<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>
<td></td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>5</td>
<td>Adopt Agenda</td>
<td>Adopt Agenda for May 7, 2019.</td>
</tr>
<tr>
<td>6</td>
<td>Proclamations:</td>
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<td>SMALL BUSINESS WEEK</td>
<td>May 5 -11, 2019 Small Business Week provides a time to celebrate shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation’s promise.</td>
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<tr>
<td></td>
<td>POLICE OFFICERS’ MEMORIAL DAY</td>
<td>May 15, 2019 Honors law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty</td>
</tr>
<tr>
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<td>NATIONAL POLICE WEEK</td>
<td>May 12 – 18, 2019 To commemorate law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities.</td>
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<td>Consent Agenda:</td>
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<td>(a) Minutes.</td>
<td>Adopt Minutes of the Regular meeting of April 16, 2019.</td>
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<tr>
<td></td>
<td>(b) Right-of-Way Encroachment.</td>
<td>Requestor(s): Engineering Approve right-of-way encroachment by Spectrum per Section 11-24 (27) of the City Code for the installment of fractional bored duct within the City right-of-way near 1915 South Main Street, along the 100 block of South Church Street and the 100 block of West Fisher Street.</td>
</tr>
</tbody>
</table>
## Agreement – LaBella Associates and Budget Ordinance.

**Requestor(s):** Salisbury-Rowan Utilities

Authorize the City Manager to execute an agreement with LaBella Associates in the amount of $690,000 for design services associated with the Water Treatment Plant Capital Improvement Plan (CIP) Projects and adopt an **ORDINANCE** amending the FY2018-2019 Budget Ordinance to appropriate Water Sewer Fund Balance funds.

This project is part of the CIP. While design of the project was not budgeted in FY19, Salisbury-Rowan Utilities (SRU) would like to use fund balance to cover design. Construction will be part of the future debt package for the Water Sewer Fund. Sufficient funds are available to cover the design of $690,000.

## Contract Agreement – Buckeye Bridge, LLC. and Budget Ordinance.

**Requestor(s):** Salisbury-Rowan Utilities

Authorize the City Manager to execute a contract with Buckeye Bridge, LLC in the amount of $1,932,248 for construction of the Crank Creek Lift Station and Force Main Upgrades Project, and adopt an **ORDINANCE** amending the FY2018-2019 Budget Ordinance to appropriate Water Sewer Fund Balance funds.

This project is part of the Capital Improvement Plan (CIP). An allocation of $1M is appropriated in the FY19. Salisbury-Rowan Utilities (SRU) is requesting an additional $932,248 to be transferred out of fund balance for this project. The Water Sewer Fund has sufficient funds to cover the transfer for this project.

## Budget Ordinance – Cheerwine Festival.

**Requestor(s):** Parks and Recreation

Adopt a Budget **ORDINANCE** amendment the FY2018-2019 budget in the amount of $63,650 to appropriate revenue for the Cheerwine Festival.

## Contract Award – Elliott Davis, PLLC.

**Requestor(s):** Finance Department

Award a contract to Elliott Davis, PLLC for auditing services for the fiscal year ending June 30, 2019.
<p>| | | |</p>
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<tbody>
<tr>
<td>(g)</td>
<td>Waiver of Objection.</td>
<td>Requestor(s): City Attorney</td>
</tr>
<tr>
<td>(h)</td>
<td>Stormwater Grant.</td>
<td>Requestor(s): Salisbury Academy</td>
</tr>
<tr>
<td>8</td>
<td>Public Comment.</td>
<td></td>
</tr>
</tbody>
</table>
| 9 | Adopt an Ordinance: CD-02-2019 Grace Village. | Requestor(s): Community Planning Services Presenter(s): Teresa Barringer, Zoning Administrator | Council to consider adopting Land Development ORDINANCE and District Map Amendment CD-02-2019, to rezone 1.421 acres at the corner of North Long Street and East 11th Street from Heavy Industrial (HI) to Corridor Mixed-Use (CMX) by establishing a Conditional District (CD) Overlay with a master plan for a proposed two phase campus-style retail/mixed use development.  
   (a) Receive a presentation from staff  
   (b) Conduct a public hearing  
   (c) Adopt Ordinance |
<p>| 10 | Update – Salisbury Police Department. | Requestor(s): Police Chief Jerry Stokes Presenter(s): Police Chief Jerry Stokes | Council to receive an update on community crime and Salisbury Police Department staffing during the first quarter of 2019. |</p>
<table>
<thead>
<tr>
<th></th>
<th>Report – Community Development Block Grant (CDBG) &amp; HOME Program funds.</th>
<th>Requestor(s): Community Planning Services</th>
<th>Council to review the City’s draft FY2019-2020 Action Plan and Budget for the use of Community Development Block Grant (CDBG) and HOME Program funding from the United States Department of Housing and Urban Development (HUD).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Presenter(s): Kyle Harris, Planner</td>
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<tr>
<td></td>
<td>Update – Cheerwine Festival.</td>
<td>Requestor(s): Parks and Recreation</td>
<td>Council to receive an update on the upcoming Cheerwine Festival to be held Saturday, May 18, 2019 in downtown Salisbury.</td>
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<td>Presenter(s): Vivian Koontz, Event Coordinator</td>
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<td></td>
<td>Appointments to Boards and Commissions.</td>
<td></td>
<td>Council to consider making appointments to various Boards and Commissions.</td>
</tr>
<tr>
<td></td>
<td>City Attorney’s Report.</td>
<td></td>
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<tr>
<td></td>
<td>City Manager’s Report.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|   | Third Quarter Financial Update  
Lane Bailey, City Manager | Requestor(s)  
Presenter(s): Shannon Moore, Finance Director | Council to receive financial reports and information that covers the third quarter of the current fiscal year. |
<p>| | | | |
|   |   |   |   |
|   | Announcements. |   |   |
|   | The President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the United States Small Business Administration (SBA) and other government agencies. The Administrator of the SBA announced that this year’s National Small Business Week will be held from May 5-11, 2019 to celebrate entrepreneurship and innovation. |   |   |</p>
<table>
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<tbody>
<tr>
<td>(b)</td>
<td>On Saturday, May 11, 2019 the Community Appearance Commission and Housing Advocacy Commission will host, ‘Spring Clean ‘19’, a litter clean-up day along the main corridors of Salisbury. Take an hour or more to drop by and help us clean up the streets! Check in at City Hall, 217 South Main Street, anytime from 7:00 a.m. until 7:00 p.m. to pick up equipment, coffee and water, and to sign up for a block. The #Trashtag Challenge has come to Salisbury! For more information call Alyssa Nelson at 704.638.5235 or email <a href="mailto:anels@salisburync.gov">anels@salisburync.gov</a>.</td>
</tr>
<tr>
<td>(c)</td>
<td>The Salisbury Parks and Recreation will hold its annual Middle School Prom Saturday, May 11, 2019 from 6:00 p.m. until 9:00 p.m. at the Salisbury Civic Center. All middle school students in Rowan County are welcome. Participants will enjoy an evening of dancing, photos and a good time with friends. Refreshments will be served and photo packages will be available for purchase. Tickets are limited and must be purchased in advance. For more information, please call (704) 216-PLAY.</td>
</tr>
<tr>
<td>(d)</td>
<td>A Peace Officers’ Memorial Service will be held Wednesday, May 15, 2019 at noon at First Presbyterian Church, 308 West Fisher Street, Salisbury. The annual memorial service is an opportunity to remember officers who have died in the line of duty and is part of local National Police Week observances.</td>
</tr>
<tr>
<td>(e)</td>
<td>A dedication ceremony will be held Thursday, May 16, 2019 at 2:00 p.m. on the grounds of the County Courthouse, 210 North Main Street, Salisbury unveiling a memorial honoring all police officers who died in the line of duty serving in Rowan County. The memorial will serve as a reminder and to honor all the officers who have made the ultimate sacrifice in service to the community and is part of the local National Police Week observances. The public is invited to attend the dedication.</td>
</tr>
</tbody>
</table>
17 Council’s Comments.

18 Mayor Pro Tem Comments.

19 Mayor’s Comments.

20 Adjourn.

The City of Salisbury and Cheerwine are teaming up to host the 2019 Cheerwine Festival. The free event will take place Saturday, May 18, 2019 in downtown Salisbury from noon until 10:00 p.m. Cheerwine fans will enjoy cold Cheerwine, live music, great Southern food, shopping for Cheerwine merchandise, family-friendly activities, a beer garden and local craft vendors. For more information, please call 704-216-PLAY.
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

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

Name of Presenter(s):  Mayor Heggins

Requested Agenda Item:  Proclamations: Small Business Week, National Police Week, and Peace Officers Memorial Day

Description of Requested Agenda Item:

Small Business Week provides a time to celebrate shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation’s promise.

National Police Week is May 12 through May 18, 2019 to commemorate law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities.

Peace Officer’s Memorial Day honors law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty

Attachments:  □ Yes  □ No

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

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

Contact Information for Group or Individual:  

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only

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

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

Requested Council Meeting Date:  May 7, 2019

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

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

Requested Agenda Item:  Request from Spectrum for encroachment into City Rights-of-Way

Description of Requested Agenda Item:  Spectrum requests approval of installation of directional bored duct within the City Right-of-Way near 1915 S. Main Street and along the 100 block of S. Church Street and 100 block of W. Fisher Street. City Council approval of encroachments is required by Section 11-24 (27) of the City Code. Spectrum must also seek NCDOT approval for work within the S. Main Street corridor.

Staff review included input from Engineering, Public Services and Salisbury-Rowan Utilities. Staff recommends approval subject to the following conditions:

- All improvements and restoration shall be made at no expense to the City.
- Any markers for underground facilities shall be flush with the ground.
- Lane closures shall be coordinated through Engineering.
- Spectrum shall participate with the State’s one-call locating program, and appropriate locater tape shall be installed to facilitate future field location.
- Engineering “as-built” plans shall be maintained by Spectrum and made available to the City upon request.
- If the City (or State) makes an improvement to the public Right-of-Way, Spectrum facilities shall be adjusted or relocated at no expense to the City (or State).

Attachments:  ☒ Yes  ☐ No

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

There is no budgetary impact on this item.

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)
City Council to consider approval of a right-of-way encroachment by Spectrum per Section 11-24 (27) of the City Code.

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

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

__________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved        ☐ Delayed        ☐ Declined

Reason:
1915 S Main St

Generated by Measure Map Pro on Mar 5, 2019 at 4:46:37 PM
Perimeter: 584.6 ft
Area: 0 sq ft
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

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

Name of Presenter(s): Jason Wilson

Requested Agenda Item:  Water Treatment Plant Capital Improvements Design Services

Description of Requested Agenda Item: Salisbury-Rowan Utilities (SRU) needs to complete design, permitting and bidding for capital improvements at the Water Treatment Plant (WTP) in order for these projects to be included in a proposed debt package (along with wastewater treatment capital improvements) later this calendar year. LaBella Associates has been qualified as an on-call engineering firm for SRU and has completed numerous projects at the WTP in recent years. The proposed projects include upgrades to the solids handling system to increase capacity and lower operating costs, and improvements to the filters for water waste reduction and equipment rehabilitation. Total costs associated with these services are $690,000.

Attachments:  ☒ Yes  ☐ No

Fiscal Note:  This project is part of the CIP. While design of project was not budgeted in FY19, we would like to use fund balance to cover design. Construction will be part of future debt package for Water Sewer Fund. Sufficient funds are available to cover the design of $690,000.

Action Requested of Council for Agenda Item: Council to consider authorizing the City Manager to execute an agreement with LaBella Associates in the amount of $690,000 for design services associated with the Water Treatment Plant Capital Improvements Projects and adopt a budget ordinance appropriating fund balance for $690,000.

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

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

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

FINANCE DEPARTMENT INFORMATION:

[Signatures]
Finance Manager Signature
Department Head Signature
Budget Manager Signature
Salisbury City Council
Agenda Item Request Form

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE WATER SEWER FUND BALANCE FUNDS

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

Section 1. The City is entering into a contract for water treatment plant capital improvements design services. NC General Statutes require that the City appropriate revenues so that they can be legally spent.

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

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

(1) Increase line item 030-000-000-499900 $ 690,000
    Appropriate Fund Balance

(2) Increase line item 030-721-100-549101 $ 690,000
    Professional Services

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

Section 5. That this ordinance shall be effective from and after its passage.
LaBella previously prepared a planning Study entitled “Water Treatment Plant Study / Salisbury-Rowan Utilities Water Treatment Plant / WTP Proposed Improvements” (the ‘Study’), dated February 2019. The Study lays out and provides budget information for four phases of improvements, in order to support SRU’s infrastructure and financial decision making in coming years.

Phase 1 is proposed for immediate implementation, and consists of a new Solids Handling System to increase capacity and lower operating costs, and Filter Improvements primarily to reduce water waste. The Solids Handling System will be constructed immediately, but only portions of the Filter Improvements will be constructed immediately.

LaBella proposes to provide data collection, design and permitting, and bid period services. Specifically, LaBella proposes the following Scope of Services (work previously authorized is indicated by gray text):

**Task 100  Project Management**

101 LaBella will coordinate and manage the work in order to complete the work on the agreed Schedule (see Exhibit 1).

102 LaBella will conduct a Project kickoff meeting with SRU to tightly define the scope and obtain for review any information available regarding the intended improvements.

103 LaBella will accompany SRU personnel on a site visit to observe and speak with operators of a centrifuge dewatering system installation. A site visit to Roxboro, North Carolina is anticipated.

104 LaBella will attend and conduct twice monthly meetings with SRU to advise of and review Project schedule progress, to discuss design issues and questions, and to solicit and receive SRU input regarding design options and decisions.

**Task 200  Data Collection**

201 LaBella will coordinate the work of the subconsultants in obtaining the field data necessary to support the design.

202 LaBella will obtain and review any information available from SRU or already in our files regarding existing facilities affected by the Project. This may include the sanitary sewer which will receive flows from the new Solids Handling Facility.

203 LaBella will obtain utility markings for subsurface utilities located along public rights-of-way by above-ground detection methods, including obtaining maps and other data made available to us by the owning utility organizations.

A Following the completion of Preliminary Design, LaBella will identify any areas of potential conflict with existing utilities and obtain vertical location information for critical conflicting existing subsurface utilities by means of soft-dig locating. Information obtained will be reflected on Final Design as appropriate.
Scope of Services

204 LaBella will obtain field survey utilizing design-quality drone-based survey methods and supplemental ground survey to “fill in” details, and will prepare base mapping to be used in the development of the construction documents. Mapping will be produced to National Map Accuracy Standards as published by USGS (for 1”=40’ scale mapping).

A. Supplemental ground survey will complete the survey base mapping by adding:
   1. Location of subsurface utilities as marked under subtask 203 above.
   2. Precise vertical location of features such as culverts, ditch bottoms, sewers, etc.
   3. Parcel lines based on field-located property markings.

205 LaBella will obtain geotechnical borings and a report to support design and inform prospective bidders of subsurface conditions affecting construction. Two (2) borings will be located at the proposed structure to support design of the improvements.

206 LaBella will obtain as-built measurements of interior improvements (piping, structures, equipment, etc.) as necessary to design interconnections and proposed equipment placement.

207 NOT ANTICIPATED: No wetlands location or related permitting is anticipated.

Task 300 Permitting

301 LaBella will proactively engage with regulatory authorities to obtain permitting for the proposed construction activities on behalf of SRU. LaBella will prepare permit application materials and submit for each regulatory approval identified herein. SRU will pay all permitting fees.

302 Following Notice to Proceed, LaBella will coordinate with the following authorities to inform them of the Project and identify requirements to be considered during the course of the design:

A. NCDOT regarding potential right-of-way encroachment for access to the new Solids Handling Facility off of N Jackson, W Cemetery, or Water Streets.

B. Duke Energy regarding power service, and potential impacts to power easement(s) crossing the site.

C. NCDEQ regarding the overall Project and requirements for obtaining an authorization to construct (ATC), and the Erosion and Sedimentation Control (E&SC) Permit.

303 City/County: LaBella will coordinate with the City of Salisbury and Rowan County to identify local permits (land disturbance, code review, etc.) as may be required for the portions of the Project located outside of current structures.

Task 400 Preliminary Design

401 LaBella will identify and evaluate possible vendor options for equipment of the Solids Handling System and the Filter Improvements in order to determine a Basis of Design. (Design drawings and specifications are expected to be open to and supportive of other vendors’ equipment, but details of the Basis of Design equipment will be used to illustrate the intended installation and enumerate critical features and performance requirements.) LaBella will prepare preliminary layouts showing building and primary and supporting equipment and piping configurations. (A pre-engineered metal building is anticipated for
the Solids Handling Facility.) LaBella will review these preliminary layouts and equipment selections with SRU to finalize them.

402 LaBella will prepare a technical Basis of Design document, which will contain:

A. A brief narrative describing the critical features and performance requirements of each major item of equipment
B. Finalized preliminary layouts of the Solids Handling building, site and associated equipment, and of the additional Filter Improvements equipment
C. Basis of Design equipment cut sheets
D. Utility requirements including power, communications, chemicals, water, sewer, etc.
E. Critical calculations
F. Identification of all permits anticipated, and timeframes to obtain them
G. A review of the previously prepared construction cost estimates and schedule

Task 500 Construction Documents

501 LaBella will prepare final design plans, sections and details for the improvements. During the course of the design in twice monthly progress meetings, LaBella will present progress drawings to SRU for discussion and input in order to incorporate preferences and desired features.

502 LaBella will submit the completed Final Design documents (including updated cost estimate, schedule and calculations) for SRU approval. After addressing any SRU comments, LaBella will submit for regulatory agency review.

503 LaBella will incorporate comments received from regulatory authorities as appropriate into a final “Issued for Construction” set of documents. Documents will include drawings, technical specifications and appendices including the geotechnical report and various permit provisions pertinent to construction.

Task 600 Bidding Period Services

601 Concurrent with Permitting, LaBella will assist SRU in the Bidding process in order to obtain the information necessary to seek NC LGC approval of the intended Bond Issue.

602 LaBella will coordinate with SRU to develop Contract and Bidding documents (i.e., Division 0) and incorporate them into the Project Manual. SRU will advertise for construction bids.

603 LaBella will respond to questions during the bidding period and prepare addenda as necessary.

604 LaBella will attend and facilitate a pre-bid meeting, assist SRU in the public opening of bids and evaluate bids and make a recommendation regarding construction contract award.
Task 900  Additional Services

901  LaBella will provide related additional services as requested by SRU, at hourly rates plus expenses, for items not otherwise addressed in the above Scope of Services. Such items may include funding assistance (including funding-driven preliminary engineering report(s)), a quantity of meetings significantly greater than anticipated, or design of additional infrastructure components. No work will be performed or invoiced under additional services unless specifically authorized by SRU beforehand.
LaBella proposes to perform the Scope of Services identified in **Tasks 100 thru 800** above according to the following schedule of lump sum fees. LaBella will bill SRU on a monthly basis based on a percentage of completion for each of the tasks and associated fees indicated.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Task Fee</th>
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<tr>
<td>100</td>
<td>Project Management</td>
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<td>Data Collection (Added Scope)</td>
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<td>(Previously Authorized)</td>
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<td>Total</td>
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<td>$720,000</td>
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*Newly Authorized Amount (not including previous authorization)*  $690,000
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

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

Name of Presenter(s):  Jason Wilson

Requested Agenda Item:  Crane Creek Lift Station and Force Main Upgrades

Description of Requested Agenda Item:  Salisbury-Rowan Utilities opened five (5) sealed bids on April 25, 2019 from qualified vendors for the Crane Creek Lift Station and Force Main Upgrade project. Buckeye Bridge, LLC of Canton, North Carolina submitted the lowest bid in the amount of $1,932,248.00. This project is included in the City Council adopted Capital Improvement Plan (CIP).

Attachments:  ☒ Yes  □ No

Fiscal Note:  This project is part of the CIP. An allocation of $1M is appropriated in the FY19. SRU is requesting an additional $932,248.00 be transferred out of fund balance for this project. The Water Sewer Fund has sufficient cast to cover the transfer for this project.

Action Requested of Council for Agenda Item:  Council to consider authorizing the City Manager to execute a contract with Buckeye Bridge, LLC in the amount of $1,932,248.00 for construction of the Crane Creek Lift Station and Force Main Upgrades project and adopt a budget ordinance appropriating fund balance for $932,248.

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

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

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

FINANCE DEPARTMENT INFORMATION:

S. Wade Turner  ∴  O. Bee  ∴  Ann Byrger
Finance Manager Signature  Department Head Signature  Budget Manager Signature

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

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

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE WATER SEWER FUND BALANCE FUNDS

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

Section 1. The City is entering into a contract for maintenance of Crane Creek Lift Station and force main upgrades. NC General Statutes require that the City appropriate revenues so that they can be legally spent.

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

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

(1) Increase line item 030-000-000-499900 $ 932,248
   Appropriate Fund Balance

(2) Increase line item 030-817-906-525201 $ 932,248
   Maintenance Equipment

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

Section 5. That this ordinance shall be effective from and after its passage.
April 26, 2019

Mr. Jason Wilson, P.E.
Engineering Manager
Salisbury-Rowan Utilities
1 Water Street
Salisbury, NC 28144

Re: Recommendation of Award – Crane Creek Lift Station and Force Main Upgrade
HIGHFILL Project No. SRU1701

Dear Mr. Wilson:

Sealed bids were received on April 25, 2019, for the Crane Creek Lift Station and Force Main Upgrade Project. Five bids were received and opened as shown on the enclosed Bid Tabulation. Buckeye Bridge, LLC was the lowest bidder with a total bid amount of $1,929,848.00. Upon review of their Bid Form, it was determined the bid included an error related to pay item No. 18. The Bid Form listed a minimum unit bid price of $25.00/CY, however, Buckeye Bridge submitted a unit bid price of $1.00/CY for rock excavation.

The error has been addressed in the Bid Tabulation and Buckeye Bridge, LLC remains the low bidder with a total bid amount of $1,932,248.00. For reference, the Engineer’s Recommended Construction Budget for the Project was $1,765,000.00.

After reviewing and determining the bids to be competitive and fair, we recommend award of the Contract to Buckeye Bridge, LLC.

Sincerely,

HIGHFILL INFRASTRUCTURE ENGINEERING, P.C.

[Signature]

Jake Lowe, P.E.
Project Engineer

Enclosures

cc: Jordan Taylor, HIGHFILL

Engineering is our profession. Service is our passion.
<table>
<thead>
<tr>
<th>Pay Item No.</th>
<th>Description</th>
<th>Est. Qt.</th>
<th>Units</th>
<th>Unit Bid</th>
<th>Extended Item Price</th>
<th>Unit Bid</th>
<th>Extended Item Price</th>
<th>Unit Bid</th>
<th>Extended Item Price</th>
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<th>Extended Item Price</th>
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<tr>
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<td>LS</td>
<td>$1,443.00</td>
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<td>14</td>
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<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

*Buskaye Bridge submitted a unit cost of $1.00/CY for Pay Item No. 18, Rock Excavation. The minimum allowable unit bid price is set at $25.00/CY. Therefore, Buskaye Bridge's Pay Item No. 18 was changed from $1.00 to $25.00/CY. We hereby certify the above Bid Tabulation to be an accurate representation of the Bids submitted.

By: Jacob Lowe, PE
Highland Infrastructure Engineering, P.C.
350 Knollwood Street, Suite 754
Winston-Salem, NC 27103
Tel: 336-731-2910
NC Firm License No. C-2886
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  05/07/2019

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

Name of Presenter(s): Vivian Koontz

Requested Agenda Item: Adopt a Budget ORDINANCE Amendment to the FY2018-2019 budget in the amount of $63,650 to appropriate revenues for the Spring Festival (Cheerwine Festival).

Description of Requested Agenda Item: The City of Salisbury has received multiple sponsorships to support the upcoming Cheerwine Festival.

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: Nick Aceves 704-638-5299

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature  Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only
AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE REVENUES FOR THE CHEERWINE FESTIVAL

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

Section 1. The City has received sponsor fees and vendor fees for the Cheerwine Festival.

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

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

<table>
<thead>
<tr>
<th>Increase line item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>010-496-000-5450.42</td>
<td>$63,650</td>
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<tr>
<td>Spring Festival</td>
<td></td>
</tr>
<tr>
<td>010-000-000-4821.30</td>
<td>$63,650</td>
</tr>
<tr>
<td>Spring Festival Revenue</td>
<td></td>
</tr>
</tbody>
</table>

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:     May 7, 2019

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, 2019.

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, 2019, will be the final year of that agreement. The audit fee for FY19 will be $34,000, which represents a $700 increase (2.1%) increase from FY18.

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 the Fiscal Year ending June 30, 2019.

Contact Information for Group or Individual: Shannon Moore

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only
Approved □ Delayed □ Declined

Reason:
March 7, 2019

Salisbury City Council
Salisbury, North Carolina

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the City of Salisbury, North Carolina’s (the “City”) governmental activities, business-type activities, the discretely presented component unit, each major fund and aggregate remaining fund information as of and for the year ending June 30, 2019, and the related notes to the financial statements, which collectively comprise the basic financial statements. We will not audit the financial statements of Downtown Salisbury, Inc. Those financial statements will be audited by component auditors. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the basic financial statements.

We will also perform the audit of the City as of June 30, 2019, so as to satisfy the audit requirements imposed by the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the State Single Audit Implementation Act.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); Government Auditing Standards issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the U.S. Office of Management and Budget’s (OMB) Compliance Supplement, and the State Single Audit Implementation Act. Those standards, circulars, and supplements require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Governmental Auditing Standards does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the City Council (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance and the State Single Audit Implementation Act, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledge and understand that they have the responsibility:

a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;

b. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
c. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;

d. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;

e. For report distribution; and

f. To provide us with:

(1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;

(2) Additional information that we may request from management for the purpose of the audit; and

(3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

a. That management has fulfilled its responsibilities as set out in the terms of this letter; and

b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.
Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act, the Uniform Guidance, and the State Single Audit Implementation Act, management is responsible for (a) identifying all federal and state awards received; (b) preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with Uniform Guidance and the State Single Audit Implementation Act requirements; (c) internal control over compliance; (d) compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

City Council is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

The City agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. The City agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the City seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing the City agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The City agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Elliott Davis, PLLC, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Elliott Davis, PLLC, also has not performed any procedures relating to this official statement or memorandum.
Because Elliott Davis, PLLC will rely on the City and its management and City Council to discharge the foregoing responsibilities, the City holds harmless and releases Elliott Davis, PLLC and its shareholders and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City’s management that has caused, in any respect, Elliott Davis, PLLC’s breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

**The City’s Records and Assistance**

If circumstances arise relating to the condition of the City’s records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City’s books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Ms. Shannon Moore and Mr. Wade Furches. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

**Other Relevant Information**

Elliott Davis, PLLC may mention the City’s name and provide a general description of the engagement in Elliott Davis PLLC’s client lists and marketing materials.

In accordance with GAS, a copy of our most recent peer review report has been provided to you.

**Fees, Costs, and Access to Workpapers**

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee for the audit will be $34,000. Our fees and timely completion of our audit work assumes the following:

1) Cooperation from City personnel

2) Timely responses to our inquires

3) Timely completion and delivery of client assistance requests and information to be prepared by you as described in items 6, and 7 below.
4) Timely communication of all significant accounting and financial reporting matters

5) Unexpected circumstances will not be encountered during the engagement

6) You will prepare, in accordance with generally accepted accounting principles, the City's financial statements and related footnote disclosures of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, the aggregate remaining fund information, and all required supplementary information.

7) You will prepare all other supplementary information, and the introductory and statistical sections required for presentation in the Comprehensive Annual Financial Report.

If any of the aforementioned criteria are not met, we will discuss a revised fee estimate with you before we incur additional costs. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

When an engagement has been suspended at the request of management and work on that engagement has not recommenced within 120 days of the request to suspend our work, Elliott Davis, PLLC may, at its sole discretion, terminate this arrangement letter without further obligation to the City. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for Elliott Davis, PLLC to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a shareholder or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate Elliott Davis, PLLC for any additional costs incurred as a result of the City's employment of a shareholder or professional employee of Elliott Davis, PLLC.

In the event we are requested or authorized by the City or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Elliott Davis, PLLC. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Elliott Davis, PLLC audit personnel and at a location designated by our firm.
You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting program. Our association with the CAFR is to consist of reading, referencing, and reviewing information presented in the introductory and statistical sections for consistency with the financial statements.

Claim Resolution

The City and Elliott Davis, PLLC agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than two years after the date of the audit report issued by Elliott Davis, PLLC or the date of this arrangement letter if no report has been issued. The City waives any claim for punitive damages. Elliott Davis PLLC’s liability for all claims, damages and costs of the City arising from this engagement is limited to the amount of fees paid by the City to Elliott Davis, PLLC for the services rendered under this arrangement letter.

Information Security - Miscellaneous Terms

Elliott Davis, PLLC is committed to the safe and confidential treatment of City’s proprietary information. Elliott Davis, PLLC is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The City agrees that it will not provide Elliott Davis, PLLC with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of City information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Elliott Davis, PLLC may terminate this relationship immediately in its sole discretion if Elliott Davis, PLLC determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Elliott Davis, PLLC client acceptance or retention standards, or if the City is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the City or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provision will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of the City’s financial statements. Our report will be addressed to the City Council of The City of Salisbury. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.
In addition to our report on City’s basic financial statements, we will also issue the following types of reports:

- A report on the fairness of the presentation of City’s schedule of expenditures of federal and state awards for the year ending June 30, 2019.

- Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control.

- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the State Single Audit Implementation Act, on each major program; and

- An accompanying schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between Elliott Davis, PLLC and the City, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

ELLIOTT DAVIS, PLLC

[Signature]

Thomas J. McNeish, CPA
Shareholder

Confirmed on behalf of The City of Salisbury, North Carolina:

______________________________  ______________________________
Governance Signature            Management Signature

______________________________
Title                            Title
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

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

Name of Presenter(s):  Graham Corriher

Requested Agenda Item:  Government Agency Standing Response to Waiver/Remission of Court Costs and Fines

Description of Requested Agenda Item:  State law requires notice to cities and other governmental entities that are the recipients of court costs or fines before a court can waive those costs or fines. Notice has to be provided in order to allow any entity that is the recipient of court costs or fines the opportunity to be heard on the waiver. On any given day, a court could consider waiving costs and fines. In an effort to provide an efficient mechanism to register objections or waivers by governmental entities, and to ease the administrative burden on trial court officials sending notices, the NC Administrative Office of the Courts created a process for governmental entities to register a standing objection or a standing waiver of objection to a court considering waiving court costs or fines.

My recommendation is for the City Council to authorize me to file Form AOC-A-257 and register a standing Waiver of Objection for a court considering waiving costs and fines, and to discontinue monthly notices of cases where costs and fines may be waived. This would be the City’s default position and would not prohibit the City from taking a contrary position on any particular case where an objection to waiver may be warranted.

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)

None

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

Council to authorize the City Attorney to file a standing Waiver of Objection for the remission of court costs and fines, for which the City defers to the court’s discretion, and to discontinue receiving notices.

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)
Salisbury City Council
Agenda Item Request Form

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature __________________________ Department Head Signature __________________________

Budget Manager Signature __________________________

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

For Use in Clerk’s Office Only

☐ Approved ☐ Delayed ☐ Declined

Reason:


STATE OF NORTH CAROLINA

GOVERNMENT AGENCY
STANDING RESPONSE TO WAIVER/REMISSION
OF COURT COSTS AND FINES

G.S. 7A-304(a)

Notes to Submitting Counsel:

1. Counsel should submit standing responses only for agencies or political subdivisions for which counsel has clear authority to represent the agency's interests before the trial division, and this response must identify clearly the agency(ies) on whose behalf it is submitted. E.g., a standing response by counsel for a county school board should identify the county board of education clearly as the agency in interest, not merely "County X," as it is unclear whether or not such a response purports to represent the county's interests for court costs to which it might be entitled under G.S. 7A-304 that are not disbursed for the use of the schools.

2. Responses should be submitted by legal counsel for the agency, only. To the extent this response may be considered by a court of the trial division, in order to avoid potential unauthorized practice of law by agency personnel not authorized to represent the agency before the courts, responses from non-counsel will not be included in the online registry.

3. Return completed forms with ink signature via mail or email to:
   NCAOC - Office of General Counsel
   Attn: Court Cost Waiver Standing Response
   PO Box 2448
   Raleigh, NC 27602
   Email Address: Waiver.Response@ncourts.org

4. Agencies may change their standing response at any time by submission of a subsequent response form, by and through appropriate counsel. A registry of current standing responses will be available online at: http://ncourts.org/costwaiver.

AGENCY RESPONSE

Now comes the above-named government entity, by and through counsel, and requests that the following standing responses concerning waivers or remissions of court costs or fines pursuant to G.S. 7A-304(a) be provided to the trial courts as the agency's position on any waiver/remission of a cost or fine to which the agency may be entitled. This standing response is subordinate to personal appearance by agency counsel at any individual hearing at which such waiver or remission may be considered, in which case the agency's position shall be the one expressed at such hearing, notwithstanding any content of this standing response to the contrary.

☐ 1. Standing Objection/Waiver of Objection. The above-named agency hereby registers its (check one)
   ☐ a. objection to waiver or remission of any cost under G.S. 7A-304 or fine that may be due the agency.
   ☐ b. lack of objection to any waiver or remission, for which the agency defers to the court's discretion.

☐ 2. Waiver/Request for Notice. The agency hereby requests that mailed notices under G.S. 7A-304(a) from the Administrative Office of the Courts be (check one)
   ☐ a. Discontinued. The agency no longer wishes to receive monthly notices.
   ☐ b. Continued/Resumed. The agency wishes to continue receiving mailed notices, or to resume receipt of notices for which receipt was previously discontinued.

Signature ___________________________________________ Date __________

Counsel Name (type or print) _______________________________ Title ___________________ Bar No. __________

Firm Name (if applicable) _______________________________ Address (if different from above) ________________________

Telephone No. _______________________________
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7th, 2019

Name of Group(s) or Individual(s) Making Request: Salisbury Academy

Name of Presenter(s):  NA – Michael Hanna if needed

Requested Agenda Item:  Council to consider authorizing a Stormwater Grant of $9,997.57 for improvements to Salisbury Academy

Description of Requested Agenda Item:  Salisbury Academy has experienced flooding of their school during heavy rains this past fall. Infrastructure improvements to their property will significantly reduce the chance of future flooding.

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:  Request a 50% match of construction costs for stormwater improvements at Salisbury Academy through Public Services Storm Drain Incentive Grant Program for up to $9,997.57.

Contact Information for Group or Individual:  Public Services – Michael Hanna 704-216-8028

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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

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

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
STORM DRAINAGE INCENTIVE GRANT PROGRAM
Amended July 1, 2014

Background:

The City of Salisbury’s level of service related to storm drainage meets the minimum basic requirements of the State of North Carolina. The City maintains drainage facilities within City-system street rights of way. The City does not typically plan for improvements to existing street drains, and the City does not maintain or improve drainage facilities on private property. Drainage problems on private property may be addressed through the nuisance ordinance, if applicable, with costs charged to respective property owners.

In 1996, the Salisbury City Council initiated a storm drainage incentive grant program to assist with the cost of making drainage improvements on private property that also benefit the public. Ongoing funding is considered each fiscal year with the adoption of the City Budget. The following information will help property owners apply for an incentive grant.

Application Process:

1. Applicant(s) shall review the drainage situation with Stormwater Utility Staff.
   Contact: Mr. Craig Powers
   City of Salisbury
   PO Box 479
   Salisbury, NC 28145
   Telephone: (704) 638-5251

2. Stormwater Utility Staff shall advise applicant(s) of appropriate engineering solutions, necessary limits of a project, and whether or not the project meets the minimum qualifications for the grant program. The City of Salisbury Uniform Construction Standards Manual shall be used as a guideline for proposed action. Any significant variance from the manual must be authorized by City Council.

3. Applicant(s) shall submit a complete grant application including the following:
   b. Cost proposal(s) submitted by appropriate contractors.
   c. Statement describing how expenses shall be shared.
   d. Signatures of all property owners.

4. If engineering designs are necessary, the City may agree to pay for 50% of design assistance from a third-party consulting engineer. City participation must be confirmed in writing prior to incurring expenses and will be considered independently of a construction grant.

CITY OF SALISBURY
P.O. BOX 479, SALISBURY, NORTH CAROLINA 28145-0479
5. A notification letter will be sent to the applicant(s) identifying if the request has been granted, granted with restrictions, or denied.

6. An agreement between the City and the property owner(s) must be signed before any grant-eligible work commences.

7. The City will provide spot inspections of construction activity, but it is the applicant’s responsibility to ensure that construction is completed in substantial conformance with the grant proposal.

8. Upon Submittal of a copy of the contractor’s invoice, approved for payment by the neighborhood representative, the City will prepare its portion of payment directly to the contractor. Within approximately three weeks, the City will provide payment in the amount of 50% of actual, grant-eligible expenses or the full grant amount, whichever is less. The City reserves the right to withhold payment for work found to be not in substantial conformance with the grant proposal. All requests for payment must be submitted by the end of the fiscal year in which the grant was awarded (June 30).

Evaluation of Grant Requests:

1. Grant requests received by [September 1st] shall be evaluated competitively, and awarded by City Council.

2. Grant requests received after the above date may be evaluated individually, based on established priorities, subject to available funds.

3. Grants of up to $5,000 may be awarded by the City manager. Grants in excess of $5,000 may be awarded only by City Council.

4. Work that is necessarily located within the street right of way (e.g., replacing an existing pipe) shall be paid entirely by the City; however, the project may be required to compete for City funding through the annual budget process.

5. Optional work within the street right of way (e.g., relocating a drain pipe from private property to public right of way) must include private cost participation as approved by City Council.

6. The proposed action must be reasonably expected to have a life cycle of more than ten years. To fulfill this standard, property owners may be required to commit to a higher level of maintenance than they have provided in the past (e.g., keeping ditches free from overgrowth and debris).
7. Established priorities shall be as follow:
   a. Threat to an inhabited home from severe erosion.
   b. Threat of flooding to an inhabited home that is not located within a regulated floodplain.
   c. Damaged or undersized drainage features connecting to street drains both upstream and downstream.
   d. Yard flooding of multiple properties.
   e. Damaged or undersized drainage features with only one connection to a street drain.

Legal Background:

The North Carolina Supreme Court formally adopted the common law doctrine known as the “rule of reasonable use” with respect to surface water drainage in 1977. The rule of reasonable use allows each landowner to make reasonable use of his land even though by doing so, he alters in some way the flow of surface water, thereby harming other landowners. Liability is incurred only when the harmful use is found to be unreasonable and causes substantial damage. The questions of what is unreasonable and what constitutes substantial damage are dependent upon the circumstances of each situation, and can be specified only through litigation.

The State Court has ruled on several cases to establish the following general principles that are applicable to drainage throughout North Carolina:

1. Every property owner has the right to develop his property to the extent allowed by local ordinances (zoning and subdivision ordinances).
2. Development results in more runoff at a higher velocity. Downstream property owners are obligated to accommodate the increased runoff (except for diversions).
3. Municipalities are not obligated to address storm drainage on private property.
4. If a City has accepted streets with insufficient drainage facilities, the City must use reasonable diligence to keep the drains in good repair, but the City is not obligated to upgrade them.
5. If a City annexes an area with drainage problems, the City is required to provide the same level of service to that area as is provided Citywide. The City is not obligated to correct existing problems in a newly annexed area.
6. If a City “exercises control” over a drainage way on private property, the City can be held perpetually liable for that drainage way. This is the primary reason that municipalities throughout North Carolina are hesitant to make drainage improvements on private property. The phrase “exercises control” is not well defined. It may depend on the circumstances of each situation, and it may become the key question in litigation.

The City Charter clarifies that abating a nuisance on private property in accordance with the City’s Nuisance Ordinance is not considered “exercising control” and protects the City from assuming perpetual liability. Similarly, providing grants to property owners is not considered “exercising control” and protects the City from assuming perpetual liability. The City of Salisbury does not currently have the right of eminent domain in relation to storm drainage. This means that the City cannot control storm drainage on private property or operate a continuous drainage system as it does with drinking water and sanitary sewage.
THIS AGREEMENT, is made and entered into this _____ day of ________________ __0__, by and between the City of Salisbury, a municipal corporation of Rowan County, North Carolina, hereinafter referred to as the CITY, party of the first part, and ___________________________ of Rowan County, North Carolina, hereinafter referred to as the RECIPIENT, party of the second part.

WITNESSETH THAT:

WHEREAS, the Common Law Doctrine known as the “rule of reasonable use” which has been formally adopted by the North Carolina Supreme Court with respect to surface water drainage allows reasonable alteration of the flow of storm water runoff which may cause harm to properties; and

WHEREAS, there are locations throughout the City of Salisbury where the altered flow of storm water runoff through private property interferes with the safety, comfort, welfare, and/or convenience of property owners or the general public; and

WHEREAS, the City does not have the power of eminent domain with respect to storm water runoff, and in most cases does not have legal authority to make drainage improvements on private property; and

WHEREAS, the City is willing to award grants to promote the improvement of drainage facilities on private property in accordance with the Storm Drainage Incentive Grant Program;

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, the parties agree as follows:

1. The recipient agrees to utilize the grant funds to fulfill that project described in the Storm Drainage Incentive Grant Application attached hereto as Exhibit “A” and in the Letter of Notification attached hereto as Exhibit “B”, and to utilize said funds solely for fulfillment of identified storm drainage improvements.

2. The recipient agrees to perform said storm drainage improvements in substantial conformance with the City of Salisbury Uniform Construction Standards Manual and/or as authorized by City Council.

3. The recipient agrees to maintain the subject drainage way at no cost or liability to the City unless or until the City, through formal, legal action, adopts the drainage way into a City-maintained storm drainage system. Further, the recipient acknowledges that the City is not, at this time, responsible for surface water runoff or for the maintenance of drainage ways across private property.
4. The recipient agrees to abide and conform all drainage improvement construction undertaken pursuant to this agreement to all applicable laws of the United States, the State of North Carolina, Rowan County, and those applicable provisions of the ordinances of the City directly or indirectly related to the subject matter of this agreement.

5. The amount of the grant shall be $_______________ or 50% of actual grant-eligible expenses, whichever is less. Grant funds shall be payable upon submittal of contractor invoices, approved for payment by the neighborhood representative, provided said project meets with the City’s approval and is completed in substantial conformance with those provisions specified in the Storm Drainage Incentive Grant Application, Exhibit “A”, and in the Letter of Notification, Exhibit “B”.

6. The recipient agrees to complete the project and submit approved invoices prior to June 30, 20___, the end of the City’s fiscal year. The City shall not be responsible for undocumented claims or for claims submitted after June 30.

7. Technical assistance provided by the City will be advisory only. The City will not be a party in negotiations between the recipient and any contractor or designer employed by the recipient. The recipient agrees to hold the City harmless for any design considerations, defects in workmanship, or from any liability, damages, or other costs relative to this project.

8. This agreement may be terminated and the City may withhold grant moneys upon the recipient’s breach of or failure to perform any of the terms of this agreement including those provisions in Exhibits “A” or “B”. The City shall give the recipient ten (10) days’ notice in writing of termination for any cause.

IN WITNESS THEREOF, the parties hereto have caused this agreement to be signed by their proper officials upon the day and year first written above.

By: ____________________________

City of Salisbury

______________________________  ______________________________
Witness                          Recipient
Exhibit A

City of Salisbury

STORM DRAINAGE INCENTIVE GRANT APPLICATION
Page 1

Property Location
- Salisbury Academy
  2210 Jake Alexander Blvd, North Salisbury, NC 28147
- Student Lobby Area (Front of School)
- Soccer Field Deck Area (Back of School)

Nature of Problem
Storm water isn't draining properly at either location and this is allowing storm water to enter the school through the exterior doors. Restoration Plus has been hired several times in the past to assist with storm water clean-up.

Proposed Treatment
To remove existing concrete sidewalks, install new pipes and drains, and to replace concrete sidewalks at both front and back locations.

Total Estimated Cost (Please attach itemized estimates) $ ____________

Expenses shall be shared in the following manner:
☑ A single participant shall incur all expenses.
☐ Expenses shall be divided equally among all participants.
☐ Expenses shall be prorated according to street frontage.
☐ Expenses shall be prorated according to property length.
☐ Other (please describe) ____________________________

Neighborhood Representative:

Name: Mrs. Beverly Fowler
Mailing Address: 2210 Jake Alexander Blvd, North Salisbury, NC 28147

Phone: 704-636-3002 (daytime) 704-213-7398 (evening)
Exhibit A

City of Salisbury

STORM DRAINAGE INCENTIVE GRANT APPLICATION
Page 2

We the undersigned hereby apply for a Storm Drainage Incentive Grant from the City of Salisbury. By signing this form we acknowledge the following:

- The proposed storm drainage improvement is being made under control of private property owners. The subject drainage way is neither owned nor controlled by the City, and at this time is not part of a City-maintained drainage system.
- Upon completion of the project, property owners shall continue to maintain the drainage facilities located on their respective properties. Maintenance includes, but is not limited to: using reasonable diligence to keep pipes and ditches free of obstructions and uncontrolled vegetation; removal of litter and debris; repair of erosion or structural failure.
- We agree to allow access to our property for the subject project.
- We have read the standard Agreement and agree to abide by its terms.
- We authorize the individual listed on page 1 of this application to execute a standard Agreement with the City on our behalf and to act as our representative in dealings with the City.
- We agree to pay our respective shares of the project, estimated as follow:

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<th>Name</th>
<th>Address</th>
<th>Signature</th>
<th>Estimated Participation</th>
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( __ check here if additional copies of page 2 are attached)
Salisbury Academy
Scope and
Work Agreement

Landscape: Drainage System and grading

Back Area:
We propose to grade and install the storm water collection system as shown on drawing C1 Salisbury Academy Drainage Improvement Plan. The attached pricing is to cover the scope as shown on the drawing with the addition of additional grading, seeding, and matting of the area north of the existing drop inlet that is currently holding storm water. Existing underground public utilities will be located prior to the start of work and existing private utilities in the area will be researched and uncovered to the best of our abilities prior to work beginning. Scope of work includes all labor, equipment and materials to install this system as drawn with the noted addition above. We will remove and dispose of surplus soil and concrete. Appropriate temporary barriers will be erected to discourage pedestrian traffic through the work area during construction. There is no provision for supplemental watering to seeded areas as a part of this proposal.

Cost: (See attached cost summary)

Front Area:
We propose to grade and install the storm water collection system as shown on drawing C2 Salisbury Academy Drainage Improvement Plan. The attached pricing is to cover the scope as shown on the drawing with the addition of tying in the 6 existing gutter downspouts to the underground piping, adding one (1) additional yard inlet, and additional grading in the area of the yard inlet west of the sidewalk. Existing underground public utilities will be located prior to the start of work and existing private utilities in the area will be researched and uncovered to the best of our abilities prior to work beginning. Scope of work includes all labor, equipment and materials to install this system as drawn with the noted additions above. We will remove and dispose of surplus soil and concrete. Appropriate temporary barriers will be erected to discourage pedestrian traffic through the work area during construction. There is no provision for supplemental watering to seeded areas as a part of this proposal.

Cost: (See attached cost summary)
Payment
Prices quoted are for cash payment only. For payment by credit card an additional fee will be added for each credit card payment. Payment is to be 20% of the project total on signing of the contract. Payment of an additional 20% of the project total is due on the commencement of work. Final invoice amount is due on the day of walk through. We reserve a right of lien on all work done until full payment is made. If payment is not made as prescribed, 1.5% per month will be added to invoice. If collection efforts become necessary, all collection fees including attorney’s fees will be borne by debtor.

Caveats
We have endeavored to anticipate all aspects of cost for the project. If unforeseen items arise, additions made, or significant changes are made we will communicate with the client and seek a solution. We will ask for approvals of additional cost items with signed change orders. If rocks or other obstacles prevent normal digging, boring, or trenching, work will stop and cost of continuing will be agreed upon with client. On new construction, property is to be on final finish grade with drainage slope established. On existing properties we will use existing grades and slopes for drainage unless otherwise a part of the work to be done.

Agreed on (today’s date) __________________________

Jeff Matthews
Distinctive NatureScapes, Inc.

______________________________
Salisbury Academy
Salisbury Academy Drainage Proposal

Back Area

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<tr>
<th>Material</th>
<th>Unit</th>
<th>Quantity</th>
<th>Installed Price</th>
<th>Description</th>
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Front Area

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**Project Total**  **$19,943.14**
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  MAY 7, 2019

Name of Group(s) or Individual(s) Making Request:  HANNAH JACOBSON, PLANNING DIRECTOR

Name of Presenter(s):  TERESA BARRINGER (CITY)
KAREN ALEXANDER, KKA ARCHITECTURE (FOR OWNER)

Requested Agenda Item:  CD-02-2019 GRACE VILLAGE

Description of Requested Agenda Item:  REQUEST TO AMEND THE LAND DEVELOPMENT DISTRICT MAP BY REZONING APPROXIMATELY 1.421 ACRES AT THE CORNER OF N. LONG STREET AND E. 11TH STREET FROM HEAVY INDUSTRIAL (HI) TO CORRIDOR MIXED USE (CMX) AND ESTABLISH A NEW CONDITIONAL DISTRICT (CD) OVERLAY WITH A MASTER PLAN FOR A PROPOSED TWO PHASE CAMPUS-STYLE RETAIL/MIXED USE DEVELOPMENT.

Attachments:  [ ] Yes  [ ] No

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

Action Requested of Council for Agenda Item:  COUNCIL TO HOLD A PUBLIC HEARING AND CONSIDER ADOPTING AN ORDINANCE TO REZONE THE PROPERTY AS REQUESTED.

Contact Information for Group or Individual:  Teresa Barringer x5210 or tbarr@salisburync.gov

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________   _____________________________
Finance Manager Signature     Department Head Signature

_________________________________
Budget Manager Signature

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

For Use in Mayor’s Office Only

[ ] Approved  [ ] Declined
Planning & Zoning Memo

CASE NO.  CD-02-2019

Project Title:  Grace Village
Petitioner(s): Frances M. McCray
Owner(s): Same
Representative(s) or Developer(s): Karen Alexander, KKA Architecture

Address: Corner of 1100 blk N. Long Street and 300 blk E. 11th Street
Tax Map - Parcel(s): TM: 011, Parcel(s): 380, 382, 383
Size / Scope: Approximately 1.421 acres
Location: Located at the corner of N. Long Street and E. 11th Street

PETITIONER REQUEST

Request to amend the Land Development District Map by rezoning approximately 1.421 acres at the corner of N. Long Street and E. 11th Street, from Heavy Industrial (HI) to Corridor Mixed Use (CMX) and establishing a new Conditional District (CD) Overlay for a master plan proposal for a two phase campus-style retail/mixed use development.

PETITION

This is a request to combine and develop three (3) parcels from the current zoning of Heavy Industrial (HI) to convert to Corridor Mixed Use (CMX) with a Conditional District (CD) Overlay (CMX-CD). The proposed development shall be for a campus-style retail/mixed use with a master plan proposing two phases for the development of affordable small start-up business opportunities.

The redevelopment of an existing parking lot is consistent with the City of Salisbury V2020 Comprehensive Plan regarding the vision for Cultural Diversity/Acceptance: We see a community which embraces and appreciates the strengths and interests of a diverse population made greater by the common objectives of quality education, economic opportunity, public safety, and civic purpose; and Policy C-2: The City shall encourage a flexible, yet compatible development environment that supports new business formation and growth in the City’s older commercial areas.

During the Planning Board consideration, there was a brief discussion regarding the adjoining parcel along the west boundary at 1000 N. Long Street currently owned by the Rowan Salisbury Board of Education and it’s ability to meet setback requirements abutting a non-HI zoned parcel. The current structure at 1000 N. Long Street is approximately 204 ft. from the McCray property. If proposed in the future, an approximate expansion of 54 linear feet could be possible while still meeting the minimum 150 ft. external setback. The Planning Board reviewed and unanimously approved the proposal as submitted noting it’s consistency with the V2020 Comprehensive Plan.
ZONING PERMIT SITE PLAN
CD-02-2019 GRACE VILLAGE

CORNER OF N. LONG STREET & E. 11TH STREET
PID: 011 380, 382, 383
CURRENT ZONING: HI
PROPOSED ZONING: CMX/CD
The Salisbury Planning Board held its regular meeting Tuesday, April 9, 2019, in the Council Chamber at Salisbury City Hall, 217 S. Main Street, at 4:00 p.m. with the following being present and absent:

PRESENT:  John Schaffer, Dennis Lunsford, Jon Post, Jayne Land, Skip Wood, Patricia “P.J” Ricks, Dennis Rogers, John Struzick, and Randy Reamer

STAFF:  Teresa Barringer, Brian Hiatt, Graham Corriher, and Jessica Harper

Jon Post, Acting Chair, called the Planning Board meeting to order.

APPROVAL OF MINUTES

- Planning Board Minutes of March 26, 2018 approved as submitted.

NEW BUSINESS

CD-02-2019: GRACE VILLAGE

STAFF PRESENTATION

This is a request to combine and develop three (3) parcels from the current zoning of Heavy Industrial (HI) to convert and downzone to Corridor Mixed Use (CMX) with a Conditional District (CD) Overlay (CMX-CD). This project has been reviewed and approved by the Technical Review Committee (TRC). During the Technical Review committee, the Fire Department recommended adding an entrance off of 11th Street. The project will be located on the corner of 1100 blk. N. Long Street and 300 blk. E. 11th Street. The parcels are approximately 1.421 acres and will be combined. The proposed development shall be for a campus-style retail/mixed use with a master plan proposing two phases for the development of an affordable small start-up business opportunities. The new classroom modular will be consistent with the existing structure and are permanent. The business uses will be a mixture of retail and restaurants. The redevelopment of an existing parking lot is consistent with the City of Salisbury V2020 Comprehensive Plan regarding the vision for Cultural Diversity/Acceptance: We see a community which embraces and appreciates the strengths and interests of a diverse population made greater by the common objectives of quality education, economic opportunity, public safety, and civic purpose; and Policy C-2: The City shall encourage a flexible, yet compatible development environment that supports new business formation and growth in the City’s older commercial areas.

DISCUSSION

Mr. Wagoner asked staff if Ms. McCray owned all three parcels and staff answered yes. Staff also informed Mr. Wagoner that the intent is to combine all three parcels. Mr. Wagoner confirmed with staff regarding an existing entrance off of N. Long St and adding an entrance off of 11th Street and will be interconnected. Staff ensured Mr. Wagoner that the overall site, parking, and landscaping will be installed. The additional buildings, water, and sewer line connections will be installed in phases to keep costs down. Staff identified a total of nine additional units will be added to the site. The Conditional District overlay will allow Planning Board and/or City Council to add additional suggestions to the site.
Mr. Wagoner asked about setback requirements and staff answered by saying side setback requirements are 0 ft. or 5 ft., Rear setbacks are 0 ft., and front setbacks are 0 ft. or 10 ft. Schaffer asked staff why it requires downzoning and staff answered by saying that general retail is not allowed in Heavy Industrial (HI). Staff added that the downzoning will affect any new construction on the remaining Heavy Industrial parcels requiring a 150 ft. buffer. Ms. Land mentioned the existing residential homes across the street and staff identified those homes as being legal non-conforming structures. Staff added that the new development will provide many resources to the neighborhood and is attractive and convenient. Staff confirmed to Ms. Land that the tenants will be leased businesses and remain Ms. McCray’s property. Staff noted that Ms. McCray understands additional F.O.G or backflow requirements may be needed. Staff identified a direct abutting of properties to the railroad. The railroad is made aware of any development that abuts their right-of-way. Staff confirmed that the East Spencer and Salisbury line is just a couple blocks north from the proposed site.

Councilwoman Alexander (designer) spoke for Ms. McCray who could not make it due to illness. Ms. Alexander confirmed the vision for the proposed development. The development would provide the community with affordable rent for start-up businesses. Ms. Alexander added that the additional spaces between the buildings will be filled with bathroom accessible from the inside of each unit and will abide to all fire codes. Ms. Alexander confirmed that a surveyor did combine the lots and are waiting on the formal recording process. The development will be done in stages to be cost effective to fit Ms. McCray’s budget. Ms. Alexander confirmed that the existing structure has been very successful and is currently being used as an insurance office and beauty salon.

Mr. Wagoner asked staff what will happen to the existing parcel abutting the property once the property is rezoned and staff confirmed that a 150 ft. buffer would be required and the parcel owned by the school system would not be able to expand based on the current size of the lot. The school system is using this parcel for an office, storage, maintenance, and computer technology. Ms. Land asked if the proposed building will be consistent with the existing modular and Ms. Alexander confirmed all proposed modular buildings are 32 ft. x 28 ft. with an added porch, stairs and ramps to be consistent with the existing structure. Staff confirmed that the proposed development will and must meet the Land Development Ordinance prior to installation and review.

MOTION

Mr. Reamer made a motion to approve CD-02-2019 for the proposed rezoning to Corridor Mixed-Use (CMX) with Conditional District (CD) with campus style development being consistent with Policy C-2 and V2020 Comprehensive Plan regarding the vision for Cultural Diversity/Acceptance. Motion seconded by Ms. Ricks. All in favor.

LDOTA-02-2019

STAFF PRESENTATION

Petition to amend Land Development Ordinance to include Internet/Electronic Gaming. Staff reviewed the City of Salisbury’s current review process for this particular use. The City of Salisbury identifies Internet/Electronic gaming as indoor amusement and currently permitted in all mixed used zoning areas. Due to increased concerns from citizens and business owners to limit this particular use. Staff researched other municipalities and determined this type use would only be allowed in specific high impact locations. The proposal is to create a new and separate use in the Land Development Ordinance (LDO) use-matrix for Internet/Electronic Gaming and not be confused with other indoor amusement such as ice skating, roller skating, and other family friendly indoor amusement. The new classification of this use will be permitted in Highway Business (HB) with additional standards being met. Additional standards are located in Chapter 3 with the newly proposed Internet/Electronic Gaming to be located in Section 3.3.T.
Internet / Electronic Gaming – For HB only

1. Internet/electronic gaming shall not be located within 500 feet in any direction from any religious institution, public or private child care center/facility, public or private school, or municipal government facilities, including but not limited to municipal public parks.

2. During hours of operation, internet/electronic gaming operations shall be open for direct, unobstructed access by police, fire, and emergency response personnel. All entrance doors shall remain unlocked while the premises are being occupied by patrons. All internet/electronic gaming terminals/computers/tables/machines/gaming stations shall be open and visible from the exterior front of the establishment.

3. No person or entity engaged in internet/electronic gaming operations shall allow, permit, or condone any person under the age of eighteen (18) to be upon the premises while patrons are engaged in the gaming operations.

4. All rules of the internet/electronic gaming shall be displayed in a visible prominent place within the establishment.

Staff compared the proposed text amendment to surrounding cities such as concord for the proposed site distance of 300 ft. Mr. Post showed interest in changing the 300 ft. proposed distance to 500 ft. Staff estimated ten to eleven of these existing businesses will become legal non-conforming. Staff added that some of these type businesses have not registered the business with the City of Salisbury and those businesses will be closed down after the proposed and approved text amendment. Staff explained to the board the process of registering the Electronic Gaming business. Staff added that indoor amusements is identified to be a permitted use and an information pamphlet is provided to the operator.

Staff added that Chapter 18 in the Land Development Ordinance (LDO) will be affected with the proposed changes and additions. Amusements, Indoor: Establishments that provide commercial recreation activities completely within an enclosed structure such as pool halls, arcades (coin or token operated with no monetary or winnings of value), movie theaters, skating rinks, roller rinks, and bowling alleys. (LBCS F5320, F5380, F5390 and S3200). Internet/Electronic Gaming: Any business enterprise, whether as a principal or accessory use, where persons utilize electronic machines, including, but not limited to, computers and gaming terminals, to conduct games, including, but not limited to, those characterized as sweepstakes, product promotions, lotteries, games, and games using skill or dexterity, and where cash, merchandise, or other items of value are redeemed or otherwise distributed, and whether or not the outcome may be “pre-revealed.” The term includes, but is not limited to, enterprises identifying as internet sweepstakes, video sweepstakes, or cybercafés. This definition is intended to cover, among others that meet the above definition, all business enterprises commonly or formally known as “sweepstakes” and shall apply regardless of any superficial changes to the system or method of electronic gaming or of any subterfuge or pretense on the part of the business owners or electronic gaming manufacturers. This definition does not include any lottery endorsed, approved, or sponsored by the State of North Carolina, or arcade games of skill which are coin- or token-operated and which offer no monetary winnings. This definition is solely for the use of the City of Salisbury in regulating business entities in this jurisdiction and the City makes no determination of the legality of any such business under the North Carolina Criminal statutes, by the issuance of any type of permit or by the collection of business taxes.

Most of the permitted locations for Internet Gaming will be along Highway Business (HB) districts which are located along major corridors and heavily trafficked. Jake Alexander Blvd., S. Main St,
S. Arlington, and Bendix Dr. are just a few locations Internet/ Electronic Gaming will be permitted. Staff provided the board with maps of these proposed acceptable locations. Staff added that Internet/Electronic Gaming is consistent with the current adult establishments are rated. Adult establishments are not completely restricted from the City of Salisbury and are permitted in Highway Business (HB). Staff added that this zoning district is more compatible for adult entertainment. Staff will help applicant understand what zones and area of Highway Business (HB) are out there.

DISCUSSION

Ms. Ricks asked staff if each indoor gaming facility will come before the Planning Board. Staff answered and said that currently they do not have to nor will they be required to come before the Planning Board in the future. Staff added that they will be held to additional standards for their specific use and violating them would be a violation of the City’s code which can be enforced by Code Enforcement. Criminal activity will remain a Police Department issue. The Land Development Ordinance (LDO) does not regulate the kind of gaming and its legality. Staff confirmed that currently these business are not held to additional standards and are permitted anywhere indoor amusement is allowed. The growing concern and criminal atmosphere is not conducive to a mixed-use area such as downtown or areas where residential homes, churches, or daycares are located. Ms. Ricks confirmed with staff regarding tinted windows not being permitted and the business must maintain street front visibility of 40%. The activity should be visible from the street. Staff added that any and all registered existing businesses will be considered legal non-conforming. This legal non-conforming status will remain until the use is changed or if the business closes and is vacant for more than 180 days. Staff confirmed with Mr. Post that if the same type of business moved in within 180 days it would be allowed and considered legal non-conforming.

Mr. Reamer does not think these businesses need to be limited by distance between same type sweepstakes businesses. Mr. Reamer does not think the 300 ft. requirement is needed and the market will take care of these types of internet gaming businesses. Mr. Schaffer agreed with not limiting the number of these establishments between each other. Staff added that increasing the proposed 300 ft. to 500 ft. is an option for the board to consider. Mr. Wagoner asked staff if there have been interviews conducted with operators and patrons of the sweepstakes stores. Staff answered by saying there have been concerns from other downtown merchants calling and complaining about the sweepstakes stores popping up downtown. The downtown merchants feel that these businesses lowers the value of the downtown merchants. Staff added that operators of these establishments have shown interest in regulating the number of sweepstakes businesses as to corner the market.

Staff clarified to Ms. Ricks the difference between the gaming vs. internet gaming businesses. Board members gave the example of a kids arcade that are coin or token operated that provide no monetary gain. Ms. Land asked staff how the customers pay to play these internet games. Staff isn’t definite, but thinks multiple payment options are available such as tokens or credit cards. Staff added by saying any game the customer pays to play and expects a monetary profit falls under Internet/Electronic gaming. Mr. Lunsford is concerned with these businesses bringing down property values. Mr. Wagoner asked staff what the intent of the proposed text amendment is and is it intended to minimize the number of establishments or to consolidate them to a particular area. Mr. Corriher answered by saying that these establishments are not compatible with most zoning districts based on criminal activity, proximity to residential areas, and decreased property values. The intent is not to eliminate the legal businesses but to increase compatibility with zoning districts and staff has determined Highway Business (HB) is a more compatible zoning district for Internet/Electronic Gaming.

Staff confirmed to the board that part of S. Main street between Salisbury and China Grove are zoned Highway Business (HB). Mr. Corriher confirmed with Mr. Wagoner that there is always a possibility to be challenged, but feels that the City has the authority to put businesses in areas that need to be in those areas. He added that numerous cities and jurisdictions are doing the same type thing and The City of Salisbury has modeled after The City of Concord’s ordinance. Mr. Corriher added that too tight of
restriction will be heavily challenged whereas limiting Internet/Electronic Gaming to Highway Business (HB) is a more compatible zoning area. He added that it is Planning Boards prerogative to determine distance and adding other zoning districts to the text amendment. Mr. Reamer asked staff if there are other zoning districts these businesses might be compatible with. Staff answered by saying they are currently permitted in all mixed-use areas such as Corridor Mixed-Use (CMX), Downtown Mixed-Use (DMX), Highway Business (HB), Light Industrial (LI), Heavy Industrial (HI), and Hospital Services (HS). Staff added that even Light and Heavy Industrial along with Hospital Services would not be a compatible zoning district for these establishments. Mr. Reamer stated that Highway Business (HB) is plenty of area and is not too restrictive.

Mr. Wagoner confirmed that staffs intent is to provide a clearer definition in the Land Development Ordinance (LDO) for what Electronic Gaming is and to take that permitted use and confine it to Highway Business (HB).

Mr. Wagoner asked the board if the distance between Internet/Electronic Gaming should be increased from 300 ft. to 500 ft. Mr. Lunsford confirmed that the restriction increase will not be too restrictive. Mr. Wagoner asked the board if two of the same business should have a separation range and the board agreed not to restrict the same type of business and that by clumping them together will help eliminate them. Mr. Lunsford and Ms. Ricks are concerned with creating and developing crime areas. The board mostly agrees with increasing the restriction between churches, schools, but does not want to restrict the distance restriction between same type Internet/Electronic Gaming establishments.

Ms. Ricks is not convinced that not restricting the number of Internet/Gaming establishments will create an environment conducive to the wellbeing of all of the establishments. Ms. Ricks stated that these establishments have been know and reported to have criminal activity such as robberies and murders. Mr. Lunsford agreed that lumping them together may create a higher than normal crime area. Mr. Wood asked staff if any of these establishments are currently next door to each other. Staff answered by saying that were a couple of them downtown that moved next to one another but one went out of business soon after moving next door. Mr. Wood stated that the free market system worked itself out on that example and agreed with Mr. Reemer that the market will only support so much of a certain kind of business in certain areas. Ms. Land asked if someone could put 300 ft. vs. 500 ft. in perspective and board members answered that 300 ft. is a football field and a city block is 400 ft.

MOTION

Mr. Schaffer made a motion to approve

1. Internet/electronic gaming shall not be located within 500 feet in any direction from any religious institution, public or private child care center/facility, public or private school, or municipal government facilities, including but not limited to municipal public parks.

2. During hours of operation, internet/electronic gaming operations shall be open for direct, unobstructed access by police, fire, and emergency response personnel. All entrance doors shall remain unlocked while the premises are being occupied by patrons. All internet/electronic gaming terminals/computers/tables/machines/gaming stations shall be open and visible from the exterior front of the establishment.

3. No person or entity engaged in internet/electronic gaming operations shall allow, permit, or condone any person under the age of eighteen (18) to be upon the premises while patrons are engaged in the gaming operations.

4. All rules of the internet/electronic gaming shall be displayed in a visible prominent place within the establishment.

Motion seconded by Ms. Land. Vote 7 in favor of and 2 against.
CONSISTANCY STATEMENT

Schaffer moves to approve LDOTA-02-2019. The Planning Board finds and determines that LDOTA-02-2019 Internet/Electronic Gaming is consistent with the goals, objectives, and policies of the Vision 2020 Comprehensive Plan and hereby recommends approval. Seconded by Mr. Post. All in favor.

OTHER

Mr. Corriher will provide quasi-judicial training to the Planning Board/Board of Adjustments during the scheduled May 28, 2019 from 4:00 p.m. to 6:00 p.m. Planning Board meeting dependent on case load. Additional training will follow up in June.

ADJOURN 5:32 p.m.

There being no further business to come before the Planning Board the meeting was adjourned.

_______________________
Bill Wagoner, Chair

_______________________
Jessica Harper, Secretary
CD-02-2019
GRACE VILLAGE
Petition CD-02-2019

- Frances M. McCray, owner/petitioner
  - Proposal for two phase campus-style retail/mixed use development
- Rezone from ‘HI’ to ‘CMX’ and establish CD Overlay on all (3) parcels identified
- Combination of (3) parcels as an exception plat
- No special conditions being requested - construction review shall verify all requirements of the LDO are met.
SITE NOTES:

1. TOTAL LAND AREA 1.421 AC.
   RAILROAD RIGHT OF WAY AREA 0.337 AC
   EXISTING IMPERVIOUS AREA (8134 SF) 0.187 AC
   PHASE ONE IMPERVIOUS AREA (13,607 SF) 0.312 AC
   PHASE TWO IMPERVIOUS AREA (8015 SF) 0.196 AC
   FULLY DEVELOPED IMPERVIOUS AREA 30,256 SF, 48%

2. TOTAL PHASE ONE DISTURBED AREA 22,622 SF, 0.52 AC

3. TOTAL EXISTING DEVELOPED AREA 11,339 SF, 0.26 AC

4. NEW BUILDINGS SHALL HAVE EXTERIOR FINISHES
   AND ROOFING EITHER NEW OR REFINISHED THAT
   CLOSELY MATCH THE EXTERIOR FINISHES AND ROOF
   OF THE EXISTING BUILDING.
V2020 Vision

Cultural Diversity/Acceptance: We see a community which embraces and appreciates the strengths and interests of a diverse population made greater by the common objectives of quality education, economic opportunity, public safety, and civic purpose.

Policy C-2: The City shall encourage a flexible, yet compatible development environment that supports new business formation and growth in the City’s older commercial areas.
Voted unanimously to approve
with a motion of
“Plan is consistent w/V2020 Comp Plan”
AN ORDINANCE AMENDING THE LAND DEVELOPMENT ORDINANCE AND THE LAND DEVELOPMENT DISTRICT MAP OF THE CITY OF SALISBURY, NORTH CAROLINA, REZONING THREE PARCELS FROM HEAVY INDUSTRIAL TO CORRIDOR MIXED USE AND COMBINE AS ONE PARCEL; APPLY A CONDITIONAL DISTRICT OVERLAY TO APPROXIMATELY 1.421 ACRES, IN THE 1100 BLOCK OF NORTH LONG STREET TO PERMIT THE DEVELOPMENT OF A TWO PHASE CAMPUS-STYLE RETAIL/MIXED USE DEVELOPMENT. (PETITION NO. CD-02-2019)

WHEREAS, a petition and associated development documents to rezone land and establish a Conditional District Overlay on the property described herein were properly filed by the petitioner and authorized by the property owner(s); and

WHEREAS, the Salisbury Planning Board, an advisory board to the Salisbury City Council, reviewed the rezoning petition and associated development documents on April 9, 2019, voting unanimously to recommend approval of the proposed development plan, and identified the proposal being consistent with the Vision 2020 Comprehensive Plan; and

WHEREAS, the City Council held a properly-noticed public hearing at the regularly-scheduled City Council meeting of May 7, 2019; and

WHEREAS, the City Council hereby finds and determines that adoption of an Ordinance to rezone the three parcels to be combined as one parcel described herein from ‘HI’ to ‘CMX’ district; and establishing a Conditional District (CD) Overlay for the combined parcels is reasonable and in the public interest. The proposal is fundamentally consistent with the Vision 2020 Comprehensive Plan regarding the vision for Cultural Diversity/Acceptance: We see a community which embraces and appreciates the strengths and interests of a diverse population made greater by the common objectives of quality education, economic opportunity, public safety, and civic purpose; and, Policy C-2: the City shall encourage a flexible, yet compatible development environment that supports new business formation and growth in the City’s older commercial areas.

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

SECTION 1. That property identified in the City of Salisbury and Rowan County as Tax Map 011, Parcel(s) 380, 382, and 383 including those abutting rights-of-way and reaching to the respective centerlines, as designated on the official property identification maps of Rowan County, is hereby rezoned to ‘CMX’ district with the establishment of a new Conditional District (CD) Overlay pursuant to the approved CD Master Plan.

SECTION 2. DEVELOPMENT DOCUMENTS: That any and all development within this Conditional District (CD) Overlay shall substantially adhere to the approved development documents entitled ‘GRACEE VILLAGE,’ which are on file with the City of Salisbury and signed by the Mayor of the City of Salisbury. A corrected set of documents, reflecting City Council approval and any development conditions that were approved by City Council and made a part of this Ordinance, shall be provided to the City for the Mayor’s signature within 30 days of the effective date of this Ordinance and prior to the issuance of any development permits.
SECTION 3. PERMITTED USES (PRIMARY): All ‘CMX’ base district primary uses that are Permitted or Permitted Subject to Additional Standards. All SUP/CD uses require issuance of a Special Use Permit or an Amendment to this Conditional District (CD) Overlay.

SECTION 4. DEVELOPMENT CONDITIONS: That the following conditions are applicable to the development proposal associated with this Ordinance (see above, Section 2, Development Documents) within the Conditional District (CD) Overlay:

- No Conditions Applied

SECTION 5. That as permitted by the Land Development Ordinance, the development documents associated with this Conditional District (CD) Overlay may establish alternatives to specific provisions of the Land Development Ordinance; however, where alternatives are not provided, those and all other applicable Land Development Ordinance provisions remain applicable for any and all development within this Conditional District (CD) Overlay.

SECTION 6. That improvements (public and/or private) for Stormwater drainage, streets, water and sewer shall be designed and installed in accordance with applicable City and Salisbury-Rowan Utilities standards and policies. Layouts shown on the approved, stamped, and signed Development Documents are considered schematic and may require administrative revision(s) upon review of engineering drawings or details (Construction Documents).

SECTION 7. That all Ordinances, or parts of Ordinances, in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8. That this Ordinance shall be effective from and after its passage.
NOTICE OF CITY COUNCIL
PUBLIC HEARING

SUBJECT: Land Development Ordinance & Land Development District Map Amendment (Rezoning) to rezone the subject property and establish a new Conditional District Overlay

TIME/DATE: 6:00 PM, Tuesday, May 7, 2019

PLACE: City Council Chambers at City Hall
        217 South Main Street
        Salisbury, North Carolina

At the times, dates, and place indicated above, the Salisbury City Council will conduct a public hearing to consider a recommendation on the following petition:

DISTRICT MAP AMENDMENT: CD-02-2019
Project Title: GRACE VILLAGE
Petitioner(s): France M. McCray
Owner(s): Frances M. McCray
Representative(s) or Developer(s) Karen Alexander, KKA Architecture
Address: Corner of 1100 Blk N. Long Street and 300 blk E. 11th Street
Tax Map - Parcel(s): TM: 011, Parcel(s): 380, 382, & 383
Size / Scope: Approximately 1.421 acres
Location: Located at the corner of N. Long Street and E. 11th Street

REQUEST:
Request to amend the Land Development Ordinance & Land Development District Map by rezoning approximately 1.421-acres at the corner of N. Long Street and E. 11th Street from HEAVY INDUSTRIAL (HI) to CORRIDOR MIXED-USE (CMX) with a CONDITIONAL DISTRICT (CD) OVERLAY for the proposed campus-style retail/mixed use master plan

PLANNING BOARD RECOMMENDATION:
The Salisbury Planning Board considered this petition at their regular meeting of April 9, 2019. The board voted unanimously to state that the plan is consistent with the Vision 2020 Comprehensive Plan and recommended approval to City Council.

A copy of the above petition (incl. Master Plan) is available for public review at Development Services (132 N. Main Street). Persons wishing a copy, or additional information, should call 704-638-5208. If persons would like to respond in writing, they may do so by mailing a letter to Development Services Division, P.O. Box 479, Salisbury, NC 28145 or by e-mail to tbarr@salisburync.gov.

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

This 16th day of April 2019

CITY COUNCIL OF THE CITY OF
SALISBURY, NC

BY: Diane Gilmore
City Clerk
PETITION TO REZONE PROPERTY

WHO? Frances M. McCray (property owner)

WHAT? CASE #: CD-02-2019 Grace Village: Request to rezone (3) parcels PID: 011 380, 382, & 383 from HEAVY INDUSTRIAL (HI) to CORRIDOR MIXED USE (CMX) WITH A CONDITIONAL DISTRICT OVERLAY (CD) with a proposed master plan for a campus style development of a commercial multi-tenant retail center

WHERE? 1100 Block of North Long Street (See included map)

WHEN? City Council on Tuesday, May 7, 2019 at 6 p.m. at 217 S. MAIN STREET (CITY HALL)

View attached listing for all properties identified as within 500 ft of the proposed rezoning petition

QUESTIONS?

CALL TERESA BARRINGER, ZONING ADMINISTRATOR at 704.638.5210
<table>
<thead>
<tr>
<th>PARCEL_ID</th>
<th>OWNNAME</th>
<th>TAXADD1</th>
<th>CITY</th>
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<td>FARRELL ROOFING PROPERTIES LLC</td>
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<td>CLEVELAND</td>
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<td>PEELER WILLIAM RALPH JR</td>
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<td>SALISBURY COMMUNITY DEV CORP</td>
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<td>012 003</td>
<td>SALISBURY CITY OF &amp;</td>
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<td>HOUSTON DOUGLAS MONTEQUE</td>
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Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  5/7/19

Name of Group(s) or Individual(s) Making Request:  Salisbury Police Department/Chief Jerry Stokes

Name of Presenter(s):  Chief Jerry Stokes

Requested Agenda Item:  Update Council on SPD information – crime data, staffing, etc.

Description of Requested Agenda Item:  Council to hear staff update on community crime and SPD staffing during the first quarter of 2019.

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)

None.

Contact Information for Group or Individual:  Chief Jerry Stokes, SPD 704-638-5333

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Council Meeting Update
Salisbury Police Department
## Staffing

### Overall Department Sworn Staffing as of 4/15/19
(81 Budgeted Positions + 4 sworn over hire positions)

<table>
<thead>
<tr>
<th>Category</th>
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<tr>
<td>Sworn Staff</td>
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<tr>
<td>FTO Recruit</td>
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<tr>
<td>BLET Recruit</td>
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<tr>
<td>Conditional Offer</td>
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<tr>
<td>Overhire</td>
<td>2</td>
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<tr>
<td>Vacancies</td>
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<tr>
<td>Filled Budgeted Staffing %</td>
<td>81 100%</td>
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<tr>
<td>Filled Overhire Staffing %</td>
<td>2 50%</td>
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*two additional civilian over hire position have been filled*
Crime Data

Comparison of First Quarter of 2019 to 2018 as of 3/31/19

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<th>2019</th>
<th>2018</th>
<th>% Change</th>
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<td>0</td>
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<td>RAPE</td>
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<td>Comm Robbery</td>
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<td>Ind Robbery</td>
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<td>AGGRAVATED ASSAULT</td>
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<td>24</td>
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<tr>
<td>Assa Dang Weapon -GUN</td>
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<tr>
<td>Shooting into Occupied Dwelling</td>
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<td>TOTAL VIOLENT CRIMES</td>
<td>40</td>
<td>41</td>
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<td>CAD - SHOTS FIRED</td>
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<td>63</td>
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<th>PROPERTY CRIMES</th>
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<th>% Change</th>
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<td>Trailer/ATV</td>
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<tr>
<td>TOTAL PART 1 CRIMES</td>
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<td>396</td>
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Continuing with Training and Technical Assistance.

- Two Peer Exchange trips
- Naval Post Graduate School course
- Several technology related conferences and training
- Several criminal investigations skills trainings

Grant strategy consultant

- Seeking a "Crime/Intelligence Sharing Center" to combat violent and gang crime countywide

- Helping with developing a coordinated crime problem solving strategy among many LE agencies.

- The current "Diagnostic Site" engagement is scheduled to end after 18 months, applied for an extended "Operations Site" for three years on April 16.
Countywide Violent Incident Review and Gang Assessment complete:

- 392 individual Gang Association identifications, 21 identified gangs

Homicide Victim Profile:
- 62.5% involved in Street Gang or Group
- 50% identified as a Drug Dealer
- 25% on Court Supervision at the time of the incident
- 8.3% previously notified under PSN

Homicide Offenders Profile:
- 55.2% involved in Street Gang or Group
- 31% identified as a Drug Dealer
- 37.9% on Court Supervision at the time of the offense
- 6.9% previously notified under PSN

- 47.5% of Homicides either have a connection to drug business or occurred during a drug or drug money robbery.
- 72.5% involved firearms (62.5% handguns and 7.5% assault weapons)
- 42.5% in public spaces or commercial location
Citywide Security Camera System

- $40,000 in FY2019 budget carried over from FY2018
- $22,000 JAG funds
- Currently two cameras in place.
  - Program started with putting infrastructure in place to support expanding the system (IT systems, data storage, software)
  - Working with two apartment complexes to place cameras, funded with private and city money
  - Working with Housing Authority to place cameras on those properties
  - SCAN (Salisbury Camera Action Network) program in development
  - Currently participate in the RING law enforcement portal - not a lot of Salisbury resident participation, but still have used doorbell camera video on several cases
- BJA Grant submission in development for “Crime Center” to include camera system
Requested Agenda Item: Council to review the City’s Draft FY 2019-20 Action Plan & Budget for the use of Community Development Block Grant (CDBG) & HOME Program funds from the U.S. Department of Housing & Urban Development (HUD).

Description of Requested Agenda Item:

Budget Summary

The City of Salisbury receives federal formula funds annually from the U.S. Department of Housing & Urban Development (HUD). As a condition of receiving these funds, the City is required to develop an annual Action Plan & Budget that outlines the community development goals on which it will focus these funds.

The FY 2019-20 Action Plan & Budget covers the period between July 1, 2019 and June 30, 2020. During this period, the City will receive the following Federal formula funds:

- Community Development Block Grant (CDBG) .......................................................... $290,017.00
- Community Development Block Grant (CDBG) Projected Program Income ................. $ 30,000.00
- HOME Investment Partnerships Program (HOME) ................................................. $152,778.00†

**TOTAL: $472,795.00**

† As of April 26, 2019, the City has not been notified of its FY 2019-20 HOME allocation. The FY 2018-19 award of $152,778.00 is used here for planning purposes. Planning staff expect to receive notice of the City’s final 2019-20 HOME allocation prior to the presentation of this agenda item to Council.

The above funds will be used to meet the goals and objectives established and approved by the Salisbury City Council and articulated in the City’s 2015-19 Consolidated Plan. The Consolidated Plan describes community needs and determines local priorities for using public resources to assist low- and moderate-income (LMI) residents of Salisbury over a five-year period.

The 2015-19 Consolidated Plan is available online at [www.salisburync.gov/housing/con-plan](http://www.salisburync.gov/housing/con-plan).

Action Plan & Budget Details

The Consolidated Plan is augmented by Annual Action Plans, which identify how the City will spend limited public resources each year to meet the goals and priorities of the 2015-19 Consolidated Plan.

This year’s CDBG & HOME Action Plan & Budget identifies government action that will be taken in FY 2019-20 to develop and strengthen viable communities by ensuring the provision of decent housing and a suitable
living environment, and by expanding economic opportunities, principally for low- and moderate-income persons in Salisbury.

The proposed Budget & Action Plan (attached) continue the City’s investment in owner-occupied housing rehabilitation to assist low- and moderate- income homeowners. Based on past activities, the vast majority of those who apply for this assistance are elderly, minority homeowners. The Budget & Action Plan also continue the City’s investment in local public service agencies that benefit low- and moderate- income populations.

Finally, the Budget & Action Plan allocates the second and final round of funding for the construction of sidewalks along West Monroe Street in the West End neighborhood. Sidewalk installation is planned on West Monroe Street from Brenner Avenue to Grim Street, in order to address neighborhood concerns about pedestrian safety and walkability and to connect existing sidewalk/greenway at Brenner Avenue with the Livingstone University campus. This project will have been funded across two HUD award cycles, and construction is projected to begin in 2019-20.

More information about the CDBG Program is available at https://www.hudexchange.info/programs/cdbg/.

More information about the HOME Program is available at https://www.hudexchange.info/programs/home/.

**Special Announcement: Upcoming 2020-24 Consolidated Plan Update**

In 2019-20, the City will update its Consolidated Plan for the period between 2020-24. This Update represents an important opportunity for all citizens of Salisbury to review the City’s existing community development goals and priorities, and offer feedback to ensure Salisbury continues to operate a strong and effective Community Development program.

Community Planning Services will provide additional details on this important project in the months ahead. A special announcement of this project is available on Page 4 of the attached Draft Action Plan.

**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)

Finance has approved this item to move forward without a fiscal note. All public notice costs have been included in the current fiscal year’s budget.

**Action Requested of Council for Agenda Item:** No action is requested at this time. Council will be asked to approve the FY 2019-20 CDBG & HOME Action Plan & Budget at its June 4th meeting, once the period of citizen participation and consultation has concluded and all feedback on the Draft Plan & Budget has been reviewed by planning staff. The Action Plan is due to HUD on June 11, 2019.

**Contact Information for Group or Individual:** Kyle Harris, Community Planning Services, (704) 638-5324, kharr@salisburync.gov.
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:
The City of Salisbury receives federal formula funds annually from the U.S. Department of Housing & Urban Development (HUD). As a condition of receiving these funds, the City is required to develop an annual Action Plan & Budget that outlines the community development goals on which it will focus these funds. The FY 2019-20 Action Plan & Budget covers the period between July 1, 2019 and June 30, 2020. During this period, the City will receive the following Federal formula funds:

- Community Development Block Grant (CDBG) .................................................. $290,017.00
- Community Development Block Grant (CDBG) Projected Program Income ........ $ 30,000.00
- HOME Investment Partnerships Program (HOME) ........................................... $152,778.00†

**TOTAL: $472,795.00**

The above funds will be used to meet the goals and objectives established and approved by the Salisbury City Council and articulated in the City’s 2015-19 Consolidated Plan. The Consolidated Plan describes community needs and determines local priorities for using public resources to assist low- and moderate-income (LMI) residents of Salisbury over a five-year period.

On May 7, 2019, Salisbury City Council will review the Draft FY 2019-20 Action Plan & Budget for the use of these Federally-allocated funds. Affordable housing, public services, and public infrastructure improvements continue to be high priorities among all budget investments.

### Community Development Block Grant (CDBG) Program

<table>
<thead>
<tr>
<th>FY 19-20 Investment Priorities</th>
<th>FY 19-20 Budgeted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affordable Housing:</strong></td>
<td></td>
</tr>
<tr>
<td>- Owner-Occupied Rehabilitation</td>
<td>$118,535.00</td>
</tr>
<tr>
<td><strong>Public Infrastructure Improvements:</strong></td>
<td></td>
</tr>
<tr>
<td>- West End Sidewalk Project</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>(West Monroe Street – Livingstone)</td>
<td></td>
</tr>
<tr>
<td><strong>Public Services Funding:</strong></td>
<td></td>
</tr>
<tr>
<td>- Rowan Helping Ministries</td>
<td>$17,180.00</td>
</tr>
<tr>
<td>- Family Crisis Council</td>
<td>$11,450.00</td>
</tr>
<tr>
<td>- Rowan Community Care Clinic</td>
<td>$ 9,450.00</td>
</tr>
<tr>
<td>- Salisbury Youth Employment</td>
<td>$ 5,950.00</td>
</tr>
<tr>
<td>- Gateway Freedom Center</td>
<td>$ 3,950.00</td>
</tr>
<tr>
<td><strong>Debt Service Section 108 Loan:</strong></td>
<td></td>
</tr>
<tr>
<td>- Park Avenue Community Center</td>
<td>$39,498.60</td>
</tr>
<tr>
<td><strong>Planning &amp; Administration:</strong></td>
<td></td>
</tr>
<tr>
<td>- Program Administration</td>
<td>$64,003.40</td>
</tr>
</tbody>
</table>

**TOTAL CDBG BUDGET:**  **$320,017.00**

### HOME Investment Partnerships Program

<table>
<thead>
<tr>
<th>FY 19-20 Investment Priorities</th>
<th>FY 19-20 Budgeted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affordable Housing:</strong></td>
<td></td>
</tr>
<tr>
<td>- Owner-Occupied Rehabilitation</td>
<td>$144,131.00</td>
</tr>
<tr>
<td>- Program Administration</td>
<td>$ 8,647.00</td>
</tr>
</tbody>
</table>

**TOTAL HOME BUDGET:**  **$152,778.00**

**TOTAL COMBINED BUDGET:**  **$472,795.00**
The Draft FY 2019-20 Action Plan & Budget will be available for public inspection and comment during the period between Wednesday, May 8, 2019 and Friday, June 7, 2019, at the following locations:

Salisbury City Hall, 2nd Floor  
217 South Main Street

Salisbury City Office Building  
Community Planning Services  
132 North Main Street, Salisbury

West End Business & Community Center  
1400 West Bank Street, Salisbury

Rowan Public Library  
Reference Desk, 2nd Floor  
201 West Fisher Street, Salisbury

Online: [www.salisburync.gov/housing](http://www.salisburync.gov/housing)

Additionally, the City will hold two citizen input meetings related to the Draft Action Plan & Budget:

Citizen Input Meeting # 1
Tuesday, May 14, 2019  
5:30 – 7:00 P.M.  
West End Business & Community Center  
1400 West Bank Street, Salisbury

Citizen Input Meeting # 2
Thursday, May 30, 2019  
5:30 – 7:00 P.M.  
Park Avenue Community Center  
632 Park Avenue, Salisbury

Citizens may send written comments regarding the Draft Action Plan & Budget to:

Attn: Kyle Harris  
City of Salisbury  
Community Planning Services  
P.O. Box 479  
Salisbury, NC 28145-0479  
Or email: kharr@salisburync.gov
TUES. MAY 14 & THURS. MAY 30
COMMUNITY DEVELOPMENT
PUBLIC INPUT MEETINGS

Draft Fiscal Year 2019-20 CDBG & HOME Program
Action Plan & Budget available for public review.

During the period between July 1, 2019 and June 30, 2020, the
City will receive approximately $470,000.00 CDBG and HOME
program dollars from the US Department of Housing and Urban
Development (HUD). Citizen input is encouraged to help
determine community development needs and priorities for the
use of these funds in the next year.

The Draft FY 2019-20 Action Plan & Budget will be available for
public review and comment between Wednesday, May 8 and
Friday, June 7, 2019. Affordable housing, public services, and
public infrastructure funding continue to be high priorities among
all budgeted investments.

For more information, or to submit comments,
contact: Kyle Harris, Community Planning Services, (704)-638-
5324 or kharr@salisburync.gov, and visit our website at
www.salisburync.gov/housing.

Send written comments to:
Attn: Kyle Harris
City of Salisbury - CPS
P.O. Box 479
Salisbury, NC 28145-0479

Or email: kharr@salisburync.gov
City of Salisbury, North Carolina
Community Development Block Grant (CDBG) & HOME Investment Partnerships

Action Plan
FY 2019-2020

Planned investments in community & neighborhood development projects and related efforts toward achieving the objectives described in Salisbury’s 2015-2019 Consolidated Plan.

SPECIAL ANNOUNCEMENT: This Action Plan includes important information on the City’s upcoming 2020-2024 Consolidated Plan Update, which will determine community development and investment priorities over the next five-year period (See Page 4).
The FY 2019-2020 Action Plan is presented to you in a format that is prescribed by HUD. Data and narrative are entered into a federal database system called the Integrated Disbursement and Information System (IDIS) and the Action Plan report is then downloaded into a Word format. The Action Plan template in IDIS has a series of prescribed questions that align with the CDBG, HOME, ESG, and Consolidated Plan program requirements. The report you are reviewing is the result of that data entry process and is the prescribed and recommended format by HUD. If you have any questions about this format, please don’t hesitate to contact the City of Salisbury – Community Planning Services at (704)-638-5324. Thank you for your interest and time spent reviewing this report.

Copies of this document and related information may be accessed online at:

www.salisburync.gov/housing
Pictured: Example of New Affordable Housing Construction by the Salisbury Community Development Corporation (CDC), South Jackson Street, Salisbury.
SPECIAL ANNOUNCEMENT (DRAFT):

2020-2024 Consolidated Plan Update

In 2014-15, Salisbury City Council adopted the 2015-2019 Consolidated Plan, which describes community needs and determines local priorities for using public resources to assist low- and moderate-income (LMI) residents of Salisbury over a five-year period. The Consolidated Plan is augmented by Annual Action Plans (such as this FY 2019-2020 Action Plan), which identify how the City will spend limited public resources each year to meet the goals and priorities of the 2015-2019 Consolidated Plan.

In 2019-20, the City will update its Consolidated Plan for the period between 2020-2024. This Update represents an important opportunity for all citizens of Salisbury to review the City’s existing community development goals and priorities, and offer feedback to ensure Salisbury continues to operate a strong and effective Community Development program.

The goals and priorities of the 2020-2024 Consolidated Plan have not yet been determined, and will be adopted by City Council only after an extensive community participation and consultation process. However, based on citizen feedback over the previous several years, the following general themes have emerged as important considerations for the City moving forward:

- Taking additional meaningful actions to affirmatively further fair housing and to incorporate fair and affordable housing planning into city-wide planning policies;
- Ensuring meaningful community engagement at all stages of plan development, and that outreach strategies reach the broadest possible audience, including low-income persons, communities of color, persons with disabilities, and other historically-underrepresented groups and relevant stakeholder organizations;
- Building stronger bonds of trust with all community groups, and ensuring that the history, context, and needs of such communities are not overlooked;
- Providing clearer and more detailed information about Salisbury’s Community Development program on the City’s official websites and other media; and
- Ensuring the City follows best practices in its community development strategies while also giving due consideration to implementing innovative practices where appropriate.

For more information on this important project, visit www.salisburync.gov/housing/con-plan-update. [Draft, link not yet available as of April 29, 2019.]
Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Salisbury receives federal formula funds annually from the U.S. Department of Housing & Urban Development (HUD). As a condition of receiving these funds, the City is required to develop an annual Action Plan that outlines the community development goals on which it will focus these funds. This Action Plan covers the period between July 1, 2019 and June 30, 2020. During this period, the City will receive the following Federal formula funds:

- Community Development Block Grant (CDBG) .......................................................... $320,017.00
- HOME Investment Partnerships Program (HOME) .................................................. $152,778.00

These funds will be used to meet goals and objectives established and approved by the Salisbury City Council and articulated in the City’s 2015-2019 Consolidated Plan. The Consolidated Plan describes community needs and determines local priorities for using public resources to assist low- and moderate-income (LMI) residents of Salisbury over a five-year period.

The Consolidated Plan is augmented by Annual Action Plans, which identify how jurisdictions will spend limited public resources each year to meet the goals and priorities of the 2015-2019 Consolidated Plan. This CDBG & HOME Action Plan is a document which identifies government action that will be taken in FY 2019-2020 to develop and strengthen viable urban communities by ensuring the provision of decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons in Salisbury.

The City of Salisbury recognizes the importance of developing this plan using input from citizens who are most likely to be impacted by the goals and objectives set forth in the plan. The strategy to gather input and participate in consultation activities is outlined by the framework provided by the U.S. Department of Housing and Urban Development (HUD). Citizen participation is incorporated within each step of the process through public outreach and engagement activities by City planning staff and partnering agencies. This plan’s goals and objectives were developed in consultation with citizens, nonprofit organizations, and other governmental bodies. The City of Salisbury and the Salisbury Community Development Corporation are responsible for plan coordination and reporting.

More information about the CDBG Program is available online at: https://www.hudexchange.info/programs/cdbg-entitlement/

More information about the HOME Program is available online at: https://www.hudexchange.info/programs/home/
2. **Summarize the objectives and outcomes identified in the Plan**

The 2019-2020 Action Plan identifies goals and outcomes promulgated in the Consolidated Plan. This year’s plan includes the five (5) goals outlined below, addressing community needs related to affordable housing and housing stabilization. A secondary focus will be on non-housing community development activities, including the provision of public services and public infrastructure improvements.

**Goal 1: Affordable Housing – Rehabilitation of Existing Units:** Due to the advanced age of the current housing stock, the City of Salisbury has placed a high priority on rehabilitating existing homes, allowing residents to have safe, affordable, and stable living environments.

- **Objective 1.1: Owner-Occupied Rehabilitation**
  Create a suitable, decent living environment that is safe, affordable, and sustainable for low- and moderate-income residents of the City of Salisbury. Rehabilitation activities that may be undertaken include, but are not limited to, acquisition for rehabilitation and rehabilitation for residential purposes; energy improvements; water efficiency improvements; connection to water and sewer lines; testing for and abatement of lead-based paint; and accommodations for the elderly and persons with disabilities.

**Goal 2: Public Facilities & Improvements:** Provide improvements and updates to aging infrastructure.

- **Objective 2.1: Public Infrastructure Improvements**
  Provide improvements and upgrades to ageing infrastructure, including but not limited to streets, sidewalks, water and sewer lines, and parks. CDBG funds may be used for the acquisition, construction, reconstruction, rehabilitation, or installation of public improvements or public facilities in designated revitalization neighborhoods (West End, Park Avenue, East End, and Jersey City).

**Goal 3: Public Services:** Partner with public service agencies that provide assistance to and meet specific needs of residents of the City of Salisbury.

- **Objective 3.1: Provision of Public Services**
  Public services are needed to help address the needs of the homeless population and victims of domestic abuse as well as those at risk of becoming homeless. Services include shelter, meals, food programs, utility assistance, referrals and legal aid, counseling, childcare, education services, transportation, etc.

**Goal 4: Affirmatively Furthering Fair Housing:** Remove or ameliorate barriers to affordable housing choice.

- **Objective 4.1: Following the adoption by City Council of the Analysis of Impediments to Fair Housing Choice (AI) Update in FY 2018-19, the City will continue engaging in fair housing planning activities in partnership with the Fair Housing Committee.**

As a HUD program participant, the City of Salisbury is required to connect housing and
community development policy and investment planning with meaningful actions that affirmatively further fair housing. Review the AI Report and take actions to overcome the effects of any impediments identified through such analysis. **DRAFT LANGUAGE TO BE REVIEWED BY FAIR HOUSING COMMITTEE.**

**Goal 5: Planning & Administration:** Implement a well-managed Community Development program with effective progress toward five-year goals as delineated in the 2015-2019 Consolidated Plan.

- **Objective 5.1: Effective Planning & Administration**
  Administer the Community Development program to meet community needs and funding requirements by developing, guiding, and managing activities that generate long-term impact and self-sufficiency.

**3. Evaluation of past performance**

The City of Salisbury’s investments in housing and public infrastructure have helped to stabilize neighborhoods by removing blighted structures, improving the condition of existing homes, increasing the supply of affordable homes, replacing aging sidewalks, and creating safe and more inviting parks and community centers. The City has partnered with the Salisbury Community Development Corporation (CDC) for more than ten years to carry out housing programs that have produced concrete positive results. Homebuyer education programs offered by the Salisbury CDC have helped families prepare for homeownership, improve their credit worthiness, obtain financing, and maintain their homes. By promoting homeownership and investing in housing and public infrastructure, the City has helped to strengthen neighborhoods and improve the overall quality of life. The City’s involvement as a development partner in the affordable rental market has helped with a critical need for safe and affordable units for rent.

Consolidated Annual Performance and Evaluation Reports (CAPERs) for previous program years are available on the City’s website at [www.salisburync.gov/housing](http://www.salisburync.gov/housing), for a more detailed summary of the City’s evaluation of its past performance.

Since 2005, the City of Salisbury has received approximately $5,000,000.00 through the CDBG & HOME programs. Notable accomplishments with these funds include, but are not limited to, the following:

- More than 45 home acquisition/rehab/resale or new construction projects completed.
- More than 30 home emergency rehabilitation projects completed.
- Down payment and closing cost assistance made available to 10 low-moderate income first-time homebuyers
- Demolition and blight removal to stabilize at-risk neighborhoods.
- More than 5 streetscape improvement/public infrastructure projects completed. These include improvements in the East End neighborhood at the Dixonville Cemetery; new sidewalk construction on Partee Street and Old Plank Road in the West End neighborhood; and the reconstruction of the Jersey City neighborhood entrance, improving the
functionality and safety of the entrance through new sidewalks, crosswalks, landscaping, signage, and a bus shelter.

- Public service funding extended to 5 organizations serving low-moderate income populations. Services include emergency overnight shelter for the homeless, emergency shelter for victims of domestic abuse, and dental services for low-moderate income, uninsured citizens.
- Summer employment program for at-risk high school students from low income families.
- Participated in the Brenner Crossing (formerly Civic Park) Phase I and II redevelopment in the West End neighborhood.
- Participated in the Westridge Village development, an affordable rental housing community. In previous program years, the City adopted a high priority goal to participate in the development of affordable rental housing for- and moderate-income families and the elderly.
- More than 200 individuals participated in homebuyer education training. The program consists of training in money management, pre-homeownership, home maintenance, and landscaping.
- The Homeownership Assistance Program assists individuals and families in becoming homebuyers by providing down payment assistance and closing cost assistance for the purchase of a single-family dwelling.

4. Summary of Citizen Participation Process and consultation process

The City of Salisbury – Community Planning Services (CPS), in coordination with the Salisbury Community Development Corporation (CDC), developed this 2019-2020 Action Plan and its 2015-2019 Consolidated Plan with consultation from a diverse group of individuals and organizations.

A Citizen Participation & Consultation Plan guided the development of this Action Plan & Budget at each stage of the process:
# FY 2019-2020 Action Plan:
## Citizen Participation & Consultation Plan

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, February 10, 2019</td>
<td>Publish Public Hearing notice in Salisbury Post for formal public hearing</td>
</tr>
<tr>
<td>Tuesday, February 19, 2019</td>
<td>Conduct Public Hearing – City Council Meeting</td>
</tr>
<tr>
<td>Friday, March 1, 2019</td>
<td>Due date for HOME Application to Consortium</td>
</tr>
<tr>
<td>Friday, March 15, 2019</td>
<td>CDBG sub-recipient applications due</td>
</tr>
<tr>
<td>Friday, April 12, 2019</td>
<td>HUD/CPD announces CDBG &amp; HOME Program allocations for FY 2019-2020, beginning 60-day clock for City to prepare for Action Plan submittal</td>
</tr>
<tr>
<td>Tuesday, May 7, 2019</td>
<td>City Council Meeting. First presentation of Draft Action Plan and Budget to Council.</td>
</tr>
<tr>
<td></td>
<td>• Request: Council to render the City's Draft FY 2019-20 Action Plan &amp; Budget.</td>
</tr>
<tr>
<td></td>
<td>• Action: N/A</td>
</tr>
<tr>
<td></td>
<td>• Publish notice in the Salisbury Post, City website, and other appropriate media. Make hard copies available at City Hall, City Office Building, Rowan County Public Library, and West End Business &amp; Community Center.</td>
</tr>
<tr>
<td>May 8 – June 7, 2017</td>
<td>Opportunities for additional public input and stakeholder meetings and informational sessions. These meetings should be duly-noticed and promoted with Communications.</td>
</tr>
<tr>
<td>Tuesday, May 14, 2019</td>
<td>Public Input/Stakeholder Meeting #1</td>
</tr>
<tr>
<td>Tuesday, May 21, 2019</td>
<td>City Council Meeting. Opportunity to return to Council if needed for follow-up.</td>
</tr>
<tr>
<td>Thursday, May 30, 2019</td>
<td>Public Input/Stakeholder Meeting #2</td>
</tr>
<tr>
<td>Tuesday, June 4, 2019</td>
<td>City Council Meeting. Final presentation of Draft Action Plan and Budget to Council. Encourage citizens to submit comments by this date.</td>
</tr>
<tr>
<td></td>
<td>• Request: Council to consider approval of the City’s FY 2019-20 Action Plan &amp; Budget.</td>
</tr>
<tr>
<td>Friday, June 7, 2019</td>
<td>Formal deadline for citizens to submit comments. Allows sufficient time to incorporate any feedback into final Action Plan.</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>Submit Action Plan to HUD (early).</td>
</tr>
<tr>
<td>Tuesday, June 11, 2019</td>
<td>Submit Action Plan to HUD (deadline).</td>
</tr>
</tbody>
</table>

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2019 – DRAFT
A public hearing for the use of these funds was held on February 19, 2019 at a meeting of the Salisbury City Council. Two public information and input session on the use of federal formula funds from the CDBG & HOME programs was held on [May 14 and May 30, 2019].
A draft of this plan and budget was published online on May 8, 2019, and made available at four (4) locations throughout the City: the Salisbury City Office Building, Salisbury City Hall, the West End Business & Community Center, and the Rowan Public Library. A public notice requesting public comments on this draft and budget was published in the Salisbury Post on Friday, May 4, 2019. The Action Plan was made available for public inspection and comment during the period between May 8 and June 7, 2019.
Citizens are encouraged to become involved in the community development process, particularly low- and moderate-income residents and those living in areas characterized by blighted conditions. Minority residents, persons with disabilities, elderly and frail residents, public service agencies, and civic groups are also encouraged to participate. It is imperative that the plan be developed with input from those most likely to be affected by the goals and objectives set forth in the plan. The City partners with local agencies and neighborhood organizations to ensure contact with residents is achieved.
The following basic principles are fundamental to the citizen participation process and the City of Salisbury endeavors to uphold them:

- All aspects of plan development are conducted in an open manner.
- Citizens are provided adequate opportunity to make proposals or comment on the plan in a manner that meets or exceeds statutory requirements.
- Citizens are provided information about the plan in a timely fashion and at various stages of plan development.
- The public is given full access to program information (except where personal information or confidentiality requirements dictate otherwise).
- Citizens are given adequate notice of meetings related to plan development or the proposed and actual use of program funds.

5. **Summary of public comments**

Citizen participation was encouraged at all stages of plan development through public information forums, neighborhood meetings, public hearings, and publicized notices. Citizen comments during plan development helped formulate the priorities and objectives, and served to reinforce the housing needs and market conditions reflected in other data sources.

The following activities were specifically suggested for consideration:

- N/A PUBLIC COMMENTS AS OF APRIL 29, 2019

6. **Summary of comments or views not accepted and the reasons for not accepting them**

- N/A PUBLIC COMMENTS AS OF APRIL 29, 2019

7. **Summary**

The City of Salisbury’s 2019-2020 Action Plan identifies government action that will be taken in FY 2019-2020 to develop and strengthen viable urban communities by ensuring the provision of decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

This plan identifies goals and outcomes promulgated in the 2015-2019 Consolidated Plan. This year’s plan prioritizes owner-occupied rehabilitation activities, public infrastructure improvements, continuing the provision of public services to address the needs of low- and moderate-income residents, and continuing the City’s commitment to affirmatively furthering fair housing.
PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Action Plan

The following are the agencies/entities responsible for preparing this Action Plan and those responsible for administration of each grant program and funding source.

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Administrator</td>
<td>SALISBURY</td>
<td>Salisbury Community Development Corporation (CDC)</td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>SALISBURY</td>
<td>Salisbury Community Development Corporation (CDC)</td>
</tr>
</tbody>
</table>

Table 1 – Responsible Agencies

The City, through the department of Community Planning Services, will coordinate all planning and reporting activities for the CDBG and HOME programs, including developing budgets and completion of annual Action Plans and Performance Reports. The City will provide a staff contact and participate in the Cabarrus/Iredell/Rowan HOME Consortium and the Piedmont Regional Continuum of Care. Planning staff will manage non-housing/infrastructure projects and will be responsible for monitoring the activities of public service agencies or other sub-recipients. The Finance Department will oversee the drawdown of Federal funds and disbursements.

The Salisbury Community Development Corporation (CDC) will implement the CDBG and HOME grant programs as they relate to housing. The CDC will manage all aspects of housing acquisition, rehabilitation, site development, new construction and other housing activities. Related functions such as inspections, work write-ups, bid process, construction contracts, homebuyer education/counseling and confirming eligibility of applicants will be carried out or managed by the CDC. The CDC will also act on the City’s behalf to forge partnerships with lenders and other agencies to obtain reduced interest rates, grants and other leveraged assets. The CDC will work with residents of public housing and other referrals for housing assistance and will provide foreclosure prevention and credit counseling services to the community. The City and the CDC will work with neighborhood organizations in designated revitalization areas to ensure that activities are tailored to the needs and desires of residents and will provide assistance as needed to other non-profits and agencies serving low-to-moderate income populations, the homeless and special needs populations.
The City works with numerous community-based organizations and partners, as well as other City of Salisbury departments to plan, develop, implement, and evaluate activities outlined in this Plan.

**Action Plan Public Contact Information**

Kyle Harris, Planner  
City of Salisbury – Community Planning Services  
132 North Main Street  
Salisbury, NC 28144

(704)-638-5324 / kharr@salisburync.gov  
www.salisburync.gov/housing
1. Introduction

The City of Salisbury Action Plan is developed with input from those most likely to be affected by the goals and objectives set forth in the plan. The strategy to gather input and participate in consultation activities is outlined by the framework provided by the U.S. Department of Housing and Urban Development. Citizen participation is incorporated within each step of the process through public outreach and engagement activities by City planning staff and partnering agencies.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Salisbury makes effective use of federal funds through many partnerships and collaboration, and by providing in-kind assistance and technical resources to other agencies in support of mutual goals. Federal funding allocation priorities are based on the City’s intent to focus funds in order to achieve the greatest possible impact in areas with the greatest need. The City of Salisbury works closely with the Salisbury Housing Authority (SHA) to raise awareness and distribute media about the housing programs available through the Salisbury Community Development Corporation (CDC). The CDC is a non-profit, Community Housing Development Organization that helps to administer the City’s CDBG and HOME grants. The organization offers homeownership and housing counseling to eligible first-time home buyers, as well as homeowners in need of mortgage refinancing or facing foreclosure. The City helps address the needs of public housing residents by coordinating with the Family Self-Sufficiency Program (Salisbury Housing Authority) to encourage participation in financial literacy classes and to provide an advisory role at the program board meetings. Homeless prevention activities include foreclosure prevention programs offered by the Salisbury CDC, as well as emergency and owner-occupied rehab to help owners stay in their existing homes. These activities particularly benefit elderly homeowners. City planning staff regularly attends meetings with local housing, Continuum of Care and other health and human services organizations to share information and coordinate strategies to address poverty, health and housing challenges in our community.

Staff provides updates on City planning and Community Development Block Grant and HOME funding activities, as well as updates on planning, development and housing activities.

The City will continue efforts to improve service coordination. Some activities will include:

- Continue to participate in the Piedmont Regional Continuum of Care which strives to meet the housing needs of the homeless through regional partnerships;
- Regularly communicate with homeless service providers to stay attuned to periodic fluctuations in the homeless population and better understand the priority needs;
- Continue to engage public housing residents through community policing efforts and providing information about public transportation, recreation and other city services;
- Continue to participate in the Self-Sufficiency Programs (Salisbury Public Housing Authority) and encourage residents to attend classes at the Salisbury CDC on budgeting, home financial management, insurance needs and related topics;
- Continue to be responsive to requests from community service providers for GIS services, technical assistance or other assistance that the city is able to provide;
- Continue to support the efforts of the Human Relations Council and the Hispanic Coalition to engage diverse populations and encourage their participation in civic affairs.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City does not directly administer any program providing support or care to homeless individuals and families however, the City provides annual public service funding for two emergency shelters for the homeless that are administered by Rowan Helping Ministries and the Family Crisis Council.

The City is an active participant in ongoing efforts to address the needs of homeless persons by maintaining active partnerships with local organizations that support the homeless. The City will continue to allocate public service funding to these organizations, as well as attend meetings relative to the City’s role in addressing poverty in our community. City staff participate in regular meetings of the Continuum of Care and receive all email correspondence on CoC activities and updates.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.**

Rowan County is part of a regional committee under the NC Balance of State Continuum of Care (CoC) that consists of 79 rural counties and broken into 30 regional committees. The Piedmont Regional Committee includes the following counties: Cabarrus, Davidson, Rowan, Stanly and Union counties. Locally, Rowan Helping Ministries (RHM) provides services to the homeless, including overnight shelter services. RHM provides bi-annual point-in-time homeless population counts, tracking information and other coordination activities to the Piedmont Regional Committee lead organization, Community Link in Charlotte, North Carolina. There is an Action Plan for the entire NC Balance of State COC but not specific to the Piedmont Region.
2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities.

Table 2 – Agencies, groups, organizations who participated

<table>
<thead>
<tr>
<th></th>
<th>Agency/Group/Organization</th>
<th>Housing Authority of the City of Salisbury</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services - Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service-Fair Housing</td>
</tr>
<tr>
<td></td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Housing Needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Needs - Chronically homeless</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Needs - Families with children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anti-poverty Strategy</td>
</tr>
<tr>
<td></td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Organization is in regular, face-to-face, email and telephone contact with the City of Salisbury. The City will continue efforts to improve service coordination through: Continuing to engage public housing residents through community policing efforts and providing information about public transportation, recreation and other city services; Continuing to participate in the Self-Sufficiency Programs (Salisbury Public Housing Authority) and encourage residents to attend classes at the Salisbury CDC on budgeting, home financial management, insurance needs and related topics;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Agency/Group/Organization</th>
<th>ROWAN HELPING MINISTRIES OF SALISBURY-ROWAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless</td>
</tr>
<tr>
<td></td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Needs - Chronically homeless</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Needs - Families with children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anti-poverty Strategy</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Organization is in regular, face-to-face, email and telephone contact with the City of Salisbury. The City will continue efforts to improve service coordination through: Regularly communicate with homeless service providers to stay attuned to periodic fluctuations in the homeless population and better understand the priority needs: Staff will continue to participate in Neighbor to Neighbor meetings to coordinate efforts and strategies to address poverty.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> Agency/Group/Organization</td>
<td>ROWAN COUNTY</td>
<td></td>
</tr>
</tbody>
</table>
| **Agency/Group/Organization Type** | Housing  
Services - Housing  
Services-Children  
Services-Elderly Persons  
Services-Persons with Disabilities  
Services-Victims of Domestic Violence  
Services-Health  
Health Agency |
| **What section of the Plan was addressed by Consultation?** | Housing Need Assessment  
Homeless Needs - Chronically homeless  
Homeless Needs - Families with children  
Homelessness Needs - Unaccompanied youth  
Homelessness Strategy  
Non-Homeless Special Needs  
Anti-poverty Strategy |
| **Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?** | Face to face, telephone and email interviews with Rowan County Department of Social Services, Health Department and Senior Services. Anticipate continued partnership to better the lives of residents. |
| **4** Agency/Group/Organization | SALISBURY COMMUNITY DEVELOPMENT CORPORATION |
| **Agency/Group/Organization Type** | Housing  
Services - Housing  
Service-Fair Housing  
Grantee Department |
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Market Analysis  
Economic Development  
Anti-poverty Strategy  
Lead-based Paint Strategy  
Fair Housing Education |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Salisbury Community Development Corporation is a non-profit, Community Housing Development Organization (CHDO) The organization oversees the day-to-day administration of the City's CDBG and HOME funding. The City is in regular, face-to-face, email and telephone contact with the City of Salisbury and local residents. The City will continue efforts to improve service coordination. The organization provides valuable input into the City's Consolidated Plan, Action Plans and end of year CAPER documents.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>COMMUNITY LINK</th>
</tr>
</thead>
</table>
| Agency/Group/Organization Type | Housing  
Services-homeless |
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Homeless Needs - Chronically homeless  
Homeless Needs - Families with children  
Homelessness Strategy  
NC Balance State CoC Plan |
<p>| Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Community Link is the lead in the Piedmont Regional Committee of the North Carolina Balance of State Continuum of Care. The organization provided information regarding the homeless population such as point in time counts, and access to the NC Balance of State 2012 Continuum of Care Strategic Plan. |</p>
<table>
<thead>
<tr>
<th>6</th>
<th><strong>Agency/Group/Organization</strong></th>
<th>ROWAN COUNTY UNITED WAY</th>
</tr>
</thead>
</table>
| **Agency/Group/Organization Type** | Services - Housing  
Services-Children  
Services-Elderly Persons  
Services-Persons with Disabilities  
Services-Education  
Services-Employment  
Foundation |
| **What section of the Plan was addressed by Consultation?** | Housing Need Assessment  
Market Analysis  
Anti-poverty Strategy |
| **Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?** | Rowan County United Way supports 15 agencies that serve the county and produced a 2012 County Needs Assessment that provides valuable input into the Consolidated & Action Plans and to better coordinate service efforts. |
| 7 | **Agency/Group/Organization** | CENTRALINA COUNCIL OF GOVERNMENTS |
| **Agency/Group/Organization Type** | Housing  
Land Planning & Governmental Admin Services |
| **What section of the Plan was addressed by Consultation?** | Housing Need Assessment  
Market Analysis |
| **Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?** | Salisbury Planning Staff collaborated with the Centralina Council of Governments to develop a local housing stabilization program. |
AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

   Summarize citizen participation process and how it impacted goal-setting.

The City held two public information and input meetings (at the West End Business Center and the Park Avenue Community Center) on May 14 and May 30, 2019, respectively. A public hearing was held on February 19, 2019 for all residents to comment on the proposed use of CDBG & HOME funds by the City of Salisbury. Comments by residents were recorded to be addressed this funding cycle if possible, or to be explored in future years.

Citizen Participation Outreach

The table on the following page outlines specific outreach efforts and meetings that were conducted in connection to the 2019-2020 Action Plan.
<table>
<thead>
<tr>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper Advertisements</td>
<td>Non-targeted/broad community</td>
<td>Newspaper ads were published in the <em>Salisbury Post</em>, announcing the February 19, 2019 public hearing and the May 14 and May 30, 2019 public meetings. A newspaper ad on May 4 announced the availability of the draft plan and budget for public inspection and comment during the period between May 8 and June 7, 2019.</td>
</tr>
<tr>
<td>Internet outreach</td>
<td>Non-targeted/broad community</td>
<td>The City’s draft Annual Action Plan was posted for public comment on the City’s website. The 2015-2019 Consolidated Plan is also available on the website. (The draft plan and budget were also made available at four locations throughout the City.)</td>
</tr>
<tr>
<td>Public Meeting</td>
<td>Non-targeted/broad community</td>
<td>Two public information sessions on the draft plan and budget were held on May 14 and May 30, 2019. [Insert public input from these meetings here.]</td>
</tr>
<tr>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>A public hearing on the draft plan and budget was held on February 19, 2019 at a regular meeting of the Salisbury City Council. Representatives from public agencies (supported in part with HUD dollars) spoke on the continued need for federal assistance in helping low-moderate income families and persons.</td>
</tr>
</tbody>
</table>

Table 3 – Citizen Participation Outreach
2019-2020 Annual Action Plan

AP-15 Expected Resources – 91.220(c)(1,2)

The resources articulated in this Action Plan are based on this year’s actual federally-allocated amounts.

Anticipated Resources

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation</td>
<td>Program Income</td>
<td>Prior Year Resources</td>
</tr>
<tr>
<td>CDBG</td>
<td>public – federal</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>290,017.00</td>
<td>30,000.00</td>
<td>320,017.00</td>
</tr>
<tr>
<td>HOME</td>
<td>public – federal</td>
<td>Acquisition Homebuyer assistance Homeowner rehab New construction for homeownership TBRA</td>
<td>152,778.00</td>
<td>0</td>
<td>152,778.00</td>
</tr>
</tbody>
</table>

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

Matching requirement reporting is the responsibility of the City of Concord as part of HOME program reporting.
Annual Goals and Objectives

AP-20 Annual Goals and Objectives
Goals Summary Information
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Owner Occupied Rehabilitation</td>
<td>2019</td>
<td>2020</td>
<td>Affordable Housing</td>
<td></td>
<td>Affordable Housing – Rehabilitation of Existing Units</td>
<td>CDBG: $118,535.00 HOME: $144,131.00</td>
<td>4 units of homeowner housing rehabilitated</td>
</tr>
<tr>
<td>2</td>
<td>Public Improvements &amp; Infrastructure</td>
<td>2019</td>
<td>2020</td>
<td>Non-Housing Community Development</td>
<td>West End Neighborhood (designated revitalization area)</td>
<td>Public Infrastructure Improvements</td>
<td>CDBG: $50,000.00</td>
<td>25 households assisted through the creation or improvement of public infrastructure – specifically, new sidewalk construction in the West End neighborhood at West Monroe Street. (Note: more persons may be indirectly benefited by new sidewalk construction, including student population at Livingstone College.)</td>
</tr>
<tr>
<td>3</td>
<td>Public Services</td>
<td>2019</td>
<td>2020</td>
<td>Homeless Non-Homeless Special Needs</td>
<td></td>
<td>Non-Housing Community Development – Public Services</td>
<td>CDBG: $47,980.00</td>
<td>Public service activities other than low- and moderate-income housing benefit: 150 persons assisted; homeless prevention: 150 persons assisted</td>
</tr>
</tbody>
</table>

Annual Action Plan
2019 - DRAFT 27
Following the adoption by City Council of the Analysis of Impediments to Fair Housing Choice (AI) Update in FY 2018-19, the City will continue engaging in fair housing planning activities in partnership with the Fair Housing Committee. As a HUD program participant, the City of Salisbury is required to connect housing and community development policy and investment planning with meaningful actions that affirmatively further fair housing. The City will review the AI Report and take actions to overcome the effects of any impediments identified through such analysis.

<table>
<thead>
<tr>
<th>4</th>
<th>Fair Housing</th>
<th>2019</th>
<th>2020</th>
<th>Affordable Housing</th>
<th>Affordable Housing – Fair Housing</th>
<th>Following the adoption by City Council of the Analysis of Impediments to Fair Housing Choice (AI) Update in FY 2018-19, the City will continue engaging in fair housing planning activities in partnership with the Fair Housing Committee. As a HUD program participant, the City of Salisbury is required to connect housing and community development policy and investment planning with meaningful actions that affirmatively further fair housing. The City will review the AI Report and take actions to overcome the effects of any impediments identified through such analysis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Planning and Administration</td>
<td>2019</td>
<td>2020</td>
<td>Planning / Administration</td>
<td>Effective Planning &amp; Program Administration</td>
<td>CDBG: $64,003.40 HOME: $8,647.00</td>
</tr>
</tbody>
</table>

**Goal Descriptions**
<table>
<thead>
<tr>
<th>1</th>
<th><strong>Goal Name</strong></th>
<th>Owner Occupied Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>Create a suitable, decent living environment that is safe, affordable, and sustainable for low- and moderate-income residents of the City of Salisbury. Rehabilitation activities that may be undertaken include, but are not limited to, acquisition for rehabilitation and rehabilitation for residential purposes; energy improvements; water efficiency improvements; connection to water and sewer lines; testing for and abatement of lead-based paint; and accommodations for the elderly and persons with disabilities.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th><strong>Goal Name</strong></th>
<th>Public Improvements &amp; Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>Provide improvements and upgrades to ageing infrastructure, including but not limited to streets, sidewalks, water and sewer lines, and parks. CDBG funds may be used for the acquisition, construction, reconstruction, rehabilitation, or installation of public improvements or public facilities in designated revitalization neighborhoods (West End, Park Avenue, East End, and Jersey City).</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>In 2019-2020, these funds will be used for sidewalk construction on West Monroe Street, located in the West End neighborhood, a designated revitalization area.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th><strong>Goal Name</strong></th>
<th>Public Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>Public services are needed to help address the needs of the homeless population and victims of domestic abuse as well as those at risk of becoming homeless. Services include shelter, meals, food programs, utility assistance, referrals and legal aid, counseling, childcare, education services, transportation, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th><strong>Goal Name</strong></th>
<th>Fair Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>Remove or ameliorate barriers to affordable housing choice. Continue the City’s commitment to affirmatively furthering fair housing.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Goal Name</td>
<td>Goal Description</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Planning &amp; Administration</td>
<td>Implement a well-managed Community Development program with effective progress toward five-year goals as delineated in the 2015-2019 Consolidated Plan.</td>
</tr>
</tbody>
</table>
Projects

AP-35 Projects – 91.220(d)

Introduction

Salisbury’s community development projects are centered on stabilizing existing housing stock. This year’s activities will focus predominantly on owner-occupied rehabilitation, sidewalk construction, public service funding, fair housing activities, and debt service repayments. Owner-occupied rehabilitation is a primary focus because of the weak housing market in Salisbury.

Projects

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2019-2020 Owner-Occupied Rehabilitation</td>
</tr>
<tr>
<td>2</td>
<td>2019-2020 Public Infrastructure (West End Sidewalk Project)</td>
</tr>
<tr>
<td>3</td>
<td>2019-2020 Public Services</td>
</tr>
<tr>
<td>4</td>
<td>2019-2020 Affirmatively Furthering Fair Housing</td>
</tr>
<tr>
<td>5</td>
<td>2019-2020 Planning &amp; Administration</td>
</tr>
</tbody>
</table>

Table 4 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs
## AP-38 Project Summary

### Project Summary Information

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Target Area</th>
<th>Goals Supported</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Description</th>
<th>Target Date</th>
<th>Estimate the number and type of families that will benefit from the proposed activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2019-2020 Owner-Occupied Rehabilitation</td>
<td>City-wide</td>
<td>Owner Occupied Rehabilitation</td>
<td>Affordable Housing – Rehabilitation of Existing Units</td>
<td><strong>CDBG: $118,535.00</strong></td>
<td>Rehabilitation of owner-occupied homes within the City of Salisbury.</td>
<td>06/30/2020</td>
<td>CDBG: 4 LMI owner-occupied households HOME: 3 LMI owner-occupied households</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Location Description: City-wide</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Planned Activities: To complete 7 substantial rehabs (including HOME funding) for City of Salisbury residents that will bring the properties up to HUD housing and building code standards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Public Improvements &amp; Infrastructure</td>
<td></td>
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</tr>
<tr>
<td>Needs Addressed</td>
<td>Non-Housing Community Development Needs – Public Improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td><strong>CDBG: $50,000.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>New construction of sidewalks on West Monroe Street to meet pedestrian needs within the West End neighborhood.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>06/30/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>25 immediate households in the sidewalk area.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>West End neighborhood; West Monroe Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>New construction of sidewalks on West Monroe Street to meet pedestrian needs within the West End neighborhood.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| 3 | Project Name  | 2019-2020 Public Services |
|   | Target Area   | City-wide                 |
|   | Goals Supported | Public Services |
|   | Needs Addressed | Non-Housing Community Development – Public Services |
|   | Funding        | <strong>CDBG: $47,980.00</strong> |
|   | Description    | CDBG funding for public service agencies. |
|   | Target Date    | 06/30/2020 |</p>
<table>
<thead>
<tr>
<th>Estimate the number and type of families that will benefit from the proposed activities</th>
<th>300 LMI families.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Description</td>
<td>City-wide</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Emergency shelters for homeless and victims of domestic violence; youth employment; health services for the uninsured; emergency shelter/transitional housing for women struggling with substance abuse and for women who are formerly incarcerated.</td>
</tr>
</tbody>
</table>
AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

To the extent possible, funds will be directed to four neighborhoods which have experienced persistent problems with housing decline due to predominantly low and moderate income households and the overall age of the housing stock. These Designated Revitalization Areas are the Park Avenue, West End, Jersey City, and East End neighborhoods. The housing programs will also be available for eligible applicants residing anywhere within the City of Salisbury.

Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Avenue</td>
<td>25%</td>
</tr>
<tr>
<td>West End</td>
<td>25%</td>
</tr>
<tr>
<td>Jersey City</td>
<td>25%</td>
</tr>
<tr>
<td>East End</td>
<td>25%</td>
</tr>
</tbody>
</table>

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Revitalization efforts will be focused in neighborhoods near the center of the city, including West End, Park Avenue, the East End and Jersey City, to help improve overall housing and living conditions. Deteriorated or abandoned housing and aging infrastructure have been persistent issues in these areas where the age of housing, lower income levels, high percentages of rental property and other factors have contributed to the decline in conditions. These areas also have higher concentrations of minority residents compared to other areas. Housing will be the primary focus in order to preserve existing housing stock, provide assistance to homeowners, create more affordable housing and improve property values. In addition to housing programs, continued reinvestment in the public realm is needed as a measure to help raise the quality of the living environment with improvements to streets, sidewalks, parks, storm water controls and other public facilities.
Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
<td>0</td>
</tr>
<tr>
<td>Non-Homeless</td>
<td>4</td>
</tr>
<tr>
<td>Special-Needs</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>4</td>
</tr>
</tbody>
</table>

Table 6 - One Year Goals for Affordable Housing by Support Requirement

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
<td>0</td>
</tr>
<tr>
<td>The Production of New Units</td>
<td>0</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
<td>4</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>4</td>
</tr>
</tbody>
</table>

Table 7 - One Year Goals for Affordable Housing by Support Type
AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

Participation by public housing residents in Salisbury CDC classes on financial literacy will continue to be encouraged. Classes are offered on budgeting, how to purchase insurance, purchasing a car and similar topics. These classes are offered by the CDC at no charge, except for course materials.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Housing counselors with Salisbury CDC frequently assist public housing residents on their self-sufficiency goals related to financial literacy, improving their credit score and in some cases, purchasing a home. Public housing residents also have the option of participating in the Family Self Sufficiency Program administered by the Salisbury Housing Authority. Participants work with program staff to set attainable goals and take part in a savings plan. Resident Councils are available through the SHA to provide an avenue for resident participation in policy development and plans that affect them.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.
AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Salisbury will fund a public service activity this year to help offset costs of the overnight shelter manager position for Rowan Helping Ministries. Also this year the City will help support the overnight shelter manager for Family Crisis Council which provides emergency assistance for victims of domestic abuse. This assistance will help ensure that these facilities are adequately staffed to meet the individual needs of shelter guests.

Addressing the emergency shelter and transitional housing needs of homeless persons

Public services funding will be allocated to two emergency shelter facilities to offset a portion of the salaries for shelter staff.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Salisbury partners with the Salisbury CDC to offer classes in budgeting, purchasing insurance, and related topics that help public housing residents become self-sufficient. Rowan Helping Ministries offers counseling services to individuals to address obstacles that may be contributing to their homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will assist elderly and small family households through emergency and owner-occupied rehabilitation. Improvements such as roof repairs, HVAC systems, plumbing, electrical and modifications
to assist with mobility will help these families remain in their home or to age in place. While the City does not have a specific strategy to help individuals avoid becoming homeless upon discharge from mental health institutions or other types of facilities, the public services funding it allocates to Rowan Helping Ministries helps provide shelter and supportive services for the general homeless population where these individuals can receive other supportive services that may help them assimilate back into the community.
AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City’s zoning and land development policies, ordinances and zoning are generally favorable and provide opportunities for development of multi-family residential. However in some instances public opposition (NIMBYism) has created an unfavorable climate at the public hearing phases, and thwarted plans of developers to push forward with the project. The City of Salisbury has helped to offset this effect by providing financial assistance to several LIHTC developments, including Westridge Village Phase II, Civic Park Phase I and Civic Park Phase II. Assistance has included both federal and non-federal funds. The City also promoted these projects, and the Villages at Hope Crest senior community, by offering letters of support from elected officials toward their applications to NC Housing Finance Agency.

The City of Salisbury will dedicate funds to update the Analysis of Impediments to Fair Housing Choice report.
AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

The city will help meet underserved needs by focusing resources in areas of concentrated poverty and where minority concentration exceeds the city average. Through the West End/Choice Neighborhood initiative, the city will continue to work to increase access to health and human services and public transportation in order to improve outcomes for families, increase employment, improve education, introduce a greater mix of incomes and households and to improve the overall living environment.

Actions planned to foster and maintain affordable housing

This will be accomplished through rehab of existing units to preserve existing housing stock and ensure quality living environments for homeowners.

Actions planned to reduce lead-based paint hazards

For all rehab work, the Salisbury Community Development Corp. will conduct lead inspections and include abatement as part of the project if needed.

Actions planned to reduce the number of poverty-level families

The Salisbury CDC, in partnership with the city, will offer classes in budgeting and related topics to help families become more financially stable. Owner-occupied rehab projects will include weatherization components if this is an identified need to reduce energy costs for the family.

Actions planned to develop institutional structure

The city will continue its long-standing partnership with Salisbury CDC to manage its housing programs and homeowner education courses. City staff will continue to manage the public input and budget development process. City staff will attend monthly CDC board meetings to stay apprised of current activities and rehab work being conducted.

Actions planned to enhance coordination between public and private housing and social service agencies

City staff will coordinate with the Continuum of Care, Salisbury Housing Authority, homeless providers and public service agencies to identify issues where the city can provide assistance.
Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee’s strategic plan
3. The amount of surplus funds from urban renewal settlements
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
5. The amount of income from float-funded activities

Total Program Income

Other CDBG Requirements

1. The amount of urgent need activities

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

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

Name of Presenter(s):  Vivian Koontz

Requested Agenda Item:  Cheerwine Festival Update

Description of Requested Agenda Item:  This will provide quick update on the upcoming Cheerwine Festival for the event on Saturday, May 18th in downtown Salisbury. For more information, please call (704) 638-5294.

Attachments:  □ Yes  ☒ No

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

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

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

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________   _____________________________
Finance Manager Signature     Department Head Signature

______________________________
Budget Manager Signature

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

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

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Requested Council Meeting Date: May 7, 2019

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

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

Description of Requested Agenda Item:

Attachments: Yes No

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

There is no fiscal impact

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

Contact Information for Group or Individual: Diane Gilmore, 704-638-5224

☐ 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 Manager Signature

____________________________
Department Head Signature

____________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved ☐ Delayed ☐ Declined

Reason:
### Planning Board

<table>
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<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 2 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Lunsford</td>
<td>3/31/19</td>
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<td>Dennis Lunsford</td>
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<tr>
<td>Thomasina Paige</td>
<td>3/31/19</td>
<td>No</td>
<td>Skip Wood</td>
</tr>
<tr>
<td>John Schaffer</td>
<td>3/31/19</td>
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<td>John Schaffer</td>
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<tr>
<td>Josh Canup (ETJ)*</td>
<td>3/31/19</td>
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<td></td>
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<tr>
<td>Randy Reamer (ETJ)*</td>
<td>3/31/19</td>
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<td></td>
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<tr>
<td>Patricia Ricks</td>
<td>3/31/19</td>
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<td>Patricia Ricks</td>
</tr>
</tbody>
</table>

(*) member is serving until a replacement is found

### Applicants:
- Robert Wood
- William James
- Ronald Bryant
- Gemale Black
- Jonathan Coarsey
- Wesley Hamrick
- Jonathan Leach
- Nicholas Hill
- Crystal Jackson
- William Clements
- Mark Hill
- Liliana Spears
- Gemale Black

### Fair Housing Committee

<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>Rocky Cabagnot</td>
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<td></td>
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<tr>
<td>Keya Ruston</td>
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<td></td>
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<tr>
<td>Dick Palmore</td>
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<td></td>
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<tr>
<td>Ellen Robertson</td>
<td></td>
<td></td>
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<tr>
<td>George Benson</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Applicants:
- David Treme
- Jamella Martin
- Brenda Brown
- Meghan Kettermen
- Melissa Summers
- Gemale Black
- Lisa Kelley
- Jonathan Coarsey
- Michael Martelli
- Skip Wood
- Anthony Smith
- Crystal Jackson
- Renee Wimbish MacNutt

### Notes:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

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

Name of Presenter(s):  Shannon Moore

Requested Agenda Item:  3rd Quarter Financial Report

Description of Requested Agenda Item:  Council to receive financial reports and information that covers the third quarter of the current fiscal year.

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:  Shannon Moore, Finance Director (704) 216-8026

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature  

Department Head Signature  

Budget Manager Signature

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

For Use in Mayor’s Office Only

☐ Approved  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7th, 2019

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

Name of Presenter(s):  Announcement

Requested Agenda Item:  Small Business Week

Description of Requested Agenda Item:  The President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration (SBA) and other government agencies. The Administrator of the SBA announced that this year’s National Small Business Week will be held from May 5-11, 2019 to celebrate entrepreneurship and innovation.

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:  N/A

Contact Information for Group or Individual:  Larissa Harper 704-638-5239 larissa.harper@salisburync.gov

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________   _____________________________
Finance Manager Signature     Department Head Signature

____________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

Name of Group(s) or Individual(s) Making Request:  Community Appearance Commission and Housing Advocacy Commission

Name of Presenter(s):  Alyssa Nelson

Requested Agenda Item:  Spring Clean ’19 and #Trashtag Challenge event announcement

Description of Requested Agenda Item:  On Saturday, May 11 the Community Appearance Commission and Housing Advocacy Commission will be hosting, ‘Spring Clean ‘19’, a litter clean-up day along the main corridors of Salisbury. Take an hour or more to drop by and help us clean up the streets! Check in at City Hall, 217 S. Main Street, anytime from 7 AM to 7PM to pick up equipment, coffee & water, and to sign up for a block. The #Trashtag Challenge has come to Salisbury! For more information call Alyssa Nelson at 704.638.5235 or email anels@salisburync.gov.

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:  Alyssa Nelson, 704.638.5235, anels@salisburync.gov

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________  ______________________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

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

For Use in Clerk’s Office Only

☐ Approved    ☐ Delayed    ☐ Declined

Reason:
volunteers needed

Spring Clean ‘19

Saturday, May 11, 7 a.m. - 7 p.m.
Check in at City Hall, 217 S. Main St.

Take an hour or more to drop by and help us clean up the streets!
Get a block assignment in one of 9 main street corridors to pick up litter.
Equipment provided, plus coffee & water.

The #Trashtag Challenge has come to Salisbury!

For more information call (704) 638-5235
or email anels@salisburync.gov
Requested Council Meeting Date: May 7, 2019

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

Requested Agenda Item: Announcement

Description of Requested Agenda Item: The Salisbury Parks and Recreation will hold its annual Middle School Prom on Saturday, May 11, 2019 from 6:00-9:00 pm at the Salisbury Civic Center. All middle school students in Rowan County are welcome. Participants will enjoy an evening of dancing, photos and a good time with friends. Refreshments will be served and photo packages will be available for purchase. Tickets are limited and must be purchased in advance. For more information, please call (704) 216-PLAY.

Attachments: ☐ Yes ☒ No

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

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

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

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

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

FINANCE DEPARTMENT INFORMATION:

_________________________________   _____________________________
Finance Manager Signature     Department Head Signature

_________________________________
Budget Manager Signature

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

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☐ Approved    ☐ Delayed    ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date: 5/7/19

Name of Group(s) or Individual(s) Making Request: Salisbury Police Department/Chief Jerry Stokes

Name of Presenter(s): Staff Member reading announcements

Requested Agenda Item: Announcement: there will be a Peace Officers Memorial Service on May 15, 2019 at 12:00 Noon at First Presbyterian Church, 308 W Fisher St, in Salisbury. The annual memorial service is an opportunity to remember officers who have died in the line of duty and is part of local National Police Week observances. The public is invited to attend the service. A luncheon will follow at Lewis Hall. Please contact Officer Rebecca Sexton at 704-638-2092 with any questions.

Description of Requested Agenda Item: Announcement of the Peace Officer Memorial Service.

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)

None.

Contact Information for Group or Individual: Chief Jerry Stokes, SPD 704-638-5333

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

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

FINANCE DEPARTMENT INFORMATION:

________________________________________  ______________________________________
Finance Manager Signature                Department Head Signature

Budget Manager Signature

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For Use in Clerk’s Office Only
☐ Approved  ☐ Delayed  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date: 5/7/19

Name of Group(s) or Individual(s) Making Request: Salisbury Police Department/Chief Jerry Stokes

Name of Presenter(s): Staff Member reading announcements

Requested Agenda Item: Announcement: there will be a dedication ceremony on May 16, 2019 at 2:00PM on the grounds of the County Courthouse, 210 N. Main St. in Salisbury unveiling a memorial honoring all peace officers who died in the line of duty serving in Rowan County. The memorial will serve as a reminder and to honor all the officers who have made the ultimate sacrifice in service to the community and is part of the local National Police Week observances. The public is invited to attend the dedication.

Description of Requested Agenda Item: Announcement of dedication of the Rowan County Police Officer Memorial.

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)
None.

Contact Information for Group or Individual: Chief Jerry Stokes, SPD 704-638-5333

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

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

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

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For Use in Clerk’s Office Only
□ Approved □ Delayed □ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

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

Requested Council Meeting Date:  May 7, 2019

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

Requested Agenda Item:  Announcement

Description of Requested Agenda Item:  The City of Salisbury and Cheerwine are teaming up to host the 2019 Cheerwine Festival. The free event will take place on Saturday, May 18 2019, in downtown Salisbury from 12:00 noon to 10:00 p.m. Cheerwine fans will enjoy cold Cheerwine, live music, great Southern food, shopping for Cheerwine merchandise, family-friendly activities, a beer garden and local craft vendors. For more information, please call (704) 216-PLAY.

Attachments:  □ Yes  □ No

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

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

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

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

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FINANCE DEPARTMENT INFORMATION:

_________________________________  _____________________________
Finance Manager Signature     Department Head Signature

______________________________  
Budget Manager Signature

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☐ Approved  ☐ Delayed  ☐ Declined

Reason: