AGENDA

Meeting Type:	BUSINESS
Date.	12/08/1997

City of Charlotte, City Clerk's Office

CHARLOTTE

Mayor Patrick McCrory *Mayor Pro Tem Al Rousso*

Charles Baker
Patrick Cannon
Malachi Greene
Mike Jackson
Nasif Rashad Majeed
Don Reid
Ella Butler Scarborough
Tim Sellers
Sara Spencer
Lynn Wheeler

Council Agenda

CITY COUNCIL MEETING
Monday, December 8, 1997

5:00 p.m. — **Conference Center**

Dinner Briefing
(See Table of Contents)

7:00 p.m. — **Meeting Chamber**

- **Invocation**
- **Pledge of Allegiance**
- **Awards and Recognitions**
- **Formal Business Meeting**

CITY COUNCIL AGENDA

Monday, December 8, 1997

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5:00 P.M. DINNER BRIEFING
CONFERENCE CENTER

1. Police Technology Contract with Oracle

Attachment 1

2. Year-end Financial Report

Attachment 2

3. CityView/Norcom Development

Attachment 3

4. Transportation Committee Reports

Attachment 4

7:00 P.M. AWARDS AND RECOGNITIONS
MEETING CHAMBER

CONSENT

5. Consent agenda items 17 through 31 may be considered in one motion except those items removed by a Councilmember. Items are removed by notifying the City Clerk before the meeting.

Staff Resource: Julie Burch

POLICY

6. City Manager's Report

7. Adams Outdoor Advertising Settlement Proposal

Action: **Act on a Settlement Proposal from Adams Outdoor Advertising.**

Staff Resource: Mac McCarley

Explanation of Request:

- The City of Charlotte is currently in litigation with Adams Outdoor Advertising regarding the constitutionality of the City's outdoor advertising zoning regulations On November 10, Adams submitted a settlement proposal to the City Three public open house meetings were held and the City Council conducted a public forum on the proposal On November 24, Adams submitted a revised settlement proposal and the City Council deferred consideration for two weeks

- The City Council is now being asked to either

  - accept the revised settlement proposal by authorizing the City Attorney to enter into a consent judgment which would implement the terms of the proposal If this option were chosen, staff would also present to Council a zoning amendment that would protect the location of signs that would be removed through the settlement,

  - reject the revised proposal in which case the City Attorney will continue to prosecute the litigation, or

  - take some other action that would allow for further consideration and, perhaps, negotiation of a settlement

Attachment 5

8. Sidewalk Repair Program

Action: **Approve the Transportation Committee's recommendation to continue the current Sidewalk Repair Program.**

Committee Chair: Sara Spencer

Staff Resource: Randy Jones

Policy: Sidewalk Repair Program

Explanation of Request:

- The current Sidewalk Repair Program is structured such that the City provides labor and equipment for repair if the property owner pays for the concrete If the property owner chooses not to participate in the program, the sidewalk hazard is asphalt-patched

- Currently, the property owner's share of the total cost for concrete repair is approximately 30% The average repair cost per property is $1200, or $400 to the property owner Average asphalt repair cost is $266

- The neighborhood can elect to be assessed as part of tax bill over a 10-year period

- **Options Discussed by Committee:**

  1 City pays all repair costs

  - The demand may double or triple, costing the City approximately $1,000,000 per year Current program costs are $300,000 per year

  - Additional staff would be needed including an Engineering Services Investigator and a Street Maintenance crew, plus equipment

2 City makes repairs and assesses owners

- Some citizens may be unhappy with having the repairs added to their property tax

- It has never been done

3 Continue program as is

- Citizens unhappy they have to pay for concrete

- Citizens unhappy with aesthetics of asphalt patches

Committee Discussion:

- Councilmembers Greene, Cannon and Reid had expressed an interest in the Transportation Committee reviewing the policy because they consider it a basic service which the City should fund 100% **The Transportation Committee voted 3-0 to continue the current policy.**

- Transportation Committee members are Sara Spencer (Chair), Lynn Wheeler (Vice-Chair), Mike Jackson, Al Rousso and Ella Scarborough Three Committee Members were in attendance Sara Spencer, Mike Jackson and Al Rousso

Funding: The Sidewalk Repair Program is funded through the Street Maintenance Division Operating Budget

9. Landerwood Drive/Mountainbrook Road Multi-way Stop

Action: **Approve the Transportation Committee's recommendation to explore other traffic calming techniques (such as speed humps) for this area rather than a multi-way stop.**

Committee Chair: Sara Spencer

Staff Resource: Randy Jones

Policy: Neighborhood Traffic Calming Program

Explanation of Request:

- This issue was referred to the Transportation Committee after a citizen appeared before Council asking for an exemption from the multi-way stop requirement The requirement specifies there must be a minimum of 800 feet between the proposed multi-way stop and the next stop-control on the street In this case, there is another stop sign on Mountainbrook Road at Sharon View Road approximately 400 feet from Landerwood Drive The citizen's concerns centered around speeding on Mountainbrook Road

- The Neighborhood Traffic Calming Program identifies speed humps as a more appropriate control for speeding on neighborhood streets A request for a speed hump has been made for both Landerwood and Mountainbrook by interested residents Staff recommends the use of speed humps

- There is an additional concern because the road's configuration at this location is somewhat awkward, which makes it inappropriate for a multi-way stop There are safety concerns about whether motorists would expect to stop at this location

Committee Discussion:

- **The Transportation Committee voted 3-0 to implement traffic calming techniques.** The Committee expressed concerns over safety issues associated with the road's configuration and the effectiveness of multi-way stops on speeding problems

- Transportation Committee members are Sara Spencer (Chair), Lynn Wheeler (Vice-chair), Mike Jackson, Al Rousso and Ella Scarborough Three Committee members were in attendance Sara Spencer, Mike Jackson and Al Rousso

Community Input: The citizen appeared before the Transportation Committee expressing her preference for a multi-way stop versus speed humps

Funding: Neighborhood Traffic Program Capital Account

10. Kuykendall Road Multi-way Stops

Action: **Approve the Transportation Committee's recommendation to use increased enforcement in deterring speeding on Kuykendall Road rather than installing multi-way stops and/or removing the street from the Thoroughfare Plan.**

Committee Chair: Sara Spencer

Staff Resource: Randy Jones

Policy: Neighborhood Traffic Calming Program

Explanation of Request:

- Kuykendall Road is approximately 1-1/2 miles long and runs between Providence and McKee Roads The Department of Transportation installed multi-way stops on Kuykendall Road erroneously The street is designated a thoroughfare, and the Neighborhood Traffic Calming Program requires traffic calming techniques be used on residential and collector streets only
- Upon realization of the error, the multi-ways stops were removed
- Citizens from the area appeared before Council and requested Kuykendall Road be removed from the Thoroughfare Plan and/or an exemption be granted so the multi-way stops can be reinstalled
- Staff recommends Kuykendall Road remain on the Thoroughfare Plan

- Kuykendall Road's thoroughfare designation is important to future traffic flow plans as the area continues to develop

- Multi-way stops have not been identified as the most effective treatment for speeding problems, especially in this case where the stops are approximately ½ mile apart

- When Providence Road is widened, a traffic signal is planned for its intersection with Kuykendall Road

- Speed limit enforcement by the Charlotte-Mecklenburg Police Department (CMPD) is more commonly used on thoroughfares where motorists travel at excessive speeds CMPD has agreed to work with CDOT to determine the traffic enforcement needs for the road

Committee Discussion:

- **The Transportation Committee voted 2-1 to maintain the thoroughfare status on Kuykendall Road,** and to ask the Police Department for additional speed limit enforcement

- While Committee members felt it was important to maintain the road's thoroughfare status, Al Rousso dissented because the traffic signal at Providence Road is at least two years away from installation

- Installing sidewalks was considered to assist residents, but the street has no curb and gutter There is a drainage ditch alongside the road and trees are located up to the road edge The installation of sidewalks would require significant tree removal and would need to be built behind the ditch Neither neighborhood representatives nor Committee members wished to pursue this option

- Committee members are Sara Spencer (Chair), Lynn Wheeler (Vice-Chair), Mike Jackson, Al Rousso and Ella Scarborough Three Committee members were present at the meeting Sara Spencer, Mike Jackson and Al Rousso

Community Input: Several neighborhood residents appeared before the Committee endorsing the multi-way stops They have concerns that excessive speeds make it dangerous for them to visit one another and retrieve mail from mailboxes along the road

11. Transit Fare Discounts

Action:

A. Approve the Transportation Committee's recommendation to provide a 25% transit fare discount for individuals at or below the poverty level.

B. Approve the Transportation Committee's recommendation to provide a graduated transit fare discount schedule for a Citywide Employer Transit Discount Program.

Committee Chair: Sara Spencer

Staff Resource: Olaf Kinard

Policy: The Five-Year Transportation Plan included development of a marketing plan that included targeting specific markets and ridership goals These two discount programs are key elements of the new transit marketing approach

Explanation of Request:

A Public Agencies/Non-Profit Discount

- On June 23, 1997, Councilmember Scarborough requested an investigation on how to minimize the impact of the October 1997 fare increase on those at or below the poverty level
- Staff assembled a team skilled in the day-to-day operation of services for low income families The following agencies were included Department of Social Services, Housing Authority and Neighborhood Development

- A 25% transit fare discount to public and nonprofit agencies whose primary purpose is to assist those individuals and families at or below the poverty level is recommended The discount would be good for all passes and tickets sold for rides on Charlotte Transit and Special Transportation Services Individual rides and cash fares are not included in this proposal

- Only qualified agencies can purchase transit passes and tickets at the discount No individuals can purchase discounted tickets from the Charlotte Transportation Center

- Agencies must follow the federal poverty guidelines and must keep records that list the client's name, poverty status and ticket(s) provided

- Agencies must agree to allow Transit to randomly verify compliance with the discount program

- Passes are non-refundable, non-transferable and not on consignment

B. Citywide Employer Transit Discount Program

- Staff has been approached by businesses that desire to purchase larger quantities of transit passes and tickets for their employees Staff has developed a citywide employer transit coordinator program that would incorporate this discount

- The proposed graduated discount structure for organizations participating in the Citywide Employer Transit Coordinator Program are as follows

Monthly Purchase	Discount
$1,000 - $2,999	10%
$3,000 - $9,999	20%
$10,000 +	30%

Committee Discussion:

- **The Transportation Committee approved both recommendations 3-0.** Committee members were pleased with these programs to assist the public and to promote transit use

- Committee Members are Sara Spencer (Chair), Lynn Wheeler (Vice-Chair), Mike Jackson, Al Rousso and Ella Scarborough Three Committee members were in attendance Sara Spencer, Mike Jackson and Al Rousso

Community Input:

- CDOT staff discussed the transit fare discount program with riders of Special Transportation Services and Charlotte Transit

- CDOT staff discussed the Citywide Employer Transit Discount Program with local businesses and uptown organizations

Funding:

The public and non-profit agencies discount is projected to have a $45,564, or 0 8% annually, decrease in revenue The Employer Transit Coordinator Discount is projected to have a $20,000 increase in revenue

Attachment 6
Discount Policy
Employer Transit Coordinator Overview
Fare Box recovery impact
Annual revenue impact
Pass price comparison

12. Resolution - Support of Gaston and Lincoln Counties in Filing of Grant Application for Purchase Of Watershed Property

Action: **Approve a Resolution urging Gaston and Lincoln County Commissions to make a grant application through the Centralina Council of Governments (COG) to the North Carolina Clean Water Management Trust Fund to acquire Mountain Island Lake watershed property.**

Staff Resource: Doug Bean

Explanation of Request:

- The North Carolina General Assembly has established the Clean Water Management Trust Fund to provide funding for the acquisition of land to protect urban drinking water supplies Through the Centralina Council of Governments, Gaston and Lincoln County Commissions are making application to the Trust Fund to acquire Mountain Island watershed property Since Mountain Island Lake is the major drinking water supply for the Charlotte-Mecklenburg Utilities, protection of the watershed property in Gaston and Lincoln Counties will be beneficial in maintaining the quality of water in Mecklenburg County

- Gaston and Lincoln Counties have requested support from the City of Charlotte in filing of a grant application for purchase of Mountain Island watershed property If approved, the resolution will be submitted as part of the Gaston/Lincoln Counties application showing the City of Charlotte's support in requesting the funds The grant application is for $6,560,000

- The activities of the Council of Governments acting for Gaston and Lincoln Counties are

  - to ask for funding under the Clean Water Management Fund to acquire 1,300 acres on lakefront property on Mountain Island Lake Property will be maintained as open space thereby protecting the quality of drinking water supply for Charlotte, Gastonia, Mount Holly and other Catawba River communities, and

- to protect water quality by purchasing this land in the watershed prior to the land being developed This is essential if water quality levels on Mountain Island Lake area to be maintained

Attachment
Background Information
Resolution

13. Joint Maintenance Agreement with NCDOT for the I-77/I-277 Loop

Action:

A. Consider authorizing the Transportation Director to negotiate a Municipal Agreement with NCDOT for landscaping and litter maintenance of the I-77/I-277 loop.

B. Consider approval of a budget ordinance totaling $224,000 for the FY98 cost of the program.

C. Consider amending the tables of organization for Solid Waste Services and Engineering and Property Management Key Businesses for the addition of five positions.

Committee Chair: Sara Spencer

Staff Resource: Curt Walton and Jim Schumacher

Focus Areas: Transportation and Economic Development

Explanation of Request:

- NCDOT is currently responsible for landscaping, street sweeping and litter removal on the I-277 Loop

- In exchange for an additional $500,000 in new landscaping, NCDOT requested that the City take over these maintenance responsibilities, with the State contributing the $110,000 annually that they are currently spending for this work

- City staff negotiated increased participation from the NCDOT and developed the following agreement for consideration by City Council

- The City and NCDOT would share 50/50 the costs for providing an increased level of service for mowing, roadway sweeping, litter and debris collection, and maintaining the pre-1994 landscaped areas, up to the State's cap of $250,000 The current estimate for this work is $224,000 each This represents an annual increase for the State of $114,000 over the amount they are currently spending,

- NCDOT would install an additional $500,000 in landscaping,

- Estimated annual recurring cost to the City would be $274,000 plus $58,000 approved by Council in 1994 for landscape maintenance, and

- After a two year period, the City and NCDOT would review this agreement for cost sharing and service levels

- This agreement has the City assuming the responsibility of a NCDOT function The City will incur an annual cost, currently estimated at $274,000, for this increased level of service, plus a onetime expense of $272,000 for equipment

- The City would add five permanent and two temporary positions to provide this service for two years At the end of the two years, service standards will be known and the landscape maintenance services will be put to competition

A. Council is requested to consider authorizing the Transportation Director to negotiate a Municipal Agreement with NCDOT for this work The effective date is January 1, 1998 or such time as an agreement can be reached, whichever is later The agreement will include a clause requiring any change in the funding arrangement between the City and NCDOT to be approved by City Council

B. If Council accepts the proposal from NCDOT, Council is requested to approve a budget ordinance of $112,000 for the cost of the program for the remainder of the fiscal year The source of funds is General Fund fund balance The ordinance also estimates the matching revenue from NCDOT A one time expense of $272,000 for equipment will be funded from savings in the Lease Purchase funds Future annual costs of $274,000 will be addressed in the Manager's recommended budget for FY99

C. If proposal is accepted, Council is requested to amend the table of organization by adding three positions in the Special Services Division of Solid Waste Services, and two positions in the Landscape Management Division of Engineering and Property Management

Committee Discussion:

- The Transportation Committee met on November 12, 1997 **The Committee voted 3-0 (Council members Jackson, Rousso and Spencer) to reject the proposal from NCDOT.**

- In addition, the Committee recommended staff be directed to

  - identify all areas in which the State is not meeting its obligations,

  - arrange a presentation and tour for the press and local people of influence to illustrate State responsibilities, and

  - ask for input into whether we should address these issues locally or exert pressure on the State to address their areas of responsibility

- Our local legislative delegation would be given opportunity to participate

Background:

- Between its opening and 1994, NCDOT installed approximately $1 million of landscaping around the I-277/I-77 loop

- On November 14, 1994, NCDOT asked City Council to provide $58,000 for maintenance of $580,000 in landscaping ($330,000 in Phase 1 and $250,000 in Phase 2) NCDOT had installed around the I-77/I-277 loop At the same time, City staff recommended taking over maintenance of all rights-of-way around the loop, including mowing, litter pick up, trimming, and herbicide application The Council voted to approve the $58,000 annual maintenance of the NCDOT installed landscaping and to defer indefinitely consideration of the mowing and other services

- In March 1997, NCDOT proposed that it install an additional $500,000 (Phases 3 and 4) in landscaping in exchange for the City assuming responsibility for maintenance of all aspects of the right-of-way around the I-77/I-277 loop

- The March 1997 request was reviewed as part of the FY98 budget process The request was not recommended for funding by the City Manager because the City's annual recurring cost of this proposal was approximately five times greater than the revenue to be received from NCDOT

- At the time of budget adoption, the City Manager told Council that she was still negotiating with Peter Pappas from NCDOT and that any alternative proposals would be brought to Council

- In July, the City Manager renegotiated the NCDOT proposal to include an annual cost sharing of maintenance costs of approximately $1 00 of NCDOT revenue for every $1 48 of City expense

Funding:

Current year funding is recommended to come from General Fund fund balance and from savings in lease purchase funds Permanent funding will be identified in the Manager's Recommended FY99 Budget

Attachment 8
Summary of Costs and Revenues

BUSINESS

14. Sale of Old Convention Center

Action: **Recommend approval for the Upset Bid Process of the bid received from ORIX TMK Charlotte Venture in the amount of $11,600,077, less environmental cleanup costs not to exceed $627,000.**

Staff Resource: Kent G Winslow

Focus Area: Economic Development

Policy: To seek to maximize the City's return from its current asset portfolio by the sale of surplus City properties

Explanation of Request:

- The Taubman Realty Group Limited Partnership submitted a bid of $10,850,000, less environmental cleanup costs not to exceed $250,000 Ads were placed in the Charlotte Observer and Mecklenburg Times The Taubman Group proposes to develop the 3 25 acre site as a regional shopping center The 10-day upset bid process was approved by City Council on November 17, 1997

- ORIX TMK Charlotte Venture submitted a bid to purchase the "old" Convention Center in the amount of $11,600,077 less environmental cleanup costs not to exceed $627,000 If Council approves the ORIX TMK bid as an upset bid, ads will be placed in the Charlotte Observer on Wednesday, December 10, 1997 and The Mecklenburg Times on Friday, December 12, 1997 ORIX TMK proposes to develop the 3 25 acre site as a mixed use retail, entertainment and hospitality center

Attachment 9
Notice of Offer

15. Transit Marketing Plan

Action: **Approve a one year $323,400 marketing contract to support the Five-Year Transportation Plan.**

Staff Resource: Olaf Kinard

Focus Area: Transportation

Policy:

- In January 1997, City Council approved the Five-Year Transportation Plan that included several major objectives for transit services
  - increase ridership of Transit Services by 5 million riders in 5 years,
  - increase Vanpool participation by 200%, and
  - increase car pool matching 20% per year

Explanation of Request:

- In previous years, the City of Charlotte relied on a marketing strategy that focused on two goals
  - advertising Charlotte Transit, and
  - increasing awareness of transit services
- In FY97, the City reevaluated the existing marketing strategy and determined that a new vision and a new focus were needed in order to accomplish the Five-Year Transportation Plan goals of
  - increasing the use of expanded transit services,
  - increasing the ongoing use of transit services, and
  - ensuring that customers are satisfied with transit services

- The Lyerly Agency submitted the most responsible bid They will implement the marketing strategies outlined in the attached marketing plan The contract may be renewed annually for up to three years

MWBD: The Lyerly Agency is a minority-owned business

Summary of Bids:

Agencies	Bid	MWBD
Don Jeffries	$345,000	25%
Kothe Howard	$348,000	15%
Lyerly	$323,400	100%
Stegall & Castlebury	$443,738	90%

Funding: Transit Operating Budget

Attachment 10
Marketing Plan

16. Uptown Circuit

Action: **Approve a contribution of up to $250,000 to Charlotte Center City Partners (CCCP) for funding an expansion of the Uptown Circuit and its consolidation with the Gateway Shuttle.**

Staff Resource: Lynn Purnell and Rob Walsh

Focus Area: Transportation

Policy: The expansion of the Uptown Circuit is an action step in the Five-Year Transportation Plan Uptown Charlotte is one of the economic, employment centers where improved shuttle service is to be provided The Five-Year Transportation Plan includes joint public/private financing of the Uptown Circuit operation

Explanation of Request:

- The City will contribute up to $250,000 toward next year's operation of a combined Uptown Circuit and Gateway Shuttle The merged system will include the current route, which uses College, Church, 3rd and 4th Streets, West Trade route now operated by NationsBank, and a new Tryon Street route

- The estimated annual cost of the consolidated system is $730,000, from the following sources

Employment Sector (six largest Uptown companies plus law firms, etc)	$250,000+
Tourism/Visitor Sector (Chamber, Convention Center, Convention & Visitors Bureau, hotels, restaurants, etc)	$150,000
CCCP	$ 50,000
Duke Power for continued support of electric bus technology	$ 30,000
City of Charlotte	$250,000

- CCCP will contract with American Charters for system operation NationsBank will provide CCCP six vehicles for use by American Charters The transportation company also will assume operation of the four electric buses and provide any additional equipment needed

- Charlotte Transit drivers currently operating the Uptown Circuit for CCCP will not be laid off They will begin driving other Charlotte Transit routes such as the 49er Shuttle or the Arrowood Circulator

- The CCCP Board of Directors and NationsBank have approved the consolidation of the two shuttle services

- An oversight group composed of CCCP, City of Charlotte, NationsBank, Duke Power, and other Uptown representatives will manage the operation and deal with key policy and funding issues for the consolidated system The oversight group will establish performance standards and monitor ridership This group will also consider route and schedule changes based on usage

Background:

- The Uptown Circuit began in February 1995 CCCP has managed the shuttle for the past 3 years The City contributed $50,000 annually for each of its first two years The Uptown Circuit has carried about 102,000 passengers over the past year During October, nearly 14,000 persons rode the Uptown Circuit, an all-time monthly record

- The Gateway Shuttle is operated by NationsBank to connect its employees to that West Trade Street location The route also serves surface parking lots in First Ward and the NationsBank day care facility

- In the 1989 Central Area Transportation Plan, Barton-Aschman Associates recommended a free circulator service

- In the 1996 Uptown Charlotte Transportation and Parking Study, JHK & Associates recommended a consolidation of Uptown shuttle operations and more frequent, visible circulator services for both employees and visitors

- Following the consolidation, all Uptown employees will have access to the Gateway Center and surrounding businesses via the Uptown Circuit The combined system will dramatically increase the shuttle service coverage area

- The new Tryon Street route connects surface parking areas along Morehead Street to Uptown employers The route also connects conventioneers and visitors to new restaurants, etc in the North Tryon area

Funding:

The FY98 budget includes $260,000 for Uptown Circuit operation as part of the Five-Year Transportation Plan

Introduction to CONSENT

The consent portion of the agenda is divided into two sections: Consent I and Consent II.
Consent I consists of routine items that have been approved in the budget, are low bid, and have met MWBD criteria.

Consent II consists of routine items that have also been approved in the budget, but may require additional explanation.

Minority and Women Business Development Program (MWBD) Abbreviations:
BBE - African American
ABE - Asian American
NBE - Native American
HBE - Hispanic
WBE - Non-Minority Women

CONSENT

17. Various Bids

A. Chantilly Storm Drainage Improvements - Laburnum Avenue — **Engineering and Property Management**

Recommendation: The City Engineer recommends the low bid of $443,313 42 by Crowder Construction Company of Charlotte, North Carolina

MWBD Status:	Amount	% of Project	Project Goals
BBE	$14,290	3%	2%
WBE	$500	1%	1%

MWBD Compliance: Yes

B. North Graham Street Sidewalks and Landscaping — **Engineering and Property Management**

Recommendation: The City Engineer recommends the low bid of $271,248 60 by Shaw Group, LTD of Charlotte, North Carolina

MWBD Status:	Amount	% of Project	Project Goals
BBE	$0	0%	8%
WBE	$0	0%	6%
ABE	$271,248 60	100%	0%

MWBD Compliance: Yes

C. Pineville-Matthews (NC 51) Sidewalk Improvement — **Engineering and Property Management**

Recommendation: The City Engineer recommends the low bid of $175,307 from United Construction Company of Charlotte, North Carolina

MWBD Status:	Amount	% of Project	Project Goals
BBE	$0	0%	2%
WBE	$0	0%	1%
ABE	$175,307	100%	0%

MWBD Compliance: Yes

D. 143 Automobiles and Light Trucks — **Various Key Businesses**

Recommendation: The Business Support Services Key Business Executive recommends a unit price contract be accepted from the following companies Purchases are anticipated subject to appropriations by City Council and identified needs The total estimated FY98 expenditures for these vehicles are $2,849,950 The contract award is for one year with an option to extend for one (1) additional twelve month term

(6,000 GVW) Pickup-Earl Tindol Ford	Gastonia, NC	$14,988 00
Mid-Size Unmarked Sedan-Earl Tindol Ford	Gastonia, NC	$13,990 00
Full-Sized Marked Sedan-Town and Country Ford	Charlotte, NC	$21,009 95

MWBD Compliance: Yes

E. Four Heavy Trucks **Business Support Services**

Recommendation: The Business Support Services Key Business Executive recommends a unit price of $41,376 per truck to Adams International, Charlotte, North Carolina Purchases are anticipated subject to appropriations by City Council and identified needs The total estimated FY98 expenditures for these trucks are $165,504 The contract award is for one year with an option to extend for one (1) additional twelve month term

MWBD Compliance: Yes

F. Sanitary Sewer Construction - 11120 Lawyers Road, 11423 Lawyers Road, and 7000 Matthews - Mint Hill Road **CMUD**

Recommendation: The Charlotte-Mecklenburg Utilities Director recommends the low bid of $601,992 20 by R H Price, Incorporated of Charlotte, North Carolina

MWBD Status:	Amount	% of Project	Project Goals
MBE	$500	0 1%	2%
NBE	$2,000	0 3%	0%
WBE	$599,492 20	99 6%	6%

MWBD Compliance: Yes

G. Sanitary Sewer Construction - North Tributary of Caldwell Creek to Washam Potts Road **CMUD**

Recommendation: The Charlotte-Mecklenburg Utilities Director recommends the low bid of $447,027 21 by 7 Star Construction Company of Rock Hill, South Carolina

MWBD Status:	Amount	% of Project	Project Goals
MBE	$447,027 21	100%	2%
WBE	$0	0%	4%

MWBD Compliance: Yes

H. Water And Wastewater Treatment Chemicals CMUD

Recommendation: The Charlotte-Mecklenburg Utilities Director recommends a unit price contract be accepted for award from the following companies Purchases are anticipated subject to appropriations by City Council and actual identified needs This contract award is for a one year term with an option to extend for two additional periods of twelve months each

Chemical Type/Company		Unit Price
Liquid Alum (Aluminum Sulfate) Peridot Chemicals,	Parsippany, New Jersey	$106 96/ton
Lime (Bulk) APG Lime Corporation	Charlotte, North Carolina	$74 89/ton
Chlorine Jones Chemicals, Inc	Charlotte, North Carolina	$367 50/ton
Sodium Silicofluoride (Bag) Kaiser Aluminum and Chemical	Mulberry, Florida	$430 88/ton
Fluorosilicic Acid LCI Ltd	Jacksonville, Florida	$103 00/ton
Activated Carbon Acticarb	Dunnellon, Florida	$791 70/ton
Liquid Linear Phosphate CalciQuest, Inc	Charlotte, North Carolina	$4 75/gal
Sodium Bisulfite Jones Chemical	Charlotte, North Carolina	$0 75/gal
Sodium Hyprochlorite Prillaman Chemical	Suffolk, Virginia	$0 435/gal
Sodium Hydroxide (Caustic Soda) 25% Jones Chemical	Charlotte, North Carolina	$325 00/ton
Liquid Hydrogen Peroxide Solvoy Interox, Inc	Houston, Texas	$1 24/ton
Sulfuric Acid (93%) CFS Enterprises Inc	Charlotte, North Carolina	$0 599/gal

The total estimated expenditure for water treatment chemicals is $1,159,157 60

MWBD Status:	Amount	% of Project	Project Goals
MBE	$0	0%	10%
WBE	$44,925	4%	5%

MWBD Compliance: Yes

I. Crushed Stone — CDOT

Recommendation: The Department of Transportation Director recommends a unit price contract from Vulcan Materials of Charlotte, North Carolina be accepted Purchases are anticipated subject to appropriations by City Council and actual identified needs The estimated FY98 expenditures for the City to purchase this material is $308,900 The contract is for one year with an option for renewal for one additional period of twelve months

Stone Type	Unit Price
ABC	$ 7 75/ton
#6 Stone	$11 10/ton
#78 M	$11 10/ton
#89 M	$10 25/ton
3/4" ROC	$ 7 50/ton
Class 1 Rip Rap	$12 65/ton
Class 2 Rip Rap	$12 25/ton

MWBD Status:	Amount	% of Project	Project Goals
MBE	$11,240	2%	2%
WBE	$11,240	2%	2%

MWBD Compliance: Yes

18. Closure of Southwold Drive

Action: **Approve the closure of Southwold Drive at South Tryon Street**

Explanation of Request:

- One of the remedies offered to neighborhoods with through traffic concerns is the option to close a street The neighborhood has met requirements by providing a petition with signatures from 100% of the property owners to close Southwold Drive at its intersection with South Tryon Street (see attached map)

- This closing is seen as the only remedy to the continuing cut-through traffic the neighborhood is experiencing

- Cut-through traffic from Nations Ford Road to inbound South Tryon Street is chosen by motorists to avoid waiting at the signalized intersection of Nations Ford Road/South Tryon Street/Yorkmont Road

- Development is underway nearby for a high density, multi-family complex The through traffic volume will likely increase when this project opens

- Southwold Drive is approximately 600 feet long and was restricted to right turns only at South Tryon Street in the early 1980s Access to Southwold Drive was also denied from South Tryon Street at that time CDOT proposes building a "hammerhead" type turn around within the right-of-way near South Tryon Street and making Southwold Drive a dead end street

- Councilmembers Cannon, Reid and Rousso have expressed an interest in closing this street The closure has been reviewed by appropriate City staff and is recommended

Funding: Funding of the required signing and barricade is included in the Department of Transportation Operating Budget

Attachment 11
Map showing closure and turn around location

19. Voluntary Annexation - Set Public Hearing

Action: **City Council is requested to adopt a resolution setting a public hearing on January 12, 1998 for a voluntary annexation.**

Explanation of Request:

- Lakepoint Business Land Limited Partnership is the owner of property proposed for voluntary annexation The property contains approximately 2 652 acres and is located in the northwestern quadrant of the intersection of West Tyvola Road and Yorkmont Road The property is presently undeveloped

- The purpose for requesting annexation is to eliminate one of the unincorporated islands of land created by the annexation and construction of West Tyvola Road in 1986 to provide access to the Charlotte Coliseum

Attachment 12
Map

20. Resolution of Intent to Abandon Street and Set Public Hearing - a Portion of Overhill Road

Action:

A. Adopt the Resolution Of Intent to abandon a portion of Overhill Road; and

B. Set a Public Hearing for January 12, 1998.

Attachment 13
Map

21. Resolution of Intent to Abandon Street And Set Public Hearing - Portions of Collingwood Drive and Applegate Road

Action:

A. Adopt the Resolution Of Intent to abandon portions of Collingwood Drive and Applegate Road; and

B. Set a Public Hearing for January 12, 1998.

Attachment 14
Map

CONSENT II

22. Lease Agreement for the Horse Trough Fountain in Elmwood Cemetery

Action: **Authorize Publication of Notice of Intent to Approve a Ninety-Nine Year Lease Agreement with 120 West Morehead LLC for City-owned fountain located in Elmwood Cemetery**

Explanation of Request:

- The City owns a horse trough fountain donated by the National Humane Alliance of New York in 1911, which was originally located in the center of East Morehead Street and South Boulevard The fountain was moved to and stored in Elmwood Cemetery

- 120 West Morehead LLC proposes to repair and restore the fountain and move it to where they are constructing a new office building at the corner of Morehead and Church Streets to be displayed to the public This location is close to the fountain's original location The estimated cost of moving and restoring the fountain is $27,000

- Details of the Lease include

  - Option to renew the term of the Lease for one period of fifty years immediately following expiration of Initial Term,

  - Fountain is accepted by Lessee in its present "as is" condition Moving and repair work will be provided solely at the expense of Lessee,

  - Lessee shall use reasonable efforts to ensure the Fountain remains secure and protected from acts of vandalism or destruction,

  - Lessee shall keep the Fountain in a clean, safe, sanitary and presentable condition,

- All costs of routine maintenance, including cleaning and repairs are to be paid by Lessee, and

- In the event the Lease is terminated, Lessee shall have a reasonable time to move the Fountain to a site selected by the City at Lessee's expense

- If approved, Council will be requested to approve the lease at the January 12, 1998 business meeting

Attachment 15
Background Information
Letter from 120 West Morehead LLC / Lincoln Property Company
Design Plans for Horse Trough Fountain
Picture of Horse Trough Fountain

23. Antenna Lease on Pecan Avenue Water Tower

Action:

Approve a lease agreement between the City of Charlotte and SprintCom, Inc. for the placement of communication antennas on the Pecan Avenue Water Tower.

Explanation of Request:

- SprintCom needs a cell phone antenna site at or near this location

- Consistent with Council Policy to encourage co-location of communication towers, this request will eliminate the need to construct another antenna tower in this neighborhood

- Revenues will be deposited in the Charlotte-Mecklenburg Utility Fund

- Terms of the lease agreement are

  - Initial nonrefundable fee of $20,000,

- Five-year base term at $1,100 per month with 3 options to renew for five years each The lease rate will increase at 3% per year for every year leased,

- These rates are comparable to current marketplace rates for private operators in the local area,

- The lease will include a 12' x 15' pad for electrical cabinets similar to those seen around subdivision communities,

- There will be three pairs of antennas which are approximately five feet long They will blend in with the design of the tank since the antennas will be attached to the side of railing on the tank, and

- Installation of the antennas would occur around March 1998, after the water tank has been refurbished

Community Input: A presentation was made to the Elizabeth Neighborhood Association They are in favor of this proposal since it will prevent the construction of an additional communication tower in their community

24. Interlocal Agreement with Mecklenburg County

Action:

Approve an Interlocal Agreement with Mecklenburg County for the sharing of Local Law Enforcement Block Grant Funds

Explanation of Request:

- The City of Charlotte was awarded a 1996 Local Law Enforcement Block Grant in the amount of $2,070,128 Under the enabling legislation for this grant program, Mecklenburg County filed an appeal stating that the Sheriff's Department also has law enforcement jurisdiction in this city and therefore is entitled to a portion of these funds The appeal was accepted and the City has agreed to give Mecklenburg County $315,000 of the grant funds The County will use these funds to make needed improvements in the computer system for the courts

- The Interlocal Agreement specifies that the County will enter into a contract with the vendor who will make the system improvements As each phase of the work is successfully completed, the County will pay the vendor and then request reimbursement from the City The City will reimburse the County within 10 days of receipt of the reimbursement request The City will remain accountable for reporting to the Justice Department on the expenditure of the funds

Attachment 16
Interlocal Agreement

25. FY96, FY97, and FY98 Storm Water Maintenance Packages - Contract Renewals

Action:

A. Approve Renewal #2 for $359,755 to the contract with Blythe Development Company for continued construction of FY96 Storm Water Maintenance Package E. The renewal will increase the contract amount from $719,510 to $1,079,265.

B. Approve Renewal #3 for $369,825 to the contract with Blythe Development Company for continued construction of FY97 Storm Water Maintenance Package C. The renewal will increase the contract amount from $1,109,475 to $1,479,300.

C. Approve Renewal #3 for $374,025 to the contract with United Construction, Inc. for continued construction of FY97 Storm Water Maintenance Package E. The renewal will increase the contract amount from $1,122,075 to $1,496,100.

D. Approve Renewal #1 for $430,825 to the contract with United Construction, Inc. for continued construction of FY98 Storm Water Maintenance Package B. The renewal will increase the contract amount from $430,825 to $861,650.

E. Approve Renewal #1 for $755,380 to the contract with Shaw Group, Ltd. for continued construction of FY97 Storm Water Channel Maintenance Package B. The renewal will increase the contract amount from $755,380 to $1,510,760

Explanation of Request:

- These renewals will enable Storm Water Services to continue regular maintenance activities under these contracts, recognizing good contractor performance and competitive unit prices

- These contracts were originally bid in a range that provides bidding opportunities to all licensed contractors The original contracts awarded by Council allow for up to three renewals where the contractor's work has been of good quality

MWBD: Blythe Development 6%BBE, 6% WBE
United Construction (ABE) self-performing
Shaw Group (ABE) self-performing

Funding: Storm Water Capital Project Fund

26. Corporate Airport Hangar Lease Agreement with Sonic Aviation

Action: **Approve a 20-year lease with Sonic Financial Corporation for corporate aviation facilities at the Airport.**

Explanation of Request:

- Signature Flight Support operates the Fixed Based Operation (service area for private aircraft) at the Airport on a 13 acre tract that is under lease through the year 2004 As permitted in Signature's lease, they have subleased 55 acres of this area to Sonic Financial Corporation, which is owned by Bruton Smith

- Sonic Aviation will fund and construct a 16,000 square foot hangar (approximate construction cost of $1 million) on their subleased tract Because Signature can only sublease through the life of their lease, it is requested that the City agree that if Signature does not continue its operation past 2004, then the City will lease the tract directly to Sonic Aviation for an additional 13 years (to allow a 20-year amortization period)

- The terms of the lease will be

Land rent	$5,000/year*
Airport Service Fees	$12,000/year*
Total	$17,000/year

* Adjusted annually

Community Input: Airport Advisory Committee recommends approval

27. Corporate Airport Hangar Lease Agreement with First Union

Action: **Approve a 10-year lease agreement with First Union Corporation for corporate aviation facilities at the Airport.**

Explanation of Request:

- First Union currently leases two hangars (total of 43,600 square feet) on the 5 9 acres at the Airport to support their corporate aircraft operation One hangar was constructed in 1963 and the other in 1978

- First Union wants to extend their lease so that they can remodel their facilities They also have fueling facilities that must be removed by December 1998

- First Union's lease (which includes ground rental and Airport Services Fees) expires in February 2000 at which time the facilities become City property The new lease would allow First Union to continue occupying the hangars under the terms of their existing lease until February 2000, which currently amounts to $28,350 in annual rental charges (determined by fair market value appraisal by an independent appraiser) are as follows

Facility Rental	$141,108/year
Ground Rental	$ 22,369/year*
Airport Services Fees	$ 19,459/year**
Total	$182,936/year

* Adjusted every five years
** Adjusted annually

- Additionally, the Airport would fund and construct a new state-of-the-art fueling facility (estimated cost $250,000) and lease it to First Union under the same terms as all other corporate operators at the Airport

Community Input: Airport Advisory Committee recommends approval

28. Sugar Creek Wastewater Treatment Plant Sludge Tank - Professional Services Contracts

Action: **Approve the following professional services contracts:**

A. Handex Environmental for $224,000 to clean and dewater contents from one sludge holding tank at Sugar Creek Wastewater Treatment Plant;

B. CMS Development Corporation (BFI) for $261,000 to haul and accept contents at the BFI Landfill.

Explanation of Request:

- The contract with Handex Environmental will provide for cleaning and dewatering of one holding tank at the Sugar Creek WWTP
- The contract with BFI will provide for hauling and acceptance of the contents from the holding tank to the BFI Landfill
- Sludge holding tanks are an integral part of the solids management process Currently, liquids from the sludge holding tanks must be fed back to the plant in a short period of time This creates high ammonia loading on the plant and results in permit violations
- The recommended solution is to use one of the holding tanks as an equalization basin for the liquid, allowing it to be fed back to the plant slowly over a longer time period The tank is now filled with solids, which must be removed and disposed of

- The contract prices are negotiated with Handex and BFI Handex has a technology that provides a superior dewatering capability, which reduces the overall quantity BFI's prices were compared with several other prices and was determined to be the lowest cost acceptable alternative

Funding: Water and Sewer Capital Project Fund

29. Lease Agreement - County Tree Nursery at the North Mecklenburg Water Treatment Plant

Action: **Approve an agreement with Mecklenburg County to lease approximately four acres of land at the North Mecklenburg Water Treatment Plant for a tree nursery to be operated by Mecklenburg County.**

Explanation of Request:

- Mecklenburg County has expressed interest in continuing to operate the nursery under a long term lease agreement Under this cooperative agreement
  - the City would lease the land to the County at no cost,
  - the County would operate and maintain the nursery at its cost, and
  - the County would provide nursery stock for landscaping City projects at no cost to the City
- When the North Mecklenburg Water Treatment Plant site was purchased by the City, it contained a tree nursery started by the previous owner Several hundred trees and shrubs of various species were being grown to landscape a golf course planned for the site

- Pursuant to an informal agreement between the CMUD Director and the Mecklenburg County Parks & Recreation Department Director, the County

  - maintained the nursery site,

  - used some of the trees and shrubs for County purposes, and

  - saved designated trees and shrubs for landscaping the North Mecklenburg plant

- This work has been completed and the previous nursery stock has either been used, or grown too large for transplanting

- The nursery site lies mostly within the McDowell Creek flood plain, and is entirely outside the areas designated for future plant expansion

30. Property Transactions

Action: **Approve the following property acquisition (A-C) and adopt the condemnation resolutions (D-G)**

Acquisitions:

A. **Project** Northwest Circumferential Grade Separation-ATP8, Parcel #46
Owner(s): Cynthia Fox Ferguson
Property Address: 7006 Old Mount Holly Road
Property to be Acquired: 38,550 60 sq ft (885 ac) total acquisition
Improvements: Single family residence & outbuilding
Purchase Price: $67,000
Remarks: Total acquisition of this property is required for the Northwest Circumferential Grade Separation project Compensation is based on two independent appraisals made on this property
Zoned: R-17 **Use:** Residential
Tax Value: $39,520
Tax Code: 057-201-06

B. **Project:** Mint Hill Sanitary Sewer Trunk-1995, Parcel #38A
Owner(s): Pine Lake Country Club
Property Address: 5504 Lebanon Road
Property to be Acquired: 104,717 25 sq ft (2 40 ac) plus temporary construction easement 139,623 sq ft (3 21 ac)
Improvements: Fairway, trees & landscaping
Purchase Price: $101,379
Remarks: Permanent easement is required for the installation of a sanitary sewer line Compensation is for loss of trees plus damages to the fairways as reflected in the City's independent certified appraisal
Zoned: R **Use:** Country Club
Tax Value: $4,275,941
Tax Code: 135-291-01

C. **Project**: 1997 Annexation Six Mile Creek East, Parcel #8
Owner(s): Richard F Dunlap, Jr & Katherine G Dunlap
Property Address: 4019 Tilley Morris Drive
Property to be Acquired: 4,493 55 sq ft (103 ac) of permanent sanitary sewer easement plus temporary construction easement
Improvements: Trees
Purchase Price: $12,500
Remarks: A sanitary sewer easement is needed to complete this project Compensation is based on an independent appraisal made on the property
Zoned: R **Use**: Single Family-Residence
Tax Value: $179,170
Tax Code: 231-127-01

Condemnations:

D. **Project**: 1997 Annexation Six Mile Creek East, Parcel # 42
Owner(s): J Larry Carter & Mary W Carter & any other parties of interest
Property Address: 3331 McKee Road
Property to be Acquired: 8,223 5 sq ft (188 ac)
Improvements: Trees
Purchase Price: $2,300
Remarks: Permanent sanitary sewer easement and temporary construction easement are required for this project It is recommended that City proceed with condemnation since agent has been unable to contact or locate the property owners
Zoned: R-3 **Use**: Residence
Tax Value: $62,820
Tax Code: 231-052-30

E. **Project**: 1997 Annexation Six Mile Creek East, Parcel #51
Owner(s): George Daniel Jacobs & wf , Linda S Jacobs & any other parties of interest
Property Address: 2308 E Providence Drive
Property to be Acquired: 6,976 sq ft (160 ac)
Improvements: Trees
Purchase Price: $1,500

Remarks: Permanent sanitary sewer easement is required for this project It is recommended that City proceed with condemnation since agent has been unable to contact or locate the property owners
Zoned: R-3 **Use:** Residential (vacant)
Tax Value: $22,500
Tax Code: 231-061-14

F. **Project:** Ronda Avenue Culverts, Parcel #44
Owner(s): Helen B Eggers & any other parties of interest
Property Address: 6829 Ronda Avenue
Property to be Acquired: 5,796 sq ft (0 133 ac) of permanent and temporary easements
Improvements: Trees, landscaping
Purchase Price: $5,500
Remarks: Permanent easements are needed to install a larger culvert under the road on Ronda Avenue to alleviate flooding problems in the neighborhood The existing sanitary sewer line must be relocated to accommodate this new culvert After a year of negotiation and redesign, City staff has yet to reach an agreement with the property owner Compensation is based on an independent appraisal made on the property
Zoned: R-3 **Use:** Single Family Residence
Tax Value: $115,300
Tax Code: 189-191-05

G. **Project:** 1997 Annexation/Steele Creek West, Parcel #2
Owner(s): Alice Knox Griffin & any other parties of interest
Property Address: 10807 Shopton Road
Property to be Acquired: 15,378 20 sq ft (0 353 ac)
Improvements: Trees
Purchase Price: $1,477

Remarks: A permanent and temporary easement is required to construct and maintain a sanitary sewer line Property owner has refused to grant easements on advice from her neighbors Condemnation price is based on an independent appraisal made on the property
Zoned: R-3 **Use:** Single Family Residence
Tax Value: $80,250
Tax Code: 199-201-12

H. **Project:** 1997 Annexation Six Mile Creek East, Parcel #38
Owner(s): William E Simmons & Wasyl Wojtaszewski and any other parties of interest
Property Address: 3241 Allenwood Road
Property to be Acquired: 44,104 55 sq ft (1 01 ac)
Improvements: Trees
Purchase Price: $6,100
Remarks: Permanent sanitary sewer easement and temporary construction easement are required for this project Condemnation is requested since staff has been unable to locate or contact the out of state property owners
Zoned: R-3 **Use:** Single Family
Tax Value: $241,800
Tax Code: 231-052-01

31. Minutes

Action: **Approve minutes as follows:**

- November 10, Business Meeting
- November 17, Zoning Meeting

ANNOUNCEMENTS

On January 12, 1998, City Council will make nominations to fill vacant positions on the following boards:

1. **CITIZENS OVERSIGHT FOR CABLE TV**
   Four positions for two years each beginning April, 1998. Mike McLaurin and Grady Sharps are not eligible to be reappointed. Aaron Sanders and James Blane are eligible.

2. **COMMUNITY RELATIONS COMMITTEE**
   One appointment beginning immediately to fill an unexpired term ending June 30,1998 and the next full three year term. Victor Alexander did not meet attendance requirements.

3. **CONVENTION & VISITORS BUREAU, BOARD OF DIRECTORS**
   One position beginning immediately to fill an unexpired term ending September 15, 1998 and the next full three year term. Beverly Earle did not meet Council's attendance requirements.

4. **FIREMEN'S RELIEF BOARD OF TRUSTEES**
   One two year position beginning January 19, 1998. Stephen Kearney is eligible to be reappointed.

5 **MAYOR'S INTERNATIONAL CABINET**
   Two new positions beginning February, 1998 for three years. One shall represent an ethnic group and the other has no category.

6 **MINORITY/WOMEN'S BUSINESS DEVELOPMENT**
   Five five year positions beginning January, 1998 to serve for the duration of the program. Dorothy Crockett, Ed Moore, William Latham, Patrick Clark and Curtis Sims are eligible to be reappointed.

7. **PARADE PERMIT COMMITTEE**
   Two three year appointments beginning March, 1998. Teresa Wright and Robert Horsley are eligible for reappointment.

8 **PAROLE ACCOUNTABILITY COMMITTEE**
   Two appointments beginning immediately to fill unexpired terms ending June, 1998 and the next full three year term. Stephen Allan has resigned and Garry McFadden did not meet attendance requirements.

9 **PRIVATIZATION/COMPETITION ADVISORY COMMITTEE**
Three two year appointments beginning March, 1998. Eugene Kiser is not eligible for reappointment, James Polk and Rebecca Whitener are eligible to be reappointed.

10. **TRANSIT ADVISORY COMMITTEE**
One three year appointment to represent a local service passenger beginning February, 1998. Wade Alley is not eligible to be reappointed.

One appointment beginning immediately to fill an unexpired term ending January 31, 2000. Must be a neighborhood organization leader. John Moore has resigned.

11. **TREE ADVISORY COMMISSION**
One position beginning immediately to fill an unexpired term ending December, 1998 and the next three year term. Lindsey McAlpine has resigned.

12 **ZONING BOARD OF ADJUSTMENT**
One three year appointment beginning February, 1998 Dick Stoever is eligible for reappointment.

13. **WASTE MANAGEMENT ADVISORY BOARD**
One recommendation to the County Commission for a position to represent the legal industry This is an unexpired term beginning immediately, ending September, 1998 and serving the next full three year term. John Paul DeBernardo has resigned.

Applications are available from the Office of the City Clerk, 600 East 4th Street, 336-7493, or you may fax it to yourself via the City's Fast Fax Service. Dial 336-8600, and immediately enter 3300 to access the Fast Fax system. The document number is 3320. All applications must be received by January 5, 1998 at 5 00 p.m.