobby area. A wood framed structure will be assembled around the shaft and trimmed with black trim to reflect original color and detailing that matches period of existing building. See sheet A-506 for proportions and trim locations and large spans of glass that infill the framing. A new floor will be added at the mezzanine level and the shaft floor will be filled on the main floor and shallow pit of the basement.

The original tin ceiling is exposed on both suite sides of the structure. The tin does need cleaning and extensive repairs in a few areas from roof water damage.

We propose to strip and paint the original ceiling. All damaged tiles will be replaced with replicas. Locations that differ from original light locations will be patched as well.

This wood floor mezzanine has primarily been used for the sole purpose of modern-day mechanical systems for retail spaces. Existing masonry ledgers are in place on exterior and demising wall noting the original floor system prior to fire in 1900s.

We propose to remove the mezzanine on the rear of suite 121 side. This will get rid of the low head clearance issue at the rear of the building. A lower-level ADA unit can be added to the rear side of 121 exiting to the alley. A new floor system bearing on the existing masonry walls will be raised to the level of the second floor. This will allow for continuous use of the second floor and a new exterior patio feature for suite 121c.

Existing wood double door to service side of 119 retail suite. Extensive water damage to the wall where that door is located. The frame is rotten and must be replaced. The interior floor upon entry is rotten and needs structural reinforcing and new flooring.

We propose in the new layout to make this rear entrance the public entrance to apartments above. The floor will be repaired, and new vinyl will be laid that replicates a higher end tile floor. This entry layout has been modified to accommodate the new elevator shaft entrance. The basement entrance will be secured from the lobby area. A new glass door is proposed at rear door to create a more inviting entrance to the new spaces above.

Existing mechanical units require replacement. Duct work is run solely for convenience by previous tenants and installers. Damage is present due to the location of HVAC currently too many features but primarily the rear exterior windows. Also located above infill offices are being removed.

Multiple panels are set on the mezzanine of Suite 121. Conduit is run down plaster walls and above infill offices. The lighting is a mix of original and modified industrial styled fixtures.

Propose all new wiring for the entire building. A new 3 phase power connection will come from Duke Utilities and new panels will be set in basement and courtyard spaces. Conduit will be run in furred out interior walls and mechanical room.

Cast iron pipes show extensive rust damage. Some piping has been replaced with repairs in 1980s. Current restrooms are not in working order due to piping issues with drainage.

New plumbing configurations are shown in architectural and plumbing drawings for retail spaces and all apartment units. A furred-out water wall is proposed on interior demising wall between suites 119 & 121 to allow a clean and simplified way to handle supply & drainage. Some ceiling tiles must be removed and replaced in suite 121 lower level for access to plumbing. We propose that if floor clearance above the existing tin tile does not allow all plumbing crossing interior demising wall to remain above tin a small, dropped channel will run below ceiling and ceiling crown tin will be moved in 1 row for furred down shaft.

Existing pendant lights from ca. 1920s are present on second floor level in sporadic locations. A few are working currently (2-3) however the others still hanging are not all working.

We propose to take down existing lighting, rewire fixtures as needed and clean. Fixtures that can be reused will be put up in the 2-story rear entry public lobby on suite 119 side and down the hallway of the apartment entrances.

Propose a full sprinkler system on all levels of the building. Sprinkler system is proposed to be routed on sidewalls and heads positioned to cover the width of the two suite sides.

Alley & Main SCORING CRITERIA		POINTS	Notes	Committee Score
<b>Impact and Visibility</b>				
Primary entrance on 100 N. Main, 100 S. Main, 100 East Innes, 100 West Innes	3	Building is located on the 100 block of North Main		3
Primary entrance on 200 North Main, 200 South Main, and 200 East Innes	1			
<b>Historic Preservation</b>				
Individually listed on the National Register of Historic Places	3	Building is identified as Contributing to the Salisbury National Register Historic District		1
Identified as Contributing to a National Register Historic District	1			
<b>Fire Protection and Public Safety</b>				
Buildings that commit to installing new sprinkler system	5	New fire sprinkler system will be installed; new egress created		5
<b>Street Level Activation</b>				
Restaurant spaces created/substantially rehabilitated	3 per	2 retail spaces are planned		6
Retail or entertainment spaces created or substantially rehabilitated	3 per			
<b>Design Elements</b>				
Preservation or creation of significant architectural features. For example: cornices, cupolas, historic roofing materials, marquees, steeples, façade system	1 per	2 façade restorations; alley way openings, historic lift; tin ceilings		4
<b>Publicly Visible Art</b>				
Sculptures, murals or other permanent and visible art installations	2 per installation	Hogan's Alley Activation (festoon lighting, chess board, planers)		2
<b>Sustainable Design</b>				
Solar Panels, EV charging Stations, Green Roofs, Geothermal heating/cooling	5 per element	No sustainable elements are planned		0
<b>Project Investment and Fiscal Benefit</b>				
\$200,000 - \$500,000	1	Construction costs estimated at \$2,255,000		3
\$500,000- \$1,499,000	2			
\$1,500,000 - \$2,499,000	3			
\$2,500,000 - \$3,499,000	4			
\$3,500,000 - \$4,499,000	5			
\$4,500,000 +	6			
<b>Residential Units Created</b>				
Upper story units	3 per	3 upper story units are planned and 1 ground floor unit		9
Townhome style/loft units (ground and upper story)	2 per			
Ground floor units	1 per			
<b>Affordability</b>				
Units of housing offered at a rent affordable to a household earning 80% of the Area Median income or less for an 8-year period.	10 per	No affordable units are proposed		0
<b>TOTAL SCORE</b>				34

# Application for assistance through the Downtown Revitalization Incentive Grant Program

121 North Main Street “Alley and Main”  
Skadoosh Enterprises, LLC – Shawn Campion



City of Salisbury  
Planning and Neighborhoods

## Downtown Revitalization Incentive Grants are consistent with the 2024 Strategic Plan



KEY FOCUS AREA

### *Economic and Workforce Development*

Foster opportunities for economic growth and prosperity for all by retaining, cultivating, and attracting a strong and diverse workforce while leveraging local assets and partnerships to promote a resilient local economy that supports business growth and development.

*“Undertake ventures for redevelopment to encourage economic growth and tourism advancement in downtown”*



# 2024 Downtown Revitalization Incentive Grants



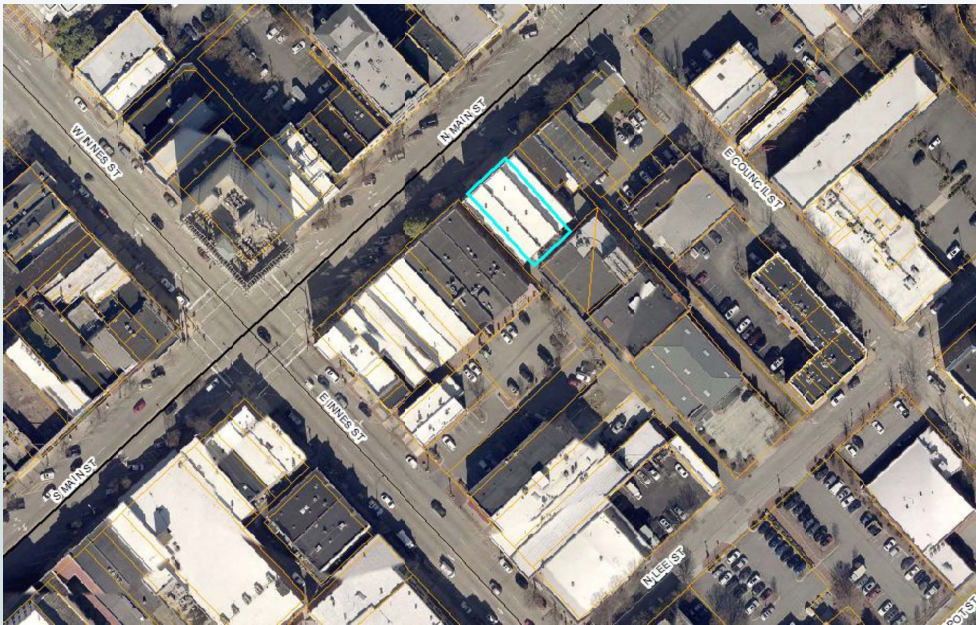
## Project Location

**Address:** 121 North Main Street

**Historic Classification:**  
Contributing to the Downtown  
Local Historic District

**Zoning:** Downtown Mixed Use

**Assessed Value:** \$488,535



## Project Description

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### Complete rehabilitation consisting of:

- Two (2) commercial units
- Four (4) residential units
  - 1<sup>st</sup> floor residential ADA compliant units
  - 2<sup>nd</sup> floor studio apartment
  - 2<sup>nd</sup> floor 2-bedroom apartment
  - 2<sup>nd</sup> floor unit with 1 bedroom & 1 office with an outside elevated patio
- Elevator access
- Activation of Hogan's Alley

- Expected Completion:** November 2024-Early 2025
- Architect:** Morgan Architecture and Consulting
- General Contractor:** Central Piedmont Builders
- Approved for Historic Rehabilitation Tax Credits



