<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Call to Order</td>
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<tr>
<td>2</td>
<td>Moment of Silence</td>
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<tr>
<td>3</td>
<td>Pledge of Allegiance</td>
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</tr>
<tr>
<td>4</td>
<td>Welcome to the People’s House!</td>
<td>A reminder that City Hall exists for, of and by the people of our City and is inclusive of ALL!! Council and staff are here to SERVE YOU and to create a welcoming, inclusive, safe, and thriving environment for ALL to enjoy as you live, work, play, volunteer, visit, learn and participate in decision making in our great City!!</td>
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<tr>
<td>5</td>
<td>Adopt Agenda</td>
<td>Adopt Agenda for January 15, 2019.</td>
</tr>
<tr>
<td>6</td>
<td>Proclamations:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DR. MARTIN LUTHER KING, JR. DAY</td>
<td>January 15, 2019 To reflect upon the legacy of Dr. Martin Luther King Jr., a minister, civil rights activist and nonviolent leader.</td>
</tr>
<tr>
<td></td>
<td>ELIZABETH MAXWELL STEELE CHAPTER OF THE DAR 120TH ANNIVERSARY</td>
<td>January 15, 2019 To recognize their service to the community, veterans support to education and love for preserving history</td>
</tr>
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<td></td>
<td>NATIONAL SLAVERY AND HUMAN TRAFFICKING PREVENTION MONTH</td>
<td>January 2019 To acknowledge human trafficking as a modern form of slavery endangering the lives of millions by operating both domestically and internationally, affecting men, women, and children of all ages, and deprives its victims of human dignity and freedom.</td>
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<tr>
<td>7</td>
<td>Consent Agenda:</td>
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<td>(a) Minutes.</td>
<td>Adopt Minutes of the Regular meeting January 2, 2019.</td>
</tr>
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<td>(b) Budget Amendment – Dixonville Task Force, Public Art Committee, Community Appearance Commission, and Parks &amp; Recreation donation.</td>
<td>Requestor(s): Dixonville Task Force, Public Art Committee, Community Appearance Commission, and Parks and Recreation</td>
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<td>(c) Budget Amendment – Dixonville Task Force donation.</td>
<td>Requestor(s): Dixonville Task Force</td>
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<tr>
<td>(d)</td>
<td>Budget Ordinance Amendment – Insurance Claims Proceeds and Interest.</td>
<td><strong>Requestor(s):</strong> Financial Services</td>
</tr>
<tr>
<td>(e)</td>
<td>Resolution – Authorizing the sale of personal property deemed to be surplus.</td>
<td><strong>Requestor(s):</strong> Financial Services</td>
</tr>
<tr>
<td>(f)</td>
<td>Contract – Stewart, Inc.</td>
<td><strong>Requestor(s):</strong> Engineering</td>
</tr>
<tr>
<td>8</td>
<td>Public Comment.</td>
<td>Public comment will begin following adoption of the consent agenda. The public sign-in sheet will remain open until the public comment period ends.</td>
</tr>
<tr>
<td>9</td>
<td>Courtesy Public Hearing – “Project Care”</td>
<td><strong>Requestor(s):</strong> Rowan Economic Development Commission (EDC) <strong>Presenter(s):</strong> Scott Shelton</td>
</tr>
<tr>
<td>10</td>
<td>Update – Salisbury STEM Teachers Leaders Cohort.</td>
<td><strong>Requestor(s):</strong> Candice Austin, Principal – Carroll T. Overton School <strong>Presenter(s):</strong> Candice Austin, Principal – Carroll T. Overton School</td>
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| **11** | Update – West End and North Main Street Housing Rehabilitation Program. | Requestor(s): Brian Hiatt, Interim Development Services Director  
Presenter(s): Chanaka Yatawara, Salisbury Community Development Corporation | Council to receive an update on the housing rehabilitation projects underway and the application process. |
| **12** | Resolution – Supporting a CMAQ application for funds to upgrade Salisbury’s Traffic Signal System Network. | Requestor(s): Wendy Brindle  
Presenter(s): Wendy Brindle | Council to consider adopting a RESOLUTION supporting an application for CMAQ funds to upgrade Salisbury’s Traffic Signal System Network. |
<p>| <strong>13</strong> | Appointments to Boards and Commissions. |   | Council to consider making appointments to various Commissions. |
| <strong>14</strong> | City Attorney’s Report. |   |   |
| <strong>15</strong> | City Manager’s Report. |   |   |
| <strong>16</strong> | Announcements. |   |   |
| (a) | Registration is still open for the Light Construction Building Trades Class hosted by the City of Salisbury Parks and Recreation Department and Rowan-Cabarrus Community College. Students can expect to learn about construction safety, proper tool use, carpentry, masonry, cabinetry, drywall, code and inspections and much more. The class is for anyone 18 years and older and is free to Salisbury residents. The class is held Monday through Thursday at Hall Gym. For more information please contact RCCC at 704-216-7201. |   |   |
| (b) | Residents are invited to visit City Hall on the first Monday of each month between noon and 1:00 p.m. for Lunch with the City Manager, Lane Bailey. Bring your brown bag lunch and share ideas, voice concerns and speak in an open, unrestricted forum. |   |   |</p>
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<td>(c)</td>
<td>The Dr. Martin Luther King, Jr. parade will be held Saturday, January 19, 2019. The parade will begin in downtown Salisbury at 11:00 a.m. until 12:00 p.m. at the corner of Liberty Street and North Main Street and will end at the Civic Center, located at 315 South Martin Luther King, Jr. Avenue. Alex Clark is the parade Grand Marshal. Following the parade, activities celebrating Dr. King will be held from 12:30 p.m. until 2:30 p.m. at the Civic Center. The Salisbury Human Relations Council will host the Dr. Martin Luther King, Jr. Breakfast, Monday, January 21, 2019 at 7:00 a.m. The Breakfast will be held at the J.F. Hurley YMCA, located at 828 Jake Alexander Boulevard. Tickets are $10. Dr. Dwayne A. Walker, pastor of Little Rock A.M.E. Zion Church, Charlotte, NC will be the guest speaker. To purchase tickets or for additional information please call 704-638-5218.</td>
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<tr>
<td>(d)</td>
<td>Winter Spruce Up week will begin January 21 through 25. The City of Salisbury will pick up your old appliances, tires without rims (limit 5 tires per location) and extra bagged trash. Items are to be placed at the curb before 7:00 a.m. on the day of your regular collection. NO building materials or electronics will be collected. This collection is for Residents living inside the City limits of Salisbury only (No businesses). If you have questions, please call the Public Services Department at 704-638-5260.</td>
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<td>(e)</td>
<td>Parks and Recreation will host the 23rd Annual Father/Daughter Dance for girls ages 4 to 13 and their fathers on Saturday, February 2, 2019 from 6:00 p.m. until 9:00 p.m. at the Civic Center. There will be entertainment, dancing, snacks, games and door prizes. Tickets are limited and must be purchased in advance. Tickets are $10 and can be purchased at any of the four recreation facilities. For more information please call 704-216-PLAY.</td>
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<td>Downtown Salisbury, Inc. will host the 6th Annual Wine About Winter event on Friday, February 1, 2019 from 5:00 p.m. until 9:00 p.m. This wine tasting event allows ticket holders to sample 20+ wines from around the world and also features Rowan County’s very own wineries. The one day ticketed event will attract visitors into downtown Salisbury and provide exposure to downtown businesses in a unique, fun, and engaging way. Each ticket holder will present their ID at registration, located in the Visitors Center (204 E. Innes St.) starting at 4:00 p.m. on February 1st to ensure everyone is 21 years old or above. Trolleys will provide convenient hop on/off service during the event. For ticket sales and detailed information, please visit <a href="http://www.downtownsalisburync.com">www.downtownsalisburync.com</a> or call (704) 637-7814.</td>
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<tr>
<td>17</td>
<td>Council’s Comments.</td>
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<tr>
<td>18</td>
<td>Mayor Pro Tem Comments.</td>
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<tr>
<td>19</td>
<td>Mayor’s Comments.</td>
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<tr>
<td>20</td>
<td>Adjourn.</td>
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</tbody>
</table>
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  15 January 2019

Name of Group(s) or Individual(s) Making Request:  Mayor Heggins

Name of Presenter(s):  Mayor Heggins

Requested Agenda Item:  Proclamations

Description of Requested Agenda Item:  Proclamations to recognize MLK Day, National Slavery and Human Trafficking Month, Elizabeth Maxwell Steele Chapter of the DAR 120th Anniversary.

Attachments:  ☒ Yes  □ No

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

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

Contact Information for Group or Individual:

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________  ________________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined
Salisbury City Council
Agenda Item Request Form

Reason:
Name of Group(s) or Individual(s) Making Request: Dixonville Task Force, Public Art Committee, Community Appearance Commission, and Park & Recreation

Name of Presenter(s): Alyssa Nelson

Requested Agenda Item:

Council to consider adopting a Budget Ordinance Amendment to the FY2018-2019 budget in the amount of $19,000 to appropriate revenue received from the Salisbury-Rowan Community Foundation.

Description of Requested Agenda Item:

The Salisbury-Rowan Community Foundation has awarded the City of Salisbury $19,000 for four projects.

- BlockWork $5,000
- Dixonville Memorial Project $5,000
- Park and Recreation $4,000
- Salisbury Public Art Committee $5,000

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

These grants were not budgeted, so they need to be appropriated so they can be legally spent.

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

Adopt budget ordinance amendment to FY2018-2019 budget to appropriate $5,000 to BlockWork; $5,000 to the Dixonville Memorial Project; $4,000 to Park and Recreation; and $5,000 to Public Art.

Contact Information for Group or Individual:

Alyssa Nelson 704.638.5235
Salisbury City Council
Agenda Item Request Form

FINANCE DEPARTMENT INFORMATION:

___________________________________________________________
Finance Manager Signature                     Department Head Signature

___________________________________________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE DONATIONS FROM SALISBURY COMMUNITY FOUNDATION

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

Section 1. The City received $19,000 in donations for the Salisbury Community Foundation for Blockwork, Public Art, the Dixonville-Lincoln Memorial Project, and playground equipment at Kelsey-Scott Park. NC General Statutes require that the City appropriate this revenue so that it can be legally spent.

Section 2. That the 2018-2019 Budget Ordinance of the City of Salisbury, adopted on June 19, 2018, is hereby amended as follows:

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

1. Increase line item 010-491-000-5450.00 Special Projects-Dixonville $ 5,000
   Increase line item 010-491-000-5450.40 Public Art/Sculpture Show 5,000
   Increase line item 010-491-000-5450.41 Blockwork 5,000
   Increase line item 010-621-100-5760.04 Capital Outlay-Equipment 4,000
   $ 19,000

2. Increase line item 010-000-000-4515.04 Parks and Recreation Donations $ 4,000
   Increase line item 010-000-000-4821.10 General Donations 10,000
   Increase line item 010-000-000-4821.20 Public Art Donations 5,000
   $ 19,000

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

Section 4. That this ordinance shall be effective from and after its passage.
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  □ Public □ Council □ Manager  ☑ Staff

Requested Council Meeting Date:  January 15, 2019

Name of Group(s) or Individual(s) Making Request:  Dixonville Task Force

Name of Presenter(s):  Alyssa Nelson

Requested Agenda Item:

Council to consider adopting a Budget Ordinance Amendment to the FY2018-2019 budget in the amount of $38,608 to appropriate revenue received for the Dixonville Memorial Project.

Description of Requested Agenda Item:
The Dixonville Task Force has received $38,608 in private donations toward the Dixonville Memorial Project.

Attachments:  ☑ Yes  □ No

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

These grants were not budgeted, so they need to be appropriated so they can be legally spent.

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

Adopt budget ordinance amendment to FY2018-2019 budget to appropriate $38,608 to the Dixonville Memorial Project.

Contact Information for Group or Individual:

Alyssa Nelson 704.638.5235

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________  __________________________________
Finance Manager Signature  Department Head Signature
Salisbury City Council
Agenda Item Request Form

Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:

AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE DIXONVILLE DONATIONS

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

Section 1. The City’s Community Planning Services Department has received several
donations and local grants for the Dixonville Cemetery project.

Section 2. That the 2018-2019 Budget Ordinance of the City of Salisbury, adopted on
June 19, 2018, is hereby amended as follows:

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

(1) Increase line item 010-491-000-54500.40 $38,608
    Special Projects

(2) Increase line item 010-000-000-4821.10 $38,608
    General Fund Donations

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.
Requested Council Meeting Date: January 15, 2019

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

Name of Presenter(s): Shannon Moore

Requested Agenda Item: Budget Ordinance Appropriating Insurance Claims Proceeds & Interest

Description of Requested Agenda Item: The City has received Insurance Claims Proceeds totaling $34,450. Additionally, we are on trend to receive additional interest revenue that was budgeted due to rising interest rates. NC General Statutes require that the City appropriate these revenues so that they can be legally spent. Information Technologies department has identified equipment needs in various locations that can be completed in FY19.

Attachments: ☑ Yes ☐ No

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

Action Requested of Council for Agenda Item: Adopt a Budget Ordinance amending the FY18-19 Budget in the Capital Replacement Fund $54,450 for additional revenue.

Contact Information for Group or Individual: Shannon Moore, Finance Director 704-216-8026

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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

For Use in Mayor's Office Only

☐ Approved ☐ Declined

Reason:
AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE REVENUE FROM INSURANCE CLAIMS PROCEEDS AND INTEREST

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

Section 1. The City has received insurance claims proceeds and additional revenue from interest. The Information Technologies department identified equipment needs in various locations to be completed in this fiscal year. NC General Statutes require that the City appropriate revenues so that they can be legally spent.

Section 2. That the 2018-2019 Budget Ordinance of the City of Salisbury, adopted on June 19, 2018, is hereby amended as follows:

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

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<th></th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>(1)</td>
<td>Increase line item 011-000-000-461201 Interest</td>
<td>$20,000</td>
</tr>
<tr>
<td>(2)</td>
<td>Increase line item 011-000-000-483000 Insurance Claim Proceeds</td>
<td>$34,450</td>
</tr>
<tr>
<td>(3)</td>
<td>Increase line item 011-442-000-572100 CO Computer Equipment</td>
<td>$54,450</td>
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Section 4. That all ordinances, or parts of ordinances, in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. That this ordinance shall be effective from and after its passage.
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  □ Public  □ Council  □ Manager  ☑ Staff

Requested Council Meeting Date:  01/15/2019

Name of Group(s) or Individual(s) Making Request:  Gayla Long, Purchasing Coordinator

Name of Presenter(s):  Gayla Long

Requested Agenda Item:  The consideration of a ratification authorizing the sale of personal property deemed to be surplus that at electronic auction sold for more than $30,000.

