<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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<td>3</td>
<td>Pledge of Allegiance</td>
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<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>Consent Agenda</td>
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<td></td>
<td>(a) Minutes</td>
<td>Adopt Minutes of the Regular meeting of February 06, 2018.</td>
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</table>
|     | (b) Establish a Speed limit on a portion of West Bank Street. | Requestor(s): Engineering – Vickie Eddleman  
Presenter(s): Vickie Eddleman  
Adopt an ORDINANCE to amend section 13-336 of the City Code to establish 20 mph on a portion of West Bank Street. |
|     | (c) Temporary Road Closure          | Requestor(s): Engineering and Salisbury Police Department  
Presenter(s): Vickie Eddleman and Sgt. Patrick Smith  
Adopt an ORDINANCE declaring a temporary road closure on North Main Street between Council and Miller Streets for the Salisbury Police Department Foot Pursuit 5K event. |
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<tr>
<td><strong>(d)</strong></td>
<td>Construction contract.</td>
<td>Requestor(s): Engineering – Wendy Brindle</td>
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<td>Presenter(s): Wendy Brindle</td>
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<tr>
<td><strong>(e)</strong></td>
<td>Dixonville-Lincoln Memorial Project Task Force – Memorial Walk Project.</td>
<td>Requestor(s): Dixonville-Lincoln Memorial Project Task Force</td>
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<td>Presenter(s): Emily Perry and Alyssa Nelson</td>
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<tr>
<td><strong>(f)</strong></td>
<td>Contract for Elliott Davis, PLLC.</td>
<td>Requestor(s): Financial Services</td>
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<td>Presenter(s): Shannon Moore</td>
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<tr>
<td><strong>(g)</strong></td>
<td>Resolution</td>
<td>Requestor(s): City Manager Lane Bailey</td>
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<td>Presenter(s):</td>
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<tr>
<td><strong>6</strong></td>
<td>Presentation – Fiscal and economic benefits report regarding the Empire Hotel Redevelopment.</td>
<td>Requestor(s): Planning and Community Services – Janet Gapen</td>
</tr>
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<td>Presenter(s): Lucy Gallo, Managing Principal-Southeast; Development Planning and Financing Group, Inc. (DPEG)</td>
</tr>
</tbody>
</table>
## Naming of Fire Station No. 6.

**Requestor(s):** Fire Department

**Presenter(s):** Brent Lyerly, Chair, Fire Department Relief Fund Board and Fire Chief Robert Parnell.

Council to consider adopting a **RESOLUTION** approving the proposed name of the new Fire Station 6 as the Justin Monroe and Vic Isler Fire Station and Fire Academy.

## Solid Waste Services Update.

**Requestor(s):** Public Services

**Presenter(s):** Tony Cinquemani and Craig Powers.

Council to receive an update regarding solid waste services.

## Report – Community Development Block Grant (CDBG), HOME Program Funds.

**Requestor(s):** Planning and Community Services – Janet Gapen

**Presenter(s):** Janet Gapen

Council to receive a follow-up report regarding CDBG/HOME budget and project activities.

## Agenda Item Request Form.

**Requestor(s):** Mayor Pro Tem Post

**Presenter(s):**

Council to consider a revision to the Agenda Item Request Form.

## Rules of Procedure.

**Requestor(s):** Mayor Pro Tem Post

**Presenter(s):**

Council to consider an amendment to Sec. 2-46 of the City of Salisbury Code of Ordinances regarding Rules of Procedure.

## Facilitation for Councils Annual Planning Retreat.

**Requestor(s):** Mayor Pro Tem Post

**Presenter(s):**

Council to authorize the City Manager to communicate with the UNC School of Government to identify and retain a qualified facilitator for the City Council Annual Retreat scheduled for Wednesday, March 21 and Thursday, 22, 2018.
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<tr>
<td>13</td>
<td>Appointments to Boards and Commissions.</td>
<td>Council to consider making appointments to various boards and <strong>commissions</strong>.</td>
</tr>
<tr>
<td>14</td>
<td>Public Comment.</td>
<td>Council to receive public comment. <strong>Public comment will be opened at approximately 6:00 p.m. or at the end of the meeting, whichever comes first.</strong></td>
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<tr>
<td>15</td>
<td>City Manager’s Comments.</td>
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<tr>
<td>16</td>
<td>Announcements.</td>
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<tr>
<td>17</td>
<td>Council’s Comments.</td>
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<tr>
<td>18</td>
<td>Closed Session</td>
<td>Council to go into closed session concerning personnel matter as allowed by NCGS 143-318.11(a)(6).</td>
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<tr>
<td>19</td>
<td>Mayor Pro Tem Comments.</td>
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<tr>
<td>20</td>
<td>Mayor’s Comments.</td>
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<tr>
<td>21</td>
<td>Adjourn.</td>
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REGULAR MEETING

PRESENT: Mayor Al Heggins, Presiding; Mayor Pro Tem David Post; Council Members Karen Alexander, William Brian Miller, and Tamara Sheffield; City Manager W. Lane Bailey; City Clerk Diane Gilmore, and City Attorney F. Rivers Lawther, Jr.

ABSENT:

Salisbury City Council met in Council Chambers in City Hall located at 217 South Main Street. The meeting was called to order by Mayor Heggins at 5:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Heggins led those present in the Pledge of Allegiance to the United States flag.

RECOGNITION OF VISITORS

Mayor Heggins welcomed all visitors present. Mayor Heggins recognized Mr. James Bristol from Boy Scout Troop 443 at St. John’s Lutheran Church who is working towards his Boy Scout Merit Badge, Citizenship in the Community.

CHANGES TO THE AGENDA

Mayor Heggins noted the following change to the Agenda:
Omit – Item 11 Council to consider authorizing Code Enforcement to board the structure at 305 East Fisher Street to secure first level entry of abandoned structure. Mayor Heggins noted the property owner has resolved the issue.

**CONSENT AGENDA**

(a) **Minutes**

Adopt Minutes of the Regular meeting of January 02, 2018.

(b) **Right-of-Way Request – AT&T**

Approve a request from AT&T to install fiber optic conduit within the City Right-of-Way in accordance with Section 11-24 (27) of the City Code.

(c) **Right-of-Way Request – Level 3 Communications**

Approve a request from Level 3 Communications to install fiber optic conduit within the City Right-of-Way in accordance with Section 11-24.(27) of the City Code.

(d) **Temporary Lane Closure**

Adopt an Ordinance declaring temporary road closure on Jake Alexander Boulevard beginning at Lincolnton Road and ending on Statesville Boulevard at Brenner Avenue for the Buck Hurley Triathlon to be held on Saturday, May 6, 2018.

**ORDINANCE DECLARING A TEMPORARY ROAD CLOSURE FOR THE BUCK HURLEY TRIATHLON.**

(The above Ordinance is recorded in full in Ordinance Book No. 27 at Page No. 6 and is known as Ordinance 2018-06.)

(e) **Right-of-way Request – 126 East Innes Street**

Approve a request from DGN, Inc. and LMY, Inc. to perform work near 126 East Innes Street within the City Right-of-Way in accordance with Section 22-50 of the City Code.

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

Mayor Pro Tem Post pointed out the Minutes approved by Council include revisions.
COMPREHENSIVE ANNUAL FINANCIAL REPORT

Elliot Davis, PPLC Senior Manager, C.J. Palmer, addressed Council regarding the City’s 2017 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017. Mr. Palmer thanked Council for allowing Elliott Davis to perform the City’s audit. He also thanked the finance team for their cooperation throughout the audit process.

Mr. Palmer referred to the auditor’s report which outlines management’s responsibility for the financial statements and the auditor’s responsibility to audit and give opinions based upon fair presentation of the financial statements in accordance with generally accepted accounting principles (GAAP). He noted the company included reports on internal control regarding financial reporting and compliance that included programs for federal and state grants to the City, and he pointed out required risk assessment testing was also performed.

Mr. Palmer reported on a repeated finding for the Broadband Services Fund due to the Fund’s deficit net position. He also noted a finding for the late filing of the 2016 data collection form with Federal Audit Clearing House but noted the 2017 filing is on time.

Mr. Palmer referenced the General Fund Revenues which increased by $1.1 million. He reviewed the General Fund Revenues by source and the General Fund expenditures and transfers. Mayor Pro Tem Post asked why there was an increase. Mr. Palmer explained revenue continued to increase and capital outlay expenditures were below the budgeted amount. Mayor Pro Tem Post asked if the differences were more of a deferral rather than savings, and Mr. Palmer agreed.

Mr. Palmer reviewed the available Fund Balance as a percentage of expenditures and transfers for the General Fund. He noted the Fund Balance available remained consistent with the prior year of 40%, and he commented it is significantly higher than the City’s policy of 10%. City Manager Lane Bailey referenced the projections for next year, and he noted the challenges faced in the current fiscal year. He pointed out an increase in Police Department salary line items that includes contracted services with the Rowan County Sheriff’s Department. He referenced retirement and overtime pay in the Police and Fire Departments, and he indicated the amount of Fund Balance available should decrease in the coming fiscal year.

Mr. Palmer referenced the General Fund Revenues which show a slight increase. He reviewed the General Fund Revenues by source and the General Fund expenditures and transfers. He commented Public Safety had $2.3 million in unspent capital outlay, and he noted the Transportation Department has unspent funds intended for engineering projects.

Mr. Palmer reviewed the Broadband Services Fund, and he pointed out a small operating loss that included non-cash items such as depreciation. Mayor Pro Tem Post commented about the loss before transfers of $1.7 million, and that after the transfers from the General Fund the Broadband Services Fund showed an increase of $600,000. Mayor Pro Tem Post asked if the Finance Department budgeted to cover the loss. Finance Director Shannon Moore agreed, and she explained some of the loss is in relation to the Capital Replacement Fund started in the previous year that included budgeted expenditures that had not been spent. Mayor Pro Tem Post asked if the revenue decreased by $1 million because the City overcharged itself for the dark fiber. Ms.
Moore commented the overcharge was estimated at $500,000. Mayor Pro Tem Post asked if the $500,000 was due to a drop in Fibrant subscriptions. City Manager Lane Bailey agreed, and he referenced the cleaning of Fibrant accounts receivable. Mr. Palmer indicated operations showed cash flow positive for the core operations.

Mr. Palmer reviewed the Enterprises Funds that include Water and Sewer, Stormwater, and Transit revenues, and he noted a positive net position and positive unrestricted net position. Councilmember Miller asked if income before amounts transferred pertained to the meter project to be spent over time or if the amount reflects revenues and excessive expenses. Ms. Moore clarified the meter project would reflect in revenue and excessive expenses and is not tied to the Capital Project Fund. Councilmember Miller asked if it is normal to have overages in the Revenue Fund. Finance Manager Wade Furches indicated the numbers presented are on a full accrual basis.

Councilmember Alexander asked if the Stormwater account line included Stormwater grants that are approved by Council. Mr. Bailey stated those grants are paid through the Fund Balance.

Mayor Pro Tem Post referenced Transit losses, and he pointed out the losses were expected when accommodations for more accessible transportation were made.

Mayor Pro Tem Post asked about GASB 73 which is mentioned in Management’s Discussion and Analysis. Mr. Furches explained GASB 73 is the implementation of reporting for the Law Enforcement Special Separation Allowance, and he commented it is the same type of reporting that is used for the Local Government Retirement System. He commented $2.7 million was added to the beginning liabilities of the General Fund for the full beginning liability of the Separation Allowance.

Mayor Pro Tem Post asked about the City’s long-term debt payout. Mr. Furches indicated the amount of the debt reduction included all regular debt payments, and he added no money has been borrowed in a few years. Mayor Pro Tem Post asked if there has been a change in the City’s bond rating. Mr. Furches commented no changes have been made to the bond rating.

Mayor Pro Tem Post asked about the downtown occupancy rate that dropped below 90%. Mr. Furches noted he used a report generated by Downtown Salisbury, Inc. (DSI), and the occupancy rate is in the upper 80th percentile.

Mayor Pro Tem Post thanked Mr. Palmer and the Finance Department for their presentation.
Development and Code Services Manager Preston Mitchell address Council regarding Land Development District Map Amendment Z-01-2018. He noted the request is to rezone a 16 acre site from General Residential (GR-6) District to Highway Business (HB) District.

Mr. Mitchell reviewed the area zoning, and he pointed out adjoining parcels are zoned General Residential (GR-6), Corridor Mixed-use (CMX), Commercial, and predominately Highway Business (HB) District.

Mr. Mitchell noted a GR-6 is a single family residential zoning and HB zoning is intended for an automobile oriented highway use. He stated the Planning Department considered the geography surrounding the site, and he indicated the roadway has future development changes.

Mr. Mitchell explained the property’s landscape would require an F-type yard buffer to include a 25 foot visual separation, and he noted the building type would change to allow commercial and business use.

Mr. Mitchell commented the Planning Board voted in favor of the rezoning on Statesville Boulevard with the understanding it would not impact the surrounding areas.

