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## INFORMATION:

### **April 1 – CMPD 172<sup>nd</sup> Recruit Class Commencement**

*Staff Resource: Rob Tufano, CMPD, 704-336-7313, [rtufano@cmpd.org](mailto:rtufano@cmpd.org)*

The Mayor and Council are invited to attend Charlotte-Mecklenburg Police Department's commencement ceremony for its 172<sup>nd</sup> recruit class this Friday at 10 a.m. at the Police & Fire Training Academy, 1770 Shopton Road.

A reception will be held immediately following the ceremony.

### **April 5-7 – LYNX Silver Line/Southeast Corridor Transit Study Public Meetings**

*Staff Resource: Juliann Sheldon, CATS, 980-250-9269, [juliann.sheldon@charlottenc.gov](mailto:juliann.sheldon@charlottenc.gov)*

Charlotte Area Transit System (CATS) will host four public meetings to discuss progress on the LYNX Silver Line/Southeast Corridor Transit Study. Meetings will be held along the corridor on Tuesday, April 5 through Thursday, April 7.

The four public meetings will inform the community on the study's progress and will provide citizens with an opportunity to provide feedback.

Information for the public meetings is below:

<b>Tuesday, April 5</b> <b>6 p.m. – 7:30 p.m.</b> Matthews Town Hall 232 Matthews Station Street Matthews, NC 28105	<b>Wednesday, April 6</b> <b>11:30 a.m. – 1:00 p.m.</b> Charlotte Mecklenburg Library (Main) 310 North Tryon Street Charlotte, NC 28202	<b>Wednesday, April 6</b> <b>6 p.m. - 7:30 p.m.</b> McClintock Middle School 1925 Rama Road Charlotte, NC 28212	<b>Thursday, April 7</b> <b>6 p.m. – 7:30 p.m.</b> Midwood International House 1817 Central Avenue Charlotte, NC 28205
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### **April 12-15 – Walking Tours for South Boulevard / South Tryon Street Corridor Studies**

*Staff Resources: Keith Hines, CDOT, 704-336-3913, [dhines@charlottenc.gov](mailto:dhines@charlottenc.gov)*

*Scott Curry, CDOT, 704-432-2648, [spcurry@charlottenc.gov](mailto:spcurry@charlottenc.gov)*

Charlotte invites the community to participate in upcoming walking tours as part of two corridor studies conducted by the City and its consultant Stantec. The study boundaries are:

- South Boulevard from Carson Boulevard to Clanton Road, and
- South Tryon Street from Carson Boulevard to Clanton Road.

The purpose of the studies is to improve conditions for pedestrian and bicyclists within the two corridors. Charlotte City Council and the general public are invited to participate. The first

opportunity to participate will occur through a series of walking tours focused on pedestrian and bicycle mobility along each corridor. The schedule for the walking tours is below:

- South Boulevard Walking Tour 1 (northern portion): Tuesday, April 12
- South Boulevard Walking Tour 2 (southern portion): Wednesday, April 13
- South Tryon Street Walking Tour 1 (northern portion): Thursday, April 14
- South Tryon Street Walking Tour 2 (southern portion): Friday, April 15

A flier for the walking tours is attached below. Each tour is roughly ½-mile-long (one way), and will take about two hours. Tour times begin at 5 p.m. and leave every 15 minutes until 6 p.m. Space is limited and reservations are required. Attendees must sign up for the walking tours at <http://www.signupgenius.com/go/10c0449afaa2fa5f85-south>.

Input collected during the walking tours will be used to guide the work completed during a public design charrette. Charrette participants will have an opportunity to work with designers and City staff who will help translate their observations into new recommendations for improving South Boulevard and South Tryon Street. Details on the charrette will be available soon at the project website

<http://charmeck.org/city/charlotte/Transportation/PlansProjects/Pages/ArterialCorridorStudy-SouthBlvd-STryon-Parkwood.aspx>



Walking Tour.pdf

### **April 2016 Traffic Safety Campaigns**

*Staff Resource: Angela Berry, CDOT, 704-432-5259, [aberry@charlottenc.gov](mailto:aberry@charlottenc.gov)*

During the month of April, the Charlotte Department of Transportation (CDOT) will recognize and participate in two important safety campaigns: Distracted Driving Awareness Month and National Work Zone Awareness Week (April 11-15).

CDOT is partnering with the Charlotte-Mecklenburg Police Department, Carolinas Healthcare System, Novant Health, North Carolina Governor's Highway Safety Program, City of Charlotte Landscape Management, and the Charlotte Area Transit System to share these messages with the agencies' employees and the community.

Campaign messages will be communicated in a variety of ways including social media, messaging via North Carolina Department of Transportation's highway dynamic message signs on interstates and/or freeways, and in the Charlotte-Mecklenburg Government Center lobby the morning of April 8, 2016.

The Distracted Driving campaign will be kicked off with a Charlotte-Mecklenburg Police Department press conference, supported by CDOT, at 10:00 a.m. on March 31, 2016 at CMPD Headquarters.

Additional information on these campaigns can be found at the websites below:

National Work Zone Awareness Week

[http://www.ops.fhwa.dot.gov/wz/outreach/wz\\_awareness.htm](http://www.ops.fhwa.dot.gov/wz/outreach/wz_awareness.htm)

Distracted Driving Month

<http://www.nsc.org/learn/NSC-Initiatives/Pages/distracted-driving-awareness-month.aspx>

### **Internal Audit Report – Vice Imprest 2015**

*Staff Resource: Greg McDowell, Internal Audit, 704-336-8085, [gmcowell@charlottenc.gov](mailto:gmcowell@charlottenc.gov)*

It has been the CMPD's practice for many years to request an audit of its Vice Imprest Fund prior to obtaining replenishment. The Vice Imprest Fund was established by the CMPD Special Investigations Bureau, Vice and Narcotics Division, for use in ongoing investigations related to controlled substances, prostitution, gambling, and other illegal activities. During calendar year 2015, Internal Audit conducted six such reviews. The attached final report summarizes the efforts for the preceding year.

Conclusion and Summary Results: CMPD's Vice Imprest Fund controls are working effectively. Vault cash agreed to records; transactions were properly documented; and evidence property control was verified. Supervisors have worked with officers to reduce late return of unused advances and expense documentation from 12% in 2014 to 3% in 2015. Internal Audit are satisfied with CMPD's efforts and the level of controls in place. CMPD prepared a written response, which can be found as Attachment A to the report.



Vice Imprest 2015  
Audit Report.pdf

### **Small Business Garbage Fee Implementation Nearing Completion with Final Service Termination of Non-Paying Customers**

*Staff Resource: Victoria O. Johnson, Solid Waste Services, 704-336-3410, [vjohnson@charlottenc.gov](mailto:vjohnson@charlottenc.gov)*

The following is an update to items in the February 19 and March 11, 2016 Council-Manager Memos. The City is nearing completion of the transition to a fee-based small business garbage collection service as adopted in the FY2016 budget. The annual \$250 Small Business Garbage Collection Fee applies to qualifying businesses that generate 512 gallons or less of waste per week and that previously received collection service before the fee was enacted.

From August 2015 through March 2016, the City mailed letters to 2,294 existing businesses. The initial notice notified them of the new fee and service eligibility requirements, and offered the opportunity to opt-out of the service. Subsequently, follow-up letters were mailed to non-paying customers about impending service termination. Solid Waste Services hand delivered

almost 400 notifications to addresses where previous mailings were returned. Small Business Garbage collection services continued uninterrupted throughout this period regardless of payment status.

To date, service and payment status to the small businesses issued invoices is reflected as follows:

- 887 have paid the fee and chosen to continue service;
- 227 have opted to discontinue service voluntarily;
- 749 had service terminated the week of March 14, 2016 for non-payment;
- an additional 359 had service terminated the week of March 28, 2016 for non-payment;
- 72 addresses require additional review due to empty store fronts, razed properties, etc.

The City continues to restore service to businesses that pay past-due invoices. On an on-going basis, staff will evaluate new requests from businesses seeking Small Business Garbage Collection services and issue invoices to qualifying locations. For information about Small Business Garbage collection service and fee payment contact the Solid Waste Services at 704-336-2253.

**Charlotte Business INclusion Wins NCHUB Good Faith Effort Award**

*Staff Resource: Nancy Rosado, Management & Financial Services, 704-336-2116, [nrosado@charlottenc.gov](mailto:nrosado@charlottenc.gov)*

On March 24, 2016 at the North Carolina State Construction conference held in Raleigh, the North Carolina Department of Administration Office for Historically Underutilized Businesses (NCHUB) presented Charlotte Business INclusion (CBI) with the Good Faith Effort Award in the Professional Services/Construction Industry.

This award is presented to a firm or agency (public or private) that has demonstrated “Good Faith Effort” in their support of HUB and minority/women business enterprise programs and firms by:

- developing programs or initiatives to provide training, mentoring and/or partnership opportunities;
- collaborating with HUB/MWBE advocates and organizations to foster the growth and capacity of HUB/MWBE firms;
- understanding North Carolina’s policy to increase HUB participation by utilizing good faith efforts to meet and exceed goals for HUB participation on capital improvement projects, has demonstrated commitment to HUB/MWBE programs and HUB firms by sponsoring and participating in HUB outreach activities; and
- becoming involved in local, state, regional and/or national level programs and/or initiatives which promote HUB and MWBE firms.

CBI's efforts in fostering utilization and growth of HUB firms stood out and the program was acknowledged this year. Nancy Rosado was in attendance at the conference and accepted the award on behalf of Charlotte Business INclusion.

**Minority, Women, & Small Business Enterprise (MWSBE) and Federal Disadvantaged Business Enterprises (DBE) Utilization and Performance Update**

*Staff Resources: Eric Nelson, Management & Financial Services, 704-336-2735,*

[enelson@charlottenc.gov](mailto:enelson@charlottenc.gov)

*Arlanda Rouse, CATS, 704-432-2566, [arouse@charlottenc.gov](mailto:arouse@charlottenc.gov)*

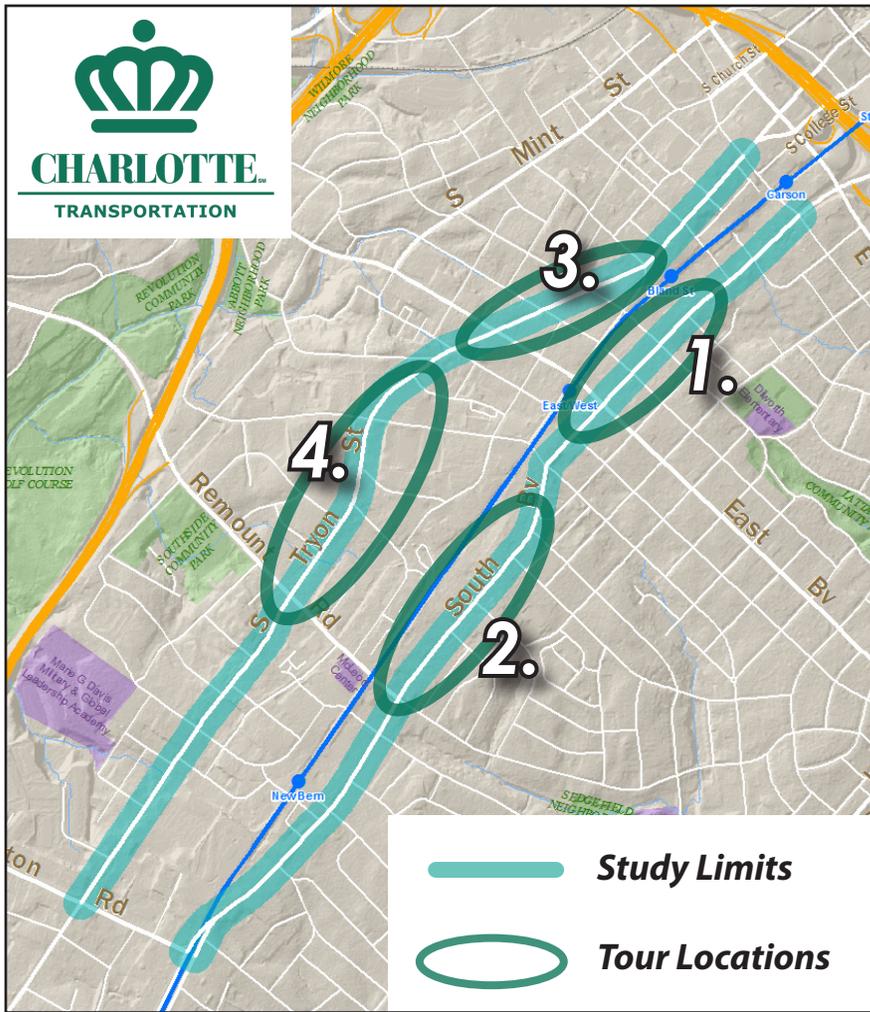
*Laura Dahlberg, Aviation, 704-359-1910, [ladahlberg@cltairport.com](mailto:ladahlberg@cltairport.com)*

In an effort to increase awareness and communication on the City's utilization of MWSBE and DBE vendors and community outreach efforts, staff plans to provide periodic updates via the Council-Manager Memo. The intent of these communications is to supplement the traditional, annual communication on City MWSBE utilization. The first edition is attached below.

The City of Charlotte, through the collaboration of its Charlotte Business INclusion Office, Aviation and CATS Departments, remains committed to the enhancement of competition in City contracting and promoting economic growth and development in Charlotte-Mecklenburg.



CB\_MWSBE-DBE  
Council Manager Mem



## COME GIVE US YOUR IDEAS FOR SOUTH BLVD. & SOUTH TRYON ST.

The City of Charlotte, along with its consultant Stantec, is kicking off two corridor study projects. The study boundaries are:

- **South Boulevard** from Carson Boulevard to Clanton Road, and
- **South Tryon Street** from Carson Boulevard to Clanton Road.

**The purpose of the studies is to improve conditions for pedestrians and bicyclists within these two corridors.**

The first opportunity for the public to provide input will occur during a series of walking tours the evenings of April 12-15. The walking tours are really mobile public meetings. They are a way for city staff to learn from the people who know South Blvd. and South Tryon St. the best. Each tour will be roughly 1/2 mile one way. Space for the tours is limited and reservations are required via the website below.

1. **Tuesday, April 12 - South Blvd. (northern study area)**
2. **Wednesday, April 13 - South Blvd. (southern study area)**
3. **Thursday, April 14 - South Tryon St. (northern study area)**
4. **Friday, April 15 - South Tryon St. (southern study area)**

Space for these tours is limited. For more information and to sign up for a walking tour go to:

<http://charmeck.org/city/charlotte/Transportation/PlansProjects/Pages/ArterialCorridorStudy-SouthBlvd-STryon-Parkwood.aspx>



# Corridor Study Walking Tours

Charlotte Department of Transportation | April 12-15, 2016





**Report of Internal Audit  
Charlotte-Mecklenburg Police Department  
Vice Imprest Fund 2015  
March 24, 2016**

**City Auditor's Office  
Gregory L. McDowell, CPA, CIA**

**Report of Internal Audit  
Charlotte-Mecklenburg Police Department  
Vice Imprest Fund 2015  
March 24, 2016**

**Purpose and Scope**

Internal Audit performs periodic audits of the Charlotte-Mecklenburg Police Department (CMPD) Vice Imprest Fund. During calendar year 2015, we performed six audits and this report summarizes our results. The purpose of each audit was to verify the cash on hand and to determine whether the officers in the Vice and Narcotics Division adhered to the established policies and procedures for replenishment of funds.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The intent of this report is for the information and use of the City Manager's Office, City Council and the Charlotte-Mecklenburg Police Department.

**Conclusion and Summary Results**

CMPD's Vice Imprest Fund controls are working effectively. Vault cash agreed to records; transactions were properly documented; and evidence property control was verified. Supervisors have worked with officers to reduce late return of unused advances and expense documentation from 12% in 2014 to 3% in 2015. We are satisfied with CMPD's efforts and the level of controls in place.

**Background**

The Vice Imprest Fund was established by the CMPD Special Investigations Bureau, Vice and Narcotics Division (Division), for use in ongoing investigations related to controlled substances, prostitution, gambling and other criminal activities.

The Division is currently authorized to maintain \$49,000 cash in the Imprest Fund. The amount was increased from \$40,000 to \$49,000 in March 2015. CMPD's standard operating procedures call for initiating the process to replenish the Imprest Fund when one-third of the fund has been expended. After reviewing all vouchers and files and notifying the Division Commander, the shift sergeant notifies Internal Audit and requests the audit. The replenishments totaled \$194,922 during 2015. For FY16, the budget for replenishment is \$200,000.

The Imprest Fund cash is kept inside a locked safe in a secure location within the Division. Physical access to the safe is tightly controlled. The Division Commander and Division supervisors are authorized to advance funds – using numbered vouchers for accounting control – to Sergeants, Lieutenants, and Special Investigative Bureau detectives for specific purposes, including the following:

- For officers to purchase controlled substances during an undercover investigation.
- For informants to purchase controlled substances, when establishing their reliability, or when needed to establish probable cause to obtain a search warrant.
- For payment of admission, when required, to enter business establishments while conducting authorized investigations, or to pay for drinks and tips that are reasonable and necessary during the investigation.
- For emergency travel that will be reimbursed to the Imprest Fund with City or Federal travel funds.

Each Supervisor is responsible for ensuring that:

- Vouchers accounting for the use of Imprest Funds, along with any remaining unspent funds, are returned within the prescribed time limits – 30 days for most advances, seven days for informant payments, and by the end of the current shift for large advances with an unused balance of \$1,000 or more.
- The appropriate case notes and documentation on all expenditures and informant payments are complete, accurate and filed in the appropriate location within the safe room.
- The returned vouchers are complete and accurate, and all signatures are legible.

All property purchased by the Vice and Narcotics officers must be submitted to the CMPD Property Control Bureau (PCB). The evidence is sealed in bags and initialed by the impounding officers. Items too large or bulky for packaging are tagged. The responsibility of the PCB begins when the evidence and paperwork are presented for processing and storage at the PCB receiving counter. PCB personnel ensure that the accompanying evidence information sheets are accurately completed and that the items are appropriately packaged or tagged.

Open cash advances and informant pays are reviewed during the audits. As mentioned above, vouchers advancing Imprest Funds are to be returned within the prescribed time limits. Cash advances with a balance of \$1,000 or more remaining unused are to be returned to the vault by the end of the shift. The Division has notified all sergeants that the policy will be strictly followed. If officers are regularly late with their vouchers, they will lose the privilege of utilizing the Imprest Fund. The detectives assigned to the Special Investigations Bureau who are continually late with their vouchers are subject to disciplinary actions.

### **Results of Audit**

**1. Imprest Fund vault cash agreed to records; transactions were properly documented; and property control was verified.**

During calendar year 2015, six audits were conducted, and the vice fund records were accurately reconciled to vault cash on each occasion. Replenishments for the year totaled \$194,922. The number of transactions per audit period ranged from 122 to 169. For randomly selected items tested, Division personnel pulled the official documentation related to the case. Auditors reviewed each file to determine that the departmental policies and procedures had been followed. In addition, random property reports were selected for testing. Auditors visited the Property Control Bureau to verify that each selected item was on hand and packaged properly. There were no exceptions.

**2. Division officers submitted documentation timely in 97% of cases.**

There were 933 cash advances and informant pays totaling \$314,019 issued during calendar year 2015. As noted in the Background section, the Division has a detailed procedure for handling cash advances.

Unused advances are common and expected. Officers make tentative plans for the use of funds, but many times return the funds without completing a transaction. In 2015, 38% of the funds advanced were returned unused.

Division supervisors have acted to reduce the amount of time unused funds are held by officers. Advances with \$1,000 or more unspent require return of unused funds during the shift the funds were obtained. During 2015, 24 cash advances were over \$1,000 each, totaling \$48,550. One such advance was returned late.

Advances under \$1,000 are more common and also have been subjected to ongoing supervisory attention. Supervisors enforce Division policies to ensure advanced funds are accounted for, including a 30-day time limit for the return of unused funds and documentation in support of expenses. During 2015, unused funds and expense documentation was submitted late for 17 advances and 12 informant pays. This represented 3% of such transactions, a significant reduction to the 19% and 12% rates of late submission in 2013 and 2014, respectively.

**Actions Taken:** CMPD's Vice and Narcotics Division supervisors implemented a Vice Policy which tracks late vouchers and imposes penalties for non-compliance. During 2015, 90 officers initiated vice transactions; of those, 15 received verbal warnings and one officer was suspended from receiving fund advances for 180 days.

**Recommendation:** Division supervisors should continue enforcing Imprest Fund policies to minimize non-compliance penalties.

**CMPD Response:** Division supervisors will continue enforcing Imprest Fund policies to minimize non-compliance. The recent installation of evidence lockers will only serve to continue our “no exception” submission rate of evidence obtained using these funds in the next fiscal year. We are pleased with the progress this unit has made over the last year. (See Appendix A for full response)

**POLICE****CHARLOTTE-MECKLENBURG POLICE DEPARTMENT**

March 16, 2016

Gregory L. McDowell, CPA, CIA  
City Auditor' Office  
Charlotte, NC

RE: Internal Audit, CMPD Vice Imprest Fund 2015

Dear Mr. McDowell,

Your audit showed marked compliance improvement in 2015 over 2014.

The late return of unused advances and expense documentation has fallen from 12% in 2014 to 3% in 2015. Our Vice Unit continues to work toward the 30 day limit for transaction completion of every voucher.

The recent installation of evidence lockers at our facility, will only serve to continue our "no exception" submission rate of evidence obtained using these funds in the next fiscal year.

Division supervisors will continue enforcing Imprest Fund policies to minimize non-compliance penalties.

I am pleased with the progress this Unit has made over the last year.

Sincerely,

A handwritten signature in black ink, appearing to read "KPS", written over a white background.

Kerr Putney  
Chief of Police  
Charlotte-Mecklenburg Police Department

***Building Partnerships To Prevent The Next Crime.***

*Police Department • 601 East Trade Street • Charlotte, N.C. 28202-2940*

**Minority, Women, & Small Business Enterprise (MWSBE) and Federal Disadvantaged Business Enterprises (DBE) Utilization and Performance Update**

Differences between MWSBE and DBE small business programs

	<b>MWSBE</b>	<b>DBE</b>
<b>Certifying entity</b>	City or State	Federal government
<b>Headquarters location</b>	Within Charlotte Combined Statistical Area	Anywhere in United States
<b>Funding source</b>	City or State	Federal government
<b>Affected departments</b>	All City departments using local funds	Primarily Aviation and CATS when Federal funding used
<b>Fiscal Year reporting period</b>	July 1 – June 30	October 1 – September 30 (Federal fiscal cycle)
<b>Reporting Requirements</b>	Established locally	Established by Federal government

Utilization Performance

- MWSBE opportunity spending (Mid-Year FY16)
  - 190 certified MWSBEs across all spending categories were used, totaling 13.82% (or \$20,055,603) of city spend, exceeding the goal of 12%.
  - 339 self-identified Minority and Women-owned businesses (who may or may not be certified) across all spending categories were used, totaling 12.40% (or \$27,977,303). Of this amount, 59.3% (\$16,580,919) was spent in the construction category.
- DBE opportunity spending (Federal FY15)
  - \$1,427,442 paid directly to DBE subcontractors by Aviation during Federal FY15.
  - \$2,025,905 paid directly to DBE subcontractors by CATS during Federal FY15's six-month period.
- In the first quarter of this calendar year, City Council approved 25 actions with MWSBE or DBE goals with anticipated spend totaling \$7,331,001.

<sup>1</sup> *Minority/Woman-owned consists of businesses that have self-identified themselves as a minority and/or woman-owned firm*

The performance of the combined departments represents a significant economic impact for Charlotte-Mecklenburg and a major economic impact to MWSBE and DBE vendors, subcontractors, and their workforces.

Community Outreach

Community outreach is an essential component of the City's MWSBE and DBE efforts to increase contracting utilization, diversity, and access to prime contractors. Outreach efforts conducted within the past 6 months include:

- CBI hosted the 9<sup>th</sup> Annual Landscape Management Contractors Outreach Breakfast; over 100 firms in attendance

- CBI and Airport partnered to host two “Meet the Primes” events; over 200 in attendance and several new vendors submitted certification applications at the workshop
- CBI staff participated in more than 31 community education and outreach events which included:
  - Doing Business with the Government Workshop for High Growth Entrepreneurs.
  - ‘How to Do Business with the City of Charlotte’ event led in Spanish.
  - Small Business Expo & Access to Capital panel discussion.
  - MED Week “Meet the Primes” networking event.
- CATS held its first Bonding Education Program. This program was a collaborative effort with USDOT, Balfour Beatty Infrastructure, and The Surety and Fidelity Association of America with the goal of preparing small and disadvantage businesses to compete for federally funded contracts. The program covered a variety of topics including bonding and insurance, along with banking and finance, marketing, estimating, bidding, project, and management.
- CATS Partnered with CBI, USDOT and NCDOT to host its first DBE Certification Workshop. Thirty-one businesses attended. Five DBE firms and one Small Professional Service Firm submitted certification applications at the workshop.