Description of Requested Agenda Item:  The Fleet Department identified a piece of equipment that had reached the end of its useful life for the City. This item was ST20801, a 2007 Sterling SC8000 Street Sweeper, and based on past sales it was valued at less than $30,000. N.C.G.S. 160A-270 authorizes Council to conduct electronic auctions and advertise such auctions electronically. It also allows Council to delegate this authority if the items have a value under $30,000. Resolution 2009-15 authorized the “Purchasing Manager” to sell items valued under $30,000 by electronic auction. The electronic auction closed on December 8, 2018, and the above item sold for $38,950.00. It was recommended by the City Attorney that the sale of this asset be ratified by City Council due to the circumstances of this sale going over $30,000.

Attachments:  ☑ Yes  □ No

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

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)
City Council ratify the sale of ST20801 to Marco Jourdain of Balai Le Permanent Inc, Laval, QC, Canada.

Contact Information for Group or Individual:  Gayla Long – 704-638-5305

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

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

FINANCE DEPARTMENT INFORMATION:

________________________________________  ____________________________
Finance Manager Signature                Department Head Signature

Budget Manager Signature
Salisbury City Council
Agenda Item Request Form

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

For Use in Clerk’s Office Only

☐ Approved       ☐ Delayed       ☐ Declined

Reason:
RESOLUTION TO RATIFY THE SALE OF SURPLUS PERSONAL PROPERTY SOLD
BY THE CITY OF SALISBURY FOR MORE THAN $30,000

WHEREAS, N.C.G.S. 160A-266 authorizes municipal governments to dispose of real or personal property by public auction; and

WHEREAS, N.C.G.S. 160A-270 authorizes City Council to conduct electronic auctions for real or personal property and advertise such auctions electronically; and

WHEREAS, Resolution 2009-15 authorizes the Purchasing Manager to sell items, in his or her judgement, where the value is determined to be less than $30,000, by electronic auction; and

WHEREAS, City asset ID No. 124, a 2007 Sterling street sweeper, was sold at electronic auction after being deemed surplus property; and

WHEREAS, the electronic auction conducted by GovDeals.com was competitive; and

WHEREAS, the bid for City asset No. 124 closed on December 8, 2018, at 11:49 a.m. with a high bid of $38,950.00 by Balai Le Permanent, Inc.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury hereby ratifies the sale of City asset No. 124 to Balai Le Permanent, Inc., for $38,950.00 through GovDeals.com.

Adopted this 15th day of January, 2019.

______________________________
Al Heggins, Mayor

ATTEST:

______________________________
Diane Gilmore, City Clerk
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  □ Public  □ Council  □ Manager  □ Staff

Requested Council Meeting Date:  January 15, 2019

Name of Group(s) or Individual(s) Making Request:  City Engineering

Name of Presenter(s):  Wendy Brindle

Requested Agenda Item:  Grants Creek Greenway - Engineering Services Contract

Description of Requested Agenda Item:  The City received three responses on October 24, 2018 to a Request for Qualification (RFQ) for Engineering Design and Permitting services for Grants Creek Greenway Phase 4. This section of greenway will connect Catawba College and Kelsey Scott Park along the west side of Grants Creek. Stewart, Inc. scored the highest based on criteria set forth in the RFQ. The proposed contract for is $258,394.80.

Attachments:  □ Yes  □ No

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

The City received $132,000 Carolina Thread Trail Grant to be used on the Grants Creek Greenway. FY18-19 Budget includes $250,000 for Grants Creek Greenway.

Action Requested of Council for Agenda Item:  Authorize City Manager to execute contract with Stewart, Inc. for $258,394.80 for engineering services associated with Grants Creek Greenway and adopt a Budget Ordinance amending the FY18-19 Budget $132,000 for Carolina Thread Trail Grant.

Contact Information for Group or Individual:  wbrin@salisburync.gov

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

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

FINANCE DEPARTMENT INFORMATION:

S. Wade Fortune
Finance Manager Signature

Wendy Brindle
Department Head Signature

Anna Burg
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****
For Use in Clerk's Office Only

☐ Approved

☐ Declined

Reason:
AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE 
OF THE CITY OF SALISBURY, NORTH CAROLINA TO 
APPROPRIATE REVENUE FROM CAROLINA THREAD TRAIL GRANTS

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

Section 1. The City received a Carolina Thread Trail Grant. NC General Statutes require that the City appropriate revenues so that they can be legally spent.

Section 2. That the 2018-2019 Budget Ordinance of the City of Salisbury, adopted on June 19, 2018, is hereby amended as follows:

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

   (1) Increase line item 010-000-000-443006 $132,000
       Greenway Grants

   (2) Increase line item 010-555-000-545000 $132,000
       Special Projects

Section 4. That all ordinances, or parts of ordinances, in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. That this ordinance shall be effective from and after its passage.
ENGINEERING SERVICES CONTRACT

This contract for services (the “Contract”), made and entered into this ______ day of ____________, 20____ by and between the CITY OF SALISBURY, a North Carolina municipal corporation located at 132 North Main Street, Salisbury, NC 28144 (hereinafter referred to as the “City”), and STEWART ENGINEERING, INC., a North Carolina corporation located at 223 S WEST STREET, RALEIGH NC 27603 (hereinafter referred to as the “Provider”) (collectively, the “Parties”).

For and in consideration of the mutual promises set forth in the Contract, the parties do mutually agree as follows:

1. Obligations of Provider.
   a. Services. Under this Contract, the Provider shall perform all of those services included in the Scope of Services, which is attached to this Contract as Exhibit A and incorporated by reference (the “Services”). Provider shall, at its own sole cost and expense, perform and provide all the labor, services, materials, equipment, supplies, plans, and equipment necessary to complete the Services within the time specified and in accordance with the terms, conditions, and provisions of this Contract, and pursuant to the instructions, orders, and directions of the City made in accordance with this Contract.
   b. Qualifications of Provider. Provider, and all agents or employees of Provider who will provide services under this Contract, shall be fully qualified, possess any requisite licenses, and otherwise be legally entitled to perform the services provided, and shall exercise the skill and care customarily exercised by duly licensed and qualified providers of the same or similar services.
   c. Records Maintenance. Provider shall maintain written documentation of any professional services provided, including any required documentation meeting the requirements of applicable federal, state, and local laws and regulations.

2. Obligations of the City.
   a. Compensation. The City agrees to compensate Provider in the amount not to exceed Two Hundred Fifty-Eight Thousand Three Hundred Ninety-Five Dollars ($258,395) for services rendered in accordance with the terms of this Contract.
   b. Other obligations of the City. In addition to the foregoing, the City shall: (1) notify property owners of the surveying activities; (2) pay associated permit fees, including but not limited to, NCDEQ permits, railroad right of entry fees, and flagmen fees; (3) review plans and provide comments; (4) review specifications and provide comments; (5) coordinate bid days and times with Provider; (6) coordinate approvals with NCDOT; (7) acquire any necessary rights-of-way; (8) pay legal advertisement fees for the Services; (9) staff and conduct public information meetings.
   c. In the event of inclement weather, fire, power failure, or other similar occurrence, which may necessitate the cancellation of the delivery of Services, and an alternate date cannot be agreed upon, the City will be under no obligation to compensate Provider for Services not rendered.

3. Term. The Services will be provided from January 18, 2019 through June 30, 2020 unless sooner terminated as herein provided.

4. Change Orders. The City may, from time to time, request changes in the Services provided under this Contract. Such changes, including any increase or decrease in the amount of Compensation, shall not be effective unless mutually agreed to in writing and signed by both of the parties after appropriate authorization.
5. **Termination for Convenience.** Without limiting any party’s right to terminate for breach, the parties agree that the City may, without cause and in its discretion, terminate this Contract for convenience upon thirty (30) calendar days’ notice in writing from the City to Provider prior to the date of termination. Upon termination, all obligations that are still executory on both sides are discharged except that any right based on prior breach or performance survives, and the indemnification provisions of this Contract shall remain in force. All finished or unfinished documents and other materials produced by Provider pursuant to this Contract shall, at the request of the City, be turned over to it and become its property. If the Contract is terminated by the City in accordance with this section, the City will provide a prorated payment for all services performed as of the date of termination.

6. **Termination for Cause.** Either party has the right terminate this Contract for cause based on a breach of any of its terms upon written notice to the other party specifying the breach.

7. **Terms and Methods of Payment.** Provider shall provide the City with invoice(s) itemized by services provided, the number of hours worked and by whom, the date(s) that services were provided, and the amount owed, along with any supporting documentation that may be requested in advance by the City. Such invoice(s) shall be submitted within thirty (30) days of the rendering of services, but no more than monthly. The City shall process payments to Provider within thirty (30) days of submission of such invoice(s) for work satisfactorily performed. Invoice(s) should be sent to Wendy Brindle, PO BOX 479, Salisbury, NC 28145, for review and approval.

8. **Contract Funding.** It is understood and agreed between Provider and the City that the City’s payment obligation under this Contract is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made.

9. **Insurance.** Provider agrees to insurance in the minimum amounts: (1) $1,000,000 in General Liability; (2) $1,000,000 in Automobile Liability; (3) $1,000,000 in Errors and Omissions; and (4) Workers Compensation in the required statutory amount for all employees participating in the provision of services under this Contract. The “City of Salisbury, a North Carolina Municipal Corporation” shall be named by endorsement as an additional insured on the General Liability and Errors and Omissions policies. Certificates of such insurance shall be furnished by Provider to the City and shall contain an endorsement to provide the City at least ten (10) days’ written notice of any intent to cancel or terminate by either Provider or the insuring company. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of this Contract.

10. **Taxes.** Provider shall pay all federal, state and FICA taxes for all employees participating in the provision of services under this Contract.

11. **Monitoring and Auditing.** Provider shall cooperate with the City, or with any other person or agency as directed by the City, in monitoring, auditing, or investigating activities related to this Contract. Provider shall permit the City to evaluate all activities conducted under this Contract as dictated by the City. Provider shall provide auditors retained by the City with access to any records and files related to the provision of services under this Contract. The City agrees that its auditors will maintain the confidentiality of any identified and actual trade secrets of Provider accessed during an audit conducted under this Contract.

12. **Time of the essence.** The Parties agree that time is of the essence to each and every term or condition of this Contract where a certain length of time is fixed for the performance of the term or condition. The Parties further agree that any additional time allowed for the completion of any Work by mutual agreement of the Parties shall be of the essence to this Contract.
13. **Compliance with Applicable Laws.** Provider shall comply with all applicable laws and regulations in providing services under this Contract. In particular, Provider represents that it is authorized by federal law to work in the United States. Provider represents and warrants that it is aware of and in compliance with the Immigration Reform and Control Act and North Carolina law (Article 2 of Chapter 64 of the North Carolina General Statutes) requiring use of the E-Verify system for employers who employ twenty-five (25) or more employees and that it is and will remain in compliance with these laws at all times while providing services pursuant to this Contract. Provider is responsible for compliance with the Affordable Care Act and accompanying IRS and Treasury Department regulations.

14. **Indemnification.** To the maximum extent allowed by law, Provider shall indemnify and hold harmless the City and its agents and employees from and against all claims, actions, demands, costs, damages, losses, and/or expenses of any kind whatsoever proximately resulting from the omission or commission of any act, lawful or unlawful, by Provider or its agents and/or employees, including but not limited to court costs and attorney’s fees, incurred in connection with the defense of said matters. The parties agree that this indemnification clause is an “evidence of indebtedness” for purpose of N. C. Gen. Stat. § 6-21.2.

15. **Relationship of Parties.** Provider shall be an independent contractor of the City, and nothing herein shall be construed as creating a partnership or joint venture; nor shall any employee of Provider be construed as an employee, agent, or principal of the City.

16. **Restricted Companies List.** Provider represents that as of the date of this Contract, Provider is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Provider also represents that as of the date of this Contract, Provider is not included on the list of restricted companies determined to be engaged in a boycott of Israel created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.81.

17. **Anti-Nepotism.** Provider warrants that, to the best of its knowledge and in the exercise of due diligence, none of its corporate officers, directors, or trustees and none of its employees who will directly provide services under this Contract are immediate family members of any member of the Salisbury City Council or of any member of the City’s Administration, Human Resources, Information Technology, or Financial and Business Services departments. For purposes of this provision, “immediate family” means spouse, parent, child, brother, sister, grandparent, or grandchild, and includes step, half, and in-law relationships. Should Provider become aware of any family relationship covered by this provision or should such a family relationship arise at any time during the term of this Contract, Provider shall immediately disclose the family relationship in writing to the City Manager. Absent an applicable exception under state law and City policy, the existence of a family relationship covered by this Contract is grounds for immediate termination by the City without further financial liability to Provider.

18. **No assignment.** Provider shall not assign, subcontract, or otherwise transfer any interest in this contract without the prior written approval of the City.

19. **Amendments in writing.** This Contract may be amended only in writing and signed by both parties.

20. **Governing law.** North Carolina law will govern the interpretation and construction of the Contract.

21. **Entire agreement.** This Contract, including the purchase order, if any, used in connection herewith and any other document(s) expressly incorporated by reference as a part of this Contract, constitutes and expresses the entire agreement and understanding between the parties concerning its subject matter. This Contract supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject
matter of this contract. To the extent there may be any conflict between the four corners of this Contract and other documents incorporated by reference herein, the terms of this Contract will control.

22. Attached Exhibits. The following documents, if any, are attached to this Contract and incorporated by reference herein:
   a. Exhibit A: Scope of Services
   b. Exhibit B: Certificates of Insurance

23. Severability. If any provision of this Contract shall be declared invalid or unenforceable, the remainder of the Contract shall continue in full force and effect.

24. Counterparts and execution. This Contract may be executed in any number of counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. The Parties agree that computer scanned and/or faxed signatures or copies of this Contract will have the same validity and force as an "original."

25. Authority to Enter Contract. The person(s) executing this Contract on behalf of Provider have authority to do so as an official, binding act of Provider.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first indicated above.

