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<th>No.</th>
<th>Item</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>Call to Order</td>
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<td>2</td>
<td>Moment of Silence</td>
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<td>3</td>
<td>Pledge of Allegiance</td>
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<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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<td>5</td>
<td>Consent Agenda</td>
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<td>(a) Minutes</td>
<td>Adopt Minutes of the Regular Meeting of February 20, 2018 and the Special Meeting of February 20, 2018.</td>
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|     | (b) Adopt a Budget Ordinance Amendment – Surplus Water Meters. | Requestor(s): Salisbury-Rowan Utilities  
Presenter(s): Jason Wilson  
Adopt a Budget ORDINANCE Amendment to the FY2017-18 budget in the amount of $67,155 to ratify the sale of surplus water meters. |
|     | (c) Adopt a Budget Ordinance Amendment – Public Art Revenue. | Requestor(s): Public Art Committee  
Presenter(s): Alyssa Nelson  
Adopt a Budget ORDINANCE Amendment to the FY2017-2018 budget in the amount of $16,000 to appropriate Sculpture Show donations. |
|     | (d) Adopt a Resolution – Financing of Fire Apparatus. | Requestor(s): Financial Services – Shannon Moore  
Presenter(s): Shannon Moore  
Adopt a RESOLUTION to approve financing terms to award a contract to Regions Equipment Finance Corporation for the purchase of a new fire truck, for an amount not to exceed $2,154,000. |
|   | Public Hearing – Lease of Fibrant to Hotwire Communications. | Requestor(s): City Manager Lane Bailey | Council to hold a public hearing regarding the lease of Fibrant to Hotwire Communications:  
(a) Receive a presentation from staff  
(b) Conduct a public hearing. |
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<td>Construction Contract.</td>
<td>Requestor(s): Engineering – Wendy Brindle</td>
<td>Council to consider concurrence for award of a contract in the amount of $816,409.45 for construction of a new road between Innes Street and Faith Road, TIP Project U-5820B.</td>
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<td>Appointments to Boards and Commissions.</td>
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<td>Council to consider making appointments to various boards and commissions.</td>
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<td>Public Comment.</td>
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<td>Council to receive public comment. Public comment will be opened at approximately 6:00 p.m. or at the end of the meeting, whichever comes first.</td>
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<td>City Manager’s Comments.</td>
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<td>Announcements.</td>
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<td>Council’s Comments.</td>
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<td>Mayor Pro Tem Comments.</td>
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<td>Mayor’s Comments.</td>
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<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.

PROCLAMATION

Mayor to proclaim the following observances:

AFRICAN AMERICAN HISTORY MONTH FEBRUARY 2018
GIRL SCOUTS HORNETS’ NEST COUNCIL COOKIE WEEKEND FEBRUARY 23–25, 2018

Mayor Heggins invited the Hornets’ Nest Girl Scout Troop to come forward to accept their proclamation, and she read and recognized the group for their service to the community.
RECOGNITION OF VISITORS

Mayor Heggins welcomed all visitors present. She recognized the Salisbury High School Women’s Tennis team for their victory of the North Carolina High School Athletic Association Women Tennis Team 2017 State Championship 2A. She recognized tennis coach Mr. Milton Grifton.

Mayor Pro Tem Post indicated the Salisbury Tennis team, or members of the team, have won a State Championship title for the last 12 to 14 years. He commended the girls on their recent win.

CONSENT AGENDA

(a) Minutes

Adopt Minutes of the Regular meeting of January 16, 2018, and Special meetings of January 08 and January 30, 2018.

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

RECOGNITION OF SALISBURY POLICE OFFICER

Police Chief Jerry Stokes recognized Master Officer Ann Cooper for her 25 years of service to the Salisbury Police Department and her outstanding connection to the community. He noted Officer Cooper was an instructor for the Salisbury G.R.E.A.T camp programs and has shown great leadership.

Thereupon, Councilmember Sheffield made a motion to authorize issuing retired Master Police Officer Cooper her sidearm and badge. Councilmember Alexander seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voted AYE. (5-0)

Chief Jerry Stokes presented Officer Cooper with a plaque from the Salisbury Police Department.

TEMPORARY ROAD CLOSURE – CHEERWINE FESTIVAL

Parks and Recreation Events Coordinator Vivian Koontz updated Council regarding a request for a temporary road closure for the 2018 Cheerwine Festival to be held Saturday, May 19, 2018 from 10:00 a.m. until 8:00 p.m. She explained the event is a partnership with Cheerwine, City of Salisbury, and Downtown Salisbury, Inc. She provided an overview for the event and
noted it will include multiple vendors, a children’s area, and six music groups. She commented with the anticipated crowds and the expansion of the event, safety is the main purpose of the road closure request. She commented the proposed closures allow the event to spread into the North Main and South Main Street areas of the downtown and includes sections of Innes Street.

Engineering Technician Vickie Eddlemen presented Council with ordinance text revisions for the street closure. Ms. Eddlemen clarified the portion of Liberty Street and Council Street will close beginning Friday, May 18, 2018 at 8:00 p.m. and will reopen on Sunday, May 20, 2018 at 1:00 a.m. Councilmember Miller clarified North Main Street between Council Street and Innes Street, and South Main Street between Innes Street and Bank Street will close Saturday, May 19, 2018 at 12:00 a.m. and reopen on Sunday, May 20, 2018 at 1:00 a.m. Ms. Eddleman agreed.

Mayor Pro Tem Post asked if Main Street will remain closed at 9:00 p.m. on Saturday with the reopening of Innes Street at that time. Ms. Koontz noted Main Street will remain closed to allow vendors time to breakdown booths.

Ms. Eddleman indicated the North Carolina Department of Transportation (NCDOT) agreed to assist with public notification regarding direction for road closures and alternate routes. She commented the notifications would be displayed on the digital overhead messaging board located on Interstate 85. She commented the City will place additional signage throughout the downtown area to aid traffic. She commented City departments will work together to ensure Police and Fire have full road access for emergency services.

Councilmember Miller asked for additional detail regarding the plan for parking. Ms. Koontz commented a parking plan is in discussion. Downtown Salisbury, Inc. Director Larissa Harper commented parking plans have been discussed and will be provided to Council at a later date.

Mayor Pro Tem Post asked if the number of street closures have any connection to the number of vendors that are participating. Ms. Koontz noted the event will provide local craft vendors, a children’s area, and a more space for movement. Mayor Pro Tem Post asked if there is a vendor’s fee. Ms. Koontz commented there is a vendor fee. Mayor Pro Tem Post asked how many vendors have shown interest for the 2018 Cheerwine event. Ms. Koontz commented 60 or more vendors are anticipated to participate.

Councilmember Sheffield asked about Cheerwine’s involvement in the event. Ms. Koontz commented Cheerwine is a partner and sponsor, and she noted Cheerwine will assist in the marketing, promotions, and merchandise for the event.