Mayor Heggins asked how the Planning Board determines a recommendation. Mr. Mitchell stated Planning Board forms a recommendation based on information and research provided by the staff. Mayor Heggins asked if staff communicates with surrounding property owners. Mr. Mitchell explained notifications are sent to property owners. He noted if a property owner or citizen opposes the rezoning request they are encouraged to attend the Planning Board meetings to voice their opinions or ideas before the item is brought to Council. He noted there are three methods to issue a public notice: property site, newspaper ad, and mailing letters. Mayor Heggins asked if staff provides public notice beyond what is required by law. Mr. Mitchell stated Land Use Attorneys with the University of North Carolina at Chapel Hill (UNC) School of Government (SOG) state administrators of a city cannot arbitrarily decide what audience it chooses to notify. He noted the department follows General Statues as well as local notification Ordinances. He clarified that staff will educate the developer and provide examples of possible oppositions. He noted if oppositions are abundant, staff would suggest the developer hold a neighborhood meeting, and he clarified the petitioner is responsible for assembling a neighborhood meeting.

Councilmember Sheffield asked about the zoning of 2270 and 2290 Statesville Boulevard. Mr. Mitchell explained the difference in commercial and residential areas. Councilmember Sheffield asked about a large buffer yard. Mr. Mitchell stated if the rezoning is approved, and the church decided to sell or rebuild, the F2-type buffer would be required. Councilmember Sheffield asked if two, F2-type buffers were required since one already exists on the site. Mr. Mitchell explained the differences in zoning types, and he pointed out a conditional rezoning is more detailed. Councilmember Sheffield asked if the Planning Board recommended the rezoning. Mr. Mitchell stated the Planning board did recommend the rezoning.
Councilmember Alexander commented that the petitioner expressed the need for an electronic sign, and she asked how the rezoning was selected for this property. Councilmember Alexander then asked if the Sign Ordinance could be revisited so churches do not have to obtain an HB rezoning petition to install an electronic sign. Mr. Mitchell stated staff performed an analysis on that same theory before the request was brought to Council, and he pointed out the newly adopted Sign Ordinance and policy was set by a committee. He pointed out electronic sign installations are in the City’s future, and he noted City policy allows signs to be approved in areas of nonresidential boulevards. He noted State law prohibits the writing of a law for users, and he explained laws are written for the areas. He commented a revision to the existing Sign Ordinance, which is written for zones, would suggest electronic signs are allowed in all general residential areas. He noted it would be a greater shift in a policy than a rezoning. He explained the church is zoned HB along the east side of the property and is located on a main five lane thoroughfare. He commented residential zonings in the area are projected to dissipate with future development. He commented the analysis concluded a rezoning to be the best outcome for current and future development.

Mayor Pro Tem Post asked about the property to the west that is zoned as GR-6 and if it would allow a church to build on the site. Mr. Mitchell stated the only type of nonresidential development allowed in residential zones are churches and schools. Mayor Pro Tem Post asked if there was an institutional or campus zoning that would allow the use of an electronic sign. Councilmember Alexander commented Catawba and Livingstone Colleges have electronic signs, and she asked why not rezone from GR to Institute Campus (IC). Mr. Mitchell noted the IC zoning is available and a natural buffer is currently on the property.

(b) Mayor Heggins convened a public hearing, after due notice thereof, to receive comments regarding Z-01-2018.

Mr. Rodney Queen commented he previously served on the Planning Board. He stated the location is ideal for HB rezoning. He commented the backside of the property drops off which could cause problems for future development. He commented churches should be allowed to have electronic signs and the Sign Ordinance should be revisited.

Mr. Duran Merrell stated he is a member of Maranatha Bible Church, and he pointed out part of the property is already zoned HB. He commented the zoning was brought to his attention when the church submitted an application for an electronic sign.

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

Councilmember Miller commented the property is considered split-zoned and has future business development. Councilmember Miller noted he served on the Planning Board and a small study was performed to retain the residential aspect of the area, and he asked staff to review the study. Mr. Mitchell stated staff would revisit the study prepared for the area.

Councilmember Sheffield stated the property is a gateway into the City and she supports the proposed rezoning.
Councilmember Miller stated the City Council hereby finds and determines that adoption of an Ordinance to rezone the property described herein, as requested, is reasonable, in the public interest, and not inconsistent with the goals, objectives, and policies of the Vision 2020 Comprehensive Plan because according to the presented petition, site characteristics, surrounding development patterns, and observations provided by city planning staff, there are no policies in direct opposition to the petition. Thereupon, Councilmember Miller made a motion to adopt an Ordinance amending the Land Development District Map of the City of Salisbury, North Carolina, rezooming 2320 Statesville Boulevard from General Residential District to Highway Business District. Councilmember Alexander seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voted AYE. (5-0)

ORDINANCE AMENDING THE LAND DEVELOPMENT DISTRICT MAP OF THE CITY OF SALISBURY, NORTH CAROLINA, REZONING 2320 STATESVILLE BOULEVARD FROM GENERAL RESIDENTIAL DISTRICT TO HIGHWAY BUSINESS DISTRICT.

(The above Ordinance is recorded in full in Ordinance Book No. 27 at Page No.7, and is known as Ordinance 2018-07.)

PUBLIC COMMENTS

Mayor Heggins opened the floor to receive public comments.

Mr. Ronnie Smith commended Council for its leadership. He referenced an article in the Salisbury Post that highlighted City employees, and he thanked Salisbury Public Services Department for its service during the recent winter weather. He asked Council to support the Rowan County Vietnam Veterans project.

Mr. Duran Merrell commended Council for its consideration to the rezone property located at 2320 Statesville Boulevard.

Mr. Marvin Jones stated he had difficulty accessing the Council Agenda on the City’s website, and he asked if backup information for agendas could be provided to the public.

Mayor Heggins asked City Clerk Diane Gilmore about the Agenda. Ms. Gilmore stated the Agenda was placed on the website the previous Wednesday.

Mr. Tenkomenin Crowder expressed concerns regarding the protest Ordinance, and he stated he did not understand the process of the Ordinance. He asked Council if the statue at the intersection of Innes and Church Streets could be moved.

Mr. Douglas Ishau shared information regarding an electronic pet leash. He read sections of Rowan County’s Ordinance that pertained to the restraint of an animal.

Ms. Renee MacNutt commented about the previous rezoning request. She stated she hopes Council will consider the need for a Spanish translator at Council meetings.
Mayor Heggins noted the need for a Spanish translator for Council meetings is currently being addressed.

Mr. Todd Paris commended Council for its support to the community, and he commented Council Chambers are more inviting since its repainting. He suggested using façade money toward installing downtown security cameras.

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

**LAND DEVELOPMENT DISTRICT MAP Z-04-2018 – 400 BLOCK OF BRINGLE FERRY ROAD AND EAST LAFAYETTE STREET**

Development and Code Services Manager Preston Mitchell addressed Council regarding Land Development Ordinance (LDO) District Map Amendment Z-04-2018. He pointed out the proposed rezoning is for vacant lots located at 405 Bringle Ferry Road and 424 East Lafayette Street at the intersection of Bringle Ferry Road and Long Street. He noted the request is to rezone the four parcels from Urban Residential (UR) District to Corridor Mixed-Use (CMX) District. He stated the petitioner is Mr. Joel Flores.

Mr. Mitchell explained the property at 424 East Lafayette Street was involved in a Code Enforcement minimum housing case that was resolved by Mr. Flores. He noted the structure at 405 Bringle Ferry Road partially burned and Mr. Flores may remove it at a later date.

Mr. Mitchell reviewed permitted uses under CMX zoning, and he pointed out if the properties were redeveloped a 15-foot buffer would be required along the property line that extends to the homes located at 430 East Lafayette Street, 714 North Shaver Street and 437 Bringle Ferry Road.

Mr. Mitchell stated all required notifications have been met. He explained the request is to extend CMX zoning across the four parcels owned by Mr. Flores. He noted staff recommends the request is not inconsistent with the Vision 2020 Plan and not inconsistent with the Park Avenue Neighborhood Plan. He pointed out the block being considered for rezoning has no policies in objection or support of the proposed rezoning. He indicated Planning Board supported the rezoning, and it discussed how the proposed rezoning would affect the three remaining residential properties. He noted single family residential use is permitted in CMX zoning, but if the CMX zoning is approved it could put pressure on the three remaining residential properties to rezone in the future.

Councilmember Miller asked about the width of the lots involved in the rezoning. Mr. Mitchell noted the lots are 50 feet wide. Councilmember Miller pointed out a 15-foot buffer on a 50-foot lot could impact what could be constructed on the property. Mr. Mitchell referenced the Landscape Alternate Methods of Compliance, and he indicated the landscape buffering could be pushed to the corners of the property. He commented the 15-foot buffering would impact the property, but would not make it undevelopable.
Mr. Mitchell noted Mr. Flores is in the audience, but he may not reveal how he plans to use the property. He added Mr. Flores operates the auto repair business located at 401 Bringle Ferry Road, but he does not own the property. He explained Mr. Flores purchased the properties to be rezoned and is planning to expand his business.

Councilmember Sheffield asked why the properties proposed for rezoning were excluded from the Park Avenue Neighborhood Plan. Mr. Mitchell pointed out CMX zoning and heavy commercial usage exist at the intersection of Bringle Ferry Road and Long Street. He indicated the drafters of the Park Avenue Neighborhood Plan may have acknowledged the industrial and commercial buildings with the possibility of redevelopment of the properties in the future. He added the focus of the plan was preservation and protection of housing stock in the community.

Mayor Heggins convened a public hearing, after due notice thereof, to receive comments regarding Z-04-2018.

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

Mayor Pro Tem Post asked Mr. Mitchell if he is allowed to reveal what type of business would be constructed on the lots proposed for rezoning. Mr. Mitchell stated a used car lot could be constructed on the property, but he cautioned the petitioner may change the property usage.

Councilmember Alexander asked if fencing would be included in the rezoning requirements to protect the residential houses surrounding the property. Mr. Mitchell pointed out design considerations are not allowed in a general rezoning. Councilmember Alexander asked if a Conditional District (CD) Overlay would be better suited for this situation.

Councilmember Miller stated he does not have a problem with the rezoning, but he expressed concerns regarding the buffer requirement. Councilmember Miller pointed out the Alternate Design Methods would not separate the properties with a 15-foot buffer. Councilmember Miller suggested a CD Overlay that would require a fence instead of a 15-foot buffer be considered, and he asked if the petitioner would have to agree to requirements. Mr. Mitchell noted the petitioner would have to agree to the requirement, and he pointed out a CD-Overlay would include a site plan. He noted the project is in the design phase.

Councilmember Alexander agreed with Councilmember Miller. Mayor Pro Tem Post asked if Mr. Flores is aware of the 15-foot buffer requirement.

Mayor Heggins reconvened the public hearing and invited Mr. Flores to address Council.

Mr. Joel Flores explained he purchased the properties to expand his business. He stated he operates an auto repair shop, and the properties would provide additional room for the business to expand. He added he does not have a building plan at this time.

Mayor Pro Tem Post asked Mr. Flores if he is aware of the 15-foot buffer requirement for CMX zoning. Mr. Flores stated he understands the buffer requirements. He pointed out the rezoning is what he needs at this time, and his need may change in the future. Councilmember
Alexander clarified Mr. Flores will be unable to use the parcels for his business if the pavement and buffer requirements are not met.

Councilmember Miller recommended creating a Council Committee to work with Mr. Flores. Mayor Pro Tem Post asked Mr. Flores if he is willing to work with a Committee to determine what is mutually best for his business and the City. Mr. Flores agreed to wait for a recommendation from the Council Committee.

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

Thereupon, Councilmember Miller made a motion to send the item to a Council Committee with the intent to return to Council at its next meeting. Councilmember Sheffield seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voted AYE. (5-0)

Mayor Pro Tem Post and Councilmember Miller agreed to serve on the Council Committee.

RECESS

Mayor Heggins made a motion to take a ten minute recess and all Councilmembers in attendance agreed unanimously to recess.

The meeting reconvened at 7:08 p.m.

LAND DEVELOPMENT ORDINANCE TEXT AMENDMENT TA-07-2017 – BUILDING CLADDING

Development and Code Services Manager Preston Mitchell addressed Council regarding Land Development Ordinance (LDO) Text Amendment TA-07-2017. He explained the request would revise Chapter 5 of the LDO related to building cladding. He noted Planning Board considered the recommendation at its November 2017 meeting and recommended unanimous approval.

Mr. Mitchell explained the North Carolina General Assembly adopted Bill NCSL 2015-86 which removed design control decisions from local municipalities, specifically related to single family homes. He noted the request before Council is to repeal all of the building, siding, window and roofing materials and construction methods from the LDO.

Councilmember Miller clarified staff is proposing to remove the language from the Ordinance because it can no longer be enforced due to changes in the State law. Mr. Mitchell agreed.
Mayor Heggins convened a public hearing, after due notice thereof, to receive comments regarding TA-07-2017.

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

Mayor Pro Tem Post pointed out the City must comply with State law. Councilmember Alexander noted North Carolina Building Code includes building material quality standards.

Councilmember Miller stated the City Council hereby finds and determines that adoption of an Ordinance to amend the Land Development Ordinance of the City of Salisbury as underlined or stricken herein is reasonable, in the public interest, and is not inconsistent with the goals, objectives, and policies of the Vision 2020 Comprehensive Plan because according to the proposed amendment there are no policies directly supported by or in objection to the proposal. Thereupon, Councilmember Miller made a motion to adopt an Ordinance amending Chapter 5 (Building Types and Standards) of the Land Development Ordinance of the City of Salisbury, North Carolina related to Residential and Commercial Building Cladding. Councilmember Alexander seconded the motion. Mayor Heggins, and Councilmembers Alexander, Miller, and Sheffield voted AYE. Mayor Pro Tem Post voted NAY. (4-1)

ORDINANCE AMENDING CHAPTER 2 (DISTRICTS), CHAPTER 3 (ADDITIONAL USE STANDARDS), AND CHAPTER 18 (DEFINITIONS) OF THE LAND DEVELOPMENT ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA, RELATED TO HOME OCCUPATIONS AND OTHER ADDITIONAL USE STANDARDS.

(The above Ordinance is recorded in full in Ordinance Book No. 27 at Page No. 8-11, and is known as Ordinance 2018-08.)

LAND DEVELOPMENT ORDINANCE TEXT AMENDMENT TA-06-2017 – PUBLIC NOTIFICATIONS

Development and Code Services Manager Preston Mitchell addressed Council regarding a proposed change to the Land Development Ordinance (LDO) Text Amendment T-06-2017 to revise Chapter 15 of the LDO related to Public Notifications. He explained North Carolina General Statutes require municipalities to notify the petitioner, the property owner involved and immediate adjoining properties of rezoning’s and text amendments. He noted the City extends the notifications by 100 feet. He noted the request before Council would clarify public notification requirements.

Mr. Mitchell reviewed section 15.3 Item B of the LDO, and he noted staff recommends removing the required public notifications at City Hall. He explained there is no statutory mandate to post individual items on City Hall doors or windows. He pointed out Council and Boards and Commissions agendas that list specific items to be covered during the meeting are posted on the City’s website and this meets statutory obligations.
Mr. Mitchell then reviewed section 15.2 Item E, and he noted staff proposes a change to the LDO to include third-party petitions to meet State requirements. He indicated third-party petitions and rezoning petitions require a certified letter be sent to the property owner. He commented it is a State law that needs to be added to the LDO.

Mr. Mitchell also reviewed section 15.3.1, and he indicated staff proposes a change be made to notifications for courtesy hearing held at Planning Board meetings. He explained public hearings held at City Council meetings are required by State law and courtesy hearings held at Planning Board meetings are not required by State law. He stated the proposal is for notifications for Planning Board courtesy hearings to be similar to City Council notifications and include a sign posted on the property, and a first-class mailed notification to the petitioner, the property owner and the owners of adjoining properties. He commented the Planning Board notification would satisfy State law, and he pointed out Council notifications extend 100-feet beyond the requirement.

Mayor Pro Tem Post asked if first-class mail notifications listed in Section 15.3.1 would take the place of registered letters. Mr. Mitchell clarified Section 15.3.1 refers to public notices for Planning Board only, and he added a registered letter is required for Council meeting notifications.

Councilmember Miller clarified if he makes a request to rezone someone else’s property, and he is going before Planning Board, a certified letter is not required, but if the item is being addressed by Council a certified letter is required. Mayor Pro Tem Post agreed. Councilmember Miller suggested the text amendment include Sections C, D, and E as it would cover all mailing notifications requirements for third-party notifications. Mr. Mitchell agreed to include sections C, D and E in the request.

(b) Mayor Heggins convened a public hearing, after due notice thereof, to receive comments regarding TA-06-2017.

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

Councilmember Miller stated the City Council hereby finds and determines that adoption of an Ordinance to amend the Land Development Ordinance of the City of Salisbury as underlined or stricken herein is reasonable, in the public interest, and is not inconsistent with the goals, objectives, and policies of the Vision 2020 Comprehensive Plan because according to the proposed amendment there are no policies directly supported by or in objection to the proposal. Thereupon, Councilmember Miller made a motion to adopt an Ordinance amending Chapter 15 (Development Process) of the Land Development Ordinance of the City of Salisbury, North Carolina related to Public Notifications for Board, Commission, or Council meetings and in Section 15.3.1 in the second paragraph to include Section E as well and with the clarification that the word “of” be added to the last sentence of Section 15.3, subsection D. Mayor Pro Tem Post seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voted AYE. (5-0)
ORDINANCE AMENDING CHAPTER 15 (DEVELOPMENT PROCESS) OF THE LAND DEVELOPMENT ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA RELATED TO PUBLIC NOTIFICATIONS FOR BOARD, COMMISSION, OR COUNCIL MEETINGS

(The above Ordinance is recorded in full in Ordinance Book No. 27 at Page No. 12-14, and is known as Ordinance 2018-09.)

BOARDS AND COMMISSIONS

Community Appearance Commission

Upon a motion by Councilmember Sheffield, seconded by Councilmember Miller. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Community Appearance Commission for a term to begin April 1, 2018:

Ms. Jane Creech Term Expires 3/31/21
Mr. Carlton Jackson, Jr. Term Expires 3/31/21

Greenway Committee

Upon a motion by Councilmember Alexander, seconded by Councilmember Miller. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Greenway Committee for a term to begin April 1, 2018:

Mr. Darryl Blackwelder Term Expires 3/31/21
Mr. Edward Hirst Term Expires 3/31/21
Ms. Lisa Wear Term Expires 3/31/21

Housing Advocacy Commission

Upon a motion by Councilmember Sheffield, seconded by Councilmember Alexander. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Housing Advocacy Commission for a term to begin April 1, 2018:

Ms. Greta Conner Term Expires 3/31/21
Ms. Jayne Helms Term Expires 3/31/21
Mr. Sean Meyers Term Expires 3/31/21

Mayor Heggins stated that Councilmember Sheffield, Council liaison to the Housing Advocacy Commission, confirmed that Ms. Conner wanted to be re-appointed to the commission.
Mayor Pro Tem Post asked if Ms. Greta Conner was eligible to serve on the Housing Advocacy Commission. Mayor Heggins stated Councilmember Sheffield confirmed Ms. Conner’s eligibility for reappointment. Councilmember Miller asked for clarification regarding the word eligible. Councilmember Sheffield stated she inquired about Ms. Conner’s eligibility with the Chair of the Housing Advocacy Commission and she confirmed Ms. Conner’s term limits would allow her to serve.

Human Relations Council

Upon a motion by Councilmember Sheffield, seconded by Councilmember Alexander. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Human Relations Council for a term to begin April 1, 2018:

- Ms. Annie Boone-Carroll
- Mr. Lorenzo Debose
- Ms. Linda Hunt

Term Expires 3/31/21

Hurley Park Advisory Board

Upon a motion by Councilmember Alexander, seconded by Mayor Pro Tem Post. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Hurley Park Advisory Board for a term to begin April 1, 2018:

- Ms. Kathryn Davis
- Ms. Laura Thompson

Term Expires 3/31/21

Parks and Recreation Advisory Board

Upon a motion by Councilmember Alexander, seconded by Councilmember Miller. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Parks and Recreation Advisory Board for a term to begin April 1, 2018:

- Mr. Roy Bentley
- Mr. John Brunton
- Mr. Windsor Eagle

Term Expires 3/31/21
Planning Board

Upon a motion by Mayor Pro Tem Post, seconded by Councilmember Miller. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Planning Board for a term to begin April 1, 2018:

- Mr. Cress Goodnight  Term Expires 3/31/21
- Mr. Jon Post  Term Expires 3/31/21

Transportation Advisory Board

Upon a motion by Councilmember Alexander, seconded by Mayor Pro Tem Post. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following re-appointment was made to the Transportation Advisory Board for a term to begin April 1, 2018:

- Ms. Wendy Brindle  Term Expires 3/31/21
- Ms. Cynthia Kaminski  Term Expires 3/31/21
- Mr. Gary Price, Jr.  Term Expires 3/31/21
- Ms. Laura Schmidt  Term Expires 3/31/21

Mayor Heggins asked Council to consider additional time for Council liaisons to consult with staff liaisons regarding recommendations for new Boards and Commissions appointments.

Mayor Pro Tem Post commented that the Planning Board has a total of twelve seats with two seats appointed by the Rowan County Board of Commission as a part of the Extraterritorial Jurisdiction (ETJ) that extends one mile outside of the City limits due to the chance of annexation. He commented cities are not able to conduct voluntarily annexation. He suggested Council have a discussion regarding the need for ETJ members on the Planning Board. Development and Code Services Manager Preston Mitchell stated a few cities are revoking their ETJ boundaries. He noted he would like to confer to the University of North Carolina (UNC) at Chapel Hill School of Government (SOG) for additional information on the ETJ Representation and also have additional conversation with Planning Director Janet Gapen. He asked that Council allow current ETJ members to remain active past their terms until Council has further decision regarding the ETJ member’s seats.

Councilmember Miller expressed the need for candidates on the Planning Board. He stated the Planning Board has two vacant City residential seats and term limits expire on March 31, 2018. He suggested Council fill the vacant seats with what has been presented, and Council may provide an extension as needed. Mayor Pro Tem Post asked if the ratio would change. Mr. Mitchell stated the ratio could change and the City could sustain a rollback of 1,700 acres of land that would not affect voluntary annexations. Councilmember Miller requested staff bring a report to Council regarding potential effects of the removal of ETJ Representation on City Boards and with the Planning Department’s recommendations regarding the ETJ membership removal. Mr. Mitchell agreed he would return to Council with the requested information.
CITY MANAGER’S COMMENTS

(a) Downtown Occupancy Rate

City Manager Lane Bailey commented the Downtown occupancy rate is 89.4%.

(b) Fibrant Update

City Manager Lane Bailey addressed Council regarding Fibrant. He noted in November 2016 the City partnered CTC Technology and Energy a consulting firm based in Washington, D.C., that provides expertise and financial guidance for public sector communication networks such as Fibrant. He indicated the City worked with CTC to help find a solution for Fibrant and issued a request for proposals (RFP) for broadband providers in January 2017. The RFP stated the City’s interest in a third-party provider for an arrangement that would enhance the Fibrant service in the community. He stated the City was flexible in the types of public and private proposals and he noted the City looked at sell, lease, and management agreements. He commented collect 14 responses from interested investors.

Mr. Bailey announced Hotwire Communications is the firm the City will continue to advance with. He noted Hotwire Communications is a privately owned fiber optic tele provider in Pennsylvania, New York, New Jersey, Ohio, Florida, Georgia, and North Carolina. He stated a long-term lease is in progress and there is a need to refinance the tax-exempt financing. He stated he had conversations with State Treasurer regarding support to move forward with the lease. He requested Council to consider approving a resolution to authorize the City Attorney and City Manager to move forward and create a text draft to send to the Board of Elections that meet requirements to hold a referendum in May. He commented PC Magazine and Netflix ranked Hotwire as the Nation’s fastest major internet provider. He stated there is a deadline to get the Resolution to the Board of Elections.

Thereupon, Mayor Pro Tem Post made a motion to adopt a Resolution authorizing City Manager, in consultation with the City Attorney, to prepare the proposed text of the ballot for such vote and submit the same to the County Elections Director on or before February 22, 2018, and request that the measure be placed on the May 8, 2018, election ballot and to take such further actions consistent with these resolutions as the City Manager determines to be necessary or appropriate in connection with such.

Mayor Heggins asked if Council would have an opportunity to review the text before it is submitted to the Board of Elections. Mr. Bailey commented Council would have an opportunity to review the submission, and he indicated Hotwire Communications does not have to be specifically listed on the ballot. Mayor Heggins asked if copies of the Resolution would be made available to the public. Mr. Bailey noted copies of the Resolution will be available to the public. Mayor Heggins thanked Mr. Bailey for his work on the project.

Councilmember Alexander seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voted AYE. (5 -0)
RESOLUTION AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO PREPARE THE PROPOSED TEXT OF THE BALLOT FOR SUCH VOTE AND SUBMIT THE SAME TO THE COUNT TO THE COUNTY ELECTIONS DIRECTOR ON OR BEFORE FEBRUARY 22, 2018, AND REQUEST THAT THE MEASURE BE PLACED ON THE MAY 08, 2018, ELECTION BALLOT AND TAKE SUCH FURTHER ACTIONS CONSISTENT WITH THESE RESOLUTIONS AS THE CITY MANAGER DETERMINES TO BE NECESSARY OR APPROPRIATE IN CONNECTION WITH SUCH VOTE.

(The above Resolution is recorded in full in Resolution Book No. 15 at Page No. 5, and is known as Resolution 2018-04.)

COUNCIL COMMENTS

Councilmember Miller requested Council set a date for the Special Event Permit Committee to meet. He suggested February 13, 2018 at 5:00 p.m., and he stated the purpose of the committee is to separate the Special Permit and Free Speech sections of the Ordinance into two separate sections. Councilmember Miller indicated the first meeting would set a course for future meetings. City Manager Lane Bailey pointed out the problematic issues that have been in the Ordinance regarding free speech have existed for many years. Councilmember Sheffield requested everyone who previously participated in the discussions be involved in the current meetings. Councilmember Miller agreed.