<table>
<thead>
<tr>
<th>CITY OF SALISBURY</th>
<th>PROVIDER</th>
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<tbody>
<tr>
<td>BY:</td>
<td></td>
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<tr>
<td>TITLE:</td>
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<td>DATE:</td>
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</table>

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.
CONSULTANT SCOPE OF WORK

It shall be Stewart’s (Consultant) responsibility to coordinate all activities necessary to complete this project, including development of preliminary and final design plans, specifications, estimates and permitting. Throughout the process and during all tasks, the consultant will work with City staff, utilities, other public and private agencies to coordinate and communicate designs as necessary and to ensure the success of the project.

The project fee estimate is provided in Appendix A. Phase 4A services will be provided on a lump sum basis, and Phase 4B not indicated as Lump Sum will be charged on an hourly basis not to exceed the costs shown by tasks shown in the fee estimate.

PHASE 4A – BRIDGE AND CONNECTION TO CATAWBA COLLEGE

Survey
See Appendix B for detailed Scope of Services from Stewart Geomatics.

60% Design
It is understood that preliminary design plans and investigations have been completed for the project, and the City of Salisbury has provided preliminary design plans as part of a No-Rise Flood Study. The Study includes:

- Study Report;
- FEMA Mapping, Firm FIS Data, and HEC-RAS Modeling;
- 100-Year Flood Model Studies (Duplicate, Corrected, Existing Conditions, and Proposed Conditions);
- Design Drawings, including a Bridge Design Drawings, Special Specifications for a prefabricated AASHTO LRFD Pedestrian Bridge, Site Plan, Cross-Section Data, and Greenway Bridge Plan;
- No-Rise Certification (unapproved);
- Technical Reports, including Geotechnical Explorations, Wetland Delineation, and Threatened & Endangered Species Assessment; and
- Property Deeds and Recorded Plat for the Project Area

The Consultant team shall review the provided no rise study to determine options for the Bridge one. Part of the review includes the calculations related to the study, geotechnical recommendations and survey data.

The Consultant shall revise the provided plans based on comments received from the City, stakeholders and approving agencies and to respond to site conditions noted during a field visit and GIS and mapping investigation. The Consultant will review existing County/City aerial orthoimagery and provide up-to-date current imagery where needed. The Consultant shall prepare base mapping and design drawings for submittal, modification, and approval by the City.
and funding agencies. Anticipated trail elements include asphalt or concrete trail, boardwalk, and necessary site improvements. The design will include the greenway approach from the existing greenway (horizontal and vertical, typical sections, cross-sections), the proposed bridge structure, and the approach to the bridge from the Catawba College athletic fields. This eastern approach will be limited in length to that is necessary to bring the trail to grade east of the creek. The City will develop a sidewalk/greenway connection beyond this point. The greenway trail will be 10’ wide with 2 to-5’ shoulders. The bridge design will comply with AASHTO and FEMA standards and include substructure design, revisions to the provided plan drawings, coordination with bridge vendors, and an analysis of construction access. It is assumed the geotechnical recommendations provided in the No-Rise Flood Study will be adequate for the bridge design. No additional geotechnical studies for Phase 4A are included in the scope of services.

Using the projects design files along with data acquired from sources to include the Rowan County Register of Deeds, Stewart will create three (3) easement exhibits. These drawings will be provided in Adobe PDF format and be 8.5” X 14” in size. Additionally, a metes and bounds description will be created for each easement and provided in Word Document.

It is expected that the City will provide the design of wayfinding or landscaping elements.

At the conclusion of 60% design development, the Consultant shall provide the City with an estimate of probable construction cost for the project based on the layout of and amenities included within the design drawings. The Consultant shall coordinate the site design and preparation of both design documents, estimates, and project schedules for submittal and approval by the City and NCDOT. Plans shall be submitted to NCDOT as soon as possible for review. It is understood that an expedited timeline is needed for this phase of the project.

90/100% Design
All drawings to comply with all applicable requirements of the Americans with Disabilities Act and Accessibility Guidelines (A.D.A.A.G.) and all current applicable State and local codes. Specifications with regard to competitive items and substitution of materials must comply with North Carolina G.S. 133-3 as ratified July 1993.

Upon receipt of one set of comments from review agencies and the City, the Consultant will make design revisions and begin to prepare Construction Documents including, but not limited to: drainage, grading & erosion control (developed by subconsultant and detailed in Appendix C), staking, layout, site design, structural design for bridges, boardwalks and swale bridges, details, and a specification manual for a formal bid procedure. The Consultant will prepare plan summaries for the project and a draft engineer’s estimate using unit costs.

The Consultant will submit two (2) sets of the construction plan documents to the City for review at 90% and three (3) sets at 100% completion for approval and construction authorization. The
Consultant shall revise the Contract Documents to reflect the review comments as necessary. The Consultant shall provide a list (in 8-1/2” x 11” format) of all staff review comments with a written response for each, indicating how each comment was addressed.

**Natural Systems and Permitting**
See Appendix C for detailed Survey Scope of Services prepared by subconsultant WK Dickson.

**Agency Coordination**
The Consultant will coordinate with NCDOT on development of the design plans and their approvals.

The Consultant will coordinate with Duke Energy and Salisbury-Rowan Utilities to accommodate the greenway design with the existing easements and service infrastructure.

The Consultant will coordinate with Catawba College on the project alignment and any concerns regarding impacts to the athletic fields and user safety during athletic events and practices.

The Consultant will utilize the provided reports in the No-Rise Flood Study and the subconsultant’s natural system tasks to develop a Programmatic Categorical Exclusion (Type II) document for submittal, review, and approval by NCDOT and, if required, FHWA. It is the consultants understanding that the FEMA no-rise study provided by the City will be able to achieved an approved certification and no additional permitting or reporting would be necessary.

**Bidding and Bidding Assistance**
The Engineer will prepare the bid documents and coordinate with the City on their advertisement of the project and furnish to the City a final Engineer’s Estimate of Cost based on the final bid items in the contract proposal. The Consultant will prepare any required addendum(s) to address project questions and clarifications throughout the bidding process, including plan sheet and contract revisions. Any revisions resulting from the addendum shall require an updated Estimate of Cost.

The Engineer will participate by phone or online in one (1) pre-bid meeting to be conducted by the City. The Engineer will assist with minutes of the meeting and provide notes and comments to the City for preparation and distribution to the participants.

The Engineer will participate by phone or online in one (1) bid opening to be conducted by the City. The Engineer will prepare a tabulation of the bids and engineer’s estimate and certify the bids for the City.
**Project Management**
Regular project administration effort (client communication, monthly progress reports/schedule updates, billing) is estimated based on an assumed task duration of eight (8) months.

The scope of services includes monthly progress/coordination calls with the City.

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**PHASE 4B – GRANTS CREEK GREENWAY FROM CATAWBA COLLEGE TO KELSEY SCOTT PARK**

**Survey**
See Appendix B for detailed Scope of Services from Stewart Geomatics.

**Geotechnical Investigations**
The Consultant will conduct geotechnical explorations consisting of seven total soil test borings, to include:

- Bridges (Bridge #2 and #3, only/Single Span) 4 borings to 45 ft each
- Boardwalk (400± ft long) 3 borings to 25 ft each

Clearing with chainsaws will be necessary to access several of the proposed boring locations. The fieldwork will also include several shallow hand auger borings along the trail alignment to supplement the above soil test borings.

Following completion of the field activities, the subsurface data collected will be analyzed to develop design recommendations for the bridge foundations (Bridge #2 and #3 only), boardwalk foundations, and trail. The Consultant will prepare a geotechnical report to be used for the Structural design.

**25% Preliminary Design**
The Consultant review the Grants Creek Master Plan and City planning documents and respond to site conditions noted during a field visit and GIS and mapping investigation to conduct an alignment analysis to determine general character of corridor, including topography, forestation, hydrology, soils, underpass conditions, utilities, development, and other characteristics and design elements. The Consultant will review existing County/City aerial orthoimagery and provide up-to-date current imagery where needed. Based on the information obtained during the preliminary evaluation, the Consultant will draft Preliminary drawings illustrating the horizontal alignment of the greenway trail.
The Consultant shall prepare base mapping and design drawings for submittal, modification, and approval by the City and funding agencies. Anticipated trail elements include asphalt or concrete trail, sidewalk/greenway connections, bridges (up to 2) and boardwalks, bollards, fencing/railings, retaining walls, and necessary site improvements. The design will connect existing sections of the Grants Creek Greenway at Catawba College/Forestdale Drive to Kelsey-Scott Park off Old Wilkesboro Road, including a grade-separated crossing under Statesville Blvd. and a stream crossing near the southern terminus and the southern property limits of the VA Hospital site. The greenway trail will be designed to be 10' wide with 2 to-5' shoulders.

It is anticipated that Phase 4B will include approximately 1,000 of linear timber decking boardwalk and two prefabricated steel bridges. One across an un-named tributary near Larchmont Place and one across Grants Creek in the vicinity of the Norfolk Southern Railroad corridor. At this time, it is assumed that the boardwalk will be fully constructed with treated timber. The boardwalk will be designed to meet AASHTO load standards of 20,000 lbs.

Based upon available data at this time a bridge will likely be needed to cross an unnamed tributary near Larchmont Place. The prefabricated steel structure will likely be approximately 40 feet in length. There will also be a bridge crossing of Grants Creek near the existing Norfolk Southern Railroad trestle. This bridge is anticipated to be approximately 100' in length. The Consultant will conduct a Bridge Siting Survey and provide conceptual design for consideration by the City.

Using the projects design files along with data acquired from sources to include the Rowan County Register of Deeds, Stewart will create six (6) easement exhibits. These drawings will be provided in Adobe PDF format and be 8.5” X 14” in size. Additionally, a metes and bounds description will be created for each easement and provided in Word Document.

It is expected that the City will provide the design of wayfinding or landscaping elements.

At the conclusion of 25% design development, the Consultant shall provide the City with an estimate of probable construction cost for the project based on the layout of and amenities included within the design drawings. The Consultant shall coordinate the site design and preparation of both design documents, estimates, and project schedules for submittal and approval by the City and NCDOT for location approval.

**60% Design**

Upon receipt of one set of comments from review agencies and the City, the Consultant will make design revisions and begin to prepare Design Development plans including, but not limited to: drainage, grading & erosion control (developed by subconsultant and detailed in Appendix C), staking, layout, site design, signage, structural design for bridges, boardwalks, details, and a
specification manual for a formal bid procedure. The Consultant will prepare plan summaries for the project and a draft engineer's estimate using unit costs.

At the conclusion of 60% design development, the Consultant shall provide the City with an estimate of probable construction cost for the project based on the layout of and amenities included within the design drawings. The Consultant shall coordinate the site design and preparation of both design documents, estimates, and project schedules for submittal and approval by the City and NCDOT for Right-of-Way Authorization.

90/100% Design
All drawings to comply with all applicable requirements of the Americans with Disabilities Act and Accessibility Guidelines (A.D.A.A.G.) and all current applicable State and local codes. Specifications with regard to competitive items and substitution of materials must comply with North Carolina G.S. 133-3 as ratified July 1993.

Upon receipt of one set of comments from review agencies and the City, the Consultant will make design revisions and begin to prepare Construction Documents including, but not limited to: drainage, grading & erosion control (developed by subconsultant and detailed in Appendix C), staking, layout, site design, structural design for bridges, boardwalks, details, traffic control (if needed), and a specification manual for a formal bid procedure. The Consultant will prepare plan summaries for the project and a draft engineer's estimate using unit costs.

The Consultant will submit two (2) sets of the construction plan documents to the City for review at 90% and three (3) sets at 100% completion for approval and construction authorization. The Consultant shall revise the Contract Documents to reflect the review comments as necessary. The Consultant shall provide a list (in 8-1/2” x 11” format) of all staff review comments with a written response for each, indicating how each comment was addressed.

Natural Systems and Permitting
See Appendix C for detailed Survey Scope of Services prepared by subconsultant WK Dickson.

Public Involvement
The Consultant will coordinate with the City to develop mapping and project boards for a public information session/workshop. The City will schedule, conduct, and staff the public input meeting.

Agency Coordination
The Consultant will coordinate with NCDOT on development of the design plans and their approvals, including the development of encroachment agreements.

The Consultant will coordinate with Duke Energy, other private utilities and Salisbury-Rowan
Utilities to accommodate the greenway design with the existing easements and service infrastructure.

The Consultant will coordinate with Veterans Administration on access and the project alignment and any concerns regarding impacts to the hospital site and user safety and site security.

The Consultant will coordinate with Norfolk Southern on the project alignment and any concerns regarding impacts to the rail line and the existing grade separated crossing over the existing greenway.

**Bidding and Bidding Assistance**
The Engineer will prepare the bid documents and coordinate with the City on their advertisement of the project and furnish to the City a final Engineer’s Estimate of Cost based on the final bid items in the contract proposal. The Consultant will prepare any required addendum(s) to address project questions and clarifications throughout the bidding process, including plan sheet and contract revisions. Any revisions resulting from the addendum shall require an updated Estimate of Cost.

The Engineer will participate by phone or online in one (1) pre-bid meeting to be conducted by the City. The Engineer will assist with minutes of the meeting and provide notes and comments to the City for preparation and distribution to the participants.

The Engineer will participate by phone or online in one (1) bid opening to be conducted by the City. The Engineer will prepare a tabulation of the bids and engineer’s estimate and certify the bids for the City.

**Project Management**
Regular project administration effort (client communication, monthly progress reports/schedule updates, billing) is estimated based on an assumed task duration of twelve (12) months.

