

**JOINT APPEARANCE COMMISSION
REGULAR MEETING
AGENDA
MONDAY, FEBRUARY 10, 2020 (5:30 PM)
E. E. SMITH CONFERENCE ROOM*
SECOND FLOOR-FAYETTEVILLE CITY HALL-433 HAY STREET**

***The E.E. Smith Conference Room is on the second floor of City Hall. From the first floor lobby of City Hall, go up the stairs or elevator to the second floor. Turn right and go through the double doors. The room is on the left.**

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2.	Introduction of New Members, Guests and Others		
3.	Approval of Minutes of Previous Meetings		
(a)	January 13, 2020 Regular Meeting	3	2-4
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(b)	Revised Cost Projections	2	6-7
(c)	Report from Committee on Award Categories and Other Issues		
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9.	Information Items		
(a)	Update on Recertification of Fayetteville as a Tree City USA		
(b)	Please Participate in the Upcoming 2020 Census		
10.	Matters of Interest (from Commission Members)		
11.	Adjournment		

*Item 1
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MINUTES
JOINT APPEARANCE COMMISSION
REGULAR MEETING
MONDAY, JANUARY 13, 2020
5:45 PM
E. E. SMITH CONFERENCE ROOM
FAYETTEVILLE CITY HALL

MEMBERS PRESENT

Sally Bailey (Hope Mills)
Charlotte Dawson (Eastover)
Sharon Haley (Spring Lake)
Helen Haynes (Fayetteville)
Clyde Foster (Fayetteville)
Gregory Foxx (Fayetteville)

STAFF & OTHERS PRESENT

David Nash, City of Fayetteville
Dana West (visitor-guest of Ms. Haley)
Timothy Johnson (visitor)

MEMBERS ABSENT

Latara Ray (County)
Johnny Sawyer (Wade)
Christy Horne (Stedman)
Keshonna Newton (Fayetteville)

VACANT SEATS

County (Walker Seat)
County (MacKenzie Seat)
County (Davis Seat)
Town of Godwin
Town of Linden
Town of Falcon

The first item was call to order and approval of the agenda. At 6:05 PM, after adjournment of the Fayetteville Tree Board meeting, Chairperson Sally Bailey called the meeting of the Joint Appearance Commission to order. Following a motion by Ms. Haynes and a second by Mr. Foxx, the agenda was approved.

The second item was introduction of new members, guests, and others. Chairperson Bailey welcomed two visitors. The first was Dana West, a guest of Ms. Haley. Ms. West is a member of the Spring Lake Appearance Commission. The second was Mr. Timothy Johnson. He said he is an Air Force veteran, and he has recently moved back to the area.

The third item was approval of the minutes of previous meetings. (The minutes were for the December 9, 2019 meeting.) After a motion by Mr. Foxx and a second by Ms. Dawson, the minutes were approved.

The fourth item was a discussion of the Appearance Awards Program. At a previous meeting, a committee was tasked with discussing the awards categories and other issues. Vice-Chair Charlotte Dawson said she would try to find out if the committee has been able to meet and make any recommendations.

Mr. Nash reported that he had contacted City and County staff members about their processes for submitting budget requests.

Mr. Nash then handed out copies of updated cost projection, referred to as Version 3 and updated as of January 13. The least-costly option would be to hold the ceremony in the Fayetteville City Hall. The next option would be to hold the ceremony at Segra Stadium. The most expensive option would be to hold the ceremony at Highland Country Club. However, Ms. Bailey raised a question about the Highland cost per person figure used in the worksheet.

The following questions were then discussed:

- Where have the ceremonies been held in the past, and how they have been paid for? Various local governments and/or local organizations have offered to host and pay for the ceremony in the past.
- How did the JAC end up holding the ceremony at Highland? A former member of the JAC was a member of the Greater Fayetteville Apartment Association and a member of Highland. This made it possible for the Association to sponsor and pay for the ceremony at Highland.
- Should the budget requests to the City and County include an option for holding the ceremony at Highland? The consensus was that it might not be appropriate to include this option.
- How have people been invited to the ceremonies in the past? Nominators and owners of nominated properties have been invited, along with local elected officials.
- How many people have attended these ceremonies? In one year, almost 200 attended. This number varies with the number of properties nominated.
- Should members of the JAC ask organizations if they would be willing to sponsor a ceremony in the future? Mr. Foxx said he would try to speak with a local organization. Ms. Bailey said she would ask the Town of Hope Mills.

The fifth item was a discussion of the upcoming Tree Planting Program. Mr. Foxx reported that he will be meeting with an official from the Cumberland County Schools on a possible school site.

The sixth item was an update on membership of the JAC. Ms. Bailey noted the memo in the packet. The memo noted that there are now three County vacancies, and that Ms. Deanna Rosario had submitted an application. Information about her was in the packet. The consensus of the JAC members was to recommend that the County appoint Ms. Rosario.

The seventh item was an update on the Tree Board meeting held on January 13, 2020, prior to the JAC meeting. Since JAC members were present for the Tree Board meeting, this update was not needed.

The eighth item was the meeting schedule for 2020/possible agenda items for the next meeting. At the next meeting, the JAC will consider the Awards Program and the upcoming Tree Planting Ceremony, which will be timed to coincide with the NC observance of Arbor Day.

The ninth item was information items. Mr. Nash reported that no information has been received yet on the recertification of Fayetteville as a Tree City USA.

The tenth item was matters of interest. Chair Bailey asked if a permanent parking sticker could be issued to JAC members.

The eleventh item was adjournment. Ms. Bailey adjourned the meeting at 7:20 PM.

Minutes prepared by: David Nash, City of Fayetteville-Development Services Department-
(Revised as of 2/6/2020).

February 7, 2020

MEMORANDUM

TO: Joint Appearance Commission Members

FROM: David Nash, Development Services Department, City of Fayetteville

SUBJECT: Discussion of the Appearance Awards Program

At your meeting on January 13, I handed out new cost projections for the 2020 Appearance Awards Program. It was assumed that projections like these would be needed for a budget request to the City and the County. **On the next two pages, you will see the latest cost projections. They are referred to as Version 4-updated as of 2/7/2020.**

The information you received on January 13 showed three options: Option 1-holding the ceremony at the Fayetteville City Hall; Option 2-holding the ceremony at Segra Stadium; and Option 3-holding the ceremony at Highland Country Club. This information led to some questions about the location of ceremonies in the past and how they were paid for. The consensus of the group was that it might not be appropriate to include the option of holding a ceremony at Highland.

Therefore, in the latest cost projections, I have substituted the Hope Mills Recreation Center for Highland in Option 3. Chairperson Bailey is from Hope Mills, and she reports that the Hope Mills Recreation Center can be used for no charge. The capacity is 160.

Since the same concerns could be raised about Segra Stadium, in the latest projections I have substituted the Kiwanis Recreation Center for Segra in Option 2. There are published facility fees for using recreation centers, so a facility fee of \$150 is included in Option 2-Kiwanis. However, it is possible that this facility fee can be waived.

The latest projections assume that 160 people will attend, not 200, and that the same caterer could provide the food and beverages for all three options. Because of the distance to Hope Mills, it has been assumed that the caterer's delivery costs would be higher in Option 3 than in Options 1 and 2. This needs to be confirmed.

The impact of all these changes is that the latest projected costs for Options 2 and 3 are considerably lower than in the previous version. It is hoped that these lower costs will have a better chance of being approved in the City and/or County budget processes.

New Issue #1: You might not know whether the City or County will approve the budget requests until mid-June. Should program launch be postponed until after July 1?

New Issue #2: There might be a report on February 10 from the committee that was formed at a prior meeting to discuss categories and other issues about the program. If there is no report, then the entire group will need to discuss these topics on February 10.

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Summary of Projected Costs for the 2020 Community Appearance Awards Program-Version 4

Item	Number	Unit Cost	Total Cost	Option 1- Ceremony at Fayetteville City Hall	Option 2- Ceremony at Kiwanis Rec Center	Option 3- Ceremony at Hope Mills Rec Center
Brochures-1st printing-400 copies	400	\$ 0.16	\$ 65	\$ 65	\$ 65	\$ 65
Brochures-2nd printing-400 copies	400	\$ 0.16	\$ 65	\$ 65	\$ 65	\$ 65
Publish Nomination Form in Fayetteville Observer	0		\$ -	\$ -	\$ -	\$ -
Publish Nomination Form in Up & Coming	0		\$ -	\$ -	\$ -	\$ -
Mileage for Use of Private Vehicle to Take Photos	100	\$ 0.54	\$ 54	\$ 54	\$ 54	\$ 54
Print Special Invitation Cards for Ceremony (Target: Elected Officials)	50	\$ 1.30	\$ 65	\$ 65	\$ 65	\$ 65
Postage for Mailing Special Invitation Cards	38	\$ 0.46	\$ 17	\$ 17	\$ 17	\$ 17
Postage for Mailing Invitations to Ceremony (Target: Nominators)	75	\$ 0.46	\$ 35	\$ 35	\$ 35	\$ 35
Postage for Mailing Invitations to Ceremony (Target: Related Persons)	100	\$ 0.46	\$ 46	\$ 46	\$ 46	\$ 46
Print Certificates for 15 Winners and 3 Special Winners	18	\$ 0.10	\$ 2	\$ 2	\$ 2	\$ 2
Frame Certificates for 15 Winners & 3 Special Winners (Easter Art Works)	18	\$ 28.25	\$ 509	\$ 509	\$ 509	\$ 509
Print Certificates for All Nominated Properties	75	\$ 0.10	\$ 8	\$ 8	\$ 8	\$ 8
Certificate Holders for All Nominated Properties	75	\$ 1.00	\$ 75	\$ 75	\$ 75	\$ 75
Print Program for Ceremony	210	\$ 0.17	\$ 37	\$ 37	\$ 37	\$ 37
Total Costs-Before Ceremony				\$ 977	\$ 977	\$ 977
Awards Ceremony-Total Projected Cost for Food Plus Beverage				\$ 970	\$ 970	\$ 985
Awards Ceremony-Rental of Venue				\$ -	\$ 150	\$ -
Awards Ceremony-Other Expenses				\$ 200	\$ 200	\$ 200
Awards Ceremony-Total Projected Costs				\$ 1,170	\$ 1,320	\$ 1,185
Grand Total of All Projected Costs				\$ 2,147	\$ 2,297	\$ 2,162

Updated as of: 2/7/2020 by David Nash

Latest Update: 2/7/2020-Changed location of ceremony in Options 2 and 3.

Details of Projected Costs for the 2020 Awards Ceremony-Version 4

	Details for Option 1- Ceremony at Fayetteville City Hall	Details for Option 2- Ceremony at Kiwanis Rec Center	Details for Option 3- Ceremony at Hope Mills Rec Ctr	Option 1- Ceremony at Fayetteville City Hall	Option 2- Ceremony at Kiwanis Rec Center	Option 3- Ceremony at Hope Mills Rec Center
In using this workbook, the user needs to enter data into the yellow cells. EXCEL will then calculate the other cells automatically.						
CAPACITY OF FACILITY	160	250	160	160	160	
Number of People Expected to Attend	160	160	160			
COST FACTORS						
Awards Ceremony-Food and Beverage						
Assumed Food Package	New Deli	New Deli	New Deli			
Number of People Expected to Attend	160	160	160			
Assumed Cost Per Person for Food (1) (2) (3)	\$ 6.21	\$ 6.21	\$ 6.21			
Projected Cost for Food	\$ 992.94	\$ 992.94	\$ 992.94			
Assumed Beverage Package	With Food Costs	With Food Costs	With Food Costs			
Number of People Expected to Attend	160	160	160			
Assumed Cost Per Person for Beverage	\$ -	\$ -	\$ -			
Projected Cost for Beverage	\$ -	\$ -	\$ -			
Subtotal 1-Projected Cost for Food Plus Beverage	\$ 992.94	\$ 992.94	\$ 992.94			
Service Charge-Percent	0.00%	0.00%	0.00%			
Service Charge-Amount	\$ -	\$ -	\$ -			
Subtotal 2-Subtotal 1 With Service Charge	\$ 992.94	\$ 992.94	\$ 992.94			
Discount-Percent	\$ 0.10	\$ 0.10	\$ 0.10			
Discount-Amount	\$ 99.29	\$ 99.29	\$ 99.29			
Subtotal 3-Subtotal 2 With Discount	\$ 893.64	\$ 893.64	\$ 893.64			
Sales Tax-Percent	8.00%	8.00%	8.00%			
Sales Tax-Amount	\$ 71.49	\$ 71.49	\$ 71.49			
Subtotal 4-Subtotal 3 with Tax	\$ 965.13	\$ 965.13	\$ 965.13			
Delivery charge	\$ 4.99	\$ 4.99	\$ 20.00			
Total 5	\$ 970.12	\$ 970.12	\$ 985.13	\$ 970	\$ 970	\$ 985
Total Costs of Food & Beverage Per Person (Calculated)	\$ 6.06	\$ 6.06	\$ 6.16			
Awards Ceremony-Rental of Venue	\$ -	\$ 150.00	\$ -	\$ -	\$ 150	\$ -
Awards Ceremony-Other Expenses	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200	\$ 200	\$ 200
Awards Ceremony-Total Projected Costs	\$ 1,170	\$ 1,320	\$ 1,185	\$ 1,170	\$ 1,320	\$ 1,185

Updated as of: 2/7/2020 by David Nash
 Latest Update: 2/7/2020-Changed location of ceremony in Options 2 and 3. Assume New Deli is caterer for all 3 options. Added capacity of facility. Changed number expected to attend from 200 to 160.
 Notes:
 (1) Food costs for Option 1 based on proposal from New Deli Received on 1/13/2020.
 (2) Food costs for Option 2 based on proposal from New Deli Received on 1/13/2020.
 (3) Food costs for Option 3 based on proposal from New Deli Received on 1/13/2020.

February 6, 2020

MEMORANDUM

TO: Joint Appearance Commission Members

FROM: David Nash, Development Services Department, City of Fayetteville

SUBJECT: Tree Planting Ceremony-Spring of 2020

Each spring, the Joint Appearance Commission/Fayetteville Tree Board has been holding an Arbor Day Tree Planting Ceremony. This has helped the City of Fayetteville maintain its designation as a Tree City USA.

You might remember that for the past few years, the JAC has partnered with the Cumberland County Schools. At a recent meeting, you expressed an interest in again partnering with the school system.

JAC member Gregory Foxx will hopefully have some information to report at your meeting on February 10 about a possible school.

The tentative date for the ceremony is Friday, March 20. This coincides with the date for Arbor Day in North Carolina.

Please note that Ms. Lisa Childers, head of the Cumberland County Cooperative Extension Service, has said they will be glad to partner with the JAC again this year.

February 6, 2020

MEMORANDUM

TO: Fayetteville Tree Board and Joint Appearance Commission Members

FROM: David Nash, Development Services Department, City of Fayetteville

SUBJECT: Update on Fayetteville City Council's Actions on February 3 Affecting the Fayetteville Tree Board

At the January 13 meeting of the Fayetteville Tree Board, Dr. Telly Whitfield presented a package of proposals for using City Tree Fund money that has accumulated. One proposal is to use \$25,000 of the money for a Neighborhood Matching Grant Program Pilot Project.

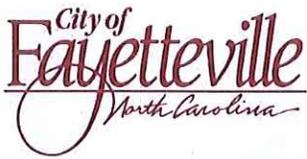
At the February 3, 2020 Work Session meeting, the City Council endorsed the proposals. This included the Neighborhood Matching Grant Program Pilot Project. Under this proposal, the Tree Board would receive applications and make selections. Details requirements will be forthcoming. More information on the Neighborhood Matching Grant Program Pilot is on the following page.

Also at the February 3 Work Session, the City Council asked the Tree Board to be involved in Open Space/Green Space planning, and to propose changes to the City's Tree Preservation Ordinance. This ordinance, which was adopted when the City was first designated as a Tree City USA, currently focuses only on public tree preservation.

If you would like to see the memo that was in the February 3 City Council agenda packet, please click here: [Agenda Packet - February 3, 2020](#)

Once the packet opens, please click on the link for Item 4.05-Tree Preservation Fund Update and Replacement strategy.

Following Page: Proposal-Neighborhood Matching Grant Program Pilot



Proposal

Neighborhood Matching Grant Program Pilot

Program to support and empower neighborhoods (HOAs), to encourage active resident participation, and to strengthen community identity. Neighborhoods may apply for monetary assistance to improve their shared space. Tree Board would receive application and make selections. Detailed requirements are forthcoming.

Preliminary Qualifications:

Annual awards of \$2,500 to eligible neighborhoods in Fayetteville only; Neighborhood must provide a match (cash, materials, and in-kind) equal to the grant amount requested; There is no limit on the total project value Volunteer hours, or sweat equity, should be at least 25% of the minimum neighborhood match required.

Estimated Cost: \$25,000

February 6, 2020

MEMORANDUM

TO: Joint Appearance Commission Members

FROM: David Nash, Development Services Department, City of Fayetteville

SUBJECT: Update on Membership

City of Fayetteville Seats-Currently, all four of the Fayetteville seats are filled.

Cumberland County Seats-There are now three vacant County seats: the Davis seat, the Walker seat, and the MacKenzie seat. At your January 13 meeting, you recommended that a recent applicant, Ms. Deanna Rosario, be appointed. Ms. Kellie Beam, who is involved in the County appointment process, has reported that Ms. Rosario's nomination will be considered at the Commissioner meeting on February 17, and her appointment will be considered at the meeting on March 16.

Ms. Beam has suggested that you talk to other people who might be interested in applying. You can recommend anyone who is a resident of Cumberland County; the person can reside in any City or town, or they can reside in the unincorporated area. If you recommend someone, the County will work with that person in filling out an application. Once an application is received, it will be put on the commissioners' agenda. You can also suggest that anyone fill out an application on the County's website.

Five Mid-Size Towns (Hope Mills, Spring Lake, Wade, Eastover, and Stedman)-Currently, all seats are filled.

Three Very Small Towns (Falcon, Godwin, and Linden) Seats for the three very small towns of Falcon, Godwin, and Linden remain vacant. At this time, we continue to email an agenda packet to the Mayor of each town. Hopefully, each town will be able to appoint someone soon.

The **Roster of Members** on a following page summarizes the current membership.

Joint Appearance Commission
Roster of Members

Name of Joint Appearance Commission Member (Updated as of 1/09/2020)	Jurisdiction	Date Appointed to Current Term	Current Term	Current Term-Expiration Date	Eligible for Reappointment? (Yes/No)
Helen Haynes	City of Fayetteville	9/9/2019	2nd term	9/30/2021	No
Gregory R. Foxx	City of Fayetteville	9/9/2019	1st term (on JAC)-but 2nd term overall	9/30/2021	No-Mr. Foxx previously served 1 term on Human Relations, so this is his 2nd term overall
Keshonna R. Newton	City of Fayetteville	9/9/2019	1st term	9/30/2021	Yes
Clyde Foster	City of Fayetteville	9/9/2019	1st term	9/30/2021	Yes
Vacant (MacKenzie Seat)	Cumberland County	Not applic	Not applic	Not applic	Not applic
Vacant (Davis Seat)	Cumberland County	Not applic	Not applic	Not applic	Not applic
Vacant (Walker Seat)	Cumberland County	Not applic	Not applic	Not applic	Not applic
Latara Ray	Cumberland County	5/21/2018	2nd term	2/28/2020	No
Sally Bailey (CHAIR)	Hope Mills	1/22/2016	2nd term	1/22/2018	Yes-if OK with Hope Mills
Sharon Haley	Spring Lake	Circa 8/15/2019	1st term	6/30/2022	Yes-if OK with Spring Lake
Johnny Sawyer	Wade	1/8/2019	1st term	1/8/2021	Yes
Charlotte Dawson (VICE-CHAIR)	Eastover	8/30/2016	3rd term	8/30/2018	Yes-if OK with Eastover
Christy Horne	Stedman	Circa 6/1/2018	1st term	5/31/2020	Yes-if OK with Stedman
Vacant Seat-Mail Packet to: Frances Collier (Mayor Pro-Tem)	Linden				
Vacant Seat-Mail Packet to: Clifton L. Turpin, Jr. (Mayor)	Falcon				
Vacant Seat-Mail Packet to: Willie Burnett (Mayor)	Godwin				

February 7, 2020

MEMORANDUM

TO: Joint Appearance Commission Members

FROM: David Nash, Development Services Department, City of Fayetteville

SUBJECT: Upcoming Meeting Schedule for 2020/Reminder Notice About Being Reappointed

This memo shows meeting dates of the Joint Appearance Commission for **Calendar Year 2020**. For each month, it is based on the assumption that the commission will meet on the **second Monday** of each month, unless there is a legal holiday, in which case the meeting would be held on the following day. **This schedule is based on the decision at your August 21, 2018 meeting to begin holding meetings on the second Monday instead of the third Tuesday.**

Monday, January 13, 2020 (5:45 PM)-Regular Meeting-Following Tree Board Meeting
Monday, February 10, 2020 (5:30 PM)-Regular Meeting
Monday, March 9, 2020 (5:30 PM)-Regular Meeting
Monday, April 13, 2020 (5:30 PM)-Regular Meeting
Monday, May 11, 2020 (5:30 PM)-Regular Meeting
Monday, June 8, 2020 (5:30 PM)-Regular Meeting
Monday, July 13, 2020 (5:30 PM)-Regular Meeting
Monday, August 10, 2020 (5:30 PM)-Regular Meeting
Monday, September 14, 2020 (5:30 PM)-Regular Meeting
Monday, October 12, 2020 (5:30 PM)-Regular Meeting
Monday, November 9, 2020 (5:30 PM)-Regular Meeting
Monday, December 14, 2020 (5:30 PM)-Regular Meeting

REMINDER: Many jurisdictions solicit nominations for appointments to various commissions. If your term is coming to an end on the Joint Appearance Commission, and if you would like to be reappointed, it is very important that you contact the governing body that appointed you and let the governing body know that you would like to be reappointed to the Joint Appearance Commission. Your chances of being reappointed will be higher if you maintain a good attendance record. **Note: If you are appointed by the Fayetteville City Council, there is a requirement that you attend 75% of meetings on an annual basis.**