Councilmember Sheffield thanked Mr. Bailey and staff for their work to find a solution for Fibrant and keeping citizens informed. Councilmember Sheffield stated citizens are concerned about the changes in their garbage service. She pointed out the City has also recently dealt with inclement weather which caused a backup in garbage services and street sweeping. Councilmember Sheffield asked Mr. Bailey to provide a department update at the next Council meeting. Mr. Bailey agreed. Councilmember Sheffield thanked Mayor Pro Tem Post and Councilmember Miller for serving on the Special Event Committee.

Councilmember Alexander expressed concerns regarding the Goal Setting Retreat, and she requested Council meet and determine what would be included in the upcoming Retreat. Councilmember Alexander suggested Councilmembers review previous goals and projects, and she pointed out Council goals affect the City’s budget. Mayor Heggins agreed that Council should meet to establish an agenda for the Goal Setting Retreat, and she suggested Council meet Tuesday, February 20, 2018 at 4:00 p.m. before the regularly scheduled Council meeting.

MAYOR PRO TEM COMMENTS

Mayor Pro Tem Post referenced the Holiday Caravan Parade, and he asked Council to consider the possibility of the City taking ownership or joint ownership with Spencer. Mayor Pro Tem Post commented the City has a considerable investment in the parade, and he noted the Holiday Caravan Parade was previously owned by the Merchants Association.
Mayor Pro Tem Post indicated at a previous meeting he inquired about the cost of providing Wi-Fi access to certain neighborhoods in the City. Mayor Pro Tem Post pointed out 13% of Salisbury High School students have access to Wi-Fi at home and most of the text books are provided online.

Mayor Pro Tem Post noted Hackathon will take place on April 21, 2018 in Council Chambers and the goal is to have 15 teams from five cities in four states participate in the event which will showcase Fibrant, Hotwire Communications and the talent of local students.

MAYOR’S COMMENTS

Mayor Heggins stated she recently attended the Mayors Innovation Project in Washington, D.C. with Mayor Pro Tem Post, and she reviewed topics that were discussed at the Conference. Mayor Heggins referenced a change to the Agenda format, and she stated she hopes citizen’s find the new format to be helpful. Mayor Heggins noted the City Council Meeting Agenda Request Form has also been revised and is now available to the public. Mayor Pro Tem Post indicated making the agenda request available to the public may be against State Statute regulations, and he noted the public has to go through a Councilmember to submit an item for the Council Agenda. Mayor Heggins stated the Agenda Submission Forms are submitted to Council. Councilmember Alexander requested clarification regarding the public agenda form submittal. Mayor Heggins noted she would provide additional clarification regarding the Agenda Request Form. She thanked Council and staff for all they do for the City, and she recognized Mr. Bailey for his work with Fibrant.

ADJOURNMENT

Motion to adjourn the meeting was made by Mayor Pro Tem Post seconded by Councilmember Sheffield. All Council members in attendance agreed unanimously to adjourn. The meeting was adjourned at 8:36 p.m.

____________________________________
Al Heggins, Mayor

____________________________________
Diane Gilmore, City Clerk
Please Select Submission Category:  □ Public  □ Council  □ Manager  □ Staff

Requested Council Meeting Date:  03/06/2018

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

Name of Presenter(s):  Vickie Eddleman

Requested Agenda Item:  Council to adopt an Ordinance to Reduce the Speed Limit on West Bank Street to 20 mph from Messner Street to Grimm Street.

Description of Requested Agenda Item:

The basic speed limits in North Carolina are set per NCGS 20-141; they are 35 mph for streets inside cities and 55 mph for streets outside cities (of course, both cities and DOT can increase or decrease speed limits based on standards and procedures set out in the section). It was brought to staff's attention that the historically posted speed limit of 20 mph was not in the published City Code of Ordinances for the portion of West Bank Street between Messner Street and Grimm Street. This portion of the street includes a school, a public park, and other public facilities which target our youth. This roadway has been posted 20 mph for at least the duration of my tenure with the City, approximately 18 years. This request will make the City Code of Ordinances match the existing situation. Over the last couple of years we have had calls from residents, parents, and the school in regards to speeding. The 20 mph speed zone cannot be enforced until it is listed officially in the City Code of Ordinances.

Attachments:  □ Yes  □ No

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

There is no budgetary impact related to this ordinance.

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

Council action will be to adopt an ordinance amending Section 13-336 of the City Code, establishing 20 mph on a portion of West Bank Street.

Contact Information for Group or Individual:

Vickie Eddleman (704) 638-5213

□ 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)
AN ORDINANCE AMENDING SECTION 13-336, ARTICLE X, CHAPTER 13 OF THE CODE OF THE CITY OF SALISBURY, RELATING TO SPEED LIMITS—GENERALLY.

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

Section 1. That Section 13-336, Article X, Chapter 13 of the code of the city of Salisbury, be and the same is hereby amended by the following:

<table>
<thead>
<tr>
<th>Street</th>
<th>Extent</th>
<th>Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>West Bank St.</td>
<td>From Messner St to Grim St</td>
</tr>
</tbody>
</table>

Section 2. That all ordinances, or the parts of ordinances in conflict with this ordinance, are hereby repealed to the extent of such conflict.

Section 3. That this ordinance shall be effective upon adoption by the City of Salisbury from and after its passage.”

CITY OF SALISBURY
P.O. BOX 479, SALISBURY, NORTH CAROLINA 28145-0479
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  03/06/2018

Name of Group(s) or Individual(s) Making Request:  Engineering & Salisbury Police Department

Name of Presenter(s):  Vickie Eddleman & Sgt. Patrick Smith

Requested Agenda Item:  Council to adopt an Ordinance declaring temporary road closures for the Salisbury Police Department Foot Pursuit 5K event.

Description of Requested Agenda Item:
   The North Carolina Department of Transportation (NCDOT) has a special events policy which requires municipalities to adopt an ordinance declaring temporary road closures for sponsored events, such as parades, which take place on State maintained roadways.
   The request before you is for a temporary road closure on North Main Street for the Salisbury Police Department Foot Pursuit 5K event to be closed on May 12, 2018. The portion of North Main Street between Council Street and Miller Street will begin on Saturday, May 12, 2018 at 6:45 p.m and will re-open at 8:45 p.m. the same day. The ordinance will become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide vehicles around the event.

Attachments:  □ Yes  □ No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)
   There is no budgetary impact related to this ordinance.

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)
   Council action will be to adopt an Ordinance declaring a temporary road closure on North Main Street between Council and Miller Streets for the Salisbury Police Department Foot Pursuit 5K event.

Contact Information for Group or Individual:
Vickie Eddleman (704) 638-5213; Sgt. Patrick Smith (704) 216-8500

☑ 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
AN ORDINANCE DECLARING A TEMPORARY ROAD CLOSURE FOR
A SALISBURY POLICE DEPARTMENT FOOT PURSUIT 5K EVENT

WHEREAS, the City of Salisbury acknowledges the benefits of providing a Salisbury Police
Department Foot Pursuit 5K event to help visitors discover our beautiful city and for the pleasure
of its citizens and employees; and

WHEREAS, the Salisbury City Council acknowledges its citizens realize a financial benefit
from holding a Salisbury Police Department Foot Pursuit 5K; and

WHEREAS, the Salisbury City Council acknowledges such an event requires approximately
two hours to install signing and traffic control, host the event and remove signs, traffic control,
and litter.

NOW THEREFORE BE IT ORDAINED by the Salisbury City Council pursuant to the
authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the
day and time set for the below on the following described portion of a State Highway System
route:

2018 Cheerwine Festival event

Closure Description: North Main Street between Council Street and Miller
Street,
Dates & Times: Saturday, May 12, 2018 from 6:45 p.m. until 8:45 p.m.

This ordinance to become effective when signs are erected giving notice of the limits and times
of the event, and implementation of adequate traffic control to guide through vehicles around the
event.
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 6, 2018

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

Name of Presenter(s):  Wendy Brindle, City Engineer

Requested Agenda Item:  Council to consider concurrence for award of a construction contract in the amount of $718,296.00 for construction of a new roadway between Innes Street and Faith Rd, TIP Project U-5820B

Description of Requested Agenda Item:
In 2015, the City entered into a three-party agreement with NCDOT and SBBHAK, LLC for acceleration of TIP Project U-5820B, construction of a new multi-lane roadway from Innes Street to Faith Road. The agreement allows the developer to build the roadway ahead of NCDOT’s schedule and receive reimbursement from the City for the construction. The agreement guarantees 100% reimbursement of up to $1,100,000 to the City from NCDOT when TIP funds become available, currently anticipated to in 2020. In addition to the construction contract, NCDOT will also reimburse construction inspection fees. The developer provided, at his cost, the right-of-way and engineering design for the project. In order to proceed to the construction phase, both the City and NCDOT must concur with award of the construction contract.

Bids for construction of the project were received on February 26, 2018, with the following results:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Total Bid</th>
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<tr>
<td>Carolina Siteworks, Inc.</td>
<td>$718,296.00</td>
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<tr>
<td>Blythe Development Company</td>
<td>$816,409.45</td>
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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)

Costs will be reimbursed 100% by NCDOT when TIP funds become available, currently anticipated to be in 2020. Anticipated construction and inspection costs are covered in Engineering’s current budget at $850,000. There are two contracts related to this project – the contract mentioned above for $718,296 and a contract for $117,568 for construction inspection. The total of the two contracts is $835,864.

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)
Authorize City concurrence for Centerlane Innes Street, LLC (previously SBBHAK, LLC) to enter into a unit price contract with Carolina Siteworks, Inc, the apparent lowest responsive and responsible bidder, for $718,296.00 to construct TIP Project U-5820B, also subject to NCDOT approval.

Contact Information for Group or Individual:  Wendy Brindle, City Engineer  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:

S. Wade Furbee
Finance Manager Signature

Wendy OBrien
Department Head Signature

Anna Burger
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:
## BID FORM

**DESCRIPTION:** MULTILANE ROADWAY FROM SR 1006 (FAITH ROAD) TO US 52 (INNES STREET)  

**NOTES FOR GRADING ITEM BELOW:**  
- See attached "Addendum 1 to Bid Form-Grading (Lump Sum)" re: quantities for Grading Item in Bid Form  
- See attached "Addendum 2 to Bid Form-No Haul Off of Excess Soil". No haul off of excess soil is to occur. All excess soil will be placed on the adjacent parcel bearing Parcel ID #070 118. This project entails no grading on the adjacent parcel bearing Parcel ID #070 118.

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<tr>
<th>NUMBER</th>
<th>ITEM</th>
<th>SECTION NO.</th>
<th>ROADWAY ITEMS</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT BID PRICE</th>
<th>TOTAL AMOUNT BID</th>
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Estimated Total: $718,296.00
# BID FORM

**PROJECT NAME**: MULTILANE ROADWAY FROM SR 1006 (FAITH ROAD) TO US 52 (INNES STREET)  
**DESCRIPTION**: MULTILANE ROADWAY FROM SR 1006 (FAITH ROAD) TO US 52 (INNES STREET)  
**DATE**:  
**NOTES FOR GRADING ITEM BELOW**:  
- See attached "Addendum 1 to Bid Form-Grading (Tump Sum)" re: quantities for Grading Item in Bid Form  
- See attached "Addendum 2 to Bid Form-No Haul Off of Excess Soil". No haul off of excess soil to is to occur. All excess soil will be placed on the adjacent parcel bearing Parcel ID #070 118. This project entails no grading on the adjacent parcel bearing Parcel ID #070 118.  

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**Total:** $8,798,469.95
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 6th, 2018

Name of Group(s) or Individual(s) Making Request:  Dixonville-Lincoln Memorial Project Task Force

Name of Presenter(s):  Alyssa Nelson (staff), Emily Perry (chair)

Requested Agenda Item:  Council to award the bid for the Dixonville Memorial Walk Project to Unit Paving Inc. in the amount of $251,890.

Description of Requested Agenda Item:

The Dixonville-Lincoln Memorial Project Task Force received (2) bids for the Dixonville Memorial Walk Project. This project involves the installation of patterned sidewalks, framed granite steps and engraved granite monuments along Old Concord Road. The first round of bids were received on Tuesday, November 21, 2017 and the rebids were received on December 19, 2017. All bids received came in over budget, Unit Paving Inc. was the low bidder. The Dixonville-Lincoln Memorial Project Task Force along with the help from City staff has negotiated with Unit Paving Inc. to reduce the scope of the project. The Dixonville-Lincoln Memorial Project Task Force recommends awarding a contract to Unit Paving Inc. for the Dixonville Memorial Walk Project in the amount of $251,890.

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 contract amount of $251,890 is over budget. The current budget amount is $200,000 with $7,791 of paid expenses year to date. The Dixonville-Lincoln Memorial Task Force has raised an additional $23,045 toward this project. This leaves a budget deficit of $36,636 which will be covered by other unspent special projects in Community Planning.

Action Requested of Council for Agenda Item:  Council to award the bid for the Dixonville Memorial Walk Project to Unit Paving Inc. for the amount of $251,890.

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:

S. Wade Forbes
Finance Manager Signature

Department Head Signature

Anna Bump
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:
Requested Council Meeting Date: March 6, 2018

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

Name of Presenter(s): Shannon Moore

Requested Agenda Item: Council to consider awarding a contract to Elliott Davis, PLLC for auditing services for Fiscal Year ending June 30, 2018.

Description of Requested Agenda Item: In 2016 the City entered into a four-year agreement with Elliott Davis, PLLC for auditing services. The fiscal year ending June 30, 2018, will be the third year of that agreement. The audit fee will be $33,300 for FY18. That represents a $700 increase (2.15%) increase from FY17.

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: Award a contract to Elliott Davis, PLLC for auditing services for Fiscal Year ending June 30, 2018.

Contact Information for Group or Individual: Shannon Moore or Wade Furches

☐ 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:
LGC-205 (Rev. 2018)

CONTRACT TO AUDIT ACCOUNTS

Of__________________________________________
City of Salisbury
Primary Government Unit
__________________________________________
Salisbury Tourism and Cultural Development Commission
Discretely Presented Component Unit (DPCU) if applicable

On this _________ ___ day of ________ ________, 2018

Auditor: ____________________________ Auditor Mailing Address: 5410 Trinity Rd, Suite 320
Elliott Davis, PLLC Raleigh, NC 27607
Hereinafter referred to as The Auditor

and____________________________________ (Governing Board(s)) of ______________________
City of Salisbury (Primary Government)
and Salisbury Tourism and Cultural Development, hereinafter referred to as the Governmental Unit(s), agree as follows:

1. The Auditor shall audit all statements and disclosures required by accounting principles generally accepted in the United States of America (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s) for the period beginning _______ ________ , 2017, and ending _______ ________ , 2018. The non-major, combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with auditing standards generally accepted in the United States of America. The Auditor shall perform the audit in accordance with Government Auditing Standards if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board). County and Multi-County Health Departments: The Office of State Auditor (OSA) will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on Eligibility Determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity’s Auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unqualified opinion being rendered. If during the process of conducting the audit the Auditor determines that it will not be possible to render an unqualified opinion on the financial statements of the unit, the Auditor shall contact the SLGFD staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on **October 31, 2018**. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards ( Clarified). The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval.

The invoices shall be sent via upload through the current portal address: [http://nettreasurer.slgfd.leapfile.net](http://nettreasurer.slgfd.leapfile.net) Subject line should read “Invoice – [Unit Name]. The PDF Invoice marked ‘approved’ with approval date shall be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Government shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on Fees page.) This does not include fees for any Pre-Issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item #12).

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall submit to the SLGFD either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue
bond rate covenant. Additionally, the Auditor shall submit to the SLGFD simultaneously with the Governmental Unit’s audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management’s Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit or required for full disclosure under the law, and (d) the Auditor’s opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the fiscal year end.

12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to the SLGFD. The pre-issuance review report shall accompany the audit report upon submission to the SLGFD.

13. The Auditor shall electronically submit the report of audit to the SLGFD as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit report Reissuance form. These audited financial statements, excluding the Auditors’ opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If the SLGFD determines that corrections need to be made to the Governmental Unit’s financial statements, those corrections shall be provided within three days of notification unless another deadline is agreed to by the SLGFD.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the SLGFD.

The SLGFD’s process for submitting contracts, audit reports and invoices is subject to change. Auditors shall use the submission process in effect at the time of submission. The most current instructions will be found on our website: [https://www.nc treasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx](https://www.nc treasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx)

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload the amended contract is [http://nc treasurer.slgf.leansite.net](http://nc treasurer.slgf.leansite.net) No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit shall be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses shall not be accepted by the SLGFD.

17. Special provisions should be limited. Please list any special provisions in an attachment.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

19. The contract shall be executed, pre-audited, physically signed by all parties including Governmental Unit and the Auditor and then submitted in PDF format to the Secretary of the LGC. The current portal address to upload the contractual documents is http://nctreasurer.slgfd.leanfile.net. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2017. These instructions are subject to change. Please check the NC Treasurer’s web site at https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx for the most recent instructions.

20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

22. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item #16 for clarification).
** FEES – PRIMARY GOVERNMENT **

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For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is $24,975

** FEES – DPCU (IF APPLICABLE) **

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For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is $2700

** NA if there is to be no interim billing **
Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Elliott Davis, PLLC

By Thomas J. McNeil
Authorized Audit firm representative: Type or print

Signature of authorized audit firm representative
Date January 19, 2018

Email Address of Audit Firm

Governmental Unit Signatures:
City of Salisbury

By Alvena Heggins
Mayor/Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board
Date

By NA
Chair of Audit Committee: Type or print name

Signature of Audit Committee Chairperson
Date NA

** If Governmental Unit has no audit committee, mark this section "N/A"

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

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

By Shannon Moore
Primary Government Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature
Date
(Pre-audit Certificate must be dated)

smoore@salisburync.gov
Email Address of Finance Officer

Date Primary Government Governing Body
Approved Audit Contract - G.S. 159-34(a)

***Please provide us the most current email addresses available as we use this information to update our contact database***
Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:
Salisbury Tourism and Cultural Development Commission
Name of Discretely Presented Component Unit

By
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board
Date

By NA
Chair of Audit Committee: Type or print name

Signature of Audit Committee Chairperson
Date NA

** If Governmental Unit has no audit committee, mark this section "N/A"

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By
DPCU Finance Officer: Type or print name

DPCU Finance Officer Signature
Date
(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

***Please provide us the most current email addresses available as we use this information to update our contact database***

Page 7 of 9
Steps to Completing the Audit Contract

1. Complete the header information – If a DPCU is subject to the audit requirements found in the Local Government Budget and Fiscal Control Act and a separate report is being issued for that DPCU, a separate audit contract for the DPCU is required. If a separate report is not being issued for the DPCU – it is being included in the Primary Government’s audit – the DPCU shall be named with the Primary Government on the audit contract for the Primary Government. The Board Chairperson of the DPCU shall sign the audit contract in addition to the elected leader of the Primary Government.

2. Item No. 1 – Complete the period covered by the audit

3. Item No. 6 – Fill in the audit due date. For Governmental Unit(s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.

4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link: https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx

5. Item No. 9 – Please note that the new fee section has been moved to page 5.

6. Item No. 16 – Has the engagement letter been attached to the contract that is being submitted to SLGFD?
   a. Do the terms and fees specified in the engagement letter agree with the Audit contract? “In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence.”
   b. Does the engagement letter contain an indemnification clause? The audit contract shall not be approved if there is an indemnification clause – refer to LGC Memo # 986.

7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the fees page; please note:
   
   - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year’s total audit fee. If the contract fee is partially variable, we shall compare the authorized interim payment on the contract to 75% of last year’s actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: https://www.nctreasurer.com/slg/lfm/audit_acct/Pages/default.aspx select “audit fees”

   Please call or email Lorna Hodge at 919-814-4299 lorna.hodge@nctreasurer.com if you have any questions about the fees on this list.

   - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Please only send the page(s) that are applicable to your Unit of Government and do not include the instructions pages. Make sure all signatures have been obtained, and properly dated. The contract shall be approved by Governing Boards pursuant to G.S. 159-34(a). If this contract includes the audit for a DPCU that is a Public Authority that falls under the Local Government Budget and Fiscal Control Act, it shall be named in this contract and the Board Chairperson of the DPCU also shall sign the contract in the area indicated. If the DPCU is filing a separate audit, a separate audit contract is required for that DPCU.

9. Please place the date the Primary Government’s Governing Board and the DPCU’s Governing Board (if applicable) approved the audit contract in the space provided.
   a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
   b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
   c. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?

10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the fees page.

11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.

12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to PDF. When submitting for approval combine and send the documents as one PDF file to include the Audit contract, any applicable addendums, the engagement letter and Peer Review Report. Submit these documents using the most current submission process which can be obtained at the NC Treasurer’s web site https://www.nctreasurer.com/sle/Audit%20Forms%20and%20Resources/Instructions%20for%20Contract%20Submission.pdf

13. If an audit cannot be completed by the due date, the Auditor or Governmental Unit shall file an Amended Contract form (Amended LGC-203). This form shall be signed by the Governmental Unit representative and the Auditor. The explanation for the delay in completing the audit is part of this contract amendment form and shall be provided. The parties that signed the original audit contract shall sign the amended contract form as well. If the signing representatives are unable to sign the amended contract, please include an explanation for this in the submitted amended contract form.
January 19, 2018

Salisbury City Council
Salisbury, North Carolina

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of the City of Salisbury, North Carolina’s (the “City”) financial statements and compliance as of and for the year ending June 30, 2018.

Communication

Effective two-way communication between our firm and the City Council is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the City’s and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, instances of noncompliance with laws and regulations that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgement, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, shareholders and professional employees of Elliott Davis, PLLC are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a shareholder or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by Elliott Davis, PLLC and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

www.elliottdavis.com
The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how the City functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of your business objectives, strategies, risks and performance.

As part of obtaining an understanding of the City and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance, including abuse.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements on the audit and the effect of uncorrected misstatements, if any, on the financial statements; and forming the opinion in our report. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements, including compliance, will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the City's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.
Timing of the Audit
We have scheduled preliminary audit field work for spring 2018, with final field work commencing in September 2018. Management’s adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing
We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the City of Salisbury.

This communication is intended solely for the information and use of the City Council and is not intended to be, and should not be, used by anyone other than this specified party.

Very truly yours,

ELLIOTT DAVIS, PLLC

Thomas J. McNeish, CPA
Shareholder
Please Select Submission Category:  □ Public  □ Council  □ Manager  □ Staff

Requested Council Meeting Date:  March 6, 2018

Name of Group(s) or Individual(s) Making Request:  Lane Bailey, City Manager

Name of Presenter(s):  Lane Bailey, City Manager

Requested Agenda Item:  Council to consider adopting a Resolution establishing a public hearing for March 20, 2018 to receive public comment regarding the proposed lease for Fibrant.

Description of Requested Agenda Item:  Resolution to establish a public hearing for March 20, 2018 to receive public comment regarding the proposed lease for Fibrant.

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 Resolution to establish a public hearing for March 20, 2018 to receive public comment regarding the proposed lease for Fibrant

(Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual:  Kelly Baker,

☑ 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:
RESOLUTION FOR PUBLIC HEARING ON FIBRANT LEASE PROPOSAL

WHEREAS, the City issued a Request for Proposals on January 24, 2017, to solicit proposals from third-party providers with respect to the City’s Fibrant broadband communication service system; and

WHEREAS, following a review and analysis of responses to this request, the City has engaged in negotiations with a third-party provider, specifically, Hotwire Communications, Ltd., with respect to a proposed long-term lease by such provider of the Fibrant broadband system; and

WHEREAS, as required by statute, the proposal to lease the Fibrant broadband system to the third party must be submitted to a vote of the people and approved by a majority of those entitled to vote thereon; and

WHEREAS, the City has requested that the County Board of Elections place the proposal to lease the Fibrant system on the May 8, 2018, primary election ballot; and

WHEREAS, the City Council desires to provide an opportunity for members of the public to be heard on the proposed lease, and to set a time for such public hearing during the regularly scheduled City Council meeting on March 20, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY:

Section 1. That a public hearing on the proposal to lease the Fibrant broadband communication service system to Hotwire Communications, Ltd., be held during the regularly scheduled City Council meeting set to commence at 5:00 p.m. on March 20, 2018, in the Council Chambers in City Hall, 217 South Main Street, Salisbury, North Carolina, subject to designation of the starting and ending time for the hearing and such rules as to limits of time for individual speakers as the Council may adopt.

Section 2. The notice of the aforesaid public hearing be provided no less than ten (10) days prior to the date of the hearing by publication and by giving notice on the City’s website.

Adopted this the 6th day of March 2018.

__________________________
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: March 6, 2018

Name of Group(s) or Individual(s) Making Request: Janet Gapen, Planning & Comm. Dev. Director

Name of Presenter(s):
Lucy Gallo, Managing Principal – Southeast; DPFG Development Planning & Financing Group, Inc.

Requested Agenda Item:
Council to receive a fiscal and economic benefits report on the Empire Hotel Redevelopment

Description of Requested Agenda Item:
The city contracted with DPFG, Inc. to prepare a fiscal and economic benefits analysis on the Empire Hotel project. The report estimates the real property tax, sales tax and other revenues that would accrue to the city as a result of the redevelopment. The projections also summarize the benefits to the local economy during the two-year construction phase and the permanent, ongoing benefits through jobs and spending by the new residents.

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)
N/A

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)
No action is requested. The report is for informational purposes.

Contact Information for Group or Individual: Janet Gapen  jgape@salisburyncc.gov  704.638.5230

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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

☐ Approved          ☐ Declined

Reason:
Empire Hotel Redevelopment

Fiscal and Economic Benefits Analysis

City of Salisbury, NC

February 20, 2018

Prepared By:

DPFG
DEVELOPMENT PLANNING & FINANCING GROUP, INC.

Orange County, CA
Denver, CO
Austin, TX
Sacramento, CA
Dallas, TX
Tampa, FL
Phoenix, AZ
Orlando, FL
Boise, ID
Las Vegas, NV
Research Triangle, NC
EMPIRE HOTEL REDEVELOPMENT FISCAL AND ECONOMIC BENEFITS ANALYSIS

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EXECUTIVE SUMMARY

Key fiscal benefits and economic impacts of redeveloping the historic Empire Hotel in downtown Salisbury, North Carolina are summarized below.