## Project Description

---

### Total Planned Investment \$3.1 million

- \$600,000 purchase price
- \$140,000 roof and structural repairs (completed)
- \$2.255 million rehabilitation (underway)
- \$105,000 soft costs/environmental remediation

### Projected 10-Year Tax Revenues

- City:** \$138,908
- MSD:** \$35,178





121 A Ground Floor Facade



121 A Upper Floor Facade





121 B Ground Floor Facade



121 B Upper Floor Facade



121 A 1<sup>st</sup> Floor  
Retail

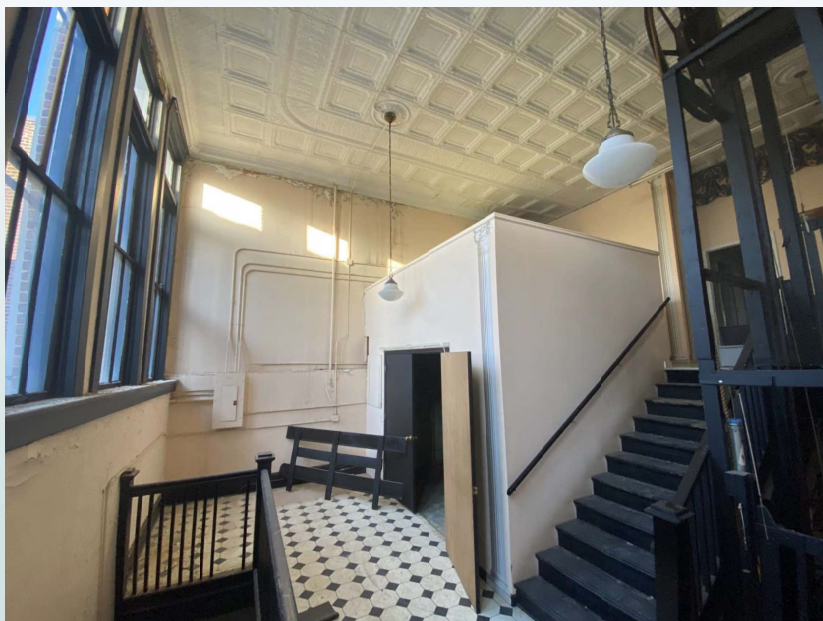


121 A 1<sup>st</sup> Floor  
Retail



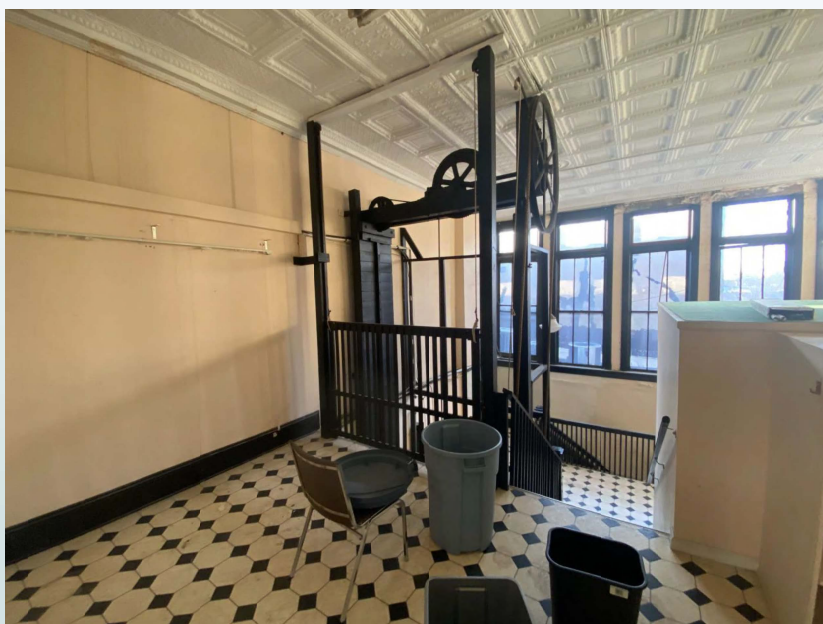


121 A  
Mezzanine/  
Elevator



121 A 2<sup>nd</sup> Floor  
Mezzanine

Looking toward rear



# 121 A 2<sup>nd</sup> Floor

Towards front



# 121 B 1<sup>st</sup> Floor Retail



121 B 1<sup>st</sup> Floor  
Retail



121 B  
Mezzanine

Looking to the rear





# 121 B Mezzanine

Looking to the front



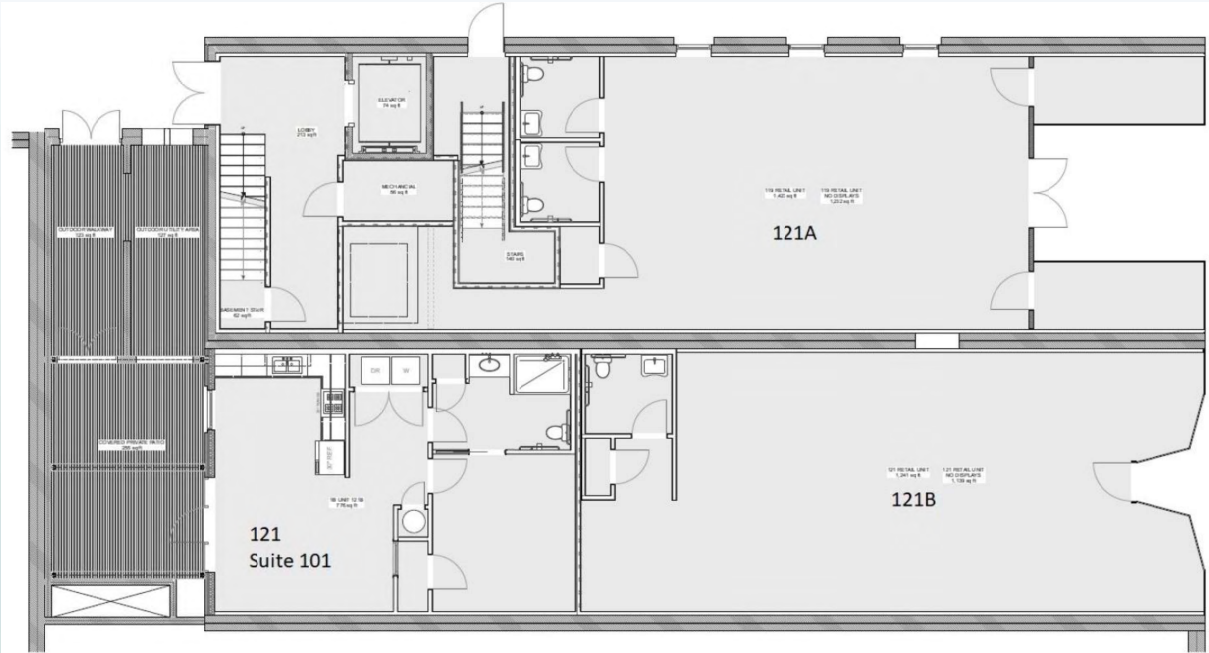
# 121 B 2<sup>nd</sup> Floor



# Rear Entrance



# 1st Floor Plan



# 2nd Floor Plan

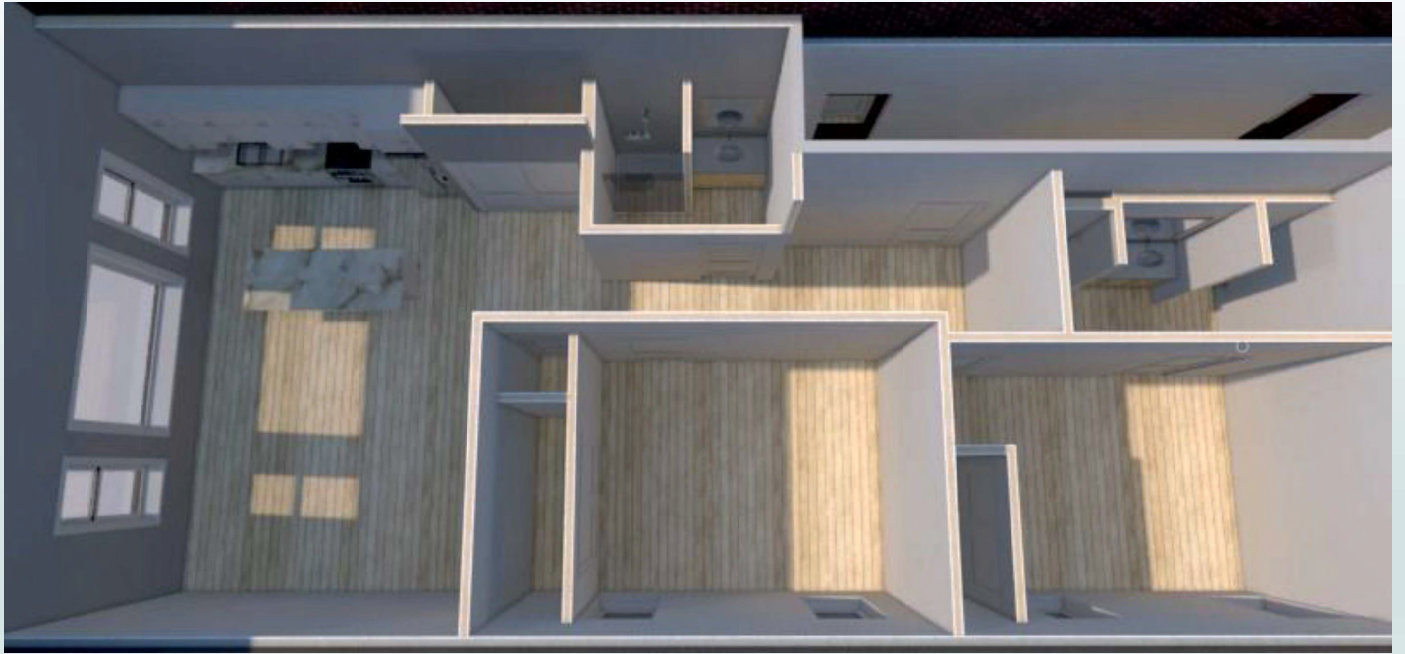


2<sup>nd</sup> floor unit with 1 bedroom & 1 office with an outside elevated patio