Thereupon, Councilmember Miller made a motion to acknowledge the benefits, to provide a 2018 Cheerwine Festival Event that will help visitors discover our beautiful City and for the pleasure of its citizens, and the Salisbury City Council acknowledges its citizens realize the financial benefits of hosting the 2018 Cheerwine Festival and acknowledges that such an event requires approximately twenty-four hours to install signing and traffic control, host the event and remove signs, traffic control and litter. Now therefore be it ordained that 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 below on the described State Highway System route. First road closure at North Main, Liberty, and Council Streets on Friday, May 18, 2018 from 8:00 p.m. through Sunday, May 20, 2018 at 1:00 a.m. the Second road closure at North Main Street between Council and Innes Streets on Saturday, May 19, 2018 at 12:00 a.m. through Sunday, May 20, 2018 at 1:00 a.m. and the third road closure at Innes Street between Lee and Church Streets on Saturday, May 19, 2018 from 6:00 a.m. to 9:00 p.m. This Ordinance to become effective when signs are erected giving notice of limits and times of the event, and implementation of adequate traffic control guide through vehicle around the event. Councilmember Alexander seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers, Alexander, Miller, and Sheffield voted AYE. (5-0)

ORDINANCE DECLARING A TEMPORARY ROAD CLOSURE FOR A 2018 CHEERWINE FESTIVAL EVENT.

(The above Ordinance is recorded in full in Ordinance Book No. 27 at Page No. 15, and is known as Ordinance 2018-10.)

PRESENTATION – WOMEN FOR COMMUNITY JUSTICE

Women for Community Justice Representative Andria Cantrell shared with Council that the Women for Community Justice Group (WCJ) began as a platform for women in the community to meet and share ideas and concerns regarding violence in the United States and the Salisbury community. She commented the first of five Stop the Violence Summits took place on July 20, 2016 after the shooting death of seven year old A’yanna Allen.

Stop the Violence representative Pastor Anthony Smith presented Council with an overview regarding the Stop the Violence Summits. He noted the community groups that participated in meetings, and he noted the WCJ provided facilitators at the Summit. Ms. Cantrell explained ideas generated from the summit are known as the Grass Roots created categories and she reviewed a handout presented to Council.

Dr. Regina Dancy addressed Council regarding two Grass Roots initiatives, one to assist ex-offender’s and the other to use art to reach out to a diversified community. She described a program called Operation Clean Slate that assists ex-offenders reentering into society. She noted the community has implemented art programs that would provide students an outlet when they are faced with difficult challenges. The WCJ thanked the City Council for their time and hearing the presentation.

Mayor Heggins thanked WCJ for accepting her invitation and thanked the group for presenting the information to Council.

PRESENTATION – COMMUNITY ACTION TEAMS

Reverend Rod Kerr commented he works on the Work Force Development Committee for
the Community Action Team. He commented the Work Force Development Committee goals are to increase employment opportunity and awareness by social media outlets and churches. He expressed the committee will continue to hold job fairs in the spring and fall. He commented the Community Action Teams are looking for people interested in helping. Mr. Glennwood Oats, Assistant Pastor of Cornerstone Church, addressed Council regarding future job fair events. He noted the group has helped update the communities’ resource guide known as the United Way 2-1-1, and works with the Project Safe coordinator to improve participation with the Second Chance Program.

Ms. Courtney Davis and Reverend Olen Bruner addressed Council regarding the Opportunities for Children Committee. She noted the team has a goal to grow existing groups of the community and she indicated the committee works with fifteen organizations. She noted the Parks and Recreation department has created a bus pass that provides Miller Teen Center members free transportation. Reverend Bruner commented the action team will work to update the United Way 2-1-1 database, and he noted the bus pass will help measure how many citizens the program will reach.

Ms. Liliana Spears noted the Public Relations Committee would like to have more community participants. Ms. Dee Ellison explained the team has a goal to build trust throughout the community. She commented the communications team has pursued work with the United Way 2-1-1 online database to raise public awareness in North Carolina.

Public Safety Committee member Mr. John Shaver commented the group’s goals include an increase in police officers and community policing. He commented the group has set a goal to reduce gun violence by 5% every year. He indicated the public safety team has found its goals reflect the Salisbury Police Department’s goals. He commented the team will focus on the Code Enforcement area, and he noted the department works closely with the Police Department. Human Relations Manager Anne Little stated the group has access to data and resources, and she would like the City to work closely with Stop the Violence group.

Mayor Heggins recognized those in attendance who serve on more than one Community Action Team. Mayor Heggins suggested community members who work on Community Action Teams and the Women for Community Justice could meet and merge their resources together to reduce overlap. Mayor Heggins commended the groups for their work.

PUBLIC COMMENTS

Mayor Heggins opened the floor to receive public comments.

Ms. Dee Dee Wright addressed Council regarding the length of Council meetings. She asked Council to consider minimizing the duration of Council’s meeting.

Mr. William Hustead expressed concerns regarding his business, Code Enforcement, and signs he has available for purchase at his business.
Mr. Ryan Stowe thanked Council for their leadership. He commented he owns the Polaris Law Firm in Salisbury and indicated he had concerns regarding summer employment opportunities available for children.

Mayor Pro Tem Post stated he has received questions regarding internships. He asked if the Council could research opportunities. City Manager Mr. Lane Bailey indicated the Human Resource Department offers the Salisbury Youth Employee Program. Councilmember Alexander noted the City had ten students who participated in last summer’s eight week program.

Ms. Carolyn Logan shared concerns regarding the City’s water. She asked Council for clarification regarding housing grant money.

Mr. Michael Kirksey expressed his opposition regarding street parking and noise in the 400 block of South West Street, and he noted concerns with the City’s fee schedule.

Ms. Latasha Wilks shared a concern with her Boards and Commissions application. She asked Council to consider communicating with service providers to offer security packages to local business owners in the area near Cinemark Tinseltown USA Movie Theater.

Mayor Heggins asked Ms. Wilks to clarify what she meant by businesses packages. Ms. Wilks stated she would like Council to communicate with business providers to offer security packages to local businesses.

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

**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 6:50 p.m.

**COMMUNITY DEVELOPMENT BLOCK GRANT**

Planning Director Janet Gapen addressed Council regarding a public hearing on the use of funds the City receives from the United States Department of Housing and Urban Development (HUD). She commented the City participates in a three county consortium to receive HOME funds.

Ms. Gapen presented Council with an estimated budget based on last year’s funding. She noted the estimated Community Development Block Grant (CDBG) funds are $271,203, HOME funds $108,834, and the estimated Income is $30,000. She stated the Income funds are recycled back into the program when loans are repaid or when homes are bought and sold. She concluded
total estimated funding is $410,037 for fiscal year 2018-2019. She stated funds help provide down payment assistance, owner occupied rehabilitation, and funding for public service agencies for eligible citizens. Ms. Gapen noted the second group of funding is dispersed into five neighborhoods as a part of a five year consolidated plan. She commented the funding provides public infrastructure improvements that could include sidewalks and park improvements.

Ms. Gapen indicated an informational session was held at the West End Community Center where the community expressed a desire for neighborhood community appearance funds.

Mayor Heggins convened a public hearing, after due notice thereof, to receive comments regarding the CDBG Grant Funding.

Mayor Pro Tem Post asked what the funding was last year. Ms. Gapen indicated the amounts presented were last year’s figures. She noted the department has not yet been notified of this year’s funding totals.

Ms. Whitney Peckman asked how the Planning Department determined the breakdown of funding and how it is determined who receives those funds. She expressed a concern regarding funds spent for aesthetics verses long term improvements.

Councilmember Miller asked Ms. Peckman if she was confusing the Blockwork Program with the Community Development Block Grant funding. Ms. Peckman stated that she could be confused. Councilmember Miller stated professionals are hired to complete all the CDBG work.

Mayor Heggins asked Ms. Peckman if her concerns regarded how the funds are distributed and who keeps track of the work that is performed. Ms. Gapen stated the City’s Planning department is not allowed to perform cosmetic work and partners with the Salisbury Community Development for the repairs.

Councilmember Alexander commented funds that help with homeownership are from the North Carolina Financing Agency or the United Way’s programs. She commented the Community Development Corporation (CDC) funding requirements are set forth by HUD, and she commented construction is then performed by HUD.

Ms. Kia Rustin addressed Council regarding the first time home buyer’s program and commented last year only seven to eight citizens received benefits from the program. She asked Council how the program could be marketed in a way so more citizens know it is available.

Councilmember Alexander commented citizens are required to attend classes and meet certain requirements in order to receive benefits from the first time home buyer’s program.

Councilmember Miller asked Ms. Gapen if there has been a time that all of the funds had not been used. Ms. Gapen stated all of the funding is used, and she noted the HUD programs are based on time limits, and on May 2 of every year HUD reviews the percentage of funds utilized.
Ms. Rustin stated she wanted to encourage more home buying education and asked if the Community Development Corporation (CDC) could help promote the awareness.

Ms. Krista Woolley thanked the CDC and the City for providing opportunities to citizens in need. She noted she represents the Community Health Care Clinic and 25% of Salisbury and Rowan County citizens do not have access to health care and are self-employed. She commented the Community Care Clinic has 1,400 patients and noted many of them have high medication cost.

Mr. Michael Kirksey expressed concerns regarding the CDC programs and the funds given to the West End area. He noted sidewalk needs and housing in the West End community.

Ms. Ollie Mae Carroll commented she agreed with Mr. Kirksey’s concerns regarding sidewalks, and she commented on the traffic congestion on Old Plank Road and Old Wilkesboro Road. She expressed concerns regarding the lack of funding in those areas.

Ms. Renee Bradshaw, executive director of Family Crisis Council, thanked Council for allowing her to speak and described the programs the Crisis Council offers.

Ms. Sheri Smith, director of client services at Rowan Helping Ministries, commented the funding received last year helped fund the full-time case management staff. She noted the Rowan Helping Ministries served over 700 men, women, and children and provided 27,859 nights of service. She thank Council for the funds received last year.

Ms. Dee Ellison asked Council about the targeted areas that were presented, and she asked for clarification to help her understand how those areas are chosen.

Mayor Heggins commented hearing concerns expressed during the public hearing, and she did not want a perception to be formed that the funding is a competition. She noted she would like to resolve some of the beliefs and suggestions shared.

City Manager Lane Bailey addressed the concern regarding sidewalks on Old Plank Road and noted the construction will be completed this spring. He commented Old Wilkesboro Road sidewalks are connected to the Greenway trail, and he noted Councilmember Alexander had advocated for funding with the Carolina Thread Trail.

Councilmember Alexander asked for clarification regarding percentage of funds being used elsewhere. Councilmember Alexander indicated 15% of the money used for public services is mandated by the federal government. Mayor Heggins asked for a breakdown of the dispersed funding. Ms. Gapen stated the budget breakdown is on the City’s webpage under Planning and Community Development. Councilmember Miller asked Ms. Gapen if funding detail could be provided at the next Council meeting, before Council moves to take a vote. Ms. Gapen commented the information could be provided along with a consolidated plan.

There being no one else to speak, Mayor Heggins closed the public hearing.
Ms. Gapen reviewed the current year’s budget. She commented $117,000 is allocated for owner occupied rehabilitation, $40,000 for West End sidewalk project, $43,500 to Public Services Agencies with a 15% limit, $59,000 to program administration, and $500 to fair housing activities. She commented the Planning Department budgeted $6,000 for fair housing testing, and she indicated $40,994.80 is paid for debt service for the Park Avenue Community Center.

Councilmember Miller asked how long the designated neighborhoods have received funding. Ms. Gapen commented the neighborhoods have been in place since 2005 and are evaluated and discussed by Council every year.

Councilmember Sheffield commented on a meeting in the West End that included five attendees. Ms. Gapen noted community meetings were held at Park Avenue and the West End Area and were advertised City wide through the Communications Department.

Councilmember Sheffield encouraged citizens to engage in community meetings. She addressed a public comment made regarding how the budget it allocated and asked Ms. Gapen if she could provide that information at the next Council meeting. Councilmember Sheffield commented the funds have guidelines created by the federal government.

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

Development and Code Services Manager Preston Mitchell commented Mayor Pro Tem Post, Councilmember Miller, and he met with the applicant, Mr. Flores, and concluded they would like more discussion with Mr. Flores to review alternate zoning options. He noted Bringle Ferry Road and East Lafayette Street residents expressed an interest in rezoning. He stated he will return to Council with additional information once staff has explored more options.

Mayor Heggins thanked Mr. Mitchell, Mayor Pro Tem Post, and Councilmember Miller, for working with Mr. Flores.

**COUNCIL COMMITTEE REVIEW – ELECTION PROCESS**

Mayor Heggins stated at Council’s January 16, 2018 meeting a motion was made to review the City’s election process. Mayor Pro Tem Post commented the second member of the committee had not been determined.

Councilmember Miller nominated Councilmember Tamara Sheffield to serve on the Council Committee to review the Election Process.

Thereupon Councilmember Miller made a **motion** to nominate Mayor Pro Tem Post and Councilmember Tamara Sheffield to serve on the Council Committee to review the City’s Election Process. Councilmember Alexander seconded. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE. (5-0)
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. Levonia Corry Term Expires 3/31/21

Housing Advocacy Commission

Councilmember Miller asked for clarification regarding Ms. Greta Conner’s re-appointment and suggested Council continue the same process when extending terms with the understanding Council has made an exception.

Upon a motion by Mayor Pro Tem Post to re-nominate Ms. Greta Conner to serve as the Neighborhood seat on the Housing Advocacy Commission by extending the term limit. 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 third term to begin April 1, 2018.

Ms. Greta Conner Term Expires 3/31/21

Tree Advisory Board

Councilmember Sheffield noted the Tree Board has four vacancies and stated the board would return to Council with recommendations regarding appointments after the board meets on Wednesday.

Planning Board

Mayor Pro Tem Post commented the Planning Board will continue to review the vacant Extraterritorial Jurisdiction (ETJ) seats. Councilmember Miller asked if the Planning Board had two vacant seats. Mayor Pro Tem Post agreed that two seats are vacant, and he nominated Mr. John Struzick and Ms. Patricia Ricks. Mayor Heggins noted she would like to nominate Ms. Velveeta Reid-Hairston and Ms. Patricia Ricks.

Mayor Heggins stated Mr. Struzick had indicated on his application his first preference was to serve on the Human Relations Council. Mayor Heggins asked City Clerk Diane Gilmore if a second application was submitted. Ms. Gilmore indicated that Mr. Struzick withdrew his first application. Councilmember Sheffield asked if the ETJ needed to be discussed further before
appointments could be made. Councilmember Miller noted the ETJ vacancies do not impact the recommendations.

Mayor Pro Tem Post made a motion to appoint Ms. Patricia Ricks to serve on the Planning Board, seconded by Councilmember Miller. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander, Miller, and Sheffield voting AYE, the following appointment was made to the Planning Board for a term to begin April 1, 2018.

Ms. Patricia Ricks Term Expires 3/31/21

Upon a motion by Mayor Pro Tem Post to appoint Mr. John Struzick to serve on the Planning Board and seconded by Councilmember Alexander. Mayor Pro Tem Post and Councilmembers Alexander, Miller, and Sheffield voted AYE and Mayor Heggins voted NAY and motion passed 4-1, the following appointment was made to the Planning Board for a term to being April 1, 2018.

Mr. John Struzick Term Expires 3/31/21

Mayor Heggins asked about the Parks and Recreation Advisory Board. Councilmember Alexander noted the board will have two resignations and she noted recommendations had not been determined.

CITY MANAGER’S COMMENTS

(a) Second Quarter Financial Update

City Manager Lane Bailey asked Financial Services Director Shannon Moore to present the second quarter financial update.

Ms. Moore explained a three year historical trend had been added to the update. She stated this addition gives a breakdown of the current year’s budget into the appropriate quarters based on how both revenues are received and how funds are expended.

Ms. Moore noted revenue in the General Fund in the last fiscal year had been received related to the refinancing of the Fibrant debt. She indicated there was a small piece of debt that was earmarked for General Fund building and facilities repairs. She explained that the budget to actual in the current year when using the three historical trends is $1.2 million less than in the previous year. She specified the General Fund expenses are up from last year and costs can typically increase each year. She stated the first two quarters are trending approximately $1.4 million less than in the past for expenditures.

Ms. Moore noted the current year property taxes have increased approximately $1.1 million from the previous year. She stated the Municipal Service District (MSD) Tax revenue is included in fiscal year 2018. She noted the fiscal year 2018 budget includes an additional $1,044,000 in property taxes related to a tax increase.
Ms. Moore noted during the second quarter sales tax revenue has increased $100,000 from fiscal year 2017.

Ms. Moore noted increases in the General Fund expenses are due to personnel costs and the contract with Rowan County Sheriff’s Department. She stated the transportation areas have some large one-time special projects.

Ms. Moore noted there was not a rate increase in the stormwater fund. She stated stormwater expenses are down and can change each year. She noted the stormwater fund currently has several onetime projects.

Ms. Moore noted there is a decrease in revenue in the Water and Sewer Fund in fiscal year 2018. She reminded Council of the loss of the City of Kannapolis water contract. She noted expenses in the previous year variance and current budget to actual are up from last fiscal year. She shared that the majority of expenses in the fiscal year 2018 budget are projects from last fiscal year.

Ms. Moore noted the Transit fund is showing a decrease in revenue of $84,000. She shared the Finance Department had previously worked with Transit Director Rodney Harrison to apply for federal reimbursements. She stated the Transit expenses are up from last fiscal year.

Ms. Moore noted an increase in revenue in the Fibrant Fund. She shared there were debt costs that were reduced regarding the refinancing from last fiscal year to this fiscal year. She noted the savings in the current year was approximately $420,000.

Mayor Heggins asked about the loss of the contract with the City of Kannapolis. City Manager Lane Bailey stated the contract had expired and had been created during a water shortage. He stated the City of Salisbury is currently having a discussion with the City of Kannapolis regarding another type of an agreement.

Mayor Pro Tem Post asked for clarification regarding no debt service in the Fibrant Fund during the second quarter. Ms. Moore confirmed there was no debt service in the Fibrant Fund in the second quarter. Mayor Pro Tem Post asked if the debt service in the Fibrant Fund is on an accrual or cash basis. Ms. Moore indicated it is on a cash basis. She stated the large Fibrant debt service payment happens in the third quarter. Mayor Pro Tem Post asked for clarification regarding the $273 million debt service in the first quarter. Ms. Moore stated the $273 million was interest. Mayor Pro Tem Post asked if the General Fund covered the principal payment. Ms. Moore stated the general fund is a higher than the principal payment.

(b) Update – Fibrant.

City Manager Lane Bailey asked Interim Broadband Director Evans Ballard to present an update on Fibrant. Mr. Bailey stated the negotiation process with Hotwire Communications was going well. He stated the City Attorney had worked with the School of Government and the referendum requirements had been met. He stated if the referendum passes the City could avoid a...
tax increase in the next fiscal year, but if the referendum fails there would most likely be a tax increase.

Mayor Heggins shared that information had been previously discussed regarding the need of low income children to have free access to Wi-Fi. Mr. Bailey stated costs were currently being reviewed. Mayor Heggins asked if information regarding Wi-Fi would be included in the update. Mr. Ballard noted no updates regarding the wireless products were available at this time. He stated there had been a meeting held previously with two staff members from Centralina Council of Government (CCOG) regarding the wireless product. He stated there was no federal funding available, but noted foundation funding could be another option. Mayor Heggins asked if Hotwire would be amenable. Mr. Bailey stated Hotwire Communications could be another option to provide services. He stated funds would be available for families who have children currently in school on reduced and free lunch. He stated these funds would allow them to pay a lower rate for services. He shared the provider receives funds from this fund to offset their cost for providing service.

Mr. Ballard shared information that marketing efforts are being provided by social media. He stated the Girls Who Code Program is currently in its second semester. He shared a Hack-a-thon will take place in April, 2018. He noted direct mail is being used for those neighborhoods with no soliciting, and he indicated staff is working with the Communications Department regarding advertisement in the Salisbury Post.

Mr. Ballard stated business sales has been plateaued over the last two and half years. He expressed concern regarding the sales environment. He stated new residential sales is also plateaued.

Councilmember Sheffield thanked City Manager Lane Bailey and City Attorney Rivers Lawther for providing the correct language to proceed with the referendum. Councilmember Miller shared his appreciation for the great customer service he received in the past. Councilmember Sheffield agreed Fibrant provides a good quality of service.

ANNOUNCEMENTS

Miller Recreation Teen Center Grand Opening.

Director of Communications Linda McElroy announced the Parks and Recreation will host the Miller Recreation Teen Center Grand-Opening Saturday, March 3, 2018 from 11:30 a.m. until 12:30 p.m. at the Miller Recreation Teen Center. There will be an opportunity to view improvements to the facility. The Miller Recreation Teen Center is free and open to youth grades 6-12. For more information please call 704-216-PLAY.
COUNCIL COMMENTS

Councilmember Miller referred to Councilmembers Sheffield’s suggestion at a previous Council meeting regarding Council meeting start times, and he requested a discussion be added to the next Council meetings agenda. He asked Council to consider a future courtesy hearing to receive public input regarding Council meetings to begin at 6:00 p.m. with an end time of 9:00 p.m. He commented if a meeting last beyond 9:00 p.m. a vote would be needed to extend the meeting time. He also asked Council to consider having closed sessions prior to Council meetings.

City Manager Lane Bailey suggested Council meetings with a closed session could begin at 5:00 p.m. and recess until 6:00 p.m. Councilmember Alexander asked if public comments could take place at the beginning of Council’s meeting at 6:00 p.m. Mayor Pro Tem Post suggested the goal setting Retreat could be a place that Council discussed Council meeting start and end times. Councilmember Miller agreed.

Mayor Pro Tem Post commented regarding the Salisbury Youth Council and engaging youth in the government.

ADJOURNMENT

Motion to adjourn the meeting was made by Mayor Pro Tem Post seconded by Councilmember Alexander. All Council members in attendance agreed unanimously to adjourn. The meeting was adjourned at 8:55 p.m.

______________________________________
Al Heggins, Mayor

_____________________________________
Diane Gilmore, City Clerk
SALISBURY, North Carolina
February 20, 2018

SPECIAL MEETING

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

ABSENT: None

Mayor Heggins and members of City Council met in a Special session in Council Chambers in City Hall located at 217 South Main Street. The meeting began at 4:00 p.m. and a moment of silence was taken.

GOAL SETTING RETREAT

Mayor Heggins reviewed the City’s Vision and Mission Statement, and she asked Council to consider revising the document during its annual retreat. Mayor Heggins noted at its January 16, 2018 meeting Council agreed to a one and one half day retreat that would allow four hours each to the public, staff, and the budget process and would also include a closed session if necessary.

Councilmember Alexander asked if the public would be invited to attend the entire retreat. Mayor Heggins agreed the public would be invited, and she ask for clarification regarding the public’s involvement during discussion at previous retreats. Mayor Pro Tem Post requested clarification regarding the three, four hour segments for the retreat. Mayor Heggins stated a motion was made at Council’s January 16, 2018 meeting that would allow four hours each for the public, staff, and budget process with a closed session if necessary at the retreat with a second made by Mayor Pro Tem Post. Mayor Heggins stated Councilmember Miller voted NAY and the motion passed 3-1. Mayor Heggins commented Councilmember Alexander was absent.

Councilmember Sheffield asked if the goal of the retreat was to be more interactive with the public. Mayor Heggins agreed, and she noted Council could revisit the City’s Mission and Vision Statement.

Councilmember Alexander pointed out that community input is collected throughout the year by groups such as the Community Action Planning (CAPS).
Councilmember Alexander explained that the goal setting retreat is a time for Council to determine its goals and for staff to incorporate the goals into the budget process. Councilmember Alexander suggested the retreat might not be the appropriate place to review the City’s Mission and Vision statement. Mayor Heggins suggested the retreat should not focus solely on staff. Councilmember Alexander explained staff works to gain an understanding of Council goals.

Councilmember Sheffield asked if the four hours that are allotted for citizen input and the four hours allotted for staff could be combined to allow discussion between staff and the public. Mayor Heggins asked if staff introduces items during the retreat staff introduces items to be allocated and budgeted based upon staff needs.

City Manager Lane Bailey reviewed Council’s goals and objectives from previous years. He pointed out Council had a recent focus on the gun violence and homicides and set a goal to increase Police Department staffing. Mr. Bailey suggested the goal to increase Police staffing could be taken off the agenda.

Mayor Heggins stated it was mentioned at a Council meeting that the retreat is staff driven.

Councilmember Alexander clarified that staff does not drive the goals that are set at the retreat. Councilmember Alexander explained Council creates goals that are presented to staff, and she noted staff creates a budget to reflect Council’s goals. Mayor Heggins asked where the goals and projects are generated from. Councilmember Alexander stated projects generate from Council’s desire, public inputs, and community challenges. Councilmember Alexander noted when citizens spoke about violence in the community, Council then decided to set a goal to enhance the Police Department and community engagement. May Heggins asked how public input is gathered to create the goals. Councilmember Alexander stated public input is collected through various forms. Councilmember Alexander noted Council and staff continues to complete goals from previous years.

Mayor Pro Tem Post referenced the budget process and the Capital Improvement Plan (CIP), and he asked Mayor Heggins about her vision for the first four hours of the retreat.

Mayor Heggins explained the Vision and Mission process would need to be facilitated, and she noted she had a discussion with Pastor Anthony Smith and the executive director of the Salisbury-Rowan Community Action Agency (SRCAA) Rocky Cabagnot. Mayor Heggins commented they both have agreed to provide facilitation at the goal setting retreat. Mayor Heggins commented that the Vision and Mission process would be a discussion and would include the public, Council, and staff. Mayor Pro Tem Post asked if the facilitators would provide guidance and open the floor for discussion regarding the request to change the City’s vision and mission statement. Mayor Pro Tem Post then asked if the facilitation would be a part of the four hour block. Mayor Heggins
noted it could take 90 minutes or four or more hours and requested Council be flexible with the request.

City Manager Bailey suggested Council determine a date for the goal setting retreat. City Clerk Diane Gilmore provided copies of the suggested dates to Council. Councilmember Miller stated a portion of the retreat meeting is based around the budget and noted the other portion is based around the public. Councilmember Miller asked if the budget portion could be addressed first and then accommodate the public at a later date due to the deadline of the budget.

Councilmember Alexander noted that Council is taking a School of Government (SOG) Ethics training course, and she suggested tabling selection of a date for the retreat. She commented the training would offer a class on budgeting and the full Council could go through the process together. Councilmember Alexander noted the training could allow Council to see how other cities handle their budget process. Mayor Heggins asked for clarification regarding the SOG’s budget training course. Councilmember Alexander explained it would cover an actual budget process and would allow Council to see how cities handle the budget process. Councilmember Miller suggested a date of March 21 and March 22, 2018 from 12:00 noon until 6:00 p.m. with both dates to include a total of 6 hours. Council discussed the afternoon time for the meeting.

Thereupon, Councilmember Miller made a motion to schedule the annual retreat for Wednesday, March 21, 2018 from 2:00 p.m. to 8:00 p.m. and Thursday, March 22, 2018 from 2:00 p.m. to 8:00 p.m. Councilmember Alexander seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Miller, Alexander, and Sheffield voted AYE. (5-0)

Councilmember Miller requested Council review the agenda before its retreat. Mayor Heggins asked if Council had an opportunity to review the agenda in the past. Councilmember Miller clarified that Council did have the opportunity to review the retreat agenda in the past and would like Council to get the first look at the agenda for the 2018 goal setting retreat.

**ADJOURN**

Motion to adjourn the meeting was made by Councilmember Alexander and seconded by Councilmember Miller. All Council members in attendance agreed unanimously to adjourn. The meeting was adjourned at 4:48 p.m.

__________________________________  
Al Heggins, Mayor

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

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

Requested Council Meeting Date:  03/20/2018

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

Name of Presenter(s): Jason Wilson

Requested Agenda Item: Consideration of a ratification authorizing the sale of personal property deemed to be surplus by the Purchasing Manager that at electronic auction sold for more than $30,000 and appropriate revenue from the sale of assets.

Description of Requested Agenda Item: SRU offered for sale at electronic auction two (2) lots of used water meters, resulting from the mass meter change-out project. Based on estimated weight and current scrap metal prices, each lot of meters were estimated to have a value of less than $30,000. N.C.G.S. 160A-270 authorizes council to conduct electronic auctions and advertise such auctions electronically. It also allows council to delegate this authority if the items have a value under $30,000. Resolution 2009-15 authorized the Purchasing Manager to sell items valued under $30,000 by electronic auction. The electronic auctions closed on March 8, 2018 and the above items sold for $32,861 and $34,294. The auction was competitive with 112 bids on the first lot and 75 bids on the second. It has been recommended by the NC SOG that the sale of these assets be ratified by City Council due to the circumstances of these sales going over $30,000.

Additionally, City Council will need to adopt a Budget Ordinance in order to appropriate revenues from this sale of surplus meters for $67,155.

Attachments:  ☒ Yes  □ No

Fiscal Note: Because these items are fully depreciated, the entire sale of these assets will be revenue to SRU.

Action Requested of Council for Agenda Item:

City Council to ratify the sales of surplus water meters to Marshall McClenny of First Stop Core & Battery for $32,861 and Julian Delgado of USB Recycling for $34,294 online auction at GovDeals.com.

Council to adopt an ORDINANCE amending the 2017-18 Budget Ordinance of the City of Salisbury, North Carolina to appropriate surplus water meter revenues of $67,155.

Contact Information for Group or Individual: Jason Wilson (704-216-7553)

☒ 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

[Signature]
Department Head Signature

Anna [Signature]
Budget Manager Signature

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

For Use in Mayor's Office Only

☐ Approved  ☐ Declined

Reason:
AN ORDINANCE AMENDING THE 2017-18 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE PROCEEDS FROM THE SALE OF SURPLUS PROPERTY

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

Section 1. The City has received $67,155 from the sale of surplus property online through
GovDeals. NC General Statutes require that the City appropriate these revenues so that they can be
legally spent.

Section 2. That the 2017-2018 Budget Ordinance of the City of Salisbury, adopted on
June 6, 2017, is hereby amended as follows:

Increase line item 030-000-000-4813.00 $ 67,155
Sale of Assets

Increase line item 030-813-850-5171.01 $ 67,155
Meters and Meter Boxes

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

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

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

Requested Council Meeting Date:  March 20, 2018

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

Name of Presenter(s):  Alyssa Nelson

Requested Agenda Item:

Council to consider adopting a Budget Ordinance Amendment to the FY 2017-2018 budget in the amount of $16,000 to appropriate revenue for the Public Art Committee.

Description of Requested Agenda Item:

The Salisbury Public Art Committee has received a total of $16,000 from the following sources to be appropriated toward Public Art projects.

Blanche & Julian Robertson Family Foundation  $1,000
North Carolina Arts Council Grassroots Grant  $8,000
Margaret C. Woodson Foundation Grant  $5,000
Catawba College  $2,000

Attachments:  ☒ Yes  □ No

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

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

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

Adopt budget ordinance amendment to FY2017-2018 budget to appropriate $16,000 to Public Art.

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

For Use in Mayor's Office Only

☐ Approved

☐ Declined

Reason:
AN ORDINANCE AMENDING THE 2017-2018 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE SCULPTURE SHOW DONATIONS

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

Section 1. The City’s Community Planning Services Department has received several donations for the annual Sculpture Show.

Section 2. That the 2017-2018 Budget Ordinance of the City of Salisbury, adopted on June 6, 2017, is hereby amended as follows:

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

(1) Increase line item 010-621-612-54500.40 $16,000 Special Projects

(2) Increase line item 010-000-000-4821.20 $16,000 Public Arts Donations and Fees

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

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

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

Requested Council Meeting Date: March 20, 2018

Name of Group(s) or Individual(s) Making Request: Shannon Moore, Finance Director

Name of Presenter(s): Shannon Moore, Finance Director

Requested Agenda Item: Council to approve financing of Fire Apparatus’ and award Installment Financing to Regions Equipment Finance Corporation.

Description of Requested Agenda Item:
The Council to receive information regarding the bid process to finance 2 Fire Apparatus’. Request for proposals were received from six financial institutions regarding the financing of the equipment, with financing not to exceed $2,154,000. The rescue engine pumper is replacing a 1988 and the platform ladder is replacing a 2000. The new vehicles are replacing equipment that is well past their useful life of 15 years. The reimbursement resolution for this purchase was approved at the January 2, 2018 Council meeting with an anticipated amount of $2,200,000.

Attachments: ☑ Yes ☐ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)
The purchase for these two trucks was budgeted in the FY18 budget at $2,168,805 plus $190,143 for the first debt payment (original delivery was scheduled for September 2017, with the first payment due in March 2018). The final invoiced price is expected to be under budget once all items have been delivered. Once financing is approved, the first payment would be due September/October 2018, with future payments to be included in the upcoming budget for the next six years of scheduled payments.

Action Requested of Council for Agenda Item: (Please note if item includes an ordinance, resolution or petition)
Council to consider approving a RESOLUTION approving financing terms awarding the contract to Regions Equipment Finance Corporation for purchase of a new fire truck, for an amount not to exceed $2,154,000.

Contact Information for Group or Individual: Shannon Moore, (704) 216-8026

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

☐ Regular Agenda (item to be discussed and possibly voted on by Council)
FINANCE DEPARTMENT INFORMATION:

S. Wade Funches  
Finance Manager Signature

Anne Burges  
Budget Manager Signature

Shannon Moore  
Department Head 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

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<td></td>
<td>paid by borrower</td>
<td>*see below</td>
<td>Carolina Alliance Bank</td>
<td></td>
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</table>

*2% within 1 year, 1% less than 2 year, none after 2 years
"RESOLUTION APPROVING FINANCING TERMS

WHEREAS, the City of Salisbury ("City") has previously determined to purchase a new Engine Pumper and Platform Ladder fire apparatus ("Equipment") and the Finance Director has now presented a proposal for the financing of such Equipment.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Equipment through Regions Equipment Finance Corporation, in accordance with the proposal dated March 2, 2018. The amount financed shall not exceed $2,154,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.68%, and the financing term shall not exceed six years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Equipment as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and an Escrow Agreement as Regions Equipment Finance Corporation may request.

3. The Finance Director is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such director’s satisfaction. The Finance Director is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Director shall approve, with the Finance Director’s release of any Financing Document for delivery constituting conclusive evidence of such director’s final approval of the Document’s final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as “qualified tax-exempt obligations” for the purpose of Internal Revenue Code Section 265(b)(3).

5. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.”

Adopted this 20th day of March 2018.

______________________________
Mayor

ATTEST:

______________________________
City Clerk
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 20, 2018

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

Name of Presenter(s):  Lane Bailey

Requested Agenda Item:  Council to hold a public hearing regarding the lease of Fibrant to Hotwire Communications

Description of Requested Agenda Item:  Council to hold a public hearing regarding the lease of Fibrant to Hotwire Communications

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:  No action other than holding the public hearing. (Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual:  Lane Bailey, 704-638-5222

☐ 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:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date: March 20, 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 unit price contract in the amount of $816,409.45 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:

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<th>Contractor</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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On March 6, 2018, City Council concurred with the award of the contract to the apparent low bidder. Since that time, it has been determined that the low bidder did not meet NCDOT’s goals established for this contract for use of Women Business Enterprise (WBE). Therefore, the contract can be awarded to the next lowest bidder, Blythe Development Company.

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. Engineering’s current budget includes $850,000, plus $250,000 requested for FY18-19. There are two contracts related to this project – the contract mentioned above for $816,409.45 and a contract for $117,568 for construction inspection. The total of the two contracts is $933,705.45.

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 Blythe Development Company, the apparent lowest responsive and responsible bidder, for $816,409.45 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 Forrest
Finance Manager Signature

Wendy Brindle
Department Head Signature

Anne Burges
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:
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<td>100</td>
<td>450.00</td>
<td>45,000.00</td>
</tr>
<tr>
<td>17</td>
<td>36 24-300</td>
<td>2</td>
<td>100</td>
<td>450.00</td>
<td>45,000.00</td>
</tr>
<tr>
<td>18</td>
<td>36 24-300</td>
<td>2</td>
<td>100</td>
<td>450.00</td>
<td>45,000.00</td>
</tr>
<tr>
<td>19</td>
<td>36 24-300</td>
<td>2</td>
<td>100</td>
<td>450.00</td>
<td>45,000.00</td>
</tr>
<tr>
<td>20</td>
<td>36 24-300</td>
<td>2</td>
<td>100</td>
<td>450.00</td>
<td>45,000.00</td>
</tr>
</tbody>
</table>

**Notes for Bidding:**

- All bidders must submit their bids by the deadline specified in the advertisement.
- Bids must be submitted at the address provided in the advertisement.
- Bidders are encouraged to submit bids early to ensure their eligibility.
- Bids will be accepted until 12:00 PM on the specified date.
- Bidders are responsible for submitting their bids on time.

**Date:**

[Signature]

[Name]

[Title]
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>10' STONE MANHOLE</td>
<td>2</td>
<td>each</td>
<td>120</td>
</tr>
<tr>
<td>1.01</td>
<td>10' STONE MANHOLE</td>
<td>2</td>
<td>each</td>
<td>120</td>
</tr>
<tr>
<td>1.02</td>
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<td>1.05</td>
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<td>120</td>
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<td>1.06</td>
<td>10' STONE MANHOLE</td>
<td>2</td>
<td>each</td>
<td>120</td>
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<tr>
<td>1.07</td>
<td>10' STONE MANHOLE</td>
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<td>120</td>
</tr>
<tr>
<td>1.08</td>
<td>10' STONE MANHOLE</td>
<td>2</td>
<td>each</td>
<td>120</td>
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<tr>
<td>1.09</td>
<td>10' STONE MANHOLE</td>
<td>2</td>
<td>each</td>
<td>120</td>
</tr>
</tbody>
</table>

**NOTES FOR BIDDING**:

- All surplus material is to be removed and disposed at the bidder's expense.
- The project site is accessible by truck.
- All work is to be completed by 5:00 PM on the project site.
- The project is to be completed by October 31, 2023.
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandoned Water Meter</td>
<td>3</td>
<td>x</td>
<td>$56</td>
</tr>
<tr>
<td>Sawcut</td>
<td>2</td>
<td></td>
<td>$55</td>
</tr>
<tr>
<td>Standing Concrete Median to Match Existing Conditions</td>
<td>1</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>Siding &amp; Pilings</td>
<td>2</td>
<td></td>
<td>$65</td>
</tr>
<tr>
<td>Stone Mason General Contractor Class A</td>
<td>2</td>
<td></td>
<td>$57</td>
</tr>
<tr>
<td>Aisle Staging for Erosion Control</td>
<td>100</td>
<td></td>
<td>$5</td>
</tr>
<tr>
<td>Walling for Erosion Control</td>
<td>50</td>
<td></td>
<td>$65</td>
</tr>
<tr>
<td>Waterline</td>
<td>2</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>Pipe Plus</td>
<td>1</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>Foundation Conditioning Exterior</td>
<td>1</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>Geotextile for Soil Stabilization</td>
<td>25</td>
<td></td>
<td>$20</td>
</tr>
<tr>
<td>Foundation Conditioning Material, Minor Structures</td>
<td>500</td>
<td></td>
<td>$60</td>
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<tr>
<td>Foundation Stabilization</td>
<td>1</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>Construction Surfacing</td>
<td>1</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>Concrete Paving - Sidewalk Removal</td>
<td>2</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>Concrete Paving - Concrete Drain Removal</td>
<td>6</td>
<td></td>
<td>$55</td>
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<tr>
<td>Removal of Existing Concrete Pavement</td>
<td>250</td>
<td></td>
<td>$5</td>
</tr>
<tr>
<td>Erosion Control Item - Geotextile, All Sides</td>
<td>1</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>Erosion Control Item - Hardware Cloth Initial Protection</td>
<td>160</td>
<td></td>
<td>$30</td>
</tr>
<tr>
<td>Seed for Temporary Seeding</td>
<td>500</td>
<td></td>
<td>$35</td>
</tr>
<tr>
<td>Temporary Slit Fence</td>
<td>1</td>
<td></td>
<td>$35</td>
</tr>
<tr>
<td>Permanent Erosion Protection Markers</td>
<td>2</td>
<td></td>
<td>$55</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td></td>
<td>$60</td>
</tr>
</tbody>
</table>
March 13, 2018

Ms. Wendy Brindle, PE  
City Engineer  
City of Salisbury  
132 North Main Street  
Salisbury, NC 28144

Subject: Contract Goal Requirements / Good Faith Effort  
TIP: U-5820 B  
County: Rowan  
WBS: 44392.3.2  
Desc: New Route SR 1006 (Faith Road) to US 52 (East Innes Street) in Salisbury. Construct New Multilane Roadway

Dear Wendy:

NCDOT has reviewed the good faith effort information which was submitted on 3/9/2018.

The advertised contract goal for the subject project was set at:

\[
\text{MBE} = 2.0\% \quad \text{WBE} = 5.0\%
\]

The bid submittal from Carolina Siteworks, Inc. indicates the following:

\[
\text{MBE} = 2.0 \% \quad \text{WBE} = 3.9\%
\]

With the utilization of state funding for this project, the provisions set forth in the contract concerning submittal of good faith effort when the goals are not met must be adhered to. The affidavit you submitted previously is admissible when the project is administered under a municipal contract. However, using the NCDOT provisions, documentation of the good faith effort is required.

See excerpt from the contract document Page 3:
Disadvantaged Business Enterprise References - Since this is a State funded project with MBE/WBE participation, only those requirements and goals set forth by NCDOT Goal Setting Committee are applicable. References to any other requirements or to N.C. General Statute 143-128.2 shall not apply to this project. Refer to Special Provision SP1 G68.

And further from the contract document Page 11-12:

Submission of Good Faith Effort
If the bidder fails to meet or exceed either the MBE or the WBE goal, the apparent lowest responsive bidder shall submit to the LGA documentation of adequate good faith efforts made to reach that specific goal(s).

One complete set and one set of copies of this information shall be received in the office of the LGA no later than 2:00 p.m. of the fifth calendar day following opening of bids, unless the fifth day falls on Saturday, Sunday or an official state holiday. In that situation, it is due in the office of the LGA no later than 10:00 a.m. on the next official state business day.

Note: Where the information submitted includes repetitious solicitation letters, it will be acceptable to submit a representative letter along with a distribution list of the firms that were solicited. Documentation of MBE/WBE quotations shall be a part of the good faith effort submittal. This documentation may include written subcontractor quotations, telephone log notations of verbal quotations, or other types of quotation documentation.

Adequate good faith efforts mean that the bidder took all necessary and reasonable steps to achieve the goal which, by their scope, intensity, and appropriateness, could reasonably be expected to obtain sufficient MBE/WBE participation. Adequate good faith efforts also mean that the bidder actively and aggressively sought MBE/WBE participation. Mere pro forma efforts are not considered good faith efforts.

The LGA will consider the quality, quantity, and intensity of the different kinds of efforts a bidder has made. Listed below are examples of the types of actions a bidder will take in making a good faith effort to meet the goals and are not intended to be exclusive or exhaustive, nor is it intended to be a mandatory checklist.

The letter submitted by Carolina Siteworks, Inc. on March 9, 2018 does not constitute documentation of those efforts. At this time NCDOT is unable to concur with approval of the good faith effort nor the award of the contract. If the City of Salisbury chooses to proceed with the award to Carolina Siteworks, Inc., NCDOT will not participate in reimbursement of the project expenditures.

If there is no additional documentation to substantiate the good faith effort, the options to proceed are to award to the next low bidder or re-advertise.
Ms. Wendy Brindle, PE  
March 13, 2018  
Page 3

The contractor may appeal the decision and that process is found in the contract document on Page 14:

**Non-Good Faith Appeal**

The LGA will notify the contractor verbally and in writing of non-good faith. A contractor may appeal a determination of non-good faith made by the Goal Compliance Committee. If a contractor wishes to appeal the determination made by the Committee, they shall provide written notification to the LGA. The appeal shall be made within 2 business days of notification of the determination of non-good faith.

Sincerely,

Brett Abernathy, P.E., PLS  
Division Project Development Engineer

cc:  S. Pat Ivey, P.E., Division Engineer  
       Jeff Turner, Division Proposal Engineer  
       Benny Sloan, State Contractor Utilization Engineer  
       Ron Davenport, P.E., State Contract Officer  
       Alex Kelly, Stanchion Asset Partners  
       Project File
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  March 20, 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:  □ 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****

For Use in Mayor’s Office Only
☐ 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></td>
</tr>
</tbody>
</table>

**Applicants:**
Tenkamenin Crowder

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

### Community Appearance Commission

<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>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>Levonia Corry</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>
</tbody>
</table>

**Applicants:**
Lewellen Padgett
Monica Smith
Nancy Vick

**Notes:**

### Greenway Committee

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>All Vacancies Filled</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>All Vacancies Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greta Conner</td>
<td>3/31/18</td>
<td>No</td>
<td>Greta Conner</td>
</tr>
<tr>
<td>Jayne Helms</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jayne Helms</td>
</tr>
<tr>
<td>Sean Meyers</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Sean Meyers</td>
</tr>
</tbody>
</table>

**Applicants:**
- Katherine Boyd
- Michael Brown
- Myra Byarm
- Rocky Cabagnot
- 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</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Annie Boone</td>
</tr>
<tr>
<td>Lorenzo Debose</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Lorenzo Debose</td>
</tr>
<tr>
<td>Linda Hunt</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>All Vacancies Filled</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
- 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.
<table>
<thead>
<tr>
<th>Parks and Recreation Advisory Board</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Members</strong></td>
<td><strong>Term Expires</strong></td>
<td><strong>Eligible for Reappointment</strong></td>
</tr>
<tr>
<td>Roy Bentley</td>
<td>3/31/18</td>
<td>Yes</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>Yes</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

**Notes:**

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

**Notes:**
### Transportation Advisory Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>All Vacancies Filled</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
- Rocky Cabagnot
- 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>All Vacancies Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Lewis</td>
<td>3/31/18</td>
<td>No</td>
<td>Katherine Boyd</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/17</td>
<td>n/a</td>
<td>Carolyn Brown</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>n/a</td>
<td>Edword Clark</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/19</td>
<td>n/a</td>
<td>Melisa Williams</td>
</tr>
</tbody>
</table>

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

**Notes:**