The hotel redevelopment is projected to:

- Increase the real property tax value of the site from $1.0 million today to $17.0 million upon completion of the renovations.
- Generate real property tax revenue of $61,000 annually for the City.
- Generate other revenues of $42,000 annually for the City.
- Generate total General Fund revenues of $103,000 annually for the City.
- Generate 93.5 total temporary jobs annually during the two-year construction period.
- Generate 101.9 total permanent jobs from the activity of the new businesses and local spending by the new residents.

INTRODUCTION

This analysis evaluates the fiscal and economic benefits of redeveloping the historic Empire Hotel ("Redevelopment"). The 104,000 square foot hotel is located on a 1.39 acre site in downtown Salisbury, North Carolina ("City"). Black Point Investment, LLC ("Black Point") has plans to redevelop the property into 62 market-rate apartments and approximately 28,000 square feet of retail space in the former Montgomery Ward main floor, mezzanine, and basement areas. A rendering of the project is shown in Figure 1.

Figure 1: Empire Hotel Redevelopment

Source: JonesPierce Architects, City of Salisbury, 2018
FISCAL BENEFITS ANALYSIS

The fiscal benefits of the Redevelopment on the City’s general fund revenues are outlined in this section of the report. A separate section of this report describes significant assumptions and methodologies.

Property Taxes

Real and motor vehicle property taxes are the City revenues primarily affected by the Redevelopment. Upon completion of the renovations, the project is expected to increase the City’s real property tax base by $17.0 million and generate annual real property tax revenue of $61,000. For purposes of this analysis, it is assumed the property will receive an historic landmark designation and be eligible for the statutory 50% reduction in real property taxes. If the property were to lose this designation, annual property tax revenues would increase to $121,000.

Table 1: Empire Hotel Redevelopment Annual Real Property Tax Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Real Property Tax Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empire Hotel Redevelopment Construction Value</td>
<td>$ 17,000,000</td>
</tr>
<tr>
<td>Salisbury Property Tax Rate</td>
<td>0.7096</td>
</tr>
<tr>
<td>Real Property Tax Before Statutory Reduction</td>
<td>$ 121,000</td>
</tr>
<tr>
<td>NCGS §105-278 Historic Landmark Tax Reduction</td>
<td>50%</td>
</tr>
<tr>
<td>Salisbury Annual Real Property Taxes</td>
<td>$ 61,000</td>
</tr>
</tbody>
</table>

Note: The developer has estimated renovation costs of $164 per square foot for a total of $17.0 million.
Source: City of Salisbury, DPGF, 2018

Motor vehicles owned by the residents of the 62 apartments will generate annual motor vehicle property tax revenue for the City. Based on the current average taxable value of motor vehicles owned by existing City residents, the Redevelopment is projected to generate motor vehicle property tax revenue of $3,000.
Table 2: Empire Hotel Redevelopment Annual Motor Vehicle Property Tax Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Motor Vehicle Tax Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable Value:</td>
<td></td>
</tr>
<tr>
<td>Salisbury Motor Vehicle Taxable Value</td>
<td>$214,455,237</td>
</tr>
<tr>
<td>Salisbury Population</td>
<td>34,646</td>
</tr>
<tr>
<td>Motor Vehicle Value per Person</td>
<td>$6,190</td>
</tr>
<tr>
<td>Empire Hotel Redevelopment Resident Population</td>
<td>78</td>
</tr>
<tr>
<td>Motor Vehicle Taxable Value</td>
<td>$483,000</td>
</tr>
<tr>
<td>Salisbury Property Tax Rate</td>
<td>0.7096</td>
</tr>
<tr>
<td>Salisbury Annual Motor Vehicle Property Taxes</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Source: City of Salisbury, DPFG, 2018

Local Option Sales Tax Revenues

The retail businesses located in the Redevelopment will generate Article 39, 40, and 42 sales tax revenues for Rowan County. Article 39 and 42 sales tax collections are distributed by the North Carolina Department of Revenue on a point of sale basis; whereas, Article 40 sales tax collections are distributed based on a county’s population in relation to the state population total. In turn, Rowan County distributes Article 39, 40, and 42 sales taxes to its municipalities on a per capita basis.

Local retail spending by the new apartment residents will generate additional Article 39 and 42 sales taxes for Rowan County and increase the City’s population for sales tax distribution purposes.

As shown in Table 3, the City’s Article 39 and 42 sales tax revenues are anticipated to increase by $29,000 on an annual basis.
Table 3: Empire Hotel Redevelopment Article 39 and 42 Annual Sales Tax Revenues

<table>
<thead>
<tr>
<th></th>
<th>Article 39 Sales Tax</th>
<th>Article 42 Sales Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Square Feet</td>
<td>28,401</td>
<td>28,401</td>
<td></td>
</tr>
<tr>
<td>Occupancy Rate</td>
<td>95%</td>
<td>95%</td>
<td></td>
</tr>
<tr>
<td>Occupied Retail Square Feet</td>
<td>26,981</td>
<td>26,981</td>
<td></td>
</tr>
<tr>
<td>Taxable Retail Sales per Square Foot</td>
<td>$300</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Empire Hotel Redevelopment Annual Taxable Sales</td>
<td>$8,094,000</td>
<td>$8,094,000</td>
<td></td>
</tr>
<tr>
<td>FY 2018 Sales Tax Rate</td>
<td>1.00%</td>
<td>0.50%</td>
<td></td>
</tr>
<tr>
<td>Annual Sales Tax Collections</td>
<td>$81,000</td>
<td>$40,000</td>
<td></td>
</tr>
<tr>
<td>NCDOR Collection Percentage</td>
<td>0.364%</td>
<td>0.364%</td>
<td></td>
</tr>
<tr>
<td>Net Sales Tax Collections</td>
<td>$81,000</td>
<td>$40,000</td>
<td></td>
</tr>
<tr>
<td>Salisbury Distribution Percentage</td>
<td>16.859%</td>
<td>16.859%</td>
<td></td>
</tr>
<tr>
<td>Annual Article 39 and 42 Sales Tax Revenue</td>
<td>$14,000</td>
<td>$7,000</td>
<td>$21,000</td>
</tr>
</tbody>
</table>

The City’s Article 42 sales tax revenues are projected to increase by $3,000 annually.

Table 4: Empire Hotel Redevelopment Article 40 Sales Tax Revenues

<table>
<thead>
<tr>
<th></th>
<th>Article 40 Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2018 Article 40 Sales Tax</td>
<td>$1,479,414</td>
</tr>
<tr>
<td>Salisbury Population</td>
<td>34,646</td>
</tr>
<tr>
<td>Article 40 Sales Tax Revenue per Capita</td>
<td>$43</td>
</tr>
<tr>
<td>Empire Hotel Redevelopment Resident Population</td>
<td>78</td>
</tr>
<tr>
<td>Annual Article 40 Sales Tax Revenue</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Source: City of Salisbury, NCDOR, Biz Miner, ESRI, DPFG, 2018

Other City General Fund Revenues

As reflected in Table 5, the City’s other general fund revenues are expected to increase by $7,000 on an annual basis.
Table 5: Empire Hotel Redevelopment Annual Other City Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities Franchise Tax</td>
<td>$ 3,015,000</td>
</tr>
<tr>
<td>Wine and Beer Tax</td>
<td>160,000</td>
</tr>
<tr>
<td>Total Other Revenues</td>
<td>$ 3,175,000</td>
</tr>
<tr>
<td>Salisbury Population</td>
<td>34,646</td>
</tr>
<tr>
<td>Other Revenue per Capita</td>
<td>$ 92</td>
</tr>
<tr>
<td>Empire Hotel Redevelopment Resident Population</td>
<td>78</td>
</tr>
<tr>
<td>Other General Fund Revenues</td>
<td>$ 7,000</td>
</tr>
</tbody>
</table>

Source: City of Salisbury, NCDOR, ESRI, DPFG, 2018

Annual Fiscal Benefits

In total, the redevelopment of the historic Empire Hotel is expected to generate annual general fund revenues of $103,000 for the City.

Table 6: Empire Hotel Redevelopment Annual Fiscal Benefits

<table>
<thead>
<tr>
<th>Empire Hotel Redevelopment Buildout Analysis - General Fund</th>
<th>Annual</th>
<th>Annual Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Tax Revenue:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Property Taxes</td>
<td>$ 61,000</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Property Taxes</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Total Property Tax Revenue</td>
<td>$ 64,000</td>
<td></td>
</tr>
<tr>
<td>Sales Tax Revenue:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article 39 and 42</td>
<td>$ 29,000</td>
<td></td>
</tr>
<tr>
<td>Article 40</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Total Sales Tax Revenue</td>
<td></td>
<td>32,000</td>
</tr>
<tr>
<td>Other General Fund Revenues</td>
<td></td>
<td>7,000</td>
</tr>
<tr>
<td>Total Annual General Fund Revenues</td>
<td></td>
<td>$ 103,000</td>
</tr>
</tbody>
</table>

Source: City of Salisbury, NCDOR, ESRI, DPFG, 2018

ECONOMIC BENEFITS ANALYSIS

The Redevelopment will impact the local economy in two phases. The initial impact occurs during the construction period. Once the redevelopment is complete, the new business establishments and local spending by the new residents will impact the economy on a permanent, ongoing basis.

Construction Period Economic Benefits

The two-year construction phase will result in an estimated $17.0 million direct investment by Black Point. For economic impact modeling purposes, direct investment includes all horizontal and vertical construction costs but excludes the cost of land.
As shown in Table 7, redevelopment activity is expected to generate 60.4 direct jobs and 93.5 total jobs annually over the construction period. No permanent job creation from construction activities is assumed since the jobs end when the project is completed.

During the construction phase, the local economy will also experience an increase in labor income. The average annual direct labor impact of $2.6 million combined with the annual indirect and induced labor impact of $1.0 million results in $3.6 million in average annual construction labor income. Shares of the indirect and induced labor income will be generated by business establishments within the City.

<table>
<thead>
<tr>
<th>Impact Type</th>
<th>Jobs</th>
<th>Labor Income</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Effect</td>
<td>60.4</td>
<td>$2,586,000</td>
<td>$8,500,000</td>
</tr>
<tr>
<td>Indirect Effect</td>
<td>20.0</td>
<td>$620,000</td>
<td>1,778,000</td>
</tr>
<tr>
<td>Induced Effect</td>
<td>13.2</td>
<td>$417,000</td>
<td>1,443,000</td>
</tr>
<tr>
<td><strong>Total Effect</strong></td>
<td><strong>93.5</strong></td>
<td><strong>$3,623,000</strong></td>
<td><strong>$11,721,000</strong></td>
</tr>
</tbody>
</table>

Source: City of Salisbury, IMPLAN, DPFG, 2018

Cumulatively, the redevelopment of the Empire Hotel will generate labor income of $7.2 million for the local economy.

<table>
<thead>
<tr>
<th>Impact Type</th>
<th>Jobs</th>
<th>Labor Income</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Effect</td>
<td>120.8</td>
<td>$5,172,000</td>
<td>$17,000,000</td>
</tr>
<tr>
<td>Indirect Effect</td>
<td>39.9</td>
<td>$1,239,000</td>
<td>3,555,000</td>
</tr>
<tr>
<td>Induced Effect</td>
<td>26.3</td>
<td>$834,000</td>
<td>2,886,000</td>
</tr>
<tr>
<td><strong>Total Effect</strong></td>
<td><strong>187.0</strong></td>
<td><strong>$7,245,000</strong></td>
<td><strong>$23,441,000</strong></td>
</tr>
</tbody>
</table>

Source: City of Salisbury, IMPLAN, DPFG, 2018

**Permanent, Ongoing Economic Benefits**

Perhaps of more importance to local municipalities than impacts from the construction activity is the ongoing permanent economic activity that will be generated by the new businesses and local spending by the new residents.

Approximately 75 direct jobs are projected for the new business establishments. The impact of those jobs combined with the induced effect from the new residents’ spending is expected to generate 101.9 total jobs and annual labor income of $2.5 million.

<table>
<thead>
<tr>
<th>Impact Type</th>
<th>Jobs</th>
<th>Labor Income</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Effect</td>
<td>75.0</td>
<td>$1,520,000</td>
<td>$4,688,000</td>
</tr>
<tr>
<td>Indirect Effect</td>
<td>7.2</td>
<td>$310,000</td>
<td>918,000</td>
</tr>
<tr>
<td>Induced Effect</td>
<td>19.7</td>
<td>$627,000</td>
<td>2,098,000</td>
</tr>
<tr>
<td><strong>Total Effect</strong></td>
<td><strong>101.9</strong></td>
<td><strong>$2,457,000</strong></td>
<td><strong>$7,704,000</strong></td>
</tr>
</tbody>
</table>

Source: IMPLAN, DPFG, 2018
KEY ASSUMPTIONS AND ECONOMIC IMPACT METHODOLOGY

Key Assumptions

The economic effects of the retail establishments and housing units are assumed to be net new for the City.

Occupancy rates are assumed at 95 percent for retail land uses. Taxable retail sales are assumed at $300 per square foot. Employment was projected by applying 450 square feet per retail employee to vacancy-adjusted retail land uses. Direct full-time equivalent jobs were converted to total average annual jobs using the appropriate IMPLAN conversion factors.

Table 10: Empire Hotel Redevelopment Direct Employment

<table>
<thead>
<tr>
<th>Occupied Retail Sq. Ft.</th>
<th>26,961</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sq. Ft. per Retail Job</td>
<td>450</td>
</tr>
<tr>
<td>Estimated Direct Jobs</td>
<td>60</td>
</tr>
<tr>
<td>Average of FTE Industry Conversion Factors</td>
<td>0.80</td>
</tr>
<tr>
<td>Estimated Direct Employment</td>
<td>75</td>
</tr>
</tbody>
</table>

Source: IMPLAN, DPFG, 2018

All amounts in this report are presented in constant dollars (2018). Results are rounded to the nearest one thousand dollars ($1,000). The City's current property tax rate of $0.7096 per $100 valuation was held constant throughout the study period.

The new resident population is calculated in Table 10.

Table 11: Empire Hotel Redevelopment New Resident Population

<table>
<thead>
<tr>
<th>Units</th>
<th>Allocation</th>
<th>Assumed Persons per Unit</th>
<th>Persons</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>100%</td>
<td>6</td>
<td>1.0</td>
<td>6</td>
</tr>
<tr>
<td>53</td>
<td>75%</td>
<td>40</td>
<td>1.0</td>
<td>40</td>
</tr>
<tr>
<td>53</td>
<td>25%</td>
<td>13</td>
<td>2.0</td>
<td>26</td>
</tr>
<tr>
<td>3</td>
<td>100%</td>
<td>3</td>
<td>2.0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>62</td>
<td>1.26</td>
<td>78</td>
</tr>
</tbody>
</table>

Note: The average number of persons per multi-family housing unit in the City of Salisbury is 1.57. Source: 2012-2016 American Community Survey 5-Year Estimates (City of Salisbury), DPFG, 2018

Economic Impact Methodology

The total economic impact of a specific project or event on a study area is the sum of the direct, indirect and induced impacts. Direct Impacts are the initial, immediate economic impacts (jobs and income) generated by a project or development. Direct impacts coincide with the first round of spending in the economy. For example, a new high tech manufacturing facility that has a payroll of $5 million and purchases $5 million of goods and services from local suppliers
would directly contribute $10 million to the local economy. To determine direct economic impacts, it is ideal to use economic data supplied by the project’s development team or financial information, if available, about similar projects implemented in similar communities. A common method of establishing direct impact parameters is to use available industry averages for the study area.

Indirect Impacts are the production, employment and income changes occurring in other businesses/industries in the community that supply inputs to the project’s industry(s).

Induced Impacts are the effects of spending by the households in the local economy as a result of the direct and indirect effects from an economic activity. The induced effects arise when employees who are working for the project (i.e. new manufacturing facility) spend their new payroll dollars in the study area.

The primary economic benefits of the Redevelopment will be experienced in the City and Rowan County; however, benefits will also extend to the region and the state. In our experience with similar projects nationally, the smaller the study area, the more leakages (purchases and sales) occur outside the area. Fewer ripple effects occur inside the area thus multipliers and related impacts generally become larger as the geographic area increases in size. The study area for this report was limited to Rowan County.

This analysis utilizes models generated by the IMPLAN modeling system. IMPLAN is a nationally recognized system of local economic models that are specifically designed to represent a local economy such as Rowan County.

The economic impacts from the annual operations of the new businesses were modeled using Industry Change, which is the increase or decrease in economic activity due to the expansion or change in production of new businesses. Instead of value of production or value added, new employment by industry sector was used as a proxy for production changes.

Direct full-time equivalent jobs were converted to total average annual jobs using the appropriate IMPLAN conversion factors. The resulting direct jobs were assigned to the various IMPLAN industry sectors based on a direct correlation (e.g. dental office) or were allocated proportionately based on existing industry sector employment.
GENERAL AND LIMITING CONDITIONS

Every reasonable effort has been made to ensure that the data contained in this report are accurate as of the date of this study; however, factors exist that are outside the control of DPFG and that may affect the estimates and/or projections noted herein. This study is based on estimates, assumptions and other information developed by DPFG from its independent research effort, general knowledge of the industry, and information provided by and consultations with the client and the client's representatives. No responsibility is assumed for inaccuracies in reporting by the client, the client's agent and representatives, or any other data source used in preparing or presenting this study.

This report is based on information that was current as of February 2018, and DPFG has not undertaken any update of its research effort since such date.

Because future events and circumstances, many of which are not known as of the date of this study, may affect the estimates contained therein, no warranty or representation is made by DPFG that any of the projected values or results contained in this study will actually be achieved.

Possession of this study does not carry with it the right of publication thereof or to use the name of DPFG in any manner without first obtaining the prior written consent of DPFG. No abstracting, excerpting or summarization of this study may be made without first obtaining the prior written consent of DPFG. Further, DPFG has served solely in the capacity of consultant and has not rendered any expert opinions. This report is not to be used in conjunction with any public or private offering of securities, debt, equity, or other similar purpose where it may be relied upon to any degree by any person other than the client, nor is any third party entitled to rely upon this report, without first obtaining the prior written consent of DPFG. This study may not be used for purposes other than that for which it is prepared or for which prior written consent has first been obtained from DPFG. Any changes made to the study, or any use of the study not specifically prescribed under agreement between the parties or otherwise expressly approved by DPFG, shall be at the sole risk of the party making such changes or adopting such use.

This study is qualified in its entirety by, and should be considered in light of, these limitations, conditions and considerations.
Empire Hotel Redevelopment
City of Salisbury
Fiscal and Economic Benefits
March 6, 2018

Fiscal and Economic Impacts

➢ What fiscal benefits will the project generate for the local government? These benefits are new direct governmental revenues such as real and personal property taxes and sales taxes.

➢ What economic benefits will the project create for the community? These benefits are most often measured in terms of employment, compensation, and output (business revenue or sales).
Development Program

- 62 market rate apartments
- 28,000 square feet of commercial space
- 24-month construction period

Annual Real Property Tax Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Real Property Tax Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empire Hotel Redevelopment Construction Value</td>
<td>$17,000,000</td>
</tr>
<tr>
<td>Salisbury Property Tax Rate</td>
<td>0.7096</td>
</tr>
<tr>
<td>Real Property Tax Before Statutory Reduction</td>
<td>$121,000</td>
</tr>
<tr>
<td>NCGS §105-278 Historic Landmark Tax Reduction</td>
<td>50%</td>
</tr>
<tr>
<td>Salisbury Annual Real Property Taxes</td>
<td>$61,000</td>
</tr>
</tbody>
</table>

- The real property tax value of the site is projected to increase from $1.0 million today to $17.0 million* upon completion of the renovations and generate $61,000 annually.

- The fiscal analysis assumes the historic landmark designation will be obtained.

* The developer has estimated renovation costs of $164 per square foot for a total of $17.0 million.
Total Annual Fiscal Benefits

<table>
<thead>
<tr>
<th>Empire Hotel Redevelopment</th>
<th>Annual</th>
<th>Annual Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildout Analysis - General Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax Revenue:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Property Taxes</td>
<td>$61,000</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Property Taxes</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Total Property Tax Revenue</td>
<td></td>
<td>$64,000</td>
</tr>
<tr>
<td>Sales Tax Revenue:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article 39 and 42</td>
<td>$29,000</td>
<td></td>
</tr>
<tr>
<td>Article 40</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Total Sales Tax Revenue</td>
<td></td>
<td>32,000</td>
</tr>
<tr>
<td>Other General Fund Revenues</td>
<td></td>
<td>7,000</td>
</tr>
<tr>
<td>Total Annual General Fund Revenues</td>
<td>$103,000</td>
<td></td>
</tr>
</tbody>
</table>

> The analysis estimates the project will generate $103,000 annually for the City of Salisbury.

Annual Economic Benefits

> The analysis estimates the project will generate 93.5 total temporary jobs annually during the two-year construction period.

> The analysis estimates the project will generate 101.9 total permanent jobs from the activity of the new businesses and local spending by the new apartment residents.
Questions?
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date: March 06, 2018

Name of Group(s) or Individual(s) Making Request: City of Salisbury Fire Department

Name of Presenter(s): Mr. Brent Lyerly, Chair, Fire Dept Relief Fund & Fire Chief Robert Parnell

Requested Agenda Item: Council to hear resolution to approve proposed naming of Fire Station #6: The Justin Monroe and Vic Isler Fire Station and Fire Academy

Description of Requested Agenda Item: Council to receive proclamation from Salisbury Fire Department Relief Fund Board, recommending approval of Proposed Naming of City Facility.

Attachments: xx[Yes] □ No

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

Action Requested of Council for Agenda Item: Council to Approve Naming the Station as Proposed

Contact Information for Group or Individual: Mr. Brent Lyerly, Chair of Fire Dept Relief Fund Board
Fire Chief Robert Parnell

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

xx[Yes] 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:
CITY OF SALISBURY
NAMING/RENAMEING
STREETS, PARKS AND/OR FACILITIES
APPLICATION

Name of Individual Group Making Application: City Of Salisbury Fire Department
Address: 514 East Innes Street, Salisbury, NC 28144
Telephone: (704) 638-5351
Street, Park or Facility Naming Re-naming to be considered:
Fire Station 6 and Fire Academy

Recommendation for Naming / Re-naming

Recommended Name/Title:
JUSTIN MONROE AND VIC ISLER SALISBURY FIRE STATION 6 & FIRE ACADEMY
Reason for Naming/ Re-naming (Attach additional information if necessary)

Fire Station 6 will be the first City fire department facility to be constructed since March 7, 2008, the date that both died during their exemplimentary service to the city. It is fitting and deserving that the fire station be named in their honor under Category 3 of the Naming Public Properties policy.

Firefighter Justin Monroe was a 19 year old rising star at the Salisbury fire department. He had completed extensive training in emergency services including full certification as a firefighter and emergency medical technician. Firefighter Vic Isler was 40 years (at the time of his death) old who had previously served the New York City Fire Department as an EMT and in Long Island, NY as a firefighter. Both were strongly dedicated to serving the citizens of our city and the fire department.

It is our desire and we think it is commendable to formally announce the naming of the new fire station The Justin Monroe and Vic Isler Salisbury Fire Station Number 6 and Fire Academy on March 7, 2018, the ten-year anniversary of their loss. On that date, we will hold the annual commemorative service in honor of Justin and Vic.

Signature of Person Submitting Application: Robert A. Parnell (on behalf of the entire SFD membership)
Date: January 3, 2018
RESOLUTION RECOMMENDING FIRE STATION 6 BE NAMED THE JUSTIN MONROE AND VIC ISLER FIRE STATION AND FIRE ACADEMY

WHEREAS, as approved and instructed by City Council, The Salisbury Fire Department Firefighters Relief Fund Board has received public comments in reference to naming the new fire station the Justin Monroe and Vic Isler Fire Station; and

WHEREAS, several spontaneous verbal comments were received from the public during an open drop-in session. All comments received, including from Justin Monroe’s and Vic Isler’s families have been very positive and supportive of the proposal.

NOW, THEREFORE, BE IT RESOLVED that the Salisbury Fire Department Firefighters Relief Board recommends that City Council officially approve naming Fire Station #6, to be built at 310 Cedar Springs Road, the Justin Monroe and Vic Isler Fire Station and Fire Academy.

__________________________
Brent Lyerly, Chair
Salisbury Fire Department Firefighter’s Relief Fund Board
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 6, 2018

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

Name of Presenter(s):  Craig Powers/ Tony Cinquemani

Requested Agenda Item:  Solid Waste Services Update

Description of Requested Agenda Item:  Council to receive update on solid waste services

Attachments:  X 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:  Craig Powers – 704-216-2718

☐ 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***

For Use in Mayor’s Office Only

□ Approved  □ Declined

Reason:
Solid Waste Update

March 6th, 2018
Heard both positive and negative feedback on the new practice of collecting bulky items.

47% of residents have scheduled bulky waste collection as of February 27th.

Moved one waste collection employee to street sweeping.

Staff has become more efficient with the new collection routes. No use of overtime has been needed and staff has time to maintain equipment.

Since Implementation
Questions:

- Looking at increasing recycling pickup to every week.
- Reviewing existing fees to ensure fairness.

For the upcoming budget:

- Partner with CAC on neighborhood cleanups.
- Increase spruce up weeks to 4 times a year.
- Reviewing codes to see if abatements can be handled faster.

Looking Forward
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 6, 2018

Name of Group(s) or Individual(s) Making Request:  Janet Gapen, Planning & Community Dev. Director

Name of Presenter(s):  Janet Gapen

Requested Agenda Item:  Council to receive a follow-up report on the CDBG/HOME budget and project activities.

Description of Requested Agenda Item:
The February 20th Council agenda item to receive public comment about the CDBG and HOME programs prompted a number of questions. The purpose of this item is to provide additional details about CDBG funding trends over the past 10+ years, current-year adopted budget, housing activities completed in 2016-2017, marketing efforts by the city and Salisbury Community Development Corp., and recent and planned sidewalk projects.

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 is requested. This is for informational purposes only.

Contact Information for Group or Individual:  Janet Gapen  jgapen@salisburync.gov  704.638.5230

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature  Department Head Signature

Budget Manager Signature

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

☐ Approved

☐ Declined

Reason:
Community Development
Block Grant & HOME Programs

City Council Update
March 6, 2018

Marketing

- Website – salisburycdc.org
- Salisbury CDC Facebook page
- Information shared via City of Salisbury social media and website
- Signage – West End Business Center
- Rowan County newsletters
- Flyers posted in var. municipal buildings – Salisbury, East Spencer, Granite Quarry, Landis and China Grove
- Presentations – Salisbury Housing Authority, Yadkin House, Head Start, job/education fairs throughout the year
- Assist United Way at plant closing presentations
- Print media – Brochures, Coffee Times, Salisbury Post
- DMV
- Member of Goodwill Business Advisory Council – spotlight agency
CDBG Budget Trends 2004-2017

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CDBG ALLOCATION</th>
<th>DIFFERENCE</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-2005</td>
<td>$397,000.00</td>
<td>-$21,202.00</td>
<td>-5.3%</td>
</tr>
<tr>
<td>2005-2006</td>
<td>$375,798.00</td>
<td>-$34,348.00</td>
<td>-9.1%</td>
</tr>
<tr>
<td>2006-2007</td>
<td>$341,450.00</td>
<td>-$13,924.00</td>
<td>-4.1%</td>
</tr>
<tr>
<td>2007-2008</td>
<td>$327,526.00</td>
<td>-$22,486.00</td>
<td>-6.9%</td>
</tr>
<tr>
<td>2008-2009</td>
<td>$305,040.00</td>
<td>$4,614.00</td>
<td>1.5%</td>
</tr>
<tr>
<td>2009-2010</td>
<td>$309,654.00</td>
<td>$25,864.00</td>
<td>8.4%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>$335,518.00</td>
<td>-$77,312.00</td>
<td>-23.0%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>$258,212.00</td>
<td>-$4,256.00</td>
<td>-1.6%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>$253,956.00</td>
<td>-$12,698.00</td>
<td>-5.0%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>$241,258.00</td>
<td>$35,491.00</td>
<td>14.7%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>$276,749.00</td>
<td>$9,719.00</td>
<td>3.5%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$286,468.00</td>
<td>-$13,558.00</td>
<td>-4.7%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>$272,910.00</td>
<td>-$1,707.00</td>
<td>-0.6%</td>
</tr>
<tr>
<td>2017-2018</td>
<td>$271,203.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2017-2018 CDBG & HOME Funds

Community Development Block Grant - CDBG $ 271,203.00
HOME $ 108,834.00
Program Income $ 30,000.00
Total $ 410,037.00

### 2017-2018 CDBG Budget

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner-Occupied Rehab</td>
<td>$117,126.20</td>
</tr>
<tr>
<td>West End Sidewalk Project</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Public Services: (15% cap)</td>
<td></td>
</tr>
<tr>
<td>- Rowan Helping Ministries</td>
<td>$16,412.50</td>
</tr>
<tr>
<td>- Family Crisis Council</td>
<td>$10,380.00</td>
</tr>
<tr>
<td>- Community Care Clinic</td>
<td>$ 8,005.00</td>
</tr>
<tr>
<td>- Salisbury Youth Employ.</td>
<td>$ 5,202.50</td>
</tr>
<tr>
<td>- Gateway Freedom Center</td>
<td>$ 3,500.00</td>
</tr>
<tr>
<td><strong>Total Public Services</strong></td>
<td><strong>$43,500.00</strong></td>
</tr>
<tr>
<td>Program Administration (20% cap)</td>
<td>$ 59,582.00</td>
</tr>
<tr>
<td>Debt Service – Park Ave. Ctr.</td>
<td>$ 40,994.80</td>
</tr>
<tr>
<td><strong>Total CDBG Funds</strong></td>
<td><strong>$301,203.00</strong></td>
</tr>
</tbody>
</table>

### 2017-2018 HOME Budget

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Occupied Rehab</td>
<td>$102,674.00</td>
</tr>
<tr>
<td>Program Administration</td>
<td>$ 6,160.00</td>
</tr>
<tr>
<td><strong>Total HOME Program</strong></td>
<td><strong>$108,834.00</strong></td>
</tr>
</tbody>
</table>
## 2016-2017 Project Activities

<table>
<thead>
<tr>
<th>Type</th>
<th>Area</th>
<th>Rehab Cost*</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Rehab – West End</td>
<td>$41,675</td>
<td>(50%LMI)</td>
<td></td>
</tr>
<tr>
<td>Owner Rehab – West End</td>
<td>$31,000</td>
<td>(80%LMI)</td>
<td></td>
</tr>
<tr>
<td>Owner Rehab – West End</td>
<td>$29,629</td>
<td>(80%LMI)</td>
<td></td>
</tr>
<tr>
<td>Owner Rehab – Jersey City</td>
<td>$38,925</td>
<td>(50%LMI)</td>
<td></td>
</tr>
<tr>
<td>Acq./Rehab – Park Ave</td>
<td>$102,550</td>
<td>sold</td>
<td></td>
</tr>
<tr>
<td>Acq./Rehab – Scattered site</td>
<td>$131,200</td>
<td>under contract</td>
<td></td>
</tr>
<tr>
<td>Acq./Rehab – West End</td>
<td>$30,000</td>
<td>purchase price</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$378,312</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Includes rehabilitation costs + acquisition cost if for resale
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 06, 2018

Name of Group(s) or Individual(s) Making Request:  Mayor Pro Tem Post

Name of Presenter(s):  Mayor Pro Tem David Post

Requested Agenda Item:  Amend Agenda Item Request Form to conform to attachment.

Description of Requested Agenda Item:

Council to consider the revision of the Agenda Item Request Form to conform to the attached version (red-lined version attached for comparative purposes)

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 Mayor’s Office Only

Page 1 of 2
☐ Approved  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

If requested by Council Member, Name of Member:

Requested Council Meeting Date:

If applicable, Name of City Department Making Request:

Name of Presenter(s) (and contact information):

Requested Agenda Item:

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)

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

☐ 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****
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 06, 2018

Name of Group(s) or Individual(s) Making Request:  Mayor Pro Tem Post

Name of Presenter(s):  Mayor Pro Tem David Post

Requested Agenda Item:  Rules of Procedures for City Council

Description of Requested Agenda Item:

Motion to amend Sec. 2-46 of the City of Salisbury Code of Ordinances as follows:
Sec. 2-46. - Rules of Procedure for a City Council by the UNC School of Government, 4th Ed., and as thereafter amended.
Except as otherwise specifically provided by the provisions of this division, Rules of Procedure for a City Council by the UNC School of Government, 4th Ed., and as thereafter amended either by the UNC School of Government or by the city council, shall govern the conduct and deliberations of the meetings of the city council.

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

Page 1 of 2
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:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:       March 06, 2018

Name of Group(s) or Individual(s) Making Request: Mayor Pro Tem Post

Name of Presenter(s):        Mayor Pro Tem David Post

Requested Agenda Item:        Authorize City Manager to Communicate with University of Chapel Hill, School of Government

Description of Requested Agenda Item:

Motion to authorize the City Manager to communicate with the UNC School of Government to identify and retain a qualified facilitator for the City Council Retreat scheduled for March 21 and 22, 2018.

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 Mayor’s Office Only

☐ Approved

☐ Declined

Reason:
Please Select Submission Category:  [ ] Public  [ ] Council  [ ] Manager  [x] Staff

Requested Council Meeting Date:  March 6, 2018

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

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:  [x] 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:  (Please note if item includes an ordinance, resolution or petition)

Council to consider making appointments to boards and commissions.

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

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

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

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****
☐ Approved  ☐ Declined

Reason:
### Alternate Methods of Design Commission

<table>
<thead>
<tr>
<th>Current Member</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Wagoner</td>
<td>3/31/18</td>
<td>No</td>
<td>Members shall have demonstrated experience, education, or licensure in the design, construction, and/or development field.</td>
</tr>
</tbody>
</table>

**Applicants:**
- Tenkamenin Crowder

### Community Appearance Commission

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 4 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levonia Corry</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jane Creech</td>
</tr>
<tr>
<td>Jane Creech</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Carlton Jackson, Jr.</td>
</tr>
<tr>
<td>Carlton Jackson, Jr.</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Vacant (Judy McDaniel)</td>
<td>3/31/18</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Karl Sale</td>
<td>3/31/18</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- Monica Smith
- Nancy Vick

**Notes:**
Members shall have demonstrated experience, education, or licensure in the design, construction, and/or development field.

### Greenway Committee

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 0 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darryl Blackwelder</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Darryl Blackwelder</td>
</tr>
<tr>
<td>Edward Hirst</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Edward Hirst</td>
</tr>
<tr>
<td>Lisa Wear</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Lisa Wear</td>
</tr>
</tbody>
</table>

**Applicants:**

**Notes:**

### Historic Preservation Commission

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 4 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Planovsky</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Trick</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Mr. Jonathan Chamberlain</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/20</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- William Boyd
- Kaloni Brincefield
- Edword Clark
- Steven Cobb
- Emelia Duren
- Larry Richardson
- John Struzick

**Notes:**
All members must have a demonstrated interest, competence, or knowledge in historic preservation. The Certified Local Government must document in writing its good faith effort to appoint professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or other related disciplines, to the extent such professionals are available in the community and willing to serve. The CLG program recognizes that a mix of professional and lay members makes the strongest commission.
Housing Advocacy Commission

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 0 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greta Conner</td>
<td>3/31/18</td>
<td>No</td>
<td>Greta Conner</td>
</tr>
<tr>
<td>(Neighborhood)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jayne Helms</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jayne Helms</td>
</tr>
<tr>
<td>(Landlord)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sean Meyers</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Sean Meyers</td>
</tr>
<tr>
<td>(At-large)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- Katherine Boyd
- Michael Brown
- Myra Byarm
- Frances Day
- Emilia Duren
- Velveeta Reid-Hairston
- Heather Fidler
- Jayne Land
- Whitney Peckman
- John Struzick
- Bianca Warren

**Notes:** Seats have been designated for representatives from Neighborhoods, Landlords and At-large.

Human Relations Council

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 2 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annie Boone-Carroll</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Annie Boone-Carroll</td>
</tr>
<tr>
<td>Lorenzo Debose</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Lorenzo Debose</td>
</tr>
<tr>
<td>Linda Hunt (resigned)</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/19</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- Katherine Boyd
- William Boyd
- Kaloni Brincefiled
- Myra Byarm
- Tenkamemin Crowder
- Frances Day
- Emelia Duren
- Whitney Peckman
- John Struzick
- Kelly Vanager
- Biana Warren
- Latasha Wilks

**Notes:** Eight members of the HRC are appointed by City Council and eight members are appointed by the HRC.

Hurley Park Advisory Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 0 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Davis</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Kathryn Davis</td>
</tr>
<tr>
<td>Laura Thompson</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Laura Thompson</td>
</tr>
</tbody>
</table>

**Applicants:**
- Annie Boone-Carroll
- Latasha Wilks

**Notes:** The City will ensure that a member of the Hurley Family Foundation and a person who lives within 100 feet of the park are appointed to the board.
# Parks and Recreation Advisory Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 2 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roy Bentley</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Roy Bentley</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- George Benson
- William Boyd
- Heather Fidler
- Jon Post
- Russell Smyre
- Kelly Vanager
- Nancy Vick
- Latasha Wilks

# Planning Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 2 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Canup (ETJ)</td>
<td>3/31/18</td>
<td>No</td>
<td>Cress Goodnight</td>
</tr>
<tr>
<td>Cress Goodnight</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jon Post</td>
</tr>
<tr>
<td>Jon Post</td>
<td>3/31/18</td>
<td>Yes</td>
<td>John Struzick</td>
</tr>
<tr>
<td>Randy Reamer ETJ</td>
<td>3/31/18</td>
<td>No</td>
<td>Patricia Ricks</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/19</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/20</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- Michael Brown
- Myra Byarm
- Edword Clark
- Heather Fidler
- Velveeta Reid-Hairston
- Jayne Land
- Whitney Peckman
- Patricia Ricks
- Monica Smith
- Russell Smyre
- John Struzick
- Kelly Vanager
### Transportation Advisory Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 0 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Brindle</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Wendy Brindle</td>
</tr>
<tr>
<td>Cynthia Kaminski</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Cynthia Kaminski</td>
</tr>
<tr>
<td>Gary Price, Jr. (County Service)</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Gary Price, Jr.</td>
</tr>
<tr>
<td>Laura Schmidt (V.A.)</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Laura Schmidt</td>
</tr>
</tbody>
</table>

**Applicants:**
George Benson
Michael Brown
Velveeta Reid-Hairston
Monica Smith

**Notes:** Membership shall be representative of the population of the service area and include representatives from human service agencies, transportation providers, business sector, government sector, and the public within the service area.

### Tree Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 4 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Lewis</td>
<td>3/31/18</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/17</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/19</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
Katherine Boyd
Carolyn Brown
Edword Clark
Melisa (Lisa) Williams

**Notes:**