The scope of services includes monthly progress/coordination calls with the City.
### CITY OF SALISBURY – GRANTS CREEK GREENWAY PHASE 4

#### SCHEDULE

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### APPENDIX A

**PROJECT FEEESTIMATE**

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**HOURS**

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## Appendix A: Fee Estimate

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### Survey (Stewart)
See Attached Summary

### Natural Systems / Permitting / Hydraulic/ Erosion Control (WK Dickson)
- Project Administration
- Wetland and Stream Delineation/NRTR
- Hydrologic and Hydraulic Design
- Erosion Control Plans - Design
- Erosion Control Plans - Permitting
- 401/404 Permitting
- Construction Plans and Cost Estimate
- Reimbursables

### Structures (Bridges and Boardwalks)

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### Agency Coordination
- NCDOT Coordination | 4
- Prepare PCE Document | 1
- Duke Energy Coordination | 1
- Utilities (San. Sewer) | 2
- Catawba College | 4
# Appendix A: Fee Estimate

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## DIRECT EXPENSES

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**PREPARED BY:** Todd Delk  
**DATE PREPARED:** 12/20/18

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**Subtotal**
**Survey (Stewart)**
See Attached Summary

**Natural Systems / Permitting / Hydraulic / Erosion Control (WK Dickson)**
- Project Administration
- Wetland/Stream Delineation/NRTR
- Hydrologic and Hydraulic Design
- Erosion Control Plans-Design
- Erosion Control Permitting
- 401/404 Permitting
- Construction Plans and Cost Estimate
- FEMA Permitting
- Reimbursables

**Geotechnical Investigation (Stewart)**
Geotechnical Investigation / Foundation Recommendations

**Structures (Bridges and Boardwalks)**

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**Agency Coordination**
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- Duke Energy Coordination | 6 |
- Utilities (Water, Sewer, Fiber) | 8 |
- VA Hospital | 8 |
- Norfolk Southern | 4 | 8 |
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### Greenway Design

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APPENDIX B
SURVEY SCOPE OF SERVICES

November 28, 2018

PROJECT UNDERSTANDING
Stewart understands that the scope for this project is a topographic and design survey incorporating Subsurface Utility Engineering (SUE) Level B services. The survey areas are outlined as shown on the sketches below.

SCOPE OF SERVICES
All survey services performed by Stewart will be completed by the standards as set forth by the Rules of Standard Practice as outlined by the North Carolina Board of Engineers and Land Surveyors and North Carolina General Statutes to include GS 47-30 and North Carolina Administrative Code - 21 NCAC 56.1606. The survey will be horizontally tied to the North Carolina State Plane Coordinate System under the North American Datum of 1983 (NAD83). Vertically, the project will be tied to the North American Vertical Datum of 1988 (NAVD88). The project’s units will be the U.S. Survey Foot.

Within the survey areas, Stewart will survey the property boundaries of the subject parcels as well as for adjacent roadway rights-of-way and adjacent parcels in order to accurately depict existing property lines.
within the survey area. These measurements will be used to find property field boundary monumentation positions. Using this field data, the existing property record data acquired above will be analyzed with regard to associated field positions to determine property boundary and right of way locations throughout the project area. Record data will be acquired from sources to include the County Register of Deeds, the Owner, and other available sources that describe the Owner's parcel as well as adjacent parcels throughout the survey area. These documents will then be analyzed and where appropriate compared accordingly to illustrate property dimensions, descriptions and "called for" monumentation.

Stewart will field survey existing conditions to include existing improvements and surface features will be located by the survey inclusive of buildings, parking areas, sidewalks, concrete pads, curb/gutter, paving, pavement markings in parking lots and streets, driveways, street signage, walls, fences, ditches and visible improvements within the project area. Buildings on-site will be dimensioned. Edges of wooded areas will be field located. Individual trees within parking/landscaped areas will be field located and identified on the final plan. Individual trees within wooded/natural areas will not be field located.
Visible above ground evidence of utilities to include power poles, fire hydrants, traffic control, valves, etc. will be located by the survey. Corresponding top, bottom and invert elevations of storm and sanitary structures will also be recorded. Pipe sizes entering and exiting these structures will also be noted where accurately attainable. Storm drainage and sanitary systems will be traced and located to one structure beyond the survey limits of the project.

In order to locate non-gravity utilities in the project area, Stewart will perform a Subsurface Utility Engineering (SUE) investigation to include Quality Level B (utility designation) services. Radio-frequency electromagnetic technology will be used to designate the approximate horizontal location of underground utility lines within the project area. These locations will be painted, field sketched, surveyed and incorporated into the survey deliverables mentioned herein.

All work will be performed in close coordination with utility owners, and available utility maps from these owners will be used for this project if available. Although SUE methods provide a high level of assurance for the location of subsurface utilities, the possibility exists that not all features can be identified. Therefore, due caution should be used when performing subsurface excavations where potential conflicts exist, and Stewart will not be liable for any damages that may occur.

A topographic survey of the area will be performed within the survey area. Elevations will be shown to the nearest 0.1’ on lawn or “soft” areas while on paved or “hard” surfaces elevations will be shown to the nearest 0.01’. Contours will be created at a one-foot interval. Within Area 2 only, Avioimage will supply topographic data via aerial mapping methodologies. This information will be combined with Stewart’s field run surveys in this area.

Flood zones and associated limits obtained from GIS materials available from FEMA and the North Carolina Department of Emergency Management will be overlaid onto the project deliverables. Within Area 2 only, Stewart will locate approximately two (2) acres of wetlands that will be delineated by others. This wetland area will be illustrated on the project deliverables. Stewart will perform stream cross-sections at one (1) proposed bridge locations within Area 2 only. It is understood that there will be seven (7) stream cross-sections performed at the one (1) location and that each section will extend to 25 feet in each direction, from top of bank.

Using the projects design files along with data acquired from sources to include the Rowan County Register of Deeds, Stewart will create three (3) easement exhibits for Area 1 and six (6) easement exhibits for Area 2. These drawings will be provided in Adobe PDF format and be 8.5” X 14” in size. Additionally, a metes and bounds description will be created for each easement and provided in Word Document.

A variety of methodologies and technologies may be used to capture the above-mentioned data and information. These include traditional survey total stations, global positioning systems, ground penetrating radar, laser scanners as well as unmanned aerial systems (UAS or drones). To utilize UAS/drone technology and as outlined by the Federal Aviation Administration (FAA) and the State of North Carolina, Stewart requires the approval of the landowner or the landowner’s agent. A sample authorization letter is attached to this proposal for Client use. Stewart hereby requests the completion and full execution of this authorization as part of the acceptance of this proposal.
DELIVERABLES
A final survey deliverable will include a drawing depicting the findings of the all phases of the survey described above. This drawing will be provided in hardcopy and on disc in AutoCAD 2019 Civil 3D format. Drawing layering system will be provided based upon a system established by the National CAD Standards (NCS). This drawing will be signed and sealed by a Professional Land Surveyor licensed to practice in the State of North Carolina. This drawing will be suitable for recording at the Rowan County Register of Deeds.

EXCLUSIONS
The following items are excluded from the Scope of Services (most of these, if not all, can be provided at a later date as an additional service):

- Subsurface Utility Engineering (SUE) except as mentioned above
- Subdivision, Tree Conservation Platting
- Construction Surveying
- Any Environmental Phase I or II investigations
- Review and Recordation Fees

ADDITIONAL SERVICES
Any item not contained in the scope of services or items outlined as exclusions are available from Stewart but will be deemed as an Additional Services. Additional Services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

COMPENSATION
Stewart agrees to provide professional services as outlined above in the Scope of Services. We have calculated these fees given the scope stated above using our current hourly billing rates with expected man-hours for the tasks set forth. We propose a lump sum fee invoiced as a percent complete as follows:

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ATTACHMENT C: NATURAL SYSTEMS/PERMITTING/HYDRAULIC/EROSION CONTROL SCOPE OF SERVICES

PROJECT UNDERSTANDING

Stewart (CLIENT) has requested WK Dickson (CONSULTANT) support in developing the Grants Creek Greenway Phase 4 between Catawba College at Forestdale Drive and Kelsey-Scott Park off Old Wilkesboro Road, developed by Stewart for the City of Salisbury, North Carolina.

Project limits for Task 1 include a previously designed and FEMA permitted bridge #1 across Grants Creek adjacent to the Catawba College athletic fields, and the bridge approaches only.

The CONSULTANT would provide environmental permit application, floodplain impact permit application, as well as erosion and sedimentation control design and permit application services.

It is assumed:

- That the CLIENT will provide detailed survey of topography and planimetrics, including delineation flagging, upon which to base design and permit applications.

- That all review and agency fees shall be paid by the CLIENT or the City of Salisbury.

- That any hydraulic design will be related only to resolving drainage concerns created by grading related to the proposed greenway and will not include assessment or upgrade of existing storm drainage infrastructure. It is also assumed that no Stormwater Control Measures (SCMs) will be designed as part of the scope.

- That design work will be performed in AutoCAD software and deliverables will be AutoCAD files of any drainage or erosion and sedimentation control design, plan sheets of designs on WK Dickson titleblock, and PDF output of any design calculations or cost estimates. It is also assumed that any cover sheet or general notes sheet will be prepared by the CLIENT to include sheets prepared by CONSULTANT.

CONSULTANT will provide design support as detailed below.

1.0 PHASE 4A DESIGN

1.1 Project Administration

CONSULTANT will manage the project in a manner so as to be responsive to the needs and schedule of the CLIENT and assure the quality of the product. The following project management efforts will be conducted in coordination with the CLIENT:

Prepare and submit a project schedule for review and approval by the CLIENT’s project manager. The schedule will be broken down by work tasks and milestone events. This schedule will be used
as a project control system for CONSULTANT and as a basis for status reporting.

Final project deliverables will be certified (signed, sealed and dated) by a professional engineer and/or surveyor registered in the state of North Carolina as appropriate. CONSULTANT will participate in project closeout and ensure it is completed on a timely basis.

The CLIENT shall furnish to the CONSULTANT any available topographic and planimetric survey data relevant to the project. The CONSULTANT will process this data so that it will function within the CONSULTANT software and to ensure completeness.

CONSULTANT will coordinate and conduct QA/QC according to our in-house QA/QC plan and procedures including reviews at key stages of the project, independent project quality control reviews to assess conformance to project scope, methodologies, budget, schedule, and prepare QA/QC documentation.

Regular project administration effort is estimated based on an assumed task duration of three (3) months.

The scope of services includes attendance at no (0) meetings for Tasks 1 with the CLIENT.

Additional meetings required for utility coordination, permitting, bid, or construction administration may be included in other tasks.

1.2 Field Surveys

Not part of scope.

1.3 Wetland/Stream Delineation

It is assumed that the project study area for section 1.3 will be a corridor approximately ninety (90) feet in width extending approximately two hundred (200) feet in total length across Grants Creek at the proposed location of Bridge #1 low water bridge crossing and abutments.

1.3.1 Wetland/Stream Delineation

The CONSULTANT will delineate Waters of the United States (WOTUS) in the project area utilizing the USACE three-parameter approach described in the 1987 Wetland Delineation Manual and the Atlantic and Gulf Coastal Plain Regional Supplement (2010).

The CONSULTANT will also complete representative USACE Atlantic and Gulf Coastal Plain Wetland Delineation Data Forms, North Carolina Wetland Assessment (NCWAM), and North Carolina Stream Assessment (NCSAM) forms, as needed. Preliminary analysis of aerial photography and protected species review will result in existing protected species element occurrence proximity mapping.
The wetlands, streams, and open water identified will be marked with sequentially numbered flagging tape and noted in field books and field maps. The ordinary high water mark elevations in stream channels will be marked with wire stake flags on an approximate 200-foot spacing.

Digital photographs will be recorded at representative WOTUS locations. In conjunction with the delineation, the CONSULTANT will document natural community types and extents and assess the presence of protected species habitats in the project area.

1.3.2 Natural Resource Technical Report

In support of the CLIENT submittal of a Programmatic Categorical Exclusion, WK Dickson will provide a Natural Resources Technical Report to summarize the result of the studies described in 1.3.1.

1.4 Hydraulic Design

Not included in this scope.

1.5 Erosion Control Plans – Design

The CONSULTANT will design and specify erosion control measures that minimize erosion and prevent off-site sedimentation during construction of the Project. The design will be in accordance with the requirements of the North Carolina Department of Environmental Quality (NCDEQ), Erosion and Sediment Control Planning Design Manual.

1.6 Erosion Control Permitting

The CONSULTANT will coordinate with North Carolina Department of Environmental Quality (NCDEQ) in developing plans for erosion and control sedimentation during construction of the recommended improvements. The CONSULTANT will prepare erosion control construction plans, calculations, and supporting documents and submit these for agency review, in an effort to gain approvals and appropriate NPDES permits for construction activities.

It is assumed that one coordination phone call with NCDEQ staff may be required.

One (1) erosion control permit submittal will be prepared and submitted to NCDEQ upon completion of the 90% design drawings.

1.7 401/404 Permitting

The CONSULTANT shall prepare submittals and approvals required by the US Army Corps of Engineers and the Division of Water Resources for WOTUS impacts. It is assumed that this will be permitted through a pre-construction notification (PCN) or a general permit. If an individual permit is required, then that would be an additional scope item which is not currently included.
CITY OF SALISBURY – GRANTS CREEK GREENWAY PHASE 4

It is assumed that the project study area for section 1.7 will be Task 1 and 2 combined impacts as described above.

1.7.1 Agency Coordination

This task includes coordination between the CONSULTANT project staff, the OWNER, and regulators. Information presented at these meetings will include mapping, conceptual design with associated impacts, statement of project purpose and project description.

1.7.2 Permit Submittals

Nationwide Permit and General Certification Pre-Construction Notification:
This task will include preparation and submittal of a Joint Pre-Construction Notification for 404 Nationwide Permit and 401 Water Quality General Certification. The PCN submittal will include:

- Jurisdictional Determination Request and associated data forms
- Completed PCN form
- Project narrative
- 70 percent design plans as provided by CLIENT
- Additional information requested by regulatory agencies during pre-application coordination

The CONSULTANT will prepare a draft PCN for client review prior to submittal. Following submittal of the application, review agency comments will be addressed under Task 1.7.3. Agency review time is estimated to be 90 days from the PCN submittal to receipt of possible approval letter.

1.7.3 Response to Agency Comments

This task includes preparing one (1) response to the PCN resulting from review agency comments or design changes. The OWNER will be copied on correspondence with regulatory agencies.

1.8 Construction Plans and Contract Documents

The CONSULTANT will submit design drawings at the 70%, 90%, and 100% completion stages for the projects described in the Project Description.

It is assumed that one (1) erosion and sediment control plan sheet will be prepared for Task 1.

The final construction plans and contract documents will include, but not be limited to, the following:

1.8.1 Design Plans

Design plans will include but may not be limited to the following:
a. Existing conditions, including roadway, planimetric features, structures, vegetation and utilities, as determined by field survey;

b. Show existing deed title lines and existing, proposed right-of-way lines;

c. Location (plan and profile) of proposed storm drainage features (channels, culverts, pipes, manholes, drop inlets, etc.);

d. Location (plan and profile) of identified existing utilities and proposed utilities. Plans will indicate proposed underground and overhead utilities to be reconstructed and/or relocated as part of the Project (coordination and design of relocations or reconstruction by others).

e. Location of construction work areas and indication of which existing features may be impacted by construction (fences, trees, sheds, etc.) indicating the party responsible for removal and/or re-establishment;

f. Recommendation of construction materials to be used;

g. For each property, the City tax code designation, the deed book and page number, parcel number, and street address as well as names of property owners per tax records;

The CONSULTANT will prepare plans on 22" x 34" plan and profile sheets at a scale of 1"=40' horizontal and 1"=5' vertical or as directed by the CLIENT. The CONSULTANT will furnish one (1) electronic set in PDF format to the CLIENT’s Project Manager for review and approval at each stage of completion, with up to two (2) hardcopy sets provided upon request. The CLIENT’s Project Manager will return to the CONSULTANT pertinent comments summarized on a single plan set or in an itemized word document. The CONSULTANT will revise the plans as required by the CLIENT’s Project Manager in conformance with the review comments as appropriate.

The CONSULTANT will use City of Salisbury standard details to the extent possible. NCDOT standard details will be used if there is not an appropriate City standard.

1.8.2 Cost Estimate

Not included in this scope
2.0 TASK 2 DESIGN PHASE

2.1 Project Administration

CONSULTANT will manage the project in a manner so as to be responsive to the needs and schedule of the CLIENT and assure the quality of the product. The following project management efforts will be conducted in coordination with the CLIENT:

Prepare and submit a project schedule for review and approval by the CLIENT’s project manager. The schedule will be broken down by work tasks and milestone events. This schedule will be used as a project control system for CONSULTANT and as a basis for status reporting.

Final project deliverables will be certified (signed, sealed and dated) by a professional engineer and/or surveyor registered in the state of North Carolina. CONSULTANT will participate in project closeout and ensure it is completed on a timely basis.

The CLIENT shall furnish to the CONSULTANT any available topographic and planimetric survey data relevant to the project. The CONSULTANT will process this data so that it will function within the CONSULTANT software and to ensure completeness.

CONSULTANT will coordinate and conduct QA/QC according to our in-house QA/QC plan and procedures including reviews at key stages of the project, independent project quality control reviews to assess conformance to project scope, methodologies, budget, schedule, and prepare QA/QC documentation.

The scope of services includes attendance at a maximum of two (2) meetings with the CLIENT to update project progress and review design plans as follows:

- Preliminary design review meeting;
- Final plan review meeting

Additional meetings required for utility coordination, permitting, bid, or construction administration may be included in other tasks.

2.2 Field Surveys

Not part of scope.

2.3 Wetland/Stream Delineation

This effort for Task 2 is combined with Task 1 in section 1.3.
2.4 Hydraulic Design

The CONSULTANT will perform hydraulic analysis of the existing drainage conditions including inlets, pipes cross drains, culverts and linear ditches draining into the project limits as needed to establish hydrologic design. This analysis will be based upon the topographical information included in the survey and additional information available for drainage designs such as GIS contour information, USGS Quad maps, and FEMA information.

It is assumed that design for this Task will be limited to a total of 3,000 linear feet of ditch along one side of the proposed greenway alignment with five typical cross-sections. It is assumed that the ditches must carry the 2-year storm with 12 inches of freeboard.

2.5 Erosion Control Plans – Design

The CONSULTANT will design and specify erosion control measures that minimize erosion and prevent off-site sedimentation during construction of the Project. The design will be in accordance with the requirements of the North Carolina Department of Environmental Quality (NCDEQ), Erosion and Sediment Control Planning Design Manual.

2.6 Erosion Control Permitting

The CONSULTANT will coordinate with North Carolina Department of Environmental Quality (NCDEQ) in developing plans for erosion and control sedimentation during construction of the recommended improvements. The CONSULTANT will prepare erosion control construction plans, calculations, and supporting documents and submit these for agency review, in an effort to gain approvals and appropriate NPDES permits for construction activities.

It is assumed that one coordination phone call with NCDEQ staff may be required.

One (1) erosion control permit submittal will be prepared and submitted to NCDEQ upon completion of the 90% design drawings.

2.7 401/404 Permitting

This effort for Task 2 is combined with Task 1 in section 1.7.

2.8 Construction Plans and Contract Documents

The CONSULTANT will submit design drawings at the 70%, 90%, and 100% completion stages for the projects described in the Project Description.

Design will be based on hydraulic calculations and hydrologic modeling to prepare discharge hydrographs for the appropriate design storm event using industry standard methodologies. It is assumed that four (40 scale) drainage design sheets and four (40 scale) erosion and sediment
control plan sheets will be prepared.

The final construction plans and contract documents will include, but not be limited to, the following:

2.8.1 Design Plans

Design plans will include but may not be limited to the following:

a. Existing conditions, including roadway, planimetric features, structures, vegetation and utilities, as determined by field survey;

b. Show existing deed title lines and existing, proposed right-of-way lines;

c. Location (plan and profile) of proposed storm drainage features (channels, culverts, pipes, manholes, drop inlets, etc.);

d. Location (plan and profile) of identified existing utilities and proposed utilities. Plans will indicate proposed underground and overhead utilities to be reconstructed and/or relocated as part of the Project (coordination and design of relocations or reconstruction by others).

e. Location of construction work areas and indication of which existing features may be impacted by construction (fences, trees, sheds, etc.) indicating the party responsible for removal and/or re-establishment;

f. Recommendation of construction materials to be used;

g. For each property, the City tax code designation, the deed book and page number, parcel number, and street address as well as names of property owners per tax records;

The CONSULTANT will prepare plans on 22" x 34" plan and profile sheets at a scale of 1"=40' horizontal and 1"=5' vertical or as directed by the CLIENT. The CONSULTANT will furnish one (1) electronic set in PDF format to the CLIENT's Project Manager for review and approval at each stage of completion, with up to two (2) hardcopy sets provided upon request. The CLIENT's Project Manager will return to the CONSULTANT pertinent comments summarized on a single plan set or in an itemized word document. The CONSULTANT will revise the plans as required by the CLIENT's Project Manager in conformance with the review comments as appropriate.

The CONSULTANT will use City of Salisbury standard details to the extent possible. NCDOT standard details will be used if there is not an appropriate City standard.

A draft hydrologic and hydraulic technical memorandum will be submitted to the CLIENT along with the 70% submittal, and a final, sealed copy will be provided after
review/approval of the draft memorandum and finalization of plans. One digital copy will be provided to the CLIENT as the final deliverable.

2.8.2 Cost Estimate

The CONSULTANT will prepare the engineer’s opinion of probable cost (including quantities) for Task 2 as needed to complete the project for inclusion in CLIENT-prepared documents. These will be provided with the most current information along with 70%, 90% and 100% submittals.

2.9 FEMA Permitting

Bridges #2 and #3 are proposed to be located in the FEMA floodway for Grants Creek (per map number 3710575000J, effective 6/16/2009). In addition, a below-grade crossing of Statesville Boulevard is proposed under the existing bridge, which may alter flow area for Grants Creek. Bridge design and placement, and details of the below-grade crossing of Statesville Boulevard will be provided by the CLIENT with sufficient detail that HEC-RAS modeling of proposed conditions may be performed.

2.9.1 No-Rise Certification Preparation

The CONSULTANT will develop the No-Rise Submittal based upon the most recent guidance issued by the North Carolina Department of Public Safety National Flood Insurance Program (NC NFIP), and the design of the bridges. The most recent guidance is referenced from “NC NFIP Guidance Document #1: NC NFIP Review of No-Rise Submittals” dated 9/29/2017. The CONSULTANT will perform a hydraulic analysis to verify that the project scope will meet the requirements of a No-Rise.

The CONSULTANT will evaluate the ability of the project to achieve a No-Rise condition (assumes the proposed project will not increase the 100-year water surface elevation, change the 100-year floodway width, or reduce the 100-year water surface elevation more than 0.10 feet). If not achievable, additional scope and fee will be provided by the CONSULTANT to the CLIENT for a Conditional Letter of Map Revision (COMLR) / Letter of Map Revision (LOM). If no-rise is achievable, the CONSULTANT will continue with this scope to include the necessary compilation of the following:

- Project Narrative Letter identifying No-Rise conditions;
- Topographic Work Map;
- North Carolina Professional Sealed No-Rise Certification;
- DFIRM Panel showing proposed bridge locations;
- Submittal of hydraulic models or model outputs;
- Additional maps beyond the topographic work map;
- Property survey or Preliminary or Recorded Plats (provided by CLIENT); and,
- Individual Floodplain Development Permit application for Rowan County.
The CONSULTANT will attend one (1) meeting with Rowan County review staff for IFDP and address County review comments for IFDP.

It is assumed that there will not be an Individual Floodplain Development Permit (IFDP) fee, assuming that a site visit will not be required by the reviewer.

2.9.2 CLOMR

Not included in this scope.

Should the CONSULTANT determine that the No-Rise criteria cannot be achieved, e.g. the hydraulic model shows a 0.01-foot increase in the base flood elevations, then the next step per FEMA permitting guidelines will be to permit the project through a two-step process. The process will include a pre-project approval for a Conditional Letter of Map Revision (CLOMR) and a post-project approval for a Letter of Map Revision (LOMR) proving that the project was built per plan. Should the CLOMR and LOMR permit process be required, this will be completed by approval of the OWNER, be considered additional specified services and performed under a subsequent task order. All review and agency fees shall be paid for by the OWNER.

2.9.3 LOMR

Not included in this scope.

3.0 ADDITIONAL SERVICES

Any services not specifically outlined in the scope of services above will be considered additional services. If the need for additional services becomes apparent the CLIENT will be notified in writing and no services will be performed without the CLIENT's written authorization.

In particular, utility coordination, traffic control, public bid contract documents, technical specifications, public meetings, easement acquisition, bid services, and construction administration/construction observation are excluded from this scope.

This proposal also excludes costs to mitigate unavoidable impacts to WOTUS and/or waters of the state, additional surveys that might be needed if the project scope is changed, follow-up surveys for protected species not detectable during the initial survey, aquatic species surveys, surveys beyond the parcel boundaries described above, excessive brush clearing, and archaeological surveys requested by the State Historic Preservation Office (SHPO).
### PHASE 4A & B FEE ESTIMATES

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<td>EROSION CONTROL PLANS-DESIGN</td>
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</tr>
<tr>
<td>2.6</td>
<td>EROSION CONTROL PERMITTING</td>
<td>$5,328.00</td>
</tr>
<tr>
<td>2.7</td>
<td>401/404 PERMITTING</td>
<td>$</td>
</tr>
<tr>
<td>2.8</td>
<td>CONSTRUCTION PLANS AND COST ESTIMATE</td>
<td>$6,786.00</td>
</tr>
<tr>
<td>2.9</td>
<td>FEM PERMITTING</td>
<td>$22,700.00</td>
</tr>
<tr>
<td></td>
<td>TASK 2 REIMBURSABLES</td>
<td>$350.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL TASK 2 (PHASE 4B) FEES</td>
<td>$49,490.75</td>
</tr>
<tr>
<td></td>
<td>PROJECT TOTAL</td>
<td>$71,280.50</td>
</tr>
</tbody>
</table>
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  January 15, 2019

Name of Group(s) or Individual(s) Making Request:  Rowan EDC

Name of Presenter(s):  Scott Shelton

Requested Agenda Item:  Courtesy Public Hearing & Presentation regarding ‘Project Care’

Description of Requested Agenda Item:  The Rowan EDC, with the assistance of the City’s legal and administrative staff, will give a presentation regarding requested changes to the incentive agreement previously approved for ‘Project Care.’ These changes include revised capital investment and job estimates as well as other changes requested by the company behind ‘Project Care.’

Attachments:  ☑ Yes  ☐ No

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

Action Requested of Council for Agenda Item:  Hold courtesy public hearing and set formal public hearing for February 5th consider adoption of revised incentive agreement.

Contact Information for Group or Individual:  Scott Shelton (704.637.5526 / scott@rowanedc.com)

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature  Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only
Salisbury City Council
Agenda Item Request Form

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Date: January 7, 2019
To: Al Heggins, Mayor
Cc: David Post, Mayor Pro Tem
     Lane Bailey, City Manager
     Diane Gilmore, City Clerk
From: Scott Shelton, Vice President
Re: Request for Council to consider revised incentive agreement for ‘Project Care’

Dear Mayor Heggins,

As you are aware, the Rowan EDC has been working diligently to win ‘Project Care’ for the City of Salisbury. The company behind ‘Project Care’ is an existing employer that is considering our community for a potential expansion which would lead to the creation of many well-paying new jobs, as well as a substantial increase to the City’s tax base.

At your October 2nd meeting, the City Council graciously approved a ‘Level 2’ incentive grant for the project. Under your adopted incentive policy, the company would receive a grant equal to 80% of the new taxes paid from the project over a 5-year period.

Since the grant was approved, the project parameters have changed. Originally, the project would see the creation of 59 new jobs and a $68 million dollar capital investment. The revised project now proposes the creation of 35 new jobs with a $45.2 million dollar capital investment. An additional $20 million in new investment and 20 new jobs through the transfer of an existing production line to Salisbury also remains a possibility, but “is on hold indefinitely” according to a company representative.

Although these numbers are less than originally proposed, the Rowan EDC is very excited about the potential benefits that this revised project would offer the City of Salisbury. The chart below is an updated estimate of the tax revenue that would be generated by the project. The investment timeline is based on the information provided to the Rowan EDC by the company.

<table>
<thead>
<tr>
<th></th>
<th>FY 20-21</th>
<th>FY 21-22</th>
<th>FY 22-23</th>
<th>FY 23-24</th>
<th>FY 24-25</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Substantial Construction Completed by December 31, 2019)</td>
<td>Calendar Year</td>
<td>2019</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
</tr>
<tr>
<td>Total Capital Investment</td>
<td>Total planned amount of Expansion project</td>
<td>$24,200,000</td>
<td>$44,200,000</td>
<td>$45,200,000</td>
<td>$45,200,000</td>
</tr>
<tr>
<td>City Tax Rate</td>
<td>0.7196%</td>
<td>0.7196%</td>
<td>0.7196%</td>
<td>0.7196%</td>
<td>0.7196%</td>
</tr>
<tr>
<td>City Tax Revenue</td>
<td>Local Taxable Capital Investment times City Tax Rate</td>
<td>$174,414</td>
<td>$318,063</td>
<td>$325,259</td>
<td>$325,259</td>
</tr>
<tr>
<td>Expansion Grant %</td>
<td>75% for 5 years. Paid in FY 2021 - 2025</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Expansion Grant % City Tax Revenue times Expansion Grant</td>
<td>$130,607</td>
<td>$238,547</td>
<td>$243,944</td>
<td>$243,944</td>
<td>$243,944</td>
</tr>
<tr>
<td>City Net Revenue</td>
<td>City Tax Revenue minus Expansion Grant</td>
<td>$43,536</td>
<td>$79,516</td>
<td>$81,315</td>
<td>$81,315</td>
</tr>
</tbody>
</table>
During the five incentivized years, the City of Salisbury would collect $1,467,983 in revenue and provide incentive grants totaling $1,100,986. The City would retain $366,997 of revenue during the incentive term.

Modeled with a 10-year horizon, the City of Salisbury would stand to collect an estimated $3,094,280, disburse a $1,100,988 grant and retain an estimated $1,993,292 of new revenue.

Though the company was originally awarded a ‘Level 2’ incentive grant which would be equal to 80% of the new taxes paid, the estimates above are based on the company receiving a ‘Level 1’ incentive grant (75%). This is due to the revised investment amount of $45.2 million falling below the minimum investment threshold for a ‘Level 2’ grant ($50 million). The City Council would have the discretion to increase the incentive to a ‘Level 2’ grant if the company were to invest the previously mentioned $20 million that is currently on hold at any point during the original 5-year incentive agreement.

The company has also requested changes to the proposed incentive agreement that was presented to the City Council at the October 2nd meeting. They are mainly changes to the investment and job numbers that reflect the revised project, along with other minor modifications. These proposed changes are currently being reviewed by the City’s administrative and legal staff whom I feel confident will provide feedback and recommend any necessary revisions.

I respectfully request that the City Council set a formal public hearing for February 5th to consider approval of this revised incentive agreement. The company is very appreciative of the City’s support and enthusiasm for this project. While approval of this agreement does not guarantee that ‘Project Care’ will choose Salisbury, the Rowan EDC feels confident that it will greatly strengthen our position.

Please do not hesitate to contact me with any questions you may have, and thank you for considering this matter.

Yours truly,

Scott Shelton
Vice President
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  January 15, 2019

Name of Group(s) or Individual(s) Making Request:  Candice Austin, Principal – Carroll T. Overton Elementary School

Name of Presenter(s):  Carol Austin

Requested Agenda Item:  Council to receive an update on the progress toward building the STEM programs within our city and schools.

Description of Requested Agenda Item:  Council to receive an update on the progress toward building the STEM programs within our city and schools.

Attachments:  ☐ Yes  ☒ No

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

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

Contact Information for Group or Individual:

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________  ______________________________
Finance Manager Signature         Department Head Signature

_________________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salisbury City Council</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agenda Item Request Form</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Approved
- [ ] Delayed
- [ ] Declined

**Reason:**
S a l i s b u r y  C i t y  C o u n c i l
A g e n d a  I t e m  R e q u e s t  F o r m

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

Requested Council Meeting Date:  January 15, 2019

Name of Group(s) or Individual(s) Making Request:  Brian Hiatt, Interim Development Services Director

Name of Presenter(s):  Chanaka Yatawara, Salisbury Community Development Corporation

Requested Agenda Item:  Update on West End and North Main St Housing Rehabilitation Program

Description of Requested Agenda Item:  The guidelines have been approved for the Pilot Housing Grant Program designed for the West End and North Main Street neighborhoods and work has started. Chanaka Yatawara will provide an update on the rehabilitation projects underway and the application process.

Attachments:  □ Yes  ☒ No

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

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

No action required.  Informational item.

Contact Information for Group or Individual:  Chanaka Yatawara – 704-638-4474, Brian Hiatt -704-638-5230

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________  __________________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only
Salisbury City Council
Agenda Item Request Form

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date: 01/15/2019

Name of Group(s) or Individual(s) Making Request: Wendy Brindle, City Engineer

Name of Presenter(s): Wendy Brindle

Requested Agenda Item: Council to consider adoption of a Resolution supporting a CMAQ application for funds to upgrade Salisbury’s Traffic Signal System Network

Description of Requested Agenda Item: The City’s current signal system was implemented in 2014 with new traffic signal cabinets and controllers, CCTV cameras, Connet field switches, Cisco Layer 3 routers, Cisco firewall, Dell servers, central CCTV software and central traffic signal software. The deployed equipment has reached the end of its “useful life”, and the system is at risk of equipment failure and the inability to enable software upgrades. The City, in conjunction with NCDOT, has obtained quotes for the upgrades. Because the costs exceed that of typical maintenance, NCDOT has requested that the City apply for CMAQ monies to help fund the upgrade. Currently, no CMAQ funds are available, but the City will be submitting a request to the Cabarrus/Rowan MPO for addition of this project in the Transportation Improvement Program (TIP) if funds can be identified. For the application to be complete, an endorsement from City Council is recommended.

The City will be requesting $142,400 in CMAQ funds, with a local match of $35,600 to fund the upgrade. The local match will consist of 15% City funds and 85% NCDOT funds in accordance with the pro-rata share of the system.

Attachments: ☑ Yes ☐ No

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

Action Requested of Council for Agenda Item: (Please note if item includes an ordinance, resolution or petition)
City Council adopt the attached Resolution supporting the CMAQ application for funds to upgrade the Signal System Network

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

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

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

FINANCE DEPARTMENT INFORMATION:
Salisbury City Council
Agenda Item Request Form

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
RESOLUTION SUPPORTING
THE CITY OF SALISBURY’S TRAFFIC SIGNAL NETWORK UPGRADE

WHEREAS, THE Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA) (Public Law 109-59, August 10, 2005) continues the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 USC § 149); and

WHEREAS, CMAQ is a Federal program that funds transportation projects and programs in air quality nonattainment and maintenance areas to help achieve and maintain national standards for pollutants; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) administers the CMAQ program on behalf of non-attainment and maintenance areas within North Carolina; and

WHEREAS, Cabarrus-Rowan Metropolitan Planning Organization (CRMPO) has administered a CMAQ project selection process among local area jurisdictions in air quality non-attainment and maintenance counties; and

WHEREAS, the City of Salisbury is requesting CMAQ funds for the upgrade of the servers, switches, software and CCTV cameras associated with their Traffic Signal System; and

WHEREAS, the City’s current system was implemented in 2014 and the equipment referenced above has reached the end of its useful life and is insufficient to enable necessary software upgrades to allow proper management of the traffic signal system; and

WHEREAS, the City of Salisbury and NCDOT have worked together regarding the upgrade and estimate approximately $178,000 for the upgrade with 20% local funding to be shared with the City and NCDOT in accordance with the pro-rata share of the signal system;

NOW THEREFORE, the City of Salisbury City Council supports the CMAQ application to upgrade the necessary equipment to continue to provide state-of-the-art traffic signal timing coordination, incident detection, and traveler information to the citizens of Salisbury and those travelling through its limits.

This the 15th day of January, 2019

Al Higgins, Mayor  
Diane Gilmore, City Clerk
CMAQ PROJECT APPLICATION

IN ORDER TO BE CONSIDERED A COMPLETE APPLICATION PACKAGE, ALL FIELDS MUST BE APPROPRIATELY COMPLETED & REQUIRED ADDITIONAL INFORMATION AS NOTED MUST BE ATTACHED. INCOMPLETE APPLICATIONS WILL BE RETURNED.

GENERAL PROJECT INFORMATION

1 SELECT CMAQ PROJECT TYPE
☐ STATEWIDE  ☑ REGIONAL  ☑ SUBREGIONAL

2 SELECT MPO/RPO(S)
☐ Burlington-Graham MPO  ☐ Gaston-Cleveland-Lincoln MPO  ☐ Land of Sky RPO  ☐ Triangle RPO
☑ Cabarrus-Rowan MPO  ☑ Greensboro MPO  ☐ NW Piedmont RPO  ☐ Unifour RPO
☐ Capital Area MPO  ☐ Hickory MPO  ☐ Rocky Mount MPO  ☐ Upper Coastal Plain RPO
☐ Charlotte Regional TPO  ☐ High Point MPO  ☐ Rocky River RPO  ☐ Winston-Salem MPO
☐ Durham-Chapel Hill-Carrboro MPO  ☐ Kerr-Tar RPO  ☐ Southwestern RPO

3 PROJECT SPONSOR INFORMATION
Agency       City of Salisbury
Contact Name  Wendy Brindle
Contact Title  City Engineer
Address       PO Box 479, Salisbury, NC 28145-0479
Telephone     +1 (704) 638-5200
Email Address  wbrin@salisburync.gov

4 PROJECT INFORMATION
Title       Signal System Network Upgrade
Description  Upgrade computer servers, switches, software and CCTV cameras for Salisbury's computerized signal system

Include project details, proposed improvements, purpose, need, how it will provide service, who are the primary stakeholders & where it will operate & serve. Attach a sketch design plan of the proposed project which shows the general location.

PROJECT COSTS & DELIVERY SCHEDULE

5 APPLICABLE PROJECT PHASES, FUNDING & YEARS
• CMAQ projects are awarded by Federal Fiscal Years (FFY). FFY run from October 1st of the prior year through September 30th of the next year. For example, FFY 2016 runs from October 1, 2015 through September 30, 2016.
• Cost estimates should reflect anticipated inflation compounded annually at 5% from the current calendar year.
• Minimum 20% match is required for most projects. See 23 U.S.C. §120 paragraph (c) for listing of safety projects that may be funded at up to 100% Federal share.
• In the case of purchasing alternative fueled vehicles (AFV) for general governmental use, CMAQ funding is limited to the cost difference between standard and AFV vehicles. For example, a 2011 Ford Escape lists for $27,000 and a 2011 Ford Escape Hybrid lists for $33,000. The total CMAQ-eligible funding for purchase of this AFV would be: $33,000 - $27,000 = $6,000 (subject to local match).
☐ Check box if this project is not typical 80/20 split

Phases(s)  CMAQ Amount  Matching Amount  Total  FFY
☐ Planning, Engineering & Design
☐ Right-of-Way
☒ Construction  $142,400.00  $35,600.00  $178,000.00  2019
☐ Transit Operation
☐ Non-transit Implementation
☐ Transit Implementation

Project Total  $142,400.00  $35,600.00  $178,000.00

6 ANTICIPATED PROJECT MILESTONE DATES

VERSION 9, 01/09/2015
* Milestone dates must coordinate with funding schedule in Section 5.
* Planning & environmental document; plans, specifications & estimate package; and right of way certification must be complete prior to let date.

<table>
<thead>
<tr>
<th>Milestone(s)</th>
<th>Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Environmental document to be complete:</td>
<td>N/A</td>
</tr>
<tr>
<td>Plans, Specifications &amp; Estimate package to be complete:</td>
<td>N/A</td>
</tr>
<tr>
<td>Right-of-Way acquisition to begin:</td>
<td>N/A</td>
</tr>
<tr>
<td>Anticipated let date (opening of bids):</td>
<td>6/2019</td>
</tr>
<tr>
<td>Anticipated completion date of project (including project close-out &amp; reimbursement of all eligible expenses):</td>
<td>9/2019</td>
</tr>
</tbody>
</table>

7 LIST THE SOURCE(S) OF MATCHING FUNDS:

Local and NCDOT (15% City and 85% NCDOT)

8 TRANSIT START-UP INFORMATION

Operation assistance under CMAQ is intended to help start up viable new transportation services that will benefit air quality and eventually cover their own costs. This funding is limited to three years. Other funding sources should supplement & ultimately replace CMAQ funds for operation assistance. Briefly describe how funding will be secured to continue the program after year three.

(ATTACH ADDITIONAL SHEET(S) IF NEEDED)

**GENERAL PROJECT INFORMATION**

9 SELECT NC NONATTAINMENT/MAINTENANCE COUNTY(IES):

- [ ] Cabarrus
- [ ] Davidson
- [ ] Edgecombe
- [ ] Gaston
- [ ] Haywood*
- [ ] Lincoln
- [ ] Orange
- [ ] Swain*
- [ ] Catawba
- [ ] Davie
- [ ] Forsyth
- [ ] Granville
- [ ] Iredell*
- [ ] Mecklenburg
- [ ] Person
- [ ] Union
- [ ] Chatham*
- [ ] Durham
- [ ] Franklin
- [ ] Guilford
- [ ] Johnston
- [ ] Nash
- [X] Rowan
- [ ] Wake

10 SELECT CMAQ-ELIGIBLE IMPROVEMENT TYPE (check all that apply):

- [ ] Transportation Control Measures
- [ ] Alternative Fuels
- [ ] Transit Improvements
- [ ] Transportation Management Associations
- [ ] Freight/Intermodal
- [ ] Idle Reduction
- [ ] Travel Demand Management
- [ ] I/M Programs
- [ ] Extreme Low-Temperature Cold Start Programs
- [X] Congestion Relief & Traffic Flow Improvements
- [ ] Bicycle/Pedestrian Facilities & Programs
- [ ] Carpooling & Vanpooling
- [ ] Diesel Engine Retrofits
- [ ] Training
- [ ] Public Education & Outreach Activities
- [ ] Experimental Pilot Projects

11 IF TRANSPORTATION CONTROL METHOD, CHECK THE ALLOWABLE TYPE(S):

- [ ] Programs/ordinances to facilitate non-automobile travel, provision/utilization of mass transit & general reduction of the need for SOV travel, as part of transportation planning & development efforts of a locality, including programs & ordinances applicable to new shopping centers, special events & other centers of vehicle activity
- [ ] Programs for improved public transit
- [ ] Restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or HOV
- [ ] Employer-based transportation management plans, including incentives
- [ ] Trip-reduction ordinances
- [X] Traffic flow improvement programs that reduce emissions
- [ ] Fringe & transportation corridor parking facilities serving multiple-occupancy vehicle programs or transit services
- [ ] Multiple-occupancy vehicle programs or transit service
- [ ] Programs to limit/restrict vehicle use in downtown areas/other areas of emission concentration during peak periods
- [ ] Programs for the provision of all forms of high-occupancy, shared-ride services
- [ ] Programs to limit portions of road surfaces/certain sections of metro area to the use of non-motorized vehicles or pedestrian

VERSION 9, 01/09/2015
Programs for secure bicycle storage facilities & other facilities, including bicycle lanes in both public & private areas
☑ Programs to control extended idling of vehicles
☐ Reducing emissions from extreme cold-start conditions
☐ Employer-sponsored programs to permit flexible work schedules
☐ Public Education & Outreach Activities

12 IF TRANSIT IMPROVEMENT, SPECIFY HOW SERVICE WILL BE IMPROVED:
☐ New facilities associated with a service increase
☐ New vehicles used to expand the transit fleet
☐ Operating assistance for new service (limit three years)
☐ Fare subsidies as part of program to limit exceedances of NAAQS

13 EMISSIONS REDUCTION CRITERIA
QUANTITATIVE analysis of air quality impacts is required for most project types. QUALITATIVE analysis is only allowable when it is not possible to accurately quantify emissions benefits, such as public education, marketing & other outreach efforts, which can include advertising alternatives to SOV travel, employer outreach & public education campaigns. The qualitative analysis should be based on a reasoned & logical determination that the project/program will decrease emissions & contribute to attainment or maintenance of NAAQS. The primary benefit of these activities enhanced communication & outreach that is expected to influence travel behavior & air quality.

☐ Indicate the type of analysis completed: ☐ Quantitative  ☐ Qualitative

For QUANTITATIVE analyses, list the expected daily emissions BEFORE and AFTER project implementation:

<table>
<thead>
<tr>
<th>Pollutant</th>
<th>Daily Emissions Before (kg)</th>
<th>Daily Emission After (kg)</th>
<th>Daily Emissions Reduction (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon Monoxide (CO)</td>
<td>456.1</td>
<td>422.4</td>
<td>33.7</td>
</tr>
<tr>
<td>Volatile Organic Compounds (VOC)</td>
<td>84</td>
<td>77.8</td>
<td>6.2</td>
</tr>
<tr>
<td>Oxides of Nitrogen (NOx)</td>
<td>28</td>
<td>25.9</td>
<td>2.1</td>
</tr>
<tr>
<td>Particulate Matter (PM2.5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Daily Emissions (kg)</td>
<td>568.1</td>
<td>526.1</td>
<td>42</td>
</tr>
</tbody>
</table>

☐ Describe the method used to estimate the emissions reduction and show calculations:
(ATTACH ADDITIONAL SHEET(S) IF NEEDED)

See attached

14 MISCELLANEOUS

For construction of trails, has the Department of Interior been contacted ☐ Yes ☐ No ☐ N/A
Is the fare/fee subsidy program part of a broad program to reduce emissions ☐ Yes ☐ No ☐ N/A
Will the ITS project conform to the National ITS architecture ☐ Yes ☐ No ☐ N/A

15 SUPPORTING INFORMATION CHECK LIST

☐ Check supporting information included as attachment(s) to this application:
  ☑ MPO/RPO Support Resolution (Required for SUBREGIONAL proposals)
  ☑ Additional project description and/or details
  ☐ Map of general project location
  ☑ Complete emissions calculations
  ☐ Any assumptions used
  ☐ Other, please specify:

16 MPO/RPO PRIORITY INFORMATION

This project has been prioritized by the MPO/RPO and received the following ranking among all CMAQ requests (UNRANKED APPLICATIONS WILL NOT BE PROCESSED):

17 SUBMIT

1) SAVE APPLICATION AND ALL ATTACHMENTS IN A SINGLE PDF DOCUMENT
2) Upload application as single PDF document to CMAQ Sharepoint Website

VERSION 9, 01/09/2015  Page 3 of 3
City of Salisbury Signal System Network Upgrade: CMAQ Application

I. Project Description

The City of Salisbury is pursuing the upgrade to its Signal System Network that would affect all of the existing 87 traffic signals within the City’s jurisdiction. This proposal discusses the upgrade of a system that utilizes the City’s existing fiber optic communications cable, cabinets and controllers, and upgrades all computer servers, switches, software and five closed circuit television (CCTV) cameras to provide state-of-the art traffic signal timing coordination, incident detection, and traveler information to the citizens of Salisbury and those traveling through its limits.

The City’s current system was implemented in 2014 with new traffic signal cabinets and controllers, CCTV cameras, Connet field switches, Cisco Layer 3 routers, Cisco firewall, Dell servers, central CCTV software and central traffic signal software. The deployed equipment has reached the end of its “useful life”, and the system is at risk of equipment failure and inability to enable software upgrades. The City has obtained quotes for the upgrades, and estimates implementation time to be approximately 3 months. The City will be submitting a request to the Cabarrus/Rowan MPO and NCDOT for addition of this project in the Transportation Improvement Program (TIP).

This application presents a general justification for the proposal, details of the project, and responds to the Federal Highway Administration’s (FHWA) Congestion Mitigation and Air Quality (CMAQ) Improvement Program selection criteria. This proposal identifies the quantity of direct emissions reductions that will be obtained from the implementation of this project in terms of volatile organic compounds (VOCs), carbon monoxide (CO), and nitrogen oxide (NOx) reductions.

The City of Salisbury is in an area designated maintenance status for ozone by the EPA. Requirements emanating from revisions to the Clean Air Act suggest that Salisbury/Rowan County should use every opportunity to continue to reduce motor vehicle pollution levels and protect the public from stringent and costly compliance measures. One way to address the suggested goal of reducing motor vehicle pollution levels is to reduce congestion by providing more efficient, coordinated traffic flow. The upgrade will address two of the sixteen Transportation Control Measures found in The Clean Air Act Amendments Section 108(f)(1)(A):

- Traffic Flow Improvement Projects that achieve emissions reductions; and
- Programs to control extended idling of vehicles

The estimated cost associated with the upgrade is $178,000. The City of Salisbury is requesting $142,400 in CMAQ funds to accompany a match of $35,600 in matching funds to accomplish this goal. The City will continue maintenance of all traffic signals within the system through municipal agreements with NCDOT and will cooperatively assist in addressing transportation and air quality problems.
II. Emissions Estimates and Costs

Due to time restrictions, the analysis assumes quantifiable benefits in emissions reductions for the traffic signal coordination portion of the project only. No attempt was made to quantify emission reductions realized by the operation and upgrade of CCTV cameras.

The analysis for this project is for the upgrade of a Computerized Traffic Signal System. The method used is the Traffic Signal Computer Upgrade method from the *Off-Model Air Quality Analysis: A Compendium of Practice* published by FHWA in August 1999. The justification was based on an increase in the reliability of the traffic control devices (as the current system ages, replacement hardware becomes less obtainable), and a decrease in vehicle travel times due to signal coordination. The compendium assumes a savings of 3-4 minutes per vehicle, but this estimate seems high for our area. To be conservative, a savings of 1 minute per vehicle was assumed, resulting in an average 12% decrease for the corridors studied. This would decrease delays and reduce vehicle idle emissions. The analysis for this project was performed as follows:

a) Based on existing data and a projected 12% decrease in vehicle travel time on arterial corridors, the savings would be approximately 1 minute per vehicle reduction in delay per corridor. Benefit would be gained along several minor arterials as well, but insufficient data exists for comparison. Little would be gained in including low volume corridors, so for the purpose of this evaluation four (4) routes were selected. They were chosen because they combined both high through traffic volumes along their entire length and were of significant length. Each corridor was assigned an ADT based on recent count data. As shown in the table below, the four corridors amounted to savings of 1,550 hours of vehicle delay per day.

<table>
<thead>
<tr>
<th>Corridor</th>
<th>AADT (veh/day)</th>
<th>Delay Savings (hrs/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innes Street</td>
<td>29,000</td>
<td>483</td>
</tr>
<tr>
<td>Jake Alexander Blvd</td>
<td>39,000</td>
<td>650</td>
</tr>
<tr>
<td>Long Street</td>
<td>10,000</td>
<td>167</td>
</tr>
<tr>
<td>Main Street</td>
<td>15,000</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total Hours of Delay Saved per Day</strong></td>
<td><strong>1,550</strong></td>
<td></td>
</tr>
</tbody>
</table>

b) To be conservative, especially with the negative benefits which would occur for NOx with an increase in speed, emission benefits were assumed to occur only during the AM, Noon, and PM peak periods (6 hours total). The delay savings were adjusted as follows:

\[
\text{Delay Savings} = (1,550 \text{ veh hrs/day})(6 \text{ peak hrs/24 hrs}) = 388 \text{ veh hrs/day}
\]

c) Idle emission rates were established from Mobile 6 for Rural Counties from the NCDOT Transportation Planning Branch website ([www.ncdot.org/planning/tpb/PDF/Emission_Factors_for_CMAQ_applicants.zip](http://www.ncdot.org/planning/tpb/PDF/Emission_Factors_for_CMAQ_applicants.zip)). 2010 rates were used to coincide with the projected project time. The rates and benefits are as follows, assuming 2.5 mi/hr idling speed:

\[
\begin{align*}
\text{CO:} & \quad (1.449 \text{ g/min})(60 \text{ min/hr})(388 \text{ veh hrs/day})(1 \text{ kg/1000 g}) = 33.73 \text{ kg/day} \\
\text{VOC:} & \quad (0.267 \text{ g/min})(60 \text{ min/hr})(388 \text{ veh hrs/day})(1 \text{ kg/1000 g}) = 6.22 \text{ kg/day} \\
\text{NOx:} & \quad (0.089 \text{ g/min})(60 \text{ min/hr})(388 \text{ veh hrs/day})(1 \text{ kg/1000 g}) = 2.07 \text{ kg/day}
\end{align*}
\]
d) The benefits were then calculated in terms of the annual reduction in emissions. The annual estimations are based on 260 weekdays in a year. The calculations are as follows:

\[
\begin{align*}
\text{CO:} & \quad (33.73 \text{ kg/day})(260 \text{ days/year}) = 8769.8 \text{ kg/year} \\
\text{VOC:} & \quad (6.22 \text{ kg/day})(260 \text{ days/year}) = 11617.2 \text{ kg/year} \\
\text{NOx:} & \quad (2.07 \text{ kg/day})(260 \text{ days/year}) = 538.2 \text{ kg/year}
\end{align*}
\]

Results are summarized below:

<table>
<thead>
<tr>
<th>Estimated Daily CO Emissions Reduction (kg)</th>
<th>33.73</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Annual CO Emissions Reduction (kg)</td>
<td>8769.8</td>
</tr>
<tr>
<td>Estimated Daily VOC Emissions Reduction (kg)</td>
<td>6.22</td>
</tr>
<tr>
<td>Estimated Annual VOC Emissions Reduction (kg)</td>
<td>11617.2</td>
</tr>
<tr>
<td>Estimated Daily NOx Emissions Reduction (kg)</td>
<td>2.07</td>
</tr>
<tr>
<td>Estimated Annual NOx Emissions Reduction (kg)</td>
<td>538.2</td>
</tr>
</tbody>
</table>

III. Reasons for Project Selection

The City of Salisbury presents this proposal to NCDOT’s and NCDENR’s Division of Air Quality’s project review panel for their consideration. We find that our proposal meets or exceeds all of the selection criteria while providing an opportunity to promote sound traffic engineering solutions to emissions control. The project utilizes proven technology and provides a customer-friendly answer to improve air quality without asking for changes in driver behavior or the application of strict controls. In summary, the project promotes a smart, long-term approach favorable to ITS solutions.
### “Before” Emissions

<table>
<thead>
<tr>
<th>Vehicle Hours Traveled (hrs)</th>
<th>CO (g/min)</th>
<th>VOC (g/min)</th>
<th>NOx (g/min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM, Noon, PM peak hrs</td>
<td>5,246.3</td>
<td>1.449</td>
<td>0.267</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pollutant</th>
<th>Annual Emissions (kg/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>118,589.46</td>
</tr>
<tr>
<td>VOC</td>
<td>21,851.89</td>
</tr>
<tr>
<td>Nox</td>
<td>7,283.96</td>
</tr>
</tbody>
</table>

Assume 280 weekdays/year

City of Salisbury Signal System

#### 2010 Rural County EF

( obtained from [www.ncdot.org/planning/tpb/PDF/Emission_Factors_for_CMAQ_applicants.zip](http://www.ncdot.org/planning/tpb/PDF/Emission_Factors_for_CMAQ_applicants.zip) )

**EF for all vehicle types**

<table>
<thead>
<tr>
<th>Speed (mph)</th>
<th>NOx (gms/mi)</th>
<th>VOC (gms/mi)</th>
<th>CO (gms/mi)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1.903</td>
<td>2.552</td>
<td>23.998</td>
</tr>
<tr>
<td>10</td>
<td>1.580</td>
<td>1.511</td>
<td>17.143</td>
</tr>
<tr>
<td>15</td>
<td>1.374</td>
<td>1.233</td>
<td>14.991</td>
</tr>
<tr>
<td>20</td>
<td>1.255</td>
<td>1.076</td>
<td>14.327</td>
</tr>
<tr>
<td>25</td>
<td>1.183</td>
<td>0.994</td>
<td>13.976</td>
</tr>
<tr>
<td>30</td>
<td>1.141</td>
<td>0.941</td>
<td>13.745</td>
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<tr>
<td>35</td>
<td>1.129</td>
<td>0.901</td>
<td>13.744</td>
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<tr>
<td>40</td>
<td>1.151</td>
<td>0.875</td>
<td>14.134</td>
</tr>
<tr>
<td>45</td>
<td>1.193</td>
<td>0.854</td>
<td>14.561</td>
</tr>
<tr>
<td>50</td>
<td>1.258</td>
<td>0.835</td>
<td>15.027</td>
</tr>
<tr>
<td>55</td>
<td>1.351</td>
<td>0.818</td>
<td>15.556</td>
</tr>
<tr>
<td>60</td>
<td>1.482</td>
<td>0.807</td>
<td>16.159</td>
</tr>
</tbody>
</table>

**Idle Time**

<table>
<thead>
<tr>
<th>NOx (gms/min)</th>
<th>VOC (gms/min)</th>
<th>CO (gms/min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td>0.089</td>
<td>0.267</td>
</tr>
</tbody>
</table>
October 30, 2018

Mr. William Young
Network Administrator, Infrastructure Services
City of Salisbury, NC
1415 S. Martin Luther King Jr., Ave.
Salisbury, NC  28144

SUBJECT:      City of Salisbury, NC ATMS Upgrades

Mr. Young,

Based on recent discussions with City of Salisbury representatives, Econolite Systems, Inc. is pleased to offer this proposal for various equipment and services associated with upgrading the existing ATMS. The following sections of this proposal include a background of the existing ATMS implementation with recommended solutions for various system elements.