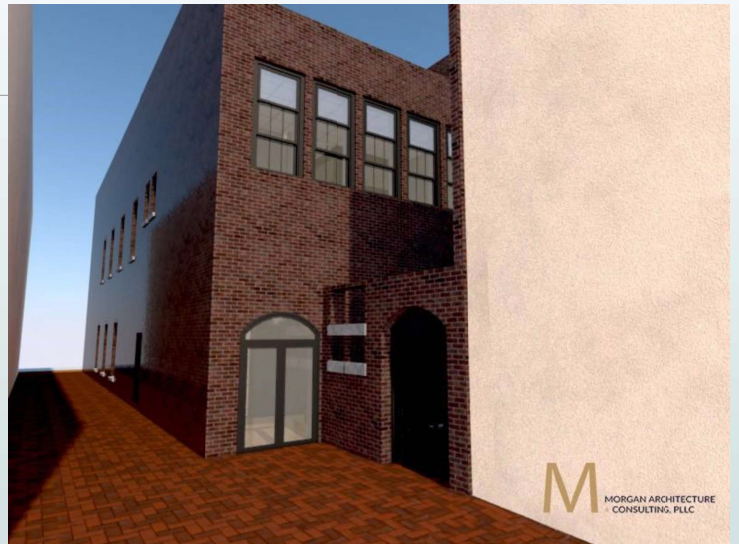




## 2<sup>nd</sup> floor 2-bedroom apartment



## Rear Alley/Patio



# Scoring Factors for Review Committee

Impact and Visibility

Historic Preservation

Fire Protection & Public Safety

Street Level Activation

Design Elements

Publicly Visible Art

Sustainable Design

Project Investment & Fiscal Benefit

Residential Units Created

Affordability

Alley & Main SCORING CRITERIA		POINTS	Notes	Committee Score
<b>Impact and Visibility</b>				
Primary entrance on 100 N. Main, 100 S. Main, 100 East Innes, 100 West Innes	3	Building is located on the 100 block of North Main		3
Primary entrance on 200 North Main, 200 South Main, and 200 East Innes	1			
<b>Historic Preservation</b>				
Individually listed on the National Register of Historic Places	3	Building is identified as Contributing to the Salisbury National Register Historic District		1
Identified as Contributing to a National Register Historic District	1			
<b>Fire Protection and Public Safety</b>				
Buildings that commit to installing new sprinkler system	5	New fire sprinkler system will be installed; new egress created		5
<b>Street Level Activation</b>				
Restaurant spaces created/substantially rehabilitated	3 per	2 retail spaces are planned		6
Retail or entertainment spaces created or substantially rehabilitated	3 per			
<b>Design Elements</b>				
Preservation or creation of significant architectural features. For example: cornices, cupolas, historic roofing materials, marquees, steeples, façade system	1 per	2 façade restorations; alley way openings, historic lift; tin ceilings		4
<b>Publicly Visible Art</b>				
Sculptures, murals or other permanent and visible art installations	2 per installation	Hogan's Alley Activation (festoon lighting, chess board, planers)		2
<b>Sustainable Design</b>				
Solar Panels, EV charging Stations, Green Roofs, Geothermal heating/cooling	5 per element	No sustainable elements are planned		0
<b>Project Investment and Fiscal Benefit</b>				
\$200,000 - \$500,000	1	Construction costs estimated at \$2,255,000		3
\$500,000- \$1,499,000	2			
\$1,500,000 - \$2,499,000	3			
\$2,500,000 - \$3,499,000	4			
\$3,500,000 - \$4,499,000	5			
\$4,500,000 +	6			
<b>Residential Units Created</b>				
Upper story units	3 per	3 upper story units are planned and 1 ground floor unit		9
Townhome style/loft units (ground and upper story)	2 per			
Ground floor units	1 per			
<b>Affordability</b>				
Units of housing offered at a rent affordable to a household earning 80% of the Area Median income or less for an 8-year period.	10 per	No affordable units are proposed		0
<b>TOTAL SCORE</b>				<b>34</b>

# Committee Recommendation

---

- Award a DRI grant in the amount of \$150,000 to Skadoosh Enterprises LLC for the rehabilitation of 121 North Main Street.
- Reimbursable at the time of Certificate of Occupancy upon a grant closeout inspection and submission of register of receipts for eligible expenses.
- Each point awarded is worth \$4,412. Failure to satisfactorily complete specific elements will be deducted from award.

A black banner with white text that reads "THANK YOU". The banner has a ribbon-like appearance with folded ends.

THANK YOU



# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Budget Ordinance Adoption

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Jim Greene, City Manager and Wade Furches, Finance Director

**Main Point of Contact Email:** jim.greene@salisburync.gov or

**Phone:** 704-638-5224 or

**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 for consideration by Council)*

**Item Category:**  Action  Information Only  Other  Attachment

**Select if one of these categories apply:**  Ordinance  Resolution  Contract

## Strategic Plan

Focus Areas:

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

## Fiscal Note

**Is this item included in the current Fiscal Year budget? If no, identify the funding source**  Yes  No  No Budgetary Impact

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

Council to discuss adopting the FY2024-25 Budget Ordinance. Council received the City Manager's recommended balanced budget for FY2024-25 on May 14, 2024. Council received Public Comments, as required by NC General Statutes, on June 4, 2024. After any necessary discussion, we are requesting that Council adopt a balanced budget for FY2024-25. Council must adopt a balanced budget for FY2024-25 by June 30, 2024.



# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Council to consider adopting a Budget Ordinance for the fiscal year July 1, 2024 - June 30, 2025 to include changes in tax rate and fees/charges as recommended.

**Department Head Signature (Required)**

*S. Wade Funches*

**BUDGET ORDINANCE OF THE CITY OF SALISBURY FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025**

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

Section 1.     Appropriations

That for the expense of the City Government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the amounts in the following subsections, or so much of each as may be necessary, are hereby appropriated:

(1)     That for said fiscal year there is hereby appropriated out of the GENERAL FUND the following:

City Council	\$ 757,728
Management and Administration	2,041,312
Communications	623,898
Human Resources	1,491,848
Finance	1,813,886
Customer Service	528,426
Planning & Neighborhoods - Community Planning	1,479,121
Information Technology	2,232,779
Land & Development Services	1,028,716
Planning & Neighborhoods - Code Enforcement	548,047
Downtown Development	498,874
Public Works - Facilities Maintenance	1,243,403
Public Works - Central City Buildings	718,545
Plaza	71,743
Police Support Services	5,118,557
Police Administration	1,561,365
Police Field Operations	7,566,194
Fire Department	10,328,106
Telecommunications	918,012
Transportation - Traffic Operations	816,604
Transportation - Street Lighting	535,188
Transportation	678,000
Transportation - Engineering	9,153,715
Public Works Administration	617,722
Public Works - Streets	2,708,409
Public Works - Solid Waste	2,615,307
Public Works - Waste Management - Other	712,759
Public Works - Cemetery	128,197
Public Works - Grounds Maintenance	1,681,791
Bell Tower Green	369,771
Parks and Recreation	1,899,711
Public Works - Fleet Management	1,585,840
Broadband Support	2,700,000
Debt Service	1,280,185
TOTAL GENERAL FUND	<u>\$ 68,053,759</u>

(2) That for said fiscal year there is hereby appropriated out of the WATER AND SEWER FUND the following:

Utilities Mgt. and Administration	\$ 7,686,045
Water Resources - Water Treatment	5,511,679
Distribution & Collections Systems	10,561,859
Environmental Services	661,239
Water Resources - Wastewater Treatment	9,001,037
AMI Services	899,209
Water and Sewer Debt Service	<u>5,004,773</u>
TOTAL WATER AND SEWER FUND	<u>\$ 39,325,841</u>

(3) That for said fiscal year there is hereby appropriated out of the TRANSIT FUND for the purpose of operating Salisbury's Transit System, the sum of

\$ 1,631,157

(4) That for said fiscal year there is hereby appropriated out of the GENERAL FUND CAPITAL RESERVE FUND for the purpose of purchasing equipment, the sum of

\$ 2,944,856

(5) That for said fiscal year there is hereby appropriated out of the WATER AND SEWER CAPITAL RESERVE FUND for the purpose of purchasing equipment, the sum of

\$ 1,285,626

(6) That for said fiscal year there is hereby appropriated out of the BROADBAND FUND for the operating Salisbury's Fiber Optic Network, the sum of

\$ 3,620,000

(7) That for said fiscal year there is hereby appropriated out of the STORMWATER FUND for the purpose of operating Salisbury's Stormwater management program, the sum of

\$ 2,597,895

(8) That for said fiscal year there is hereby appropriated out of the STORMWATER CAPITAL RESERVE FUND for the purpose of purchasing equipment, the sum of

\$ 287,744



Section 2. Revenue Estimates

The City Council has and does estimate that the following revenues will be available during the fiscal year beginning July 1, 2024 and ending June 30, 2025:

General Fund:	
Taxes	\$ 29,348,738
Unrestricted governmental	16,263,000
Restricted governmental	8,710,583
Charges for services	9,644,644
Miscellaneous	1,640,000
Other financing sources	<u>2,446,794</u>
Total revenues and other financing sources	<u>\$ 68,053,759</u>
Water and Sewer Fund:	
Operating revenues	\$ 32,189,552
Nonoperating revenues	1,150,000
Other financing sources	<u>5,986,289</u>
Total revenues	<u>\$ 39,325,841</u>
Transit Fund:	
Charges for services	\$ 54,000
Intergovernmental revenues	645,197
Miscellaneous	172,615
Other financing sources	<u>759,345</u>
Total revenues and other financing sources	<u>\$ 1,631,157</u>
General Fund Capital Reserve Fund:	
Transfer from General Fund	\$ 2,864,856
Nonoperating revenues	<u>80,000</u>
Total revenues and other financing sources	<u>\$ 2,944,856</u>
Water and Sewer Capital Reserve Fund:	
Transfer from Water and Sewer Fund	\$ 1,072,206
Miscellaneous	80,000
Other financing sources	<u>133,420</u>
Total revenues and other financing sources	<u>\$ 1,285,626</u>
Broadband Fund:	
Operating revenues	\$ 810,000
Nonoperating revenues	110,000
Other financing sources	<u>2,700,000</u>
Total revenues	<u>\$ 3,620,000</u>
Stormwater Fund:	
Total revenues	<u>\$ 2,597,895</u>
Stormwater Capital Reserve Fund:	
Total revenues and other financing sources	<u>\$ 287,744</u>

Section 3. Tax Levy

There is hereby levied the following rates of Ad Valorem Tax on each one hundred dollars (\$100.00) valuation of taxable property, as listed for taxes as of January 1, 2024 for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimate of revenue, and in order to finance the foregoing appropriation, to wit:

General Fund:

(For the expense incident to the proper government of the City of Salisbury)

-- \$ .665

Municipal Service District:

(To promote, encourage and assist in the revitalization and economic health and stability of the downtown area)

-- \$ .156

The estimated Ad Valorem Tax income is based upon collection of the above Tax rates as applied to the valuation of \$4,381,423,635 for General Fund purposes.

There is hereby levied a Municipal Vehicle Tax of \$30.00 on each vehicle resident as authorized by General Statute 20-97.

Section 4. There is hereby levied a tax of 1.5% on gross receipts derived from retail short-term lease or rental of vehicles to the general public. This tax will be levied, reported, and collected as established under Ordinance 2000-47 as authorized by General Statute 160A-215.1.

Section 5. Appropriations hereinabove authorized and made shall have the amounts of the unearned portion of contracts at June 30, 2024 added to each appropriation as it applied in order to properly account for the payment against the fiscal year in which it is paid.

Section 6. The City Manager is hereby authorized to make any budget amendments as may be required within each fund as long as the total appropriation for each fund does not change and contingency funds are not utilized.

Section 7. Copies of this ordinance shall be furnished to the City's Finance Director, to be kept on file, for direction in the disbursement of City funds.

Section 8. The following schedules and fees are hereby adopted and all references to these fees in the City Code of Ordinances are amended to reflect these new schedules and fees as appropriate:

**ADMINISTRATION**

Sale of Salisbury City Council meeting recording  
 Copier or Multifunction Machine Fee

Copy of Reports/Files

Fee	
Actual cost of supplies and mailing	
\$0.10 per copy/scanned page;	
	Minimum of \$1
Actual cost of supplies and mailing	

**PLANNING & NEIGHBORHOODS****Code Enforcement**

Nuisance abatement (Fees vary depending on the extent of the abatement)

Demolition or Moving Permit Application Fee

After the Fact Demolition Permit

Printed Maps:

Up to 11"x17" (ledger size)

34"x44" (E size sheet)

City Street Map

Custom Map

Contractor & landfill costs

\$50

\$250

\$1

\$5

\$5

\$25

**LAND & DEVELOPMENT SERVICES**

Zoning Board of Adjustment:

Administrative appeal

Variance

Alternate Methods of Compliance

\$350

\$350

\$50

Conditional District Petition or General Development Overlay:

Adoption

Amendment

Revisions

Re-Review (after 2 TRC Reviews & 3 Construction Reviews)

\$1,200

\$900

\$50

\$250 for each additional

District Map & Text Amendment Petition:

Local Historical Landmark

LDO Map Amendment (General Rezoning, Historic Overlay Adoption)

Land Development Ordinance Text Amendment

\$200

\$800

\$600

Vested Rights Extension

\$600 without rezoning

Major Site Plan Review (1st Submittal + 2 Revisions)

\$500

Major Site Plan Re-Review (after 2 TRC Reviews & 3 Construction Reviews)

\$250 for each additional

Minor Site Plan Review (1st Submittal + 2 Revisions)

\$150

Minor Site Plan Re-Review

\$75 for each additional

Subdivision Review:

Major Subdivision (Preliminary plat)

\$200 + \$10/lot

Major Subdivision Re-Review (after 2 TRC Reviews & 3 Construction Reviews)

1/2 Original fee for each additional  
review

Major Subdivision (Final plat)

\$100 + \$5/lot

Minor Subdivision

\$30 per lot

Exception plat

\$20

Special Exception

\$200

Engineering Plan Review Fee (Utility Only - New Construction)

\$200

Engineering Plan Review Fee (Utility Only- Upfit)

\$100

Engineering Plan Review Fee (Utility Only- Client Community Subdivision)

\$200

Engineering Plan Re-Review (after 3 Construction Reviews)

1/2 Original fee for each additional  
review

Revision to Approved Plans (RTAP):

Standard RTAP

\$200

Subdivision Phasing RTAP

\$300

Re-Review (after 3 Construction Reviews)

\$100

Media Charges:

CD Disk, Each

\$20

DVD Disk, Each

\$20

Zoning Permit for New Single Family

\$50 (House <5 DU)

Zoning Permit for New Multi-family

\$150

	Fee
Zoning Permit for New Non-residential	\$300
Zoning Permit for Addition, Accessory, Upfit of Residential	\$25
Zoning Permit for Addition, Accessory, Upfit of Non-residential	\$100
After-the-Fact Zoning Permit	Double regular permit fee
Home Occupation	\$50
Zoning Verification Letter	\$60
Predevelopment Permit for Site Grading (LIA)	\$100
Predevelopment Permit for Site Grading (HIA)	\$300
Special Use Permit	\$500
New Telecommunications Tower Special Use Permit Application	\$5,000
Height Addition of Existing Telecommunications Tower Application	\$1,500
Sidewalk Dining Permit (Annually)	\$10
Permit for New Wall, Canopy, Proj., Ground Sign	\$100
Permit for Sign Panel / Face Change	\$50
Temporary Sign Permit	\$25
Certificate of Appropriateness (COA) Major Works	\$25
After-the-Fact Certificate of Appropriateness (HPC)	\$250
Temporary Use Permit	\$100
Temporary Construction Trailer	\$25
Driveway Permit	\$25
Floodplain Development Permit	\$100
Tree Removal Permit	\$10
DENR Delegated Water Permit	\$200
DENR Delegated Sewer Permit	\$200
Policy Plan Amendment	\$1,000
Payment in Lieu of Sidewalk Construction	Time and material costs
Standards Manual (includes zoning and subdivisions)	\$20
Field Inspections of Water Lines	\$1 per foot
Field Inspections of Sewer Lines	\$1 per foot
<b>TRANSPORTATION</b>	
<b><i>Engineering</i></b>	
Street & alley closings filing fee	\$500
Panhandling:	
Educational Sign	\$60
Sign Post	\$45
<b><i>Traffic Operations</i></b>	
Traffic Count	\$15 per counter per day
Repair of traffic control devices-materials	Actual cost + 10% for handling
Repair of traffic control devices-labor	Hourly rate + fringe benefits
Repair of traffic control devices-use of bucket truck or paint machine	\$50/hr
Repair of traffic control devices-use of service truck or small equipment	\$9/hr
<b>POLICE</b>	
Copies	\$0.10 per copy/scanned page;
(No fee to victims of crime or traffic accidents for first copy	minimum of \$1;
of a report, but charged for any additional copies)	\$1 extra for mailing
Fingerprinting	\$10
Handicapped Parking Violation	\$250
Pool Hall Permits	\$100
Taxi permits - one time only	\$15
Parking ticket - illegal parking	\$5
Parking ticket - overtime parking (more than 2 hours)	\$15
Media Charges:	
CD Disk, Each	\$20
DVD Disk, Each	\$20

**FIRE**

HazMat/Material Recovery

Copies of Reports (First report is free to victims)

Lifting Assistance

Lifting Assistance Standby

**SPECIAL OPERATIONAL USE PERMITS**

Operational permits are required by the NC Fire Code to conduct the following types of operations. A permit fee will be charged for the following Special Operational Use Permits. These permits are not attached to normal procedures and are not covered under a General Inspection Use Permit or Fire Department Construction Permit.

Tents and air supported structures requiring a construction permit will be included with the Special Operational Use Permit.

Blasting Permit:

30 day permit

2 day permit (48 hours)

Burning Permit:

Commercial

Residential

Exhibit and Trade Show

Festivals (fairs, carnivals, etc.)

Large Festival:

1. Festival with an attendance of more than 6,000 on any given day or

2. Outdoor circus or carnival

Small Festival:

1. Festival with an attendance of 6,000 or less each day or

2. Indoor circus or carnival

Firework/Pyrotechnic Display (per display)

Fumigation or Thermal Insecticidal Fogging

Special Amusement Building

Tent or Air Supported Structures (Funeral Homes &amp; tents less than 700 sq. ft. exempt)

Tent, Structure or Stand for Fireworks Sales:

21 day permit

7 day permit

Other Not Listed

After Hours Inspection (inspections conducted outside of normal work hours)

\*Late Application Fee

\*A fee will be added to certain Special Operational Use Permits if the application is not submitted 14 days prior to the event. The Special Operational Use Permit applications include Exhibit and Trade Shows; Large Festivals; Small Festivals; Fireworks Displays; Special Amusement Buildings; Tent or Air Supported Structures; and Tent, Structure or Stand for Fireworks Sales.

**FIRE DEPARTMENT CONSTRUCTION PERMITS**

Construction permits are required by the NC Fire Code to install or modify the following systems or equipment. Any person that commences any work before obtaining the necessary permit will be charged double permit fees and subject to civil citations and being reported to the NC State Board of Examiners.

Automatic Fire-Extinguishing System:

Installation

Renovation/Modification

Automatic Sprinkler System:

Installation (\$59 minimum)

Renovation/Modification

Standpipe System (Not part of a sprinkler system):

Installation

Renovation/Modification

**Fee**

Actual cost including equipment

\$0.10 per copy/scanned page;

minimum of \$1

\$250 per call

\$95 per hr stand-by

\$100

\$45

\$25

No charge

\$25

\$175

\$50

\$200

\$25

\$25

\$25

\$500

\$200

\$25

\$50

\$50

\$0.01/square foot

\$50

\$50

\$50

	Fee
Fire Alarm and Detection System: (Includes devices tied into fire alarm system)	
Installation (\$59 minimum)	\$0.01/square foot
Renovation/Modification	\$50
Door Locking Devices: (Access-controlled egress, delayed egress, & special locking devices)	
Installation	\$60
Renovation/Modification	\$50
Two-way Communication System: (Area of Rescue Assistance)	
Installation	\$60
Renovation/Modification	\$50
Fire Pumps and Related Equipment:	
Installation	\$60
Renovation/Modification	\$50
Private Fire Hydrants (per unit):	
Installation	\$60
Renovation/Modification	\$50
Compressed Gas Systems (Amounts exceed those listed in Table 105.6.9)	
Abandon, Remove, Place Temporarily out of Service, or Close	\$50
Flammable and Combustible Liquids Storage Tanks:	
* Tank Installation- (per tank)	\$60
Removal or Place out of Service- (per tank)	\$50
* If electrical circuitry is involved then an electrical permit must also be obtained from the Rowan County Building inspections Department	
Hazardous Material Facility or Other Area:	
Abandon, Remove, Place Temporarily out of Service, or Close areas regulated by	\$60
<b>MISCELLANEOUS TESTS, INSPECTIONS, AND SERVICES</b>	
Residential (Group R-3):	
Fire Flow Test	\$200
Special Inspection (Conducted during normal work hours)	\$50
Special Inspection (Requested by contractor outside normal work hours) (per hour)	\$100
Stand-by Firefighter (4 hour minimum) (per hour)	\$25
Re-inspection fees will be charged to the permit applicant or holder of a General Inspection Use Permit beyond the first re-inspection when conducting inspections for fire code violations that have not been corrected:	
First non-compliance re-inspection	\$150
Second and all subsequent non-compliance re-inspections. (per re-inspection)	\$200
Re-inspection fees will be charged to the permit holder of a Fire Department Construction Permit for the following: <i>Re-inspections due to work not being finished, corrections not being completed, or failure to cancel an inspection.</i>	\$150
Reimbursement cost for stand-by fire protection services due to hazardous materials incidents or other emergencies:	
Exits and egress ways locked or blocked	\$200/door
Over-crowding, exceeding occupant load (crowd management system not compliant)	\$200
Parking in a Fire Lane	\$50
Engine or Ladder Company (per hour)	\$100
Incident Commander (per hour)	\$25
Incident supplies, fuel, overtime cost for staffing	Replacement cost
<b>Plans Review:</b>	
Plans review shall be based on the following computations for construction :	
A = Total Gross Building Floor Area of Construction	
B = Fee per Square Foot (from table below)	
Total Gross Building Floor Area of Construction (square feet)	
0 - 5,000	A x B = Permit Fee
5,001 - 15,000	(A x B x 0.75) + (1,250 x B) = Permit Fee
15,001 and above	(A x B x 0.50) + (5,000 x B) = Permit Fee

	Fee
Building:	
Residential	\$0.05
Storage	\$0.035
Assembly	\$0.06
Institutional	\$0.06
Business	\$0.06
Mercantile	\$0.05
Hazardous	\$0.05
Factory/Industrial	\$0.04
Educational	\$0.065
Special Event Permit	\$50
<b>Telecommunications</b>	
Dispatch service:	
Cost per unit	\$10
Surcharge per radio for companies with less than 25 radios	\$4
One-time hook-up (per radio)	\$25
Radio Programming:	
Programming charge	\$35
ID Change Only	\$20
Partial Map Build	\$150
Fleet Map Build	\$250
Radio Diagnostic	\$90
Repair (Hourly rate)	\$120
Hourly Travel Rate outside City Limits (from Customer Service Center)	\$60
Parts	Actual cost + 20%
<b>PUBLIC WORKS</b>	
<b>Street Division</b>	
Installation and Removal of curbing, driveways, storm drains, and sidewalks	Actual cost + 10%
<b>Solid Waste</b>	
Additional Trash Rollout (Non-refundable deposit)	\$65
Bulky Item Collection Fees:	
Minimum Charge	\$10
Furniture (per Item)	\$5
White Goods (per Item)	\$25
Scrap Metal (per Pick-up Load)	\$20
Carpet/Padding (per Pick-up Load)	\$20
Mattress	\$20
Box Springs	\$10
Miscellaneous Items (per Pick-up Load)	\$25
Items Requiring Use of Backhoe	\$50
Two Bulky Items (\$5 for each additional bulk item - \$10 minimum)	\$10
Each Bag or Box	\$2.50
Bulk Brush Removal Minimum Charge (applies to loads over a truck load)	\$75
Charges for specific cases will be calculated by Public Works Director or designee based on site visit.	
<b>All fees must be paid in advance of service.</b>	
<b>Fleet Management</b>	
Repair of Rowan Transit System Fleet and Trolley Fleet	\$65.41/hr
Repair of Hazardous Material Van:	
Labor	\$65.41/hr
Repair Parts	Actual cost + 20%
Repair Sublet	Actual cost + 15%
Equipment Installation	\$65.41/hr
<b>Cemetery</b>	
Burial-adult	\$900
Burial-infant	\$450
Disinterment - Adult	\$1,800
Disinterment - Infant	\$900

	Fee
Interments - two--one grave-adult	\$950
Interments - two--one grave-infant	\$500
Interment - Crematory remains	\$450
Interment - Crematory remains placed inside of marker or scattered	\$25
Interment - Mausoleum (city employee direct involvement)	\$300
Interment - Mausoleum (no involvement- recording fee only)	\$25
Interment - Mausoleum (no involvement)	\$25
Funeral processions entering cemetery after 1:30 P.M. weekdays	\$200
Funeral processions entering cemetery on weekends	\$300
Funeral processions entering cemetery on holidays	\$450
Monument installation permit	\$25
Deed Change	\$25
Cemetery Lot Fee Schedule:	
Adult, City resident	\$800
Adult, non-City resident	\$1,000
Infant, City resident	\$400
Infant, non-City resident	\$600
Columbaria fees:	
Niche, City resident	\$1,350
Niche, non-City resident	\$1,550
Weekday Inurnment fee	\$150
Weekend Inurnment fee	\$300
<b>Grounds Maintenance</b>	
Cooperative tree planting on public right-of-way	Actual cost of tree + 10%
<b>TRANSIT</b>	
Individual Fares:	
Regular- All Locations (no transfer fee)	\$1.00
Reduced (Disabled, Senior Citizens, Medicare and Students)	\$0.50
Transfers & Children under 5	FREE
40 Ride pass:	
Regular	\$35
Reduced (Disabled, Senior Citizens, Medicare and Students)	\$17
ADA Paratransit System (each way)	\$2
ADA Paratransit 20 Ride Pass	\$35
ADA Paratransit 10 Ride Pass	\$17
<b>PARKS &amp; RECREATION</b>	
<b>City Park (3 hour minimum rental non-operational hours)</b>	
Room A or B	\$40 per hr + \$75 Damage deposit
Multi-purpose room	\$75 per hr + \$75 Damage deposit
8 hour rental	\$500 + \$75 Damage deposit
Any room with kitchen	\$10 per hr additional
Meeting room	\$40 per hr + \$75 deposit
Teen Room/Game Room	\$60 per hr + \$75 Damage deposit
<b>Civic Center</b>	
Weekend and Full Day Rental:	
Multi-purpose room & kitchen - for first eight hours each day	\$800 + \$200 Damage deposit/ \$300 if serving alcohol
Multi-purpose room, small room & kitchen - for first eight hours each day	\$875 + \$200 Damage deposit/ \$300 if serving alcohol
Small meeting room only (per hour)	\$75 per hr + \$200 Damage deposit/ \$300 if serving alcohol
Set-up Fee (Fri 12-5 or Sat 9-1)	\$100
Technology Fee (mic and/or projector)	\$50
Cleaning Fee	\$50
Monday - Thursday Rentals:	
Multi-purpose room & kitchen - four hour rental between 8 A.M. and 8 P.M.	\$250 + \$200 Damage deposit/ \$300 if serving alcohol



	Fee
<b>Hall Gym (3 hour minimum rental non-operational hours)</b>	
Meeting Room	\$50 per hr + \$75 Damage deposit
Gym	\$70 per hr + \$100 Damage deposit
8 hour rental	\$300 + \$75 Damage deposit
<b>Miller Center (3 hour minimum rental non-operational hours)</b>	
Computer Lab	\$30 per hr + \$75 Damage deposit
Multi-purpose room	\$40 per hr + \$75 Damage deposit
Meeting room	\$40 per hr + \$75 Damage deposit
Any room with kitchen	\$10 per hr additional
<b>Park Avenue Community Center (2 hour minimum for rental non-operational hours)</b>	
Multi-purpose room & kitchen:	
2 to 3 hours Rental	\$70 per hr + \$50 Damage deposit
4 hours up to full 8 hours Rental	\$300 + \$50 Damage deposit
Additional hours after 8 hours	\$70 per hr
<b>Recreation Center Rental Discounts &amp; Notes (applies to all centers)</b>	
Non-Profit Rate (must have non-profit status paperwork)	50%
Weekday Rate (Mon-Thurs)	75%
Please note discounts DO NOT apply to non-operating hours usage in some cases.	
Per hour rates vary per facility for non-operating hours.	
<b>Fred M. Evans Pool @ Lincoln Park (2 hour minimum)</b>	
Two lifeguards	\$50 per hr + \$50 Damage deposit
Four lifeguards	\$75 per hr + \$50 Damage deposit
<b>Bell Tower Green</b>	
County Rates:	
Green (3 hour minimum)	\$300 + \$100 Damage deposit (\$50 per hr after)
Ampitheater/Green/Promenade (5 hour minimum)	\$750 + \$300 Damage deposit (\$100 per hr after)
Bell Tower/Gazebo (5 hour minimum)	\$300 + \$100 Damage deposit (\$50 per h after)
Garden Trellis (3 hour minimum)	\$300 + \$100 Damage deposit (\$50 per hr after)
Promenade (3 hour minimum)	\$200 + \$100 Damage deposit (\$50 per hr after)
Non-County Rates:	
Green (3 hour minimum)	\$500 + \$100 Damage deposit (\$100 per hr after)
Ampitheater/Green/Promenade (5 hour minimum)	\$1,000 + \$300 Damage deposit (\$200 per hr after)
Bell Tower/Gazebo (5 hour minimum)	\$500 + \$100 Damage deposit (\$100 per hr after)
Garden Trellis (3 hour minimum)	\$500 + \$100 Damage deposit (\$100 per hr after)
Promenade (3 hour minimum)	\$350 + \$100 Damage deposit (\$100 per hr after)
County Non-Profit Rate: 50%	
Monday - Friday Day (before 5 P.M.) Rate 75%	
Entire Park Rental (8 hours - large private or corporate events)	\$4,000 + \$1,000 Damage deposit (\$250 per hr after)
Concert /Large Spectator Event (8 hours)	\$2,000 + \$500 Damage deposit (\$150 per hr after)
Set-up	\$200
Staffing (if required)	\$20 per hr per staff member
8 Foot Table	\$5.00 per table (minimum of 10)
Chairs	\$1.00 per chair (minimum of 25)
Lighting Fee (Bell Tower & Water Wall)	\$25
Activity Cart	\$50
Raindate Hold (non-refundable)	\$300
<b>Shelters &amp; Gazebo Rentals:</b>	
Standard Park Shelters	\$40 per day
<b>Gazebos</b>	
Hurley Park Gazebo Rental	\$100
Peace Haven Gazebo at City Park	\$100
Robertson Eastern Gateway	\$100
Cannon Park Gazebo Rental	\$100
Gazebo Refundable Deposit	\$50

**Advertising Fees**

Salisbury Community Park

Fee
\$600 initial fee;
\$300 annual renewal
\$1,000-\$5,000

Salisbury Greenway

**Athletic Fields**

Flat rate rentals will generally apply; the Director has authority to negotiate rates for major (regional/national) co-sponsored events.

**Youth & Adult Softball/Baseball**

Fee	\$20 per hr
Additional per hour charge for lights	\$25
Field Prep Fee	\$60
Tournament Fees for Kelsey and Sports Complex (multiple teams/multiple games)	
1 day (8 A.M. - 11 P.M.) per field	\$150
1 day, 2 fields	\$300
2 days, 2 fields	\$600
Non-refundable deposit of 50% of day rate or \$150	
Rate includes field preparation and lighting	
Tournament Fees for Salisbury Community Park (multiple teams/multiple games)	
1 day (8 A.M. - 11 P.M.) per field	\$200
1 day, all fields	\$1,000
2 days, all fields	\$2,000
Non-refundable deposit of 50% of day rate or \$200	
Rate includes field preparation and lighting	
Additional preparation fee per field	\$60
Inclement weather prep	
Field Conditioner (per bag)	\$15
Staff time (per hour per staff fee)	\$40

**Soccer:**

Flat Fee	\$25 per hr
Field Prep Fee	\$60 per field
Tournament Fees	
1/2 day tournament, 1 field (8 A.M.-1 P.M.) 5 hrs.	\$125
1 day tournament, 1 field	\$250
Rate Includes: 1 field AND 1 field prep	

**Football:**

Flat Fee	\$25 per hr
Tournament Prep Fees	\$60 per field

**Cross Country Prep Fee**

\$150
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**Tennis/Pickleball:**

Key Card Access	\$5
Court Reservation (Max 2 courts, 2 hours)	\$20 per hr
Tournament Fee	\$500 for 8 hrs
Additional Tournament Hours (over 8 hours)	\$20 per hr per court
Refundable Damage Deposit	\$100

**Special Event Permits**

Park Usage Fee	\$100
1 Day Permit	\$50
Refundable Damage Deposit	\$100
Gate Permit	\$50 per day
Concession Permit	\$50 per day
Vending Permit	\$50 per day

**West End Community Center**

Conference Room	\$50 per hr
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**UTILITY ENGINEERING**

Engineering, Consulting, and Technical Services

Project Manager - Professional Engineer

\$100 per hr
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Civil Engineer

\$75 per hr
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	Fee
Engineering Technician	\$50 per hr
Construction Inspector	\$50 per hr
Survey Field Crew (2 person)	\$75 per hr
Clerical	\$25 per hr
Set of Bid Documents	\$50 each
Utility Location Maps:	
Paper Document	\$15
Digital Format	
CD Disk, each	\$20
DVD Disk, each	\$20
Engineering Plan Review Fee (Water Only)	\$200
Field Inspection of Sewer Lines	\$1 per foot
Xerox/blue prints:	
On paper up to 4 ft in length	\$5
On mylar up to 4 ft in length	\$20
<b>BUSINESS AND FINANCIAL SERVICES</b>	
Accounts Receivable - Not billed on Utility bill (30 days past-due)	1.5% per month
Accounts Receivable - Billed on Utility bill (24 days after billing)	1.5% per month
Copier or Multifunction Machine Fee	\$0.10 per copy/scanned page; Minimum of \$1/\$1 extra for mailing
Copy of Reports/Files	Actual cost of supplies and mailing
<b>DOWNTOWN DEVELOPMENT</b>	
Parking Space Lease	\$420 per parking space per year

### SCHEDULE A CASH DEPOSITS

Charges in Schedule A shall be as authorized by Chapter 25, Article II, Section 25-32, of the City Code.

- (a) Domestic consumer of water, dischargers of sewage, broadband, residential owner-occupants including single family townhouses and condominiums shall be exempted, unless (e) below applies \$150
- (b) Waste Collection and/or Stormwater Residential without water service \$75
- (c) Commercial, industrial, and institutional recipient \$150  
Local, state, and federal governments or agencies thereof shall be exempted.
- (d) Consumers with more than one account at the same location shall be required to make only one deposit if the customer has a good pay history. Commercial or industrial customers who operate multiple businesses under one corporate management shall be required to pay a deposit for each business or industry.
- (e) Any consumer or recipient of water, discharges of sewage, broadband, waste collection and/or stormwater, that has previously been disconnected for non-payment or has any outstanding balance for previous services with the city will be required to pay a deposit. \$150
- (f) Deposits shall be returned at termination of service less any unpaid rates and charges.

**SCHEDULE B  
METER INSTALLATION AND SEWER CONNECTION CHARGES**

Charges in Schedule B shall be as authorized in Chapter 25, Article II, Section 25-33, of the City Code. Tap fees are based upon the actual cost of material and labor at the time of connection. Estimates will be provided but the actual cost may fluctuate depending upon material price increases or supply chain shortages.

- (a) Three-fourths-inch residential water tap:
  - ¾” Water tap - SRU installed \$2,350
  - ¾” Water tap - Developer installed \$425
  - ¾” Water tap - Crescent \$1,275
- (b) One-inch residential water tap \$2,675
- (c) Irrigation taps are one-half the cost of regular taps and not subject to any discounts.
- (d) All commercial water services, both inside and outside City shall be charged on the basis of labor, material, equipment and overhead costs at the prevailing or established rates. For these purposes, commercial shall be defined as anything other than single-family detached homes. All water connections made to a distribution main 24” or larger in diameter shall be charged on the basis of labor, material, equipment and overhead costs at the prevailing or established rates. All residential water connections larger than 1”, both inside and outside City shall be charged on the basis of labor, material, equipment and overhead costs at the prevailing or established rates. Master meter installations required for private water or sewer systems shall be charged on the basis of material costs at the prevailing or established rates (See Chapter 25, Article II, Section 25-33 City Code).
- (e) Four-inch residential sewer connections:
  - 4” Sewer tap - SRU Installed \$1,975
  - 4” Sewer tap - Developer Installed\*: \$250

\*Note: Includes the Crescent Subdivision
- (f) All commercial sewer services, both inside and outside City shall be charged on the basis of labor, material, equipment and overhead costs at the prevailing or established rates. For these purposes, commercial shall be defined as anything other than single-family detached homes. All residential sewer services larger than four-inch, both inside and outside City shall be charged on the basis of labor, material, equipment and overhead costs at then prevailing or established rates. (See Chapter 25, Article II, Section 25-33 City Code).
- (g) Water meter packages are materials only and are available for purchase when on-site submetering is required. Package includes meter, setter, meter box with lid, 2 ft. copper tailpiece outlet, and outlet coupling. Meter is installed by SRU upon inspection approval.
  - ¾” Meter Package \$890
  - 1” Meter Package \$1,120
  - 2” Meter Package \$3,550
- (h) Partial Abandonment Fee \$150  
 Where a second water connection exists on a lot and is not in use, it must be abandoned. Partial abandonment allows the connection to be put back into service at a later date, if desired, with payment of a Water Service Renewal Fee. Partial abandonment is not allowed for connections with substandard service lines.
- (i) Full Abandonment Fee Time and Materials  
 Where multiple water and/or sewer connections exist on a lot and are not in use, they must be abandoned. Full abandonment is not reversible. Should a property owner request that a connection be put back into service at a later date, the charges scheduled above will apply in full.
- (j) Disconnection/Reconnection fee for non-payment during business hours \$50
- (k) Physical notification of non-payment of a utility bill or disconnection notice (hanging tag) \$50
- (l) Turn on or off during business hours; shall be applied to utility bill if not prepaid \$50  
 Turn on or off after hours; shall be applied to utility bill if not prepaid \$100
- (m) Unauthorized use of fire protection system \$100
- (n) Fire protection system testing (per test) \$50
- (o) Meter reinstallation charge (per meter) \$35

- (p) Inspection fee (per connection)
- Water or sewer connection \$45
  - Backflow \$45
  - Re-inspection of either water, sewer, or backflow \$20
- (q) Should a property owner request an existing service connection be replaced with a larger one, the charges scheduled above will apply in full.
- (r) Payment of lump sum charges or charges based on estimated costs, as above, is a prerequisite to issuance of a building permit pursuant to Section 7-65 of the City code. Overpayments made as a result of overestimating costs will be reimbursed, and the City will invoice underpayments to the developer.
- (s) The City's charge for a returned check or debit, as authorized in Section 25-34, shall be the maximum allowed by State law. This amount shall be applied to current utility bill, along with amount of the unpaid check. There will be no convenience fees charged on any credit/debit card payments.
- (t) Water Service renewal fee shall be charged on the basic labor, material, and overhead costs, not to exceed the fee of a residential ¾" Water tap – SRU installed.
- (u) Sewer Lateral Transfer (transfers from private to public): \$1,975  
 Sewer lateral transfer covers the expense of materials, equipment and labor to renew the existing tap from the edge of the property right-of-way to the public sewer system. The fee is one-time only and once the work is performed, the ownership and responsibility to maintain the lateral downstream of the cleanout belongs to the City. Payment, in full, must be received prior to commencing work.
- (v) Private Sewer Lateral Repair (in ROW, lateral remains private): Time and Materials  
 Private Sewer Lateral Repair covers the expense of materials, equipment and labor to excavate and install a cleanout at the right-of-way of the private sewer lateral. Once installed, the City can inspect the portion of the sewer lateral and advise the property owner of the condition. The property owner can elect to transfer the lateral to the City with no refund of remaining balance, or elect to receive a refund of the fee less time and materials. Payment, in full, must be received prior to commencing work; refund based on completion of work and submittal of summary cost sheets. Refund may take up to two weeks to process. not to exceed \$1,975
- (w) Recycling Fee \$6.28/month
- (x) Landfill Fee
- (1) Residential (per container) \$5.13/month
  - (2) Commercial (per container) \$9.14/month
- (y) Waste Collection Fee
- (1) Residential (per container) \$11.57/month
  - (2) Commercial (per container) \$13.95/month
  - (3) Removal of containers for nonpayment \$25
- (z) Stormwater Fee
- (1) Residential \$5.29/month
  - (2) Commercial/Industrial per ERU with a minimum of one ERU (Capped at \$2,600/month) \$5.29/month
- (aa) Unauthorized reconnection fee (tampering charge for disconnecting a meter that has been illegally reconnected after meter has been disconnected due to non-payment or illegally connecting a meter in vacant status.) \$250
- (bb) Locking Devices Cut or Damaged \$250
- (cc) Meter Yokes Damaged \$300
- (dd) Metering infrastructure (meters, meter boxes, yokes, endpoints, etc.) damaged through intentional or deliberate action shall be charged on the basis of labor, material, equipment, and overhead costs at then prevailing or established rates. Accidental damage shall be charged at actual replacement costs of the equipment.
- (ee) The fact that water is turned on to any premises by an occupant thereof without the approval of the City of Salisbury personnel shall not relieve such premises of liability for the unauthorized use of water and damage (if any) to City of Salisbury property.

(ff) Bulk water purchases are subject to the following deposits, monthly administrative fees and volume charges based on Schedules C and D.

Commercial/Industrial Hydrant Meter, Refundable Deposit	\$750
Residential Hydrant Meter, Refundable Deposit	\$150
Monthly Administrative Billing/Handling Fee	\$50 monthly
Annual Permit Fee – Vehicle Decal, if Applicable	\$50 annually
Penalties for Illegal Connection	\$1,000
Volume Charge	(Refer to Volume Charges in Schedule C)

**SCHEDULE C  
WATER SERVICE CHARGES**

Charges in Schedule C shall be authorized by Chapter 25, Article II, Section 25-35, of the City Code.

Monthly Water Rates:

Minimum charge per meter size	3/4" =	\$4.32
	1" =	\$6.95
	1-1/2" =	\$11.32
	2" =	\$16.57
	3" =	\$33.20
	4" =	\$57.70
	6" =	\$125.07
	8" =	\$212.57
	10" =	\$335.07
	12" =	\$440.07
	16" =	\$877.57

Volume charge per 100 cubic feet:

Raw water	\$0.89
Finished, potable water	\$4.46
Southern Power	\$2.26

Volume charge per 1,000 gallons:

Raw water	\$1.19
Finished, potable water	\$5.96
Southern Power	\$3.02

**SCHEDULE D  
WATER SERVICE CHARGES FOR BULK RATE**

Charges in Schedule D shall be as authorized by Chapter 25, Article II, Section 25-36 of the City Code.

(a) Subject to the provisions of Sections 25-7 and 25-8, nongovernmental customers may purchase water directly from fire hydrants or other water outlets. Meters must be placed on hydrants to allow accurate measurement for billing purposes. Arrangements shall be made at least one week in advance to ensure availability and scheduling of equipment and manpower, all subject to applicable provisions of Schedules B and C, and an advance payment of a refundable deposit of \$750 for commercial customers and \$150 for residential users.

**SCHEDULE E  
SEWER SERVICE CHARGES**

Charges in Schedule E shall be as authorized by Chapter 25, Article II, Section 25-37, of the City Code.

Monthly Sewer Rates:

(1) Minimum charge per meter size	3/4" =	\$4.65
	1" =	\$7.82
	1-1/2" =	\$13.09
	2" =	\$19.42
	3" =	\$39.47
	4" =	\$69.01
	6" =	\$150.24
	8" =	\$255.74
	10" =	\$403.44
	12" =	\$530.04
	16" =	\$1,057.54
Volume charge per 100 cubic feet		\$6.07
(2) Flat rate sewer charge		\$53.33
Volume charge per 1,000 gallons		\$8.11

**SCHEDULE F  
SEWER SURCHARGE**

Surcharges shall be as authorized by Chapter 25, Article II, Section 25-38 of the City Code Sewer Surcharge Rates for discharges into either the Town Creek or Grant Creek Wastewater Plants:

- (a) For Chemical Oxygen Demand (COD) in excess of six hundred (600.0) mg/l, the surcharge shall be at the rate of one-hundred fifty-four dollars and twenty cents (\$154.20) per one thousand pounds.
- (b) For Total Suspended Solids (TSS) in excess of three hundred (300.0) mg/l, the surcharge shall be at the rate of two-hundred seventy-two dollars and twenty-six cents (\$272.26) per one thousand pounds.
- (c) For Total Kjeldahl Nitrogen (TKN) in excess of forty (40.0) mg/l, the surcharge shall be at the rate of one-thousand eight hundred nineteen dollars and forty-eight cents (\$1,819.48) per one thousand pounds.

Contract haulers of wastewater discharging at City treatment facilities will be assessed a charge of seventy-five dollars (\$75.00) for up to two-thousand gallon load discharged, as defined in Chapter 25, Article II, Section 25-38.

Pretreatment Permit Fees shall be assessed at \$300 for each permit.

Pretreatment Permit Modifications shall be assessed at \$50 per industry request (Administrative change) or \$100 for any other industry request.

**SCHEDULE G  
ANALYTICAL TESTING**

Charges in Schedule G shall be as authorized by Chapter 25, Article II, Section 25-38, of the City Code.

Test	Fee
Coliform, P/A-Water	\$40
Nitrate (water)	\$40

Parameters not listed please contact Environmental Services for quote

Section 9. That this ordinance shall be effective upon its passage.







# Salisbury City Council Agenda Item Request Form

## Agenda Item

**Item Title:** Ordinance regulating electric scooters within the downtown municipal services district

**Requested Council Meeting Date:** June 18, 2024

**Name and Title of Presenter(s):** Graham Corriher, City Attorney

**Main Point of Contact Email:** graham.corriher@salisburync.gov      **Phone:** 704-638-5309

**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 for consideration by Council)*

**Item Category:**  Action     Information Only     Other      **Attachment:**  Yes     No

**Select if one of these categories apply:**  Ordinance     Resolution     Contract

## Strategic Plan

Focus Areas:

[Strategies:](#) *(Click to view specific Strategic Plan strategies)*

- Healthy, Safe & Engaged Neighborhoods
- Economic & Workforce Development
- Public Safety
- Organizational Excellence
- Sustainable Infrastructure
- Cultural Amenities

## Fiscal Note

**Is this item included in the current Fiscal Year budget?**  Yes     No     No Budgetary Impact

**If no, identify the funding source**

**Finance Manager Signature**

**Budget Manager Signature:**

*(If this agenda item involves funding, including grants, donations, and budget ordinance amendments, it must have a fiscal note included above along with the signature(s) of approval from the Finance Manager and/or Budget Manager)*



# Salisbury City Council Agenda Item Request Form

**Description of Requested Agenda Item:** *(Please provide detailed information necessary for City Council to make an informed decision)*

The City is currently studying whether and how to regulate e-scooters throughout the City. The City has an existing ordinance (Sec 16-63) that prohibits e-scooters from being operated on the sidewalks. The status of e-scooters operating on public streets under existing NC law is not clear. The attached ordinance is modeled from the City of Asheville's e-scooter ordinance and would provide clarity to the City's existing ordinance and prohibit scooters from being operated on public sidewalks, public streets, and other public property within the City's downtown municipal services district (MSD). The ordinance would also prohibit companies from offering e-scooters for rent on public sidewalks, public streets, and other public property.

Some cities (like the City of Raleigh) have regulatory programs that allow e-scooters. At this time City staff does not recommend that kind of program. City staff will continue to study this issue and provide updates to City Council.




# Salisbury City Council Agenda Item Request Form

**Specific Action Requested of Council:** *(Recommended motion and Statement of Consistency if applicable)*

Council to consider adopting an Ordinance amending Section 13-21 of the City Code related to E-scooters and E-Scooter share programs.

**Department Head Signature (Required)**



AN ORDINANCE AMENDING CHAPTER 13, ARTICLE II, OF THE CODE OF THE CITY  
OF SALISBURY, RELATING TO MOTOR VEHICLES AND TRAFFIC

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

SECTION 1. That Section 13-21, Article I, of the Code of the City of Salisbury be amended to add the underlined language as follows:

Sec. 13-21. E-scooters and e-scooter share programs.

- (a) The following definitions shall apply to this section:
  - a. *E-scooter* shall mean any two-wheeled device capable of propulsion by a motor or other power source with handlebars and a floorboard designed to be stood upon when riding. This device may also have a seat that does not interfere with the ability of the rider to stand and ride. This definition shall not include bicycles, electric bicycles, motorcycles, mopeds, or Electric Personal Assistive Mobility Devices as defined by the North Carolina General Statutes.
  - b. *E-scooter share operator* means an individual or a public, private, or non-profit entity that owns, manages or operates a system whereby e-scooters are parked, placed, stored, exhibited, demonstrated, sold, rented or offered for rent to customers on a self-service basis through an electronic platform.
  - c. *MSD* shall mean the City of Salisbury's downtown municipal service district.
- (b) It shall be unlawful to park, place, store, exhibit, demonstrate, sell, rent or offer to sell or rent any e-scooter on any public street, sidewalk, greenway, alley, or within any park or other publicly owned property within the MSD of the City of Salisbury.
- (c) It shall be unlawful for any e-scooter share operator to permit an e-scooter it owns or leases to be parked, placed, stored, exhibited, demonstrated, sold, rented or offered for sale or rent on any public street, sidewalk, greenway, alley, or within any park or other publicly owned property within the MSD of the City of Salisbury.
- (d) It shall be unlawful to operate an e-scooter on any public street, sidewalk, greenway, alley, or other way of public passage or within any park or on any other public property within the MSD of the City of Salisbury.
- (e) It shall be unlawful for any e-scooter share operator to permit an e-scooter it owns or leases to be operated on any public street, sidewalk, greenway, alley or other way of public passage or within any park or on any other public property within the MSD of the City of Salisbury.
- (f) Enforcement.
  - a. Infraction.
    - i. A person violating this section shall be responsible for an infraction and shall be required to pay a penalty of not more than fifty dollars (\$50.00).

This penalty shall be in addition to any penalty imposed by any other ordinance, rule, regulation or other provision of law.

- ii. This section may be enforced by any law enforcement officer or other person expressly authorized by the North Carolina General Statutes to issue a citation.

b. Civil penalty.

- i. A violation of this section shall be punishable by a civil penalty of fifty dollars (\$50.00) per occurrence, to be recovered by the city in a civil action in the nature of debt, if the offender does not pay the penalty within 30 days of receiving a notice of violation. This penalty shall be in addition to any penalty imposed by any other ordinance, rule, regulation or other provision of law.
- ii. This subsection (f) b. may be enforced by any city department or employee as designated by the city manager, who shall be authorized to remove any e-scooter found to be in violation of this section from any street, sidewalk, park or other public property without prior notice.
- iii. Any e-scooter removed from city property pursuant to this subsection (f) b. shall be returned to its owner upon the city receiving adequate proof of ownership. If an e-scooter removed from city property remains unclaimed after a period of 60 days, it will be deemed abandoned, and may be disposed of in any manner permitted by law.

SECTION 2. That all ordinances, or the 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 upon adoption by the City of Salisbury from and after is passage.