AGENDA

FINANCE COMMITTEE

4:00 p.m., Monday, March 20, 2017

COMMITTEE ROOM

Room 239, City Hall

COMMITTEE MEMBERS:  Council Member Robert C. Clark, Chair
Council Member Denise D. Adams, Vice Chair
Council Member Vivian H. Burke
Council Member Jeff MacIntosh

GENERAL AGENDA


G-2. INFORMATION ON FISCAL YEAR 2017-2018 TWO THIRDS BONDS.

G-3. RESOLUTION AUTHORIZING AN AGREEMENT WITH USA MANAGEMENT FOR STAFFING, TRAINING, AND SUPERVISION OF THE CITY’S AQUATIC PROGRAM FOR THE 2017 SWIMMING SEASON.

G-4. RESOLUTION AUTHORIZING THE CITY TO PARTICIPATE IN A DOWNTOWN DEVELOPMENT PROJECT PURSUANT TO N.C.G.S 160A-458.3.

G-5. INFORMATION ON PROPOSAL FROM R AND COMPANY, LLC FOR THE MANAGEMENT AND OPERATION OF THE LIBERTY STREET VENDORS’ MARKET.

G-6. REPORT ON THE MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE) PROGRAM ACTIVITIES FOR THE 2015 - 2016 FISCAL YEAR.

G-7. REVIEW OF SUMMER YOUTH EMPLOYMENT PROGRAM.

G-8. PLOTT'S BAKERY PRODUCTS APPEAL OF SMALL BUSINESS LOAN COMMITTEE'S DENIAL OF REQUEST FOR ASSISTANCE. [Item continued from the February Finance Committee meeting.]
CONSENT AGENDA

Property Matters

C-1. RESOLUTION AUTHORIZING THE SALE OF CERTAIN CITY-OWNED PROPERTY AT 120 WEST TWENTY-SEVENTH STREET UNDER THE UPSET BID PROCEDURE (N.C.G.S. 160A-269) (NORTH WARD). [$35,000]

C-2. RESOLUTION AUTHORIZING THE QUIT CLAIM ABANDONMENT OF WATER AND SEWER EASEMENTS FOR THE TANGLEWOOD COMMONS PROJECT.

C-3. CONSIDERATION OF RESOLUTIONS AUTHORIZING THE LEASE OF SPACE IN THE WINSTON MUTUAL BUILDING: (EAST WARD) [Item continued from the February Finance Committee meeting.]

a. RESOLUTION AUTHORIZING A LEASE EXTENSION FOR A PORTION OF THE SECOND FLOOR IN THE WINSTON MUTUAL BUILDING FOR THE POLICE DEPARTMENT’S CRIME PREVENTION UNIT.

b. RESOLUTION AUTHORIZING A LEASE OF THE FOURTH AND FIFTH FLOORS IN THE WINSTON MUTUAL BUILDING TO PROVIDE SPACE IN WHICH TO ROTATE POLICE DEPARTMENT STAFF WHILE THE PUBLIC SAFETY CENTER IS BEING RENOVATED.

Community and Economic Development

C-4. RESOLUTION APPROVING A NEIGHBORHOOD IMPROVEMENT PLAN FOR MANCHESTER, MACHINE, ANSONIA AND EAST 25TH STREETS IN THE BOWEN PARK COMMUNITY. (NORTHEAST WARD)

C-5. RESOLUTION AUTHORIZING CHANGE IN USE OF FUNDING TO THE NORTH CAROLINA HOUSING FOUNDATION FOR THE SECU COMMONS WORKFORCE DEVELOPMENT PROGRAM. (NORTEAST WARD) [$13,350]

C-6. RESOLUTION AUTHORIZING CONTINUATION OF THE PROJECT AND FUNDING FOR THE EAST END REVITALIZATION INITIATIVE WITH S.G. ATKINS COMMUNITY DEVELOPMENT CORPORATION. (EAST WARD)

C-7. CONSIDERATION OF ITEMS RELATED TO THE LAKE PARK DEVELOPMENT PROJECT:

a. RESOLUTION APPROVING ACCEPTANCE OF A PROPOSAL SUBMITTED BY METROPLIS ARCHITECTURE, PLLC TO ASSIST IN DETERMINING THE FEASIBILITY OF COMPLETING THE LAKE PARK DEVELOPMENT PROJECT. (EAST WARD) [$38,450]

Environmental Health

C-8. RESOLUTION ACCEPTING A NORTH CAROLINA CLEAN WATER STATE REVOLVING FUND LOAN FOR THE MUDDY CREEK WWTP AERATION SYSTEM UPGRADES PROJECT. [$8,208,860]

Leisure Services

C-9. UPDATE ON LONG CREEK GOLF COURSE.

Finance/Budget

C-10. CONSIDERATION OF ITEMS RELATED TO CONTRACTS:

a. RESOLUTION AWARDING CONTRACTS FOR MOWING SERVICES - Contract A - Piedmont Landscape Management, Inc. - $198,400. (Estimated Amount.) Contract B - Piedmont Landscape Management, Inc. - $140,800, with an option to extend these agreements for as many as four additional annual periods.

b. RESOLUTION AWARDING CONTRACT FOR ANNUAL SIDEWALK REPAIRS - Mayes Landscaping & Concrete, Inc. - Total amount not to exceed $160,000.

c. RESOLUTION AUTHORIZING CONSTRUCTION CONTRACT FOR MUDDY CREEK TRAILHEAD AND GREENWAY CONNECTION (WEST WARD) - Stewart's Grading and Hauling, Inc. - $532,581.75. (Estimated Amount).

d. RESOLUTION AWARDING PURCHASE ORDER FOR TRANS-AID BUSES - Creative Bus Sales, Inc. $1,499,996.

e. RESOLUTION AWARDING CONTRACT FOR STACK CHAIRS FOR THE M.C. BENTON, JR. CONVENTION CENTER (NORTH WARD) - Specialties Seating, Inc. - $197,250.

C-11. RESOLUTION RESCINDING ECONOMIC DEVELOPMENT LOAN TO THE WINSTON-SALEM CHRONICLE.

Transportation
C-12. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE NATIONAL CYCLING CENTER.

General Government

C-13. RESOLUTION DECLARING CERTAIN CITY-OWNED EQUIPMENT SURPLUS AND AUTHORIZING THE SALE THEREOF.

C-14. RESOLUTION AUTHORIZING THE CITY MANAGER TO DONATE SURPLUS FIRE PUMPER TRUCK TO FORSYTH TECHNICAL COMMUNITY COLLEGE.

City Council – Action Request Form

Date: March 1, 2017

To: The City Manager

From: Ritchie Brooks Community Development Director
Angela I. Carmon, City Attorney

Council Action Requested:
Public Hearing and Adoption of a Resolution Approving the Issuance of Bonds by the Public Finance Authority

Summary of Information:

There are a number of apartment complexes, three in Winston-Salem, that are in the process of being acquired, improved, and stabilized by the “Patriot’s Housing Initiative” created by Invest in America’s Veterans Foundation, Inc. (“Foundation”) using tax exempt non-profit Affordable Housing Revenue Bonds. The Foundation is a mission-driven, Veterans-focused 501(c)(3) company whose goal is to provide America’s veterans with affordable housing and other services.

The Foundation’s implementation plan does not include the massive relocation of existing tenants. Instead, the Foundation will work with the local VA to offer veterans units as they become available in the regular course of tenant move-outs. Units will be first offered to veterans, but if no veterans are interested in the units, they will be offered to the general public. The Foundation provides numerous services to veteran tenants including, but not limited to:

- PTSD individual and group counseling meetings once a week at Vets Center
- Job assistance (over 55 AARP retraining opportunities; Goodwill is our partner)
- Financial & credit counseling (Bank of America is our financial education partner)
- Assistance with VA Benefit opportunities
- Researching military records
- Preparing disability claims
- Career planning
- Assistance in applying for food stamp assistance
- Administrative support to the VA caseworker
- Continuing their education using Veterans benefits
- Resume’ writing
- Transportation when required

Committee Action

For
Against
Remarks:
• Onsite (VSO) counselors
• Dedicated office/meeting space for the VA caseworker

Each of the apartment complexes is currently owned by Cedar Grove Capital, a New York-based multifamily operator. The complexes located in Winston-Salem are:

**The Twin City Apartments (South Ward)**
- 285 unit garden style apartment community consisting of 28 separate buildings
- Includes 1, 2, and 3 bedroom apartments
- Located at 1805 Franciscan Drive in Winston-Salem
- Built in 1972
- Current owner purchased the property in 2015 and conducted extensive renovations
- The average monthly rent per unit would be $702

**The Chesterfield Apartments (Southwest Ward)**
- 294 unit garden style apartment community consisting of 9 separate buildings
- Includes 2 and 3 bedroom apartments
- Located at 3411 Old Vineyard Road in Winston-Salem
- The complex was built in two stages, the first in 1980 and the second in 1983
- Current owner purchased the property in 2016 and conducted extensive renovations
- Average monthly rent per unit is $702

**The Silas Creek Apartments (South Ward)**
- 234 unit garden style apartment community consisting of 33 separate buildings
- Located at 1010 Oak Grove Road in Winston-Salem
- Built in 1962
- Current owner purchased the property in 2016 and conducted extensive renovations
- 1, 2, and 3 bedroom apartments
- Average monthly rent per unit is $672

Under no circumstances will the bonds constitute a debt of pledge of the faith and credit or the taxing power of the City. The Bonds shall be payable solely from funds paid by the Borrower and shall be secured by collateral furnished by the Borrower.

Section 66.0304(11)(a) of the Wisconsin Statutes requires the financing of a project to be approved by the governing body or highest ranking executive or administrator of each political subdivision within whose boundaries the project is to be located following a public hearing. The attached resolution is recommended for your approval.
APPROVAL OF THE  
CITY OF WINSTON-SALEM, NORTH CAROLINA  

Approving Issuance of Bonds by Public Finance Authority

WHEREAS, the Public Finance Authority (the “Authority”) has represented to the City that it is a commission organized under and pursuant to the provisions of Section 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended (the “Act”) and an Amended and Restated Joint Exercise of Powers Agreement Relating to the Public Finance Authority, dated as of September 28, 2010 (the “Agreement”) and that the Attorney General of the State of Wisconsin (the “State”) has determined pursuant to the Act that the Authority is in proper form and compatible with the laws of the State; and

WHEREAS, the Authority has represented to the City that it intends to issue its Public Finance Authority Multifamily Housing Revenue Bonds (Cedar Grove Portfolio Project), Series 2017 (the “Bonds”), issuable in one or more series in an amount not to exceed $135,000,000; and

WHEREAS, the Authority has represented to the City that the purpose of this approval certificate is to satisfy, among other things, the public approval requirement of Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”) in connection with the issuance of the Bonds; and

WHEREAS, the Authority has represented that the proceeds of the Bonds will be used by wholly owned affiliates of Invest in America’s Veterans Foundation (the “Borrower”), a Florida not-for-profit corporation and an organization described in Section 501(c)(3) of the Code, and its successors and assigns; and

WHEREAS, the Authority has represented that the Borrower expects to use the proceeds of the Bonds to finance the acquisition and renovation of residential rental housing communities, fund certain reserve funds and pay costs of issuing the Bonds. The Borrower expects to use the proceeds of the Bonds to finance the communities as further described: (a) approximately $23,100,000 to finance the acquisition and rehabilitation of a 294-unit multifamily housing rental facility at 3411 Old Vineyard Road, Winston-Salem, North Carolina 27103; (c) approximately $19,100,000 to finance the acquisition and rehabilitation of a 234-unit facility at 1010 Oak Grove Road, Winston-Salem, North Carolina 27127, (c) approximately $23,100,000 to finance the acquisition and rehabilitation of a 285-unit facility at 1805 Franciscan Terrace, Winston-Salem, North Carolina 27127, (d) approximately $43,700,000 to fund the acquisition and rehabilitation of a 692-unit scattered site multifamily residential rental housing development known as The Flats at Ginter Park Apartments and containing 25 two-story garden-style apartment buildings located at 3006, 3207, 3207A, 3211, 3505, 3807, 3809, 3814, 3906, 3908, 3910, 3914, 3920, 4216, 4218, 4300, 4307 and 4828 Chamberlayne Avenue, Richmond, Virginia 23227; and (e) approximately $26,000,000 to finance the acquisition and renovation of a 312-unit facility at 408 Abner Road, Spartanburg, South Carolina (collectively, the “Projects”). The Projects will be owned by the Borrower; and

WHEREAS, the Authority has represented to the City that, pursuant to Section 66.0304(11)(a) of the Wisconsin Statutes, the financing of a project by the Authority must be
approved by the governing body or highest ranking executive or administrator of each political subdivision within whose boundaries the project is to be located; and

WHEREAS, a public hearing was held 7:00 p.m. on March 27, 2017, at City Hall, 101 N. Main Street, Winston-Salem, North Carolina 27101, pursuant to Section 147(f) of the Code with respect to the issuance of the Bonds by the Authority, after a Notice of Public Hearing, the form of which is attached hereto as Exhibit A, for such public hearing was published on March 13, 2017, in the *Winston-Salem Journal*, a newspaper of general circulation in Winston-Salem, North Carolina; and

WHEREAS, THE BONDS SHALL NOT EVER REPRESENT OR CONSTITUTE A DEBT OR PLEDGE OF THE FAITH AND CREDIT OR THE TAXING POWER OF THE CITY OF WINSTON-SALEM, NORTH CAROLINA OR ANY OTHER POLITICAL SUBDIVISION.

WHEREAS, the Authority has represented to the City that the Bonds shall be payable solely from funds paid by the Borrower and shall be secured by collateral furnished by the Borrower.

NOW THEREFORE BE IT RESOLVED

Section 1. Based solely on the representations of the Authority and the Borrower to the City, and without any independent investigation, the above recitals are true and correct.

Section 2. THE BONDS SHALL NOT EVER REPRESENT OR CONSTITUTE A DEBT OR PLEDGE OF THE FAITH AND CREDIT OR THE TAXING POWER OF THE CITY OF WINSTON-SALEM, NORTH CAROLINA OR ANY OTHER POLITICAL SUBDIVISION.

Section 3. The City hereby approves the issuance of the Bonds by the Authority in the aggregate principal amount not to exceed $135,000,000 and the financing by the Authority of the Project. It is the purpose and intent that this approval (i) satisfies the public approval requirement of Section 147(f) of the Code and (ii) satisfies the requirements of Section 66.03004(11)(a) of the Wisconsin Statutes and the Agreement.

Section 4. This approval shall take effect immediately.
Executed this 27th day of March 2017.

CITY OF WINSTON-SALEM, NORTH CAROLINA

By: _____________________________

Attest:

_______________________________________
EXHIBIT A

PROOF OF PUBLICATION OF PUBLIC HEARING

[See attached.]
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on March 27, 2017, a public hearing as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”) and the provisions of Section 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended (the “Act”) and an Amended and Restated Joint Exercise of Powers Agreement Relating to the Public Finance Authority, dated as of September 28, 2010 (the “Agreement”), will be held by the City of Winston-Salem, North Carolina with respect to the proposed issuance by the Public Finance Authority (the “Authority”), a commission organized under and pursuant to the provisions of Section 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended, of the Authority’s revenue bonds in one or more series and in the aggregate principal amount not to exceed $135,000,000 (the “Bonds”).

The Authority proposes to issue the Bonds and loan the proceeds of the Bonds to wholly controlled affiliates of Invest in America’s Veterans Foundation (“IAVF”), a Florida not-for-profit corporation and an organization described in Section 501(c)(3) of the Code, whose principal place of business is 4820 Leonard Street, Cape Coral, Florida 33904. The affiliates of IAVF are collectively referred to as the “Borrower.”

The Borrower expects to use the proceeds of the Bonds to finance the acquisition and renovation of residential rental housing communities, fund certain reserve funds and pay costs of issuing the Bonds. The Borrower expects to use the proceeds of the Bonds to finance the communities as further described: (a) approximately $23,100,000 to finance the acquisition and rehabilitation of a 294-unit multifamily housing rental facility at 3411 Old Vineyard Road, Winston-Salem, North Carolina 27103; (c) approximately $19,100,000 to finance the acquisition and rehabilitation of a 234-unit facility at 1010 Oak Grove Road, Winston-Salem, North Carolina 27127, (c) approximately $23,100,000 to finance the acquisition and rehabilitation of a 285-unit facility at 1805 Franciscan Terrace, Winston-Salem, North Carolina 27127, (d) approximately $43,700,000 to fund the acquisition and rehabilitation of a 692-unit scattered site multifamily residential rental housing development known as The Flats at Ginter Park Apartments and containing 25 two-story garden-style apartment buildings located at 3006, 3207, 3207A, 3211, 3505, 3807, 3809, 3814, 3906, 3908, 3910, 3914, 3918, 3920, 4216, 4218, 4300, 4307 and 4828 Chamberlayne Avenue, Richmond, Virginia 23227; and (e) approximately $26,000,000 to finance the acquisition and renovation of a 312-unit facility at 408 Abner Road, Spartanburg, South Carolina (collectively, the “Projects”). The Projects will be owned by the Borrower.

THE BONDS WILL NEVER CONSTITUTE AN INDEBTEDNESS OF OR GENERAL OBLIGATION OF THE AUTHORITY OR THE CITY OF WINSTON-SALEM IN ANY WAY. The Bonds will be special limited obligations of the Authority payable solely from the loan repayments to be made by the Borrower to the Authority and certain funds and accounts established by the indenture for the Bonds.

The hearing will commence at 7:00 p.m. or as soon thereafter as the matter can be heard and will be held at City Hall, 101 N. Main Street, Winston-Salem, North Carolina 27101. Interested persons wishing to express their views on the issuance of the Bonds and the Projects proposed to be financed may attend the public hearing or, prior to the time of the hearing, submit written comments to City Hall, 101 N. Main Street, Winston-Salem, North Carolina 27101, Attention: City Secretary.
In the spring of 2017, the Chief Financial Officer will present a resolution to issue $65 million in general obligation bonds from the 2014 Bond Referendum and issue $5,290,000 in two-thirds bonds. North Carolina State Statutes allow a local government to issue two-thirds bonds, which represent two-thirds of the City’s net debt reduction. In order to maximize the amount of two-thirds bonds capacity, the practice is to issue two-thirds bonds at the same time the general obligation bonds are issued.

The original projection for the next issuance of the general obligation bonds was for later in fiscal year 2018. Construction on the bond projects has moved faster than anticipated; therefore, staff recommends borrowing the money sooner than anticipated to take full advantage of our two-thirds capacity. A proposed list of projects to be funded with FY 2017-18 two-thirds bonds is attached and broken down by project category and by ward. A list of project descriptions and a detailed list of projects (Appendix A) is also attached. The proposed list will be presented to the Mayor and City Council in March.
## Projects FY 2018

### Recommended

#### Public Safety Facility Renewal
- 340,000

#### Recreation Projects
- Picnic Shelter Renovations: 175,000
- Playground Renovations: 400,000
- Recreation Facility Renewal: 410,000
- Recreation Facility Lighting Renovations: 125,000
- Salem Lake Trail Renovations: 125,000
- Swimming Pool Renovations: 265,000
- Reynolds Park Golf Course Improvements: 250,000

#### Transportation Projects
- Bridge Repair: 600,000
- Street Resurfacing: 900,000
- Silas Creek Parkway Sidewalk: 600,000

#### General Government Facility Renewal
- 1,100,000

### Totals
- 5,290,000

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### Projects by Ward

<table>
<thead>
<tr>
<th>Ward</th>
<th>Description</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($155k); Carl Russell</td>
<td>318,000</td>
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<tr>
<td></td>
<td>Recreation Center Roof Replacement ($75k); Crawford Picnic Shelter</td>
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<tr>
<td></td>
<td>Renovations ($88k)</td>
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<tr>
<td>North Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($36k); Rec Center</td>
<td>454,000</td>
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<td></td>
<td>Renewal at MLK ($175k), Hanes Hosiery ($65k), and Brown Douglas ($45k);</td>
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<td></td>
<td>Playground Renovations at Greenway ($133k)</td>
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<td>Southwest Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($31k); Miller Park</td>
<td>754,000</td>
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<td></td>
<td>Concrete Stairs Repairs ($15k); Bolton Lighting Repairs ($42) and</td>
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<td>Swimming Pool Repairs ($66k); Silas Creek Pkwy Sidewalk ($600k)</td>
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<td>West Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($25k); Recreation</td>
<td>67,000</td>
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<td>Facility Lighting at Leinbach ($42k)</td>
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<td>South Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($34k); Bryce A. Stuart</td>
<td>769,000</td>
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<td>Building and City Hall Facility Renewal ($560k); Recreation</td>
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<td>Renovations at Parkland ($42k) and Griffith ($133k)</td>
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<tr>
<td>Northwest Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($11k); Swimming Pool</td>
<td>677,000</td>
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<td></td>
<td>Renovations at Polo ($66k); Bridge Repair/Replacement ($600k)</td>
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<td>East Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($11k); Facility</td>
<td>649,000</td>
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<td>Renewal at City Yard ($540k); Winston Lake Shelter #4 Renewal ($35k);</td>
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<td></td>
<td>Salem Lake Trail Renovations ($63k)</td>
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<td>Southeast Ward</td>
<td>Public Safety Facility Renewal at Fire Stations ($35k); Reynolds Park</td>
<td>702,000</td>
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<td></td>
<td>Golf Course Renewal ($250k); Picnic Shelter Renovations at Forest ($88k);</td>
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<td></td>
<td>Playground Renovations at Sprague ($133k), Swimming Pool</td>
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<tr>
<td></td>
<td>Renovations at Reynolds Park and Sprague (133k); Salem Lake Trail</td>
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<tr>
<td></td>
<td>Renovations ($63k)</td>
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<tr>
<td>All Wards</td>
<td>Street Resurfacing</td>
<td>$900,000</td>
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</table>

**Total:** $5,290,000
Project Descriptions

Public Safety Facility Renewal

Under the City’s asset management program, Property & Facilities Management has performed facility condition assessments on all buildings in general fund departments, including all fire stations. Facilities Management has documented needs and established a schedule for the replacement of roofs, replacement of heating and air conditioning systems, painting, renewal of interior finishes, replacement and repair of electrical and lighting systems, bathroom and kitchen renewal, and miscellaneous systems maintenance at each of the City-owned public safety facilities.

General Government Facility Renewal

Under the City's asset management program, Property and Facilities Management has performed facility condition assessments on all buildings in general fund departments, including those located at City Yard.

Picnic Shelter Renovations

This project provides for the renovation, replacement, and addition of picnic shelters throughout the city.

Playground Renovations

This project provides for the replacement and upgrades of playgrounds throughout the parks system. Playgrounds are replaced based on safety assessments, condition of equipment, and overall usage.

Recreation and Parks Facility Renewal

Under the City’s asset management program, Property and Facilities Management has performed facility condition assessments on all buildings in general fund departments, including the Recreation and Parks Department. A schedule has been established for the replacement of roofs, replacement of heating and air conditioning systems, painting, renewal of interior finishes, replacement and repair of electrical and lighting systems, and bathroom and kitchen renewal.

Recreation Facility Lighting Renovations

This project provides for lighting renovations and enhancements to improve safety/security at recreation facilities and park locations, including parking lots, picnic shelters, tennis courts, basketball courts, and athletic facilities throughout the city. Lighting improvements include replacement lighting and adding lighting where necessary to meet recommended lighting levels for security purposes.

Swimming Pool Repairs

This project provides for ongoing major maintenance at the City’s eight pools.
Reynolds Park Golf Course Improvements

This project would allow for the following improvements at Reynolds Park Golf Course: golf cart path paving, paving and restriping of the parking lot, and improvements to the irrigation system.

Bridge Repair and Replacement

This project provides for the repair and replacement of bridges on the City's maintenance system. Bridges are repaired to ensure safety and to extend their life. Consultants working for the North Carolina Department of Transportation (NCDOT) evaluate bridges every two years, and replacements are scheduled based on those evaluations and sufficiency ratings. Future bridge replacement projects will be identified based on sufficiency ratings developed by the NCDOT. Currently, a federal program provides 80% of the funding for bridge replacement projects (those over 20 feet in length). These funds are passed through the NCDOT.

Silas Creek Parkway Sidewalk

The current State Transportation Improvement Program (STIP) includes a pedestrian safety project located within the Southwest Ward, the proposed sidewalk along Silas Creek Parkway from Bolton Street to Lockland Avenue. This project would serve Forsyth Tech's main campus as well as the many neighborhoods, apartment complexes, and businesses in the area. There is ample pedestrian traffic along this section of Silas Creek Parkway.

Street Resurfacing

The City of Winston-Salem maintains 1,013.52 centerline miles (2,180.63 lane miles) of hard surface streets and 6.62 miles of dirt streets. The benchmark for city streets is that 85% of the streets have a pavement condition rating of 85 or higher. Available resurfacing funds are applied and distributed throughout to this group of streets with an overall goal of improving the commute for citizens and achieving the previous mentioned benchmark.
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
<th>Ward(s)</th>
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<tbody>
<tr>
<td><strong>PUBLIC SAFETY FACILITY RENEWAL</strong></td>
<td></td>
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<tr>
<td>Fire Station 3 Annex Building Ceiling tile &amp; flooring tile asbestos abatement/replacement</td>
<td>$60,000</td>
<td>NE</td>
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<tr>
<td>Fire Station 3 Annex Building Water line replacement</td>
<td>$15,000</td>
<td>NE</td>
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<tr>
<td>Fire Station 3 Annex Building Roof replacement</td>
<td>$30,000</td>
<td>NE</td>
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<tr>
<td>Fire Station 16 HVAC</td>
<td>$15,000</td>
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<tr>
<td>Fire Stations 10, 11, 12 HVAC redesign to address mold issues</td>
<td>$30,000</td>
<td>SW/SE/NE</td>
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<tr>
<td>Fire Stations 10, 11, 12 HVAC replacements based on redesign</td>
<td>$60,000</td>
<td>SW/SE/NE</td>
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<tr>
<td>Fire Stations 6, 14, 3 &amp; 2 Interior &amp; exterior painting</td>
<td>$50,000</td>
<td>S/N/NE/SW</td>
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<td>Fire Stations 17, 6, 14 &amp; 3 Flooring replacement</td>
<td>$25,000</td>
<td>E/S/N/NE</td>
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<td>Fire Station 1 Retaining wall structural evaluation</td>
<td>$30,000</td>
<td>N</td>
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<tr>
<td>Fire Stations 11, 12, 15, 17 &amp; 18 Interior &amp; exterior painting</td>
<td>$25,000</td>
<td>SE/NE/NW/E/W</td>
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<tr>
<td><strong>Public Safety Facility Renewal Total</strong></td>
<td><strong>$340,000</strong></td>
<td></td>
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</tbody>
</table>

| **GENERAL GOVERNMENT FACILITY RENEWAL** | | |
| Bryce A. Stuart Municipal Building HVAC controls system replacement | $210,000 | S |
| City Hall Interior wall & trim repair & painting | $100,000 | S |
| City Hall Caulking & tuckpointing exterior | $200,000 | S |
| City Hall Elevator cab interior refurbishing | $50,000 | S |
| City Yard Street Dept. Office #23 North side deck, shingle needs replacing | $20,000 | E |
| City Yard #28 Roof painting | $20,000 | E |
| City Yard #15 Storage Shed Demolish | $5,000 | E |
| City Yard #20 Sanitation/CBD Demolish and pave area | $30,000 | E |
| City Yard #03 Fleet Services Bay door openers and panels | $165,000 | E |
| City Yard #11 Property Maintenance Heat pump | $10,000 | E |
| City Yard #25 HVAC replacement | $10,000 | E |
| City Yard Fuel Station Lighting replacement | $10,000 | E |
| City Yard 03, 11, 23, 25 & 42 Interior painting | $50,000 | E |
| City Yard #14 Demolish & build new metal shop building | $100,000 | E |
| City Yard Power System Replace poles, transformers, lines to upgrade power grid | $120,000 | E |
| **General Government Facility Renewal Total** | **$1,100,000** | |

| **RECREATION FACILITY RENEWAL** | | |
| Martin Luther King Recreation Center New HVAC equipment | $175,000 | N |
| Hanes Hosiery Recreation Center Roof coating and repairs from leaks | $65,000 | N |
| Miller Park Recreation Center Concrete stair repairs | $15,000 | SW |
| Brown Douglas Recreation Center Shingle roof to be replaced | $45,000 | N |
| Carl Russell Recreation Center Roof replacement | $75,000 | NE |
| Winston Lake Shelter #4 Support posts and roof replacement | $35,000 | E |
| **Recreation Facility Renewal Total** | **$410,000** | |

| **RECREATION PROJECTS** | | |
| Picnic Shelter Renovations Crawford, Forest | $175,000 | NE/SE |
| Playground Renovations Griffith, Greenway, Sprague | $400,000 | S/N/SE |
| Recreation Facility Lighting Renovations Leinbach, Parkland, Bolton | $125,000 | W/S/SW |
| Salem Lake Trail Renovations | $125,000 | SE/E |
| Swimming Pool Renovations Bolton, Reynolds Park, Polo, Sprague | $265,000 | SW/SE/NW/SE |
| Reynolds Park Golf Course Improvements Irrigation, cart path paving, parking lot striping | $250,000 | SE |
| **Recreation Total** | **$1,340,000** | |

| **TRANSPORTATION PROJECTS** | | |
| Bridge Repair and Replacement Glade Street bridge design - matching funds | $600,000 | NW |
| Street Resurfacing | $900,000 | |
| Silas Creek Parkway Sidewalk Bolton to Lockland - matching funds | $600,000 | SW |
| **Transportation Total** | **$2,100,000** | |

**Total FY 2017-18 Two Thirds Bond Funding** $5,290,000
**City Council – Action Request Form**

<table>
<thead>
<tr>
<th>Date:</th>
<th>March 7, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>The City Manager</td>
</tr>
<tr>
<td>From:</td>
<td>William L. Royston, Recreation and Parks Director</td>
</tr>
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**Council Action Requested:**

Consideration of a Resolution Authorizing an Agreement with USA Pools of North Carolina, a Division of USA Management LLC, for Staffing, Hiring, Training, Operation, Water Maintenance, and Supervision of the City’s Seven Outdoor Swimming Pools (Bolton, Kimberley, Polo, Parkland, Reynolds Park, Sprague, and Mineral Springs).

**Summary of Information:**

The City of Winston-Salem Recreation and Parks Department is continually looking to streamline operations and provide a more efficient method of providing services to the citizens of Winston-Salem. As part of this effort, the Recreation and Parks Department solicited proposals from private companies to provide lifeguard services for staffing, operation, water maintenance and supervision of the City’s aquatics programs for the 2017 swimming season. These contracted lifeguards would be subject to all of the City’s rules and regulations regarding pool operations. The department received two Requests for Qualifications outlining their strategy for accomplishing the work from USA Management and Carolina Pool Management.

A team consisting of the Recreation and Parks Department Director, Financial Manager, and Aquatics Director evaluated the proposals. Based on the evaluation of the Statements of Qualifications, USA Management was rated as the most qualified company to provide lifeguarding services for our upcoming pool season. USA Pools of North Carolina has been in operation for more than 35 years. They strive to provide and ensure that communities enjoy a safe, family oriented swimming environment. This is done by ensuring all lifeguards are properly certified and have completed necessary skills assessments.

**Committee Action:**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
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<td>For</td>
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</table>

Remarks:
USA Pools of North Carolina provided similar services throughout the country. For this contract, USA Pools of North Carolina will assemble a core team consisting of highly trained and certified lifeguards and aquatic managers. In accordance with N.C.G.S. §143-64.31, the City has entered into contract negotiations with USA Pools of North Carolina, which included identifying the full scope of services to be provided. It also is anticipated that these services will be provided at a lower rate than the City can provide. In FY 16/17, the City of Winston-Salem budgeted $305,130 for salaries and benefits for hiring lifeguards for the City’s eight outdoor swimming pools. USA Pools of North Carolina will provide the staff, training, and all pre-opening services for lifeguarding services for:

Bolton – 2332 hours – 4 staff budgeted $40,810  
Kimberley – 1254 hours -3 staff budgeted $21,940  
Mineral Springs – 1185 hours – 3 staff budgeted $20,780  
Parkland – 1356 hours – 3 staff budgeted $23,780  
Polo – 1383 hours – 3 staff budgeted $24,220  
Reynolds – 1182 hours – 3 staff budgeted $20,690  
Sprague – 1155 hours – 3 staff budgeted $20,220  
Pool opening and closing for all 7 pools – 1556 hours - $27,420

Total labor will not exceed $199,860. For any special events and rentals, additional lifeguards will be billed to the City at $18.50 per hour. This amount is based on a $41,000 management fee that will be charged by USA Pools of North Carolina to cover a full-time supervisor, dedicated account manager, CPO (Certified Pool Operators)/additional cleaning staff, and inspections. Total costs for normal operating hours for the upcoming pool season shall not exceed $240,860. Happy Hill will not open this pool season due to various issues with leaks, pool deck concerns, and other safety related issues. As part of the redesign of Happy Hill Park, the swimming pool will be demolished and converted into a major outdoor spray park for the residents to use. New restrooms and seating are also part of this redesign.

If City Council decides to move forward with the purchase of Long Creek Golf Course and chooses to operate the swimming pool, the costs associated with it are:

Long Creek – 1180 hours – 3 staff budgeted $30,000 (The pool will operate on the same schedule Kimberley and Parkland pools).

USA Pools of North Carolina will staff each facility with certified lifeguard personnel at all times. Their management team will provide additional lifeguards on holidays and heavy use days as needed. All lifeguards will receive all necessary training and will be required to complete a skills assessment monthly to maintain employment. Each lifeguard will also be required to complete 10 hours of additional training in emergency response. USA Pools of North Carolina has been supplied with a list of lifeguards that the Recreation and Parks Department has employed in past years. These lifeguards will be interviewed and given priority consideration for employment through USA Pools of North Carolina.

USA Pools of North Carolina meets the Worker’s Compensation Insurance as required by the North Carolina General Statutes; $1,000,000 Commercial General Liability Insurance, and $2,000,000 Aggregate.
For comparison, Forsyth County operates one outdoor pool. They contract out their lifeguards for their pool season at Tanglewood. Guilford County operates three outdoor pools that they contract out lifeguards for. The city of Greensboro operates three outdoor pools and one indoor pool. They hire and train lifeguards themselves.
RESOLUTION AUTHORIZING AN AGREEMENT WITH USA MANAGEMENT FOR STAFFING, TRAINING, AND SUPERVISION OF THE CITY’S AQUATIC PROGRAM FOR THE 2017 SWIMMING SEASON

WHEREAS, the City of Winston-Salem Recreation and Parks Department has developed a strategy for staffing, training, and supervision of the City’s aquatic program for the 2017 swimming season; and

WHEREAS, the Recreation and Parks Department solicited Statements for Qualifications asking respondents to prepare Letters of Interest including the format for accomplishing the work, and references listing previous comparable assignments; and

WHEREAS, the services of a professional pool management company are needed to hire, staff, certify and train lifeguard staff to ensure a safe and fun swimming season and environment; and

WHEREAS, the City selects firms for professional services in accordance with public policy which provides for a qualifications-based selection process; and

WHEREAS, the City received Letters of Interest/Statement of Qualifications (LOI/SOQ) to perform hiring, staffing, training, operation, water maintenance, and supervision for Bolton, Kimberley, Parkland, Polo, Mineral Springs, Sprague, and Reynolds Park pool from two pool management companies, USA Management and Carolina Pool Management; and

WHEREAS, after a review of these proposals, City staff identified USA Management as the most qualified company to provide the necessary aquatic services for the 2017 swimming pool season; and

WHEREAS, the City and USA Management will negotiate the full scope of services to be provided; and
WHEREAS, the selection process and fee negotiation will follow public policy established in N.C.G.S. §143-64.31; and

WHEREAS, the negotiated fee will be less than what is currently budgeted for the department to provide these services in-house.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem that the City Manager and City Secretary are authorized to enter into an agreement with USA Management for professional pool management services for the 2017 swimming pool season.
City Council – Action Request Form

Date: March 3, 2017
To: The City Manager
From: Derwick L. Paige, Deputy City Manager

Council Action Requested:
Adopt resolution authorizing the City to participate in a downtown redevelopment project pursuant to N.C.G.S. 160A-458.3.

Summary of Information:
The attached resolution authorizes the City’s financial participation of up to $1,650,000 over ten years for the redevelopment of the old GMAC property pursuant to N.C.G.S. 160A-458.3. The property being redeveloped is bordered by Fourth Street, Spruce Street, Poplar Street and Fifth Street. The overall project involves redeveloping the old GMAC Tower, 500 W. Fifth Street, for office usage and approximately 35,000 sq. ft. for business incubator. This phase could generate up to 160 new jobs. However, no City funding is being requested for this portion of the project.

A second phase with a separate developer involves the development of a 240-unit apartment building on the remainder of the property including the older six story building and parking lot that are both south of the GMAC Tower. The apartment building will include ground floor retail space and/or apartment amenity uses that activate Fourth Street. This project involves the demolition of the older six story building. Because the demolition cost currently makes this project cost prohibitive, the developer, Grubb Properties, Clay Grubb, Lexington, NC is seeking City financial assistance to help offset these costs. In return, Grubb Properties will be investing approximately $48,000,000 on this phase of the project. Based upon the current City tax rate, it is projected that this investment could generate approximately $222,300/year in new City property taxes. The proposed assistance equals approximately 74% of the new City property taxes. Grubb Properties has also agreed to designate a minimum of 30% of the units as workforce housing units for a minimum of 15 years, with such units offered to residents earning at or below 110% of Area Median Income. The project will also contain some public greenspace and include some enhancements to the sidewalk along Fourth Street.

The attached resolution authorizes providing a grant of up to $165,000/year (or 74.22% of the new City property taxes) for ten years to help offset the cost of the demolition of the six story GMAC Building. If the project fails to have a taxable value of at least $38,000,000, the City’s assistance would be reduced proportionately.

Committee Action:

<table>
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<tr>
<th>Committee</th>
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<td>For</td>
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</table>

Remarks:
RESOLUTION AUTHORIZING THE CITY TO PARTICIPATE IN A DOWNTOWN DEVELOPMENT PROJECT PURSUANT TO NCGS 160A-458.3

WHEREAS, Grubb Properties is proposing to develop a 240-unit apartment building along with ground floor retail space and/or apartment amenity uses as part of the old GMAC property redevelopment and has requested City assistance to help offset the cost of the demolition of the six story GMAC Building; and

WHEREAS, the City of Winston-Salem is interested in participating in this project because of the public benefit created for its citizens and it is supported by the Downtown Plan, The Legacy Comprehensive Plan, and the City of Winston-Salem Strategic Plan; and

WHEREAS, Grubb Properties is investing approximately $48,000,000 on this phase of the project and has agreed to designate a minimum of 30% of the units as workforce housing units with such units offered to residents earning at or below 110% of Area Median Income for a minimum of 15 years; and

WHEREAS, the project will also contain some public greenspace and include some enhancements to the sidewalk along Fourth Street.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Winston-Salem, upon the recommendation of the Finance Committee, that pursuant to N.C.G.S. 160A-458.3, the City shall provide a grant of up to $165,000/year (or 74.22% of the new City property taxes) for ten years to help offset the cost of the demolition of the six story GMAC Building with the first annual payment being made on or about July 1 following the first year that the property taxes have been paid on the completed development project.

BE IT FURTHER RESOLVED, that the City’s participation is contingent upon the property having a taxable value of at least $38,000,000 and if the property is not taxed at this amount the City’s assistance would be reduced proportionately.
BE IT FURTHER RESOLVED, that the City Manager and City Attorney are authorized to execute the necessary documents pursuant to review and approval by the City Attorney.
TO: Mayor Joines and Members of City Council  
FROM: Evan Raleigh, Director of Business Inclusion and Advancement  
DATE: March 8, 2017  
SUBJECT: Liberty Street Vendor’s Market Management Proposal  
CC: Lee D. Garrity, City Manager

This memo is to advise that staff has received an unsolicited proposal for the management and operation of the Liberty Street Vendor’s Market. The proposal was submitted by R and Company, LLC which is managed by RaVonda Dalton-Rann. The proposal calls for a six-month contract between the City and R and Company, LLC for management of the market. That management includes coordinating the activities of local food vendors and producers, managing the market’s marketing efforts, and operating the facility for no less than two and a half days per week during the term of the contract. The full proposal is attached for your review.

At present, the facility is managed by the Community Development Department which has done so since the termination of a previous management agreement in the Spring of 2015. Following the termination of the previous management agreement, staff developed a request for proposals which sought the services of a for-profit or not-for-profit entity to take over operation of the facility. Several proposals were received but none of them were considered feasible given the substantial fees proposed by each of the respondents. Since the time of the transition, the department has taken an active role in marketing the vendor’s market as an event space and has succeeded in securing several weekend and weekday rentals including two weekly recurring events. Below is a list of activities that occurred at the market during the summer season of last year:

**June 2016**
- **2nd**  Second Harvest Food Distribution
- **5th**  Glory of God Worship & Enrichment Center’s Worship Service w/Food & Clothing Give-Away
- **9th**  Second Harvest Food Distribution
- **11th**  Cleveland Avenue Transformation Team 9:30 -11:00 a.m. High School Graduation Cook Out
- **12th**  Glory of God Worship & Enrichment Center’s Worship Service
- **16th**  Second Harvest Food Distribution
- **17th**  Sparkle Project’s Farmers Market/Health & Wellness Fair
- **18th**  Cleveland Avenue Transformation Team 9:30 -11:00 a.m. Covenant of Hope’s Dinner SALE (Raising funds for their church)
- **19th**  Glory of God Worship & Enrichment Center’s Worship Service
- **23rd**  Second Harvest Food Distribution
- **25th**  Cleveland Avenue Transformation Team 9:30 -11:00 a.m. Patrina Mack’s Community Outreach w/Food, Clothes & Music
- **26th**  Glory of God Worship & Enrichment Center’s Worship Service
- **30th**  Second Harvest Food Distribution
The market was developed with the intention of providing a location for residents to shop for fresh produce and other small retail goods. The area surrounding the market is known as a food desert, which is defined as an area with little or no access to affordable, healthy food. Additional projected benefits of the market included promotion of economic development by providing opportunities for small business owners and enhanced vibrancy along the Liberty Street corridor.

R and Company, LLC’s proposal calls for operating the market primarily as a space to sell fresh produce and other seasonally appropriate items. The market will remain available for other activities as well.

Staff is seeking direction from the Finance Committee regarding the proposal.
Proposal to City of Winston-Salem
Management of the Liberty Street Farmers Market
R and Company, LLC – RaVonda Dalton-Rann, President
Updated: March 3, 2017

Introduction

R and Company, LLC proposes to manage the Liberty Street Farmers’ Market for six months on a trial basis on behalf of the City of Winston-Salem. Those six months begin on March 1, 2017 (or thereafter). The end date will occur six months following the beginning date. Hopefully, the market will be able to open in April, depending on the availability of fruits such as strawberries and plants (floral). However, review of the terms of this proposal, should occur in August of 2017, in order for an additional proposal to be offered in the case of a mutually successful trial term.

The evaluation should occur before the end of the partnership in an effort to allow the market to remain open and operating seamlessly.

Management

R and Company, LLC will open and manage the market. That management includes the contact with the farmers, extension service, community gardens and other organizations associated with ensuring that the market always has an assortment of offerings: vegetables, fruits, plants and other appropriate products.

In addition, the public will be informed of other uses the enclosed area of the market can provide so that it can be booked for events: birthday parties, book clubs, and the like.

The president of R and Company, LLC has already been in touch with fruit growers who are willing to have continued conversation regarding the selling of their products beginning in April of this year, should this proposal be accepted.

The president of the company has also been in touch with the Black Farmers Association and the extension service in an effort to provide products to the market on a regular basis, should this proposal be accepted.

Marketing

R and Company, LLC will provide the oversight of marketing for the farmers market, in cooperation with the City of Winston-Salem. Newspaper, radio and television ads should be purchased on a continuing basis in order to ensure the success of the market.

The farmers market should have a strong presence in social media. It will need a Facebook page. The management of the page should be handled in cooperation with the City of Winston-Salem.

The farmers market also needs a website, which should be designed by the City of Winston-Salem and managed in cooperation with R and Company, LLC.
The City of Winston-Salem should establish a marketing budget for the farmers market.

**Opening and Closing and Hours of Operation**

R and Company, LLC should have the responsibility of opening and closing of the market.

The market should be opened at least two and one half days per week for the selling of produce and at other times, as the season suggests. For example, during Christmas, the selling of Christmas trees and other seasonal items may necessitate extended hours of operation.

The days and hours of operation should **NOT** be in competition of other markets in the city or county, *if possible*. However, the quality of the products may allow for the market to be opened at the time, particularly during seasonal periods, like Christmas.

**Maintenance**

The maintenance of the market should be managed within the partnership of R and Company, LLC and the City of Winston-Salem.

**Compensation**

R and Company, LLC will be paid $1800.00 per month to manage the farmers market.
Once annually, a report on the activities of the city’s Minority and Women-Owned Business (M/WBE) program is presented to the mayor and city council. Highlights of the M/WBE program’s accomplishments for 2015-2016 fiscal year as are follows:

- M/WBE subcontracting for FY 15-16 was higher than the previous nine fiscal years.
- In FY 15-16, the total M/WBE spending on purchasing cards increased 9.4% over the previous fiscal year.
- In FY 15-16, M/WBE spending in the construction and repair category increased 7% over the previous fiscal year.
- As of January 2017, 19.56% ($15,982,546.45) of 2014 bond funds spent on formal projects went to M/WBE subcontractors
- As of January 2017, 64.39% ($1,673,756.30) of 2014 bond funds spent on informal projects went to M/WBE firms

A full report capturing all of the program’s accomplishments for the 2015-2016 fiscal year is attached for your review.
The City of Winston Salem’s M/WBE Program Update

PRESENTED BY THE OFFICE OF BUSINESS INCLUSION AND ADVANCEMENT

EVAN RALEIGH, DIRECTOR

TIESHA HINTON, BUSINESS INCLUSION MANAGER
Executive Summary

M/WBE subcontracting, is at its **highest** rate compared to the **past nine** fiscal years.

The total MWBE spending on P-cards has **increased 9.4%**.

MWBE spending on construction and repair has **increased 7%**.

The Internal Staff Committee has incrementally set M/WBE goals **above 10%**.
  - 13 projects with goals set above 10%
  - 14 contracts awarded with goals over 10%

Currently monitoring M/WBE compliance on 44 active projects.
  - 23 City of Winston Salem
  - 21 City/County Utilities

To date, 19 bond projects have been awarded to MWBE’s as the prime contractor.
City of Winston Salem M/WBE Reporting

Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 14-15</th>
<th>FY 15-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontracting</td>
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<tr>
<td>P-Card</td>
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<td>Construction &amp; Repair</td>
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<tr>
<td>Materials &amp; Services</td>
<td>5.78%</td>
<td>5.64%</td>
</tr>
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</table>

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2014 Bond Referendum MWBE Update

Formal Construction

24 projects awarded to date, totaling $81,704,717.69 (as of 1/12/17)

$15,982,546.45 (19.56%) was spent with M/WBE subcontractors
  ◦ Minority-owned $8,346,491.08 (10.22%)
  ◦ Woman-owned $7,636,055.38 (9.35%)

5 projects were awarded to general contractors who are M/WBE’s
  ◦ W.C. Construction (MBE)- Sedge Garden Recreation Center Gymnasium- $1,155,600
  ◦ W.C. Construction (MBE)- Fire Station #8 - $1,749,000
  ◦ Creative Design and Construction (WBE)- Water Spray grounds Hathaway and Little Creek - $369,690
  ◦ North State Environmental (WBE)- Miller Park Renovations Stream banks- $328,422.85
  ◦ DreamBuilt Construction (WBE)- Winston Lake Golf Course Renovations - $365,385
<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Bid Due Date</th>
<th>Council Award Date</th>
<th>Contractor Name</th>
<th>General Contractor M/WBE</th>
<th>Contract Amount</th>
<th>Subcontractor % M</th>
<th>Subcontractor % W</th>
<th>Subcontractor $ W</th>
<th>M/WBE ($</th>
<th>Construction MWBE ($)</th>
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<td>Sedge Garden Recreation Center Gymnasium</td>
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<td>11/16/2015</td>
<td>Sharpe Brothers</td>
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<td>12/9/2015</td>
<td>1/19/2016</td>
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<td>27.00%</td>
<td>$428,500.00</td>
<td>$1,156,950.00</td>
<td>$1,585,450.00</td>
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<tr>
<td>Public Assembly</td>
<td>M.C. Benton, Jr. Convention and Civic Center Renovations</td>
<td>1/10/2016</td>
<td>2/15/2016</td>
<td>Resolute Building Company</td>
<td>$15,670,000.00</td>
<td>19.70%</td>
<td>10.50%</td>
<td>$3,086,990.00</td>
<td>$1,645,350.00</td>
<td>$4,732,340.00</td>
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<tr>
<td>Transportation</td>
<td>Union Station - Grading and Demolition Phase 1</td>
<td>1/28/2016</td>
<td>2/15/2016</td>
<td>R.P. Murray, Inc.</td>
<td>$945,000.00</td>
<td>9.10%</td>
<td>5.30%</td>
<td>$85,995.00</td>
<td>$50,085.00</td>
<td>$136,080.00</td>
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<td>Recreation</td>
<td>Salem Lake Park Renovations/Improvements - Phase I</td>
<td>1/26/2016</td>
<td>3/28/2016</td>
<td>Hodggin Construction Company</td>
<td>$4,119,000.00</td>
<td>2.21%</td>
<td>13.02%</td>
<td>$91,029.90</td>
<td>$536,293.80</td>
<td>$627,332.70</td>
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<td>Streets and Sidewalks</td>
<td>Street Resurfacing - Contract 3B</td>
<td>2/25/2016</td>
<td>3/28/2016</td>
<td>Apac Atlantic, Inc</td>
<td>$3,048,222.06</td>
<td>5.08%</td>
<td>5.09%</td>
<td>$154,849.68</td>
<td>$155,154.50</td>
<td>$310,004.18</td>
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<td>Recreation</td>
<td>Water Spraygrounds - Hathaway and Little Creek</td>
<td>3/22/2016</td>
<td>4/18/2016</td>
<td>Creative Design and Construction</td>
<td>W</td>
<td>$369,690.00</td>
<td>8.30%</td>
<td>7.30%</td>
<td>$30,682.27</td>
<td>$26,987.37</td>
<td>$57,671.64</td>
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<td>Recreation</td>
<td>Winston Lake Park Renovations - Aquatic Facility</td>
<td>5/19/2016</td>
<td>6/20/2016</td>
<td>Bar Construction, Inc.</td>
<td>$4,713,000.00</td>
<td>10.89%</td>
<td>10.06%</td>
<td>$513,245.70</td>
<td>$474,127.80</td>
<td>$987,337.50</td>
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<td>Streets and Sidewalks</td>
<td>Concrete Base Streets Rehabilitation</td>
<td>5/26/2016</td>
<td>6/20/2016</td>
<td>Apac Atlantic, Inc</td>
<td>$3,097,298.00</td>
<td>5.50%</td>
<td>5.00%</td>
<td>$170,351.39</td>
<td>$154,864.90</td>
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<tr>
<td>Public Safety</td>
<td>Fire Station #7 (Arbor Road) and #9 (Ogburn Ave)</td>
<td>8/19/2016</td>
<td>10/6/2016</td>
<td>R.P. Murray, Inc</td>
<td>$3,072,000.00</td>
<td>13.95%</td>
<td>2.25%</td>
<td>$248,544.00</td>
<td>$69,120.00</td>
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<tr>
<td>Recreation</td>
<td>Miller Park Renovations - streambanks</td>
<td>8/24/2016</td>
<td>9/19/2016</td>
<td>North State Environmental, Inc</td>
<td>W</td>
<td>$328,422.85</td>
<td>8.10%</td>
<td>5.50%</td>
<td>$26,602.25</td>
<td>$18,063.26</td>
<td>$44,665.51</td>
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<tr>
<td>Recreation</td>
<td>Winston Lake GC Renovations - Phase 1 Restroom Building ($250k)</td>
<td>9/10/2016</td>
<td>10/17/2016</td>
<td>DreamBuilt Construction, Inc</td>
<td>W</td>
<td>$365,385.00</td>
<td>7.06%</td>
<td>7.11%</td>
<td>$25,300.00</td>
<td>$25,800.00</td>
<td>$51,100.00</td>
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<tr>
<td>Public Transportation</td>
<td>Union Station - Construction Phase 2</td>
<td>9/23/2016</td>
<td>10/17/2016</td>
<td>New Atlantic Contracting, Inc</td>
<td>$10,496,000.00</td>
<td>5.91%</td>
<td>9.11%</td>
<td>$620,313.60</td>
<td>$956,185.60</td>
<td>$1,576,499.00</td>
<td></td>
</tr>
</tbody>
</table>

*MWBE Amounts: 10.22% Subcontractor % W, $8,346,491.08 MWBE $, 19.56% $15,982,546.45 MWBE*
2014 Bond Referendum M/WBE Update
Informal Construction

24 project awarded to date, totaling $2,599,361.44 (as of 1/12/17)

$1,673,756.30 (64.39%) was spent with M/WBE firms

- Minority-owned $856,491.30 (32.95%)
- Woman-owned $817,265.00 (31.44%)

MWBE subcontracting encouraged, but not required on informal projects (<$300,000)

14 out of 24 informal construction projects were awarded to M/WBE’s

- J & E Concrete (MBE)
- Premier Design Builders, Inc. (MBE)
- Dreambuilt Construction, Inc. (WBE) - 2 projects
- Creative Design and Construction (WBE) - 3 projects
- Crest Construction Corp., Inc (MBE)
- Mayes Landscaping & Concrete, Inc. (MBE) - 2 projects
- Ascent Construction Solutions, LLC (MBE) - 2 projects
- Construction Concepts & Design (MBE)
- The Cinda Corporation of NC (MBE)
<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Bid Number</th>
<th>Bid Due Date</th>
<th>Council Award Date</th>
<th>Contractor Name</th>
<th>General Contractor M/WBE</th>
<th>Contract Amount</th>
<th>Subcontractor % M</th>
<th>Subcontractor % W</th>
<th>Subcontractor Source</th>
<th>Construction MWBE ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation</td>
<td>Bowen Park Renovations - Restroom</td>
<td>IF16109</td>
<td>11/19/2015</td>
<td>12/21/2015</td>
<td>Carraway Construction, Inc</td>
<td>$129,738.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Cherokee Lane Sidewalk Construction</td>
<td>IF16118</td>
<td>11/30/2015</td>
<td>12/21/2015</td>
<td>Dalton Contracting, Inc</td>
<td>$101,310.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Yorkshire Road Sidewalk Construction</td>
<td>IF16119</td>
<td>11/20/2015</td>
<td>2/1/2016</td>
<td>J &amp; E Concrete</td>
<td>$186,158.11</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Bryansplace Drive Sidewalk Construction</td>
<td>IF16137</td>
<td>12/18/2015</td>
<td>2/1/2016</td>
<td>Premier Design Builders, Inc</td>
<td>$136,631.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Recreation</td>
<td>Rupert Bell Sprayground</td>
<td>IF16139</td>
<td>1/26/2016</td>
<td>3/28/2016</td>
<td>DreamBuilt Construction, Inc</td>
<td>$288,170.00</td>
<td>Informal</td>
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<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Old Town Drive (no curb/gutter) (130k)</td>
<td>IF16243</td>
<td>5/24/2016</td>
<td>6/20/2016</td>
<td>Dalton Contracting, LLC</td>
<td>$122,789.00</td>
<td>Informal</td>
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<tr>
<td>Recreation</td>
<td>Water Sprygrounds - Reynolds Park</td>
<td>IF16247</td>
<td>5/26/2016</td>
<td>6/20/2016</td>
<td>DreamBuilt Construction, Inc</td>
<td>$222,139.00</td>
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<tr>
<td>Recreation</td>
<td>Water Sprygrounds - Sedge Garden</td>
<td>IF16248</td>
<td>5/26/2016</td>
<td>6/20/2016</td>
<td>Crest Construction Corp., Inc</td>
<td>$237,675.29</td>
<td>Informal</td>
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<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Gerald Street</td>
<td>IF1719</td>
<td>7/15/2016</td>
<td>8/15/2016</td>
<td>Mayes Landscaping &amp; Concrete, Inc</td>
<td>$108,875.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Recreation</td>
<td>Blum Park Playground Equipment &amp; Installation (250k)</td>
<td>n/a</td>
<td>single source</td>
<td>9/19/2016</td>
<td>Carolina Recreation &amp; Design</td>
<td>$227,736.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Old Vineyard Road Sidewalk Construction</td>
<td>IF16161</td>
<td>1/26/2016</td>
<td>9/19/2016</td>
<td>Ascent Construction Solutions, LLC</td>
<td>$29,850.00</td>
<td>Informal</td>
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<td>Informal</td>
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<tr>
<td>Recreation</td>
<td>Piney Grove Park Improvements - Tennis Court</td>
<td>IF16192</td>
<td>2/24/2016</td>
<td>3/8/2016</td>
<td>Quality Sports Surfaces</td>
<td>$28,400.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Chandler Street Sidewalk Construction</td>
<td>IF16201</td>
<td>3/8/2016</td>
<td>3/8/2016</td>
<td>Dalton Contracting, LLC</td>
<td>$98,840.00</td>
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<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Robinhood Road Sidewalk Construction</td>
<td>IF1708</td>
<td>7/8/2016</td>
<td>7/8/2016</td>
<td>Ascent Construction Solutions, LLC</td>
<td>$19,540.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
</tr>
<tr>
<td>Recreation</td>
<td>Hobby Park Improvements (shelter install &amp; site work)</td>
<td>n/a</td>
<td>single source</td>
<td>9/14/2016</td>
<td>Creative Design and Construction, Inc</td>
<td>$38,196.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
</tr>
<tr>
<td>Recreation</td>
<td>Hobby Park Improvements (shelter only)</td>
<td>n/a</td>
<td>single source</td>
<td>9/14/2016</td>
<td>Hasley &amp; Assoc. (Porter Poligon)</td>
<td>$38,541.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Streets and Sidewalks</td>
<td>Grassly Creek Blvd Sidewalk Construction</td>
<td>IF1796</td>
<td>9/28/2016</td>
<td>9/28/2016</td>
<td>Mayes Landscaping &amp; Concrete</td>
<td>$69,370.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Recreation</td>
<td>Blum Park Site Preparation</td>
<td>IF1771</td>
<td>10/5/2016</td>
<td>10/5/2016</td>
<td>Creative Design &amp; Construction, Inc</td>
<td>$60,800.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<tr>
<td>Recreation</td>
<td>Piney Grove Park Improvements - Tennis Court Lighting</td>
<td>IF1798</td>
<td>10/5/2016</td>
<td>December-16</td>
<td>Reynolda Electric Co., Inc</td>
<td>$48,390.00</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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<td>Streets and Sidewalks</td>
<td>Bicycle and Pedestrian - Bowen Blvd</td>
<td>IF1796</td>
<td>9/28/2016</td>
<td>9/28/2016</td>
<td>J &amp; E Concrete</td>
<td>$186,158.11</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
<td>Informal</td>
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*Note: Some entries have been redacted or highlighted for privacy reasons.*
## Informal Construction Spending as Reported to the State of N.C.

<table>
<thead>
<tr>
<th></th>
<th>FY 13-14</th>
<th>FY 14-15</th>
<th>FY 15-16</th>
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</thead>
<tbody>
<tr>
<td>City WS</td>
<td>$2,478,533.00</td>
<td>$4,003,086.00</td>
<td>$4,245,605.00</td>
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<tr>
<td>Black</td>
<td>$293,478.00</td>
<td>$163,092.00</td>
<td>$125,399.00</td>
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<tr>
<td>Hispanic</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Asian American</td>
<td>$53,818.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>White Female</td>
<td>$671,994.00</td>
<td>$446,253.00</td>
<td>$557,070.00</td>
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<tr>
<td>Social/Economically Disadvantaged</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Disabled</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,019,290.00</td>
<td>$609,345.00</td>
<td>$4,928,074.00</td>
</tr>
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</table>
## Projects with General Contractors who are MWBE’s (Formal Construction)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>M/WBE %</th>
<th>M/WBE Goals by Established Internal Committee</th>
<th>Anticipated M/WBE Dollars</th>
<th>Prime Contractor Awarded Project</th>
<th>M/WBE</th>
<th>Agency</th>
<th>Contract Award Date</th>
<th>Contract M/WBE Goals</th>
<th>Contract Award M/WBE Dollars</th>
<th>Contract Completion Date</th>
<th>Contract Final Payout Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookwood Business Park Building</td>
<td>8.00%</td>
<td>6.00%</td>
<td>$74,072.00, $55,554.00</td>
<td>WC Construction</td>
<td>M</td>
<td>WS</td>
<td>4/15/2013</td>
<td>2.00% 2.88%</td>
<td>$18,518, $26,666</td>
<td>7/29/2016</td>
<td>942,665.10</td>
</tr>
<tr>
<td>Ardmore Basin 10 Addition #3</td>
<td>5.00%</td>
<td>5.00%</td>
<td>$138,033.68, $138,033.68</td>
<td>CaJenn Construction</td>
<td>W</td>
<td>UC</td>
<td>3/1/2013</td>
<td>5.00% 5.00%</td>
<td>$138,034, $138,034</td>
<td>2/6/2015</td>
<td>$2,479,608.01</td>
</tr>
<tr>
<td>21st Street Area Basin Sewer and Water Improvements</td>
<td>5.00%</td>
<td>5.00%</td>
<td>$127,085.85, $127,085.85</td>
<td>CaJenn Construction</td>
<td>W</td>
<td>UC</td>
<td>5/29/2013</td>
<td>1.00% 18.00%</td>
<td>$25,471, $457,509</td>
<td>11/7/2014</td>
<td>$2,713,690.66</td>
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<tr>
<td>Tanglewood Lift Station Generator Upgrades</td>
<td>5.00%</td>
<td>5.00%</td>
<td>$40,634.30, $56,888.02</td>
<td>Dreambuilt Construction</td>
<td>W</td>
<td>UC</td>
<td>4/27/2016</td>
<td>19.00% 5.00%</td>
<td>$77,820, $20,479</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Sewer Rehab at Various City Locations</td>
<td>5.00%</td>
<td>5.00%</td>
<td>$63,456.65, 41236,913.30</td>
<td>Cal Jenn Construction &amp; Rehab Services, Inc.</td>
<td>W</td>
<td>UC</td>
<td>2/23/2016</td>
<td>5.00% 11.00%</td>
<td>$63,457, $139,605</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Spraygrounds at Hathaway &amp; Little Creel Parks</td>
<td>5.00%</td>
<td>5.00%</td>
<td>$18,484.50, $18,484.50</td>
<td>Creative Design and Construction</td>
<td>W</td>
<td>WS</td>
<td>4/29/2016</td>
<td>8.33% 7.33%</td>
<td>$30,795, $27,098</td>
<td>Active</td>
<td>Active</td>
</tr>
</tbody>
</table>
MWBE Program Comparisons

CITY OF WINSTON SALEM
CITY OF DURHAM
CITY OF RALEIGH
CITY OF GREENSBORO
City of Winston Salem Overview

The City of Winston-Salem regularly tracks M/WBE spending in four categories:

1) Construction & Repair
2) Subcontracting Activity
3) Procurement Card Spending
4) Materials and Services

M/WBE participation goals are set on projects estimated to cost $300,000 or more.

M/WBE subcontracting is not required by state law on projects estimated to cost less than $300,000, but is strongly encouraged and monitored.

10% M/WBE participation goal set on professional service proposals

Office of Business Inclusion and Advancement

- Minority and Woman-Owned Business Enterprise Program (M/WBE)
- 2 full-time staff *
City of Durham Overview

2015 Annual Report based on spend in two categories
- Construction
- Professional services

FY 14-15 report does not include disparity study recommendations
New implementations April 1, 2016

MWBE participation goals are set on projects estimated to cost $100,000 or more

Durham City-County Disparity Study established MWBE participation goals at 50% of the percentages of availability reported for each contracting category

Department of Equal Opportunity/Equity Assurance
- Small Disadvantaged Business Enterprise Program (SDBE)
- Staff of 6

<table>
<thead>
<tr>
<th>Contracting Category</th>
<th>Minority Goal</th>
<th>Woman Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>11%</td>
<td>7%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>8%</td>
<td>6%</td>
</tr>
<tr>
<td>Services</td>
<td>7%</td>
<td>5%</td>
</tr>
<tr>
<td>Goods</td>
<td>2%</td>
<td>4%</td>
</tr>
</tbody>
</table>
City of Raleigh Overview

Small Disadvantaged Minority and Woman Owned Business Program (SDMWOB)

Sets participation goals on projects estimated to cost $100,000 or more.

No SDMWOB goal on professional service contracts and general goods and service contracts.

Aspirational goal 15% (8% MBE, 7% WBE) for all construction projects exceeding $100,000.

One full-time staff person
City of Greensboro Overview

Conducted a disparity study in 2010, presented study in 2012, and became effective 2014.

The MWBE Program Plan is a result of the 2010 Disparity Study results.

Sets SBE goals on formal and informal construction contracts

Includes a 10 county range as the “construction market place”

15% aspirational goal that includes 8% MBE and 7% WBE

Business categories include:

- Construction
- Professional Services
- Goods and Services

*The City of Greensboro has yet to respond to our request for their M/WBE annual reporting data.*

3 full time staff, 1 part-time
## Total Spending Comparison

<table>
<thead>
<tr>
<th>Organization</th>
<th>Total Spending</th>
<th>Total MWBE Spending</th>
<th>%</th>
<th>Areas covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Winston Salem FY 13-14</td>
<td>$92,188,630</td>
<td>$8,653,349</td>
<td>9.4%</td>
<td>Construction &amp; repair, Subcontracting, P-Card, Materials &amp; Services</td>
</tr>
<tr>
<td>City of Raleigh FY 13-14</td>
<td>$205,577,444</td>
<td>$9,470,387</td>
<td>3.8%</td>
<td>Construction, Goods &amp; Services, Professional Services</td>
</tr>
<tr>
<td>City of Winston Salem FY 14-15</td>
<td>$262,920,520</td>
<td>$13,391,823</td>
<td>5.1%</td>
<td>Construction &amp; repair, Subcontracting, P-Card, Materials &amp; Services</td>
</tr>
<tr>
<td>City of Durham FY 14-15</td>
<td>$29,000,712.26</td>
<td>$2,271,012.45</td>
<td>7.8%</td>
<td>Construction &amp; Professional Services</td>
</tr>
<tr>
<td>City of Winston Salem FY 15-16</td>
<td>$215,368,683</td>
<td>$17,913,698</td>
<td>8.3%</td>
<td>Construction &amp; repair, Subcontracting, P-Card, Materials &amp; Services</td>
</tr>
<tr>
<td>City of Greensboro</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
# City of Winston Salem Formal Construction
## MWBE Participation

<table>
<thead>
<tr>
<th>MWBE % Goals Established by Internal Committee</th>
<th>Contract Award M/WBE Goals Approved by Governing Board</th>
<th>Contract Final MWBE Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBE</td>
<td>WBE</td>
<td>MWBE</td>
</tr>
<tr>
<td>------</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td><strong>Completed - FY 2012</strong></td>
<td>10.02%</td>
<td>4.78%</td>
</tr>
<tr>
<td><strong>Completed – FY 2013</strong></td>
<td>6.68%</td>
<td>5.72%</td>
</tr>
<tr>
<td><strong>Completed – FY 2014</strong></td>
<td>4.48%</td>
<td>4.31%</td>
</tr>
<tr>
<td><strong>Completed- FY 2015</strong></td>
<td>5.24%</td>
<td>4.91%</td>
</tr>
<tr>
<td><strong>Completed- FY 2016</strong></td>
<td>5.00%</td>
<td>5.00%</td>
</tr>
<tr>
<td><strong>Completed- FY 2017</strong></td>
<td>7.43%</td>
<td>7.43%</td>
</tr>
<tr>
<td><strong>Active Projects</strong></td>
<td>7.39%</td>
<td>7.35%</td>
</tr>
</tbody>
</table>
Additional Accomplishments

- Addressed employee accountability regarding the commitment to the City’s procurement guidelines by developing a vendor rotation guide and sample models for discretionary spending.

- Assisted 36 M/WBE businesses with State Historically Underutilized Business (HUB) Certification.

- Certified 15 Section 3 Businesses, 4 of which subcontracted on two City projects.

- MWBE staff has successfully assisted in the negotiation of a quick pay agreement.

- Hosted 5 outreach workshops throughout the year

- Increased project site visits

- Attended 44 pre-bids and bid openings to educate contractors and enforce the M/WBE program requirements.

- Delivered weekly email notifications to M/WBE businesses which include pre-bids and bid openings for formal and informal projects along with other business opportunities.

- Implemented the Notice of Award MWBE Program Reminders

- Currently working with the Information Systems Department to restructure the M/WBE reconciliation reports and to create a new vendor directory.
MWBE Program Survey
Survey Monkey Overview

- Emailed the link to 245 vendors; MWBE's in Winston-Salem from the city's vendor database, the Forsyth County HUB vendors, and the State of N.C. DBE database.
- Sent directly to vendors on three separate dates 9/20/16, 9/27/16 and 10/6/16.
- The link was active from September 20, 2016 through November 14, 2016.
- A link to the survey was included in the email signature of MWBE staff for easy accessibility.
- The link was made available on the City/County Purchasing Division webpage
- The survey link was added to the City's Facebook page
- Vendors were randomly solicited for participation
- Survey consisted of 13 total questions, obtained 57 respondents
M/WBE Survey Highlights
Q6: Which of the following words would you use to describe the M/WBE Program? (Select all that apply)
Q7: How responsive have we been to your questions or concerns regarding contracting opportunities with the City of Winston Salem?
Q9: Have you ever gained business from networking opportunities, trainings, or resources provided by the City of Winston Salem's M/WBE Office?
Q12: If you've been awarded a contract in the past, overall how satisfied were you with the receipt of payment for work completed?
Please provide any program enhancements below:

“Please provide better lines of communication for city projects.”

“I like the new enthusiasm that the program is displaying now.”

“Doing a great job.”

“Keep doing what you are doing”

“I will say policy changes to the informal contract by adding M/WBE goals % participation.”

“Provide procedure for paying contracts.”

“I love working with the City of Greensboro, they are open and appreciative of our skills. WS has not demonstrated a spirit of inclusion or interest.”

“They are doing a good job. We are subcontractors to the subs of the General Contractors on the bid jobs. So we do not bid directly to the General Contractor.”

“Creating a way to network us with the subs would be good.”

“Everything seems good the way its running.”

“Let the staff and council how much we appreciate their support as a change agent.”

“Make sure the general are really making a good faith effort. Lots of women pretend to be owners of a male company when they could not even find the building.”

“Allow for preferences to businesses that are within the city limits of Winston-Salem.”

“Parse out M/WBE that could support the city with enhanced decision making and cost savings vice those that are traditional subs.”

“Become more acceptable to services.”

“Keep up the good work.”

“Have a greet & meet with all Vendors who would or have done work for the city.”
- Proposed administrative policy change to increase the discretionary spending threshold from $20,000 to $29,999.

- Continue to reinstitute and expand vendor rotation through enhanced M/WBE reconciliation reports for all city departments.

- Collaborate with City/County Purchasing and consultants to highlight the scope of work for informal and formal projects advertised online via the bid opportunities webpage.

- Increase site visits, especially to projects where the contractor elected to use Affidavit B, “Intent to Perform Contract with Own Workforces”
  
  - Supporting documentation for previous projects with a similar scope of work will be requested

- Continue to implement the following measures which were created to regularly evaluate general contractors and their payment history to M/WBE subcontractors, while also tracking the participation and treatment of M/WBE’s:
  
  - M/WBE Replacement Request Form
  - Subcontractor Quote Comparison Form
  - Project Summary Report
At the request of Council Member Taylor, staff has prepared information regarding the potential for the city to assume operation and management of the Summer Youth Employment Program (SYEP). For several years, the city has provided annual funding to the Winston-Salem Urban League for the operation of the SYEP. The city provided $100,000 in FY 13-14, $125,000 in FY14-15 and $175,000 in funding support for FY 15-16. The program is designed to provide employment and training services to youth who have been deemed at risk or are low- to moderate-income. The program provides youth ages 15 to 19 with customized summer work experiences through the use of subsidized youth placements in various sectors throughout the city. The program places more than 100 low- to moderate-income high school students in summer jobs annually.

The Winston-Salem Urban League has administered the SYEP for more than five years and elected to take on the program because of its close alignment with the organization’s mission. The Urban League hires seasonal staff to conduct the program and currently has an AmeriCorps VISTA volunteer working to expand marketing and outreach efforts to potential program participants in this summer’s cohort. The Urban League has recruited more than 80 local employers to serve as host sites for internship opportunities and successfully placed 162 students in jobs last summer.

At present, the infrastructure necessary for the city to manage and operate the SYEP is not in place. In reviewing the current model for the program, new staff would be required in order to oversee and manage several functions necessary for the successful operation of the program, including, but not limited to:

- Creating a framework and providing overall direction for the SYEP
- Managing recruitment and selection of eligible youth to the program
- Recruiting partner businesses and organizations to provide internship opportunities
- Visiting and evaluating businesses and organizations providing internships and work experiences
- Developing and implementing program and enrichment activities for participating youth
- Reviewing internship agreements and job descriptions for appropriateness
- Conducting and implementing orientation sessions and participating youth and their parents
- Conducting and implementing orientation sessions for internship hosts
Similar employment programs for youth are operated by a number of municipalities across the state and nation, all with the goal of preparing youth for future employment opportunities by providing meaningful, career-oriented internship experiences. In reviewing the structure of summer youth employment programs that are directly administered by other North Carolina municipalities, a city-sponsored program would likely require the hiring of a full-time program coordinator and additional part-time assistance during the summer months.

Staff is seeking direction with regard to the mayor and city council’s interest in assuming the operation of the SYEP. At the direction of city council, staff will proceed with developing a plan for assuming operation of the SYEP beginning in the summer of 2017.
TO: Mayor Joines and Members of City Council  
FROM: Evan Raleigh, Director of Business Inclusion and Advancement  
DATE: March 3, 2017  
SUBJECT: Plott’s Bakery Appeal of Small Business Loan Committee Denial  
CC: Lee D. Garrity, City Manager

This memo seeks to clarify Plott’s Bakery Products request for assistance from the city. Below is a table which summarizes the proposed sources and uses of Plott’s Bakery total funding request:

**Use of Funds**

<table>
<thead>
<tr>
<th>Use of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building upfit - $83,000</td>
<td></td>
</tr>
<tr>
<td>Working capital - $99,000</td>
<td></td>
</tr>
<tr>
<td>• Building lease deposit - $9,000.00</td>
<td></td>
</tr>
<tr>
<td>• Overhead expenses (Utilities) - $6,981.60</td>
<td></td>
</tr>
<tr>
<td>• Ingredients and packaging supplies - $30,618.00</td>
<td></td>
</tr>
<tr>
<td>• Payroll (2 weeks) - 16,664.28</td>
<td></td>
</tr>
<tr>
<td>• Other costs (pest control, uniforms, office supplies and equipment) - $23,667.70</td>
<td></td>
</tr>
<tr>
<td>• Savings fund toward 1st loan repayment - $2,899.92</td>
<td></td>
</tr>
<tr>
<td>• Saving fund for reserves - $9,168.50</td>
<td></td>
</tr>
</tbody>
</table>

**Equipment - $730,050**

- Equipment purchases - $498,050
- Truck purchase - $90,000
- Equipment shipping and installation - $150,000

**Total - $912,000**

**Sources of Funds**

Small Business Loan (City) - $150,000
Golden Leaf Foundation Loan (City) - $730,050
NRSA Building Rehab Loan (City) - $10,000
Target Area Business Assistance Program (City) - $22,000

**Total: $912,000**

Each of the sources with “city” in parentheses indicates that the proposed source would come in the form of a loan from the city to Plott’s Bakery Products.

Additionally, in response to questions posed by the Finance Committee during the February meeting, attached is a copy of a current contract awarded to Plott’s Bakery Products as well as list provided by the business owner which describes other potential contracting opportunities that the business owner desires to pursue.
Please see separate book titled “Plott’s Bakery” for more information concerning this item.
TO: Mayor Joines and Members of City Council  
FROM: Evan Raleigh, Director of Business Inclusion and Advancement  
DATE: February 1, 2017  
SUBJECT: Plott’s Bakery Request for Appeal of Small Business Loan Committee Decision  
CC: Lee Garrity, City Manager

Staff has received a request from Ms. Evelyn Burney, owner of Plott’s Bakery, to appeal the denial of her small business loan request. Ms. Burney is seeking $100,000 in City assistance for costs related to the start-up of her bakery business.

Below is a chronological account of the assistance Ms. Burney received from staff along with an overview of the Small Business Loan Committee’s deliberations related to Ms. Burney’s request for assistance. A copy of Ms. Burney’s loan package and associated documents are attached for your review.

**Timeline of Assistance – Plott’s Bakery Products Small Business Loan Request**

**July 7th, 2016 to early August:** Staff held an initial meeting with Ms. Burney and discussed the process and requirements related to submitting an application to the City of Winston-Salem’s Small Business Loan Program for her business Plott’s Bakery Products, an industrial baking facility she would own and operate.

**August 17th, 2016:** The Small Business Loan Committee convened and Ms. Burney presented her request for $100,000 of assistance to the Committee. Ms. Burney presented updated financial information and business plan material as handouts for the Committee. Upon review, the Committee chose to table Ms. Burney’s request pending receipt of additional information. Staff communicated the decision of the Committee the following day.

**August 18th, 2016:** Staff relayed the Committee’s decision to Ms. Burney via email. The communication made Ms. Burney aware of the following concerns expressed by the Committee regarding her request:

- High overall cost of project including relatively high start-up costs
- Lack of detail regarding total project cost projects (timeframe, estimates of construction upfit costs based on drawings that meet building code requirements, a kitchen schedule and other equipment needs based on requirements of health department and/or Department of Agriculture),
- Lack of detail regarding the regulatory framework governing bakery operation
- Lack of information related to contracts upon which revenue projections are based

**Late August to mid-October:** Staff provided Ms. Burney with follow-up assistance regarding her previous request and aided her in completing a loan package for a
second request for funding to the Small Business Loan Program.

**October 19th, 2016:** Ms. Burney attended the scheduled Small Business Loan Committee meeting and made her second loan request. She brought additional materials updating documents that had been previously sent out to the Committee to the meeting. Upon review, the Committee elected to table the request for a second time.

**October 21st, 2016:** Staff sent Ms. Burney a summary of the Loan Committee’s comments regarding its second review of her application. The concerns of the Committee can be summarized as follows:

- Continued concern regarding high total project and start-up cost
- Concern regarding the methodology used to develop the total project cost
- Lack of detail regarding additional sources of capital beyond the city’s loan which would fill the gap in the total project cost
- Concern about the sustainability of the business model
- Concern about the continued modifications to the original loan package and request

**November 2nd, 2016:** Staff discussed Ms. Burney’s loan requests at the Nov. 2nd Loan Committee meeting and provided the Committee with a letter which summarized it’s comments on Ms. Burney’s loan request to ensure that it accurately reflected the opinion of the Committee. The Committee concurred with staff’s review and the letter was sent to Ms. Burney.

**November 18th, 2016:** Staff received an email from Ms. Burney requesting to appeal to the Committee’s decision.

**November 30th, 2016:** Staff notified Ms. Burney that the Loan Committee had not yet taken a formal vote on her request and that a decision of the Committee would need to be made first prior to lodging an appeal.

**December 7th, 2016:** The Loan Committee convened and took a formal vote denying Ms. Burney’s request for assistance. The Committee reiterated that the reasoning for the decision could be found in the previous communications staff delivered to Ms. Burney after previous reviews of her request. Staff notified Ms. Burney of the Committee’s decision to deny her request.

**December 27th, 2016:** Ms. Burney requested and was provided with a copy of the December loan Committee minutes. Thereafter, Ms. Burney provided staff with an updated request for appeal.
NOTICE OF APPEAL
OF
LOAN COMMITTEE DECISION

TO:
Evan Raleigh, Deputy Director of Community and Business Development Department
Steven Harrison, Economic Development Specialist, Laison

Evelyn Burney a resident of Winston-Salem and Forsyth County in the State of North Carolina hereby on procedures to Loan Committee Decisions gives this NOTICE OF APPEAL OF THE LOAN COMMITTEE DECISION to be heard by the Mayor and City Counsel on Plott Bakery Products' Complete Comprehensive Business Plan submitted to Business and Economic Development Office for loan committee meetings held on August 17, 2016 resulted in Decision Letter (1st Tabled Non-Vote) dated August 18, 2016 is attached Endnotes, October 19, 2016 meeting resulted in Decision Letter (2nd Tabled Non-Vote) Decision dated November 10, 2016 is attached in Endnotes, ii and Written Loan Committee Minutes of Voted decision to deny loan.

BACKGROUND

Evelyn Burney DBA Plott Bakery Products is a season Federal Contractor in the market of manufacturing and distribution of bakery products to the Federal Bureau of Prison and Department of Defense troop feeding programs, and commercial subcontractor for Prime Vendors for Humanitarian Relief Programs.

As a manufacturer from humble beginnings in my home kitchen to opening a small bake shop and sub leasing larger commercial baking facilities to satisfy my customers interest in our finished bakery products. As a manufacture I learned the bakery production skills necessary to fill small and large volumes to necessary to satisfy the service of Government large contracts that I have achieved and future endeavors.

I have been a manager and owner of businesses from age 23. Managing sales, staff, payroll, inventory, production, and customer service to government level customers. Government contracting whether local or federal are a special group like no other, and it is my specialty. Government Sales is big business, and I am experienced at it.

I have a Bachelor’s Degree in Economics and I am a statistician so I am great with numbers and I know how crunch the numbers to determine costs, production time studies and other methodologies and research. When I have reached the numerical stats I am confident they are correct, then I have what I need to know what is going to take to make it happen, and I am a great sales person in my market because I know it, and you can’t successfully sale if you don’t know your market!
It was a troubled thing to be able to close the big deals, but never having the safety and freedom to protect my customers food supply and grow within our market as it surely can because of never having the financial support foundation to operate my own factory facility. I am well knowledgeable that government contracting is big business and I wanted it.

Next best thing I did was close the big contracts with Department of Defense (DoD) and large Federal Prison with Bureau of Prisons utilizing large manufacturers as my subcontractors to manufacturer my required products, managed warehousing, rented trucks or use commercial tractor trailer companies to haul my loads. This channel of operations gave access, but limited because I had close deals with very minimal profit margins due to have to pay the manufactures large proportions of sales value for their pre-baked products on top of shipping costs often left me with pennies, but I received a lot of training, experience and gained respect of government contracting officers because I delivered on time, and my competitors know when I am in the bidding arena I bid and win! They don’t like it and they have sit on side lines till bids comes around again.

I submitted my application to the loan committee not on idea for retail restaurant or sell decal coffee mugs or a hair salon but our contract sales model, BUT a model business plan based on contracts that has a set customer base prisoners and troop support not dependent on walk in customer traffic.

I submitted to the committee contracts I my company was award and successfully delivered in the past, and my newest I received contract over $1.5M over a 5-year term starting January 1, 2017 to supply fresh bread to the only Federal Prison in NC which is consistent with my projections I gave the committee in August 2016. I did what I promised I could do after our first audience with the Loan Committe, and I will gain other contracts as well. They are there for taking, and I achieved what I set out to do and I will do the rest, but I need my city’s support to do it big, because that is what is going to take!

My goal is a INDUSTRIAL FACTORY to produce bread products at high speed requiring industrial equipment to service at minimum 6 federal prisons in the southern region of the US with a sales potential excess of $2M annually, and my stats in my financial projects are accurate to meet the actual demand usage and purchases of these 6 federal prisons in the southern region, no fluff but exact.

I know what my sales market purchases and when and how long, and no retail operation expectations can compare to the type of operations government contracting sales offers: solid ground for hiring 16 employees to service our projected 6 prisons sales; guaranteed employee work schedules; tax base and consumer spending in our town due to their employment; traffic and to our town from our use of commercial truckers; suppliers and federal government representatives; our purchase of local goods and service providers, and building a heritage of federal government contractors in our locality.

However, the Loan Committee Mrs. Carol suggest I use rent a Kitchen at a local bar or restaurant during the limited time available I attempted to convey that our operations are not to use a regular stove in a restaurant because it would take endless hours to produce thousand loaves and buns per week which would be labor intensive and payroll cost would extra nominal and it is widely know that labor cost is the most expensive cost structure to a business and renting a kitchen at a restaurant is not the operation model for

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-66-
an industrial operation, and Plott requires large sized industrial equipment output which is not feasible to consider in using in a rental kitchen operation for volume operation.

REQUESTS ON LEVEL OF MAYOR AND CITY COUNSEL

1. On this appeal to the high level of Mayor and City Counsel I have the opportunity to expound the opportunity not only to service federal prison in the southern region, Department of Defense and Humanitarian Programs, BUT to include your understanding of Plott servicing our local city/county prisons and public school systems at only 15% above Plott Bakery Products operating costs and these savings to City of WS would be astounding to our city’s budgetary outlay.

So, in turn for your financial support and willingness to offer a strong incentive package Plott Bakery Products’ will produce bakery products for the City of WS that the city is currently purchasing now from other sources at regular market prices (Loaf Breads, Hot Dog Buns, Hamburger Buns and Texas Toast) and will always have to buy, but we at Plott will sell these same products to the City of WS at a substantial lower rate resulting in saving the City of WS wagons full of money! Plott’s only requirement is that City of WS picks up your bakery products at Plott’s dock (No Deliveries) and Net 14 payment terms.

With the Plott servicing the City of WS prisoners and public schools would require the employment of an additional 10-16 employees increases our new hires up to 32 or more. So the benefit of this relationship between Plott Bakery Products and the City of WS makes for a more valuable one.

2. Among other issues on concept not understood by the Committee Members was that “bidding” for government contracts. It was stated in the Minutes of their decision letter dated November 10, 2016 stated that “bidding” for government contract is not a viable source for generating sales to support our business plan model. I could not understand this stand of position from the Loan Committee being a local government’s function not understanding the critical need and observance of “bidding” by city, state and federal government agencies to procure goods and services.

3. In the original decision letter dated August 18, 2016 and November 10, 2016 They wanted to see contracts I submitted several Plott Bakery Products had been awarded, and presented them with contract solicitations and awards the Federal Government was at a current moment in time acquiring bread and bakery products at the levels I had projected (See Business Plan PART II pages ) with sales values respectively (Revised Profit Projects) . I even went as fare to submit the each contract sales capability for each Federal Prisons I listed on our Profit and Projection Excel data.

4. During my final attendance with the Loan Committee Mr. Harrison and Mr. Ken was present at this meeting and I was informed to hurry up because they did not have...
much time. So I was under stress at this type of attitude towards my company’s business submission and our strategic time line for the Government contracts at hand.

They spent more time talking among themselves approximately 45 minutes to one-hour than they permitted to hear from me.

a. I was asked by Mrs. Cook “Why doesn’t your landlord help with the cost of upfit?” I was shocked at the question because in our PART II submission it clearly stated the agreed landlords upfit and Plott’s upfit. It is as if my plan was not properly reviewed, I turned in my plans in a timely manner giving adequate time for considerations to make a informed judgments. And being told to “hurry up”, and then me having to address issues that has been fore written. I don’t understand this approach to loan reviews.

b. In addition, the Loan Committee never confronted the issues in the written decision given to Plott Bakery Bakery by Mr. Harrison during our attendance with then. So, if Plott Bakery could not address the issues that the Loan Committee had concerns on we were in a continual cycle going no where, and Plott Bakery Products had contracts in hand, and new ones to gain and time was of essence, but the “Loan Committee” were not capable or unwilling to consider what was at stake.

c. During a meeting on Oct. 5, 2016 at Bus. Econ. Dev. Office with Mr. Ken and Mr. Harrison I was asked by Mr. Ken “Why do you such a large building?” Again, going over the same issues I had addressed before in a office meeting with Mr. Ken and Mr. Harrison they too could not understand why I need a large building.

d. Also during this Meet on Oct. 5, 2016 Mr. Evan was called out of the room at the onset of the meeting. I was left in conference with Mr. Ken and Mr. Harrison. During this time I brought up the subject on requesting 150,000 to cover costs as discussed Mr. Evan and Mr. Derwick (Asst City Mgr. It is noted Mr. Evan and Mr. Derrick was very open to Plott’s business model and was very kind and respectful) and Mr. Ken said “I don’t know what you and Evan spoke about but we don’t do loan over $100,000 (his tone revealed there was some type of power struggle going on and all I did was look at him and I stopped talking about it).

e. Also during this meeting Mr. Ken said he would waive the requirement to have building plans submitted before loan committee took a vote and I noted this in PART II and nor did Mr. Ken interject with his agreement in writing to support his stated waiver, nonetheless, the committee still noted in their November decision letter they Plott was lacking those plans, and in addition our costs were very adequate in estimation form our general contractor for Phase I (because the general contractor is experienced in USDA facilities and he stayed in contact with City Inspections as it related to Plott’s upfit for Phase I.)

f. And during the meeting on October 19, 2016 Mr. Cook asked me the same thing “Why do you need a large building? And $9,000 is too high. Again, I had to explain
renting a large commercial is expensive but the building located on 27th street was a very good price for 75,000 sq. ft, and it was a perfect fit for our industrial style of operations.

g. During the meeting on October 19, 2016 it was if I was struggling against the preconceptions of Mr. Harrison and Mr. Ken view on Plott Bakery Products and not on the merit of Plott Bakery Product’s itself. This was a no win situation for Plott Bakery Products with this type hostile atmosphere.

h. I had to repeatedly express the equipment needed was large in scale, our plans to run 3 production lines including needed proper space for raw inventory, supplies, product space, packaging/casing and storage of finished products ready for distribution.

i. It was as if I was talking and writing to persons who does not have the vision of large scale operations, and this was very frustrating.

j. From my first day meeting with Mr. Harrison, I was confronted with his persistence and ridicule that he “just did not understand how a large bakery is only inspected by USDA and not the Health Department?” I was faced with this until the very end, as if he knows more about my industry than I did.

k. I was also faced with Mr. Harrison’s lack of knowledge of city programs on City Rehab Program for $10,000. His view was that the $10,000 building upfit loan was not available to Plott as a rental tenant. This is not correct, because the application for the Building Rehab. Program clearly states the tenant is afforded access with permission of building owner.

l. And Mr. Harrison conveyed his incorrect impression of facts as a factor to the Loan Committee was a negative influence on the Loan Committees decisions on Plott Bakery Product’s loan package review.

m. As a result, Mr. Harrison was not operating in his position as a Liaison but more of consultant to which he is unqualified, and thus greatly hindered Plott Bakery Products success to receive the requested Loan for our viable business operations.

PLOTT’S REQUESTS OF MAYOR AND CITY COUNSEL

5. Approve Plott’s Loan Request for $150,000.
   (Proceeds will be utilized for building Up fit and Working Capital).
   $45,000 ..........Building Up Fit (Matching requirement for Target Assistant Program)
   $105,000 .............. Working Capital

6. Approve Plott’s Application for Building Rehab Program for $10,000.
   (Proceeds will be utilized for covering additional building Up Fit Cost.)
a. Payments deferment for 5 years, and if Plott Bakery Products’ stay in building for 5 years, the debt is forgiven.

b. It is true the Tenant can indeed receive funding from Building Rehab Program. The attached application states a “Tenant Applying must have Property Owners Permission.”

c. In addition, the Rehab Project Outline document Sub Heading OTHER CRITERIA clearly states “Tenants must have the owner’s written permission to participate in this program. Subject to the availability of funds.”

**INCENTIVE PACKAGE:**


   a. Incentive for businesses to locate within distressed areas of the city and to create jobs City Counsel Determines if Grant.
   b. Plott will invest $45,000 of loan private funds to match requirements of 2 to 1.
   c. Proceeds will be utilized for:
      a. Site or Facility improvements
      b. Structural Improvements

8. City to Apply for Grant from Golden Leaf Foundation for:
   (Mr. Dan Gerlach President of Golden Leaf Foundation is familiar with our project, and awaits contact from City of WS)

   Equipment Costs..........................$648,050 (City of WS will lease equipment to Plott)
   a. $498,050.00............................Equipment Purchase
   b. $150,000.00.........................Shipping and Dealer Technician Installation

   Building Up Fit Budget..................$152,000 (City of WS will Loan amount to Plott)

9. **Total Project Budget**

   a. **BUILDING UP FIT (includes Permitting):**
      Building Contractor:
      
      Mr. Butch Harter
      Insulated Concrete Structures, Inc
      693 NC Hwy 801 South
      Advance, NC 27006
      (336) 909-0805

      *Highly recommended and experienced in USDA regulatory governance of Bakery Operations.*

   Plott Investment Match (Target Assistant Program).........$45,000
   City of WS Target Assistance Program.................................$22,500
   City of WS Building Rehab Program..................................$10,000
   Proceeds from Golden Leaf Foundation Grant
   to City WS to utilized as Loan to Plott .........................$152,000

   **Total Building Up Fit Budget**.................................................................$229,500
Potential Site Locations (If these sites have been leased due to time delay Plott will find an alternative):

1.  
   790 E. Twenty First Street  
   Winston-Salem, NC 27105  
   Year Built 1920  
   80,000 square feet  
   Fenced and Rail Access  
   6 dock high doors  
   3.92 acres  
   Lease Rate: $10,000 per Month, Landlord repairs roof and damages associated, installs HVAC for heating.

2.  
   740 E. Twenty Seventh Street  
   Winston Salem, NC 27105  
   Sq. Ft.: 75,000  
   Monthly Lease Amount: $9,000  
   Lease Term: 5 years  
   Fenced Rail Access  
   Landlord performs installation of 50 pt interior lighting, Security System, sealing structure, some painting, installing 1-one needed restrooms Plott installs other needed restrooms.

3.  
   200 Kapp Street  
   Winston-Salem, NC 27105  
   Sq. Ft: 54,000  
   Monthly Lease: $11,250  
   Fenced

{ End of Property List }
b. **WORKING CAPITAL** (City of WS Loan Program): $105,000

c. **EQUIPMENT:**
Proceeds from **Golden Leaf Foundation** Grant
to City WS to utilized as Equipment Leases to Plott $648,050

4. **TOTAL PROJECT BUDGET** $982,550

Respectfully Submitted, on this day of 27 December 2016,

*Evelyn Burney*
Evelyn Burney DBA Plott Bakery Products

CC:
Mayor Allen Joians, City of Winston-Salem
Mr. Dan Gerlach, President of Golden Leaf Foundation
August 18, 2016 follow up letter after 1st audience with Loan committee.
Good afternoon, Ms. Burney.

This email is a follow up to our phone conversation this morning when I made you aware of the loan committee decision following your loan request last night.

I want to thank you again for taking the time to make your request in person to the loan committee yesterday evening and I greatly appreciate the hard work you’ve put into bringing your bakery business to Winston-Salem.

While the committee did not take a vote, they did make it clear that the request in its current form was not viable enough to be approved for a loan. Per direction from the Loan Committee, in order for them to consider your request again the cost of the project would have to come down substantially. For example, in order to reduce the start-up costs they suggested that leasing a facility rather than purchasing a facility may be an option. The City’s Loan Program can provide gap funding of up to $100,000, it will be important for you to identify pursue additional sources of funds. You may want to contact the Piedmont Triad Regional Council to learn more about the SBA 504 loan program for small businesses. You can reach Ruben Gonzales, director of the program, at 336-904-0300 or rgonzales@ptrc.org. Here’s a link with information: http://www.ptrc.org/index.aspx?page=59

Additionally, regardless of whether your buying or leasing, details need to be substantially fleshed out concerning your total project cost projections (timeframe, estimates of construction upfit costs based on drawings that meet building code requirements, a kitchen schedule and other equipment needs based on requirements of health department and/or Department of Agriculture), description of the regulatory framework and process that the bakery must operate in, and information about the contracts that must be awarded to your bakery in order to bring in the level of revenue projected.

I will be more than happy to work with you on further developing your business plan and concept in order to address these items that were noted by the committee. If you would like to schedule a time to sit down and discuss some possible next steps or go over some other ideas you might have for your business, please let me know.

Regards,

Steven

Steven Harrison
Economic Development Specialist
City of Winston-Salem
Direct #: (336) 747-7474
Fax #: (336) 747-9354
stevench@cityofws.org

COPY OF LETTER FINAL DECISION OF CITY LOAN COMMITTEE.
" Increase your view screen to read enclosed letter from Business Development Office."
November 10, 2016

Evelyn Barnes
Pitkin Bakery Products
3111 Cram Blvd.
Winston-Salem, NC 27105

Dear Ms. Barnes,

This letter is to detail and affirm the decision recently made by the City of Winston-Salem's Small Business Loan Committee to deny your loan request for your business, Pitkin Bakery Products.

The Committee noted your background and knowledge of the baking industry. They were also impressed by your entrepreneurial enthusiasm and determination. However, based on review of the loan package and discussions with you at its August and October meetings, the Loan Committee is unable to support the loan request for the bakery as currently modeled. As outlined below, the Committee noted several challenges that need to be addressed before reconsidering the request.

Minimize total project costs

The committee suggested that rather than starting out with a large operation, perhaps the bakery could start as a smaller scale operation. This would keep start-up expenses down. The second building under consideration is considerably larger than the original building. The committee stated that you should work with real estate and/or construction professionals to determine the most appropriate facility size to operate the bakery.

Keeping the facility size down can help reduce loan payments and start-up costs.

Actual start-up costs may be low

The committee believes that actual start-up costs may be underestimated for the project. For example, the construction and equipment costs appear based on general assumptions rather than estimates based on approved drawings/specs. Actual upfront costs remain unknown and may be higher than currently projected.

Equipment costs are based on the assumption that it can be purchased at 5% of dealer cost (as outlined in business plan). However, this would mean a cost of approximately $25,000 for $500,000 worth of equipment. This may not be a reasonable or likely expectation, resulting in a substantial increase in cost. Even if purchased at 50% of dealer cost, the equipment cost increases to $250,000.

Source of capital

The status of other sources of capital for the project is unclear. For example, the NRRAA Building Rehabilitation Program is available to property owners rather than the tenant. Eligibility for the Target Area Business Assistance Program would also have to be confirmed before the City could consider the request.

Also, the job training tax credit may be an option worth pursuing with the Piedmont Triad Regional Council, but even if approved it would not provide available capital at start-up for building, equipment, or other capital expenses required.

Sustainability

The committee also felt strongly that the sustainability of the business model was in question with revenue projections relying entirely on bidding. Generating revenue based solely on successful competitive bidding, rather than, for example, negotiated contract work, creates an unpredictable operating environment. While some costs such as ingredients are variable, there are high fixed costs such as rent and equipment. The Committee suggested pursuing additional sources of revenue that would complement the bidding.
Regulatory framework

The business plan and supporting documentation lack detail on the regulatory framework for a bakery operating on the size and scale as Plov Bakery. Such a framework may increase the equipment costs, utility costs, or facility requirements.

The Committee encouraged you to work closely with staff to further develop the business plan and loan request package. Staff will also provide contacts with other business resources available in the community that can provide assistance (ex. Forsyth Tech Small Business Center, Small Business & Technology Development Center):

Small Business Center
Forsyth Technical Community College
525 Vine Street
Winston-Salem, NC 27101
336-757-3810

Small Business & Technology Business Center
Winston-Salem State University
1120 R.J. Reynolds Center
Winston-Salem, NC 27110
336-750-2030

In the meantime, if you have any questions please give me a call at 336-747-7474.

Best regards,

Steven Harrison
Economic Development Specialist

CC: Ken Millett, Business Development Senior Project Supervisor
    Evan Raleigh, Deputy Director of Community and Business Development Department
MINUTES
SMALL BUSINESS LOAN COMMITTEE
December 7, 2016 4:00 PM

Fourth Floor Conference Room – Stuart Municipal Building

Members present: Doug Atkinson, Darnella Cook, Carol Davis, & Diane Greer

Staff Present: Steven Harrison

Chairman Doug Atkinson called the meeting to order, noting that a quorum was present.

Paula McCoy & Jerry Anderson – Village Produce and Country Store – Loan Adjustment

Staff reviewed a request to the committee by Ms. McCoy and Mr. Anderson to amend the $40,000 loan for their business, Village Produce and Country Store, which was approved earlier in 2016. The borrowers have requested that the requirement that they both have life insurance assignments to cover the full cost of the loan be waived so that only one of them, Paula McCoy, will have to meet this condition. They also requested that their loan be amended to allow them a six-month window to begin loan repayment.

The committee noted that the Village Produce and Country Store had already opened and appeared to be a viable business and that the loan, even without the life insurance assignment, was fully collateralized. Darnella Cook motioned that the life insurance assignment for Jerry Anderson be waived and that the loan be given an additional six-month extension before repayment begins.

Evelyn Burney – Ploott Bakery Products

Staff reviewed a request to the committee by Ms. Burney to appeal a previous decision made by the committee to not approve her loan request for her business, Ploott Bakery Products. Staff explained that even though the loan request was not approved, it was only tabled, rather than denied, leaving the status of her request as being “tabled,” which would not let her appeal it.

Carol Davis then motioned to formally deny Ms. Burney’s most recent request, noting that the reasons for not approving the loan had already been provided to Ms. Burney. Darnella Cook seconded and the committee unanimously approved the denial.

There being no further business, the Chairman adjourned the meeting at 4:30 pm.
CITY OF WINSTON-SALEM
DEVELOPMENT OFFICE
NEIGHBORHOOD REVITALIZATION STRATEGY AREA
BUILDING REHABILITATION PROGRAM

APPLICANT NAME: __________________________________________

BUSINESS NAME: ___________________________________________ TAX ID#: __________________________

ADDRESS: __________________________________________________

_______________________________________________________________________________________________

TELEPHONE: ___________________________ FAX: __________________________

CHECK ONE ___ PROPERTY OWNER ___ TENANT

PROJECT DESCRIPTION:

_______________________________________________________________________________________________

_______________________________________________________________________________________________

TOTAL ESTIMATED COST: $ __________________________

IMPROVEMENT PLANS ARE ATTACHED ________ WILL BE PROVIDED ________

THE APPLICANT UNDERSTANDS THAT:

1) THE REHABILITATION LOAN IS PAYABLE ON A 50% REIMBURSABLE BASIS ONLY, UPON COMPLETION OF THE ENTIRE PROJECT.

2) PLANS MUST BE APPROVED BEFORE WORKS BEGINS.

3) LOAN REPAYMENT IS DEFERRED FOR FIVE (5) YEARS, HOWEVER INTEREST WILL ACCRUE AT THE RATE OF 7% PER YEAR. IF BUILDING IS NOT MAINTAINED CONSISTENT WITH AGREEMENT AFTER THE 5-YEAR PERIOD, THEN THE LOAN WILL BECOME DUE WITHIN 60 DAYS OF NOTICE. IF THE BUILDING HAS BEEN MAINTAINED TO THE STANDARDS THAT IT WAS REHABILITATED, THE LOAN IS FORGIVEN IN FULL.

4) ALL FUNDS MUST BE DISBURSED WITHIN ONE YEAR OF THE DATE OF APPLICATION.

APPLICANT’S SIGNATURE: ______________________________________ DATE: ______________________

PROPERTY OWNER SIGNATURE: ______________________________________ DATE: ______________________

(If Applicant is Tenant)

Revised – 05/21/07
This building is an example at 410 Waughtown St - before and after rehab.

This program is designed to stimulate interest and commitment of private building owners by providing inducements to encourage the rehabilitation of commercial and industrial buildings throughout the Neighborhood Revitalization Strategy Area. NRSA Map [pdf].

QUALIFYING AREA

The qualifying building must be located within the defined boundaries of the Neighborhood Revitalization Strategy Area, but cannot be eligible for the Downtown Building Improvement Rehabilitation Program.

APPLICATION PROCESS

Step 1: Interested property owners present work, write-up, and renderings from licensed contractor or architect to city staff.

Step 2: Owner and city staff agree to work, write-up, and renderings.

Step 3: Owner has work completed.

Step 4: After the project is completed, the owner submits paid receipts to the city staff for reimbursement.

Step 5: City staff inspects building for compliance.

Step 6: Final loan amount determined and loan documents prepared and executed.

Step 7: Funds are delivered.

CRITERIA FOR PROJECT QUALIFICATION

Minimum Private Investment: To be eligible for a fifty percent (50%) match, the minimum private investment must be at least $2,500. For private investment less than $2,500, a project is eligible for a loan of thirty percent (30%).

Maximum Public Investment: Up to fifty percent (50%) of the total project cost or $10,000, if the total private investment is greater than $2,500. Up to thirty percent (30%) of the total project cost if less than $2,500. Only one loan per building is allowed.

USE OF FUNDS

Funds may be used for the following purposes:

1. Site or facility improvements
2. Structural improvements
3. Facade renovation or signage improvements that meet design guidelines for the area (if any).

LOAN REPAYMENT

The entire amount of the loan will be deferred for five (5) years. If the building has been maintained for five (5) years, as agreed, the entire balance will be forgiven. If at any time during years 1-5, the building no longer conforms to the plan, as agreed, or the property changes ownership, the loan must be repaid. The repayment term is 12 months at a prime plus one percent (1%) interest rate.

The IRS has determined that any portion of a loan forgiven may be counted as income to the borrower and be subject to income taxes. Please refer to a tax professional to determine your income tax liability for any loan that is forgiven.

OTHER CRITERIA

Exterior Design: "Slip cover" facade coverings must be removed. The cost of removal may be financed in full by
Program funds, provided, however, that the total city support will not exceed $10,000.

**Use of Upper Floors:** Upper floor windows must be re-opened. The cost of window repair or replacement may be financed in full by Program funds provided, however, that the total city support will not exceed $10,000.

**Interior Code Compliance:** Vacant buildings must be re-opened. The cost of code compliance becomes eligible Program cost for appropriate percentage funding—provided, however, that the total city support will not exceed $10,000.

Non-conforming uses are not eligible to participate in this program.

Tenants must have the owner’s written permission to participate in this program. Subject to the availability of funds.

**NRSA Building Rehabilitation Program Application [pdf]**
Plott Bakery Products

Comprehensive Business Plan

515 Specialty Park Drive
Winston-Salem, NC 27105
(336) 473-9794
http://plottbakery.webstarts.com

Purchase and Relocation of Plant Facilities Within the NRSA

Historic Land Market of RJ Reynolds Tobacco Co. Tobacco Storage Warehouse

790 E. Twenty First Street
Winston-Salem, NC 27105

Year Built 1920
80,000 square feet
6 dock high doors
3.92 acres

Purchasing Price $395,000……$98,750 Down Payment..Owner will Finance the balance.

<table>
<thead>
<tr>
<th>Total Land Value</th>
<th>Total Buildings Value</th>
<th>Total Misc Imp Value</th>
<th>Total Assessed Value</th>
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</thead>
<tbody>
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<td>$204,383</td>
<td>$177,825</td>
<td>$18,531</td>
<td>$408,600</td>
</tr>
</tbody>
</table>
From the Desk of Evelyn Burney  
President  
Plott Bakery Products

To City Loan Committee Members,
During these times of Winston-Salem, North Carolina and United States history, my input and support to our economies is what I have to give as the owner of Plott Bakery Products.

It has been my goal to serve the federal government agencies with bread products and have done so at the levels determined by investments available to our my firms operations. I grew were I could, and did my best with what I had to work with to fulfillment of my goals and to meet the requirements of clients. I stayed focused to service to the federal government, and I hold that dear.

To build a bigger team, increase production capabilities and enter a larger facility that speaks grow, grow as you please will enable Plott Bakery Products to expand our vendor support to the federal government and will be gratifying, and a fulfillment of destiny.

As you review Plott Bakery Products’ Comprehensive Business Plan and Sales Projections, I hope you are willing to support our vision for growth of our company not only in the facility’s size, but in neighborhood revitalization, new hires’ self sufficiency through stable income and job training skills, an invitation of welcome to Plott Bakery Products’ government visitors, supplier representatives, CDL truck drivers, and their investments in our local and state economies during their stay here. Mostly, to make Plott Bakery Products an addition to the success stories of our local governing body’s leadership to aid, grow and invest in the vitality and legacy of our town of City of Winston-Salem.

It is our Pledge at Plott Bakery Products to do our very best, offering only the best the bakery market has to offer, to work relentlessly to perform to meet and excel in our obligations, build an employee team membership full of respect and to bring out the very best in each member, and most of all perform at peek levels and stream line costs not to adverse quality so we can pay of our loan in 3 years, and our building in 10 years. As a result, our expansion in the market channels will enable us to offer the very best bakery products at higher margins of profit, but in addition offer our end users products that they can find comfort while eating during times of training, combat, emergency situations or to inmates during incarcerations.

Plott Bakery Products has been established as a season vendor to the federal government, and with your investment to our operations we will expand and gain a strong hold in the wholesale bakery market to the United States government.

Much Love and Appreciation

Evelyn T. Burney
Plott Bakery Products, President
Plott Bakery Products

Fresh * Frozen * Shelf Stable

Subsistence

Department of Defense

Humanitarian Relief (Through Government Subcontractors, and Charitable Donations Food Banks)

Federal Prison Institutions

DoD – Land, Ship and Shore Delivery

Shelf Stable Product Packaging

MRE Packaging and Space Food Technology Innovations.
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Plott’s History
Maintaining the Course

- Plott Bakery Products company was founded in 1983 by Evelyn Burney. Plott’s Homemade Cookies were sold to homes door to door.

- The name of Plott Bakery Products was derived from Plott Street in Greensboro, NC where the decision was made to start a cookie business.

- Years later, Plott bakery items where wholesaled through neighborhood groceries, vending and convenience stores.

- With high standards Plott Cookies had continued growth in the local market. Plott sought military customers and received it’s first military Contract-Blanket Purchase Agreement (BPA) with the Department of the Army. Plott Cookies where packaged in glass cookie jars for retail sales at Fort Bragg commissary store. The product line was Plott’s Chocolate Chip, Double Whammie, Oatmeal-n-Raisin and Peanut Butter cookies. Plott Cookies held their own as they competed on the shelves with Keebler, Nabisco and Sunshine Cookies.

- This government procurement was good training ground for experience in service, protocol and procurement opportunities with Department of Defense (DoD), business management, production, packaging and distribution.

- With in depth knowledge of government procurement, Plott Bakery Product’s pursued and gained contracts Bureau of Prisons (BOP), and commercial subcontracting opportunities with government assemblers prime vendors for MRE and Humanitarian Relief by re-selling products through brokers. This was a very low profit strategy, and limited awards due to mark up over broker prices.
With Plott Bakery Products’ primary focus on government procurement created needed to contract with local industrial bakery operations to utilize their equipment and staff to produce our bakery items to fulfill contract obligations. This was short lived as utilizing other entities space had it draw backs to Plott Bakery Products’ growth in the market due to limited availability to their facilities.

The contract use of local industrial bakeries was very valuable, because it made it possible to satisfy contract obligations of fresh Plott brand products, increase in management skills, determining production flow requirements, learn about machinery and equipment necessary for large capacity production, creation of work flow for particular product types, team work, customer service, packaging, shipping/ warehousing, document creations, product safety, government regulations, accounting and advanced Plott Bakery Products sales relationship with government contracting officers which is a valuable asset in our forecasted market share growth within the federal government procurement of bakery products.

As an alternate venue to obtain large production output Plott Bakery Products continue in the federal market as a distributor direct from the manufacturers to grow in our focused market place.

Creation of relationships with national produces of fresh and frozen made it possible for Plott Bakery Products to bid and win contracts and make our own deliveries in the market for fresh baked products selling items such as hamburger buns, hot dog buns, loaf breads, hoagie buns and dinner rolls, and cookies.

Plott Bakery Products received several contracts and shipped Fresh multiple Bureau of Prisons ( BOP ) institution and Department of Defense depots with the relationship with national bread producers; and cookie provider to supply their brands to fulfill our contract with a government assembler/ commercial supplier for humanitarian relief for 300,000 units of Meal Ready to Eat MRE\(^1\) packaged cookies.

Plott Bakery Products team learned a great deal of operations and management to achieve timely ordering, pick up and order picking, handling classified

\(^1\)MRE: Meal Ready to Eat are prebaked/ cooked and packaged in barrier film extends the product shelf life up to 36 months ( up to 3 years ).
government information dealing national security, processed weekly orders a minimum to 88,000 buns and 15,000 loaves per week shipping to BOP and DoD (Hospitals, Food Canteens and War Ships and Submarines), and achieved a reputation in the market for timely deliveries and great customer service.

However, this type of production relationship with national fresh producers had it’s draw back of maintaining agreed pricing which would cause a profit loss because contracts are Fixed Priced; producers would not give lower prices to achieve higher growth or the producers would stop selling bread for fear Plott Bakery Products would take their market share or the producers’ would change agreements to fit their best interest regardless of it’s negative effect to the operations and contracts performance of Plott Bakery Products.

These types of relationship with national producers strongly limited the profit margins of our sales contracts. The national producer named their price products and that all we had to work with. To calculate our bid Plott had to mark up over product cost to add our shipping cost, office overhead and profit margin; This left a small market up necessary to win contract awards.

Currently, due to market challenges for national brands and other competitor industrial bakeries are bidding in the market with lower prices levels being offered to Plott Bakeries, thus they are winning and Plott is on the side lines watching the sales go by us.

- Even though this step of growth in the market had great challenges, it did offer Plott Bakery Products the opportunity to provide products to the federal government, has made Plott’s team seasoned in the operations and management necessary to meet contract requirements, it created the opportunity to build a very strong relationship within it and has established trust among federal contracting officers and food serviced administrators that Plott Bakery Products gets quality shipped product there on time, and that we don’t sell outdated breads as our other competitors were known to do in the federal bread market it was so much of it going on that the federal government has made a mandate that all bread products must be shipped within 48 hours of baking.
Thus, the 48 hour requirement makes it necessary for Plott Bakery Products to obtain equipment capable to produce bread buns at a minimum rate of 9,000+ buns per hour, and loaf breads at a rate of 2,000+ loaves per hour.

This levels of production is required to meet our sales forecasts level of production, to meet the 48 hour window for fresh bread and rapid response to meet emergency response for MRE bakery products, and to meet strict Required Delivery Date (RDD) on contracts.

• The solution for freedom to grow and respond in the market is for Plott Bakery Products to produce its own line of baked products in our own bakery facility in Winston-Salem, NC to meet and expand with the demands of our customer base.

• Down the road of time we see substantial growth in our market utilization of fresh bread products, and especially MRE bakery items for troop feeding programs, humanitarian relief and Interglacial space food supply for NASA.

• Our Moto: Never ever give up!
Plott Specializes in Breads, Rolls and Cookies made with Non-GMO flours. Fresh Breads and Rolls in packaged in plastic bags shipped in cardboard case boxes in palletized loads quantities.

Our Product Line

Texas Toast Loaves
Wheat Bread Loaves
Wheat Hamburger Buns
Wheat Hot Dog Buns
Wheat Dinner Rolls
Wheat Hoagie Buns
Chocolate Chip, Oatmeal, Peanut Butter, and Oatmeal N Raising Cookies
Plott Bakery also specializes in Barrier Film Technology for Shelf Stable Packaging extending shelf life up to 36 months without refrigeration.

Picture above is Plott’s MRE Snack Bread

This is packaging technique for used in troop feeding programs Military MRE field and maneuvers and international disaster relief efforts: hurricanes, earth quakes and war displacements.
Plott’s Quality Statement

✓ Plott Bakery Products does not use inferior grains!

✓ Plott Bakery Products uses Non GMO flours!

✓ If it is not our best quality, Plott will not sell or donate it!
History of Bread in Human Diet

Prehistory

The earliest archaeological evidence for flour, which was probably processed into an unleavened bread back to Egyptian, Nomad nations and Roman Empires and consumed by humans on every continent on the globe. Grains of wheat, rice or other seed producing plants were grinded into powder mixed with water and baked over fire or a hot rock or other types of stones. Often unleaved or natural yeast for raised breads.

Bread was a staple to any meal.

The importance of bread in the formation of early human societies cannot be overstated. From the western half of Asia, where wheat was domesticated, cultivation spread north and west, to Europe and North Africa, and enabled humans to become farmers rather than hunters and foragers. This in turn led to the formation of towns, as opposed to the nomadic lifestyle, and gave rise to more and more sophisticated forms of societal organization. Similar developments occurred in eastern Asia, centered on rice, and in the Americas with maize.

Antiquity

The most common source of leavening in antiquity was to retain a piece of dough (with sugar and water in) from the previous day to utilize as a form of sourdough starter. Pliny the Elder reported that the Gauls and Iberians used the foam skimmed from beer to produce "a lighter kind of bread than other peoples." Parts of the ancient world that drank wine instead of beer used a paste composed of grape must and flour that was allowed to begin fermenting, or wheat bran steeped in wine, as a source for yeast.

The idea of a free-standing oven that could be pre-heated, with a door for access, appears to have been a Greek one.

Even in antiquity there were a wide variety of breads. In ancient times the Greek bread was barley bread: Solon declared that wheaten bread might only be baked for feast
days. By the 5th century BC bread could be purchased in Athens from a baker's shop, and in Rome, Greek bakers appeared in the 2nd century BC, as Hellenized Asia Minor was added to Roman dominion as the province of Asia; the foreign bakers of bread were permitted to form a collegium. In the Deipnosophistae, the author Athenaeus (c.A.D.170 – c. 230) describes some of the bread, cakes, cookies, and pastries available in the Classical world. Among the breads mentioned are griddle cakes, honey-and-oil bread, mushroom-shaped loaves covered in poppy seeds, and the military specialty of rolls baked on a spit. The type and quality of flours used to produce bread could also vary, as noted by Diphilus when he declared "bread made of wheat, as compared with that made of barley, is more nourishing, more digestible, and in every way superior." In order of merit, the bread made from refined [thoroughly sieved] flour comes first, after that bread from ordinary wheat, and then the unbolted, made of flour that has not been sifted." The essentiality of bread in the diet was reflected in the name for the rest of the meal: ópson, "condiment", i.e. bread's accompaniment, whatever it might be.

Middle Ages

Peasants sharing bread, from the Livre du roi Modus et de la reine Ratio, France, 14th century. (Bibliothèque nationale)
In medieval Europe, bread served not only as a staple food but also as part of the table service. In the standard table setting of the day the trencher, a piece of stale bread roughly 6 inches by 4 inches (15 cm by 10 cm), was served as an absorbent plate. At the completion of a meal the trencher could then be eaten, given to the poor, or fed to the dogs. It was not until the 15th century that trenchers made of wood started to replace the bread variety. Bread in Europe was often adulterated with hazardous materials up to the 20th century, including chalk, sawdust, alum, plaster, clay and ammonium.

Modern era
The industrialization of bread-baking was a formative step in the creation of the modern world. Otto Frederick Rohwedder is considered to be the father of sliced bread. In 1912 Rohwedder started work on inventing a machine that sliced bread, but bakeries were reluctant to use it since they were concerned the sliced bread would go stale. It was not until 1928, when Rohwedder invented a machine that both sliced and wrapped the bread, that sliced bread caught on. A bakery in Chillicothe, Missouri was the first to use this machine to produce sliced bread.
For generations, white bread was the preferred bread of the rich while the poor ate dark (whole grain) bread. However, in most western societies, the connotations reversed in the late 20th century, with whole grain bread becoming preferred as having superior nutritional value while white bread became associated with lower-class ignorance of nutrition.

*Plott Bakery Products* product line will consist of *Wheat Grain and Whole Wheat bread and rolls.*

Another major change happened in 1961 with the development of the Chorleywood Bread Process which used the intense mechanical working of dough to dramatically reduce the fermentation period and the time taken to produce a loaf at the expense of taste and nutrition. The process, whose high-energy mixing allows for the use of inferior grain, is now widely used around the world in large factories. In total contrast, traditional breadmaking is extremely time-consuming, as the dough is mixed with yeast and requires several cycles of kneading and resting in order to become ready for baking, and to produce the desired flavor and texture.
Wholesale Baking Industry

The Wholesale Baking Industry in the US bakery products industry includes more than 2,800 commercial bakeries with combined annual revenue of about $30 billion, along with about 6,700 retail bakeries with annual revenue of about $3 billion.

Market Data
Current Major wholesale private labeled producing companies are Flowers Foods, Grup Bimbo, Campbell Soup Co. owner of the Pepperidge Farm brand, King’s Hawaiian, United States Bakery (Franz).

Like other areas of bread, private label leads the charge in buns and rolls. Private label entries in the aggregate led both the hamburger and hot dog buns and “all other” fresh rolls/bun/croissants segments—both subsets of the fresh bread and rolls category. Overall, the hamburger and hot dog bun market grew 0.71 percent in dollar sales to $2.03 billion, while the all other fresh rolls/bun/croissants grouping grew 3.11 percent to $2.05 billion, per IRI, Chicago, for the 52 weeks ending April 17.¹

Competitive Landscape
Demand is driven by consumer preferences and by the extent to which grocery stores choose to operate their own bakeries rather than buy from commercial bakeries. Profitability for individual companies is determined by efficiency of operations. Large companies have scale advantages in procurement, production, and distribution which is the goal of Plott Bakery Products, while small companies can compete by offering specialty goods or superior local distribution services.

In the US, the commercial side of the industry is concentrated: the 50 largest companies generate about 75% of revenue. The retail side of the industry is highly fragmented: the 50 largest companies generate about 20% of revenue, and the typical company operates just one facility.

Products, Operations and Technology
Major products include baked breads, mainly white, wheat and rye, which account for about 40% of commercial bakery sales. About 30% of sales come from rolls, buns,
muffins, bagels and croissants; 10% from soft cakes; and the rest from pies, pastries, donuts and other sweet items.

**Plott’s Most Recent Sales Activity**

To overcome the current economic downturn which has caused Bakery wholesalers to bid on federal bread contracts directly cutting out the middleman distributors; Plott has a necessity to become a manufacturer instead of a distributor to regain and expand our market share of government spending on bread products.

This stage of government contracting for bread products is most critical due to change in purchasing time frames. Plott's historical sales are contracts received on a quarterly basis, however the government is changing from a quarterly purchasing term to 2 up to 5 year contracts.

It is of most urgency for Plott Bakery Products to enter now the market as a manufacturer to obtain contracts that will be open in the fall. We must be in the action now for contracts or it will be up to 5 years for these lucrative contracts earning opportunities to come around again.

**Historical Sales**

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Historical Sales</td>
<td>$10,943</td>
<td>$14,000</td>
<td>$459</td>
<td>$295,774</td>
<td>$45,753</td>
<td>$75,000</td>
<td>-0-</td>
<td>-0-</td>
<td>$12,898</td>
<td>$183,902</td>
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</tbody>
</table>
The Federal Bureau of Prison (BOP) Market for Fresh breads

Currently there are 122 Federal correction's institutions in the US with federal spending on bread products alone is in the excess of $3.9M every quarter, and $15.6M on an annual basis.

Interim (BOP) Sales before Plant Opening

Sales during this period of October – December 2016 will have to be sales supplier by large bread producers due to lead time on equipment arrival, set up, and building upfit. Profits will be lower, but it is necessary not to forgo annual a contract starting in October 2016, generate cash flow, and to meet financial obligations of loans repayments, and if payment waivers are not agreed upon during this period while our facility and equipment is set in order. Sales goal of this projected annual contract is $128,224.51 per month. Cost of Goods is $121,230.74 (purchasing pre-baked breads, and freight costs) yielding a monthly gross profit $6,993.77 of at the quantities the contracting officer solicited. It is anticipated that overhead costs would at maximum be $6,017.76\(^2\) leaving $459.81 per month for Oct-Dec 2016 over and above expenses, and transitional savings (PAP)\(^3\). Thus yielding net profit of $4,993.77 monthly during October-December if we bid out only 1-(one) institution.

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\(^2\) Cost expenditures Oct. – Dec. 2016 staff, Orkin, City Loan Payment, telephone, travel, transitional saving for (PAP), and printing during upfit/set up stage.

\(^3\) Profits Allocation's Plan (PAP) Profits to be allocated for rapid debt payments to City of WS and Commercial Building Mortgage Payments, capital equipment investments and/or saving to enhance production and bulk flour storage capabilities (necessity to prepare for potential grain shortage and rise of its cost) and transitional savings.
After Plant Opening Sales Goals with the ( BOP )

With capital injections from the City's loan and grant programs Plott’s goal is to capture a minimum of 6-( six ) institutions per month during 2017 which is a mere 4.9% of the market share, and an average monthly sales value of $240,000 per month with an average of $77,000 Cost of Gods sold leaves an average of 27,000 per month in net profits generated by producing our own inhouse bread Products items like hot dog buns, hamburger buns, dinner rolls, hoagie rolls and loaf breads.

From January - December 2017, plott will have bidding advantage to gain at minimum 6-six institutions, increasing market share expansion up to 4.9% with monthly sales value of $237,368, and $3.1M annually with Profits of $337,024.64 annually and ability to execute policies of ( PAP); to give steady employment to our team members at the minimal rate of sales through the year of 2020.

Plott Bakery Products has proven it's has a place in this market, and has room to grow within it.

Our Market Competition within ( BOP )

In the market for supplying food products to the government is a financially rewarding one, but I have seen companies come and go. Even as big manufacturers such as East Baking and Bimbo are dominant today, with Plott Bakery Products on the bidding floor as manufacturer will gain market they hold today, and we can take back territory we maintained and built relationships with government contractors. It is a market place where we all can have our share!

Uniqueness of Plott Bakery Products in our Market

Customer Service, On Time Delivery of only Quality baked Products as been our key to longevity in the market we serve!

We have seen competitors come and go when they grow but lack customer service and integrity they soon fade away, but not so with Plott Bakery Products we stay faithful to our customers at all costs, and this is why we can affirm our customer base welcomes us back as not only for new lower bid winning prices, but because, they know we push the peddle to make on time delivery of quality products, and Plott is there to help in their time of need.

Account Receivables payment for this market will be on Net 7
Federal Government’s Market for Shelf Stable Bakery Products

The Shelf Stable market is a highly specialized and technically intensive to achieve extending baked goods shelf life to 36-thirty months in comparison to baked goods you purchase at the grocery stores whose shelf life is only 7-seven days.

This market is used primarily for troop support for in the field meals and during combat, and humanitarian relief around the world.

Account Receivables payment terms MRE will be on Net 7

Our Market Competition within (DoD) and Humanitarian Relief for Shelf Stable

This is market that has only a few vendors holding the market for many generations. Among them are Sterling Foods, The Wornick Group, Amerqual and Sopacko.

Plott Bakery Products has mastered this packaging technique and aligned with vendors necessary for special components of the shelf stable market. Plott Bakery Products has also supplied bakery items to sub-contractors for the Department of Defense (DoD) for their use to assemble MRE for humanitarian relief efforts in the commercial markets.

Over the past years Plott Bakery Products has too learned the trade of extending Bakery product's shelf life.
Current Events in Response to Plott Bakery Products 2016 MRE Bid

In keeping up with our interest to supply shelf stable MRE Breads to DoD, in spring of 2016 Plott Bakery Products submitted Wheat Snack Bread Product Demonstration Models (PDMs).

On August 5, 2016 we were notified that Plott Bakery Products made to the Round of Negotiations giving rise to a closer opportunity for consideration to final round of contract award determination. There are more hurdles to jump to stay in the race, but nonetheless, we are still running.

In addition, since we are in the Negotiations Stage, a visit from government officials for their review of our capabilities is forth coming and in short order, and the City of Winston Salem’s injection of financial investment is now more necessary for success for this award.

This solicitation has a performance term of five – (5) years 2017-2021, and for Plott Bakery Products to be strongly considered, and then be awarded 1-one item as business owner I would be honored, and humbly grateful!

Currently, 1-one item has a sales minimum sales value of an excess of $0.9M and net profits of $151,500 annually, and $12,625 monthly respectively.

And if, unforeseen events as war, initiation of the draft or unexpected increases of world tragedy during hurricane seasons, earthquakes or tsunamis the government project an EXCELLEERATED purchases beyond the average usage of 1-one item type pushing sales volume in excess of $1.08M per year, yielding monthly sales of $90,571.75 with a net profit $750,000 annually, and $62,500 monthly respectfully in direct response to these unforeseen circumstances of national and global emergencies.

Account Receivables payment terms will be on Net 7 for DoD, and Net 14 for Humanitarian Relief.
DOD - Regional
Sales to performance includes

Territory: Military Installations, and Veterans Hospitals.
Plott has a service relationship with the DoD buyers and bid preparation
which gives us advantages in this market place.
Sales values range from $23K up to $1.5M annually for Fresh Bread
products per base depending on the activity of depots.
( Forecasted Sales values are not included with Plott Bakery Products’
Income projections, but Plott Bakery Products will pursue all opportunities to
keep productions flowing. )

Delivery requirements of 48 - 72 hours after receipt of customer orders.
Delivery locations range from multiple delivery points as ships at shore,
military hospitals and other military dinning facilities within a general area
within contract terms. Plott will pursue these contracts opportunities in
Virginia, North Carolina, Tennessee (North East Region), Maryland
(Southern Region) and West Virginia.
Delivery will be via in house delivery vehicles.

*Account Receivables payment terms will be on Net 7.*

Market of DoD and Humanitarian Relief

We are unique

Plott’s focus is to equipped and staffed to fill the current and high growth demand for
shelf stable bakery products.

Plott’s uniqueness has been to learn a very specialized food packaging method that
sets us apart from the average bakery operation and largest industrial bakeries
accross the nations.

Shelf Stable packaging is unique and has created a nitch for Plott in the market place.

*Shelf Stable packaging is a Science.*
Maintaining high standards of operations which we have outlined in our Quality System Manual, is mandatory for contract service and valued customer service.

We at Plott must at all times do our very best and exceed our expectations in customer satisfaction in this very large quantities but small number of providers in the market.

The rewards are great!

This market is Plott Bakery’s goal, to reach our desired outcome we have learned the technology for extended shelf life packings and the willingness to have very high quality plant sanitations to suit the very stringent plant requirements to produce MRE shelf stable products our military troops.

This market has lengthy and high volume contract performance terms and has made it work extra effort to rise about the average bakery operation goals and be willing to permit the government inspectors to make be on site for production of these items but, again it is Plott Bakery goal and aspiration to among the very selected few to produce MRE products supporting the US military, global militaries forces, and troops from our nations’s allied nations and around the globe.

It is my aspiration as manager of Plott Bakery Products to be selected and prepared for our review capabilities and site inspection in 2016.

It has been very time consuming, labor intensive to learn our trade for this market, it has taken passion to keep learning, and diligence in a tight nit market as this, but “I have a dream “because Plott’s maneuvering in federal contracting and service vendor we have learned the skills to produce the products, we have the skills in production and management of volume orders, and foreknowledge how give them service the way they want it.

We can do it, but we cannot do it alone, we need the City of Winston-Salem support, because without it, the dream will fade away into the night.

Timing for this opportunity is now!
Our Strategy
Plott Bakery Products’ is to re-enter the bakery industry as a manufacturer in 2016 offering wholesale Plott’s brand labeled products to our target market channels.

Sales
To continue to perform with excellence. Offering the best in customer service and satisfaction.

Plott Bakery Products often receives contacts from federal contracting officers inquiring of our company’s interest to place bids on their upcoming requirements. Plott is welcome in the market.

This is what has made us successful in obtaining repeat sales, and lowering our bid prices by being a manufacturer will enables Plott to gain multiples contracts starting 2016 and maintaining its longevity through quality and seasoned knowledge of government contracting.

INCREASE PRODUCTION CAPACITY
Production to meet the quantities requirements and ( RDD ) to meet our contract opportunities for October 2016 – 2020 the purchase and utilization of industrial speed equipment is a necessity.
GROWTH LOGIC MODEL:

Step 1
1. Make all new Management Decisions for higher facility performance

Step 2
Increase of Contract Awards through competitive edge.

Step 3
Contract award Increase. Increase of Production/orders/Payment for Product, & Schedule Shipping

Step 4
Accounting Department documentations for Financial Accountability of Contract Performance Activities

Increase Profits margins:
1. Plot growth performance will support future monthly notes, and timely purchase
2. Negotiations with suppliers results in lower cost and increase profits.

Growth Logic Model
Departmental Involvement with Increase of Production, Sales, and Profitability in Growth Activities

From Increased Sales through the Acquisition of Seized Assets.
Management Responsibility

Freedom, Flexibility and Maintaining Contract Control Performance.

There is no place like home!
The establishment of Plott Bakery Products’ industrial baking facility in Winston-Salem, NC will enable the freedom to exercise excellence in operations, control costs, oversee and manage the aspects of company operations to reach and excel in the market; to put our home residents to work as Team members increasing their income and life aspirations, and add commerce to City of Winston-Salem and the State of North Carolina.
COMPANY OPERATIONS

Plott Baker Product's is governed by our Quality Systems Plan (QSP) that dictates quality standard policies modeled in accordance to ISO/ANSI/ASQC 9002 standards. Plott's QSP governs overall in-house company operations to highest of standards to achieve optimum performance and for all sub-contractors for implementation. These policies are for all areas of plant operations for commercial, and contract performances.

The objective of our QSP Manual is to give a written method to communicate our Quality systems policies and standard to Plott's staff and employees to bring cohesiveness to our team as we relate with associated outside facilities of our vendors, clients, and regulatory agencies regarding the manufacturing of Plott Bakery's Products.

Plott Bakery Products' owns some of the finest brands in the baking industry. It is our responsibility to protect, maintain and enhance the quality of value of our brand.

Our QSP Manual identifies the programs and performance criteria that are necessary to assure product quality and food safety, every day in every unit we manufacture and sell.

The scope of our quality expectations encompasses several areas of manufacturing competency, including:

1. Finished Product Quality
2. Food safety
3. Food Security
4. GMP (Good Manufacturing Practices) compliance
5. Sanitation
6. Pest Control
7. Emergency Action
8. Regulatory Compliance
9. Employee Training

Our expectation is to develop and maintain an adequate level of competency in these areas to assure each team member at Plott Bakery Products is aware to achieve our goal of product quality and food safety, every day in every unit we manufacture and sell.
PLANT POLICIES to FOLLOW GUIDELINES for KOSHER CERTIFICATION

Plott Bakery Product's facility will be a Kosher Certified Plant producing only Kosher Pareve Products. This is a critical and advantageous Plant status to gain and maintain market share due recent shift in agency requirements for KOSHER PAREVE.

What is kosher certification?

The Kosher symbol on our products indicates that a kosher status is being independently monitored by the staff of a Rabbi Kosher Division. That symbol is recognized by the kosher consumer as the sign that your products meet the strictest standards of Kosher.

Plott Bakery facility equipment producing Kosher Products and ingredients channels must also be Kosher Certified. Member fees and regular schedule monitoring to determine continued compliance.
DEPARTMENT STRUCTURE

- Plant Management
- Accounting
- Purchasing
- Quality Control
- Plant Security
- Receiving
- Production
- Shipping/Logistics
Resume of Key People

Evelyn Burney – Plant Manager and Quality Control Director
Angela Burney – Plant Coordinator
John Burney – Logistics/ Shipping and Warehousing

Collaborators/ and Advisors
Food Scientist Industry
Industry Consultant
Vendor Support Network
Link Service Provider Relationships
List of References

Personal

Mrs. Ann Hensel
Wife
Buena Vista Road, WS, NC 27106
(336) 725-4038
Email: rhensel@aol.com

Mrs. Evelyn Craig
Executive Assistant
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(336) 285-3294
Email: mckeate@ncat.edu

Previous Employment

Dr. Kenneth Williams
Professor
North Carolina A&T State University
(336) 334-7245 ext. 450
Email: williams@ncat.edu

Self-Employment

Mr. Bradford
Food Service Administrator
Atlanta, Ga
(404) 635-5638
Email: wbradford@bop.gov

Mrs. Keisha Stiff-Goston
Contracting Officer
Yazoo City, Miss
(662) 716-1020 ext 5811
Email: kstiff@bop.gov
STAFF - JOB DESCRIPTION AND DUTIES

PLANT MANAGER

2.2.1 Plant Manager/ Quality Control Director - Responsible for the adherence of the Quality System by all levels of the organization through the leadership of managers with hands on approach with production and quality assurance with team members of each department. Thereby, ensuring the qualifications of each Team Member's duty requirement and understanding of the Quality Assurance (QA) procedures in meeting the standards set forth in Plott Bakery's Quality System Plan (QSP).

Management's establishment of high goals is to increase levels achievement among the entire organization. It will promote cohesiveness amount departments to reach and excel levels of customer satisfaction through production of quality products serviced in a timely manner. Quality Control Director by continual review of factual data from department managers to measure, make evaluations, and to give recommendations based on information from all of the following sources on a at a moments notice. daily, weekly, monthly and annual basis.

Plott Bakery Product’s QSP Manual Part 1, Sec. 2.2.1 Plant Manager/ Quality Control Director, pg. 7

PLANT COORDINATOR

To coordinate plant operations as directed by Plant Manager. To relay communications to Team Members and Staff as directed by Plant Manager. Report plant operation success and concerns to Plant Manager. In the absence of Plant Manager, the Coordinator will initiate start work and work stop orders, schedule production requirements, and make decisions in the best interest of Plott Bakery Products.

Experience in plant management, customer service, order processing requirement not limited to inventory, staff, accessing production line requirement, and determining end item production quality approval and release to end item inventory. Skill requirements, strong customer service and interpersonal relationship skills, math skills, leadership skills, knowledge of production assessments and corrective actions, and document
organization skills. Strong communication skills. Ability to work in fast pasted environment. Ability to following instructions. Team oriented.

College level business courses, Knowledge of food safety and GMP, computer skills High School Diploma/or GED. Expert level of computer savvy. Ability to lift 25 lbs.

PRODUCTION MANAGER ( 1 Vacant Position )

Experience in bread production line, knowledge of bread production equipment, highly experience in batch statistical analysis, ability to lead team member to achieve production requirements, establish work and line flow on production floor, keep knowledge of inventory and need their off and lead times associated with incoming time tables. Good interpersonal, leadership, statistical calculations and analysis skills. Great at making bread products and make corrective actions in production line. Fast pasted. Excellent document organization skills, Team oriented. Strong communication skills.
College Course Study, 7 yr minimum years of Experience as a production manager, High School Diploma/or GED. Knowledge of food safety and GMP, computer skills. Ability to lift 50 lbs computer skills or aptitude to learn.

SHIPPING/ RECEIVING MANAGER ( 1 Vacant Position )

2.2.3 Shipping/Receiving Manager: Responsible for day-to-day Shipping and Receiving of supplies and finished product, management of staff to the adherence to Plot's QSP. Requesting copies Bills of Laden from Finance Department, Handling all (RF) Tag data entry and inventory.


Strong communication, document organization skills, Fast paced. Knowledge of pallet loads, trailer capacity, Bill of Ladin, Confirming incoming and out going freight. Scheduling loads, and other logistical operations. Team oriented. Strong communication skills.

College Courses, High School Diploma/or GED. Expert level of computer savvy. Strong document organization skills. Experienced.
2.2.4 Finance Manager: Responsible for day-to-day finances of entire operation and management of staffing to adherence to Plott’s QSP.

Finance Department's: Purchasing, Daily Labor Cost Summaries, Daily receipt of supply cost, Loss of Production cost due to Stop Work Log, Reworking Cost Log, Inventory Cost and Value Log, Weekly Cost Reports, requesting Bills of Laden, Payroll and other employee training and expenditure costs sheets. Copies of select documents are daily and weekly forwarded to Production Department and Shipping Department.
HUMAN RESOURCE MANAGER (1 Vacant position)

2.2.5 Human Resource Manager: is to collectively organize and documents relating to the recruitment, training and evaluations of all Plott Bakery staff members.

Experienced in application intake, organization, background checks, customer service, team member benefit packages, legalities of employer and employee relations, strong document organizational skills, payroll, team member training and retention, ability to communicate recommendations, customer service skills. Team oriented.

College Graduate or Associate Degree. Experienced. Computer Savvy.
SECURITY GUARD (1 vacant position)

Adherence to QSP Manual for plant safety and security. To check in all visitors and truck drivers verify IDs and company verification of persons, check incoming freight vehicles for safety onto our lot, alert to suspicious behavior and to follow protocols. Team Player. Protect company team members, company property and products.

Military Veteran preferred, public service training, High School Diploma/GED. Computer savvy, good communication skills.

Plant Equipment Mechanic
To keep record of all equipment manuals, records of calibrations, schedule and make routine equipment maintenance checks, processes and repairs, order parts and work with staff on equipment concerns. Trouble shoot irregularities. Good Communication skills teams and equipment dealers.

Experienced mechanic, ability to read and follow equipment manuals. Some computer skills will train.

Housekeeping Person (1 vacant position)
To keep the plant in excellent sanitary condition by cleaning glass windows, floors sweep and mopped, clean restroom, dust horizontal surfaces and replace trash liners and keep trash cans clean as directed by cleaning schedule and as situations arise.

Good housekeeping skills, ability to mop floors and push brooms, perform duties in safe manner around team members and equipment, ability to read MSDS and follow their instruction for cleaning materials. Good communication skills are required. Will train.

OFFICE RECEPTIONIST (1 vacant position)
To greet visitors and team members as they enter administrative offices, answer and relay incoming and interoffice calls, take meeting minutes, type office letters, forward mail to recipients, keep office in good order and appearance. Schedule and set up for meetings. Assist all team members, staff, visitors, CDL drivers with direction of flow to their concerns.

Strong customer service skills, computer savvy, team player, filing and record keeping, strong document organizational skills.

High School Diploma/ GED. Experience preferred but Will Train.
SCREENING for LOW INCOME APPLICANTS

To ensure that low income persons receive 1st consideration to fill vacant positions ALL Employment Applications will include a Questionnaire FORM 250 Attachment. If the applicant answers YES to 1-one of the following questions those applicants will have priority status for consideration for vacant positions. ( All other hiring criteria still apply ) request applicants answers to the following:

- In the past six months have you received SNAP benefits ( Food Stamps )?
- In the past six months have you received TANIF or any other emergency assistance?
- Have you been unemployed over 60 days?
Link Service Providers for Applicant Intake and Screening


Building Strong Communities

With Plott establishing agreements for our Human Resources Recruitment Intake and Screening will help advance the mission of our non-profit link service providers. These employee intake and screening will be for new employee search, and store pre-interviewed employees in a data base for Stand-By employees for Plott’s accelerated team member Mobilization.

EMPLOYEE TRAINING – Department Correlation

Plott Bakery Product’s QSP Manual Part 1, Sec. 2.3.3 Training, pg. 9.

PRODUCTION TEAM JOB DESCRIPTION AND DUTIES

-120-
G-8.      DRAFT
Production Teams
To meet our contract obligations, Plott Bakery Products will invest in Production Teams. A Team will work a 10 hour shift for 3-three days giving each worker a guaranteed 30-thirty hour work week to meet our contract obligations, an additional shift of 10 hour shift for available for additional time to meet production requirements.

By Teams with an average of 30- 40 for Team 1, and 30-36 hour for Team 2 work week, respectively. Plott’s utilization of continual flow process of production lines will operation without strain on our Team employees. Thereby, reducing injuries and accidents on the job, and better productivity from the Team members.

Dough Makers ( 2 ) Vacant Positions.
To batch recipes formats with accuracy as dictated by Production Manager. Keep production flow moving.

Skill requirements: ability to batch out production requirement with statistical knowledge, strong math skills, ability to lift 50 pounds and push dough in wheeled barrels, make corrective actions. Keep batch records. Team player.

Experienced required in food preparation prefer dough batching. High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.

Dough Molders ( 2 Vacant Positions )
Skill requirements: Have good mobility, monitor fresh dough as it injected into production line equipment, monitoring equipment that is operating in proper flow on production line, make corrective action as necessary, alert production manager of any irregularities of dough and output. Make sure pans are positioned on production lines. Team player.

Ability to work in fast past, good eye sight, High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.
OVEN LOADERS (2 vacant positions)

To monitor pans travel on production line into oven cavity, ability to stand during shift, fast pace, good eye sight, report any production line irregularities to production manager. Team player.

High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.

BREAD SLICER (1 vacant position)

To slide/load whole loaves down conveyor feed into feeder for bread slicer, monitoring flow and equipment flow operations and report any irregularities to production manager. Good eye sight. To work in the production department to sliced finished baked rolls and loaves, to work in the production department to packaged finished bread products. To oversee the flow of baked products to packaging containers bags, interior bags and case boxes. Team player.

High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.

Truck Driver/ Warehouse Worker

To pick up of inventory, supplies, and to make deliveries as directed by receiving and shipping manager or plant manager; and perform duties as to assist Shipping Manager with as inventory clerk and palletizing loads and the record keeping associated with load management. Team Player

Ability to life 50 lbs, good eye sight, keep good records, computer skills required but will train, ability to read incoming and outgoing labels. High School Diploma/GED
<table>
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<tr>
<th>Plant Operation Department</th>
<th>Each</th>
<th>10 hour Shift Payroll Cost</th>
<th>3 Day TEAM SCHEDULE</th>
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<tr>
<td>(1) Head Baker/Production Mgr.</td>
<td>$17.00</td>
<td>$17.00</td>
<td>$170.00 $510.00</td>
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<tr>
<td>(2) Dough Molding Workers</td>
<td>$11.15</td>
<td>$22.30</td>
<td>$223.00 $669.00</td>
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<tr>
<td>(2) Oven Workers</td>
<td>$11.50</td>
<td>$23.00</td>
<td>$230.00 $690.00</td>
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<tr>
<td>(2) Packer</td>
<td>$11.15</td>
<td>$11.15</td>
<td>$111.50 $334.50</td>
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<td>(1) Bread Slicer</td>
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<td>$11.15</td>
<td>$111.50 $334.50</td>
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<td>(1) Plant Equipment Mechanic</td>
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<td>$10.15</td>
<td>$101.50 $304.50</td>
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<tr>
<td>(1) Truck Driver/WAREHOUSE</td>
<td>$12.00</td>
<td>$12.00</td>
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<td>Administrative Department</td>
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<td></td>
</tr>
<tr>
<td>(3) Office Staff personnel Receiving</td>
<td>$14.00</td>
<td>$42.00</td>
<td>$420.00 $1,260.00</td>
</tr>
<tr>
<td>Shipping Mgr.</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$150.00 $450.00</td>
</tr>
<tr>
<td></td>
<td>$178.75</td>
<td>$1,787.50</td>
<td>$5,262.50</td>
</tr>
</tbody>
</table>
FINANCIAL DATA
PLOTT BAKERY PRODUCTS’
PROJECT COST

DOWN PAYMENT TO PURCHASE BUILDINGS…………..$98,750.00
EQUIPMENT………………………………………………………………$196,653.33
INVENTORY………………………………………………………………$30,000.00
UPFITTING BOTH BUILDINGS
PAINTING INTERIOR AND EXTERIOR……………………….$65,000.00
OTHER BUILDINGS UPFIT………………………………………..$50,000.00
TOTAL PROJECT COST………………………………………………..$440,403.33

CITY LOAN REQUESTS AND REIMBURSEMENT PROGRAM SUPPORT REQUIRED
CITY LOAN REQUEST AMOUNT…………………………………………..$430,403.33
CITY REIMBURSEMENT PROGRAM FOR BLDG UPGRADE…………$10,000.00

CITY LOAN PAYMENT PLAN REPAYMENT PLAN
4 YEAR TERM
10% INTEREST
MONTHLY PAYMENT $10,916.13
FIRST PAYMENT DUE : JANUARY 1, 2017

BUILDING PURCHASE AND MORTAGE INFORMATION
PURCHASE PRICE…………………………………………………………..$395,000.00
LESS DOWN PAYMENT………………………………………………….$98,750.00
OWNER FINANCE BALANCE…………………………………………….$296,250.00

10 YEAR TERM
6 % INTEREST
MONTHLY PAYMENT: $4,070.40
Building Photos

0309 101 02  03/17/2007

Building Photos

0309 101 01  03/17/2007
Property Information

Estimated Value
$380,710 average for commercial properties in the 27105 zip code.

Square Footage and Lot Size
In terms of building space, this property is among the largest 10% of commercial properties in the 27105 zip code. It offers 31,823 sq ft of space, while the average has around 6,000 sq ft. It's also built on a very large lot compared to other commercial properties in the 27105 zip code. It has 3.92 acres of land, while a typical one has 1.25 acres.

Tax Amount $5,255.31
The owner of this commercial property was required to pay $5,255.31 in property taxes in 2016.

Other Demographics
North Winston
This commercial unit is located in North Winston, North Carolina, a less educated neighborhood with 647 residents.

- North Winston is low income meaning there is a disproportionately large percentage of households that have an annual income under $25,000.

Construction Details

| Number of Floors | 1 |
| Construction Type | Metal |
| Roof Shape | Flat |
| Roof Material | Built-Up Material |
| Foundation | Concrete |
| Exterior Walls | Metal |
| Fuel | Gas |
| Water Source | Public Source |
| Sewage | Public |
## BUILDING PURCHASE AND MORTGAGE INFORMATION

<table>
<thead>
<tr>
<th>Purchase</th>
<th>Owner Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price: $395,000.00</td>
<td>Balance: $296,250.00</td>
</tr>
<tr>
<td>Less Down Payment: $98,750.00</td>
<td></td>
</tr>
</tbody>
</table>

**Owner Finance**

- **10 Year Term**
- **6% Interest**
- **Monthly Payment:** $4,070.40
## Summary Appraisal Report - Commercial

<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Property Address</th>
<th>January 1 Property Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>6836-44-2475.00</td>
<td>790 Twenty First St E</td>
<td>Sanford E Isenhour</td>
</tr>
</tbody>
</table>

### Current Owners

<table>
<thead>
<tr>
<th>Owner</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner 1</td>
<td>Sanford E Isenhour</td>
</tr>
<tr>
<td>Owner 2</td>
<td>Wanda D Isenhour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>SPARTA NC 28675-1775</th>
</tr>
</thead>
</table>

### Diagram

- Parcel ID 6836-44-2475.00
- Mailing Address PO BOX 1775
- City, State Zip SPARTA NC 28675-1775
**Disclaimer:** The values and information provided on this property record card are based upon the best available information on 01/01/2013. This information is subject to change because of changes to the property, correction of existing information, additional information, or as the result of an appeal of the property.

<table>
<thead>
<tr>
<th>Parcel Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Block/Lot</strong></td>
</tr>
<tr>
<td>0309 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last 2 Recordations Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sale Date</strong></td>
</tr>
<tr>
<td>6/14/1991</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessed Values All Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Land Value</strong></td>
</tr>
<tr>
<td>$204,383</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road/Topography/Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Roads</strong></td>
</tr>
<tr>
<td>RoadPubPaved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Land Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>CL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total SqFt</strong></td>
</tr>
<tr>
<td>170,592</td>
</tr>
</tbody>
</table>

Forsyth County considers all standard approaches to value. The assessed value on this building was determined based upon the **Income and Expense Approach**.
### Commercial Summary Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Primary Address</th>
<th>Occupancy</th>
<th>Total Gross SqFt</th>
<th>Net Lease SqFt</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEMMONS HARDWOOD CABINET SHOP</td>
<td>790 E Twenty First ST</td>
<td>WAREH</td>
<td>75,378</td>
<td>75,378</td>
<td>0</td>
</tr>
</tbody>
</table>

### Commercial Buildings Summary

<table>
<thead>
<tr>
<th>Bldg</th>
<th>Building Name</th>
<th>Physical Addr</th>
<th>Story</th>
<th>Year Built</th>
<th>Construction</th>
<th>Occupancy</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clemmons Hardwood Cabinet</td>
<td>790 E Twenty First ST</td>
<td>1</td>
<td>1920</td>
<td>1 MTL</td>
<td>1409-Stgwhsep</td>
<td>$75,735</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
<td>1920</td>
<td>1 MTL</td>
<td>1409-Stgwhsep</td>
<td>$102,090</td>
</tr>
</tbody>
</table>

Total Buildings Value: $177,825

### Miscellaneous Improvements

<table>
<thead>
<tr>
<th>Type</th>
<th>Construction</th>
<th>Height</th>
<th>Area</th>
<th>Year Built</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fence 6b</td>
<td>FR</td>
<td>0</td>
<td>1,490</td>
<td>0</td>
<td>$2,086</td>
</tr>
<tr>
<td>Utility 6</td>
<td>BR</td>
<td>1</td>
<td>198</td>
<td>0</td>
<td>$1,133</td>
</tr>
<tr>
<td>Paving Asp 1</td>
<td>AS</td>
<td>0</td>
<td>35,000</td>
<td>0</td>
<td>$15,312</td>
</tr>
</tbody>
</table>

Total Miscellaneous Value: $18,531

### Taxing Jurisdictions

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Fire District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winston-Salem 100%</td>
<td>FD</td>
</tr>
</tbody>
</table>

### Income Detail

Income information on this report reflects market research and not specific data from the property.

### Potential Gross Income (PGI)

<table>
<thead>
<tr>
<th>Unit Description</th>
<th># of Units</th>
<th>Annual Income/Unit</th>
<th>Gross Income/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse</td>
<td>75378</td>
<td>$1.10</td>
<td>$82,916</td>
</tr>
</tbody>
</table>

Total Gross Income All Units: $82,916

Miscellaneous Income (All Areas): 0% $0

Potential Gross Income: $82,916
<table>
<thead>
<tr>
<th>Effective Gross Income (EGI)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductions</td>
<td>Percentage of PGI</td>
</tr>
<tr>
<td>Vacancy/Collision Loss</td>
<td>23</td>
</tr>
</tbody>
</table>

Potential Gross Income: $82,916
Deductions Total: $19,071
Effective Gross Income: 77% $63,845

<table>
<thead>
<tr>
<th>Net Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of PGI</td>
<td>Percentage of EGI</td>
</tr>
<tr>
<td>15.4</td>
<td>20</td>
</tr>
</tbody>
</table>

Final Value

<table>
<thead>
<tr>
<th>Method Used</th>
<th>PGI Percent</th>
<th>EGI Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Rate</td>
<td>84.6</td>
<td>80</td>
<td>$51,076</td>
</tr>
</tbody>
</table>

Valuation Factors

<table>
<thead>
<tr>
<th>Overall Rate Percent</th>
<th>0.125</th>
</tr>
</thead>
</table>

Total Values

<table>
<thead>
<tr>
<th>Total Value from Income</th>
<th>Other Land</th>
<th>Furniture/Fixtures/Equipment</th>
<th>Total Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$408,608</td>
<td>$0</td>
<td>$0</td>
<td>$408,608</td>
</tr>
</tbody>
</table>

Cost Detail

Detail Appraisal Report - Commercial
Bldg: 1 of 2

Total Value from Cost

<table>
<thead>
<tr>
<th>Total Section Value</th>
<th>Total Addition Value</th>
<th>Local Multiplier</th>
<th>Replacement Cost</th>
<th>Physical Depr</th>
<th>Econ/Func Depr</th>
</tr>
</thead>
<tbody>
<tr>
<td>$697,878</td>
<td>$93,508</td>
<td>0.87</td>
<td>$688,505</td>
<td>78%</td>
<td>$537,033.90</td>
</tr>
<tr>
<td>$697,878</td>
<td>$93,508</td>
<td>0.87</td>
<td>$688,505</td>
<td>78%</td>
<td>$537,033.90</td>
</tr>
</tbody>
</table>

Depricated Value

<table>
<thead>
<tr>
<th>Depricated Value</th>
<th>Misc Imp. Value</th>
<th>Total Bldg Value</th>
<th>Land Value</th>
<th>Total All Bldgs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75,735</td>
<td>$28,698</td>
<td>$104,433</td>
<td>$204,383</td>
<td>$408,600</td>
</tr>
<tr>
<td>$75,735</td>
<td>$18,531</td>
<td>$94,266</td>
<td>$204,383</td>
<td>$408,600</td>
</tr>
</tbody>
</table>
### Building Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Building</th>
<th>Physical Address</th>
<th>Occupancy</th>
<th>Year Built</th>
<th>Year Remod</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEMMONS HARDWOOD CABINET SHOP</td>
<td>Clemmons Hardwood Cabinet</td>
<td>790 E Twenty First ST</td>
<td></td>
<td>1920</td>
<td>1966</td>
<td>Fair</td>
</tr>
<tr>
<td>CLEMMONS HARDWOOD CABINET SHOP</td>
<td>Clemmons Hardwood Cabinet</td>
<td>1409 Stghwsep</td>
<td></td>
<td>1920</td>
<td>1966</td>
<td>Fair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation</th>
<th>Construction</th>
<th>Total Story</th>
<th>Roof</th>
<th>Roof Cover</th>
<th>Ext Walls</th>
<th>Insul Walls</th>
<th>Insul Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MTL</td>
<td>1 MTL</td>
<td>1</td>
<td>Flat/Flat</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

### Section Details

<table>
<thead>
<tr>
<th>Occupancy</th>
<th>Sqft/ Units</th>
<th>Base Cost</th>
<th>Heat/ AC 1</th>
<th>Heat/ AC 2</th>
<th>Heat Adj</th>
<th>Adj Base</th>
<th># Stories</th>
<th>Story Hgt</th>
<th>Perimeter</th>
<th>Cost</th>
<th>Sqft Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1409-Stghwsep</td>
<td>31,823</td>
<td>$17.87</td>
<td>Space Heaters 100%</td>
<td>0%</td>
<td>$1.80</td>
<td>1</td>
<td>16</td>
<td>1.042</td>
<td>1000</td>
<td>0.957</td>
<td>1.03</td>
</tr>
</tbody>
</table>

### Non-Sketched Additions

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Area</th>
<th>Rate</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCK2</td>
<td>Dock</td>
<td>6,571</td>
<td>$13.50</td>
<td>$88,708</td>
</tr>
<tr>
<td>CPY2</td>
<td>Canopy</td>
<td>400</td>
<td>$12</td>
<td>$4,800</td>
</tr>
</tbody>
</table>

### Miscellaneous Improvements for this Bldg

<table>
<thead>
<tr>
<th>Type</th>
<th>Const</th>
<th>Area</th>
<th>Rate</th>
<th>YearBuilt</th>
<th>Condition</th>
<th>Grade</th>
<th>Phy</th>
<th>EF</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paving Asp &amp; Base</td>
<td>AS</td>
<td>35,000</td>
<td>$1.75</td>
<td>0</td>
<td>F</td>
<td>C</td>
<td>50%</td>
<td>50%</td>
<td>$15,312</td>
</tr>
<tr>
<td>Utility</td>
<td>BR</td>
<td>198</td>
<td>$52</td>
<td>0</td>
<td>F</td>
<td>C</td>
<td>78%</td>
<td>50%</td>
<td>$1,133</td>
</tr>
<tr>
<td>Fence 6'/Barb Wire</td>
<td>FR</td>
<td>1,490</td>
<td>$14</td>
<td>0</td>
<td>F</td>
<td>C</td>
<td>80%</td>
<td>50%</td>
<td>$2,086</td>
</tr>
</tbody>
</table>

### Cost Detail

<table>
<thead>
<tr>
<th>Total Section Value</th>
<th>Total Addition Value</th>
<th>Local Multiplier</th>
<th>Replacement Cost</th>
<th>Physical Depr</th>
<th>Econ/Func Depr</th>
</tr>
</thead>
<tbody>
<tr>
<td>$944,571</td>
<td>$122,210</td>
<td>0.87</td>
<td>$928,099</td>
<td>78%</td>
<td>50% ($361,959.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depriciated Value</th>
<th>Misc Imp. Value</th>
<th>Total Bldg Value</th>
<th>Land Value</th>
<th>Total All Bldgs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$102,090</td>
<td>$11,375</td>
<td>$113,465</td>
<td>$204,383</td>
<td>$408,600</td>
</tr>
</tbody>
</table>

Total Value from Cost
<table>
<thead>
<tr>
<th>Building Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>CLEMMONS HARDWOOD CABINET SHOP</td>
</tr>
<tr>
<td>Building</td>
<td>1409-Stgwhsep</td>
</tr>
<tr>
<td>Physical Address</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td></td>
</tr>
<tr>
<td>Year Built</td>
<td>1920 1966</td>
</tr>
<tr>
<td>Year Remod</td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td>Fair</td>
</tr>
<tr>
<td>Foundation Construction</td>
<td>1 MTL 1</td>
</tr>
<tr>
<td>Total Story</td>
<td>1</td>
</tr>
<tr>
<td>Roof</td>
<td>Flat/Flat</td>
</tr>
<tr>
<td>Roof Cover</td>
<td></td>
</tr>
<tr>
<td>Ext Walls</td>
<td>Y</td>
</tr>
<tr>
<td>Insul Walls</td>
<td>Y</td>
</tr>
<tr>
<td>Insul Ceiling</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy</td>
<td>Sqft/Units</td>
</tr>
<tr>
<td>1409-Stgwhsep</td>
<td>43,210</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Sketched Additions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>CPY/DOCK2</td>
<td>Can/Dock</td>
</tr>
<tr>
<td>DOCK2</td>
<td>Dock</td>
</tr>
<tr>
<td>1 ADDN3</td>
<td>One Sty Addns</td>
</tr>
<tr>
<td>1 ADDN5</td>
<td>One Sty Addns</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taxing Jurisdictions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction</td>
<td>Winston-Salem 100%</td>
</tr>
<tr>
<td>Fire District</td>
<td>FD</td>
</tr>
</tbody>
</table>

**New Equipment**

AM MFG Scale O Matic Model S-302 Dough Divider and Rounder
List Price:

Your Price: $27,922.00* USD

You Save:

Item Number: N-A-DR-5086

Manufacturer: AM Mfg.

Model No.: S-302

Availability: Ships Within 3-4 Weeks

Manufacturer Specification Sheet

*Price Does NOT include cost of crating, shipping, delivery or installation.

The Atwood Scale O Matic S302 is a single pocket divider/rounder that will accurately divide over a broad range of sizes, then produce a round of unequaled quality, to the greatest variety of baked goods in the industry. The S302 is UL, ETL listed and BISSC certified.

**New Feature - Special designed safety cover for over the dough hopper.**

**Features**

- Precise dividing from 2 to 32 oz. at a rate of 2,000 pieces per hour
- Accurate weight change with the turn of a crank
- One man operation
All stainless steel cabinet
Easily movable on locking swivel casters
Rounder easily disassembled for cleaning, no tools required
100 lb. hopper capacity
Separate controls for divider and rounder
Rounder can be used separately
Adjustable height take off conveyor; folds up for storage
No need to adjust rounder when changing size
Automatic oiling system on divider
Divider easily disassembled for cleaning
2HP divider motor
1 HP rounder motor
Made in the U.S.A.
Parts and Service are readily available
Full one year limited warranty

Specifications
- Length: 64" / 163cm
- Width: 24" / 61cm
- Height: 58" / 147cm
- Production Rate: 2,000 pieces per hour
- Shipping Weight: 1,000 lbs. / 455 kg
- Scalling range:
  - AMS2 Measuring Cup: 2 to 4 oz. / 56 to 227g
  - AMS3 Measuring Cup: 4 to 10 oz. / 112 to 280g
  - AMS5 Measuring Cup: 10 to 32 oz. / 280 to 896g

Electrical Requirements
- 208 or 220 volt / 20 amps
- Single or 3 phase 60 Hz.
- For other options or custom voltages, please contact our customer service department.
- UL listing applies to control panel only
- ETL listing applies to entire machine

Optional Equipment
- Extended Hopper (140 lbs. capacity)
- Computerized Variable Speed
- Extended Outfeed Conveyor
Specifications

- Length: 64' / 163cm
- Width: 24' / 61cm
- Height: 58' / 147cm
- Production Rate: 2,000 pieces per hour
- Scaling range:
  - AMS2 Measuring Cup: 2 to 4 oz / 56 to 227g
  - AMS3 Measuring Cup: 4 to 10 oz / 112 to 280g
  - AMS5 Measuring Cup: 10 to 32 oz / 283 to 896g
- Shipping Weight: 1,000 lbs / 455 kg

Features

- Precise dividing from 2 to 32 oz at a rate of 2,000 pieces per hour
- Accurate weight change with the turn of a crank
- One man operation
- All stainless steel cabinet
- Easily movable on locking swivel casters
- Rounder easily disassembled for cleaning, no tools required
- 100 lb. hopper capacity
- Separate controls for divider and rounder
- Rounder can be used separately
- Adjustable height take off conveyor, folds up for storage
- No need to adjust rounder when changing size
- Automatic oiling system on divider
- Divider easily disassembled for cleaning
- 2HP divider motor
- 1 HP rounder motor
- Made in the U.S.A.
- Parts and Service are readily available
- Full one year limited warranty

Optional Equipment

- Extended Hopper (140 lbs. capacity)
- Computerized Variable Speed
- External Oil Tank
- Extended Outfeed Conveyor

Electrical Requirements

- 208 or 220 volt / 20 amps
- Single or 3 phase 60 Hz.
- For other options or custom voltages, please contact our factory.
- UL listing applies to control panel only
- ETL listing applies to entire machine

Previously Owned Equipment

ACME Roll Sheeter, Conveyor would be replaced
Item Number: U-FM-17006

Manufacturer: Acme

Model No.: 8

*Price Does NOT include cost of crating, shipping, delivery or installation.

ACME Roll Sheeter
Model 8
- Hard Chrome
- Precision ground
- Top roller
- Bottom roller
- 20” length on bottom roller
- 10” length on top
- Elec specs: 3/4 HP, 115v/60hz/1ph

Previously Owned Equipment

Mixed 1

Or which is still available
$11,500 next level bid
Cooling type can use water
Location: Minnesota
 Asked if Kosher
Item Number 186732
Item Name PEERLESS 16SB Horizontal Roller Bar Mixer
Model Number 16SB
Serial Number 81010 90625
Year Built 0
Location Minnesota
Peerless Horizontal Roller Bar Mixer
Model 16 SB
Serial 81010 90625
230V 3Ph

Mixer 2
Peerless Rollerbar Mixer, Model: HS6
*Mixer will be painted with Steel-It Paint before shipping*
Clean, Running & Shop Tested
Your Price: $9,500.00 USD

Item Number: 19416

Manufacturer: Peerless

Model No.: HS6

Manufacturer Specification Sheet

*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: HS6
Dual Drive
Capacity: 600lb
Mechanical Tilt
Flour inlet at top of the mixer
Bowl Interior Dims: 36" L x 32" W x 43-1/2" D
Elec Specs:
Drive Motor: 460v/3ph/60cy/30-15hp
O.A. Dims: 72" L x 49-1/2" W x 78" H
Shipping Weight: 10,500lb

*Mixer will be painted with Steel-It Paint before shipping*

Previously Owned Equipment
AMF Pan Infeed Conveyor
Your Price: **$750.00** USD

Item Number: **U-CNVSYS-19475**

Manufacturer: **AMF**

*Price Does NOT include cost of crating, shipping, delivery or installation.

Max pan size: 11 3/8" W
Elec specs on Motor: 3ph/60hz/230-460v/2.2-1.1amp, 3/4HP, 1725RPM
No legs
O.A. dim: 18' 1" L x 35" W x 14" H
Accumulating Conveyor, 81" L x 15.75" W Belt

Your Price: **$3,475.00** USD

Item Number: U-CNVSYS-20086

Manufacturer: Unknown

*Price Does NOT include cost of crating, shipping, delivery or installation.

Stainless Steel Construction
Belt size: 15.75" W x 81" L
Max product width: 13 3/4"
O.D: 89" L x 31" W x 39.5" H

---

229624 - OLIVER 797-32 Bread Loaf Slicer
$3,150
Located in North Carolina

Description
* Ideal for volume slicing needs of small wholesale, large retail and in-store bakeries
* Equipped with a last loaf pusher, and handles up to 200 loaves per hour
* Rust and corrosion resistant

Bun slicers

258021 - OLIVER Bagel/Roll Slicer

NC firm update model 1 of 2
$1450

Pans
228914 - 4.25in Hamburger Bun Pans (Lot of 100)

Next Valid Offer:
$280.00
We have 1,750 in stock

Previously Owned Equipment
Triumph Cookie Depositor, Model: Handy-17

Your Price: **$5,400.00** USD

Item Number: U-COOK-18099

Manufacturer: Triumph

Model No.: Handy-17

Serial No.: 40389

Manufacturer Specification Sheet
*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: Handy-17
Production rate: up to 1,750 cookies/hr, depending on die
Variable speed cut off
Separate pan speed control
Pan guide 18" wide
Elec spes: 115v/1ph/60hz
Machine weight: 550 lbs
O.A. dim: 29" W x 70" L x 50" H

**Includes one die of your choice.**
Handy Cookie Depositor

Increased Production, Sanitation, Economy & Versatility

FASTER PRODUCTION
From 1,250 to 1,750 dozen, wire-cut uniform cookies per hour, depending upon choice of die and 17” or 24” wide machine.
17” model adjustable for 16” to 19” wide pans. 24” model adjustable for 24” to 27” wide pans.

VARIABLE SPEED CUT OFF
30 to 70 strokes per minute. Separate pan speed control, spaces cookies as desired.

MORE SANITARY & ECONOMICAL
Initial cost and maintenance savings. Stainless steel dough hopper, instantly removable for cleaning by loosening 2 hand screws. Stainless steel hinged fold-down table on each end with aluminum pan rollers.

17” Model: 31 3/8” wide (550 lbs. shipping wt.)
24” Model: 39 3/8” wide (600 lbs. shipping wt.)

LARGE DIE ASSORTMENT
“OVER 400 DIES”

• The ultimate in shapes and sizes for every holiday, season, occasion.

• Special dies can also be furnished to suit individual or custom requirements.

• Small and compact enough to fit any shop, large and fast enough for any production requirements.

• Silent V-Belt Drive for long, trouble-free service. Anti-friction bearings at all critical points.
SPECIFICATIONS

FRAME: Heavy gauge stainless steel formed and all welded into unit, body construction. Mounted on 4" rubber tire casters.

HOPPER: Type 302 stainless steel.

TABLE: Stainless steel hinged fold-down table on each end.

PAN GUIDE: 18" wide adjustable for 16" to 19" wide pans. 24" wide adjustable for 24" to 27" wide pans.


SPEED: Variable conveyor indexing 1 1/2" to 4 1/2". Variable speed control 30 to 70 strokes per minute.

ELECTRICAL: 115 Volts, 1 Phase, 60 Hertz. 8', 3 wire cord with molded three prong grounding plug.

DRIVE: Silent V-belt with anti-friction bearings.

SANITATION: Hopper and feed rolls easily removable for cleaning.

LUBRICATION: Pressure grease alemite fittings.

DIES: One Aluminum M5-015, 1 1/2" round hole die included with machine.

FINISH: Gray or Bakery White baked on Enamel.

SHIPPING WT.: 18" wide - 660 Lbs.
24" wide - 950 Lbs.
Your Price: $1,500.00* USD

Item Number: U-CNVSYS-15367

Manufacturer: Unknown

Serial No.: 27069

*Price Does NOT include cost of crating, shipping, delivery or installation.

S/N: 27069
Length at compact position: 10’
Length at extended position: 30’
Adjustable height
On casters
Expandable
Steel skate wheels
*Sold as is*

Previously Owned Equipment
Audubon Oven Mesh Conveyor Belt

Your Price: $2,500.00* USD

Item Number: U-CNVSYS-17566

Manufacturer: Unknown

Model No.: CB6-28-86-14/16F
*Price Does NOT include cost of crating, shipping, delivery or installation.

Mesh Metal Conveyor Belt for Ovens
Belt specs/size: CB6-28-86-14/16F
Designed for Tunnel Ovens with large diameter pulleys
Minimum pulley diam: 24"
O.A. dim.: 40" W x 50' L
Audubon Cordweave Conveyor Belts

Metal wire mesh tightly woven for baking or conveying small parts

**Applications:** BAKING, BAKERY, BISCUITS, TORTILLA, CRACKERS
HEAT TREATING, SMALL PART APPLICATIONS

Cordweave is preferred by bakeries because it's open enough to provide even heat distribution and passage of gases. Cordweave can be woven of flattened wire to provide a surface that minimizes product marking. It's also preferred when and extremely flat surface is required. **The best choice for conveying very small products and tap heavy loads.**

**Baking Industry:** For Cookie Baking, Tortilla Baking, Bakery Belts, Food Processing, Crackers, Biscuits and popular with all forms of continuous baking applications of baked goods including cracker and cookie baking.

**Industrial Industry:** Heat Treating of small parts, Hardening, Tempering, Quenching. It's great for handling small parts in heat treating and quench tank operations. The smooth surface is ideal for transferring and conveying small parts drying.

Flanged or upturned Edges as fine as 15% to 17% of the diameter of the smallest pulley or drive drum are also available on this style conveyor belt.

*Known in the industry as Baking Bands, Cordweave, Compound Balance, Chevron Weave, Herringbone Weave*
Pizza Oven and Hood - $2500 (Yadkinville) hide this posting

Middleby Marshall PS 360Q Double Stack
Captive Air Hood System

AS IS WHERE IS

Buyer responsible for removal

Lincoln Conveyor Oven - Model 1600 - $3500 (Norcross) hide this posting
Lincoln Impinger Conveyor Oven - This is Big One -Model 1600-015. Thirty Six inch belt means you can run (2) 18 inch pizzas through at the same time. Lots of production. Natural Gas. This has already been tested and is ready to sell. Bring you our pizza so you can test the oven before you buy it.

Special Notes Miscellaneous equipment to be purchased at Auctions
Credit Denial Letter – attached.
Explanation of Listing on Credit Report

Sara Lee Baking
Plott Bakery Products was purchasing pre made breads from Sara for a large government contract in 2008. The federal institution was slow in paying and when it reach 46 days late it got me of my weekly payments with Sara Lee. I paid Sara Lee an average of $8,000 per week. So when this happened I had no choice to inform institution I can not continue to ship breads if you don’t pay our small business I had to stop shipments and I informed Sara Lee of our decision. I had other accounts so I was able to keep paying, The institution renegotiated with Plott and they promised to pay. but when I notified them of the cease shipping order was over we can resume shipments, they put my account on Cash Pay, and I could not handle our other contracts with Department of defense. They are now out of business owned by Bimbo, and does have record of accounts. I can not pay this debt because company is out of business.
Your Credit Report

<table>
<thead>
<tr>
<th>Credit Report</th>
<th>Score</th>
<th>ID Protection</th>
</tr>
</thead>
</table>

Personal Credit Report for EVELYN T. BURNEY
July 14, 2016

File Number:
312781942

Personal Information
You have been on our files since 02/01/1992

SSN:
XXX-XX-0803

Your SSN has been masked for your protection.

Date of Birth:
12/06/1960

Names Reported:
EVELYN T. BURNEY, EVELYN BURNEY and EVELYN CEASAR

Addresses Reported:
Public Records
This information was collected from public records sources by TransUnion or a company we hired. You may be required to explain these items to potential creditors. Public record items generally remain on your credit file for up to 7 years.

WAKE COUNTY DISTRICT COURT DOCKET# 2009CV0007741
316 FAYETTEVILLE ST
RALEIGH, NC 27601

(919) 755-4108

Date Filed:
07/15/2009

Date Updated:
07/15/2009

Type: CIVIL JUDGMENT

Judgment Individual Debt

Amount:
$40,000

Court Type:
Circuit Court

Estimated month and year that this item will be removed:
03/2017

Account Information
Typically, creditors report any changes made to your account information monthly. This means that some accounts listed below may not reflect the most recent activity until the creditor's next reporting. This information may include things such as balances, payments, dates, remarks, ratings, etc. The key(s) below are provided to help you understand some of the account information that could be reported.

Rating Key
Some creditors report the timeline of your payments each month in relation to your agreement with them. The ratings to the key(s) below describe the payments that may be reported by your creditors. Please note: Some but not all of these ratings may be present on your credit report.

[Legend for rating key]

Adverse Accounts
Adverse information typically remains on your credit file for up to 7 years from the date of the delinquency. To help you understand what is generally considered adverse, we have added [brackets] to those items in this report. For your protection, your account numbers have been partially masked, and in some cases scrambled.

FECLOAN SERVICING
6111993615910001
PO BOX 1318
SHreveport, LA 71133
(800) 639-7908

(336) 767-2630
(336) 602-7814
(336) 602-6973
(336) 767-6136
(336) 722-0635

Employment Data Reported:
Employee Name: [Redacted]
Employer Name: [Redacted]

Phone Numbers Reported:
(336) 473-9794
(336) 744-0233
(336) 775-8641
(757) 587-0379
(336) 382-7455
(336) 744-8058
(336) 601-7881
(336) 767-2630
(336) 602-7814
(336) 602-6973
(336) 767-6136
(336) 722-0635

Address:
4040 BAY LANE UT AP 1, WINDSOR SALAM, NC 27303-1514
4040 BAY LANE UT AP 1, WINDSOR SALAM, NC 27303-1514
2300 KINGSFORD CT APT 1, WINDSOR SALAM, NC 27303-1514
2300 KINGSFORD CT APT 1, WINDSOR SALAM, NC 27303-1514
9211 STANFORD ST APT 1, NORFOLK, VA 23505-5053

Date Reported:
03/10/2010
04/10/2009
03/10/2015
12/10/2012
12/10/2011
12/10/2011
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**FEDLOAN SERVICING #6119294669FD0****

**VERIZON #00754672****

500 TECHNOLOGY DR
G-8.  DRAFT

---

**IC SYSTEMS COLLECTIONS #6320****

**Description:**

**Address:**

SAINT PAUL, MN 55104-0376

**Phone:**

(651) 733-6500

**Date of collection:**

03/07/2017

**Responsibility:**

Individual Account

**Account Type:**

Open Account

**Loan Type:** COLLECTION AGENCY/ATTORNEY

**Remarks:**

- **Placed for collection**: Estimated month and year that this item will be removed: 08/07/2017

**Balance:**

$135

Date Updated:

07/28/2016

**Original Amount:**

$135

Original Creditor: LmW WAMTHN LAKE (Globe/Cellular)

Paid Due:

$135

---

**TRIDENT ASSET MANAGEMENT #900822****

**Description:**

**Address:**

ATLANTA, GA 30048

**Phone:**

(404) 692-2293

**Date of collection:**

09/14/2004

**Responsibility:**

Individual Account

**Account Type:**

Open Account

**Loan Type:** COLLECTION AGENCY/ATTORNEY

**Remarks:**

- **Placed for collection**: Estimated month and year that this item will be removed: 03/09/2005

**Balance:**

$340

Date Updated:

09/14/2004

**Original Amount:**

$340

Original Creditor: VZVIZ US (Utilities)

Paid Due:

$340

---

**Promotional Inquiries**

The companies listed below received your name, address and other limited information about you as they could make a better offer of credit or insurance. They did not receive your full credit report. These inquiries are not seen by anyone but you and affect no one.

- **CMI ONLINE CASHNETUSA**
  - **Address:**
    - 501 S 4430 E 10604
      - **Phone:**
        - (800) 761-7114
  - **Contact:**
    - AEGION / STONEBRIDGE LIFE
    - 300 1441 SYLVAN RD
      - **Phone:**
        - (800) 761-7114

---
Account Review Inquiries

The listing of a company's inquiry in this section means that they obtained information from your credit file in connection with an account review or other business transaction with you. These inquiries are not seen by anyone but you and will not be used in all your credit file (except insurance companies may have access to other insurance company inquiries, certain collection companies may have access to other collection company inquiries, and users of a report for employment purposes may have access to other employment inquiries, where permitted by law).

- ONECHAIN
  4210 INTERNATIONAL
  SUITE 1200
  CARMEL, IN 46032
  (317) 837-4424
  Requested On: 08/04/2014

- ENHANCED RECOVERY
  215 SAVAGE ROAD
  JACKSONVILLE, FL 32265
  (904) 620-0353
  Requested On: 10/20/2014

- SW CREDIT SYSTEMS LP
  1000 DRAWOOD PK W
  SUITE #309
  JACKSONVILLE, FL 32204
  (904) 771-0061
  Requested On: 02/27/2014

- CAI LP
  6411 MUR 2701
  HOFFNUN, TX 77048
  (409) 62-1686
  Requested On: 08/17/2014

- DIVERSIFIED CONSULTANTS
  11055 DRAWOOD PK W
  SUITE #309
  JACKSONVILLE, FL 32204
  (904) 771-0061
  Requested On: 02/27/2014

- HOMEITE GROUP
  410 FIRST STREET
  SUITE 420
  BOSTON, MA 02111
  (617) 947-0713

-Should you wish to contact TransUnion, you may do so.

OBO: By phone:
  1-800-988-3739
  You may contact us between the hours of 8:00 a.m. and 11:00 p.m. Eastern Time, Monday through Friday, except major holidays.

For all correspondence, please have your TransUnion file number available (located at the top of this report).

Para información en español, visite www.consumerfinance.gov/summar or escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/summary or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

1. You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you which agency provided the information.

2. You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file"
disclosure). You will be required to provide proper identification, which may include your Social Security Number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- You are the victim of identity theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it in some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688 (888-SHOE-FIX).

- You may seek damages from violators. If a consumer reporting agency, or in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- Military service members and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA and many states have their own consumer reporting laws. In some cases you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Banks, savings associations, and credit unions with total assets of $10 billion and their affiliates</td>
<td>Bureau of Consumer Financial Protection 1700 G Street, NW Washington, DC 20552</td>
</tr>
<tr>
<td>2. Such entities that are not banks, savings associations, or credit unions also listed in item one, to the extent item one above includes</td>
<td>Consumer Response Center - FCRA 1-877-374-3587</td>
</tr>
<tr>
<td>3. National banks, federal savings associations, and federal agencies of foreign banks</td>
<td>Customer Assistance Group 1301 M Street, NW Suite 4500 Washington, DC 20552-0141</td>
</tr>
<tr>
<td>4. Federal Reserve banks, branches, and agencies of foreign banks (other than Federal Reserve banks, federal agencies, and Federal Reserve System financial institutions or Federal Reserve System trust companies), Federal Reserve System financial institutions, or Federal Reserve System trust companies, and organizations operating under the authority of the Board of Governors of the Federal Reserve System</td>
<td>Federal Reserve Consumer Help Line 1-800-392-6228</td>
</tr>
<tr>
<td>5. Small loan companies, mortgage lenders, and mortgage brokers, including consumer finance companies, mortgage brokers, mortgage bankers, and organizations operating under the authority of the Board of Governors of the Federal Reserve System</td>
<td>National Credit Union Administration Office of Consumer Protection (OCU) 1775 G Street, NW, Suite 600 Washington, DC 20552-0153</td>
</tr>
<tr>
<td>6. Federal credit unions</td>
<td></td>
</tr>
</tbody>
</table>
4. Creditors Subject to Surface Transportation Board
Department of Transportation
1300 New Jersey Avenue, S.E.
Washington, D.C. 20590
202-225-8100

DRAFT

5. Creditors subject to Bennington and Hopkins Act, 1934
Department of Transportation
Federal Aviation Administration
Washington, D.C. 20590

6. Small Business Investment Companies
Office of Business Development
Small Business Administration
400 7th Street, S.W.
Washington, D.C. 20414

7. Brokers and Dealers
Securities and Exchange Commission
100 F Street, N.E.
Washington, D.C. 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5010

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above
FTC Regional Office for Region in which the creditor operates of
Federal Trade Commission, Consumer Response Center
FTC
Washington, D.C. 20580
1-877-952-4357

INFORMATION REGARDING STATE LAWS
NORTH CAROLINA BELL TELEPHONE CO.
NORTH CAROLINA BELL OF RALEIGH

You have a right to place a "security freeze" on your credit report pursuant to North Carolina law. The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization. A security freeze can be requested in writing by registered mail, by telephone, or electronically. You may also request a freeze by visiting the following Web site: [URL] or calling the following telephone number: [Phone Number]
The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gains access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding new loans, credit, mortgage insurance, rental housing, employment, investment, insurance, cellular phone, utilities, electronic transactions, Internet credit card transactions, or other services, including an extension of credit at point of sale.

The freeze will be placed within three business days if you request it by mail, or within 24 hours if you request it by telephone or electronically. When you place a security freeze on your credit report, within three business days, you will be sent a personal identification number or a password to use when you want to remove the security freeze, temporarily lift it, or lift it with respect to a particular third party.

A freeze does not apply when you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control, or similar activities.

You should plan ahead and lift a freeze if you are actively seeking credit or services as a security freeze may delay your applications, as mentioned above. You can remove a freeze temporarily lift a freeze, or lift a freeze with respect to a particular third party by contacting the consumer reporting agency and providing all of the following:

1. Your personal identification number or password;

2. Proper identification to verify your identity; and

3. Proper information regarding the period of time you want your report available to users of the credit report, or the third party with respect to which you want to lift the freeze.

A consumer reporting agency that receives a request from you to temporarily lift a freeze or lift a freeze with respect to a particular third party shall comply with the request no later than three business days after receiving the request by mail and not later than 15 minutes after receiving a request by telephone or electronically. A consumer reporting agency may charge you up to three dollars ($3.00) to institute a freeze if your request is made by telephone or by mail. A consumer reporting agency may not charge you any amount to freeze, temporarily lift a freeze, or lift a freeze with respect to a particular third party, if any of the following are true:

1. Your request is made electronically.

2. You are over the age of 62.

3. You are the victim of identity theft and have submitted to a state or federal law enforcement agency the unlawful use of your personally identifiable information by another person, or you are the spouse of such person.

You have a right to bring a civil action against anyone who violates your rights under the credit reporting laws. The action can be brought against a consumer reporting agency or a user of your credit report.
Increase of Profits and margins:
1. Plot growth performance will support future monthly notes, and timely purchase
2. Negotiations with suppliers results in lower cost and increases profits

Step 1
1. Make all new Management Decisions for higher facility

Step 2
Increase of Contract Awards through competitive edge.

Step 3
Contract award Increase
Increase of Production/orders/Payment for Product, &

Step 4
Accounting Department documentations for Financial Accountability of Contract Performance Activities

Growth Logic Model
Departmental Involvement with Increase of Production, Sales, and Profitability in Growth Activities
Glossary

( BOP ) - Bureau of Prisons

( DoD ) - Department of Defense

( PAP ) - Profit Allocation Plan - The allocations of Plott's Profits to rapid debt payment, investment in capital investments, inventory storage for potential shortages and price increase, and transitional savings.

* Cash Flow Projection Terms

Federal Prisons - sales accounts channels within the Bureau of Prisons ( BOP ).

MRE Snack Bread - bread product with extended shelf life for troop field feeding programs with contract terms of 5-five years.

Spread Sheet Terms:

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary expenses</td>
<td>Office Staff, Mechanic, Security Guard, Receptionist and House Keeper</td>
</tr>
<tr>
<td>Payroll Service expenses</td>
<td>Paychex Check Accounting</td>
</tr>
<tr>
<td>Outside services</td>
<td>Orkin Pest Control, $400</td>
</tr>
<tr>
<td>Supplies (office and operating)</td>
<td></td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>repair cost of office and production equipment</td>
</tr>
<tr>
<td>Capital Equipment Investment</td>
<td>Large equipment</td>
</tr>
<tr>
<td>Car, Rentals and travel</td>
<td>reimbursements/allowances for business travel and rentals</td>
</tr>
<tr>
<td>City WS Loan Repayment</td>
<td></td>
</tr>
<tr>
<td>Building Mortgage</td>
<td>5 years, 5377 tx, 6000 insurance</td>
</tr>
<tr>
<td>Telephone</td>
<td>telephone lines, internet.</td>
</tr>
<tr>
<td>Utilities</td>
<td>Electric, gas, water</td>
</tr>
<tr>
<td>Insurance</td>
<td>Fire, workers' comp., liability insurance</td>
</tr>
<tr>
<td>Taxes (real estate, etc.)</td>
<td>Yearly Tax</td>
</tr>
<tr>
<td>Transitional Savings, ( PAP)</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>depreciation to equipment</td>
</tr>
<tr>
<td>Taxes</td>
<td>all taxes 15%</td>
</tr>
<tr>
<td>Building Purchase Down Payment</td>
<td></td>
</tr>
<tr>
<td>Building Up Fit 2</td>
<td>Permiting and Planning Fees, Window Repairs, Interior and Exterior Painting</td>
</tr>
<tr>
<td>Banking Fees</td>
<td>Monthly account Service Fee</td>
</tr>
</tbody>
</table>


iii Find the Data, by Graphiq, Sources County Records, CoreLogic, American Community Survey, Dun & Bradstreet, and NCES.
PART II

October 14, 2016

SUBMISSION
OF
ADDENDUM
INFORMATION REQUESTED

PROCEEDING

CITY LOAN COMMITTEE
MEETING HELD 8/17/2016
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward</td>
<td>7</td>
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<tr>
<td>Special Letter to Loan Committee Members</td>
<td>9</td>
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<tr>
<td>Our Facility</td>
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<tr>
<td>Photos</td>
<td>11</td>
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<tr>
<td>Proposed Lease Terms and Agreement Building usage for Bakery</td>
<td>12</td>
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<tr>
<td>Building Layout and Production Flow Diagram</td>
<td>13</td>
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<tr>
<td>Post Action Plans</td>
<td>15</td>
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<tr>
<td>Notice of Approval of City Loan Committee</td>
<td>15</td>
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<td>Notice of Approval of City Counsel</td>
<td>16</td>
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<td>Release of Funds</td>
<td>17</td>
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<td>Selling the Brand</td>
<td>19</td>
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<tr>
<td>Intangible Properties Held by Evelyn Burney</td>
<td>19</td>
</tr>
<tr>
<td>BOP Market Research Purchasing Trend</td>
<td>20</td>
</tr>
<tr>
<td>Copy of Bakery Contract Purchases</td>
<td></td>
</tr>
<tr>
<td>(No Product Demonstration Models Required)</td>
<td>20</td>
</tr>
<tr>
<td>Coleman Floria Contract Purchases</td>
<td>21</td>
</tr>
<tr>
<td>Yazoo City, MS Contract Purchases</td>
<td>22</td>
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<tr>
<td>Hopewell, VA Contract Purchases</td>
<td>24</td>
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<tr>
<td>Butner, NC Contract Purchases</td>
<td>29</td>
</tr>
<tr>
<td>Bennettesvile, SC Contract Purchases</td>
<td>31</td>
</tr>
<tr>
<td>Estil, SC Contract Purchases</td>
<td>32</td>
</tr>
<tr>
<td>Beaumont, TX Contract Purchases</td>
<td>35</td>
</tr>
<tr>
<td>Mechanics of Sales Campaigns to Obtaining Government Sales</td>
<td>37</td>
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<tr>
<td>Customer’s Purchasing Funnel</td>
<td>37</td>
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<tr>
<td>Purchasing Funnel Flow Diagram</td>
<td>38</td>
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<td>Routine Campaigns to Traffic Sales</td>
<td>39</td>
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<tr>
<td>Government Contractors being “VISITORS” when we bid</td>
<td>40</td>
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<tr>
<td>Surviving the Trials of the Narrowing Funnel</td>
<td>41</td>
</tr>
<tr>
<td>Closing the Deal – Winning Sales Awards</td>
<td>42</td>
</tr>
<tr>
<td>Financial Data</td>
<td></td>
</tr>
<tr>
<td>Part II – Addendum Requested City Loan Amount</td>
<td>45</td>
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<tr>
<td>Other Capital Injections</td>
<td>45</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>45</td>
</tr>
<tr>
<td>Part II – Addendum Revised Project Costs Expenditures</td>
<td>47</td>
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<tr>
<td>Incoming Equipment</td>
<td>49</td>
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<tr>
<td>Auction Equipment Purchasing</td>
<td>49</td>
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<tr>
<td>Shipping and Installation</td>
<td>49</td>
</tr>
<tr>
<td>Type of Industrial Equipment Selection</td>
<td>50</td>
</tr>
<tr>
<td>Appendix: a. Email Correspondence Requesting Addendum Information</td>
<td>60</td>
</tr>
<tr>
<td>b. Preliminary Application Corresponding with Addendum Info</td>
<td>63</td>
</tr>
</tbody>
</table>
Forward

I want to personally thank the City of Winston-Salem Business Development office team for their collaboration with my company during the process of submission of our loan application.

Special thanks to City of Winston Salem Governing Body their leadership has been priceless, and their knowledge, direction, and fore site to create avenues for business growth is extraordinaire.

To the City Loan Committee Members I say keep on reviewing, keep on listening, keep on caring, keep on making loan applicants feel like there is hope, and that their dreams can happen here in Winston Salem, NC.
October 10, 2016

Dear Loan Committee Members,

Your support through involvement in the economic growth of Plott Bakery Products is appreciated.

This document is Part II of Plott Bakery Products’ Comprehensive Business Plan.

Part II is compiled of revisions to our initial submission and supplemental information to give a foundation for you to vote positively for financial investment of $150,000.00 for working capital, industrial baking equipment, and up-fit costs.

It has been brought to attention, that when the Loan Committee votes approval for a business project loan over $100,000 as Plott’s for $150,000 will go to Board of County Commissioners; and the later prerequisite to submit drawing to City Planning before submitting our revised proposal has also been waived.

It is my sincere prayer for consideration of the City of Winston-Salem Loan Committee to give a vote of approval Plott Bakery Products’ loan request.

I am aware that each member has their respective responsibilities, but I sincerely want to let each one of you know I need your vote of confidence in Plott Bakery Products project and I also need you to come to the plant, and visit with me to share the success and give wisdom that will be helpful and trustworthy.

I say trustworthy, because I would trust you more than others because your vote invested in my success!

Evelyn T. Burney
President and Founder
Plott Bakery Products
OUR FACILITIES

740 E. Twenty Seventh Street, WS, NC 27105

PHOTOS

740 E. Twenty Seventh Street
Winston Salem, NC 27105

Sq. Ft.: 75,000
Monthly Lease Amount: $9,000
Lease Term: 5 years
Good Afternoon Evelyn,

It was my pleasure to meet with you at our property located at 740 East Twenty Seventh Street in Winston-Salem. The terms you have outlined below appear to be agreeable. The $9000.00 per month is for the space only. Our leases at that property are Net Net Net. Snow removal, lawn maintenance, water, electric, gas, etc... are not included in the monthly rate.

The rate and property will be locked in when you submit a completed Lease agreement and Security deposit.

We look forward to having you as a tenant for years to come.

Should you have any questions, please call me at 336-575-4887.

Regards

Nicholas J. Tsigounis
Adaptive Warehousing

Lease terms:

- Lease terms 5 years
- 1st 18 months $9000 per month.
- Additional time period increased based on CPI, and negotiations.
- Mr. Nicholas
- Lighting
- Make sure building is water proof.
- Unfit 1st Bathroom
- Trim around dock doors
- Mrs. Evelyn
- Interior paint
- Install 2nd bathroom
- Installation of equipment requirements
- Submit plans prior to start work

Evelyn Burney
Plott Bakery Products
336.473.9794
OUR FACILITIES

740 E. Twenty Seventh Street, WS, NC 27105

Building Layout and Production Flow
### ACTION PLAN

#### Post Action

**Notice of Approval of City Loan Committee**

<table>
<thead>
<tr>
<th>Performance Action</th>
<th>Estimated Cost</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19, 2016 Notify Building Landlord of Committee Approval, and inform of next step of going to City Counsel Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 19, 2016 Notify General Contractor of Committee Approval, and inform of next step of going to City Counsel Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 19, 2016 a. Invite City Counsel Members to Facility for walk through.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Prepare for next City Counsel Meeting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Post Action

**Notice of Approval of City Counsel**

<table>
<thead>
<tr>
<th>Performance</th>
<th>Estimated Cost</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 9, 2016</strong> Notify Building Landlord of City Counsel Approval. Inform of expected time of release of funds for payment of Deposits. Committee Approval, and inform of next step of going to City Counsel Approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>November 9, 2016</strong> Notify General Contractor of City Counsel Approval and determine course of action for start work, and schedule routine meeting project execution</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>November 9, 2016</strong> a. Contact Equipment Dealers and initiate negotiations for lower prices of quoted equipment. b. Contact other equipment outlets as equipment liquidators for receive updates on upcoming bakery equipment auctions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>November 10, 2016</strong> Submit Application City NRSA Building Rehabilitation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>November 10 -15, 2016</strong> a. Contact Insurance Agents and schedule appointments to further review policy quotes. b. Contact Service providers to schedule appointments to get overview of quoted services. Ex: Pest Control, Pay Checks, Goodwill Industries, and other employee screening providers. c. Contact Suppliers to schedule meetings to discuss delivery lead times and confirm products specifications.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**ACTION PLAN**

**Post Action**  
**Release of Funds Period**

<table>
<thead>
<tr>
<th>Performance</th>
<th>Estimated Cost</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Stage and execution of preparedness for each individual component for plant operations and unfitting requirements.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Day 0-1**

| a. Building Rent and Deposit | $9,000 |
| b. Utility Deposits (Electric and Natural Gas) | $2,266 |
| c. General Liability Insurance for Down Payment | $3,822.80 |
| d. Contact Orkin Pest Control | |

**Day 1-7**

1. **Final Review of Equipment for Purchasing.**
   a. Attend Equipment auctions.
   b. Contact Equipment Dealers
   c. Go to location to view production equipment in process for final decision to purchase.
   d. Production Line Inspection, Repair and modernization for Acquiring a current bakery operation
   e. Upon satisfactory review of equipment, negotiations then purchase.
   f. Make selection of all plant requirements.


3. Schedule appoint for Kosher Plant establishment

4. Pay Orkin Pest Control Set Up Fees | $2,314.36 |
   370 per month |

**Day 7-15**

<table>
<thead>
<tr>
<th>Phase Payments as completed and Invoiced</th>
<th></th>
</tr>
</thead>
</table>

**Day 30**

| a. Workers Compensation Insurance Down Payment | $3,158.80 |
| b. Set Up Fees for Kosher Plant | $750.00 |
| c. Stream Line Recruitment efforts, Reviewing applicants. Ongoing. | $396 per month |

**Day 31-60**

| a. Selection of Uniforms | |
| b. Scheduling Equipment Arrivals, Evaluation of Receipt of equipment, Calibration of equipment, Installation of Equipment, Cleaning and Pest control to equipment, | $3,158.80 |
| c. Ordering Supplies and Raw Materials. | $750.00 |
| d. Inspection Receipt of Supplies and Raw Materials. | |
| e. Employee Training | |
| f. Mock Trail of production run, and evaluations. | |
| g. Prepare for adjusted trial run. | |
| h. Prepare for Actual Production | |
Selling the Brand

Intangible Properties
Copy Rights Held by Evelyn Burney
Permitted use to Plott Bakery Products

Copy of Legal copyright
Selling the Brand

BOP - Market Purchasing Trends

Copy of Bakery Contract Purchases
No Product Demonstration Models (PDM) Required

A. Coleman Florida
B. Yazoo City, MS
C. Hopewell, Va
D. Butner, NC
E. Bennettsville, NC
F. Estill, SC
G. Beaumont, TX
Plott award Jan -2008 – March 2008
Solicitation Number:
RFQ30211-0003-8
Notice Type:
Award
Contract Award Date:
December 17, 2007
Contract Award Number:
DJBCOAHA110088
Contract Award Dollar Amount:
232389.56
Contract Line Item Number:
2-31-32-33-34-35
Contractor Awardee:
PLOTT BAKERIES, 404 CLAYTON ST., WINSTON SALEM, NC 27105
COLEMAN, FLORIDA

Copy of Bakery Contract Purchases

Page 1

<table>
<thead>
<tr>
<th>lines</th>
<th>15. DELIVERY CODE</th>
<th>16. ADMINISTERED BY</th>
<th>17a. CONTRACTOR CODE</th>
<th>18a. PAYMENT WILL BE MADE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CODE</td>
<td></td>
<td>Same As Block 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Attention Contracting Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P.O. BOX 1029</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COLEMAN FL 33521</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>lines</th>
<th>17b. FACILITY CODE</th>
<th>18b. SUBMIT INVOICES TO ADDRESS SHOWN BELOW ON UNLESS BLOCK BELOW IS CHECKED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>IF ADDRESS SHOWN IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER</td>
</tr>
</tbody>
</table>

| 19. CHECK REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS |
| 19b. CHECK REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS |

<table>
<thead>
<tr>
<th>lines</th>
<th>20. SCHEDULE OF SUPPLIES/SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ITEM NO.</td>
</tr>
<tr>
<td></td>
<td>10002</td>
</tr>
<tr>
<td></td>
<td>10291</td>
</tr>
</tbody>
</table>

| 22. TOTAL AMOUNT | $252,352.50 |

| 23. SCHEDULE OF SUPPLIES/SERVICES |

| 24. CONTRACTOR AGREES TO SUBMIT THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH AND ANY ADDITIONAL ITEMS, SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED ABOVE. |

| 24b. CONTRACTOR AGREES TO SUBMIT THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH AND ANY ADDITIONAL ITEMS, SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED ABOVE. |

<table>
<thead>
<tr>
<th>lines</th>
<th>25. CONTRACT IS TO INCLUDE SECURITY DEPOSITS AND FORMS APPROPRIATE TO THE ITEMS TO BE FURNISHED.</th>
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<tr>
<td></td>
<td>25a. CONTRACT IS TO INCLUDE SECURITY DEPOSITS AND FORMS APPROPRIATE TO THE ITEMS TO BE FURNISHED.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>26. DATE SIGNED</th>
<th>CLARA A. ROBERTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/17/07</td>
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</table>

<table>
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<th>lines</th>
<th>STANDARD FORM</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>4469 (REV. 3/2005)</td>
<td>PREVIOUS EDITION IS NOT VALID</td>
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</tbody>
</table>
**Award for Oct 2016 – Dec. 2016**

**Notice Type:**
Award

**Contract Award Date:**
October 1, 2016

**Contract Award Number:**
DJBP0302SA110030

**Contract Award Dollar Amount:**
136340.00

**Contract Line Item Number:**
189_190_191

**Contractor Awarded Name:**
XCELERATED SUBSISTENCE

**Contractor Awarded DUNS:**
079715803

**Contractor Awarded Address:**
1080 LYONTREE ST
HOLLYWOOD, Florida 33019
United States

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>EA</th>
<th>Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>189</td>
<td>Bread, Roll, Enriched, Finger (Hot Dog), Wheat, Pan Baked, Sliced, Fresh, Seedless</td>
<td>360</td>
<td>0.16</td>
<td>$51,840</td>
</tr>
<tr>
<td>190</td>
<td>Bread, Roll, Enriched, Sandwich (Hamburger), White Wheat, Part Whole Wheat, or Multigrain, Pan Baked, Sliced, Fresh, Seedless</td>
<td>354</td>
<td>0.16</td>
<td>$51,840</td>
</tr>
<tr>
<td>191</td>
<td>Bread, Whole Wheat, or Wheat, Unseasoned, Fresh, 24 oz Loaf Size, Pan Baked, Sandwich, Sliced, Enriched, Seedless</td>
<td>80</td>
<td>1.19</td>
<td>$95,200</td>
</tr>
</tbody>
</table>

**Plott’s 8/2016 Bid for Coleman as a Distributor**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>189</td>
<td>$0.16</td>
<td>$25,600</td>
</tr>
<tr>
<td>190</td>
<td>$0.16</td>
<td>$51,840</td>
</tr>
<tr>
<td>191</td>
<td>$1.19</td>
<td>$95,200</td>
</tr>
</tbody>
</table>

**Total** $172,640
Selling the Brand

BOP - Market Purchasing Trends

Yazoo City, MS

Copy of Bakery Contract Purchases

Plott Bakery Products’ Award
Notice Type:
Award
Contract Award Date:
January 1, 2014
Contract Award Number:
DJBP0315NA120102
Contract Award Dollar Amount:
$66,498.00
Contract Line Item Number:
0001, 0002, 0003, 0004, 0005
Contractor Awarded Name:
Evelyn Burney
Contractor Awarded DUNS:
962639477
Contractor Awarded Address:
DBA: Plott Bakery Products
3000 Kingston Circle Unit K-6
Greenville, North Carolina 27858
United States
Yazoo City, MS

Copy of Bakery Contract Purchases

Page 1

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 39

5. CONTRACT NO. 5. WORK/EFFECTIVE DATE 6. ORDER NUMBER 6. LOCATION/ISSUE DATE
DBJBP0315NA120102 01/01/2014 BBQ RpO1514000006 11/13/2013

7. FOR SOLICITATION INFORMATION CALL:
A. NAME Keisha Goston

B. TELEPHONE NUMBER (to contact only) (662)716-1039 ext. 4043

9. OFFER DUE DATE (LEGAL TIME)
12/09/2013 14:00:00

10. ISSUED BY CODE BYAZ

Federal Bureau of Prisons
FCC Yazoo City
2225 HALEY BARBOUR PARKWAY
YAZOO CITY, MS 39194

11. DESCRIPTION FOR INFORMATION UNLESS BLOCK IS MARKED
YAZOO CITY, MS

12. DISCOUNT TERMS

13. EXP. PAYMENT WILL BE MADE BY

14. DUE TO

Federal Bureau of Prisons
FCC Yazoo City
2225 HALEY BARBOUR PARKWAY
YAZOO CITY, MS 39194

15. CONTRACTS OFFEROR

16. ADMINISTERED BY CODE BYAZ

17A. CONTRACTO CODE 56188415 FACILITY CODE 562659477

17B. PAYMENT WILL BE MADE BY CODE BYAZ

18. SUBMITTED IN BLOCKS 10A UNLESS BLOCK BELOW IS

ADDRESS SHOWN IN BLOCK 15A UNLESS BLOCK BELOW IS

DELIVERY DATE 01/02/2014
BREAD/BAKERY SUBSISTENCE FY 2014 - 2ND QUARTER
JANUARY 01, 2014 TO MARCH 31, 2014

SMALL BUSINESS

See Continuation Sheet(s)

20. ACCOUNTING AND APPROPRIATION DATA
SA-2014-02-FP031515-A1-2699

21. SOLICITATION/CONTRACT/ORDER INCORPORATED BY REFERENCE PAR 52.212-4, 52.212-9, 52.212-20 AND 52.216-5 ARE ATTACHED ADDENDA

22. CONTRACT/PURCHASE ORDER INCORPORATED BY REFERENCE PAR 52.212-4, 52.212-9, 52.212-20 AND 52.216-5 ARE ATTACHED ADDENDA

23. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN IT TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS/DESCRIPTIONS FOR THE AMOUNT OF THE CONTRACT/CREDIT AS SPECIFIED. CONTRACTOR AGREES TO FURNISH OR DELIVER ALL ITEMS/DESCRIPTIONS SUBJECT TO THE TERMS AND CONDITIONS OF CONTRACT/CREDIT.

24. NAME OF OFFICER CONTRACT
KEISHA GOSTON

25. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
KEISHA GOSTON

26. DATE SIGNED 12/09/2013

STANDARD FORM 1449 REV. 08/2002

G-8. DRAFT
Yazoo City, MS
Copy of Bakery Contract Purchases

Page 2

Section 2 - Commodity or Services Schedule

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Bread, Hot Dog Buns, White, Fresh, Enriched, 12 per Package (AFSA Accepted Vendor's Bid for 8 per Package)</td>
<td>4,500,000,000</td>
<td>PG</td>
<td>$1.0800</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>0002</td>
<td>Bread, Hoopie, 5&quot;, White, Fresh, Enriched, 8 per Package (AFSA Accepted Vendor's Bid for 8&quot;, White, Fresh, Enriched, 6 per Package)</td>
<td>4,700,000,000</td>
<td>PG</td>
<td>$1.5400</td>
<td>$7,238.00</td>
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<tr>
<td>0003</td>
<td>Bread, Whole Wheat, 24 oz loaf, Fresh, Enriched Pan Baked, Sandwich, Regular Slice, (First ingredient must be Whole Wheat Flour), 24 oz Loaf (FSA REQUESTS 24 OZ (22 SLICE) LOAF)</td>
<td>30,006,000,000</td>
<td>LF</td>
<td>$1.3500</td>
<td>$40,500.00</td>
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<tr>
<td></td>
<td>(AFSA Accepted Vendor's Bid for 20 oz (22 slices) loaf, Fresh, Enriched Pan, Baked, Sandwich, Regular Slice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>0004</td>
<td>Bread, Hamburger Buns, White, Fresh, Enriched, 12 per Package</td>
<td>8,009,000,000</td>
<td>PG</td>
<td>$1.4000</td>
<td>$11,200.00</td>
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<tr>
<td>0005</td>
<td>Kosher Bread, Whole Wheat, 1.5 Pound Loaf, Certified Kosher, Pan, First ingredient on label must be Whole Wheat Flour, See Delivery Schedule (FSA REQUESTS 22 SLICE; 24 OUNCE LOAF)</td>
<td>2,009,000,000</td>
<td>LF</td>
<td>$1.3500</td>
<td>$2,700.00</td>
</tr>
<tr>
<td></td>
<td>(AFSA Accepted Vendor's Bid for 20 oz (22 slices) loaf, Fresh, Enriched Pan, Baked, Sandwich, Regular Slice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$66,498.00</strong></td>
</tr>
</tbody>
</table>

FUNDING DETAILS:

<table>
<thead>
<tr>
<th>NIA</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$66,498.00</td>
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</tbody>
</table>

TOTAL: $66,498.00

QUANTITIES FOR DELIVERY WILL BE CALLED IN EACH WEEK AS NEEDED BY FOOD SERVICE STAFF BEGINNING JANUARY 01, 2014 TO MARCH 31, 2014. DELIVERIES SHALL BE ON M-F, 7:00AM - 3:30 PM, EXCLUDING FEDERAL HOLIDAYS. FOOD SERVICE WAREHOUSE - 662-751-4800 X 5755

Evelyn T. Burn 30 Dec. 2013
Yazoo City, MS
Copy of Bakery Contract Purchases
Plott Bakery Products' Award
June 2014

Page 2

DJBP2219NA120324 Page 3 of 17

Section 2 - Commodity or Services Schedule

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>0001</td>
<td>Bread, White Wht, 24 oz, plain, Fresh, Enriched Past Round, 24oz per Loaf, 3% Fat Ingredient Must Be Whole Milk Flour, 24 oz per Loaf</td>
<td>32,515.000000</td>
<td>LF</td>
<td>$1.3200</td>
<td>$43,248.96</td>
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<td>0002</td>
<td>Bread, Hamburger Buns, White, Fresh, Enriched, 12 per Package</td>
<td>7,187.000000</td>
<td>PG</td>
<td>$1.5700</td>
<td>$11,446.19</td>
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<tr>
<td>0003</td>
<td>Roasted Beef, White Wht, 5 lb Packet (Cost) (Certified (Kosher) Bread, Whole Milk Flour, 3% Fat Ingredient Must Be Whole Milk Flour, See Food Specifications).</td>
<td>1,060.000000</td>
<td>LF</td>
<td>$1.3200</td>
<td>$1,400.80</td>
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TOTAL: $65,106.06

FUNDING DETAILS:

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<th>ITEM NO.</th>
<th>FUNDING LINE</th>
<th>OBLIGATED AMOUNT</th>
<th>ACCOUNTING CODES</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>$54,504.93</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: $54,504.93

QUALITIES FOR DELIVERY WILL BE CALLED IN EACH WEEK AS NEEDED BY FOOD SERVICES BEGINNING JULY 01, 2014 TO SEPTEMBER 30, 2014. DELIVERIES SHALL BE ON MON, TUES, WED, THURS, FRIDAY, 7:30AM-3:00PM, EXCLUDING FEDERAL HOLIDAYS. WAREHOUSE (662) 751-4800 ext 4115 OR 4116

-191-
Selling the Brand

BOP - Market Purchasing Trends

Hopewell, Va

Copy of Bakery Contract Purchases

Solicitation Number: RFQ114110027
Notice Type: Award
Contract Award Date: December 28, 2008
Contract Award Number: RFQ114110027
Contract Award Dollar Amount: 66,147.50
Contract Line Item Number: 1-6
Contractor Awarded Name: George Weston
Contractor Awarded Address: 580 H.P. Way
Chester, Virginia 23836
United States
Selling the Brand

BOP - Market Purchasing Trends

Butner, NC

Copy of Bakery Contract Purchases

Plott Bakery's Award - Cinnamon Rolls
Bread Award June 2016  
Solicitation Number:  
RFQP01061600031  
Notice Type:  
Award  
Contract Award Date:  
June 16, 2016  
Contract Award Number:  
DJBP0106RA120408  
Contract Award Dollar Amount:  
73177.00  
Contractor Awarded Name:  
EAST BAKING COMPANY

<table>
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<th>2</th>
<th>3</th>
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<tr>
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<td>Unit</td>
<td>HOT DOG BUNS</td>
<td>HAMBURGER BUNS</td>
<td>LOAF BREAD</td>
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<tr>
<td></td>
<td></td>
<td>6500</td>
<td>20800</td>
<td>37700</td>
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<td>BIMBO BAKERIES</td>
<td>0.9500</td>
<td>6175.00</td>
<td>1.1500</td>
<td>23920.00</td>
<td>43355.00</td>
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<td>EAST BAKING</td>
<td>1.1200</td>
<td>7280.00</td>
<td>1.1200</td>
<td>23296.00</td>
<td>42601.00</td>
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<tr>
<td>LAM WHOLESAL</td>
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<td>8450.00</td>
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<td>PORTLAND FOODS</td>
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<td>7410.00</td>
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<td>23712.00</td>
<td>42224.00</td>
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<tr>
<td>PLOTT BAKERY</td>
<td>1.1400</td>
<td>7410.00</td>
<td>1.1400</td>
<td>23712.00</td>
<td>42978.00</td>
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</tbody>
</table>
Bennettsville Does Not Give Notice of Awards only if you win. Below are quantities they purchase:

0003 Bread, Roll, Enriched, Finger (Hot Dog), Wheat, Pan Baked, Sliced, Fresh, Seedless. (CID A-A-20053B, Type I, Class of Roll D, Style of Roll 3, Bake Type a, Slice Type i, Product State a, Seed type I). Fresh bread shall be delivered within 48 hours after baking. State type and package size on bid. 3,900.000000 EA $____________ $___________________

0004 Bread, Roll, Enriched, Sandwich (Hamburger), Whole Wheat, Part Whole Wheat, or Multigrain, Pan Baked, Sliced, Fresh, Seedless (CID A-A-20053B, Type I, Class of Roll C, Style of Roll 2, 3, or 4, Bake Type a, Slice Type i, Product State a, Seed type I). Fresh bread shall be delivered within 48 hours after baking. State type and package size on bid. 5,850.000000 EA $____________ $___________________

0005 Bread, White, Whole Wheat, or Wheat, Unseasoned, Fresh, Any Loaf Size, Pan Baked, Sandwich, Sliced, Enriched, Seedless. (CID A-A-20052B, Type I, Style B, Type II, or Type III, Style B, Product State 1, Loaf Size a-e, Bake Type i, Shape b, Slice Type I, Enrichment Type A, Seed Type 2). Fresh bread shall be delivered within 48 hours after baking. State type and loaf size on bid. 15,600.000000 EA $____________ $___________________
Plott Bakery’s award for Kosher Wheat Bread only.

Selling the Brand

BOP - Market Purchasing Trends

Estill, SC

Copy of Bakery Contract Purchases

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Schedule of Supplies/Grades</th>
<th>Quality</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
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Delivery Date: 04/29/2014
PY 2014 3rd Quarter Kosher R1W 0193-14
Small Business
**Section 2 - Commodity or Services Schedule**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Kosher Bread, Whole Wheat, 1.5 pound Loaf, Certified kosher Pareve. First ingredient on label must be Whole Wheat Flour, See Delivery Schedule</td>
<td>2,500.00</td>
<td>LF</td>
<td>$2.00</td>
<td>$5,000.00</td>
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<td></td>
<td>Base Period</td>
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<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
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<td>$5,000.00</td>
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**FUNDING DETAILS:**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FUNDING LINE</th>
<th>OBLIGATED AMOUNT</th>
<th>ACCOUNTING CODES</th>
</tr>
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<tr>
<td>N/A</td>
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<td>$5,200.00</td>
<td>2014 - 02 - PP030503A1 - 2859 - - - - - -</td>
</tr>
</tbody>
</table>

TOTAL: $5,200.00
Estill, SC
Copy of Bakery Contract Purchases

Estill Does Not Give Notice of Awards only if you win.
Below are quantities they purchase:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Bread, Roll, Enriched, Finger (Hot Dog), Wheat, Pan Baked, Sliced, Fresh, Seedless. (CID A-A-20053B, Type I, Class of Roll D, Style of Roll 3, Bake Type a, Slice Type I, Product State a, Seed type I). Fresh bread shall be delivered within 48 hours after baking. State type and package size on bid.</td>
<td>24,048.000000</td>
<td>EA</td>
</tr>
<tr>
<td>0002</td>
<td>Bread, Roll, Enriched, Sandwich (Hamburger), Whole Wheat, Part Whole Wheat, or Multigrain, Pan Baked, Sliced, Fresh, Seedless. (CID A-A-20053B, Type I, Class of Roll C, Style of Roll 2, 3, or 4, Bake Type a, Slice Type I, Product State a, Seed type I). Fresh bread shall be delivered within 48 hours after baking. State type and package size on bid.</td>
<td>51,300.000000</td>
<td>EA</td>
</tr>
<tr>
<td>0003</td>
<td>Bread, White, Whole Wheat, or Wheat, Unseasoned, Fresh, Any Loaf Size, Pan Baked, Sandwich, Sliced, Enriched, Seedless. (CID A-A-20052B, Type I, Style B, Type II, or Type III, Style B, Product State 1, Loaf Size a-e, Bake Type I, Shape b, Slice Type I, Enrichment Type A, Seed Type 2). Fresh bread shall be delivered within 48 hours after baking. State type and loaf size on bid.</td>
<td>24,996.000000</td>
<td>LF</td>
</tr>
</tbody>
</table>
Selling the Brand

BOP - Market Purchasing Trends

Beaumont, Tx

Copy of Bakery Contract Purchases

Solicitation Number:
RFQP05021600010
Notice Type:
Award
Contract Award Date:
April 1, 2016
Contract Award Number:
DJBP0502RA110258
Contract Award Dollar Amount:
$109,753.24
Contract Line Item Number:
#B-1/$1.38,#B-2/$1.38,#B-3/$0.97,#B-4/$1.85
Contractor Awarded Name:
BIMBO BAKERIES USA
Contractor Awarded DUNS:
129094321
Contractor Awarded Address:
3700 PROGRESS ROAD
NORFOLK, Virginia 23502
United States
Selling the Brand


The Customer’s Purchasing Funnel

1. Routine Campaigns to Traffic Sales Opportunities
2. Government Contractors become “VISITORS” when they receive our bids.
3. Surviving the Trials of Narrowing the Purchasing Funnel.
4. Closing Deals Winning the Sales Award.
Selling the Brand


Purchasing Funnel Flow Diagram

More Sales Awards When We Bid As Manufacture!

- 2016 - $3,495
- 2017 - $2,059,911
- 2018 - $2,002,698
- 2019 - $2,249,837
- 2020 - $2,098,241
Selling the Brand

Mechanics of Sale Campaigns to obtaining Government Sales.

Routine Campaigns to Traffic Sales Opportunities

Plott Bakery Products sales techniques satisfies components of marketing strategies because:

1. Government Contracting is meeting predetermined need.

2. Government Contractors releases their bids to say: “I sure need it”, and they go further to tell you how much of an item they need and when they want it!

No Cold Sales Calls needed!
Selling the Brand

Mechanics of Sale Campaigns to obtaining Government Sales.

Government Contractors become “VISITORS” when they receive our bids.

1. Responding to Government bids Plott is selling our products directly to decision makers.

2. After submission of our bids, the decision makers become VISITORS to our sales department with their consideration of our products offered.

3. We can Win when we Bid!

4. CONVERSION % to VISITOR LEVEL: 100%
Mechanics of Sale Campaigns to obtaining Government Sales.

Surviving the Trials of Narrowing the Purchasing Funnel

1. As a Visitor, the Contracting Officer compares our prices with the competition, reviews our products offered, and evaluates our service record to make their final purchasing decision.

2. Plott as a Manufacturer will reduce overall costs to pass on to our customers will enable Plott to make it through the funnel of the Contracting Officers desire for lower priced items.

3. In addition, the Plott Brand Name has achieved a service record among Contracting Agents as a company that delivers a quality products on time.

   Plott has developed sensitivity and solution strategies to our customer base during their times of need.

   Where others vendors may not know how to or care to find solutions.

   Which leaves open the funnel with “free flowing opportunities” for new and repeat contract sales for Plott Bakery Products.

4. CONVERSION % to TRIAL LEVEL: 100%
Selling the Brand

Mechanics of Sale Campaigns to obtaining Government Sales.

Closing the Deals
Winning the Sales Award

1. A Contracting Officer’s final decision as mentioned earlier is:
   a. Receiving Bids from Vendors
   b. Competitive Pricing
   c. Service Record

2. Plott Bakery Products will monitor and submit bid campaigns in a timely manner which is the 1st necessary step to have VISITORS to our Sales Department.

3. Plott Bakery Products’ sales objective is the Southern Region which is the “Home Base” of our proposed production facility.

   This offers advantages over our competition:
   a. Plott Bakery Products will submit bids campaigns on Manufacturer’s Price Levels which will have a dramatic effect on lower prices offered due to lower raw ingredient costs due to volume purchases, and increased output due to industrial output capability of industrial baking equipment.

   This strongly affects our ability to win bids awards

   b. Offering manufacturer level price structures coupled with Plott being closer in shipping proximity than our competition enables Plott to offer lower prices than the competition to win awards.

   This further, strengthens our ability to win bids awards.

   c. Plotts service record with Contracting Officers in the Southern Region, further enhances our grantee of Closed Deals for Sales Awards.

4. CONVERSION % to CLOSED DEAL LEVEL: 60%
FINANCIAL DATA
FINANCIAL DATA

PART II – ADDENDUM REQUESTED CITY LOAN AMOUNT
NRSA - REPAYMENT PLAN

Amount: $150,000

5 YEAR TERM - 6 % INTEREST
MONTHLY PAYMENT: $2,899.92
FIRST PAYMENT DUE: February 1, 2017
REPAYMENT IN FULL BY: December 2019

OTHER CAPITAL INJECTIONS

CITY REIMBURSMENT PROGRAM
FOR BLDG UPGRADE

Amount: $10,000.00

Payments deferment for 5 year if Plott Bakery Products’ stay in building for 5 years, the debt is forgiven.

TARGET AREA BUSINESS ASSISTANCE PROGRAM

Amount: $32,000.00

Incentive for businesses to locate within distressed areas of the city and to create job opportunities. City Counsel determine if Loan or Grant.

PIEDMONT TRIAD REGIONAL COUNCIL
OJT REIMBURSMENT PROGRAM

Amount: $31,000.00

50% reimbursement wages paid for employers training period for employees while they learn their new job.

TOTAL CAPITAL INJECTION: $224,000.00
FINANCIAL DATA

PART II - ADDENDUM REVISED PROJECT COSTS

EXPENDITURES OF PROCEEDS:

BUILDING:
Deposit to lease building .....................................................$9,000.00

UP FIT COSTS
General Contractor – PHASE I
   Electrical...........................................$25,000.00
   HVAC..............................................$15,000.00
   Plumbing.........................................$20,000.00
   Painting..........................................$3,000.00
General Contractor – PHASE II
   (Final Expenditures: to complete equipment purchase installation) …$20,758.50
   Total ...........................................................$83,758.50

CITY LOAN REPAYMENT SAVINGS
City Loan 1st Payment .......................................................$2,899.92

OVER HEAD EXPENSES
Utility Deposits (Electric and Gas).................................$2,266.00
Insurance: Wkrs Comp Int. Installment…$3,158.80
   General Liability Int. Installment ..........$3,822.80
   Total ...............................................................$6,981.60

EQUIPMENT
   Auction Equipment Purchases
   5% of Dealer’s Costs.................................$24,902.50
   PHASE II Equipment Purchases/Parts..$11,241.50
   Equipment Crating/Shipping.................$12,000.00
   Total ...............................................................$48,144.00

INVENTORY
Raw Ingredients and Packaging Supplies..............................$30,618.00

WORKING CAPITAL
   Payroll 9 ( 2 wks)............................................$16,664.28
   Pest Control, Uniforms, Office Supplies and Equipment, and other operations costs.............$23,667.70
   Total Expenditures..............................................$224,000.00
In Coming Equipment

Auction Equipment Purchasing

The below equipment prices are dealer’s prices, however, Plott Bakery Products will purchase equipment listed at auction at 5% of dealers prices. Auction purchases is our goal, and a great available outlet to purchase the industrial equipment listed below.

Plott Bakery Products’ has registered with national and local auctioneers informing them of our need for acquiring industrial baking equipment in the upcoming months before years end.

Shipping

Plott Bakery Product’s has been carefully reviewing current and past auctions and the shipping and crating costs of industrial equipment lots, and has determined the average costs for Shipping would range in the amount of $400- $1,500 per item lot utilizing commercial carrier.

Installation

Plott Bakery Products will utilize our in-house mechanic and limit outsource contractors if needed, and utilize manufacturers manuals and technical support staff which are often free for consultations.
### Item Information

<table>
<thead>
<tr>
<th>Item Number</th>
<th>255214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Horizontal Roller Bar-Horizontal Mixer</td>
</tr>
<tr>
<td>Model Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Serial Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Year Built</td>
<td>0</td>
</tr>
<tr>
<td>Location</td>
<td>Illinois</td>
</tr>
<tr>
<td>Price</td>
<td>$7,500</td>
</tr>
</tbody>
</table>

1000 Lbs Roller bar mixer,  
480V, Stainless Steel Construction 40" inside Rolls with CONTROL PANEL  
Additional Prep Fees May Apply
Item Name: PEERLESS 16SB Horizontal Roller Bar Mixer

Prep Fee: $450.00

Cooling type can use water

Location: Minnesota

Asked if Kosher

Item Number: 186732
Model Number: 16SB
Serial Number: 81010 90625
Year Built: 0

Peerless Horizontal Roller 3-Bar Mixer, 1,600 lb capacity

Model 16 SB
Serial 81010 90625
230V 3Ph
75Hp

Jacketed Bowl and Door
Includes Carbon Steel Scale Hopper

Height: 108.00 in
Width: 96.00 in
Length: 132.00 in
Weight: 20000.00 in
(1) Loaf Bread Line, Used ................................................................. $59,750.00

Contact SIGMA to discuss the best option for you.
(812) 303-8383
sigmaequipment.com

Monday, September 19, 2016
Quote #: 253357

Attention:
Evelyn Burney
Plott Bakery Products
4575 Progress Road, Suite D
Norfolk, VA 23502

Prepared By:
Rick Lewallen
rlewallen@sigmaequipment.com
812-266-2395 [P]
812-303-8103 [F]

Equipment Detail

Inventory #: A5075
Item: Mecatherm Bakery Line
Manufacturer: Mecatherm
Model: -

Quote Detail

<table>
<thead>
<tr>
<th>Purchase</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment:</td>
<td>$59,750.00</td>
</tr>
<tr>
<td>Skid:</td>
<td>TBD</td>
</tr>
<tr>
<td>Total (View Standard Terms &amp; Conditions)</td>
<td>$59,750.00</td>
</tr>
</tbody>
</table>
(1) Konig Bun/Roll Line, Used, over 10,000 buns per hour.......................... $115,750.00

Contact SIGMA to discuss the best option for you.

(812) 303-8383
sigmaequipment.com

Monday, September 19, 2016
Quote #: 253158

Attention:
Evelyn Burney
Plott Bakery Products
4575 Progress Road, Suite D
Norfolk, VA 23502

Prepared By:
Rick Lewallen
rlewallen@sigmaequipment.com
812-266-2395 [P]
812-303-8103 [F]

Equipment Detail

Inventory #: C4055
Item: Konig Roll Line
Manufacturer: Konig
Model: -

Quote Detail

<table>
<thead>
<tr>
<th>Purchase</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment:</td>
<td>$115,750.00</td>
</tr>
<tr>
<td>Skid:</td>
<td>TBD</td>
</tr>
<tr>
<td>Total (View Standard Terms &amp; Conditions):</td>
<td>$115,750.00</td>
</tr>
</tbody>
</table>

Remember to review the Standard Terms & Conditions prior to purchase. All prices are in USD unless otherwise noted.

If you like would like to discuss your options or schedule a facility tour to inspect Item # C4055, please contact Rick Lewallen at 812-266-2395 or rlewallen@sigmaequipment.com.
Champion 65-S Cookie Depositor……………………………………………………..$4,900.00

⅛ Hp, single phase, 60 Cycle, 115v
DOM 1991
Extra dies
All manuals are available
Priced at $4,900

Thank you,
David Roach
JLM Sales & Marketing
928-846-7726

Industrial Baking Pans ( qty 2,000 ).………………………………………………….$4,000.00
Loaf Bread Pans, Hamburger and Hot Dog Pans, and Sheet Pans.
WP Wire Band Tunnel Oven, Model: DUO-NU 3750/.2...........$180,000.00

For Baking Bread loaves and Roll Buns.

Your Price:  $180,000.00* USD

Item Number: U-G-CONT-20569

Manufacturer: Werner Pfliederer

Model No.: DUO-NU 3750/.21

Manufacturer Specification Sheet

*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: DUO-NU 3750/.21
Indirect-Fired Cyclotherm Tunnel Oven
Operating Side: Right Hand
Natural Gas: 51 CFM Max @ 4.5 – 14.5” WC
Steam: 200 kg/h @ 0.5 bar
Variable Drive
Mesh Band Hearth
Mesh Style Belt
Belt Width: 12’ 3 3/4”
Qty (1) Burner Tower
Power Flame Type C Burner With a 6:1 Turn
Multi-Zone Temperature Control
Number Of Heating Zones: 4
Heating For Top And Bottom Is Adjustable Via Manual Dampers
Oven Is Divided Into Individual Control Zones Which Can Be Operated With Independent Top and Bottom Heat
Qty (2) Steam Evacuation Chambers
Baking Time Regulations: Electronic With Digital Indicator At Control Panel
Baking Time Range: Infinite 8 – 48 minutes (1:6)
Baking Length: 21 Meters (69 Feet)
Baking Width: 3.75 Meters (12.3 Feet)
Tinted Enamel Exterior Covers
Built-in Stainless Steel Front and Rear Hood
Electric Specs: 480v/60hz/3ph
O.D: 77’ 7” L x 17’ 2 1/4” W x 9’ 6 1/4” H

*Oven Includes Loader and Unloader*
Doyon Conveyor Oven, Model: FC2G-IV

For baking cookies

Your Price: $39,999.00 USD

Item Number: U\-G\-CONT\-20567

Manufacturer: Doyon

Model No.: FC2G-IV

Model: FC2G-IV

Propane Gas

BTU: 115,000 per hour

Manifold Pressure: 7.5

Belt Width: 36"

Baking Chamber Dims: 15'6" L x 6" H (Adjustable Height)

Electric Specs: 120v/60hz/1ph

O.D: 216" L x 50" W x 53 3/4" H

Stewart Monoflex Race Track Cooling Conveyor

Your Price: $34,000.00 USD

Item Number: 17236

This cooler has 22" wide belting, and about 550 ft of active cooling belt. 6" Clearance

It is good for bread or buns.

Ceiling hung.

Cooler has 6" product clearance.
UBE United Bakery Equipment Model 10 Band Slicer

$6,500.00

Lematic Hinge Slicer, Model: GU8-5-4

$19,000.00

Your Price: $19,500.00* USD

Item Number:

Manufacturer: Lematic

Model No.: GU8-5-4

*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: GU8-5-4
DOM: 1991
Up to 6 Lane
Hinge Slice
5 Spindle Blades
Slices: Buns, Rolls, and Bagels
Electric Specs: 240v/60hz/3ph

*Includes 2 Slicing Heads*
<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBE Bun/Roll Bagger</td>
<td>$36,900.00</td>
</tr>
<tr>
<td>Model: 77-1</td>
<td></td>
</tr>
<tr>
<td>208/230v 3 phase</td>
<td></td>
</tr>
<tr>
<td>6 cfm @ 90 PSI Air Requirments</td>
<td></td>
</tr>
<tr>
<td>Up to 65 packages per minute depending on product</td>
<td></td>
</tr>
<tr>
<td>Has Kwik Lock with printer</td>
<td></td>
</tr>
<tr>
<td>Has additional side conveyor for stacking</td>
<td></td>
</tr>
<tr>
<td>Priced at $36,900</td>
<td></td>
</tr>
<tr>
<td>Thank you,</td>
<td></td>
</tr>
<tr>
<td>David Roach</td>
<td></td>
</tr>
<tr>
<td>JLM Sales &amp; Marketing</td>
<td></td>
</tr>
<tr>
<td>928-846-7726</td>
<td></td>
</tr>
<tr>
<td>Visit our <a href="#">website</a> to view our equipment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HASKON Carton Former</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3M-Matic 12Af Adjustable Case Sealer System</td>
<td>$2,750.00</td>
</tr>
<tr>
<td>MODEL 38700. SERIAL NUMBER 5178. 115 VOLT. 5.6 AMPS. 60 HZ. 500 WATTS.</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Miscellaneous Operating equipment</td>
<td>$15,000.00</td>
</tr>
<tr>
<td><strong>TOTAL DEALER EQUIPMENT COST</strong></td>
<td><strong>$498,050.00</strong></td>
</tr>
<tr>
<td>Est. Equipment Delivery and Installation</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>
a. EMAIL CORRESPONDENCES Requesting Addendum Information

Steven C. Harrison <STEVENCH@cityofws.org>  Aug 18

Good afternoon, Ms. Burney.

This email is a follow up to our phone conversation this morning when I made you aware of the loan committee decision following your loan request last night.

I want to thank you again for taking the time to make your request in person to the loan committee yesterday evening and I greatly appreciate the hard work you’ve put into bringing your bakery business to Winston-Salem.

While the committee did not take a vote, they did make it clear that the request in its current form was not viable enough to be approved for a loan. Per direction from the Loan Committee, in order for them to consider your request again the cost of the project would have to come down substantially. For example, in order to reduce the start-up costs they suggested that leasing a facility rather than purchasing a facility may be an option. The City’s Loan Program can provide gap funding of up to $100,000, it will be important for you to identify pursue additional sources of funds. You may want to contact the Piedmont Triad Regional Council to learn more about the SBA 504 loan program for small businesses. You can reach Ruben Gonzales, director of the program, at 336-904-0300 or rgonzales@ptrc.org. Here’s a link with information: http://www.ptrc.org/index.aspx?page=59

Additionally, regardless of whether your buying or leasing, details need to be substantially fleshed out concerning your total project cost projections (timeframe, estimates of construction upfit costs based on drawings that meet building code requirements, a kitchen schedule and other equipment needs based on requirements of health department and/or Department of Agriculture), description of the regulatory framework and process that the bakery must operate in, and information about the contracts that must be awarded to your bakery in order to bring in the level of revenue projected.

I will be more than happy to work with you on further developing your business plan and concept in order to address these items that were noted by the committee. If you would like to schedule a time to sit down and discuss some possible next steps or go over some other ideas you might have for your business, please let me know.

Regards,
Steven

Steven Harrison
Economic Development Specialist
City of Winston-Salem
Direct #: (336) 747-7474
Fax #: (336) 747-9354
stevench@cityofws.org

---
evelyn burney <plottfoods@gmail.com>  Aug 18

---
Is this exact framework the committee prescribed I. Writing.

Because the explanation of contracts data has been submitted.

In addition, the committee chairman stated he knows of investor potential which you have not mention.

Further, one of the female Committee female members said she knows of building space that might work. That was not addressed in your correspondence.

They did not vote against my business proposal and you write me as if they did. That impression is not fair to my business progress with the loan Committee.

Evelyn Burney, Pres.
(336) 473-9794.

http://plottbakery.webstarts.com

---

Good morning, Ms. Burney.

Thank you for your questions. While the loan committee did not take a vote on your request, they did discuss the challenges it had regarding viability and some of the changes that would be necessary for it to come back to committee. I detailed those changes in the previous email and again, I would be more than happy to work with you to the best of my ability to assist in developing your business plan.

Per your prompting, I will reach out to the Chairman to see if he has any specific suggestions on how you might go about seeking a business partnership and get back to you when I have more information.

Regards,
Steven
CITY OF WINSTON-SALEM DEVELOPMENT OFFICE
Preliminary Application for a Business Loan

Applicant Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Evelyn T. Burney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>5311 Cox Blvd.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Winston-Salem, NC 27105</td>
</tr>
</tbody>
</table>

Business Information

<table>
<thead>
<tr>
<th>Name of Business</th>
<th>Ploet Bakery Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>740 E. Twenty Seventh Street</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Winston-Salem, NC 27105</td>
</tr>
</tbody>
</table>

| Business Description | Wholesale Industrial Bakery Operation selling bread and bakery products to federal agencies |

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th>Now 2 After 16</th>
</tr>
</thead>
</table>

Purpose of the Assistance

<table>
<thead>
<tr>
<th>USE</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg. Lease Deposit</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Inventory</td>
<td>$30,618.00</td>
</tr>
<tr>
<td>Bldg. Up Fit - Phase I</td>
<td>$63,000.00</td>
</tr>
<tr>
<td>Equipment &amp; Shipping Phase I</td>
<td>$36,902.50</td>
</tr>
<tr>
<td>Working Capital</td>
<td>$10,479.50</td>
</tr>
</tbody>
</table>

TOTAL $150,000.00

Terms Requested: Years 3 Months 1

Amount of cash equity to be put into business: $400.00

COLLATERAL SUMMARY

<table>
<thead>
<tr>
<th>Property</th>
<th>Purchase $</th>
<th>Current Mkt. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory</td>
<td>$30,618.00</td>
<td>$30,618.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$24,902.50</td>
<td>$498,056.00</td>
</tr>
<tr>
<td>Vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Security $526,666.00

NOTE: If the application is accepted the business owner will be required to sign a note and documents necessary to perfect a lien against any collateral required to secure the loan. The note will contain the terms and conditions of the loan and become the binding agreement.

DISTRIBUTION OF FUNDS: Funds will be disbursed on a reimbursable basis, upon submission of paid receipt or valid invoice. Vendor's may be paid directly.

DECLARATION: I/we authorize the City of Winston-Salem to make any credit inquiries, tax record and/or background investigation pursuant to considering this application for a business loan.

I/we understand that false or misleading statements may result in the forfeiture of benefits. Knowingly making false representation or failure to disclose material information on this application may lead to withdrawal of any commitment the Development Office has made.

I understand that this application & supporting documentation is a public record and is subject to inspection.

Signature of Borrower

For Corporations: President Signs & Affix Seal
City Council – Action Request Form

Date: March 20, 2017

To: The City Manager

From: S. Kirk Bjorling, Real Estate Administrator

Council Action Requested:

Consideration of a Resolution Authorizing the Sale of Certain City-owned Property at 120 West Twenty-Seventh Street Under the Upset Bid Procedure (N.C.G.S. 160A-269) (North Ward)

Summary of Information:

The City owns a single-family lot and a house situated thereon identified as Tax PIN 6836-25-8956 located at 120 West Twenty-Seventh Street. The lot is zoned residential, contains approximately 7,405 sq. ft., and the five room house contains 1,066 sq. ft. (living room, dining room, kitchen, two bedrooms, and one bath). The property was acquired through mortgage foreclosure. The tax value is $42,600, but the house is in fair condition.

The house was acquired in September of 2016 by foreclosure on a loan. The property has been advertised for sale at $39,900 since September, 2016 and no offers have been received from homeowners or investors until now. An offer of $35,000 has now been received from an investor, Lester L. Arnold Sr., 50 West Fourth Street, Apt. 401, Winston-Salem, NC 27101. A sale at this price would make the City whole on its loan.

The Buyer has agreed to the following provision in the purchase contract: “The Buyer agrees that no noxious or offensive activity shall be carried on upon the property, nor shall anything be done thereon which may be or may become an annoyance or nuisance to adjacent owners. The lot and any improvements thereon must be maintained in accordance with any and all applicable Housing, Sanitation, Environmental codes and other applicable codes of the City of Winston-Salem.”

Since the property has been on the market for six months with no offers received, all reasonable offers should be considered. Under the circumstances, Staff believes the offer submitted is a reasonable offer and the best offer that can be obtained. If this vacant property is not disposed

Committee Action:

Committee Action

For  Against

Remarks:
of, it will continue to deteriorate further and the City will continue pay for the future upkeep. By selling this property, it will be placed back on the tax rolls and greater revenue will be realized by the City. The property is being purchased “As Is/Where Is and With All Faults”.

Under the provisions of N.C.G.S. 160A-269, the City Secretary shall cause a notice of proposed sale, containing a general description of the property, the amount and terms of the offer, and a notice that within ten days any person may raise the bid by not less than ten percent of the notice that within ten days any person may raise the bid by not less than ten percent of the first $1,000 and five percent of the remainder, to be published, and without further authorization of the City Council, shall re-advertise the offer at the increased bid; and this procedure shall be repeated until no further qualifying bids are received, at which time the City Council may accept the offer and sell the property to the highest bidder or reject any and all offers. In the event that no upset bid is received, the property will be sold to Lester L. Arnold Sr. without further City Council action. If raised bids are received, City Council confirmation is required.

The attached resolution authorizes the sale of Tax PIN 6836-25-8956, known as 120 West Twenty-Seventh Street under the upset bid procedure to Lester L. Arnold Sr. or his assigns as herein stated.
RESOLUTION AUTHORIZING THE SALE OF CERTAIN CITY-OWNED PROPERTY
AT 120 WEST TWENTY-SEVENTH STREET UNDER THE UPSET BID PROCEDURE
(N.C.G.S. 160A-269)

WHEREAS, the City is the owner of a single family lot and house situated thereon
located at 120 West Twenty-Seventh Street, further identified as Tax PIN 6836-25-8956, Forsyth
County Tax Map, that is surplus to the City’s needs; and

WHEREAS, the City has received an offer to purchase such property and advertise it for
upset bids all in accordance with N.C.G.S. 160A-269; and

WHEREAS, said offer in the amount of $35,000 was submitted by Lester L. Arnold Sr.,
50 West Fourth Street, Apt. 401, Winston-Salem NC 27101, and the required five percent
deposit has been paid; and

WHEREAS, no warranty of merchantability, fitness for a particular purpose, or
condition is made by the City relating to the sale of the property and the property is purchased
“As Is/Where Is and With All Faults”.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City
of Winston-Salem, upon the recommendation of the Finance Committee, hereby authorize the
sale of property herein referenced, as Tax Pin 6836-25-8956 to Lester L. Arnold Sr. for $35,000
under the provisions of N.C.G.S. 160A-269; that the City Secretary shall cause a notice of
proposed sale, containing a general description of the property, amount and terms of the offer,
and a notice that within ten days any person may raise the bid by not less than ten percent of the
first $1,000 and five percent of the remainder, be published, without further authorization of the
Mayor and the City Council, shall re-advertise the offer at the increased bid; and this procedure
shall be repeated until no further qualifying bids are received, at which time the Mayor and the
City Council may accept the offer and sell the property to the highest bidder or reject any and all offers.

**BE IT FURTHER RESOLVED,** in the event that no raised bid is received, the offer set forth above is hereby accepted, and that the appropriate City officials are hereby authorized to execute instruments required to complete the conveyance to Lester L. Arnold Sr. or his assigns as stated herein and if the sale is not completed, the bid deposit submitted with the offer may be returned to the offeror.

**BE IT FURTHER RESOLVED,** the purchase of the property is voided and the refund of the earnest money or bid deposit is authorized if it is requested by the buyer within the due diligence period as specified in the Offer to Purchase Contract or the Bid Purchase of City Property Offer.
PROPOSED SALE

TAX PIN 6836–25–8956

WEST
GILMER AVE
GREENWAY AVE

TWENTY-SEVENTH STREET
BON AIR AVE
GILMER AVE
GREENWAY AVE

TWENTY-EIGHTH STREET
PATTERSON AVE
NORTH STREET
NORTH AVE
NORTH GLENN

WEST
TWENTY-FIFTH STREET

NOT TO SCALE
City Council – Action Request Form

Date: March 20, 2017
To: The City Manager
From: S. Kirk Bjorling, Real Estate Administrator

Council Action Requested:

Consideration of a Resolution Authorizing the Quit Claim Abandonment of Water and Sewer Easements for the Tanglewood Commons Project

Summary of Information:

On September 22, 2006, an Authorization to Construct was given to Tanglewood Investors, LLC for permission to construct water and sanitary sewer extensions to facilitate expansion of the Tanglewood Commons Shopping Center in Clemmons, NC. Subsequently, an Application and Conveyance Agreement was approved by the City/County Utility Commission on March 14, 2007. The project included expansion where buildings would be in conflict with the existing utilities onsite. The required water and sewer relocations were completed and placed into service allowing the new buildings to be constructed over and near the existing utilities. To date the project has not achieved final completion. Additionally, new easements were never obtained and existing easements were never abandoned.

The current owner of the site, Tanglewood HT, LLC, is in the process of selling the shopping center and they wish to finalize the required easement acquisitions and abandonment. To remediate this existing situation, the owner has agreed to install new public water and sewer mains in another location to replace the existing water and sewer mains. The existing public water and sewer main fixtures and easements, will no longer be needed and should, therefore, be quit claim abandoned. The area requested for quit claim abandonment is further described in the attachments.

The City/County Utility Commission and Staff are supportive of this request.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
<th>Against</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The attached resolution authorizes the quit claim abandonment of public water and sewer easements and associated public water and sewer main fixtures for the Tanglewood Commons Project, as described herein.
RESOLUTION AUTHORIZING THE QUITCLAIM ABANDONMENT OF WATER AND SEWER MAIN FIXTURES AND EASEMENTS FOR THE TANGLEWOOD COMMONS PROJECT

WHEREAS, a request has been received from Tanglewood HT, LLC, the owner of the Tanglewood Commons Project, to quitclaim abandon existing water and sewer main fixtures and water and sewer easements, located in the Tanglewood Commons Shopping Center in Clemmons, NC; and

WHEREAS, new water and sewer lines will be installed by the owner in another location to replace the existing lines and thus, the existing lines and easements are no longer needed; and

WHEREAS, the City/County Utility Commission and staff are supportive of the request.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Council of the City of Winston-Salem, upon the recommendation of the Finance Committee, hereby authorize the quitclaim abandonment of existing water and sewer main fixtures and water and sewer easements as described in the attached Exhibit A.

BE IT FURTHER RESOLVED that the appropriate City officials are hereby authorized to execute instruments required to complete the actions herein set forth.
EXHIBIT A

Permanent Water Easement (PWE) and Permanent Sewer Easement (PSE) for Quit Claim Abandonment. All square footage is approximate. Figures rounded as needed and appropriate.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Description of Easement For Quit Claim Abandonment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tanglewood HT, LLC</td>
<td>Tax PIN: 5882-38-5888</td>
</tr>
<tr>
<td>4530 Park Road</td>
<td>704 sq. ft. PSE</td>
</tr>
<tr>
<td>Charlotte, NC 28209</td>
<td>2,094 sq. ft. PWE</td>
</tr>
<tr>
<td></td>
<td>Clemmons Road</td>
</tr>
</tbody>
</table>
11669 - Tanglewood Commons Phase II Water Map

Previous water alignment in red
Memorandum

TO: Gregory M. Turner, Assistant City Manager
FROM: S. Kirk Bjorling, Real Estate Administrator
DATE: February 14, 2017
SUBJECT: Lease Extension for a Portion of the Second Floor of the Winston Mutual Building to Continue to Provide Space for the Police Department’s Crime Prevention Unit

In May 2014, a three year lease commenced for the Police Department’s Crime Prevention Unit to be housed in a portion of the Second Floor of the historical Winston Mutual Building at 1225 East Fifth Street. It was determined at that time that there could be advantages to having the unit located within the community rather than in the Public Safety Building. The Winston Mutual Building is owned by Fifth Street Investments, LLC, 807 N. Trade Street, Winston-Salem NC 27101. The lease space contains approximately 1,500 square feet. It is proposed that the lease be extended for an additional two years and that the new lease rate would be $12./square foot or $1,500/month, a decrease from the existing $13./square foot or $1,625/month.

In July 2014, a 2½ year lease commenced for the Engineering Field Office for approximately 5,500 square feet on the Fourth and Fifth Floor of the Winston Mutual Building. This space was needed due to the acquisition by NCDOT of Engineering’s former facility at City Yard. This lease terminated on December 31, 2016. The lease of the Fourth and Fifth Floor had an option for extension up to three years. This option will likely be needed in the future as a site to rotate Police Department Staff while the Public Safety Center is undergoing remodeling.

1. Square footage of PSC: 61,500
2. Square footage of the three police districts: 31,600
3. Square footage of the office and warehouse space in Beaty second floor: 36,620 developed and 28,370 remaining undeveloped
4. Square footage of the space currently being used in the Winston Mutual Building: 1,500
5. How many WSPD personnel are in the Winston Mutual Building: 7 employees
6. How much is the rent for the Winston Mutual Building space: $1,500/month

I am available if you have questions, concerns or comments.
City Council – Action Request Form

Date: March 20, 2017
To: The City Manager
From: S. Kirk Bjorling, Real Estate Administrator

Council Action Requested:
Consideration of Resolutions Authorizing the Lease of Space in the Winston Mutual Building
  a) Consideration of a Resolution Authorizing a Lease Extension for a Portion of the Second Floor in the Winston Mutual Building for the Police Department’s Crime Prevention Unit
  b) Consideration of a Resolution Authorizing a Lease of the Fourth and Fifth Floors in the Winston Mutual Building to Provide Space in Which to Rotate Police Department Staff While the Public Safety Center is Being Renovated (East Ward)

Summary of Information:
In May 2014, a three year lease commenced for the Police Department’s Crime Prevention Unit to be housed in a portion of the second floor of the historical Winston Mutual Building at 1225 East Fifth Street. It was determined at that time that there could be advantages to having the unit located within the community rather than in the Public Safety Building. The Winston Mutual Building is owned by Fifth Street Investments, LLC, 807 N. Trade Street, Winston-Salem NC 27101. The portion of the second floor which is leased contains approximately 1,500 square feet. It is proposed that the lease be extended for an additional two years and that the new lease rate would be $12./sq. ft. or $1,500/month, an 8% decrease from the existing $13./sq. ft. or $1,625/month.

In July 2014, a two and one half year lease commenced for the Engineering Field Office for approximately 5,500 square feet on the Fourth and Fifth Floors of the Winston Mutual Building. This space was needed due to the acquisition by NCDOT of Engineering’s former facility at City Yard. This lease terminated on December 31, 2016. The lease of the Fourth and Fifth Floors had an option for extension up to three years. With the upcoming renovations of the Public Safety Center, office space will be needed in which Police Department Staff can rotate in and out of while their regular space is being renovated. With an attractive lease option available for the recently vacated Fourth and Fifth floors of the Winston Mutual Building, and an available secure fenced parking lot, it is proposed that a three year lease be executed for this space beginning May 1, 2017 and run through April 30, 2020. The lease rate would be $8.50/sq. ft. or $3,896/month.

Committee Action:

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Remarks:
This is a 32% decrease from the previous lease rate due to the re-use of an existing facility.

The attached resolutions authorize the execution of the leases as stated herein, and as approved by the City Attorney’s Office.
PROPOSED LEASE

#1225 EAST 5TH STREET

TAX PIN
6835-67-6843.00
RESOLUTION AUTHORIZING A LEASE EXTENSION FOR A PORTION OF THE SECOND FLOOR IN THE WINSTON MUTUAL BUILDING FOR THE POLICE DEPARTMENT’S CRIME PREVENTION UNIT

WHEREAS, in May 2014, a three year lease commenced for the Police Department’s Crime Prevention Unit to be housed in the second floor of the historical Winston Mutual Building at 1225 East Fifth Street; and

WHEREAS, it was determined at that time that there could be advantages to having the unit located within the community rather than in the Public Safety Building; and

WHEREAS, the Winston Mutual Building is owned by Fifth Street Investments, LLC, 807 N. Trade Street, Winston-Salem NC 27101; and

WHEREAS, the portion of the second floor which is leased contains approximately 1,500 square feet; and

WHEREAS, it is proposed that the lease be extended for an additional two years until May 2019 and the new lease rate would be $12./sq. ft. or $1,500/month.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council, hereby authorize execution of the lease agreement, which shall be approved by the City Attorney’s Office, with Fifth Street Investments, LLC for a 1,500 square foot portion of the Second Floor of the Winston Mutual Building under the provisions stated herein.
RESOLUTION AUTHORIZING A LEASE OF THE FOURTH AND FIFTH FLOORS IN 
THE WINSTON MUTUAL BUILDING TO PROVIDE SPACE IN WHICH TO ROTATE 
POLICE DEPARTMENT STAFF WHILE THE PUBLIC SAFETY CENTER IS 
BEING RENOVATED

WHEREAS, in July 2014, a two and one half year lease commenced for the Engineering 
Field Office for approximately 5,500 square feet on the Fourth and Fifth Floors of the Winston 
Mutual Building; and

WHEREAS, the Winston Mutual Building is owned by Fifth Street Investments, LLC, 
807 N. Trade Street, Winston-Salem NC 27101; and

WHEREAS, the lease of the Fourth and Fifth Floors had an option for extension up to 
three years; and

WHEREAS, with the upcoming renovations of the Public Safety Center, office space 
will be needed in which Police Department Staff can rotate in and out of while their Public 
Safety Center space is being renovated; and

WHEREAS, with an attractive lease option available for the recently vacated Fourth and 
Fifth floors of the Winston Mutual Building, and an available secure fenced parking lot, it is 
proposed that a three year lease be executed for this office space beginning May 1, 2017 and run 
through April 30, 2020; and

WHEREAS, the lease rate for the 5,500 square foot space would be $8.50/sq. ft. or 
$3,896/month.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City 
of Winston-Salem, hereby authorize execution of the lease agreement, which shall be approved 
by the City Attorney’s Office, with Fifth Street Investments, LLC for the 5,500 square foot space 
on the Fourth and Fifth floors of the Winston Mutual Building under the provisions stated herein.
City Council – Action Request Form

Date: March 1, 2017
To: The City Manager
From: D. Ritchie Brooks, Director, Community Development

Council Action Requested:
Approve a Neighborhood Improvement Plan (NIP) for the Ansonia, Manchester, Machine and E. 25th Street areas.

Summary of Information:
City staff has recently developed a Neighborhood Improvement Plan (NIP) for Manchester, Machine, Ansonia, and E. 25th Streets in the Bowen Park Community.

The Community Development Department will work in partnership with existing organizations that have a commitment to improving the overall livability of the area. The organizations identified are Liberty East Redevelopment (LER), Mt. Sinai Full Gospel Deliverance Center (Mt. Sinai) and Habitat for Humanity (Habitat). Improvement efforts are already under way by the organizations that include acquiring and demolishing dilapidated houses with the intent of building new dwellings. They, along with LER, have also been heavily involved with resident organizing and engagement initiatives. Liberty East Redevelopment (LER) is also the Coordinating Neighborhood Agency (CNA) for the City’s TURN program in this area.

The proposed improvement plan will include providing financial assistance for home repair, new housing construction, homeownership opportunities, resident engagement initiatives, lot clearing, and neighborhood clean-up initiatives.

The Plan includes the following three phases:
Phase One: The City will clear lots in the target area that are owned by either of the organizations mentioned above to make them build ready. In return, the organizations will agree to maintain the cleared lot(s) in order to repay the costs incurred by the City for clearing.

Phase Two: The City will assist Mt. Sinai and Habitat to demolish dilapidated houses they currently own or will acquire. Once demolition is complete, the organizations will be responsible for maintaining the lot(s) in order to repay the costs incurred by the City for demolition.

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Remarks:
Phase Three: The City will assist LER in marketing the TURN program to existing owner occupants and investor owners. *When necessary, aggressive code enforcement will be initiated for properties that are not maintained to code standards.*

The estimated cost for the City’s participation for FY17-18 is $300,000 (approx. $6,000 per lot) and funding for the Plan can be made available from existing CDBG and Bond funds that are currently allocated for the listed activities. TURN funds for housing rehabilitation and lot clearance/preparation and CDBG funds for demolition, lot clearance/preparation (contingent upon acceptable environmental reviews). Currently, Mt. Sinai owns 30 lots and several lots are owned by Habitat. An additional 14 lots may be acquired during the upcoming year.

*Habitat for Humanity of Forsyth County* currently owns several lots within the 25th, Ansonia, Machine and Manchester Streets area. They plan to start building four houses starting in Spring 2017.

*United Way and Liberty East Redevelopment*
The Bowen Park Community is one of the areas in United Way's Placed Based Matters initiative. The United Way has teamed up with Liberty East Redevelopment (LER) to acquire houses in the Bowen Park Community (25th, Ansonia, Machine, and Manchester Streets in particular). It’s plan is to demolish as many houses as possible and ultimately rebuild. Many of these houses are already below minimum housing code and the costs to repair currently exceeds 65% of the value of the property.

*Mount Sinai Community Development Center* is a church located on Manchester Street. Under the direction Pastor Yvonne Hines, the church formed the Mount Sinai Community Development Corporation (CDC) and have acquired approximately 30 lots along 25th, Ansonia, Machine and Manchester Streets. Pastor Hines has a vision of building a campus to include the church, athletic field, houses and buildings.

*UNITY* is a group of approximately three neighborhood organizations throughout the Bowen Park Community. A long-time neighborhood resident, Dorothy Bonner, leads the group. UNITY received a small grant from Neighbors for Better Neighborhoods (NBN) to work with the youth in the area to cut grass and clean up lots.

Staff believes the combined efforts of the above named organizations are making a difference in this area and the Improvement Plan will provide the resources and assistance to help make this area a safe and desirable place to live, play and relax.
RESOLUTION APPROVING A NEIGHBORHOOD IMPROVEMENT PLAN FOR MANCHESTER, MACHINE, ANSONIA AND EAST 25TH STREETS IN THE BOWEN PARK COMMUNITY

WHEREAS, City staff has recently developed a Neighborhood Improvement Plan (NIP) for Manchester, Machine, Ansonia and E. 25th Streets in the Bowen Park Community, and

WHEREAS, the Community Development Department will work in partnership with existing organizations such as Liberty East Redevelopment (LER), Mt. Sinai Full Gospel Deliverance Center (Mt. Sinai) and Habitat for Humanity (Habitat) to assist in improving the overall livability of the area, and

WHEREAS, the Plan will include providing financial assistance for home repair, new housing construction, homeownership opportunities, resident engagement initiatives, lot clearing, and neighborhood clean-up initiatives, and

WHEREAS, city staff believes the combined efforts of the partnering organizations are making a difference in the targeted area and the Improvement Plan will provide the resources and assistance to help make the area a safe and desirable place to live, play and relax, and

WHEREAS, the estimated cost for the City’s participation for FY17-18 is $300,000 (approximately $6,000 per lot) and funding for the Plan can be made available from existing CDBG and Bond funds that are currently allocated for the listed activities.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem hereby approve the Neighborhood Improvement Plan for Manchester, Machine, Ansonia and E. 25th Streets in the Bowen Park Community.

BE IT FURTHER RESOLVED by the City Council that the City Manager is authorized to execute documents and agreements necessary to carry out the activities in the Plan.
City Council – Action Request Form

Date: March 3, 2017
To: The City Manager
From: D. Ritchie Brooks, Director – Community Development Department

Council Action Requested:
Authorize change in use of funding to the North Carolina Housing Foundation for the SECU Commons Workforce Development Program.

Summary of Information:
The Mayor and City Council awarded $13,350 in Housing Finance Assistance Funds to North Carolina Housing Foundation through approval of the FY17 City Budget to be used toward case management of residents of The SECU Commons. The case management funding was intended to supplement a federal grant which was not awarded. Subsequently, case management services for SECU Commons residents have been provided through other social services agencies at no cost to The SECU Commons project.

Since the City’s funds are not needed for case management, North Carolina Housing Foundation has requested that the funds be used towards the costs of the Workforce Development Program provided at The SECU Commons. The program will serve approximately 30 residents and help them to obtain skills to obtain employment. The program also conducts outreach to employers to provide jobs for program participants. The total cost of the Workforce Development Program for FY17 is $84,029.

A resolution to authorize the use of the $13,350 in Housing Finance Assistance Funds towards the costs of the Workforce Development Program is attached.

Committee Action:

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Remarks:
RESOLUTION AUTHORIZING CHANGE IN USE OF FUNDING TO THE NORTH CAROLINA HOUSING FOUNDATION FOR THE SECU COMMONS WORKFORCE DEVELOPMENT PROGRAM

WHEREAS, the Mayor and City Council awarded $13,350 in Housing Finance Assistance Funds to North Carolina Housing Foundation through approval of the FY17 City Budget to be used toward case management of residents of The SECU Commons; and

WHEREAS, the funding is not needed for case management services since those services are now provided through social services organizations; and

WHEREAS, North Carolina Housing Foundation has requested that the funds be used for the costs of the Workforce Development Program provided at The SECU Commons.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem authorize use of the $13,350 in Housing Finance funds awarded through approval of the FY17 City Budget for the Workforce Development Program at The SECU Commons.

BE IT FURTHER RESOLVED that the Mayor and City Council authorize the City Manager to execute agreements or other documents necessary to carry out the activities herein authorized.
City Council – Action Request Form

Date: March 6, 2017
To: The City Manager
From: D. Ritchie Brooks, Director, Community Development

Council Action Requested:
Authorize continuation of the project and funding for the East End Revitalization Initiative with S.G. Atkins Community Development Corporation (East Ward).

Summary of Information:

On March 25, 2013, the Mayor and City Council approved modification of a development agreement with S.G. Atkins Community Development Corporation to develop single-family homes for homeownership in the CDC’s service area with construction loan funds from the City. The modification included up to $600,000 in HOME Investment Partnership funds to acquire eligible vacant lots and vacant houses in an area bounded by North Cleveland Avenue, Martin Luther King, Jr. Drive, East Fifth Street, and East Belews Street, demolish houses as necessary, and construct or rehabilitate up to five single-family houses for homeownership.

The CDC has purchased four vacant lots and/or houses with HOME funds and demolished two houses at a total cost of $58,124.84. The CDC has obtained neighborhood input on the house designs. The project was delayed when a credit union approached the CDC about building a branch in the target area and acquiring some of the CDC’s property. After doing due diligence and making offers to all affected property owners, the credit union was unable to obtain all of the land it needed and decided to look for another site. The CDC will now continue with construction of houses in the area. Each house is projected to cost $125,000 for acquisition and construction and sell for approximately $95,000.

The attached resolution authorizes continuation of the project and funding. No additional funds are requested.

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Remarks:
RESOLUTION AUTHORIZING CONTINUATION OF THE PROJECT AND FUNDING FOR THE EAST END REVITALIZATION INITIATIVE WITH S.G. ATKINS COMMUNITY DEVELOPMENT CORPORATION

WHEREAS, infill redevelopment is an integral part of the Consolidated Housing and Community Development Plan; and

WHEREAS, on March 25, 2013, the Mayor and City Council approved modification of a development agreement with S.G. Atkins Community Development Corporation to develop single-family homes for homeownership in the CDC’s service area with construction loan funds from the City; and

WHEREAS, the said modification authorized up to $600,000 in HOME Investment Partnership funds to S.G. Atkins Community Development Corporation, its affiliates and assigns, for acquisition, needed demolition, and construction/rehabilitation loan financing to develop single-family homes for home-ownership in an area bounded by North Cleveland Avenue, Martin Luther King, Jr. Drive, East Fifth Street, and East Belews Street; and

WHEREAS, S.G. Atkins Community Development Corporation purchased property but potential construction of a credit union branch in part of the project area delayed the project.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council authorize continuation of the project to develop up to five units of single-family housing for owner-occupancy in an area bounded by North Cleveland Avenue, Martin Luther King, Jr. Drive, East Fifth Street, and East Belews Street and that the balance of HOME Investment Partnership funds continues to be available to S.G. Atkins Community Development Corporation, its affiliates and assigns, for the project.

BE IT FURTHER RESOLVED, by the City Council, that the City Manager is authorized to review and approve the final terms and conditions of the project financing and to execute contracts and documents necessary to carry out the activities herein authorized.
Date: March 6, 2017
To: The City Manager
From: D. Ritchie Brooks, Director, Community Development

Council Action Requested:
Approve acceptance of a Proposal submitted by Metropolis Architecture, PLLC in the amount of $38,450 to assist in determining the feasibility of completing the Lake Park Development Project.

Summary of Information:
In April 1990, City Council authorized a $275,000 loan to Lake Park Development, Inc. for the construction of at least 38 middle income houses in East Winston. The City loan was for public infrastructure improvements such as road construction, water & sewer, and decorative street lights. The loan was approved at 0% interest for 25 years and was structured such that as lots were sold in the development, the City would receive $6,000 for each of the first 25 lots sold and $9,615.39 for each of the final 13 lots sold.

In the first ten years, 19 lots sold in the development. Since 2000, only two additional lots have been sold. Of the original 42 lots, 23 remain undeveloped and the original developer has advised he is no longer interested in completing the Project.

In June 2016, Council Member Montgomery and staff met with residents of the Lake Park Community to discuss their concerns regarding completion of the Project. A recurring item expressed by several in attendance was the need for study to determine what lots and how many, of those remaining, were suitable for development. If any were suitable, houses that are built needed to be comparable to those currently in the development, in size and style and their needed to be a marketing study. While the residents are eager to have the development completed, they stressed their preference is to have houses that are similar in same size and style as those currently in the development. They also shared with staff that they realize the topography of some of the lots could present a challenge to building houses that sell at a reasonable price point, so it may not be feasible to utilize all of the remaining lots for houses. In addition, they inquired about what type of incentives would or could the City make available to prospective buyers.

An RFP was prepared to obtain a professional service to assist in determining the feasibility of moving forward with the project. The following tasks/services were requested:

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Remarks:
• Assess the feasibility and cost effectiveness of building residential houses on approximately 21 vacant lots in the development and recommend which lots in their current condition are suitable (requiring minimum prep work) for building a residential structure compatible to existing subdivision houses.
• Obtain appraisals on the selected lots.
• Provide floor plans, drawings and preliminary cost estimates on three (3) residential structure’s that can be built on the lots recommended suitable for building that are substantially in compliance with current development design standards (will be provided).
• Provide cost estimate to build one spec house selected from the plans/drawings submitted.
• Provide cost estimate to build a residential structure on one of the selected buildable lots, per the existing development design standards.
• Recommend an alternative use for the remaining lots not selected suitable for development.

Only one Proposal was submitted in response to the RFP and it was not considered due to insufficient information. Staff spoke with the company who submitted the incomplete Proposal and with one of the companies who did not submit a Proposal, and information from both was submitted in January 2017. Staff reviewed the Proposals and have determined the Proposal submitted by Metropolis Architecture, PLLC to be the most responsive and responsible. The attached resolution authorizes entering into a contract with Metropolis Architecture, PLLC for $38,450. The project would be funded from the Housing Finance Fund.

It should be noted that if the Proposal is approved and the project proceeds, an additional commitment of funds could be needed at a later time to complete the Project.
RESOLUTION APPROVING ACCEPTANCE OF A PROPOSAL SUBMITTED BY METROPLIS ARCHITECTURE, PLLC TO ASSIST IN DETERMINING THE FEASIBILITY OF COMPLETING THE LAKE PARK DEVELOPMENT PROJECT

WHEREAS, in April 1990, City Council authorized a $275,000 loan to Lake Park Development, Inc. for the construction of at least 38 middle income houses in East Winston., and

WHEREAS, in the first ten years 19 lots sold in the development and since 2000, only two additional lots have been sold, and

WHEREAS, of the original 42 lots, 23 remain undeveloped and the original developer has advised he is no longer interested in completing the Project, and

WHEREAS, in June 2016, Council Member Montgomery and staff met with residents of the Lake Park Community to discuss their concerns regarding completion of the Project and a recurring item expressed by several in attendance was the need for a study to determine what lots and how many, of those remaining, were suitable for development, and

WHEREAS, an RFP was prepared to obtain a professional service to assist in determining the feasibility of moving forward with the project and the Proposal submitted by Metropolis Architecture, PLLC was determined to be the most responsive and responsible.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem hereby approve acceptance of the Proposal submitted by Metropolis Architecture, PLLC in the amount of $38,450.

BE IT FURTHER RESOLVED by the City Council that the City Manager is authorized to execute documents and agreements necessary to carry out the activities in the Proposal with the use of Housing Assistance Funds.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE CITY OF WINSTON-SALEM, NORTH CAROLINA FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to appropriate funds to assist in determining the feasibility of completing the Lake Park Development project.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016, November 21, 2016, December 19, 2016, January 17, 2017, and February 20, 2017, shall be further amended by changing the expenditure appropriations in the following fund.

Special Revenue Funds

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<th>Fund</th>
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<tr>
<td>Housing Finance Assistance</td>
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<tr>
<td>Lake Park Development Study</td>
<td>$38,450</td>
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Total Special Revenue Funds Expenditures $38,450

SECTION 2. That the following revenues will be available to meet the above listed appropriations.

Special Revenue Funds

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<tbody>
<tr>
<td>Housing Finance Assistance</td>
<td></td>
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<tr>
<td>Fund Balance Appropriation</td>
<td>$38,450</td>
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Total Special Revenue Funds Revenues $38,450

SECTION 3. That this amendment to the Project Budget Ordinance shall become effective as of the date of adoption.
City Council – Action Request Form

Date: March 27, 2017

To: The City Manager

From: Gregory M. Turner, Assistant City Manager
Lisa M. Saunders, Chief Financial Officer

Council Action Requested:
Consideration of a Resolution Accepting a North Carolina Clean Water State Revolving Fund Loan for the Muddy Creek WWTP Aeration System Upgrades.

Summary of Information:
Approval of the attached resolution accepts a loan from North Carolina Clean Water State Revolving Fund in the amount of $8,208,860.

On September 21, 2015, the City Council approved an application for a North Carolina State Revolving Fund Loan for the Muddy Creek WWTP Aeration system upgrades. The North Carolina Local Government Commission formally approved the City of Winston-Salem as eligible to receive a Revolving Loan in the amount of $8,208,860 for a term of 20 years and 0% interest rate on January 8, 2017.

The City of Winston-Salem received an offer and acceptance for a State Loan in the amount of $8,208,860 in a letter dated February 17, 2017. A resolution adopted by the governing body accepting the loan offer and making applicable assurances contained therein must be submitted to the North Carolina Department of Environmental Quality.

Committee Action:

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Remarks:
RESOLUTION ACCEPTING A NORTH CAROLINA CLEAN WATER STATE REVOLVING FUND LOAN FOR THE MUDDY CREEK WWTP AERATION SYSTEM UPGRADES PROJECT

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects; and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Revolving Loan in the amount of $8,208,860 for the Muddy Creek WWTP aeration system upgrades; and

WHEREAS, the City/County Utility Commission intends to construct said projects in accordance with the approved plans and specifications.

NOW THEREFORE, BE IT RESOLVED that the Mayor and the City Council of Winston-Salem, North Carolina, do hereby accept the State Revolving Loan of $8,208,860.

BE IT FURTHER RESOLVED that the Mayor and the City Council of the City of Winston-Salem, North Carolina, do hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II – Assurances will be adhered to.

BE IT FURTHER RESOLVED that the City Manager, or designee so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above and to execute such other documents as may be required in connection with the application.

BE IT FURTHER RESOLVED that the Mayor and the City Council of the City of Winston-Salem, North Carolina, have substantially complied or will substantially comply with
all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.
CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Secretary of the City of Winston-Salem does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council of the City of Winston-Salem duly held on the _____ day of ______________, 20___; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of ______________, 20____.

(SEAL)

MELANIE JOHNSON
City Secretary
City of Winston-Salem, North Carolina
TO: Lee Garrity, City Manager  
FROM: William L. Royston, Recreation & Parks Director  
DATE: March 20, 2018  
SUBJECT: Long Creek Golf Course  
CC: Derwick Paige, Assistant City Manager  

At the request of Councilmember Adams, the City held a public input session at the Old Town Recreation Center on October 6, to hear resident concerns about the future of the Long Creek Golf Course property. During this meeting, it was suggested that the City acquire the property and preserve it as a regional park.

In November, the City’s Recreation and Parks Department and the Real Estate Division met with the owner’s representative to discuss the City’s possible interest in acquiring, at least, some of the golf course property and preserving it for open space or park development. In a subsequent meeting with the owner’s representative, The Conservation Fund attended and expressed an interest in providing assistance in preserving the property as open space or additional park land. The Conservation Fund agreed to have the 164 acres appraised. The appraisal showed that approximately +/-65 acres of the property was in the flood plain and approximately +/- 100 acres are outside of the flood plain.

Based upon the appraisal, The Conservation Fund presented the owners with a letter of interest to purchase the property. The option was then presented to and approved by the National Conservation Acquisition Committee. This approval is contingent upon the City then purchasing the land from The Conservation Fund.

Under the proposal, The Conservation Fund would purchase the former golf course for $739,450 (the appraised value). They would immediately sell the non-flood plain to the City for $503,450. The remaining land (flood plain) would remain in The Conservation Fund’s ownership for approximately 12-18 months before being transferred to the City at no additional cost. The City would be responsible for maintaining all of the land upon transfer of title to The Conservation Fund.

City staff has developed two short-term options for the land. Under Option 1, the City would demolish most of the buildings on the property and remove the swimming pool. The property would be minimally maintained to insure that the grass is mowed to meet code. The estimated cost for demolition is $50,000 and mowing services are $100,000/year. Under Option 2, the City would also demolish many of the buildings; however, the pool would continue to be operated as a City-owned pool. The additional cost for this Option is approximately $30,000 season.

Both of these options would only be short-term solutions. Ultimately, the City would need to work with the residents to develop a master plan and vision for the property. However, gaining control of the property is the primary focus, at this time.
Based upon direction provided by the Finance Committee, staff can prepare an item for Council’s consideration in April regarding the purchase of this land. Funds would be used from the 2014 G.O. Bonds for Park Land Acquisition. The remaining balance in this fund is $575,373.
City Council – Action Request Form

Date: March 27, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:

ADOPTION OF RESOLUTION AWARDING CONTRACTS FOR MOWING SERVICES.

Summary of Information:

Bids were received February 10, 2017, for annual roadway mowing service contracts A and B for the Roadway Appearance Division of Vegetation Management. Terms of the bid document allow the City to select the lowest responsive, responsible bidder for each contract. Details of the areas included in each contract and the bid results are listed below.

**Contract A** – Business 40/421 from city limits to city limits, including all interchanges, Reidsville Rd. to the city limits and 5th St. from Business 40/421 to Cameron Avenue

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Per Mowing</th>
<th>Total 16 Mowings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piedmont Landscape Management, Inc.</td>
<td>$12,400.00</td>
<td>$198,400.00</td>
</tr>
<tr>
<td>Jalen Leroy Harper d/b/a Harper Landscaping &amp; Grading</td>
<td>13,057.14</td>
<td>208,914.24</td>
</tr>
<tr>
<td>Lawn Masters Lawn Care Inc. d/b/a/ Yards by Us</td>
<td>13,979.02</td>
<td>223,664.32</td>
</tr>
<tr>
<td>S&amp;R Enterprises, LLC of the Carolinas</td>
<td>17,784.00</td>
<td>284,544.00</td>
</tr>
</tbody>
</table>

**Contract B** – Highway 52 from city limit to city limit, including all interchanges

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Per Mowing</th>
<th>Total 16 Mowings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piedmont Landscape Management, Inc.</td>
<td>$8,800.00</td>
<td>$140,800.00</td>
</tr>
<tr>
<td>Jalen Leroy Harper d/b/a Harper Landscaping &amp; Grading</td>
<td>8,848.07</td>
<td>141,569.12</td>
</tr>
<tr>
<td>Lawn Masters Lawn Care Inc. d/b/a/ Yards by Us</td>
<td>9,769.96</td>
<td>156,319.36</td>
</tr>
<tr>
<td>S&amp;R Enterprises, LLC of the Carolinas</td>
<td>13,535.56</td>
<td>216,568.96</td>
</tr>
</tbody>
</table>

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
Following the thorough review by Vegetation Management staff of all bids received, including the verification of equipment and workforce required to successfully comply with each contract, it is the recommendation to award contract A, in the estimated annual amount of $198,400 and Contract B, in the estimated annual amount of $140,800 to Piedmont Landscape Management, Inc., the lowest responsive, responsible bidder.

The City has the right to extend each mowing contract for as many as four additional eight month mowing periods, on an annual basis, if the City and Contractor agree and provided that funds are made available for this purpose. If the Contract is extended, prices may be adjusted at the beginning of each additional (annual) period by an amount not to exceed the Consumer Price Index (CPI) as reported in the latest available Consumer Price Index for All Urban Consumers (CPI-U).

The Vegetation Management FY 2016-17 operations budget includes sufficient funds to cover these contracts through June 30, 2017. The budget request for FY 2017-18 will include an amount sufficient to cover these costs through the remainder of the mowing season.

M/WBE comment: Jalen Leroy Harper d/b/a Harper Landscaping & Grading and S&R Enterprises, LLC of the Carolinas are minority owned contractors and Piedmont Landscape Management, Inc is a woman owned business enterprise. See Exhibit A for complete list of businesses notified of the bid opportunity.

Workforce Demographics: See Exhibit B
RESOLUTION AWARDING CONTRACTS FOR MOWING SERVICES

WHEREAS, after due advertisement, bids were received and publicly opened by the City/County Purchasing Department at 2:00 p.m., Friday, February 10, 2017, for the annual roadway mowing service contracts for the Roadway Appearance Division of Vegetation Management; and

WHEREAS, terms of the bid document allows the City to select the lowest responsive, responsible bidder for each contract and the results are listed below:

**Contract A** – Business 40/421 from city limits to city limits, including all interchanges, Reidsville Rd. to the city limits and 5th St. from Business 40/421 to Cameron Avenue

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Per Mowing</th>
<th>Total 16 Mowings</th>
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<tbody>
<tr>
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<tr>
<td>Jalen Leroy Harper d/b/a Harper Landscaping &amp; Grading</td>
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<td>13,979.02</td>
<td>223,664.32</td>
</tr>
<tr>
<td>S&amp;R Enterprises, LLC of the Carolinas</td>
<td>17,784.00</td>
<td>284,544.00</td>
</tr>
</tbody>
</table>

**Contract B** – Highway 52 from city limit to city limit, including all interchanges

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Per Mowing</th>
<th>Total 16 Mowings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piedmont Landscape Management, Inc.</td>
<td>$8,800.00</td>
<td>$140,800.00</td>
</tr>
<tr>
<td>Jalen Leroy Harper d/b/a Harper Landscaping &amp; Grading</td>
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<td>141,569.12</td>
</tr>
<tr>
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<td>9,769.96</td>
<td>156,319.36</td>
</tr>
<tr>
<td>S&amp;R Enterprises, LLC of the Carolinas</td>
<td>13,535.56</td>
<td>216,568.96</td>
</tr>
</tbody>
</table>

WHEREAS, following the thorough review by Vegetation Management staff of all bids received, including the verification of equipment and workforce required to successfully comply with each contract, it is the recommendation to award contract A, in the estimated annual amount of $198,400 and Contract B, in the estimated annual amount of $140,800 to Piedmont Landscape Management, Inc., the lowest responsive, responsible bidder.

WHEREAS, terms of the bid allow the City the right to extend the contract for as many as four additional eight month mowing periods, on an annual basis, if both parties agree and
funds are made available for that purpose, and prices may be adjusted at the beginning of each additional annual period by an amount not to exceed the latest available Consumer Price Index for All Urban Consumers; and

WHEREAS, the Vegetation Management FY 2016-17 operations budget includes sufficient funds to cover these contracts through June 30, 2017. The budget request for FY 2017-18 will include an amount sufficient to cover these costs through the remainder of the mowing season; therefore, it is the recommendation that contracts be awarded to Piedmont Landscape Management Inc. for roadway mowing contract A in the estimated annual amount of $198,400 and for roadway mowing contract B in the estimated annual amount of $140,800.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem, that the contract for the annual roadway mowing services is hereby awarded to Piedmont Landscape Management, Inc. for roadway mowing contract A in the estimated annual amount of $198,400, the contract for the annual roadway mowing services is hereby awarded to Piedmont Landscape Management, Inc for roadway mowing contract B in the estimated annual amount of $140,800, with the option to extend these agreements for as many as four additional annual periods, and that the City Manager and City Secretary are hereby authorized to execute the contract on behalf of the City with contract forms to be approved by the City Attorney.

BE IT FURTHER RESOLVED that the award of this contract constitutes a preliminary determination as to the qualification of the bidder. The City is not legally bound to perform the contract until the contract is duly executed by the City.

BE IT FURTHER RESOLVED that funds are available in account no. 011651-525203-9999 to cover the cost of this contract.
### Businesses notified of bid opportunity

<table>
<thead>
<tr>
<th>Name</th>
<th>City/State</th>
<th>M/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Contracting Service Inc</td>
<td>Dunn, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Alford Grant dba Al's Landscaping &amp; Yard Design</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Alvin Young dba Young Express</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Antonio Mohez Thompson dba Thompson Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>BH Enterprise and Landscaping, Inc.</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Black Card, LLC</td>
<td>Coffax, NC</td>
<td>M</td>
</tr>
<tr>
<td>Black Sand Company Incorporated</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Byrdman Lawncare</td>
<td>Thomasville, NC</td>
<td>M</td>
</tr>
<tr>
<td>C&amp;C Lawn and Gardening Services LLC</td>
<td>Rural Hall, NC</td>
<td>M</td>
</tr>
<tr>
<td>Cannady Landscaping and Maintenance, Inc</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Carolina Greenscapes Landscaping</td>
<td>Lexington, NC</td>
<td>W</td>
</tr>
<tr>
<td>Cleveland Levoster Bethea dba Vol's Lawn Care Service</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Creative Design &amp; Construction, Inc</td>
<td>Tobaccoville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Curtis B. Coleman dba C&amp;E Landscaping</td>
<td>Rural Hall, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Donnie Willard's Lawn Care, Inc.</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Elite Solutions</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Eric Alexander-Patterson King dba King's Lawn Service</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Ernest Konata Jones dba Jones Landscaping</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>G&amp;K Foothills Property Management, Inc.</td>
<td>North Wilkesboro, NC</td>
<td>M</td>
</tr>
<tr>
<td>Gilley's Lawn Maintenance, LLC</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Go Green Janitorial, LLC</td>
<td>Salisbury, NC</td>
<td>M</td>
</tr>
<tr>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
<td>Kernesville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Ingle &amp; Sons Landscaping Inc</td>
<td>Conover, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Jarrod Antoine Martin dba Cost Cutter Services</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Jesus Arianes Hernandez dba JJJ Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>JR's Lawncare Service, Inc.</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>K. Smith &amp; Co, LLC</td>
<td>Raleigh, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Lakeway Landscaping, LLC</td>
<td>Lewisville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Lawn Masters Lawncare Inc dba Yards by Us</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Lawn Service Second Chance</td>
<td>Burlington, NC</td>
<td>M</td>
</tr>
<tr>
<td>Mayes Landscaping and Concrete, Inc.</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>McCrae General Contractors, Inc</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Mitchell Maurice Legette dba Mean Green Lawn Service</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Naturechem, Inc.</td>
<td>Greenville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>No Silver Spoon Ladies &amp; Gents</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Phillip Baker dba BakerBoy Maintenance &amp; Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Piedmont Land Management, Inc</td>
<td>Steadman, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Piedmont Landscape Management Company, Inc.</td>
<td>Winston-Salem, NC</td>
<td>W</td>
</tr>
<tr>
<td>Pop's Services, LLC</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Ricky Leon Fernaders dba B &amp; R Lawncare/General Construction</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Riverhill Landscaping, Inc</td>
<td>Siloam, NC</td>
<td>M</td>
</tr>
<tr>
<td>Robert Steven Arnold dba Arnold's Landscaping</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Ronald Lee Davis dba Davis Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>RTK Construction LLC</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>S&amp;R Enterprises LLC</td>
<td>Clemmons, NC</td>
<td>M</td>
</tr>
<tr>
<td>Sawyers Landscaping</td>
<td>Mount Airy, NC</td>
<td>M</td>
</tr>
<tr>
<td>Scott's Ltd. Inc</td>
<td>Kernersville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Sink Lawn and Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>SR Enterprises</td>
<td>Clemmons, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Stacy H. Montgomery and Newell J. Montgomery III dba Newly Mowed Lawns</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Superior Lawn and Landscaping Inc.</td>
<td>Winston-Salem, NC</td>
<td>W</td>
</tr>
<tr>
<td>The Aplus Group LLC</td>
<td>Durham, NC</td>
<td>M</td>
</tr>
<tr>
<td>The Grounds Guys of West Winston-Salem</td>
<td>Lewisville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Tomlin Lawn Care &amp; Tree Service</td>
<td>Statesville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Tony E. Wilson dba Just Call Us Lawncare</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Transou &amp; Son Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Ultimate Performance Services</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
</tbody>
</table>
### Exhibit B

#### Demographic Information

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>% of Total</td>
<td>90.9%</td>
<td>9.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race/Ethnic Identification</th>
<th>White</th>
<th>African-African</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Native-American</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

% of Total: 18.2% 0.0% 72.7% 9.1% 0.0%

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.

Project/Bid Description: Mowing Contracts A&B
Bidder's Company Name: Piedmont Landscape Management, Inc.
City/State: Winston-Salem, NC

-299-
City Council – Action Request Form

Date: March 27, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:
Adoption of Resolution Awarding On-Call Contract for Annual Sidewalk Repairs.

Summary of Information:

On February 22, 2017, bids were accepted for an on-call contract for annual sidewalk repairs as needed across the City. The scope of work involves installing curb ramps and making concrete repairs identified by staff or citizens and also small “infill” projects to connect sidewalks in certain areas. Performing the work to NCDOT and City standards is required. Unit prices are shown on Exhibit A following the resolution with bids received below:

<table>
<thead>
<tr>
<th>City/State</th>
<th>Unit Price Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayes Landscaping &amp; Concrete, Inc. Winston-Salem, NC</td>
<td>$2,881.00</td>
</tr>
<tr>
<td>Ascent Construction Solutions, Inc. Winston-Salem, NC</td>
<td>$6,140.25</td>
</tr>
</tbody>
</table>

This annual contract runs from date of award through December 31, 2017. Terms of the bid allow the City the right to extend the contract for as many as two additional annual periods (2018, 2019), if both parties agree and funds are made available for that purpose. Unit prices may be adjusted at the beginning of each additional annual period by an amount not to exceed the latest available Consumer Price Index for All Urban Consumers.

It is recommended that an on-call contract for annual sidewalk repairs be awarded to Mayes Landscaping & Concrete, Inc. in the amount not to exceed $160,000 for the 2017 calendar year with the option to extend this contract for as many as two additional annual periods making the possible award amount $480,000 in total.

M/WBE comment: Mayes Landscaping & Concrete, Inc. and Ascent Construction Solutions, Inc. are minority-owned businesses. See Exhibit A for complete list of businesses notified of the bid opportunity.

Workforce Demographics: See Exhibit A.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Against</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION AWARDING CONTRACT FOR
ANNUAL SIDEWALK REPAIRS

WHEREAS, after due advertisement, bids were received and publicly opened by the City/County Purchasing Department at 3:00 p.m., Wednesday, February 22, 2017, for an on-call contract for annual sidewalk repairs as needed across the City and the following bids were received:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>City/State</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayes Landscaping &amp; Concrete, Inc.</td>
<td>Winston-Salem, NC</td>
<td>$2,881.00</td>
<td></td>
</tr>
<tr>
<td>Ascent Construction Solutions, Inc.</td>
<td>Winston-Salem, NC</td>
<td>$6,140.25</td>
<td></td>
</tr>
</tbody>
</table>

WHEREAS, the contract is for calendar year 2017, but terms of the bid allow the City the right to extend the contract for as many as two additional annual periods (2018, 2019), if both parties agree and funds are made available for that purpose, and unit prices may be adjusted at the beginning of each additional annual period by an amount not to exceed the latest available Consumer Price Index for All Urban Consumers; and

WHEREAS, it is the recommendation of the Finance Committee that a contract for annual sidewalk repairs as needed across the City be awarded to Mayes Landscaping & Concrete, Inc., the lowest responsive, responsible bidder meeting specifications, in the total amount not to exceed $160,000 for calendar year 2017 based on the unit prices contained in the bidder’s proposal, with the option to extend this agreement for as many as two additional annual periods, making the possible award amount $480,000 in total.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem that a contract for annual sidewalk repairs as needed across the City be awarded to Mayes Landscaping & Concrete, Inc. in the total amount not to exceed $160,000 for calendar year 2017 based on the unit prices contained in the bidder’s proposal. The City
Manager and City Secretary are authorized to execute the contract on behalf of the City, with contract forms to be approved by the City Attorney.

**BE IT FURTHER RESOLVED** that the award of this contract constitutes a preliminary determination as to the qualifications of the bidder. The City is not legally bound to perform the contract until the contract is duly executed by the City.

**BE IT FURTHER RESOLVED** that funds have been previously appropriated and are available in account no. 014640-5272-9999 to cover the cost of this contract.
Sidewalk Repairs - Bid Tabulation

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization</td>
<td>1</td>
<td>LS</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>2</td>
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<td>Erosion Control</td>
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<tr>
<td>4</td>
<td>4&quot; Sidewalk</td>
<td>1</td>
<td>SY</td>
<td>$50.00</td>
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<td>5</td>
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<td>SY</td>
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<td>8</td>
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<td>12</td>
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<td>13</td>
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<tr>
<td>15</td>
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<td>18</td>
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<td>19</td>
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<tr>
<td>31</td>
<td>Fill</td>
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<td>CY</td>
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<tr>
<td>32</td>
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<td>$100.00</td>
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<td>33</td>
<td>Utility Adjustments (manholes)</td>
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<td>$75.00</td>
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<tr>
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<td>37</td>
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<tr>
<td>38</td>
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</table>

Unit Price Total $2,881.00 $6,140.25

Project/Bid Description: Annual Sidewalk Repair contract
Bidder's Company Name: Mayes Landscaping & Concrete, Inc.
City/State: Winston-Salem, NC

WORKFORCE DEMOGRAPHICS

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male 12</td>
<td>African-American 13</td>
</tr>
<tr>
<td>Female 1</td>
<td>Hispanic 0</td>
</tr>
<tr>
<td></td>
<td>Asian 0</td>
</tr>
<tr>
<td></td>
<td>Native-American 0</td>
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</table>

% of Total

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male 92.3%</th>
<th>Female 7.7%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race/Ethnic</td>
<td>African-American 100.0%</td>
<td>Hispanic 0.0%</td>
</tr>
</tbody>
</table>

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
City Council – Action Request Form

Date: March 27, 2017

To: The City Manager

From: Jerry Bates, Purchasing Director

Council Action Requested:

Adoption of Resolution Awarding Construction Contract for Muddy Creek Trailhead and Greenway Connection. (West Ward)

Summary of Information:

Presently, available parking for user of the Muddy Creek Greenway are along Robinhood Road in a small gravel area just off the shoulder of the road or in a small gravel lot near Jefferson Elementary School that is often overlooked. The City desired a safer, larger and more convenient, permanent parking lot. Dr. Charles Tara, a property owner along Robinhood Road and adjacent to Muddy Creek, offered to donate property to the City for a parking lot and for use as a park. The City acquired funding from the North Carolina Department of Transportation (NCDOT) for the design and construction of a trailhead parking lot and connection to Muddy Creek Greenway. The project involves a parking lot, basic park amenities, walking path and pedestrian bridge connecting to the existing Muddy Creek greenway.

Following NCDOT approval to bid, the City solicited bids for construction of the Muddy Creek Trailhead and Greenway Connection, project U-4741OH. Below is a summary of the bids accepted on February 15, 2017:

<table>
<thead>
<tr>
<th>City/State</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stewart’s Grading and Hauling, Inc.</td>
<td>Germanton, NC</td>
</tr>
<tr>
<td>Carolina Environmental Contracting, Inc.</td>
<td>Mount Airy, NC</td>
</tr>
<tr>
<td>Smith-Rowe, LLC</td>
<td>Mount Airy, NC</td>
</tr>
<tr>
<td>Eastern Structures, LLC</td>
<td>Mocksville, NC</td>
</tr>
<tr>
<td>Ramey, Inc.</td>
<td>Bethania, NC</td>
</tr>
<tr>
<td>HICAPS, Inc.</td>
<td>Greensboro, NC</td>
</tr>
</tbody>
</table>

Stewart’s Grading and Hauling, Inc. has agreed to the Disadvantaged Business Enterprise (DBE) subcontracting goals established by NCDOT for this project.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For</th>
<th>Against</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

-307-
It is recommended that a contract for construction of Muddy Creek Trailhead and Greenway Connection be awarded to Stewart’s Grading and Hauling, Inc, the low bidder meeting specifications, in the estimated total amount of $532,581.75. The engineer’s estimate was $623,283.15. The funding for this project will consist of reimbursement by NCDOT to the City for eighty percent (80%) of all eligible project costs using Surface Transportation Program-Direct Attributable (STP-DA) funds.

Award of this contract is contingent upon approval by NCDOT, and prime bidders and DBE subcontractors must be pre-qualified with NCDOT.

M/WBE comment: See Exhibit A for a complete list of businesses notified of this bid opportunity. This project was advertised on the City’s website and several electronic plan rooms.

Workforce Demographics: See Exhibit A.
RESOLUTION AUTHORIZING CONSTRUCTION CONTRACT FOR MUDDY CREEK TRAILHEAD AND GREENWAY CONNECTION

WHEREAS, the City of Winston-Salem received a property donation for use as a small park and permanent parking lot as a connection to the Muddy Creek Greenway at Robinhood Road; and

WHEREAS, construction of Muddy Creek Trailhead and Greenway Connection, Project U-4741OH, has been approved by NCDOT to reimburse the City for eighty percent (80%) of all allowable project expenses using Surface Transportation Program-Direct Attributable (STP-DA) funds; and

WHEREAS, after due advertisement, bids were received and publicly opened by the City/County Purchasing Department at 2:00 p.m., February 15, 2017, for the Muddy Creek Trailhead and Greenway Connection; and the following bids were received:

<table>
<thead>
<tr>
<th>City/State</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stewart’s Grading and Hauling, Inc.</td>
<td>Germanton, NC</td>
</tr>
<tr>
<td>Carolina Environmental Contracting, Inc.</td>
<td>Mount Airy, NC</td>
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<tr>
<td>Smith-Rowe, LLC</td>
<td>Mount Airy, NC</td>
</tr>
<tr>
<td>Eastern Structures, LLC</td>
<td>Mocksville, NC</td>
</tr>
<tr>
<td>Ramey, Inc.</td>
<td>Bethania, NC</td>
</tr>
<tr>
<td>HICAPS, Inc.</td>
<td>Greensboro, NC</td>
</tr>
</tbody>
</table>

WHEREAS, Stewart’s Grading and Hauling, Inc. has agreed to the Disadvantaged Business Enterprise (DBE) subcontracting goals established by NCDOT for this project; and

WHEREAS, it is the recommendation of the Finance Committee that a contract for construction of the Muddy Creek Trailhead and Greenway Connection be awarded to Stewart’s Grading and Hauling, Inc., the low bidder meeting specifications, in the estimated total base bid amount of $532,581.75.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem, that a contract for construction of the Muddy Creek Trailhead and Greenway Connection be awarded to Stewart’s Grading and Hauling, Inc., the low bidder meeting
specifications, in the estimated total base bid amount of $532,581.75, and that all other bids are rejected, and that the City Manager and City Secretary are authorized to execute the contract on behalf of the City, contract forms to be approved by the City Attorney and bid deposit retained until the successful bidder has provided satisfactory contract and bonds.

BE IT FURTHER RESOLVED that the approval of this contract is contingent upon approval by the North Carolina Department of Transportation.

BE IT FURTHER RESOLVED that funds have been previously appropriated and are available in account no. 304-533102-543004 to cover the cost of this contract.
Businesses notified of bid opportunity

<table>
<thead>
<tr>
<th>Business Name</th>
<th>City/State</th>
<th>M/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAC-Atlantic, Inc. Thompson-Arthur Div</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
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<tr>
<td>Armen Construction, LLC</td>
<td>Charlotte, NC</td>
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<tr>
<td>ASJ Wilson Construction, LLC</td>
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<tr>
<td>Atlantic Contracting Company Inc.</td>
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<tr>
<td>Bar Construction Company, Inc.</td>
<td>Greensboro, NC</td>
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<tr>
<td>C. L. Clark Construction Company</td>
<td>Stoneville, NC</td>
<td>W</td>
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<tr>
<td>Carolina Asphalt Paving, Inc.</td>
<td>Browns Summit, NC</td>
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<tr>
<td>Carolina Environmental Contracting, Inc.</td>
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<tr>
<td>Charles D. Lowder, Inc.</td>
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<td>Country Boy Landscaping, Inc.</td>
<td>Harmony, NC</td>
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<tr>
<td>D. H. Griffin Construction Co., LLC</td>
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<tr>
<td>Davie Construction Company</td>
<td>Clemmons, NC</td>
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<tr>
<td>Dirtworks of the Carolinas, LLC</td>
<td>Lexington, NC</td>
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<td>Frank L. Blum Construction Co</td>
<td>Winston-Salem, NC</td>
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<tr>
<td>H &amp; C Utilities, Inc.</td>
<td>Clemmons, NC</td>
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<td>Hanes Construction Co</td>
<td>Lexington, NC</td>
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<tr>
<td>HICAPS, Inc.</td>
<td>Greensboro, NC</td>
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<tr>
<td>High Point Builders, LLC</td>
<td>Greensboro, NC</td>
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<tr>
<td>HM Kern Corporation</td>
<td>Greensboro, NC</td>
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<td>Hodgins Construction Company</td>
<td>Greensboro, NC</td>
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<td>IHN Construction &amp; Development, LLC</td>
<td>Atlanta, GA</td>
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<td>JG Coram Company, Inc.</td>
<td>Mount Airy, NC</td>
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<td>Kemp Construction Co.</td>
<td>High Point, NC</td>
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<td>Kearey Builders, Inc.</td>
<td>Statesville, NC</td>
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<td>Knight Chow Construction Services, LLC</td>
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<td>L-J Inc.</td>
<td>Columbia, SC</td>
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<tr>
<td>Little Mountain Builders, Inc.</td>
<td>Denver, NC</td>
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<td>Magnolia Construction, LLC</td>
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<tr>
<td>Mid-South Irrigation &amp; Landscape Construction, Inc.</td>
<td>Winston-Salem, NC</td>
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<td>North State Environmental, Inc.</td>
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<tr>
<td>Page and Associates, Inc.</td>
<td>Kernersville, NC</td>
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<td>Praylor Construction Company, Inc.</td>
<td>McLeansville, NC</td>
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<tr>
<td>Ramey, Inc.</td>
<td>Bethania, NC</td>
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<td>Runburg Grading, Inc.</td>
<td>Walkertown, NC</td>
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<tr>
<td>Sharpe Bros., a Division of Vecellin &amp; Grogan, Inc.</td>
<td>Greensboro, NC</td>
<td>NA</td>
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<tr>
<td>Smith-Rowe, LLC</td>
<td>Mount Airy, NC</td>
<td>NA</td>
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<tr>
<td>Triangle Grading &amp; Paving, Inc.</td>
<td>Burlington, NC</td>
<td>NA</td>
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<tr>
<td>W.C. Construction Company, LLC</td>
<td>Winston Salem, NC</td>
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<tr>
<td>Yadkin Valley Paving, Inc.</td>
<td>Winston Salem, NC</td>
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<tr>
<td>Yates Construction Company</td>
<td>Stokesdale, NC</td>
<td>NA</td>
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<tr>
<td>Vannoy &amp; Sons Construction Co</td>
<td>Winston Salem, NC</td>
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<tr>
<td>Weaver-Cooke-Kirkland Housing, L.L.C.</td>
<td>Greensboro, NC</td>
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WORKFORCE DEMOGRAPHICS

<table>
<thead>
<tr>
<th>Project/Bid Description:</th>
<th>Maddy Creek Trailhead and Greenway Connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder's Company Name:</td>
<td>Stewart’s Grading and Hauling, Inc.</td>
</tr>
<tr>
<td>City/State:</td>
<td>Germanton, NC</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
</tr>
</thead>
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<tr>
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<td></td>
<td>24</td>
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</tbody>
</table>

% of Total

<table>
<thead>
<tr>
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<th>Female</th>
<th>White</th>
<th>African-American</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Native-American</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>96.0%</td>
<td>4.0%</td>
<td>96.0%</td>
<td>4.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

The above demographic data is provided to reflect generally the company’s efforts to achieve diversity in the workplace in compliance with the applicable employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
City Council – Action Request Form

Date: March 27, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:
Adoption of Resolution Awarding Purchase Order for Trans-Aid Buses.

Summary of Information:
The Winston-Salem Transit Authority (WSTA) has the need to purchase 12 trans-aid buses, six as scheduled replacements for equipment that has exceeded its useful life and has regular down time with excessive maintenance and costly repairs and six as new additions to their fleet. The historical growth in Trans-Aid ridership has resulted in insufficient capacity and abnormal wear and tear. Trans-Aid vehicles have a seven year life cycle (or in the alternative 200,000 miles life) as defined by the Federal Transit Administration (FTA). At the end of the life cycle, transit systems are eligible to receive funding for replacement. WSTA’s peak fleet requirement (maximum number of vehicles needed at any one time) is 30 vehicles. However, because of the age and regular down time of the existing fleet, efforts are made to maintain 40 vehicles available for service at all times. The FTA recommends a twenty percent spare ratio or 36 vehicles. The infusion of additional vehicles will allow Trans-Aid to address current requirements and expected continued growth. See Exhibit A for equipment replacement information.

On September 26, 2015, bids were accepted for the purchase of six trans-aid buses for WSTA and on October 26, 2015, the Mayor and City Council awarded the contract to purchase the trans-aid buses to National Bus Sales and Leasing, Inc., low bidder meeting specifications, at a total cost of $905,144. Effective September 23, 2016, National Bus Sales and Leasing, Inc. was sold to Creative Bus Sales, Inc., who assumed the contract by executing an agreement to fulfill the remaining terms, performance and conditions of the original bid and contract.

Terms of the bid reserved the right for the City to purchase up to an additional 32 new trans-aid buses at a cost of $118,953 each with the option to adjust pricing per the Producer Price Index for Truck and Bus Bodies, Series No. 1413 for a period of 5 years from contract effective date of November 2, 2015.

Committee Action:
Committee	Action
For	Against
Remarks:
It is recommended that a purchase order for 12 trans-aid buses at the cost of $120,833 each be awarded to Creative Bus Sales, Inc. for a total amount of $1,499,996. Eighty-five percent of this purchase will be funded using Federal Transit Administration Section 5307 Capital Grant and Congestion Mitigation and Air Quality grants. The local match (15%) is available in the WSTA fund. The recommendation to purchase buses was approved by the Winston-Salem Transit Authority Board of Directors (Exhibit B) at the meeting held February 22, 2017.

M/WBE comment: There are no known area minority or woman owned companies that sell these vehicles.

Workforce Demographics: See Exhibit A
RESOLUTION AWARDING PURCHASE ORDER FOR TRANS-AID BUSES

WHEREAS, the Winston-Salem Transit Authority (WSTA) has the need to purchase 12 trans-aid buses, six as scheduled replacements for equipment that has exceeded its useful life and has regular down time with excessive maintenance and costly repairs and six as new additions to their fleet; and

WHEREAS, on October 26, 2015, the Mayor and City Council awarded the contract to purchase the trans-aid buses to National Bus Sales and Leasing, Inc., low bidder meeting specifications, at a total cost of $905,144; and

WHEREAS, effective September 23, 2016, National Bus Sales and Leasing, Inc. was sold to Creative Bus Sales, Inc., who assumed the contract by executing an agreement to fulfill the remaining terms, performance and conditions of the original bid and contract; and

WHEREAS, terms of the bid reserved the right for the City to purchase up to an additional 32 new trans-aid buses at a cost of $118,953 each with the option to adjust pricing per the Producer Price Index for Truck and Bus Bodies, Series No. 1413 for a period of 5 years from contract effective date of November 2, 2015; and

WHEREAS, eighty-five percent of this purchase will be funded using Federal Transit Administration Section 5307 Capital Grant and Congestion Mitigation and Air Quality grants and the local match (15%) is available in the WSTA fund; therefore, it is recommended that a purchase order for 12 trans-aid buses at the cost of $120,833 each be awarded to Creative Bus Sales, Inc. for a total amount of $1,499,996.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem that a purchase order for 12 trans-aid buses at the cost of $120,833 each be awarded to Creative Bus Sales, Inc. for a total amount of $1,499,996.
BE IT FURTHER RESOLVED that the award of this purchase order constitutes a preliminary determination as to the qualification of the bidder. The City is not legally bound to perform the purchase order until the purchase order is duly executed by the City.

BE IT FURTHER RESOLVED that funds have been previously appropriated and are available in account nos. 816-816220-5352-627902 to cover the cost of this purchase.
STATE OF NORTH CAROLINA
COUNTY OF FORSYTH)

I, Phyllis Witherspoon, Human Resource Manager for the Winston-Salem Transit Authority, do hereby certify the attached to be a true and correct copy of a "RESOLUTION AUTHORIZING THE PURCHASE OF TWELVE PARATRANSIT VEHICLES", approved by the Transit Authority Board of Directors at a meeting held on the 29th day of September, 2016.

IN WITNESS WHEREOF, I have hereunto set by hand and seal of said Authority, this the 22nd day of February, 2017.

[Signature]
Phyllis Witherspoon
Human Resource Manager
Winston-Salem Transit Authority

(Company Seal)
RESOLUTION AUTHORIZING THE PURCHASE OF
TWELVE PARATRANSPORT VEHICLES

WHEREAS, per advertisement, bids were received and publicly opened by the City/County Purchasing Department at 1:00 P.M. on Friday, September 18th, 2015 for the provision of twelve paratransit vehicles.

WHEREAS, a contract for the purchase of paratransit vehicles was awarded to National Bus Sales & Leasing, Inc.

WHEREAS, the contract with National Bus Sales & Leasing, Inc. provided for the application of an option to purchase additional vehicles at the unit price of the base order vehicles plus the Producer Price Index for Truck and Bus Bodies; Series 1413 published by the Department of Labor.

WHEREAS, the Authority wishes to exercise that option for the purchase of twelve paratransit vehicles.

WHEREAS, federal funds have been awarded to the City of Winston-Salem and the Winston-Salem Transit Authority for the purchase of these vehicles.

WHEREAS, these funds constitute eighty-five percent of the total funds required for the purchase of these vehicles and

WHEREAS, the City retains sufficient funds to provide the remaining local share.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Winston-Salem Transit Authority authorizes the General Manager to facilitate the purchase of twelve paratransit vehicles.
### Equipment Replacement Information

**ParaTransit Buses**

<table>
<thead>
<tr>
<th>Vehicle#</th>
<th>3302</th>
<th>3307</th>
<th>3601</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2003</td>
<td>2003</td>
<td>2006</td>
</tr>
<tr>
<td>Make</td>
<td>Ford</td>
<td>Ford</td>
<td>Ford</td>
</tr>
<tr>
<td>Model</td>
<td>E450</td>
<td>E450</td>
<td>E350</td>
</tr>
<tr>
<td>Mileage</td>
<td>321,552</td>
<td>330,627</td>
<td>196,642</td>
</tr>
<tr>
<td>Acquired Cost</td>
<td>$63,759.00</td>
<td>$63,484.00</td>
<td>$32,420.00</td>
</tr>
<tr>
<td>Repairs Over Life of Vehicle</td>
<td>$83,583.00</td>
<td>$81,987.00</td>
<td>$35,011.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle#</th>
<th>9908</th>
<th>3701</th>
<th>3702</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2006</td>
<td>2007</td>
<td>2007</td>
</tr>
<tr>
<td>Make</td>
<td>Ford</td>
<td>CHEV</td>
<td>CHEV</td>
</tr>
<tr>
<td>Model</td>
<td>E350</td>
<td>C5500</td>
<td>C5500</td>
</tr>
<tr>
<td>Mileage</td>
<td>178,091</td>
<td>270,515</td>
<td>320,812</td>
</tr>
<tr>
<td>Acquired Cost</td>
<td>$32,420.00</td>
<td>$89,056.00</td>
<td>$89,056.00</td>
</tr>
<tr>
<td>Repairs Over Life of Vehicle</td>
<td>$29,584.00</td>
<td>$76,936.23</td>
<td>$73,748.86</td>
</tr>
</tbody>
</table>

---

**Project/Bid Description:** Trans-Aid Buses

**Bidder's Company Name:** Creative Bus Sales, Inc.

**City/State:** Charlotte, NC

### WORKFORCE DEMOGRAPHICS

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>297</td>
<td>93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race/Ethnic Identification</th>
<th>African-American</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Native-American</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>231</td>
<td>19</td>
<td>113</td>
<td>25</td>
<td>390</td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Total</th>
<th>76.2%</th>
<th>23.8%</th>
</tr>
</thead>
</table>

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
City Council – Action Request Form

Date: March 27, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:

Adoption of Resolution Awarding Contract for Stack Chairs for the M.C. Benton, Jr. Convention Center. (North Ward)

Summary of Information:

Bids were received on March 9, 2017, to provide stack chairs for M.C. Benton, Jr. Convention Center renovation project. The detailed bid tabulation (Exhibit A) follows the resolution. Below is a summary of the bids received.

<table>
<thead>
<tr>
<th>City/State</th>
<th>City/State</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialties Seating, Inc.</td>
<td>San Diego, CA</td>
<td>$197,250.00</td>
</tr>
<tr>
<td>West Jefferson Office Equipment, Inc.</td>
<td>Boone, NC</td>
<td>243,025.80</td>
</tr>
<tr>
<td>Michigan Tube Swagers &amp; Fabricators, Inc., dba MTS Seating</td>
<td>Temperance, MI</td>
<td>243,075.80</td>
</tr>
<tr>
<td>Douglas Equipment</td>
<td>Bluefield, WV</td>
<td>260,413.80</td>
</tr>
<tr>
<td>KMK Imports, Inc., dba KMK Supply Co.</td>
<td>Bellflower, CA</td>
<td>277,168.60</td>
</tr>
<tr>
<td>PMC Commercial Interiors, Inc.</td>
<td>Morrisville, NC</td>
<td>308,964.00</td>
</tr>
<tr>
<td>Mity-lite, Inc.</td>
<td>Orem, UT</td>
<td>337,814.80</td>
</tr>
</tbody>
</table>

Following the review and evaluation of bids received by City staff, it is recommended that a contract for the stack chairs be awarded to Specialties Seating, Inc., the low bidder meeting specifications, in the amount of $197,250.

The City plans to finance these furnishings over five years through the North Carolina Municipal Leasing Corporation. The Convention Center’s operating revenues currently are tracking ahead of budget; therefore, there will be sufficient funds to cover the debt payment this year. Starting with FY 17-18, the annual payment will be included in the Convention Center’s operating budget.

M/WBE comment: See Exhibit A for complete list of businesses notified of the bid opportunity.

Workforce Demographics: See Exhibit A

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
RESOLUTION AWARDING CONTRACT FOR STACK CHAIRS FOR THE
M.C. BENTON, JR. CONVENTION CENTER

WHEREAS, after due advertisement, bids were received and publicly opened by the City/County Purchasing Department at 10:00 a.m., Thursday, March 9, 2017, to provide stack chairs for the M.C. Benton, Jr. Convention Center renovation project, and the following bids were received:

<table>
<thead>
<tr>
<th>Company</th>
<th>City/State</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialties Seating, Inc.</td>
<td>San Diego, CA</td>
<td>$197,250.00</td>
</tr>
<tr>
<td>West Jefferson Office Eq. Inc.</td>
<td>Boone, NC</td>
<td>243,025.80</td>
</tr>
<tr>
<td>Michigan Tube Swagers &amp; Fabricators, Inc., dba MTS Seating</td>
<td>Temperance, MI</td>
<td>243,075.80</td>
</tr>
<tr>
<td>Douglas Equipment</td>
<td>Bluefield, WV</td>
<td>260,413.80</td>
</tr>
<tr>
<td>KMK Imports, Inc., dba KMK Supply Co.</td>
<td>Bellflower, CA</td>
<td>277,168.60</td>
</tr>
<tr>
<td>PMC Commercial Interiors, Inc.</td>
<td>Morrisville, NC</td>
<td>308,964.00</td>
</tr>
<tr>
<td>Mity-lite, Inc.</td>
<td>Orem, UT</td>
<td>337,814.80</td>
</tr>
</tbody>
</table>

WHEREAS, it is the recommendation of the Finance Committee that a contract to provide stack chairs for the M.C. Benton, Jr. Convention Center per bid specifications be awarded to Specialties Seating, Inc., the low bidder meeting specifications, in the amount of $197,250.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem, that a contract to provide stack chairs for the M.C. Benton, Jr. Convention Center per bid specifications is hereby awarded to Specialties Seating, Inc. in the amount of $197,250, and that the City Manager and City Secretary are hereby authorized to execute the contract on behalf of the City, contract forms to be approved by the City Attorney.

BE IT FURTHER RESOLVED that the award of this contract constitutes a preliminary determination as to the qualifications of the bidder. The City is not legally bound to perform the contract until the contract is duly executed by the City.
BE IT FURTHER RESOLVED the City plans to finance these furnishings over five years through the North Carolina Municipal Leasing Corporation. The Convention Center’s operating revenues currently are tracking ahead of budget; therefore, there will be sufficient funds to cover the debt payment this year. Starting with FY 17-18, the annual payment will be included in the Convention Center’s operating budget.
## Bid Tabulation

### Stack Chairs

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Unit Each</th>
<th>Total Price</th>
<th>Unit Each</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stack Chair</td>
<td>4,000</td>
<td>$47.00</td>
<td>$188,000.00</td>
<td>$56.79</td>
<td>$227,160.00</td>
</tr>
<tr>
<td>Stack Chair fabric</td>
<td>85 per chair</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hand Truck</td>
<td>20</td>
<td>$200.00</td>
<td>$4,000.00</td>
<td>$174.76</td>
<td>$3,495.20</td>
</tr>
<tr>
<td>Replacement Backs</td>
<td>200</td>
<td>$10.00</td>
<td>$2,000.00</td>
<td>$16.10</td>
<td>$3,220.00</td>
</tr>
<tr>
<td>Replacement Seats</td>
<td>280</td>
<td>$10.00</td>
<td>$2,800.00</td>
<td>$14.75</td>
<td>$4,130.00</td>
</tr>
<tr>
<td>Additional - Chair Fabric</td>
<td>20 yds</td>
<td>$10.00</td>
<td>$200.00</td>
<td>$12.45</td>
<td>$249.00</td>
</tr>
<tr>
<td>Replacement Guides</td>
<td>500</td>
<td>$0.50</td>
<td>$250.00</td>
<td>$1,125.00</td>
<td>$0.52</td>
</tr>
</tbody>
</table>

**Total Bid**

- Specialties Seating, Inc. $197,250.00
- West Jefferson Office Equipment, Inc. $243,025.80
- Michigan Tube Swagers & Fabricators, Inc. dba MTS Seating $243,075.80
- Douglas Equipment $260,413.80
- KMK Imports, Inc. Dba KMK Supply Co. $277,168.60
- PMC Commercial Interiors, Inc. $290,282.67
- Mity-lite, Inc. $337,814.80

**Manufacturer**
- Seating Specialties, Inc.
- Comfortek
- MTS Seating
- MTS Seating
- MTS Seating
- Mityline

**Model**
- 4177
- 851
- 852
- 852
- 852
- C5440

**Fabric**
- Texture of Juncture Desert
- Burch Desert
- JUC962 Juncture Desert
- JUC962 Juncture Desert
- JUC962 Juncture Desert
- JUC962 Juncture Desert

**Delivery Days**
- 120
- 120
- 84-98
- 80
- 80
- 80

**Additional**
- Michigan Tube Swagers & Fabricators, Inc. dba MTS Seating
- KMK Imports, Inc. Dba KMK Supply Co.
### Businesses directly notified of bid opportunity

<table>
<thead>
<tr>
<th>Business Name</th>
<th>City/State</th>
<th>M/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfred Williams &amp; Company</td>
<td>Colfax, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Carolina Furnishing &amp; Design</td>
<td>West End, NC</td>
<td>NA</td>
</tr>
<tr>
<td>CBI Holding Company, LLC</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Contemporary Galleries</td>
<td>Salisbury, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Contract Office Furnishings, Inc.</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Delve Interiors, LLC</td>
<td>Greensboro, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Douglas Equipment</td>
<td>Bluefield, WV</td>
<td>NA</td>
</tr>
<tr>
<td>Edge Office, LLC</td>
<td>Raleigh, NC</td>
<td>NA</td>
</tr>
<tr>
<td>KMK Imports, Inc., dba KMK Supply Co.</td>
<td>Bellflower, CA</td>
<td>NA</td>
</tr>
<tr>
<td>Michigan Tube Swagers &amp; Fabricators, Inc. dba MTS Seating</td>
<td>Lambertville, MI</td>
<td>NA</td>
</tr>
<tr>
<td>Mity-lite, Inc.</td>
<td>Orem, UT</td>
<td>NA</td>
</tr>
<tr>
<td>Patterson Pope</td>
<td>Greensboro, NC</td>
<td>NA</td>
</tr>
<tr>
<td>PFS Surplus, Inc.</td>
<td>Winston-Salem, NC</td>
<td>W</td>
</tr>
<tr>
<td>Piedmont Office Suppliers, Inc.</td>
<td>Greensboro, NC</td>
<td>M</td>
</tr>
<tr>
<td>PMC Commercial Interiors, Inc.</td>
<td>Morrisville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>River's Edge, LLC</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Simmons Office Interiors, Inc.</td>
<td>Greensboro, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Specialties Seating, Inc.</td>
<td>San Diego, CA</td>
<td>NA</td>
</tr>
<tr>
<td>Storr Office Environments of the Triad, Inc.</td>
<td>Greensboro, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Unique Office Solutions, Inc.</td>
<td>Greensboro, NC</td>
<td>NA</td>
</tr>
<tr>
<td>West Jefferson Office Equipment, Inc.</td>
<td>Boone, NC</td>
<td>W</td>
</tr>
</tbody>
</table>

---

**Project/Bid Description:** stack chairs for the M.C. Benton, Jr. Convention Center

**Bidder's Company Name:** Specialties Seating, Inc.

**City/State:** San Diego, CA

### WORKFORCE DEMOGRAPHICS

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>White</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Female</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Total</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>41.7%</td>
<td>58.3%</td>
</tr>
</tbody>
</table>

| 66.7% | 0.0% | 33.3% | 0.0% | 0.0% |

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
City Council – Action Request Form

Date: March 16, 2017
To: The City Manager
From: Derwick L. Paige, Assistant City Manager

Council Action Requested:

Approve Resolution Rescinding Economic Development Loan to The Winston-Salem Chronicle.

Summary of Information:

In January 2014, City Council approved a $100,000 economic development loan to The Winston-Salem Chronicle to expand their operations. Funds were being disbursed from the Economic Development Loan Fund/Technology Fund. Since the loan has not closed to date, staff recommends rescinding the loan and returning the funds to the Economic Development Loan Fund/Technology Fund.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:

-329-
RESOLUTION RESCINDING ECONOMIC DEVELOPMENT LOAN TO THE WINSTON-SALEM CHRONICLE

WHEREAS, In January 2014, the City approved a $100,000 economic development loan to The Winston-Salem Chronicle to expand their operations; and

WHEREAS, funds were being disbursed from the Economic Development Loan Fund/Technology Fund; and

WHEREAS, the loan has not closed to date.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Winston Salem, upon the recommendation of the Finance Committee, that the City rescinds its loan to The Winston-Salem Chronicle and return the funds to the Economic Development Loan Fund/Technology Fund.
Date: March 20, 2017

To: The City Manager

From: Gregory M. Turner, Assistant City Manager

Council Action Requested:

Consideration of a Resolution Authorizing the City Manager to Enter into An Agreement with the National Cycling Center

Summary of Information:

In October 2016, City Council approved a Resolution authorizing the City Manager to enter into an agreement with the North Carolina Department of Transportation (NCDOT) for the Downtown Traffic Signal Cabinet Relocation Project. Under this agreement, NCDOT will allocate $250,000 from the Secretary of Transportation’s statewide contingency funds for the project.

Motor Vehicle Privilege Tax funds were freed up by this action and general funds were allocated as part of that action to support community cycling events in Winston-Salem and parking needs for the National Cycling Center. Twenty parking spaces are available in the 4th and Church Streets parking deck. The cost of these spaces are $60 per month. A six year 8 month lease of these 20 spaces costs $96,000. The balance of $154,000 will be used to support community cycling events. Supplemental information about the National Cycling Center is provided in Attachment A.

The attached resolution authorizes the City Manager to enter into an agreement with the National Cycling Center for receipt of these funds.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE NATIONAL CYCLING CENTER

WHEREAS, City Council approved an action in October 2016 to enter into an agreement with NCDOT (NCDOT) to receive $250,000 in statewide contingency funds for the downtown traffic signal cabinet relocation project; and

WHEREAS, the action also included a Project Budget Ordinance to allocate the Statewide Contingency Funds to the project; and

WHEREAS, the action also included an Ordinance Amending the Annual Appropriations and Tax Levy Ordinance to reallocate the $250,000 in Motor Vehicle Privilege Tax Funds and allocate a Fund Balance Appropriation from the General Fund of $154,000 for contribution for cycling events in Winston-Salem and a $96,000 transfer to the parking fund.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Council of the City of Winston-Salem authorize the City Manager and City Secretary to sign and execute a municipal agreement with the National Cycling Center for receipt of these funds.
Attachment A

The National Cycling Center (NCC) staff and board of directors intends to renovate the 40,000 square foot building at 505 N. Liberty Street into an elite training facility for Olympic-level athletes by May, 2018. The NCC will accommodate up to 20 athletes from around the world, who will use the world-class facilities and roads in the areas surrounding Winston-Salem to prepare for elite-level competition. The building will provide numerous uses in addition to the training facility, including Wake Forest Baptist Health rehabilitation services and a restaurant. NCC activities are expected to generate 50-70 jobs once the building is occupied and training has begun, with additional jobs accompanying the opening of the restaurant. In addition to these functions, the NCC will serve the community through the Community Olympic Development Program (CODP), through which NCC staff will work with local students to educate them about cycling and encourage them to participate in the sport and build cycling into their daily routines. The NCC initiated the CODP with the Winston-Salem / Forsyth County School district this year and expects to expand on it for the 2017-2018 school year.

Figure 1: The National Cycling Center at 505 N. Liberty Street.
City Council – Action Request Form

Date: March 27, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:

Approval of Resolution Declaring Certain City Owned Equipment Surplus and Authorizing the Sale Thereof.

Summary of Information:

By the attached resolution, staff is requesting permission to sell all items listed on Attachment A which include the following surplus motor vehicles and equipment:

<table>
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<tr>
<th>Item Type</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>24 automobiles</td>
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<tr>
<td>13 pickup trucks</td>
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<tr>
<td>1 SUV</td>
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<td>5 salt spreaders</td>
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<td>1 sanitation trucks</td>
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<td>12 dump trucks</td>
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<tr>
<td>2 trailers</td>
<td></td>
</tr>
<tr>
<td>1 fork lift</td>
<td></td>
</tr>
<tr>
<td>1 skid steer</td>
<td></td>
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<tr>
<td>2 tractors</td>
<td></td>
</tr>
<tr>
<td>8 heavy duty trucks</td>
<td></td>
</tr>
<tr>
<td>2 mowers</td>
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</table>

The surplus personal property has been determined by the Fleet Department to be obsolete, outmoded, or unsuitable for the intended use and the disposal of which would be to the financial benefit of the City. All vehicles, which have been removed from service, are either wrecked or in need of extensive repairs and maintenance that would be cost prohibitive.

If approved, local non-profit organizations will be notified that surplus items will be offered for sale at the Rodgers Realty & Auction Co., Inc. held at 10:00 a.m. on Saturday, April 29, 2017. Any items remaining unsold after the live auction may be sold by online auction at www.govdeals.com or receipt of sealed bids. All sales will be conducted pursuant to N.C.G.S. 160A-270(b).

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
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<tbody>
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<td>Against</td>
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Remarks:
RESOLUTION DECLARING CERTAIN CITY OWNED EQUIPMENT SURPLUS AND AUTHORIZING THE SALE THEREOF

WHEREAS, the City of Winston-Salem presently owns the motor vehicles and equipment listed on Attachment A following the resolution; and

WHEREAS, all vehicles and equipment listed on Attachment A have been determined by the Fleet Department to be obsolete, outmoded, or unsuitable for the intended use and the disposal of which would be to the financial benefit of the City; and

WHEREAS, all vehicles and equipment, which have been removed from service, are either wrecked or in need of extensive repairs and maintenance that would be cost prohibitive; and

WHEREAS, it is the recommendation of the Finance Committee that said motor vehicles and equipment be sold in accordance with N.C.G.S. 160A-270(b).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem, that the Purchasing Director, acting in the name and on behalf of the City of Winston-Salem, is hereby authorized to advertise and sell said motor vehicles and equipment.
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<th>Equip#</th>
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<th>Make</th>
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City Council – Action Request Form

Date: March 27, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:

Resolution Authorizing the City Manager to Donate Surplus Fire Pumper Truck to Forsyth Technical Community College.

Summary of Information:

Forsyth Technical Community College, located in Winston-Salem, N.C., has a campus location in King, N.C. that offers degrees in fire and emergency medical technology. The King facility has an outside training ground which offers training accommodations for the Winston-Salem Fire Department. Forsyth Technical Community College does not have a fire truck available for training and has requested the donation of a surplus fire pumper truck. The fire truck would allow for actual hands on training for students in the degree program.

North Carolina General Statute 160A-280 authorizes a City to donate to another governmental unit within the United States any personal property, including supplies, materials, and equipment that the governing board deems to be surplus, obsolete, or unused.

The Winston-Salem Fire Department has a 1995 HME/Quality pumper truck with 164,613 miles and 15,045 pumper hours that has been declared as surplus to the needs of the department and removed from service. The total maintenance and repair costs over the lifetime of the truck was $221,550.42. This vehicle has an estimated value less than $15,000.

If approved, the attached resolution will authorize the City Manager to donate the surplus fire pumper truck to Forsyth Technical Community College for this purpose.

Public notice of this transaction was posted March 9, 2017, as required by N.C.G.S. §160A-280.

Committee Action:

<table>
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<tr>
<th>Committee</th>
<th>Action</th>
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<td>For</td>
<td>Against</td>
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Remarks:
RESOLUTION AUTHORIZING THE CITY MANAGER TO DONATE SURPLUS FIRE PUMPER TRUCK TO FORSYTH TECHNICAL COMMUNITY COLLEGE

WHEREAS, Forsyth Technical Community College, a governmental unit within the United States, has requested the donation of one fire pumper truck; and

WHEREAS, North Carolina General Statute 160A-280 authorizes a City to donate to another governmental unit within the United States any personal property including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused; and

WHEREAS, the Winston-Salem Fire Department has a 1995 HME/Quality fire pumper truck with 164,613 miles, 15,045 pumper hours, accumulated $221,550.42 of maintenance and repair costs over the lifetime of the truck and has been declared as surplus to the needs of the department and removed from service.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem that the donation of a 1995 HME/Quality fire pumper truck, equipment #17, to the Forsyth Technical Community College is hereby authorized.
MEMBERS PRESENT:  Mayor Allen Joines (left at 6:06 p.m.)  
Council Member Robert C. Clark, Chair  
Council Member Denise D. Adams, Vice Chair  
Council Member Vivian H. Burke  
Council Member Jeff MacIntosh  

OTHERS PRESENT:  Council Member Derwin L. Montgomery  
Council Member John C. Larson  
Council Member James Taylor, Jr. (arrived at 5:55 p.m.)

Chair Clark called the meeting to order and stated that without objection, the Committee would first consider a special report from the Poverty Thought Commission which is Item G-1. Items C-3, C-6, C-7 and C-12(a)(b) were pulled by Council Member Burke. Item C-13 was pulled by Chair Clark. Item C-14 and C-17 were pulled by Council Member Larson.

Council Member Montgomery made a motion to approve the balance of the Consent Agenda. The motion was duly seconded by Council Member Adams and carried unanimously.

GENERAL AGENDA

G-1. PRESENTATION OF THE REPORT OF THE WINSTON-SALEM POVERTY THOUGHT FORCE.

Dr. Kirsh, Pro-Voce, Wake Forest University, gave a presentation on this item.

In response to Chair Clark, Mr. Kirsh stated additional information about this report is available online at povertythoughtforce.com.

Mayor Joines thanked Mr. Kirsch for the amazing job on the project. He suggested the City Council, County Commissioners and the Chamber of Commerce come together to adopt this example in the report, as a guide, to help make this poverty thought a success.
CONSENT AGENDA

C-1. RESOLUTION AUTHORIZING AN EXTENSION OF A LEASE AGREEMENT WITH KDM OF WILMINGTON, LLC PROVIDING A SITE FOR A LEAF MULCHING FACILITY FOR THE SANITATION DEPARTMENT (NORTH WARD).

C-2. CONSIDERATION OF A RESOLUTION AUTHORIZING THE SALE OF A CERTAIN CITY-OWNED VACANT LOT ON EAST TWENTY-FOURTH STREET UNDER THE UPSET BID PROCEDURE N.C.G.S. 160A-269 (NORTHEAST WARD).

C-4. RESOLUTION AUTHORIZING RESTRUCTURING OF EXISTING LOANS FOR SUMMIT SQUARE GARDEN APARTMENTS. (EAST WARD).

C-5. CONSIDERATION OF ITEMS RELATED TO DRAYTON PINES: (NORTH WARD).
   a. RESOLUTION AUTHORIZING MODIFICATION TO PERMANENT FINANCING FOR 44 UNITS OF AFFORDABLE HOUSING KNOWN AS DRAYTON PINES APARTMENTS AND THE DEED FROM THE CITY TO THE HOUSING AUTHORITY OF WINSTON-SALEM.

C-8. RESOLUTION AUTHORIZING THE QUIET CLAIM ABANDONMENT OF A SEWER EASEMENT FOR THE WEST END STATION PROJECT (NORTHWEST WARD).

C-9. RESOLUTION APPROVING AN APPLICATION FOR NORTH CAROLINA CLEAN WATER STATE REVOLVING FUND LOANS ASSOCIATED WITH DIGESTER AND THICKENING IMPROVEMENTS AT THE MUDDY CREEK WASTEWATER TREATMENT PLANT AND ARCHIE ELLEDGE WASTEWATER TREATMENT PLANT.

C-10. CONSIDERATION OF ITEMS REGARDING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS – IDOLS ROAD BUSINESS PARK:
a. RESOLUTION AUTHORIZING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS GENERATED BY OUT OF COUNTY SERVICES FOR THE DESIGN AND CONSTRUCTION OF MUNICIPAL INFRASTRUCTURE IMPROVEMENTS AT IDOLS ROAD BUSINESS PARK THROUGH AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF WINSTON-SALEM AND FORSYTH COUNTY.


C-11. CONSIDERATION OF ITEMS REGARDING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS – UNION CROSS BUSINESS PARK:

a. ORDINANCE AMENDING CHAPTER 2 OF THE CITY CODE REGARDING ADMINISTRATION.

b. RESOLUTION RATIFYING AND AUTHORIZING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS GENERATED BY OUT OF COUNTY SERVICES FOR THE DESIGN AND CONSTRUCTION OF MUNICIPAL IMPROVEMENTS AT UNION CROSS BUSINESS PARK THROUGH A REIMBURSEMENT AGREEMENT BETWEEN FORSYTH COUNTY, THE CITY OF WINSTON-SALEM, CITY/COUNTY UTILITY COMMISSION AND WINSTON-SALEM INDUSTRIAL PROPERTIES, LLC, A SUBSIDIARY OF JOHNSON DEVELOPMENT ASSOCIATES, INC.


C-15. CONSIDERATION OF ITEMS RELATING TO A CHANGE ORDER TO H.M. KERN CORPORATION IN THE AMOUNT OF $165,000 FOR POLICE DISTRICT 2 FACILITY RENOVATIONS. (SOUTHEAST WARD).

a. RESOLUTION AUTHORIZING A CHANGE ORDER TO H.M. KERN CORPORATION IN THE AMOUNT OF $165,000 FOR POLICE DISTRICT 2 FACILITY RENOVATIONS.


C-16. CONSIDERATION OF AMENDMENTS TO THE FISCAL YEAR 2016-17 BUDGET ORDINANCES FOR THE CITY OF WINSTON-SALEM, NORTH CAROLINA.


C-19. RESOLUTION APPROVING RENEWAL OF THE MICROSOFT ENTERPRISE AGREEMENT. [$1,257,210.33].

C-20. IT FIBER NETWORK UPDATE.

C-21. INFORMATION ON DESKTOP REPLACEMENT.


C-3. RESOLUTION AUTHORIZING A LEASE EXTENSION WITH FIFTH STREET INVESTMENTS, LLC PROVIDING SPACE FOR THE POLICE DEPARTMENT’S COMMUNITY RESOURCES UNIT.

Chair Clark requested information about the square footage of the Public Safety building downtown, and what is the square footage of the three new buildings, the Beatty building and the square footage of the building being rented.

In response to Chair Clark, Mr. Gregory Turner, Assistant City Manager, stated the square footages of all buildings requested will be given in the next Council package. He also stated the Public Safety Center will be completely taken down and removing all of the occupants during the renovation. The additional Public Safety facilities will be used to accommodate the relocation temporarily of that staff.

Council Member Burke requested information about how many office spaces are the City responsible for in this building.

Council Member Burke requested information about how much the tenants pay for rent in this building.

Chair Clark requested this item be held in Committee until March.

C-6. RESOLUTION AUTHORIZING CONTINUATION OF A REVOLVING BRIDGE FUND FOR THE HOUSING AUTHORITY OF THE CITY OF WINSTON-SALEM (HAWS) AND EXPERIMENT IN SELF-RELIANCE, INC. (ESR) [$341,000].

Mr. Ritchie Brooks, Community and Business Development Director, gave the staff presentation on this item.
Council Member Burke requested Mrs. Roebuck, Community and Business Development Committee, come to a Committee meeting and give an update on the houses of the Fifth Street development.

Council Member Burke made a motion to approve this item. The motion was duly seconded by Council Member MacIntosh and carried unanimously.

C-7. CONSIDERATION OF ITEMS RELATING TO THE OLD SALEM INFRASTRUCTURE IMPROVEMENT PROJECT:

a. RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDERS WITH STANTEC CONSULTING SERVICES, INC. FOR ADDITIONAL PROFESSIONAL ENGINEERING SERVICES AND CONSTRUCTION SERVICES FOR THE OLD SALEM INFRASTRUCTURE IMPROVEMENT PROJECT.


In response to Council Member Burke, Mr. Turner stated the intent is for the contract work to be restricted by the amount that Council approves. He also stated with a project like this, there are unknowns to what activity will be anticipated. But the amount of work has been scaled to an anticipation of the worst case scenario for what the consultant may find when constructing in the design of the investigation.

In response to Council Member Larson, Mr. Turner stated the intent is for staff to hire a consultant that can complete the rest of this aspect of the project. He also stated as Council Member requested to break the project up into two different phases. This would consist of a preliminary design work and the construction administration of that design work. However, it is best to have the same consultant to do all of the work to ensure proper implementation.

Council Member Larson requested staff to provide answers to what the problem is, what the solution is and what the estimated cost is to that solution and what services will Stantec provide and supervise.

Chair Clark suggested this item be held in Committee until March.

C-12. CONSIDERATION OF ITEMS RELATED TO CONTRACTS:

a. RESOLUTION AWARDING PURCHASE ORDER FOR COMPUTERS – Dell Marketing L.P. - $192,989.11 [Item remanded to Finance Committee at the January 17, 2017, City Council Meeting.]

Mr. Tom Kurezcka, Chief Information Officer, gave the staff report on this item.
Council Member MacIntosh requested staff pay close attention to the process as fairly large purchases are conducted. He also stated the budget office is in collaboration with this process.

In response to Council Member Burke, Mr. Kureczka stated staff is currently in the process of implementing a new program called Granicus. This product will submitted on the same platform as the current software program SIRE.

In response to Council Member Burke, Mr. Garrity stated by May the City will go paperless and the new software program Granicus will be used to provide information to City officials instead of the agenda books.

Council Member MacIntosh made a motion to approve this item. The motion was duly seconded by Council Member Adams and carried unanimously.


Mr. Jerry Bates, Purchasing Director, gave the staff report on this item.

In response to Council Member Burke, Mr. Lee Garrity, City Manager, stated the Vegetation Management Department works with the contracted services for mowing.

Council Member MacIntosh made a motion to approve this item. The motion was duly seconded by Council Member Adams and it carried unanimously.

c. RESOLUTION AWARDING CONTRACT FOR ROADWAY/SIDEWALK IMPROVEMENTS ALONG EBERT STREET, ARDMORE ROAD AND BETHABARA ROAD – Smith-Rowe, LLC - $1,976,854.79. (Estimated Amount).

C-13. CONSIDERATION OF ITEMS RELATING TO A CONTRACT FOR THE PASSAGEWAY PROJECT:

a. RESOLUTION AWARDING CONTRACT FOR THE PASSAGEWAY PROJECT – New Restoration and Recovery Services, LLC. - $67,241.05. (Estimated Amount).
In response to Chair Clark, Mr. Bates stated the City has previously done business with New Restoration and Recovery Services and they are going to subcontract a portion of the scope of work with another firm that does this type of work routinely.

Council Member Adams made a motion to approve this item. The motion was duly seconded by Council Member MacIntosh and carried unanimously.

C-14. RESOLUTION AUTHORIZING A CHANGE ORDER TO ARCHITECTURAL DESIGN ASSOCIATES PLLC FOR $47,000.00 IN ADDITIONAL DESIGN SERVICES AND TO RESOLUTE BUILDING COMPANY IN THE AMOUNT OF $565,000 FOR WORK ON THE M.C. BENTON, JR. CONVENTION CENTER RENOVATION PROJECT. (NORTH WARD)

In response to Council Member Larson, Mr. Ben Rowe, Assistant City Manager, stated the construction contract with Resolute Building Company would increase by $853,000.

Council Member MacIntosh made a motion to approve this item. The motion was duly seconded by Council Member Adams and carried unanimously.

C-17. RESOLUTION CHANGING FISCAL YEAR 2016-2017 ADOPTED USER FEE SCHEDULE FOR STREET CLOSING PERMITS.

In response to Council Member Larson, Mr. Turner stated under the statute the City has a requirement to host the information about a street closure and to publish the information in the newspaper. Included in this fee, is an amount for staff time and there is the cost of the ad. For each street closure there is a $1400 fee. For three to four street closures at one time, the fee would be $2600.

Council Member Adams made a motion to approve this item. The motion was duly seconded by Council Member MacIntosh and carried unanimously.

C-18. RESOLUTION APPROVING THE FY 2018 FEDERAL AGENDA FOR THE CITY OF WINSTON-SALEM.

Council Member Adams requested a breakdown monetarily of the projects themselves. She also stated for example, the report should provide the money and the project and the year.

GENERAL AGENDA

G-2. RESOLUTION APPROVING FUNDING TO SHARE FOR A FEASIBILITY STUDY AND CONSULTING SERVICES TO EVALUATE THE DEVELOPMENT OF A COOPERATIVE GROCERY STORE IN WINSTON-SALEM. [$21,800].

Mr. Derwick Paige, Assistant City Manager, gave the staff presentation on this item.
Council Member Adams stated the grocery stores should be put where the most need for them is. She also stated it’s a great concept however, the stores should be put where the people say they want them.

Reverend Willie Bass, 3412 Millhaven Road, spoke on behalf of the study and is aware of the need of addressing the members in these communities where the need is for the grocery stores.

Council Member MacIntosh made a motion to approve this item. The motion was duly seconded by Council Member Adams with Chair Clark abstaining.

Council Member Montgomery stated in part the challenge is a transportation problem in that people are not able to get to the grocery stores. However, transportation by itself will not solve this issue. There is a limit to how many shopping bags are allowed on the buses. The meaning normally used as food deserts is not clearly defined.

Council Member Burke suggested staff meet with the committee of the consulting services to provide all information needed to properly place the grocery stores.


Ms. Patrice Toney, Budget Director, and Mrs. Carmen Carruth, Human Resources Director, gave the staff presentation on this item.

Council Member Adams requested more information on a projection for the years 2017/2018 for what positions are going to be changed involving the one-third position classification and compensation forecast. And, what would it look like compared to surrounding cities. Also, please provide the strategic plan for the police pay retention.

G-4. PROFORMA REGARDING WINSTON LAKE YMCA.

Mr. Paige gave the staff report on this item.

In response to Chair Clark, Mr. Paige stated one of the key work items on the agenda is to look at the business models for the recreation centers. The recreation director is currently working on this. He stated community meetings will be scheduled in April to get input from the community members to see what extra hours of operation are needed.

Council Member Adams requested information to what programs would be moved to the Winston Lake YMCA.

In response to Council Member Montgomery, Mr. Paige stated the $202,480 needed for additional staff cost comprises of paying the facility managers, custodians, aquatic program supervisor and five part-time lifeguards.

Council Member MacIntosh requested information on operating costs for Polo Park Recreation Center.
G-5. PLOTT’S BAKERY PRODUCTS APPEAL OF SMALL BUSINESS LAIN COMMITTEE’S DENIAL OF REQUEST FOR ASSISTANCE.

Mr. Evan Raleigh, Office of Business Inclusion & Advancement Director, gave the staff report on this item.

In response to Chair Clark, Mr. Raleigh stated the City has done 20 to 30 M/WBE (Minority Women’s Business Enterprise) loans over the course of the last ten years.

Ms. Evelyn Burney, 4901 Germanton Road, spoke on behalf of this appeal and provided information concerning her loan application denial.

In response Chair Clark, Ms. Burney stated she would need $982,550 to start-up her business.

Mr. Paige stated Golden Leaf is a fund program provided through the City.

Mr. Doug Atkinson, Small Business Loan Committee, 1008 Glossman Road, gave information about the denial of Ms. Burney’s loan application.

In response to Council Member Adams, Mr. Paige stated Ms. Burney has been working with the Business Inclusion office but not to the extent that she is needing currently since the denial.

In response to Council Member Montgomery, Mr. Atkinson stated with respect to expertise on the Committee, essentially the technical expertise beyond the committee, the suggestion is that loan applicants connect within other organizations in the community to help fund these types of loans that are denied.

Chair Clark suggested this item be held in committee to March.

Chair Clark requested staff research and get more information on Golden Leaf.

Council Member Taylor requested information concerning prospective contracts that Ms. Burney may petition to bid on.

ADJOURNMENT: 6:15 p.m.