BACKGROUND

The City's original ATMS was implemented in 2014 with new traffic signal cabinets and controllers, CCTV cameras, fiber optic cable, ComNet field switches, Cisco Layer 3 routers, Cisco firewall, Dell servers, central CCTV software and central traffic signal software. At this point, some of the deployed equipment has reached "End of Life" or "End of Sale" such that the City is at risk if the existing equipment were to fail, while some of the other equipment is insufficient to enable ATMS software upgrades. Additionally, the CCTV cameras have failed with no remaining warranty.

LAYER 3 SWITCH

The City's existing Layer 3 switch is a Cisco 6506-E with 48 copper ports, 48 SFP ports, single supervisor and dual power supplies. In its current configuration, fewer than 12 copper and 12 fiber SFP ports are in use. According to various Cisco notices, the components of the switch have reached End-of-Life and End-of-Sale.

Econolite Systems proposes to replace the City’s Layer 3 switch with the following:

- Cisco Catalyst 3850 Switch, 48 Copper Ports with IP Services (WS-C3850-48T-E)
- Cisco Catalyst 3850 Switch, 24 SFP+ Ports with IP Services (WS-C3850-24XS-E)

This proposed modular solution offers 48 copper and 24 SFP ports, and it is scalable should the City desire to increase the number of ports for future project accommodations. Proposed fiber SFP modules will be Cisco GLC-LH-SMD (1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm).

Services associated with replacing the Layer 3 switch include configuration of the new switch and integration verification for existing equipment. Econolite Systems will coordinate with the City’s IT Department during configuration of the new switch.
FIREWALL

The City’s existing firewall is a Cisco ASA 5505, which reached End-of-Life and End-of-Sale in 2017. Econolite Systems proposes to replace the City’s firewall with either of the following options:

**Option A: Cisco ASA5506 Firewall**

This option is the replacement model of the City’s existing firewall.

**Option B: Cisco Firepower 2110 ASA Appliance**

This option is an upgraded version when compared with the City’s existing appliance. Refer to the “Cisco Firepower NGFW” Data Sheet for comparison of the Cisco Firepower 2110 with the Cisco ASA 5506.

Services associated with replacing the firewall include configuration and VPN setup. Econolite Systems will coordinate with the City’s IT Department during configuration of the new ASA.

CCTV CAMERAS

In consideration of the inoperability of the City’s five existing CCTV cameras, Econolite Systems proposes to replace the existing cameras at the following locations:

2. Jake Alexander Blvd. & I-85
3. Jake Alexander Blvd. & S. Main St.
4. Jake Alexander Blvd. & YMCA
5. Innes St. & Main St.

We propose furnishing and installing the WTI Viper H.264 High Definition camera for all five locations. Installation in the field will include new mounting brackets, new POE injectors, and new cabling from the camera to the cabinet. This proposal assumes reuse of existing poles, field cabinets, air terminals, conduit, grounding, field switches, fiber communications, jumper/patch cables, power service, etc.

Our proposal includes traffic control/lanes closures, bucket trucks, etc. to accomplish the required field work. For the existing CCTV located on the building roof on the north corner of the Innes St & Main St. intersection, we have assumed that the cabinet with fiber termination is located on the building roof within 200 ft of the CCTV camera.

Services associated with CCTV camera installation include configuring each camera. Existing field switch configurations will be reused.

Econolite will provide up to 2 hours of on-site training on CCTV configuration and operations.

CCTV camera prices include 3-year warranty.

ATMS SERVERS

The City has multiple existing servers for its traffic signal system, central video system, communications, network management software (NMS), backup storage and remote access. The existing implementation is not compatible to enable upgrading the City’s Centrac ATMS from the existing v1.11 to v2.0. Econolite Systems is proposing a solution that comprises a single host server, which will be configured with up to four virtualized servers for a comprehensive deployment. The
proposed server will be a Dell PowerEdge R740 with Windows Server 2016 OS and MS SQL Server 2016. Additional technical details of the proposed server are included in Attachment C – Product Data Sheets.

Services include setup and configuration of the new server. Econolite Systems will migrate the existing Centracs ATMS to the new server in order to retain system data to the extent feasible. Econolite Systems will also migrate the existing Castle Rock NMS to the new servers.

The new server will host the central video system server. If the City elects to migrate to the Centracs CCTV module (scope detailed below), such implementation will be performed by Econolite Systems. If the City opts to retain its existing central video system, then the migration of the system to the new server shall be accomplished by others.

CENTRACS CCTV MODULE

Econolite Systems proposes to add the Centracs Advanced CCTV modules to the City’s existing Centracs ATMS implementation; this module will replace the City’s existing CCTV control application. The Centracs Advanced CCTV module will include licensing for up to 10 concurrent users and for up to 25 CCTV cameras. Econolite Systems will setup and configure the Advanced CCTV module. Associated services will include validating CCTV camera functionality from the field on the configured workstations using the Centracs CCTV module. Econolite will provide up to 2 hours of on-site training on how to use Centracs CCTV.

The Centracs Advanced CCTV module includes a 1-year warranty. Thereafter, Econolite maintenance and support will be offered through an additional SMA fee.

CENTRACS SOFTWARE UPGRADE

In conjunction with the ATMS server upgrade, Econolite will upgrade the City’s Centracs software to version 2.0. Costs for this upgrade are included through the City’s existing Centracs SMA (Software Maintenance Agreement).

We hope you will find that our proposal fully meets the needs of the City of Salisbury. If you should have any questions or comments, please contact me via email sdefazio@econolite.com or 703.789.5125. Thank you for your consideration, and we look forward to working with you on this effort.

Sincerely,

ECONOLITE SYSTEMS, INC.

Stephanie DeFazio, P.E.
Associate Vice President
## ATTACHMENT A: Price Proposal

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layer 3 Switch: Furnish, Configure &amp; Install</td>
<td>1</td>
<td>$40,480.00</td>
<td>$40,480.00</td>
</tr>
<tr>
<td>10km Fiber SFP's: Furnish &amp; Install</td>
<td>11</td>
<td>$720.00</td>
<td>$7,920.00</td>
</tr>
<tr>
<td>Firewall: Furnish, Configure &amp; Install</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option A, Cisco ASA5506</td>
<td>1</td>
<td>$7,195.00</td>
<td>$7,195.00</td>
</tr>
<tr>
<td>Option B, Cisco Firepower 2110 ASA</td>
<td>1</td>
<td>$13,410.00</td>
<td>$13,410.00</td>
</tr>
<tr>
<td>CCTV Cameras: Furnish, Configure &amp; Install</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pole Mount</td>
<td>4</td>
<td>$9,230.00</td>
<td>$36,920.00</td>
</tr>
<tr>
<td>Roof Mount</td>
<td>1</td>
<td>$12,050.00</td>
<td>$12,050.00</td>
</tr>
<tr>
<td>ATMS Servers: Furnish, Configure &amp; Install</td>
<td>1</td>
<td>$33,875.00</td>
<td>$33,875.00</td>
</tr>
<tr>
<td>Centracs CCTV Module: Furnish, Configure &amp; Install</td>
<td>1</td>
<td>$22,550.00</td>
<td>$22,550.00</td>
</tr>
<tr>
<td>Centracs CCTV Module SMA - Year 1</td>
<td>1</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Centracs CCTV Module SMA - Year 2</td>
<td>1</td>
<td>$2,100.00</td>
<td>$2,100.00</td>
</tr>
</tbody>
</table>
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  
January 15, 2019

Name of Group(s) or Individual(s) Making Request:  
Diane Gilmore

Name of Presenter(s):

Requested Agenda Item:  
Council to consider making appointments to boards and commissions. A worksheet is attached showing the current number of seats open either through vacancies or members who are rolling off of the board for each the boards and commissions.

Description of Requested Agenda Item:

Attachments:  ☒ Yes  ☐ No

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

There is no fiscal impact

Action Requested of Council for Agenda Item:  
Council to consider making appointments to boards and commissions.

Contact Information for Group or Individual:  
Diane Gilmore, 704-638-5227

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature  
Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 7 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Applicants:**
Dick Palmore
Michael Martelli
Rocky Cabagnot
Skip Wood
Anthony Smith
Keya Ruston
Crystal Jackson
George Benson
Renee Wimbish MacNutt
Requested Council Meeting Date: January 15, 2019

Name of Group(s) or Individual(s) Making Request: Nick Aceves, Parks & Recreation

Name of Presenter(s): Nick Aceves

Requested Agenda Item: Announcement

Description of Requested Agenda Item: Registration is still open for the Light Construction Building Trades Class hosted by the City of Salisbury Parks and Recreation Department and Rowan-Cabarrus Community College. Students can expect to learn about construction safety, proper tool use, carpentry, masonry, cabinetry, drywall, code and inspections and much more. The class is for anyone 18 years and older and is free to Salisbury residents. The class is held Monday-Thursday at Hall Gym. For more information please contact RCCC at 704-216-7201.

Attachments: Yes

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

Contact Information for Group or Individual: Nick Aceves 704-638-5299

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature ___________________________ Department Head Signature ___________________________

Budget Manager Signature ___________________________

***All agenda items must be submitted at least 7 days before the requested Council meeting date***
Salisbury City Council
Agenda Item Request Form

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  Tuesday, January 15, 2019

Name of Group(s) or Individual(s) Making Request:  Communications/Administration

Name of Presenter(s):  Announcement

Requested Agenda Item:  Announcement: Lunch with the City Manager

Description of Requested Agenda Item:  Residents are invited to visit City Hall on the first Monday of each month at noon for Lunch with the City Manager, Lane Bailey. Bring your brown bag lunch and share ideas, voice concerns or speak in an open, unrestricted forum.

Lunch with the City Manager is located at City Hall in the 1st floor conference room.

Attachments:  ☐ Yes  ☑ No

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

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

Contact Information for Group or Individual:  Linda McElroy (704) 638-4460

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________   _____________________________
Finance Manager Signature     Department Head Signature

_________________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  January 15, 2019

Name of Group(s) or Individual(s) Making Request:  Human Relations Council

Name of Presenter(s):  Dennis Rivers

Requested Agenda Item:  Announcement – Dr. Martin Luther King, Jr. Parade

Description of Requested Agenda Item:  The Dr. Martin Luther King, Jr. Parade will be held Saturday, January 19, 2019. The parade will begin in downtown Salisbury at 11:00 a.m. at the corner of Liberty Street and North Main Street and will end at the Civic Center, located at 315 South Martin Luther King, Jr. Avenue. Alex Clark is the parade Grand Marshal. Following the parade, the celebration will continue from 12:30 p.m. until 2:30 p.m. at the Civic Center. The annual Dr. Martin Luther King, Jr. Breakfast is Monday, January 21, 2019 at 7:00 a.m. at the J.F. Hurley YMCA, 828 Jake Alexander Boulevard. Dr. Dwayne A. Walker, pastor of Little Rock A.M.E. Zion Church, is the speaker. Tickets are $10.00 and may be purchased at the Hurley YMCA or City Office Building 132 North Main Street 2nd floor. To purchase tickets or for additional information please call 704-638-5218.

Attachments:  □ Yes  ☒ No

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

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

Contact Information for Group or Individual:  Anne Little (704) 638-5218

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________   _____________________________  
Finance Manager Signature     Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only

□ Approved  □ Delayed  □ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  □ Public  □ Council  □ Manager  X Staff

Requested Council Meeting Date:  January 15, 2019

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

Name of Presenter(s):  Announcement

Requested Agenda Item:  Winter Spruce Up

Description of Requested Agenda Item:  Winter Spruce up week will be January 21 – 25. The City of Salisbury will pick up your old appliances, tires without rims (limit 5 tires per location) and extra bagged trash. Items are to be placed at the curb before 7:00 a.m. on the day of your regular collection. NO building materials or electronics will be collected. This collection is for Residents living inside the city limits of Salisbury only (No businesses). If you have questions, please call Public Services at 704-638-5260.

Attachments:  □ Yes  X No

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

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

Contact Information for Group or Individual:  Tony Cinquemani, 704-638-5268

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________  ____________________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****
Salisbury City Council
Agenda Item Request Form

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
S a l i s b u r y  C i t y  C o u n c i l  
A g e n d a  I t e m  R e q u e s t  F o r m

Please Select Submission Category: □ Public  □ Council  □ Manager  □ Staff

Requested Council Meeting Date: January 15, 2019

Name of Group(s) or Individual(s) Making Request: Salisbury Parks and Recreation Department
Name of Presenter(s): Nick Aceves

Requested Agenda Item: Announcement

Description of Requested Agenda Item: Salisbury Parks and Recreation will host the 23rd Annual Father Daughter Dance for girls ages 4-13 and their fathers on Saturday, February 2, 2019 from 6:00-9:00 pm at the Salisbury Civic Center. Fathers and daughters will dance the night away and make memories that will last a lifetime. There will be great entertainment, dancing, snacks, games and door prizes. Tickets are limited and must be purchased in advance. Tickets are $10 and can be purchased at any of our recreation facilities. For more information, please call (704) 216-PLAY.

Attachments: □ Yes  □ No

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

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

Contact Information for Group or Individual: Vivian Koontz 704-638-5294

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________   _____________________________
Finance Manager Signature     Department Head Signature

_________________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

□ Approved  □ Delayed  □ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date: January 15, 2019

Name of Group(s) or Individual(s) Making Request: Downtown Development Dept. & Downtown Salisbury, Inc., 501c3 partner

Name of Presenter(s): Announcement

Requested Agenda Item: 2019 Wine About Winter Event

Description of Requested Agenda Item: Downtown Salisbury, Inc. will host the 6th Annual Wine About Winter event on Friday, February 1st from 5:00 p.m. until 9:00 p.m. This wine tasting event allows ticket holders to sample 20+ wines from around the world and also features Rowan County’s very own wineries while visiting each participating merchant or restaurant. The one day ticketed event will attract visitors into downtown Salisbury and provide exposure to downtown businesses in a unique, fun, and engaging way. Each ticket holder will present their ID at registration, located in the Visitors Center (204 E. Innes St.) starting at 4pm on February 1st to ensure everyone is 21 years old or above. Trolleys will provide convenient hop on/off service during the event. For ticket sales and detailed information, please visit www.downtownsalisburync.com or call (704) 637-7814.

Attachments: ☒Yes  □ No

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

Action Requested of Council for Agenda Item: None

Contact Information for Group or Individual: Latoya Price 704-638-5238; latoya.price@salisburync.gov

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

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

FINANCE DEPARTMENT INFORMATION:

________________________________________________________________________
Finance Manager Signature  Department Head Signature

________________________________________________________________________
Budget Manager Signature

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For Use in Clerk’s Office Only

□ Approved  □ Delayed  □ Declined

Reason: