City of Charlotte

Charlotte-Mecklenburg Government Center
600 East 4th Street
Charlotte, NC 28202

Meeting Agenda

Monday, November 28, 2016

Council Chambers

City Council Business Meeting

Mayor Jennifer W. Roberts
Mayor Pro Tem Vi Lyles
Council Member Al Austin
Council Member John Autry
Council Member Ed Driggs
Council Member Julie Eiselt
Council Member Claire Fallon
Council Member Patsy Kinsey
Council Member LaWana Mayfield
Council Member James Mitchell
Council Member Greg Phipps
Council Member Kenny Smith
5:00 P.M. DINNER BRIEFING, CHARLOTTE-MECKLENBURG GOVERNMENT CENTER, ROOM 267

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2. Animal Care and Control Shelter Partnership ................................................................. 3
3. City Enterprise Technology Practices ................................................................................ 4
4. Closed Session..................................................................................................................... 5
5. Answers to Mayor and Council Consent Item Questions............................................... 6

Call to Order

Roll Call

Introductions

Invocation

Pledge of Allegiance

6:30 P.M. CITIZENS' FORUM

6. Consent agenda items 19 through 51 may be considered in one motion except for those items removed by a Council member. Items are removed by notifying the City Clerk. ...... 7

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Adjournment

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CITY COUNCIL MEETING  
**Monday, November 28, 2016**

In addition to the previously advertised public hearing items, Departments have asked that the time sensitive items listed below not be deferred.

<table>
<thead>
<tr>
<th>Item#</th>
<th>Title</th>
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<tbody>
<tr>
<td>12</td>
<td>CityLYNX Gold Line Phase 2 Construction Contract</td>
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<tr>
<td>13</td>
<td>CityLYNX Gold Line Phase 2 Modern Streetcar Vehicles</td>
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</table>
Agenda #: 1. File #: 15-4407 Type: Dinner Briefing

Mayor and Council Consent Item Questions

Staff Resource(s):
Ann Wall, City Manager’s Office

Time: 5 minutes

Synopsis:
Mayor and Council may ask questions about Consent agenda items. Staff will address questions at the end of the dinner meeting.
Animal Care and Control Shelter Partnership

Staff Resource(s):
Vicki Foster, Police
Karl Bannerman, Police

Time: 20 minutes

Explanation
- The purpose of the presentation is to review space and operational needs for the Charlotte-Mecklenburg Police Department Animal Care and Control and the Humane Society of Charlotte.
- Animal Care and Control and the Humane Society of Charlotte are in need of relocation from their present facilities due to numerous maintenance and upgrade concerns, as well as space limitations.
- In addition, the current Animal Care and Control shelter would be impacted by anticipated Charlotte Douglas International Airport expansions.
- The opportunity to partner creates cost efficiencies, as well as provides a modern facility to serve the community.
- The City of Charlotte and the Humane Society of Charlotte have contractually partnered since December of 1981.

Future Action
- Staff is seeking Council direction to continue partnership discussions.
- Pending Council direction, staff anticipates two Council actions in early 2017: 1) approval for architectural services to revise building plans to accommodate the potential shelter partnership, and 2) authorization to negotiate a contract between the City of Charlotte and the Humane Society of Charlotte.
City of Charlotte

Agenda Date: 11/28/2016

Agenda #: 3. File #: 15-4423 Type: Dinner Briefing

City Enterprise Technology Practices

Staff Resource(s):
Jeff Stovall, Innovation & Technology

Time: 30 minutes

Explanation
- During the Fiscal Year 2017 budget development process, the City Council requested a briefing on the City’s policies and practices around technology management.
- The purpose of this presentation is to brief the City Council on the current state of technology practices within the City Of Charlotte.
- The Innovation & Technology Department oversees the City’s technology management functions at the enterprise-level. Each City department also allocates resources to its internal technology needs specific to that department.
- During the presentation, staff will discuss the City’s enterprise-level technology programs in the context of:
  - Public sector norms for technology deployment,
  - How Charlotte enterprise technology operations compares to other cities,
  - Existing technology needs that are critical to maintaining performance and providing optimal City services, and
  - Addressing existing needs and a summary of potential solutions.

Future Action
The presentation is for informational purposes only.
Closed Session

Action:

Adopt a motion pursuant to the North Carolina General Statute 143-318.11(a)(4) to go into closed session to discuss matters relating to the location of an industry or business in the City of Charlotte, including potential economic development incentives that may be offered in negotiations.
Answers to Mayor and Council Consent Item Questions

Staff Resource(s):
Ann Wall, City Manager’s Office

Time: 10 minutes

Synopsis
Staff responses to questions from the beginning of the dinner meeting.
Consent agenda items 18 through 50 may be considered in one motion except for those items removed by a Council member. Items are removed by notifying the City Clerk.

Consideration of Consent Items shall occur in the following order:

A. Items that have not been pulled, and
B. Items with citizens signed up to speak to the item.
Snyder’s Lance Inc. Business Investment Grant

Action:

A. Conduct a public hearing regarding approval of an economic development Business Investment Grant for Snyder’s Lance Inc.,

B. Approve the City’s share of a Business Investment Grant to Snyder’s Lance, Inc. for a total estimated amount of $631,166 over five years,

C. Approve a contract in the amount of $100,000 with the North Carolina Department of Commerce and Snyder’s Lance, Inc. from the One North Carolina Fund Grant, and

D. Adopt a budget ordinance appropriating $100,000 from the North Carolina Department of Commerce One North Carolina Fund Grant to Snyder’s Lance, Inc.

Staff Resource(s):
Kevin Dick, Neighborhood & Business Services

Explanation

- On November 28, 2016, the Snyder’s Lance Inc. will formally announce its selection of Charlotte for an investment of $38 million for the expansion of its manufacturing operations and headquarters, including the addition of a new brand operation.
  - The expansion will create 130 new jobs. Other competitive locations considered were Stockton, California and Columbus, Georgia.

- Staff is requesting City Council approve a Business Investment Grant estimated to be $631,166 over five years. The County’s share is estimated to be $1,075,500.
  - On August 22, 2016, the City Council, in closed session, unanimously indicated its intent to approve a Business Investment Grant to Snyder’s Lance, Inc.
  - On September 6, 2016, the Mecklenburg County Board of Commissioners, in closed session, indicated its intent to approve a Business Investment Grant to Snyder’s Lance, Inc. and will consider its portion of the grant at their December 6, 2016 meeting.
  - Total City/County combined grant is estimated to be $1,706,666 over five years.
  - In addition to the grant for the expansion, the state of North Carolina also approved a One North Carolina Fund Grant in the amount of $100,000 and $130,000 in community college training funds.
In addition to the $38 million capital investment, Snyder’s Lance has committed to:

- 130 new jobs over five years with an average annual wage of $45,000 (93% of the regional average wage).
  - 100 new production workers (engineers, mechanics, sanitation, warehouse, and machine operators) at the South Boulevard location.
  - 30 new employees for the Ballantyne corporate headquarters providing a total of 310 headquarters employees.
- 900 production employees to be retained for the term of the grant.

**Background**

- Snyder’s Lance, Inc., headquartered in Charlotte, is one of the largest snack makers in the United States. The company manufactures and markets snack food throughout the world with manufacturing plants in Charlotte and nine other states.
- Growth created by recent brand acquisition is requiring the expansion of manufacturing facilities and the modernizing of production machinery and equipment.
  - There are currently 900 production employees located at the manufacturing plant located at 8600 South Boulevard and 280 at the corporate headquarters in Ballantyne.
  - The manufacturing plant is located within 0.5 mile of the Sharon Road & I-485 Light Rail Station. Designated station areas are eligible for Business Investment Grants due to their promotion of higher density development and other amenities within a 0.5 mile walking distance to transit.

**Business Investment Grant**

- The request meets the City Council-approved criteria for a five-year, 90% local expansion grant in an eligible location.
- The general terms and conditions of this grant include:
  - The company will be asked to coordinate job fairs and recruitment events for both temporary and permanent jobs with the City and County. Community organizations and residents will receive ample notice of these employment activities in addition to training opportunities with Goodwill Industries, the Urban League of Central Carolinas, and other City partners. This training will include career counseling, job readiness, intensive case management, computer and vocational training, as well as employment search and placement assistance.
  - Actual grant payments are based on the value of the investment as appraised by the Mecklenburg County Tax Office.
  - All property taxes due from Snyder’s Lance, Inc. must be paid before a grant payment is made.
  - Property tax payments will be reimbursed in the calendar year that the investment is made and assessed for taxes by the Mecklenburg County Tax Office.
  - If Snyder’s Lance Inc. removes the investment from Charlotte during the grant term, it shall pay back 100% of the investment grant paid to date.
  - If Snyder’s Lance Inc. moves the investment from Charlotte within five years of the end of the Business Investment Program (BIP) grant term, a portion of the grant must be repaid as follows:
Agenda #: 7 File #: 15-4371 Type: Public Hearing Item

- Within One Year of the end of the BIP Term - 90% of grant payments
- Within Two Years of the end of the BIP Term - 75% of grant payments
- Within Three Years of the end of the BIP Term - 60% of grant payments
- Within Four Years of the end of the BIP Term - 45% of grant payments
- Within Five Years of the end of the BIP Term - 30% of grant payments

Fiscal Note
Funding: Business Investment Grant

Attachment
Budget Ordinance
ORDINANCE NO. __________________________

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING AN APPROPRIATION OF $100,000 FROM THE ONE NORTH CAROLINA GRANT FUND

BE IT ORDAINED, by the City Council of the City of Charlotte:

Section 1. That the sum of $100,000 is available from the One North Carolina Fund

Section 2. That the sum of $100,000 is hereby appropriated in the Neighborhood & Business Services Grant Fund to the following:

<table>
<thead>
<tr>
<th>Fund</th>
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<tr>
<td>Project</td>
<td>611000098</td>
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<tr>
<td>Source</td>
<td>1200</td>
</tr>
<tr>
<td>Type</td>
<td>12002600</td>
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<tr>
<td>Year</td>
<td>2017</td>
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Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.

Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

City Attorney
City Manager’s Report

Interim City Manager Ron Kimble will recognize Past President and current Board member of the National League of Cities, Council member Mitchell, to provide updates and announcements following the December 16-19 National League of Cities’ City Summit.
2017-2018 Federal and State Legislative Agendas

Action: Approve the Intergovernmental Relations Committee recommendation to approve the 2017-2018 Federal and State Legislative Agendas.

Committee Chair:
Council member Ed Driggs, Intergovernmental Relations Committee

Staff Resource(s):
Hyong Yi, City Manager’s Office
Dana Fenton, City Manager’s Office

Explanation
- On November 14, 2016, staff briefed the Mayor and City Council on the proposed 2017-2018 Federal and State Legislative Agendas.
- The proposed 2017-2018 Federal Legislative Agenda addresses proposals to commission the new airport control tower, secure federal resources for the build-out of the 2030 Transit Corridor System Plan, develop the North End Smart District, secure a federal Doppler Weather Radar facility that meets the public safety needs of our region, and support the municipal bond tax exemption.
- The proposed 2017-2018 State Legislative Agenda addresses proposals to secure a technical amendment to the Charlotte Firefighters’ Retirement System Act, safeguard local sales tax and other local revenues, support the data-driven Strategic Transportation Investments program for prioritization of transportation funding, and engage in discussions relating to the police recordings law.
- The US Congress convenes the 1st session of the 115th Congress on Wednesday, January 4, 2017.
- The North Carolina General Assembly convenes the 2017 Regular Session on Wednesday, January 11, 2017.

Intergovernmental Relations Committee Action
- On October 17, 2016, the Intergovernmental Relations Committee voted unanimously (Driggs, Mitchell, Eiselt, Fallon, and Smith) to recommend the 2017-2018 Federal and State Legislative Agendas to the City Council.
- On November 21, 2016, the Intergovernmental Relations Committee voted unanimously (Driggs, Mitchell, Eiselt, Fallon, and Smith) to recommend adding the municipal bond tax exemption to the 2017-2018 Federal Legislative Agenda and the police recordings issue to the 2017-2018 State Legislative Agenda for consideration at the City Council meeting on November 28, 2016.

Next Steps
- The 2017-2018 State Legislative Agenda will be presented to the Mecklenburg State Delegation on
The 2017-2018 Federal Legislative Agenda will be presented to the Mecklenburg Congressional Delegation during the National League of Cities Congressional City Conference which is scheduled for March 11-17, 2017.

Attachment
Proposed 2017-2018 Federal Legislative Agenda
Proposed 2017-2018 State Legislative Agenda
Airport Control Tower

- Continue working with the Congress and the Administration to commission the new Airport Control Tower

2030 Transit System Plan

- Continue working with the Congress and the Administration to secure federal resources for the build-out of the 2030 Transit Corridor System Plan

North End Smart District

- Explore partnerships with the private and not-for-profit sectors and colleges and universities in identifying and securing federal resources for the development of the North End Smart District

Doppler Weather Radar

- Support the efforts of our Congressional Delegation to secure a federal Doppler Weather Radar facility that meets the public safety needs of our region

Municipal Bonds

- Work with the Congress and the Administration in support of the municipal bond tax exemption
Charlotte Firefighters’ Retirement System
• Work with the General Assembly to secure a technical amendment to the Charlotte Firefighters’ Retirement System Act that is required by the Internal Revenue Service

Sales Tax Redistribution
• Continue working with the General Assembly and Administration to safeguard local sales tax and other local revenues, and in support of policy initiatives that address the underlying development issues faced by regions throughout the State

Strategic Transportation Investments
• Continue working with the General Assembly and Administration in support of the data-driven Strategic Transportation Investments program for prioritization of transportation funding

Police Recordings
• Engage in discussions with the General Assembly and stakeholders concerning possible adjustments to the police recordings law
Amend the 2016 City Council Meeting Schedule

Action: Approve amendments to the 2016 City Council and Budget Meeting Schedule.

Staff Resource(s): Stephanie Kelly, City Clerk’s Office

Explanation
- North Carolina General Statute 143-318.12 requires that the City Clerk maintain on file a schedule of the City Council’s regular meetings and that the approved schedule shall be posted to the City’s Web site. If a schedule is duly adopted and filed, no further notice of regular meetings is necessary.
- The following meeting will be added to the 2016 Meeting Schedule:
  - December 19, 8:00 a.m.: 2017 State Legislative Briefing with the Mecklenburg County State Delegation, Room 267

Attachment
Amended 2016 City Council Meeting Schedule
| First Mondays                  | Council Workshop/Citizens' Forum | Meeting begins at 5:00 p.m. in Room 267 for the Workshop. The Citizens' Forum begins in the same room at 7:30 p.m. |
| Second Mondays                | Council Business Meeting         | Optional Council Briefing at 12N in 15th floor Large Conference Room – January only. Meeting begins at 5:00 p.m. in Room 267 with Council/Manager Dinner Briefing and continues in the Meeting Chamber at 7:00 p.m. for the Council Business Meeting. |
| Third Mondays                 | Zoning Meeting                  | Meeting begins at 5:00 p.m. in the Meeting Chamber Conference Room (CH-14) with Dinner Briefing and continues at 5:30 p.m. in the Meeting Chamber for Zoning Decisions and Hearings. |
| Fourth Mondays                | Citizens' Forum/Council Business Meeting | Meeting begins at 5:00 p.m. in Room 267 with Council/Manager Dinner Briefing and continues in the Meeting Chamber at 6:30 p.m. for the Citizens' Forum and Council Business Meeting. Only exception is October schedule. |

**January**
- **4 January** Council Workshop/Citizens’ Forum
- **11 January** Council Business Meeting
- **19 January (Tuesday)** Council Agenda Briefing (Optional) # Council Business Meeting
- **25 January** Council Agenda Briefing (Optional) # Zoning Meeting
- **27-29 January** City Council Retreat Location - TBD

**February**
- **8 February** Council Business Meeting
- **15 February** 12:00 pm Zoning Meeting Briefing (Optional) - Room 882
- **22 February** Citizens’ Forum/Council Business Meeting
- **24 February** 1:30 pm Budget Workshop

(March 5-9, NLC Congressional City Conference, Washington, DC)

**March**
- **14 March** Council Business Meeting
- **16 March** 1:30 pm Budget Workshop
- **21 March** 12:00 pm Zoning Meeting Briefing (Optional) - Room 882
- **28 March** Citizens’ Forum/Council Business Meeting

**April**
- **4 April** 2:00-3:30 p.m. City Manager’s Update Meeting CH14
- **6 April** 4:30 p.m. Council Workshop/ 6:00 p.m. Citizens’ Forum
- **11 April** Council Business Meeting
- **18 April** 8:00 am 2016 Short Session Legislative Briefing with Mecklenburg State Delegation – Room 267
- **20 April** 12:00 pm Zoning Meeting Briefing (Optional) - Room 882
- **25 April** 1:30 pm Budget Workshop (Optional)

April 26, 2016 Mayor and Council to Raleigh +

**May**
- **2 May** Council Workshop/Citizen’s Forum **
- **4 May** 7:00 pm Manager’s Recommended Budget Presentation ***

May 4, 2016 Mayor and Council to Raleigh +

May 5, 2016 9 a.m. – 11 a.m. Tour of North End Smart District with Congresswoman Adams (meet in lobby)

**May 9** Council Business Meeting
- **11 May** 5:30 pm Budget Public Hearing
- **11 May** 1:00 pm Budget Adjustments
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>May 16</td>
<td>12:00 pm Zoning Meeting Briefing (Optional) - Room 882</td>
<td>Zoning Meeting</td>
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<td>May 18</td>
<td>Mayor and Council to Raleigh +</td>
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<tr>
<td>May 23</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<td>May 25</td>
<td>12:00 Noon Budget Adjustments/Straw Votes</td>
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<td>June 1</td>
<td>Mayor and Council to Raleigh +</td>
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<td>June 6</td>
<td>Council Workshop/Citizens’ Forum</td>
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<td>June 13</td>
<td>Council Business Meeting</td>
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<td>June 20</td>
<td>12:00 pm Zoning Meeting Briefing (Optional) - Room 882</td>
<td>Zoning Meeting</td>
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<td>June 27</td>
<td>2:00pm City Manager’s Update Meeting CH14</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<td>June 29</td>
<td>Mayor and Council to Raleigh +</td>
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<tr>
<td>July 18</td>
<td>12:00 pm City Manager’s Evaluation CH-14</td>
<td>12:00 pm Zoning Meeting Briefing (Optional) - Room 882 Zoning Meeting</td>
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<td>July 25</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<tr>
<td>August 9</td>
<td>3:00 pm Closed Session CH-14</td>
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<td>August 22</td>
<td>12:00 pm City Attorney’s Evaluation CH14</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<td>September 12</td>
<td>Council Business Meeting</td>
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<td>September 19</td>
<td>12:00 pm Zoning Meeting Briefing (Optional) - Room 882 Zoning Meeting</td>
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<td>September 20</td>
<td>9:00 am – 4:00 pm Closed Session, Location TBD</td>
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<tr>
<td>September 21</td>
<td>9:00 am – 12:00 pm Closed Session, Location TBD</td>
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<tr>
<td>September 26</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<tr>
<td>September 25-28</td>
<td>(International City/County Management Association Conference)</td>
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<td>October 4-5</td>
<td>Chamber Retreat, Asheville, NC</td>
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<td>October 10</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<td>October 17</td>
<td>12:00 pm Zoning Meeting Briefing (Optional) - Room 882 Zoning Meeting</td>
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<tr>
<td>November 7</td>
<td>2:00 pm City Manager’s Update Meeting CH14</td>
<td>4:00 p.m. Council Workshop/ 6:00 p.m. Citizens’ Forum</td>
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<tr>
<td>November 14</td>
<td>Council Business Meeting</td>
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<td>November 21</td>
<td>12:00 pm Zoning Meeting Briefing (Optional) - Room 882 Zoning Meeting</td>
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<tr>
<td>November 28</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<td>December 5</td>
<td>Council Workshop/Citizens’ Forum</td>
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<tr>
<td>December 12</td>
<td>Council Business Meeting</td>
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<tr>
<td>December 19</td>
<td>8:00 a.m. 2017 State Legislative Briefing with Mecklenburg County</td>
<td>12:00 pm Zoning Meeting Briefing (Optional) - Room 882 Zoning Meeting</td>
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<tr>
<td></td>
<td>State Delegation – Room 267</td>
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# Optional Council Agenda Briefing (15th Floor Large Conference Room).
* Newly elected officials are encouraged to attend to review agenda with staff.
** Meeting changed to Tuesday due to Monday holiday.
*** Workshop ends at 6:30 pm; Citizens’ Forum begins at 6:30 pm (limit of 10 speakers).
**** Per recommendation of Budget Committee, the budget presentation will be held during a televised Special Meeting (Council Chamber).
***** (All budget meetings will be held in CMGC #267, unless notified otherwise.)
+ Purpose of trip is advocacy of the City’s legislative agenda.

Agenda #: 11. File #: 15-4366 Type: Policy Item

2017 City Council Meeting Schedule

Action: Approve the 2017 City Council and Budget Meeting Schedule.

Staff Resource(s):
Stephanie Kelly, City Clerk’s Office

Explanation
- North Carolina General Statute 143-318.12 requires that the City Clerk maintain on file a schedule of the City Council’s regular meetings and that the approved schedule shall be posted to the City’s website. If a schedule is duly adopted and filed, no further notice of regular meetings is necessary.
- The 2017 City Council Retreat and Council Budget Meeting dates have been included on this proposed schedule of meetings, as well as other meetings of state and national organizations in which the City has membership.
- The 2017 City Council Meeting Schedule changes the start time for Citizens’ Forums at Council Workshops from 7:30 p.m. to 6:30 p.m., consistent with the start time for Citizens’ Forums at the Council Business Meetings.

Attachment
Proposed 2017 City Council Regular & Budget Meeting Schedule
### First Mondays - Council Workshop/Citizens' Forum
Meeting begins at 5:00 p.m. in Room 267 for the Workshop. The Citizens' Forum begins in the same room at 6:30 p.m.

### Second Mondays - Council Business Meeting
Meeting begins at 5:00 p.m. in Room 267 with Council/Manager Dinner Briefing and continues in the Meeting Chamber at 7:00 p.m. for the Council Business Meeting.

### Third Mondays - Zoning Meeting
Meeting begins at 5:00 p.m. in the Meeting Chamber Conference Room (CH-14) with Dinner Briefing and continues at 5:30 p.m. in the Meeting Chamber for Zoning Decisions and Hearings.

### Fourth Mondays - Citizens' Forum/Council Business Meeting
Meeting begins at 5:00 p.m. in Room 267 with Council/Manager Dinner Briefing and continues in the Meeting Chamber at 6:30 p.m. for the Citizens' Forum and Council Business Meeting. The only exception is the December meeting.

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>January 9</td>
<td>Council Business Meeting</td>
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<tr>
<td>January 17</td>
<td>12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room Zoning Meeting *</td>
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<tr>
<td>January 23</td>
<td>Citizens' Forum/Council Business Meeting</td>
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<tr>
<td>January 25-27</td>
<td>City Council Retreat  Location - TBD</td>
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<tr>
<td>February 6</td>
<td>Council Workshop/Citizens’ Forum</td>
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<tr>
<td>February 13</td>
<td>Council Business Meeting</td>
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<tr>
<td>February 20</td>
<td>12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room Zoning Meeting</td>
</tr>
<tr>
<td>February 22</td>
<td>1:30 pm Budget Workshop</td>
</tr>
<tr>
<td>February 27</td>
<td>Citizens' Forum/Council Business Meeting</td>
</tr>
</tbody>
</table>

(March 11-15, NLC Congressional City Conference, Washington, DC)

| March 6    | Council Workshop/Citizens’ Forum           |
| March 20   | 12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room Zoning Meeting |
| March 22   | 1:30 pm Budget Workshop                     |
| March 27   | Citizens' Forum/Council Business Meeting    |

(March 29, NC League of Municipalities Town Hall Day, Raleigh, NC)

| April 3    | Council Workshop/Citizens’ Forum           |
| April 10   | Council Business Meeting                    |
| April 12   | 1:30 pm Budget Workshop                     |
| April 17   | 12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room Zoning Meeting |
| April 24   | Citizens' Forum/Council Business Meeting    |

<p>| May 1      | Council Workshop/Citizen’s Forum           |
| May 8      | 7:00 pm Manager's Recommended Budget Presentation ** |
| May 10     | Council Business Meeting                    |
| May 12     | 5:30 pm Budget Public Hearing               |
| May 15     | 1:00 pm Budget Adjustments                  |
| May 22     | 12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room Zoning Meeting |
| May 24     | Citizens’ Forum/Council Business Meeting    |
| May 24     | 12:00 Noon Budget Adjustments/Straw Votes   |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>Council Workshop/Citizens’ Forum</td>
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<tr>
<td>June 12</td>
<td>Council Business Meeting</td>
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<tr>
<td></td>
<td>Budget Adoption</td>
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<td>June 19</td>
<td>12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room</td>
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<td>Zoning Meeting</td>
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<tr>
<td></td>
<td>(June 23-26, US Conference of Mayors Annual Meeting, Miami Beach, FL)</td>
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<tr>
<td>June 26</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<tr>
<td></td>
<td>(June, Chamber Inter City Visit – TBA)</td>
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<td></td>
<td>(Summer Meeting Schedule)</td>
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<tr>
<td>July 17</td>
<td>12:00 pm City Manager’s Evaluation CH-14</td>
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<td>July 24</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<tr>
<td>August 28</td>
<td>12:00 pm City Attorney’s Evaluation CH14</td>
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<td>Citizens’ Forum/Council Business Meeting</td>
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<td>September 11</td>
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<td>September 18</td>
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<td>September 25</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<td>October 2</td>
<td>Council Workshop/Citizens’ Forum</td>
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<td>October 9</td>
<td>Council Business Meeting</td>
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<td>October 16</td>
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<td></td>
<td>(October 22-24, NC League of Municipalities Annual Conference, TBA)</td>
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<tr>
<td>November 13</td>
<td>Council Business Meeting</td>
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<td></td>
<td>(November 15-18, NLC City Summit, Charlotte, NC)</td>
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<tr>
<td>November 20</td>
<td>12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room</td>
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<td>Zoning Meeting</td>
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<tr>
<td>November 27</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<tr>
<td>December 4</td>
<td>Organizational Meeting (Swearing-In Ceremony)</td>
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<tr>
<td>December 11</td>
<td>Citizens’ Forum/Council Business Meeting</td>
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<tr>
<td>December 18</td>
<td>12:00 pm Council Agenda Briefing (Optional) 8th Fl Conf Room</td>
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<td></td>
<td>Zoning Meeting</td>
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</tbody>
</table>

* Meeting changed to Tuesday due to Monday holiday

** Per recommendation of Budget Committee, the budget presentation will be held during a televised Special Meeting (Council Chamber)
(All budget meetings will be held in CMGC #267, unless notified otherwise.)

2018 City Council Retreat – January 24-26, 2018
City of Charlotte

Agenda Date: 11/28/2016

Agenda #: 12. File #: 15-4351 Type: Business Item

CityLYNX Gold Line Phase 2 Construction Contract

Action:
Award a contract in the amount of $94,103,520 to the lowest responsive bidder Johnson Bros. Corporation, a Southland Company for the construction of the CityLYNX Gold Line Phase 2 - Streetcar project.

Staff Resource(s):
Jeb Blackwell, Engineering & Property Management
John Lewis, CATS
Tonia Wimberly, Engineering & Property Management

Explanation
- On November 14, 2016 Dinner Briefing, staff briefed City Council on the status of the construction bid process for the CityLYNX Gold Line Phase 2.
- The CityLYNX Gold Line Phase 2 project will extend the CityLYNX Gold Line streetcar system two miles west from the Charlotte Transportation Center to French Street and half-a-mile east from Hawthorne Lane/5th Street to Hawthorne Lane/Sunnyside Avenue.
- The project will include the following:
  - Replacement of the Hawthorne Lane Bridge over Independence Boulevard,
  - In-street running dual track,
  - Special track work at the ends of the line,
  - Traction power stations,
  - Overhead catenary system,
  - Conduits,
  - Streetcar stop installation,
  - Asphalt pavement,
  - Curb and gutter,
  - Concrete pavement,
  - Traffic signals, and
  - Traffic control.
- On April 25, 2016, the City issued an Invitation to Bid (ITB) for CityLYNX Gold Line Phase 2 - Streetcar project; two bids were received on July 1, 2016. Both bids exceeded available funding. After negotiating with the bidders, the bids were rejected per federal grant requirements.
- On September 13, 2016, the City re-issued an ITB for the CityLYNX Gold Line Phase 2 - Streetcar project.
Johnson Bros. Corporation, a Southland Company was selected as the lowest responsive, responsible bidder.

The construction project also includes the Frazier Avenue Realignment Project and the West Trade Street Lighting Project identified in the West Trade Street/ Rozzelles Ferry Comprehensive Neighborhood Improvement Program (CNIP). The Frazier Avenue Realignment Project will realign existing Frazier Avenue to align with Wesley Heights Way creating a 4-way signalized intersection. This will allow pedestrians to cross at a signalized crosswalk. The West Trade Street Lighting Project will provide decorative street lights along West Trade Street and Beatties Ford Road from I-77 to French Street.

The project will also include storm drainage improvements and water main improvements along the corridor. Storm Water Services is improving the existing storm drain system along Beatties Ford Road, Trade Street and Hawthorne Lane to increase capacity and replace aging infrastructure. Charlotte Water is replacing the existing water main and performing sewer upgrades.

Also as part of the construction contract, Charlotte Department of Transportation (CDOT) will perform traffic signal upgrades and improvements along the corridor.

Charlotte Water, Charlotte Department of Transportation, Storm Water Services and CNIP have coordinated construction of the needed repairs and improvements with the Streetcar Project.

These improvements are funded by their respective programs outlined below:

- Storm Water Services, $4,996,921
- Frazier Avenue Realignment, $1,126,433
- CNIP Street Lighting, $83,790
- CDOT, $1,252,217
- Charlotte Water, $5,973,002

The CityLYNX Gold Line construction is $80,671,158, which is eligible for 50% match from the Federal Transit Administration (FTA) Small Starts Grant Agreement.

The project is anticipated to be complete by third quarter 2020.

Background

- In 2006, the CityLYNX Gold Line Streetcar Project set the alignment for the 10-mile Charlotte Streetcar Project, which extends from Rosa Parks Charlotte Transportation Center (CTC) on Beatties Ford Road to Eastland Mall CTC on Central Avenue via uptown on Trade Street.

- In 2009, City Council approved the advancement of design for the CityLYNX Gold Line Streetcar Project through 30% preliminary design, which validated the alignment and provided an updated cost estimate.

- On January 25, 2010, City Council authorized the City Manager to pursue a Federal Transit Administration (FTA) Urban Circulator Grant for up to $25 million for the $37 million Streetcar Starter Project. The Streetcar Starter Project (CityLYNX Gold Line Phase 1) was the first 1.5 miles of the proposed 10-mile streetcar project. The City received the grant in July 2010.

- Phase 1 from Charlotte Transportation Center to Hawthorne Lane/Fifth Street was completed and opened for service in July 2015.

- In May 2013, City Council authorized the City Manager to apply for a Small Starts Grant for CityLYNX Gold Line Phase 2 Project.
In February 2014, the City received authorization from FTA to enter Project Development for Phase 2.

In May 2016, the City was notified FTA approved its grant request for a Small Starts Grant Agreement. The Grant Agreement was for $74,999,999 with an equal match from the City.

Total grant and City funding for the CityLYNX Gold Line Phase 2 is $149,999,999. The $80,671,158 for construction of the 2.5 mile Phase 2 alignment will be paid from this project funding. The remaining $69,328,842 is being used for design, real estate acquisition, construction administration, street lights and vehicle procurement.

In accordance with the Small Starts Grant Agreement, the project must begin passenger service by August 31, 2020.

Disadvantaged Business Enterprise
Established DBE Goal: 11.80%
Committed DBE Goal: 11.87%

Johnson Brothers met the established subcontracting goal and has committed 11.87% ($11,173,200) of the total contract amount to the following DBE certified firms:
- Bullock Construction (DBE) ($6,600,000) (railroad work)
- Pavers, Walls, & Stamped Concrete (DBE) ($2,550,000)
- Integrity Wire (DBE) ($856,200) (cable supplier)
- All Points Trucking (DBE) ($500,000) (hauling)
- D’s Trucking Service (DBE) ($300,000) (hauling)
- Stay Alert Safety Services (DBE) ($200,000) (traffic control)
- Express Logistic Services (DBE) ($167,000) (hauling)

Fiscal Note
Funding: Federal Small Starts Grant and the General Community Investment Plan

Attachment
Map
Location Map: CityLYNX Gold Line Phase 2 - Streetcar (Council Districts 1& 2)
CityLYNX Gold Line Phase 2 Modern Streetcar Vehicles

Action: Authorize the City Manager to negotiate and execute a contract with Siemens Transportation in an amount not to exceed $40,400,000 for six modern hybrid streetcar vehicles and spare parts.

Staff Resource(s):
John Lewis, CATS
David McDonald, CATS

Explanation
- The modern hybrid streetcar vehicles provided by this contract will include on-board batteries and will be capable of operating off-wire from the CTC/Arena Stop to the Tryon Street Stop.
- The new vehicles will replace the existing Gomaco Replica trolley vehicles currently being used on Phase 1.
- An interdepartmental team consisting of a Proposal Evaluation Committee and Executive Review Team evaluated and rated the proposals. These teams included members from CATS, Engineering & Property Management, Planning, Charlotte Department of Transportation, Management & Financial Services, and the City Manager’s Office.
- The procurement of rail vehicles is conducted under a “Best Value” process that rates each proposal based upon the following weighted criteria:
  - Technical Specifications at 40%,
  - Price at 35%,
  - Qualifications at 20%, and
  - Aesthetics at 5%.
- Three initial proposals were received and two proposers completed the evaluation process and submitted best and final offers.
- The Siemens Transportation proposal was the rated highest overall, lowest cost, and recommended as the “Best Value”.

Spare Parts
- Federal regulations require that an adequate level of spare parts for the rail fleet be acquired in order to maintain the vehicles.
- In order to meet the spare parts requirement, CATS may acquire spare parts to hold in stock at CATS maintenance facilities, or enter into an on-demand spare parts agreement that provides for parts delivery on an as needed priority basis.

Background
- The CityLYNX Gold Line is a planned 10-mile streetcar system from the Rosa Parks Place Community Transit center to the Eastland Community Transit Center. It is an integral component of the Metropolitan Transit Commission’s adopted 2030 Transit Corridor System Plan that links bus and rail service in the Central Business District.
The 1.5 mile Phase 1 opened in July 2015 with service from the Charlotte Transportation Center at Spectrum Arena to Central Piedmont Community College and Novant Health Presbyterian Hospital.

- The CityLYNX Gold Line Phase 2 Project will extend the existing Phase 1 project by 2.5 miles resulting in a four-mile operating segment.
- On November 14, 2016, City Council received a presentation on the overall CityLYNX Gold Line project cost and schedule.

**Fiscal Note**

**Funding:** General Community Investment Program
Appointment to the Charlotte Housing Authority

Action:

Vote on blue ballots and return to Clerk at dinner.

Staff Resource(s):
Stephanie Kelly, City Clerk’s Office

Explanation
- One appointment for a three-year term beginning December 18, 2016, and ending December 17, 2019.
  - Dimple Ajmera, nominated by Council members Driggs, Eiselt, Kinsey, Mitchell, and Phipps

Attachment
Charlotte Housing Authority Applicants
The Charlotte Housing Authority (CHA) serves those Charlotte families from diverse social and economic backgrounds with housing needs requiring the services provided by the Authority. Its mission is to support and assist these families to enhance their quality of life while requiring those who are capable or who can develop capability to transition from dependency to self-sufficiency and economic independence.

The CHA Board of Commissioners set policies that govern the operations of CHA and chart the direction of current and future programs. This board ensures that the CHA operates within the law and according to HUD regulations. New policies or acts of business requested by the CEO must first be approved or authorized through the Board of Commissioners before they are put into practice.

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**COMMITTEE MEMBERS**

7 Members (2 by Mayor, 5 by City Council, at least one appointee must be a resident of assisted housing)

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**MEMBERSHIP**

Nominees are subject to a state criminal background check. Appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards.

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**MEETING INFORMATION**

Meeting Day: 3rd Tuesday monthly
Meeting Time: 5:00 p.m.
Meeting Location: 400 East Blvd
Time Commitment - 2 hours per month

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**ADDITIONAL INFORMATION**

Website: http://cha-nc.org/about/commissioners
City Of Charlotte Boards & Commissions  
Status: appointed

Profile

Dimple Ajmera
First Name  Middle Initial  Last Name

Email Address

9501 Pondside Lane
Street Address

Charlotte
City  NC  28213
State  Postal Code

Is your mailing address the same as your home address?

☐ Yes  ☐ No

If your home address differs from your mailing address, please provide your home address in the field below:

704-956-7114
Primary Phone  Alternate Phone

District 4
What district do you live in?

Asian or Pacific Islander
Ethnicity

Democrat
Political Party

Female
Gender

09/02/1986
Date of Birth

Are you a registered voter of Mecklenburg County?

☐ Yes  ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Which Boards would you like to apply for?

Charlotte Community Capital Loan Fund, Housing Appeals Board

Why are you interested in serving on these boards/committees?

Being Housing Choice Voucher (Section 8) landlord in Charlotte, I understand Charlotte families with the housing needs and would like to utilize this knowledge to enhance their quality of life. Additionally, I’d like to leverage my real estate development and accounting knowledge to assist the capable families with transitioning from dependency to economic-independence.

Please describe any background or abilities that qualify you to serve on these boards/committees.

Certification: Certified Public Accountant (CPA) Local landlord Real estate investor

TIAA-CREF
Current Employer:

3
Years in current position:

Project Manager - Real Estate
Job Title:
Brief description of duties:

Serve as liaison between the Asset Management IT and its internal GRE (Global Real Estate) and accounting business partners. I have been responsible for identifying the business needs of real estate clients and stakeholders to help define technology solutions to business problems. In this role, I have delivered various strategic solutions to address real estate business needs.

Other employment history:

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

Board Specific Questions

College
Education:

If you selected 'Other' for education, please specify below:

Additional Education History:

Certification: Certified Public Accountant (CPA)
I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:

✔️ I Agree

Please type your name below:

Dimple Ajmera

If you selected 'Other', please explain:

Dimple Ajmera
Appointment to the Charlotte International Cabinet

Action: Vote on blue ballots and return to Clerk at dinner.

Staff Resource(s):
Stephanie Kelly, City Clerk’s Office

Explanation
- One recommendation by the Charlotte Regional Visitors Authority for a term beginning immediately and ending June 30, 2019.
- No recommendations have been received from the Charlotte Regional Visitors Authority.

Attachment
Charlotte International Cabinet Applicants
The Charlotte International Cabinet creates awareness of Charlotte as an international city by promoting exchange between Charlotte and its Sister Cities, welcoming all citizens and visitors, regardless of ethnicity or language skills, supporting global education programs, encouraging further growth of the international business sector and enhancing Charlotte’s non-profit international sector.
<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Position</th>
<th>Category</th>
<th>Office Address</th>
<th>Appointed By</th>
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<tbody>
<tr>
<td>ANTHONY ATIASE*</td>
<td>Partial Term</td>
<td>Sep 12, 2016 - Jun 30, 2019</td>
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<td>Board Member</td>
<td>Charlotte Chamber</td>
<td>Government Center Building, 600 E 4th Street</td>
<td>City Council</td>
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<tr>
<td>CINDY BARNES</td>
<td>2nd Term</td>
<td>Jul 01, 2014 - Jun 30, 2017</td>
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<td>Board Member</td>
<td>At-Large</td>
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<td>DIANE D. CARTER</td>
<td>1st Term</td>
<td>Dec 14, 2015 - Jun 30, 2018</td>
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<td>Board Member</td>
<td>Airport Staff Member</td>
<td>Government Center Building, 600 E 4th Street</td>
<td>City Council</td>
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<td>CHRIS I DOMENY</td>
<td>1st Term</td>
<td>Apr 08, 2016 - Jun 30, 2018</td>
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<td>Board Member</td>
<td>NC Circular Corps</td>
<td>Government Center Building, 600 E 4th Street</td>
<td>Mayor</td>
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<tr>
<td>LARKEN M EGGLESTON</td>
<td>1st Term</td>
<td>Jul 01, 2015 - Jun 30, 2018</td>
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<td>Chairperson</td>
<td>At-Large</td>
<td>Government Center Building, 600 E 4th Street</td>
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<td>VANESSA GOESCHL</td>
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<td>Board Member</td>
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<td>Government Center Building, 600 E 4th Street</td>
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<td>LESLIE JOHNSON</td>
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<td>Jul 01, 2016 - Jun 30, 2019</td>
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<td>Board Member</td>
<td>McKee &amp; Co Staff</td>
<td>Government Center Building, 600 E 4th Street</td>
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<td>NALAN KARAKAYA MULDER</td>
<td>Partial Term</td>
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<td>OMAR KAZA</td>
<td>1st Term</td>
<td>Jul 01, 2016 - Jun 30, 2019</td>
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<td>Board Member</td>
<td>Cultural / Ethnic</td>
<td>Government Center Building, 600 E 4th Street</td>
<td>Mayor</td>
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<td>SASHA T. LEVONS</td>
<td>1st Term</td>
<td>Jul 01, 2016 - Jun 30, 2019</td>
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<td>International Business</td>
<td>Government Center Building, 600 E 4th Street</td>
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<td>CANDACE C MURRAY</td>
<td>1st Term</td>
<td>Jul 01, 2016 - Jun 30, 2019</td>
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<td>Education / Non-Profit</td>
<td>Government Center Building, 600 E 4th Street</td>
<td>Mayor</td>
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<td>DEEPTI PANJABI</td>
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<td>TROY PELSHAK</td>
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<td>Jul 01, 2016 - Jul 01, 2019</td>
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<td>RUTH M PEREZ</td>
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<td>YOLANDA PERRY</td>
<td>2nd Term</td>
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<td>DEREK D. SMITH</td>
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<td>NADJA TREZ*</td>
<td>1st Term</td>
<td>Jul 19, 2016 - Jun 30, 2019</td>
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<td>1st Term</td>
<td>Dec 14, 2015 - Jun 30, 2018</td>
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<td>Board Member</td>
<td>At-Large</td>
<td>Government Center Building, 600 E 4th Street</td>
<td>City Council</td>
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<tr>
<td>STEVE H YIM*</td>
<td>1st Term</td>
<td>Oct 26, 2015 - Jun 30, 2019</td>
<td></td>
<td>Board Member</td>
<td>International Business</td>
<td>Government Center Building, 600 E 4th Street</td>
<td>City Council</td>
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<tr>
<td>JIAN ZHANG</td>
<td>2nd Term</td>
<td>Jul 01, 2015 - Jun 30, 2019</td>
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<td>Board Member</td>
<td>At-Large</td>
<td>Government Center Building, 600 E 4th Street</td>
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<tr>
<td>VACANCY</td>
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<td></td>
<td>Government Center Building, 600 E 4th Street</td>
<td>City Council</td>
</tr>
</tbody>
</table>
NO RECOMMENDATIONS
HAVE BEEN RECEIVED FROM THE
CHARLOTTE REGIONAL
VISITORS AUTHORITY.

THE FOLLOWING APPLICANT WAS
NOMINATED ON NOVEMBER 14, 2016.
Are you a registered voter of Mecklenburg County?

☐ Yes ☐ No

List any boards you are currently serving on:

Charlotte International Cabinet

List any boards you have served on in the past:

Charlotte International Cabinet

Which Boards would you like to apply for?

Charlotte International Cabinet

Why are you interested in serving on these boards/committees?

Because my Grandfather was an immigrant, because the issue of integrating all into our City was a prime mover when I served on City Council, because we travel extensively outside the US, because I studied 12 languages and cultures, because I believe that economic success and access to the structure of our city provide the fastest way to becoming a true part of our community, I would like to continue to serve on this committee. There is still much to be accomplished.

Please describe any background or abilities that qualify you to serve on these boards/committees.

Background from 12 years on City Council, 40 years of volunteering in our community (arts, feeding the hungry, MeckMin, educating children), travel to 6 continents, speaking 3 languages, visits to 2 of our Sister Cities, serving on the Integrating Immigrants Task Force and continuing service on a sub committee.

District 6
What district do you live in?

Caucasian/Non-Hispanic
Ethnicity

Democrat
Political Party

Female
Gender

05/01/1945
Date of Birth

Soil and Water Conservation
District
Current Employer:

5 years
Years in current position:

Chair of Mecklenburg SWCD
Job Title:
Brief description of duties:

Educating children and the community about our shared responsibilities for safeguarding our environment, helping to stabilize our streams, serving on the Executive Committee of the NC Association of Soil and Water Conservation Districts and on the Storm Water Mitigation Fee Task Force, currently working (as an Individual) on the Mountain Island Environment Education Center, etc.

Other employment history:

Taught French at many levels, including college for a short time; served on multiple boards locally (Arts and Sciences Council, Smart Start, Charlotte Symphony Orchestra, MeckMin, CROP Walk, Mecklenburg Medical Alliance, WDAV, etc.), statewide (NC Medical Alliance, NC League of Municipalities, NC ASWCD, US Global Leadership etc.), nationally (National League of Cities, National Streetcar Association, Climate Prosperity).

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

Graduate School

Education

If you selected 'Other' for education, please specify below:

Additional Education History:

Took additional courses post Randolph-Macon Woman's College and work on a PhD at UNC-Chapel Hill at Oglesby U., University of GA, CPCC, Queens.

Dr. Coleman D. Carter (Nick)

Spouse's name:

retired

Spouse's employer:

Physician

Spouse's job title:

Other

How did you find out about the Charlotte Boards and Commissions vacancies?

When I stepped down from City Council

If you selected 'Other', please explain:

Board Specific Questions

Question pertains to Charlotte International Cabinet

Education/Non-profit Representative - Nominee will be a member or employee of an educational institution or a non-profit organization in Charlotte

Which category, if any, do you fall under?

If you selected 'Other' please explain:

Boards / Commissions Disclaimer

Nancy G Carter

Page 3 of 5

Nancy G Carter

Page 4 of 5
I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:

* I Agree

Please type your name below:

Nancy G. Carter
Agenda #: 16. File #: 15-4402 Type: Appointment

Appointments to Keep Charlotte Beautiful

Action:

Vote on blue ballots and return to Clerk at dinner.

Staff Resource(s):
Stephanie Kelly, City Clerk’s Office

Explanation

- One appointment for an unexpired term beginning immediately and ending June 30, 2017.
- One appointment for an unexpired term beginning immediately and ending June 30, 2018.
- Two appointments for unexpired terms beginning immediately and ending June 30, 2019.
  - Brie Carlson, nominated by Council members Driggs, Kinsey, Lyles, and Phipps
  - Jena Coen, nominated by Council members Eiselt and Kinsey
  - April Hood, nominated by Council members Eiselt, Lyles, and Mitchell
  - Mitchell Hughes, nominated by Council members Kinsey and Mitchell
  - Jessica Hutchins, nominated by Council members Eiselt, Kinsey, and Lyles
  - Zachary Newton, nominated by Council members Mitchell and Phipps
  - Cory Watson, nominated by Council members Driggs, Fallon, Lyles, Mitchell, and Phipps

Attachment

Keep Charlotte Beautiful Applicants
# KEEP CHARLOTTE BEAUTIFUL

## BOARD DETAILS

- **SIZE**: 20 Seats
- **TERM LENGTH**: 3 Year
- **TERM LIMIT**: 2 Terms

Keep Charlotte Beautiful (KCB) Committee is a volunteer-based affiliate of Keep America Beautiful. The purpose of the Board shall be to improve and maintain the cleanliness of the City of Charlotte by providing advisory support and recommendations to the City Council. KCB’s activities support existing City goals in Community Engagement, Solid Waste and Code Enforcement while aligning with the five focus areas of Keep America Beautiful: Litter Prevention, Recycling, Community Greening, Waste Reduction and Beautification.

Keep Charlotte Beautiful places a strong emphasis in helping to ensure that all Charlotte neighborhoods are beautiful, safe, and desirable places to live. KCB promotes partnerships between citizens, businesses, private organizations, and government agencies to ensure the City of Charlotte sustains a clean and healthy environment. KCB enhances public awareness of litter control laws and recycling. KCB encourages and promotes community service and sponsors various programs directed toward the purpose of developing and maintaining a clean healthy and safe community, such as Adopt-A-City Street Program, The Great American Cleanup and America Recycles Day.

### COMMITTEE MEMBERS

- 20 Members (7 by Mayor, 13 by Council)

### MEMBERSHIP

Appointees are subject to City Council’s Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards.

### MEETING INFORMATION

- **Meeting Day**: 1st Tuesday, monthly
- **Meeting Time**: 11:30 a.m.
- **Meeting Location**: Old City Hall (600 East Trade Street)
- **Time Commitment**: 4-5 hours per month
- There is an expectation, though not a requirement, that members attend some of the events and activities of the Board beyond the regularly scheduled Board meetings.

### ADDITIONAL INFORMATION

Website: [http://charlottenc.gov/NCR/CE/KCB/Pages/default.aspx](http://charlottenc.gov/NCR/CE/KCB/Pages/default.aspx)
<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Position</th>
<th>Category</th>
<th>Appointed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOSHUA ARNOLD</td>
<td>1st Term</td>
<td>Jul 01, 2015</td>
<td>Jun 30, 2018</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>RUSSELL FERGUSON</td>
<td>2nd Term</td>
<td>Jul 01, 2016</td>
<td>Jul 01, 2019</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>DANIEL A HERRERA</td>
<td>1st Term</td>
<td>Jul 01, 2016</td>
<td>Jun 30, 2019</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>TIFFANY HUGHES</td>
<td>1st Term</td>
<td>Jul 01, 2015</td>
<td>Jun 30, 2018</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
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<tr>
<td>CHARLES JEWETT</td>
<td>1st Term</td>
<td>Jul 01, 2015</td>
<td>Jun 30, 2018</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>JOSHUA MIDDLETON</td>
<td>1st Term</td>
<td>Jul 01, 2016</td>
<td>Jun 30, 2019</td>
<td>Chairperson</td>
<td>None</td>
<td>City Council</td>
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<tr>
<td>THERESA ROSA-COREY</td>
<td>1st Term</td>
<td>Mar 13, 2015</td>
<td>Jun 30, 2018</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>AUDREY SINGER</td>
<td>1st Term</td>
<td>Jul 01, 2015</td>
<td>Jun 30, 2018</td>
<td>Secretary</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>JAMAL I TATE</td>
<td>1st Term</td>
<td>Jul 01, 2016</td>
<td>Jun 30, 2019</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
</tr>
<tr>
<td>JONATHAN E THULL</td>
<td>1st Term</td>
<td>Jul 21, 2016</td>
<td>Jul 20, 2019</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
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<tr>
<td>GREGORIO WELCH</td>
<td>1st Term</td>
<td>Mar 21, 2016</td>
<td>Mar 22, 2019</td>
<td>Board Member</td>
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<tr>
<td>BRIAN G WITLOW</td>
<td></td>
<td>Jul 01, 2016</td>
<td>Jun 30, 2017</td>
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</tr>
<tr>
<td>MICHAEL ZYTKOW</td>
<td>1st Term</td>
<td>Jul 01, 2016</td>
<td>Jun 30, 2019</td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
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<td>Board Member</td>
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<td>City Council</td>
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<tr>
<td>VACANCY</td>
<td></td>
<td></td>
<td></td>
<td>Board Member</td>
<td>None</td>
<td>City Council</td>
</tr>
</tbody>
</table>
Are you a registered voter of Mecklenburg County?

Yes ☐ No ☐

List any boards you are currently serving on:

List any boards you have served on in the past:

Which Boards would you like to apply for?

Keep Charlotte Beautiful

Why are you interested in serving on these boards/committees?

I am interested in becoming more involved in the community as an example to my children, and this board interests me because there is tangible evidence of the work done that they can see and opportunity for them to be involved.

Please describe any background or abilities that qualify you to serve on these boards/committees.

My professional life is focused on creating spaces that people will enjoy using. I would like to extend that interest to the environment and the city around me.

Starr Design
Current Employer:

3.5
Years in current position:

Associate Partner
Job Title:
Brief description of duties:
I am a licensed architect and associate partner, and our work focuses primarily on restaurant and retail design.

Other employment history:

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?
- Yes  
- No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?
- Yes  
- No

If yes, please explain conflict:

Graduate School
Education:

If you selected 'Other' for education, please specify below:

Additional Education History:

Spouse’s Employer:

Spouse’s Job Title:

Other
How did you find out about the Charlotte Boards and Commissions vacancies?

AIA Charlotte Email Newsletter
If you selected 'Other', please explain:

Board Specific Questions

Boards / Commissions Disclaimer

Spouse’s Name:

Brie K Carlson

Page 3 of 5

Brie K Carlson

Page 4 of 5
I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:

I Agree*

Please type your name below:

Brie Carlson

*If you selected 'Other', please explain:
Are you a registered voter of Mecklenburg County?

☐ Yes  ☐ No

List any boards you are currently serving on:

Charlotte Jewish Film Festival Executive Committee

List any boards you have served on in the past:

Temple Beth El Board of Directors

Which Boards would you like to apply for?

Keep Charlotte Beautiful

Why are you interested in serving on these boards/committees?

When I was in high school, I was on a return flight to Charlotte and as we were coming in over the city I overheard someone sitting behind me on the plane comment in amazement on the number of trees he saw. As a native Charlottean, that made me really proud. As the city grows it is important that we are able to maintain green space and keep Charlotte a clean, beautiful city.

Please describe any background or abilities that qualify you to serve on these boards/committees.

I grew up in a home where we recycled everything we could, composted, and re-purposed items for new uses. We did not have recycling services at the original location of my current job so I put out recycling containers in our office for my coworkers to use and personally took the contents of the containers to a recycling facility every week. This was a small action I took a few years ago but now there are larger things Charlotte can be doing to get more people to recycle, reduce litter, build green spaces, and beautify our growing city. In addition to experience serving on boards, I also have extensive experience with board relations. I have provided staff support to the national Board of Directors of the organization for which I am employed, organized the logistics around seven in-person board meetings that were each three days long, and took minutes for quarterly board calls.
3.5

Years in current position:

Development Manager

Job Title:

Brief description of duties:

• Maintain and customize the organization's CRM database framework, including accounts, contacts, record types, custom objects, fields, and page layouts • Conduct training of all new staff on the organization's CRM database • Maintain income records, including donation and pledge entries, grant management, and the production of reports • Conduct necessary follow-through on grant document action items and reporting

Other employment history:


Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If you selected 'Other' please explain:

College

Education:

If you selected 'Other' for education, please specify below:

Additional Education History:

Spouse's Name:

Spouse's Employer:

Spouse's Job Title:

Recruited by current Committee Member

How did you find out about the Charlotte Boards and Commissions vacancies?

If you selected 'Other', please explain:

Board Specific Questions

Boards / Commissions Disclaimer
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Please check this box after reading the above disclosure statement:

☑ I Agree*

Please type your name below:

Jena Coen
Profile

April
First Name

Hood
Middle Initial

Last Name

ahood98@gmail.com
Email Address

13942 Cypress Wood Dr
Street Address

Huntersville
City

NC
State

28078
Postal Code

Are you a registered voter of Mecklenburg County?

☑ Yes ☐ No

List any boards you are currently serving on:

N/A

List any boards you have served on in the past:

N/A

Which Boards would you like to apply for?

Housing Advisory Board of Charlotte-Mecklenburg, Housing Appeals Board (B/O), Keep Charlotte Beautiful

Why are you interested in serving on these boards/committees?

I have live in Charlotte all my life and have seen the it grow into this beautiful city. I would love to be on the inside to help individuals and organization's achieve in all avenues of their life especially housing. I feel as though housing is the foundation for success and less stress in someones life. I have worked with the homeless and individuals in poverty for 7 plus year and a good understanding of what is needed to help with housing.

Please describe any background or abilities that qualify you to serve on these boards/committees.

I have worked in homeless and individuals living in poverty for over 5 year, helping and working with the community and organization's to resolve issues. Facilitate team meetings and lead discussions regarding strategic project planning for International Project and Homeless Project. Developed a program Don't Postpone Joy that help individuals connect with self and learn self-love, self-manifestation and mindfulness. Lead a team of 8 to 10 volunteers in planning, preparing, and serving a bi-weekly meals and clothing for approximately 30+ homeless men and women

Second Harvest Food Bank
Current Employer:

9 mths
Years in current position:
Operation Administrative Assistant

Job Title:

Brief description of duties:

Answer and direct phone calls. Organize and schedule meetings and appointments. Produce and distribute correspondence memos, letters, faxes and forms. Assist in the preparation of regularly scheduled reports. Develop and maintain a filing system. Submit and reconcile expense reports. Arrange for the pickup and delivery packages.

Other employment history:

PROFESSIONAL EXPERIENCE

Call Center Manager

Liberty Tax

Managed a team of call center agents. Managed by walking around. Be visible to answer questions. Took calls that your agents can’t handle and be available when an agent appears to need assistance. Monitored queue and track inbound calls. Keep agents aware of inbound calls, calls waiting, and abandonment rate. Motivated and encourage agents through positive communication and feedback. Administrative Director Restorative Support Services, INC. Charlotte, NC

Engaged with youth face to face and by email, telephone and social networking with youth. Reviewed assessments and treatment plans for client. Managed overall office operations, negotiating contracts, managing vendor relationships and overseeing the office operating systems. Overseen the network administration, managing phone system and helping in the evaluation of information systems. Developed and managing the budget for administrative departments, reviewing, operating price and suggesting different cost saving policies. Worked with the staff in hiring of personnel, maintaining of personnel records, monitoring of the insurance coverage. Coordinated and scheduled meetings, interviews, appointments, events and other activities. Received, sorted and distributed incoming correspondence, including faxes and email. Managed the spreadsheet and payroll for of individual seeking employment. Centralized Intake /Program Support Goodwill Industries of Southern Piedmont-Charlotte, NC

Provided information that assists customers in attending services, generating customer badges, greet customers as they enter the job connection. Supervised resources user activities to help connect them with appropriate service based on observed challenges and needs such as referrals to other resources, workshops, and personal interview as needed. Facilitated workshops and identify employment opportunities for Goodwill’s Resource Center clients, ensuring pre-placement preparation and job retention goals are defined. Able to address social, economic, cultural and personal perspectives to client’s needs. Served as a subject matter expert for data entry procedures and requirements. Identified appropriate community support services and makes referrals as appropriate. Assessed individuals applying for services to determine level of job readiness and appropriate services needed in accordance with established criteria. Promoted Goodwill Services through Community Outreach in Schools and Recreation Centers.

ACCOMPLISHMENTS

Facilitate team meetings and lead discussions regarding strategic project planning for International Project and Homeless Project.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

College

Education:

If you selected ‘Other’ for education, please specify below:

Additional Education History:

Spouse’s Name:

Spouse’s Employer:

Spouse’s Job Title:

City of Charlotte Website

How did you find out about the Charlotte Boards and Commissions vacancies?

If you selected ‘Other’, please explain:

Board Specific Questions
Boards / Commissions Disclaimer

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:

☐ I Agree

Please type your name below:

April Hood
City Of Charlotte Boards & Commissions

Profile

Mitchell K Hughes

Email Address: mkhughes4009@hotmail.com

Address:
4009 Welling Avenue
Charlotte, NC 28208

Are you a registered voter of Mecklenburg County?
- Yes  - No

List any boards you are currently serving on:

List any boards you have served on in the past:

YMCA-Columbia, SC

Which Boards would you like to apply for?

Keep Charlotte Beautiful, Tree Advisory Commission

Why are you interested in serving on these boards/committees?

I have a passion for nature and caring for the blessing of this beautiful planet we live on and enjoy.

Please describe any background or abilities that qualify you to serve on these boards/committees.

I have a long history of being involved with nature, landscaping, and caring for trees and the earth.

District 7

What district do you live in?

Caucasian/Non-Hispanic

Ethnicity

Democrat

Political Party

Male

Gender

09/29/1969

Date of Birth

Unemployed and seeking

Current Employer:

N/A

Years in current position:

N/A

Job Title:

N/A

Brief description of duties:
Other employment history:


Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

College

Education:

If you selected 'Other' for education, please specify below:

Additional Education History:

N/A

Single

Spouse's Name:

N/A

Spouse's Employer:

N/A

Spouse's Job Title:

Board Specific Questions

City Mayor Asst. to community

If you selected 'Other', please explain:

Other

How did you find out about the Charlotte Boards and Commissions vacancies?

If you selected 'Other', please explain:

Boards / Commissions Disclaimer

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Please check this box after reading the above disclosure statement:

I Agree

Please type your name below:

Mitchell Kelly Hughes

If you selected 'Other', please explain:
City Of Charlotte Boards & Commissions

Profile

Jessica Hutchins
First Name

Middle Initial

Last Name

jessicahutchins8@gmail.com
Email Address

626 N Graham Street
Street Address

STE 315
Suite or Apt

Charlotte
City

NC
State

28202
Postal Code

Are you a registered voter of Mecklenburg County?

☑ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Which Boards would you like to apply for?

Keep Charlotte Beautiful

Why are you interested in serving on these boards/committees?

I believe that the citizens of Charlotte will have pride for the city they live, work and play in when we are all working towards a common goal, the goal of a clean and beautiful city. In turn this will make our citizens want to care for the city and ultimately become more involved citizens. Through programs and education we can teach all ages to understand the importance of building a more sustainable and greener city. I care deeply about Charlotte and want to serve on a board with a mission and purpose of improving the quality of life that we all have a right to enjoy.

Please describe any background or abilities that qualify you to serve on these boards/committees.

Prior leadership experience, a few examples: President of three residence halls at East Carolina University, Resident Advisor at East Carolina University and supervisory roles in prior employment.

Blumenthal Performing Arts
Current Employer:

1
Years in current position:

Customer Service Representative
Job Title:

Jessica Hutchins

08/17/1991
Date of Birth

Are you a registered voter of Mecklenburg County?

☑ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Which Boards would you like to apply for?

Keep Charlotte Beautiful

Why are you interested in serving on these boards/committees?

I believe that the citizens of Charlotte will have pride for the city they live, work and play in when we are all working towards a common goal, the goal of a clean and beautiful city. In turn this will make our citizens want to care for the city and ultimately become more involved citizens. Through programs and education we can teach all ages to understand the importance of building a more sustainable and greener city. I care deeply about Charlotte and want to serve on a board with a mission and purpose of improving the quality of life that we all have a right to enjoy.

Please describe any background or abilities that qualify you to serve on these boards/committees.

Prior leadership experience, a few examples: President of three residence halls at East Carolina University, Resident Advisor at East Carolina University and supervisory roles in prior employment.

Blumenthal Performing Arts
Current Employer:

1
Years in current position:

Customer Service Representative
Job Title:

Jessica Hutchins

08/17/1991
Date of Birth
Brief description of duties:

Provide sales and service to patrons and resolve complaints regarding ticket sales. Provide courteous, accurate and efficient customer service, via Call Center and Box Office. Perform general office duties.

Other employment history:

Omni Charlotte Hotel Biltmore Estate

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

College
Education:

If you selected 'Other' for education, please specify below:

Additional Education History:

Will
Spouse's Name:

Architecture Student at UNCC
Spouse's Employer

Spouse's Job Title

City of Charlotte Website
How did you find out about the Charlotte Boards and Commissions vacancies?

If you selected 'Other', please explain:

Board Specific Questions

Boards / Commissions Disclaimer

If you selected 'Other' please explain

Jessica Hutchins
I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:

☑ I Agree

Please type your name below:

Jessica Hutchins

If you selected 'Other', please explain:
# Profile

<table>
<thead>
<tr>
<th>Zachary</th>
<th>T</th>
<th>Newton</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Middle Initial</td>
<td>Last Name</td>
</tr>
</tbody>
</table>

zach_newton@msn.com

Email Address

13824 queens harbor rd unit g

Street Address

Charlotte

City

<table>
<thead>
<tr>
<th>28278</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

## Are you a registered voter of Mecklenburg County?

- Yes
- No

## List any boards you are currently serving on:

- 

## List any boards you have served on in the past:

- 

## Which Boards would you like to apply for?

Bicycle Advisory Committee, Charlotte Regional Visitors Authority (B/O), Citizens Review Board (B/O/E), Keep Charlotte Beautiful

## Why are you interested in serving on these boards/committees?

I am a young professional looking to be more involved in the community I live in.

## Please describe any background or abilities that qualify you to serve on these boards/committees.

I have always been a leader in groups and team sports

## District 2

What district do you live in?

Caucasian/Non-Hispanic

Ethnicity

Independent

Political Party

Male

Gender

08/05/1989

Date of Birth

## Brief description of duties:

- 

---

Zachary T Newton
Other employment history:

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

College

Education:

If you selected 'Other' for education, please specify below:

Additional Education History:

Social Media

How did you find out about the Charlotte Boards and Commissions vacancies?

If you selected 'Other', please explain:

Board Specific Questions

Question applies to Citizens Review Board (B/O/E).

No

Have you graduated from Citizen’s Academy?

Question applies to Charlotte Regional Visitors Authority (B/O).

General Travel Representative

Which category, if any, do you fall under?

If you selected 'Other' please explain

Boards / Commissions Disclaimer

Spouse’s Name:

Spouse’s Employer

Spouse’s Job Title
I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:

☑️ I Agree

Please type your name below:

Zachary Newton

If you selected "Other", please explain:

Zachary T Newton
Are you a registered voter of Mecklenburg County?

- [ ] Yes  - [ ] No

List any boards you are currently serving on:

List any boards you have served on in the past:

Which Boards would you like to apply for?

Keep Charlotte Beautiful

Why are you interested in serving on these boards/committees?

I have always maintained a keen interest in politics, public policy, and how the two can intersect to enrich our communities at home and abroad. In service to that notion, I helped plan, create and edit public media at UNC-TV in Research Triangle Park for several years. Earlier this spring, I moved to Charlotte after marrying my wife, an occupational therapist who has called Charlotte home for several years. Now that we’re both settled down in the city we intend to call home for the rest of our lives, I’m looking for ways to give back to the community I love. I no longer serve in a public media setting, but I know from experience how powerful an impact communities can make in the lives of their citizenry through efforts like Keep America Beautiful. The countless cities and towns that graced UNC-TV camera lenses over the years showed proof of this. Looks matter, and there is no better reflection of that truth than how a well-cared for community can foster happy, healthy and passionate residents proud to call their town or city home. I believe Keep Charlotte Beautiful is an excellent, straightforward way for me to give back to my city. I have only lived in the Queen City for a handful of months, but there is nothing I would love more than a chance to serve.
Please describe any background or abilities that qualify you to serve on these boards/committees.

I am an effective and capable communicator and planner, with a passion for service, public policy and my community. I am a homegrown North Carolinian, with a unique understanding of what makes our state the most wonderful in the Union to call home. I am also aware of the challenges we face, among them being a loss of faith in government. Keep Charlotte Beautiful isn’t going to be setting budgets, reducing crime or eliminating public corruption. But it will be doing the kind of work the public needs to see – work that shows that government CAN be a force for good, even when those doing it are volunteers. I believe that the story we tell of Keep Charlotte Beautiful, and how we tell it, is nearly as important as the work itself. Having worked in public media and marketing for several years, I understand how to craft a compelling narrative that will capture the good in what the committee does. We can showcase the beauty scattered throughout Charlotte, build on it, and be a beacon of growth for the rest of North Carolina. To help achieve this, I’ll rely on my academic and professional background: a Master of Arts in Interactive Media from Elon University, and a Bachelor of Science in Journalism and Broadcasting from Appalachian State. While at Appalachian, I also minored in political science, with a focus in public administration and urban development. After graduate school, I worked for several years at a Raleigh-based advertising agency, where I helped create and develop marketing content for universities, colleges and community colleges. Afterward, I worked at UNC-TV, helping develop “life-changing television” for North Carolina.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

Graduate School
Education:

Additional Education History:

Master of Arts, Interaction Media, Elon University Bachelor of Science, Journalism and Broadcasting, Appalachian State University

Kristin Burgess
Spouse’s Name:

Pediatric Possibilities of Matthews
Spouse’s Employer:

Occupational Therapist
Spouse’s Job Title:

Other
How did you find out about the Charlotte Boards and Commissions vacancies?

The Steritech Group
Current Employer:

0
Years in current position:

Content and Communications Manager
Job Title:

Brief description of duties:

-Digital content development and management -Craft, develop, implement and execute company content strategy -Write and manage internal communications -Evaluate and improve company communications standard operating procedures

Other employment history:

UNC-TV, VisionPoint Marketing, Duke University, North Carolina Museum of Art

Cory A Watson

Page 3 of 6
Actively seeking ways to serve
If you selected 'Other', please explain:

Board Specific Questions

Please check this box after reading the above disclosure statement:

☐ I Agree *

Please type your name below:

Cory Adam Watson

Community representative
Which category, if any, do you fall under?

If you selected 'Other', please explain:

Boards / Commissions Disclaimer

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.
Agenda #: 17. File #: 15-4403 Type: Appointment

Appointments to the Privatization/Competition Committee

Action:

Vote on blue ballots and return to Clerk at dinner.

Staff Resource(s):
Stephanie Kelly, City Clerk’s Office

Explanation

- One appointment to an unexpired term beginning immediately and ending March 1, 2017; then continuing for a full two-year term from March 2, 2017 until March 1, 2019.
- One appointment to an unexpired term beginning immediately and ending March 1, 2018.
  - Parker Cains, nominated by Council members Driggs, Kinsey, Mitchell, and Smith
  - James Marascio, nominated by Council members Eiselt, Fallon, and Phipps

Attachment
Privatization/Competition Committee Applicants
This Privatization/Competition Advisory Committee (PCAC) was established on November 22, 1993 by City Council and is charged with monitoring the progress of the City in implementing services contracting and asset management, recommending services and assets to be considered for competition and privatization, and advising on ways to improve current contracted services with service delivery problems.

The PCAC shall advise both the City Council and the City Manager on matters regarding privatization and competition, in general. They will review the existing legal system for contracting and may develop and recommend local legislation to modify such systems. The PCAC shall assist and advise the City on issues in implementing the goals and processes adopted by City Council for services contracting and asset management; this may include review of requests for proposal, cost comparison methodologies, bid processes, etc. The Committee shall be a resource regarding concerns about the fairness of any bidding processes; as a result, they may be asked to review bid proceedings and hear grievances from parties involved. The PCAC prepares an annual report to City Council.

The Committee is comprised of individuals knowledgeable about finance, management, accounting, human resources, marketing, and customer service. Representative skills may include some or all of the following: work management and specifications, accounting, customer relations, performance measurement and analysis, employee relations, quality assurance, asset divestment, and procurement and bidding processes.

Appointees are subject to City Council’s Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year.

COMMITTEE MEMBERS
11 Members (2 by Mayor, 9 by Council)
Chairperson is appointed by the Mayor

MEETING INFORMATION
Meeting Day: 2nd Thursday, monthly
Meeting Time: 7:30 a.m.
Meeting Location: Government Center Building (600 East Fourth St.)
Time Commitment: 4 to 5 hours per month

ADDITIONAL INFORMATION
Website: http://charlottenc.gov/mts/Pages/pac.aspx

MEMBERSHIP
### BOARD ROSTER

**ANTONIO BRICENO**  
**Position** Chairperson  
**Category** None  
**Appointed by** City Council  
**Term** Mar 02, 2015 - Mar 01, 2017  

**SARAH CHERNE**  
**Position** Board Member  
**Category** None  
**Appointed by** City Council  
**Term** Mar 02, 2016 - Mar 01, 2018  

**ROBERT DIAMOND**  
**Position** Board Member  
**Category** None  
**Appointed by** City Council  
**Term** Mar 02, 2015 - Mar 01, 2017  

**FELISHA A FLETCHER**  
**Position** Board Member  
**Category** None  
**Appointed by** City Council  
**Term** Mar 02, 2016 - Mar 01, 2018  

**MICHELE J KING**  
**Position** Board Member  
**Category** None  
**Appointed by** City Council  
**Term** May 23, 2016 - Mar 01, 2018  

**MORRIS MCADOO**  
**Position** Board Member  
**Category** None  
**Appointed by** City Council  
**Term** Mar 02, 2015 - Mar 01, 2017  

**MICHAEL RANKEN**  
**Position** Vice Chair  
**Category** None  
**Appointed by** Mayor  
**Term** Mar 02, 2015 - Mar 01, 2017  

**DAVID C THOMPSON**  
**Position** Board Member  
**Category** None  
**Appointed by** Mayor  
**Term** Aug 18, 2016 - Mar 01, 2018  

**WILLIAM C TURNER**  
**Position** Board Member  
**Category** None  
**Appointed by** City Council  
**Term** May 23, 2016 - Mar 01, 2017  

**VACANCY**  
**Position** Board Member  
**Category** None  
**Appointed by** City Council  
**Date Seat Expires**
Are you a registered voter of Mecklenburg County?

☑ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Which Boards would you like to apply for?

Business Advisory Committee (E), Planning Commission (O/E), Privatization/Competition Advisory Committee (E), Transit Services Advisory Committee

Why are you interested in serving on these boards/committees?

I have been a citizen of Charlotte through tremendous growth, and I believe it is time to integrate myself in a capacity that is serving the community rather than self serving. I have become very well connected with individuals in the city who make a great deal of impact and I feel as though it is my duty to serve the beautiful city of Charlotte, that I live, work, and play in.

Please describe any background or abilities that qualify you to serve on these boards/committees.

I am an extremely progressive and community focused individual. I have served in many positions that have helped me integrate with the community that were focused mostly around networking and now would like to give back. I am opinionated and open for conversation, I manage a sales team responsible for clients in the territory we live, and have been working with customers in Mecklenburg county (and surrounding) for almost 10 years. I work for a small business that believes in community growth being an integral part of making our community great. I also feel as though my integration with the IT community in Charlotte is paramount for a position on these boards for two reasons. First, all of my customers in Mecklenburg County are critical to our past growth and future potential. I have known the same group of individuals at some of the largest companies based in Charlotte for years and I believe my experiences with them sharing both community triumphs and grievances give me a good perspective to be a part of a leadership opportunity within our community. Second, the technology sector has been growing tremendously and my reach to customers continues to grow. There are many projects I have worked on to keep our local businesses competitive on a much larger stage, some of which are national and international customers. I believe in our community growth and I want to help where I can.
Katalyst
Current Employer:

8
Years in current position:

Director of Sales
Job Title:

Brief description of duties:
Previously an Account Manager (in sales) and now the Director of Sales. I manage a sales team of 10 individuals and responsible for our revenue growth for our organization. I am responsible for overseeing direct sales, inside sales, marketing, and business development efforts. I took this position to free me up from direct customer sales so that I can begin giving back to my community.

Other employment history:

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☐ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☐ Yes ☐ No

If yes, please explain conflict:

College
Education:

If you selected 'Other' for education, please specify below:

Additional Education History:

Devon Cains
Spouse's Name:

Juniper Networks
Spouse's Employer

Account Manager
Spouse's Job Title

Word of Mouth
How did you find out about the Charlotte Boards and Commissions vacancies?

If you selected 'Other', please explain:

Board Specific Questions

Question applies to Business Advisory Committee (B).

Technology Sector
Which industry sector, if any, do you fall under?

Question applies to Transit Services Advisory Committee.

Uptown Employer served by Charlotte Transit
Which category, if any, do you fall under?

If you selected 'Other' please explain:
Boards / Commissions Disclaimer

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Please check this box after reading the above disclosure statement:

☐ I Agree

Please type your name below:

Parker Cains
Are you a registered voter of Mecklenburg County?

- Yes  
- No

List any boards you are currently serving on:

List any boards you have served on in the past:

Which Boards would you like to apply for?

- Privatization/Competition Advisory Committee (E)

Why are you interested in serving on these boards/committees?

I applied to serve on this committee last year, but failed to win the necessary six council votes. As one of the top two receivers of votes, I was placed in a runoff. The other candidate was elected to the position, then moved from Charlotte a few months later. I'd like a second opportunity to serve on this committee. I have an interest in the city's finances, and how it conducts business. I also am interested in getting further involved in city government, and see this as an opportunity to better understand a portion of the City of Charlotte's inner-workings.

Please describe any background or abilities that qualify you to serve on these boards/committees.

Since 2007, I have been on the executive team of two locally privately held mid-size businesses. One operated globally. The latest has operations throughout the continental US. I also co-own two small businesses with my wife. In 2010, I helped found the Charlotte Regional Technology Executives Council. For the past five years, I have served as chairman of a non-profit foundation granting more than $500,000 annually in support of educational programming throughout the US.

<table>
<thead>
<tr>
<th>Portrait Innovations LLC</th>
<th>Current Employer:</th>
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<tbody>
<tr>
<td>1</td>
<td>Years in current position:</td>
</tr>
</tbody>
</table>
Vice President & Chief Technology Officer

Job Title:

Brief description of duties:

Retail organization executive team member responsible for initiatives across a broad range of technical disciplines including server and network infrastructure, cyber security, desktop/mobile/web applications, telecommunications and product development in a highly decentralized environment. Direct infrastructure vendors & partners, application developers, end users, and company management at all levels to analyze and define requirements, specify and implement solutions and provide ongoing oversight and support of nearly 200 retail locations across the United States.

Other employment history:


Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

☑ Yes ☐ No

If yes, please explain complete disposition:

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed?

☑ Yes ☐ No

If yes, please explain conflict:

Additional Education History:

Theresa Marascio

Spouse’s Name:

Mint Marketing Solutions

Spouse’s Employer:

President

Spouse’s Job Title:

City of Charlotte Website

How did you find out about the Charlotte Boards and Commissions vacancies?

If you selected ‘Other’, please explain:

Board Specific Questions

Boards / Commissions Disclaimer

Graduate School

Education:

If you selected ‘Other’ for education, please specify below.
I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Charlotte from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I understand that affixing my name in this form is deemed an electronic signature that has the effect of a written signature and will be presumed a valid signature, absent notification otherwise. I hereby acknowledge that this application and information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:

☑ I Agree

Please type your name below:

James Marascio

If you selected "Other", please explain:
City of Charlotte

Agenda Date: 11/28/2016

-----

Agenda #: 18. File #: 15-4467 Type: Business Item

Mayor and City Council Topics
The City Council members may share information and raise topics for discussion.
2016 Urban Area Security Initiative Grant Acceptance

Action:
A. Authorize the Charlotte Area Homeland Security Director (Charlotte Fire Chief) to accept a grant for $2,369,600 from the United States Department of Homeland Security for the 2016 Urban Area Security Initiative Grant Program, and

B. Adopt a budget ordinance appropriating $2,369,600 from the Department of Homeland Security to the General Grants and LTD Projects Fund.

Staff Resource(s):
Richard Granger, Fire

Explanation
- The 2016 Urban Areas Security Initiative (UASI) Grant Program allowed eligible applicants to apply for funding to aid in the prevention, protection, response, and recovery from terrorist attacks.
- The City of Charlotte, which has been a recipient of funding from this program since 2004, has once again been awarded the grant by the United States Department of Homeland Security.
  - In previous years, the main focus of spending has been on regional communications, including individual portable and mobile radios for regional partners, in addition to infrastructure equipment and improvements, hazardous materials monitoring equipment, and law enforcement tactical equipment.
- In developing a regional approach, as mandated by the grant guidelines, the following 10 counties were included as part of a regional implementation concept: Cabarrus, Catawba, Gaston, Iredell, Lincoln, Lancaster (SC), Mecklenburg, Stanly, Union, and York (SC).
- The total amount of the grant awarded to the Charlotte UASI was $2.96 million.
  - The North Carolina Division of Emergency Management is eligible to retain up to 20% of the funds under the program guidelines. As such, the Division has elected to retain the full $592,000 for the management and administration of the grant program and provide continued support to the North Carolina Voice Interoperability Plan for the Emergency Responder radio system.
  - The remaining $2.37 million has been awarded to the City of Charlotte.
- The focus of these funds will be on terrorism preparedness activities, such as equipment acquisition, planning, training courses, and drills. Equipment specifics include:
  - Equipment to supplement existing Urban Search and Rescue (USAR) and Hazardous Materials (HAZMAT) capabilities, including replacement of expired Bomb Squad personal protective equipment;
  - Equipment to continue the expansion of the regional radio system;
  - Interface software to consolidate the multiple camera systems throughout the city/county;
  - HAZMAT and Urban Search/Rescue training; and
  - Purchase of lab equipment for Charlotte Water.
- There are no City matching funds required for this grant.
Agenda #: 19. File #: 15-4389 Type: Consent Item

Fiscal Note
Funding: 2016 Urban Area Security Initiative Grant

Attachment:
Budget Ordinance
ORDINANCE NO. __________________________

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING AN APPROPRIATION OF $2,369,600 FROM THE DEPARTMENT OF HOMELAND SECURITY FOR THE 2016 URBAN AREA SECURITY INITIATIVE GRANT PROGRAM.

BE IT ORDAINED, by the City Council of the City of Charlotte:

Section 1. That the sum of $2,369,600 is available from the Department of Homeland Security.

Section 2. That the sum of $2,369,600 is hereby appropriated in the General Grants and LTD Projects Fund to the following project(s):

<table>
<thead>
<tr>
<th>Fund</th>
<th>Project</th>
<th>Source</th>
<th>Type</th>
<th>Year</th>
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<tbody>
<tr>
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<td>3140301702</td>
<td>1100</td>
<td>11006800</td>
<td>2017</td>
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</table>

Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.

Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

______________________________
City Attorney
Solid Waste Services Collection Vehicle Lubrication and Related Services

Action:

A. Authorize the City Manager to negotiate and execute a unit price contract with No Limits Lockwood, LLC for collection vehicle lubrication and related services for an initial term of three years, and

B. Authorize the City Manager to renew the contract for up to two, one-year terms with possible price adjustments and to amend the contract consistent with the City’s business needs and the purpose for which the contract was approved.

Staff Resource(s):
Victoria Johnson, Solid Waste Services

Explanation
- Weekly service of collection vehicle lubrication points is required to keep and maintain new vehicle warranties.
  - After warranty expiration, vehicles older than one year are lubricated bi-weekly to maintain proper working conditions for the life of the vehicle.
  - Automated vehicle arms, regardless of age, are lubricated daily per manufacturer recommendation to keep them operational.
- On September 26, 2016, the City issued a Request for Proposal (RFP) for Vehicle Lubrications and Related Services. In response to the RFP, the City received two proposals from interested service providers.
- The Project Team, consisting of staff from Management & Financial Services and Solid Waste Services (SWS), evaluated the proposals and determined that No Limits Lockwood, LLC best meets the City’s needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- The contract provides for up to two additional, one-year terms at prices to be negotiated based on market conditions.
- The company will be paid $30 per vehicle for weekly and bi-weekly services and $3 per unit for daily automated truck arm services.
- Estimated contract expenditures are $210,000 annually over the five-year term for an aggregate of $1,050,000.

Background
- SWS crews are responsible for the daily collection of residential curbside garbage, yard waste, and bulky items throughout the City to approximately 43,000 collection points using a fleet of 150 collection trucks.
- Routine lubrication and other preventative maintenance decrease metal-to-metal contact and wear on automated arms and hinge points. This service is unique to SWS due to the type of equipment used in its collection operations.
Charlotte Business INClusion
No subcontracting goals were established because there are no subcontracting opportunities (Part C: Section 2.1(a) of the Charlotte Business INClusion Policy). However, No Limits Lockwood, LLC is a certified Small Business Enterprise (SBE) with the City of Charlotte.

Fiscal Note
Funding: Solid Waste Services Operating Budget
Parkwood Phase 1 - Brevard Street Culvert

Action: Award a contract in the amount of $1,578,906.60 to the lowest responsive bidder Sealand Contractors Corp. for the Parkwood Phase 1 - Brevard Street Culvert project.

Staff Resource(s): Matthew Gustis, Engineering & Property Management

Explanation
- The Parkwood Phase 1 - Brevard Street Culvert project will reduce flooding of streets, properties, and structures.
- The project area is located in the Upper Little Sugar Creek watershed and situated on North Brevard Street near the Belmont Avenue intersection.
- The work will include:
  - Storm drainage,
  - Curb and gutter,
  - Driveways,
  - Asphalt pavement and replacement,
  - Traffic control, and
  - Water and sanitary sewer installation.
- On August 15, 2016, the City issued an Invitation to Bid for the Parkwood Phase 1 - Brevard Street Culvert Project; four bids were received from interested service providers.
- Sealand Contractors Corp. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by third quarter of 2017.

Background
- The Brevard Street culvert work was initially included within the Parkwood Phase 1 Storm Drainage Improvement project.
- The work on Brevard Street was removed from the project in order to coordinate with redevelopment plans in the Highland Mills area.

Charlotte Business INClusion
Established SBE Goal: 16.00%
Committed SBE Goal: 16.00%
Sealand Contractors Corp. met the established SBE subcontracting goal, and has committed 16.00% ($252,625) of the total contract amount to the following certified SBE firms (Part B: Section 3 of the
Charlotte Business INClusion Policy):
- On Time Construction, Inc. (SBE, MBE) ($166,540) (concrete)
- D’s Trucking Service Inc. (SBE) ($43,042.50) (hauling)
- R C Hauling, Inc. (SBE) ($43,042.50) (hauling)

Established MBE Goal: 6.00%
Committed MBE Goal: 10.55%
Sealand Contractors Corp. exceeded the established subcontracting goal, and has committed 10.55% ($166,540) of the total contract amount to the following certified MBE firms (Part B: Section 3 of the Charlotte Business INClusion Policy):
- On Time Construction, Inc. (SBE, MBE) ($166,540) (concrete)

**Fiscal Note**
Funding: Storm Water Community Investment Plan

**Attachment**
Map
Location Map: Parkwood Phase 1 - Brevard Street Culvert (Council District 1)
General Community Investment Plan Surveying Services

Action: Approve a unit price contract for surveying services with the following companies for a three-year term:

- AMEC Foster Wheeler Environment & Infrastructure, Inc.,
- Bowman Consulting Group, Ltd.,
- Calyx Engineers and Consultants, Inc.,
- Cardno, Inc.,
- Concord Engineering & Surveying, Inc.,
- Dewberry Engineers Inc.,
- Dunbar Geomatics Group, PLLC,
- E.S.P. Associates, P.A.,
- GEL Engineering of NC, Inc.,
- Lawrence Associates, PA,
- Merrick & Company,
- SEPI Engineering & Construction, Inc.,
- Stewart Engineering, Inc.,
- The Isaacs Group, PC,
- The Schneider Corporation, and
- The Survey Company, Inc.

Staff Resource(s):
Jackie Brim, Engineering & Property Management

Explanation
- Surveying services are needed for construction staking and boundary, topographical, physical, and American Land Title Association surveys for various Community Investment Plan projects on an as-needed basis.
- On April 28, 2016, the City issued a Request for Qualifications (RFQ) for Surveying Services for Various Projects. In response to the RFQ, the City received 20 proposals from interested professional service providers.
- Consultants were selected pursuant to the Council-approved qualifications-based selection process in accordance with North Carolina General Statutes.
- Firms are allocated different dollar amounts based on capacity of the firm and the City’s needs. The estimated total expenditures for all contracts are $11,450,000 in the aggregate over the three-year term, as follows:
  - AMEC Foster Wheeler Environment & Infrastructure, Inc.: $650,000
  - Bowman Consulting Group, Ltd.: $650,000
Charlotte Business INClusion
The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1(h) of the Charlotte Business Inclusion Policy). Each of the prime firms listed has identified MWSBE firms to participate as project scopes are defined, and committed 10% of the total contract amount to the following certified firms:

AMEC Foster Wheeler Environment & Infrastructure, Inc.
- Barry D. Davis Surveying, LLC (SBE)

Bowman Consulting Group, Ltd.
- Sweetwater Utility Exploration, LLC (SBE)

Calyx Engineers and Consultants, Inc.
- Avioimage Mapping Services, Inc. (SBE)
- Barry D. Davis Surveying, LLC (SBE)

Cardno, Inc.
- Avioimage Mapping Services, Inc. (SBE)
- Hinde Engineering, Inc. (SBE)
- Legal Title Search, LLC (SBE)
- Independent Mapping Consultants, Inc. (SBE)

Concord Engineering & Surveying, Inc.
- Sweetwater Utility Exploration, LLC (SBE)
- Independent Mapping Consultants, Inc. (SBE)
- Avioimage Mapping Services, Inc. (SBE)

Dewberry Engineers Inc.
- Avioimage Mapping Services, Inc. (SBE)
Agenda #: 22. File #: 15-4173 Type: Consent Item

Dunbar Geomatics Group, PLLC (SBE)
- Avioimage Mapping Services, Inc. (SBE)
- Sweetwater Utility Exploration, LLC (SBE)

E.S.P. Associates, P.A.
- The Survey Company, Inc. (SBE)
- Avioimage Mapping Services, Inc. (SBE)
- Road Masters Traffic Control, LLC. (SBE, WBE)
- SafetyMart (SBE, WBE)
- BrandRPM (MBE, SBE)

GEL Engineering of NC, Inc.
- Avioimage Mapping Services, Inc. (SBE)
- Dunbar Geomatics Group, PLLC (SBE)
- Legal Title Research, LLC (SBE)

Lawrence Associates, PA
- Avioimage Mapping Services, Inc. (SBE)
- Legal Title Research LLC (SBE)
- Sweetwater Utility Exploration LLC (SBE)

Merrick & Company
- Avioimage Mapping Services, Inc. (SBE)
- Spot’em, Inc. (MBE)

SEPI Engineering & Construction, Inc.
- Avioimage Mapping Services, Inc. (SBE)

Stewart Engineering, Inc.
- Southeast Geomatics Group (SBE)
- Sweetwater Utility Exploration, LLC (SBE)

The Isaacs Group, PC
- Avioimage Mapping Services, Inc. (SBE)
- Sweetwater Utility Exploration LLC (SBE)

The Schneider Corporation
- Avioimage Mapping Services, Inc. (SBE)
- Sweetwater Utility Exploration LLC (SBE)

The Survey Company, Inc. (SBE)
- Avioimage Mapping Services, Inc. (SBE)
- Sweetwater Utility Exploration, LLC (SBE)

Fiscal Note
Funding: General Community Investment Plan
Storm Water Maintenance Contracts

Action:

A. Award a contract in the amount of $1,975,915 to the lowest responsive bidder B & N Grading, Inc. for the Storm Water Maintenance (Fiscal Year 2017 A) project,

B. Award a contract in the amount of $2,024,285 to the lowest responsive bidder Onsite Development, LLC for the Storm Water Maintenance (Fiscal Year 2017 B) project,

C. Award a contract in the amount of $2,140,608 to the lowest responsive bidder R. H. Price, Inc. for the Storm Water Maintenance (Fiscal Year 2017 C) project, and

D. Authorize the City Manager to approve up to two renewals and to amend the contract consistent with the City’s business needs and the purpose for which the contracts were approved.

Explanation

- These contracts are part of an ongoing program to provide maintenance and/or repairs to existing storm drainage systems and construction of new storm drainage systems.
  - Each request is investigated and prioritized based on the severity of potential public/private property flooding.
  - The necessary repairs for each project are designed and a work order prepared including an estimated list of quantities.

- While the contracts are the same in scope, the total contract amount is based on competitively bid unit price items typically used during storm drainage repairs and construction.

- The City may renew these contracts up to two times as an incentive to the contractors for good performance and quality work.

- Approximately 200 projects may be constructed from the contracts if the City exercises the two renewals for contract term totals of $5,927,745 (Action A), $6,072,855 (Action B) and $6,421,824 (Action C). The number may vary depending on the nature and extent of the repairs actually constructed.

Action A

- On October 7, 2016, the City issued an Invitation to Bid for Storm Water Maintenance Fiscal Year 2017 A; five bids were received from interested service providers.

- B & N Grading, Inc. was selected as the lowest responsive, responsible bidder.
Agenda #: 23. File #: 15-4363 Type: Consent Item

Action B

- On October 10, 2016, the City issued an Invitation to Bid for Storm Water Maintenance Fiscal Year 2017 B; four bids were received from interested service providers.
  - Onsite Development, LLC was selected as the lowest responsive, responsible bidder.

Action C

- On October 13, 2016, the City issued an Invitation to Bid for Storm Water Maintenance Fiscal Year 2017 C; three bids were received from interested service providers.
  - R. H. Price, Inc. was selected as the lowest responsive, responsible bidder.

Charlotte Business INClusion

Action A

Established MSBE Goal: 19.00%
Committed MSBE Goal: 19.00%

B & N Grading, Inc. has identified MSBEs on its project team, and for each work order issued, committed 19% of the total contract amount to the following certified firms:
  - Jones Grading & Fencing, Inc. (SBE, MBE) (grading)
  - Landmark Materials, LLC (SBE) (hauling)
  - R.R.C. Concrete Inc (SBE) (concrete)
  - Streeter Trucking Company, Inc. (SBE, MBE) (hauling)

B & N Grading, Inc. is a City SBE

Action B

Established MSBE Goal: 19.00%
Committed MSBE Goal: 19.50%

OnSite Development, LLC has identified MSBEs on its project team, and for each work order issued, committed 19.50% of the total contract amount to the following certified firms:
  - Axiom Foundations, LLC (SBE) (foundation protection)
  - B & N Grading, Inc. (SBE) (asphalt)
  - JV Trucking, LLC (SBE) (hauling)
  - Landmark Materials, LLC (SBE) (hauling)
  - L. Carranza Dumptruck Service Company (SBE) (hauling)
  - MTS Trucking Inc. (SBE, MBE) (hauling)
  - On Time Construction, Inc. (SBE, MBE) (concrete)
  - R.R.C. Concrete Inc (SBE) (concrete)
Agenda #: 23. File #: 15-4363 Type: Consent Item

- Streeter Trucking Company, Inc. (SBE, MBE) (hauling)

**Action C**
Established MSBE Goal: 19.00%
Committed MSBE Goal: 19.15%

R. H. Price, Inc. has identified MSBEs on its project team, and for each work order issued, committed 19.15% of the total contract amount to the following certified firms:
- C and D Utility, LLC (SBE) (pipe line installation)
- Fernandez Construction, Corp. (SBE) (concrete)
- Ram Pavement Services, Inc. (SBE) (paving)
- Wallace Brothers Construction, Inc. (SBE) (pipe line installation)

**Fiscal Note**
Funding: Storm Water Community Investment Plan
University City Boulevard Extension - Phase II Landscaping Services

Action:
Award a contract in the amount of $297,022.64 to the lowest responsive bidder, Roundtree Companies, LLC for landscaping services to the University City Boulevard Extension project.

Staff Resource(s):
Leslie Bing, Engineering & Property Management

Explanation
- The contract with Roundtree Companies, LLC is for the installation of trees, shrubs, and ground cover plants within the medians and planting strips along University City Boulevard from Neal Road to the North Carolina Department of Transportation’s proposed Mallard Creek Road Extension, currently under construction.
- On August 26, 2013, City Council approved roadway project improvements, including a four-lane, median-divided roadway with curb and gutter, bicycle lanes, planting strips and sidewalks.
- On October 27, 2016, Engineering & Property Management issued an Invitation to Bid for landscaping services; two bids were received from interested service providers.
- Roundtree Companies, LLC was selected as the lowest responsive, responsible bidder.
- Installation is expected to be complete by April 2017.

Charlotte Business INClusion
No subcontracting goal was established because there are no subcontracting opportunities (Part B: Section 2.3 of the Charlotte Business INClusion Policy). However, Roundtree Companies, LLC is a City SBE. This project was one of a number of upcoming projects highlighted at the Landscape Management Division’s 10th annual landscape contractors outreach event held on September 21, 2016 that encourages MWSBE firms to participate as prime contractors. Over the past nine years more than 50% of Landscape Management Division’s contract dollars have been awarded to MWSBE firms as prime contractors.

Fiscal Note
Funding: General Community Investment Plan

Attachment
Map
Location Map: University City Boulevard Extension - Phase II (Landscaping)
(Council Districts 2 & 4)
Central Avenue, Kilborne Drive, and Norland Road Pedestrian Improvements

Action:
Award a contract in the amount of $189,600 with Alta Planning + Design, Inc. for engineering planning services for Central Avenue, Kilborne Drive, and Norland Road Pedestrian Improvements.

Staff Resource(s):
Mark Grimshaw, Engineering & Property Management

Explanation
- The project was identified in the Central/Albemarle/Shamrock Comprehensive Neighborhood Improvement Program (CNIP). The Kilborne Drive Streetscape Project is separate from the pedestrian improvements in terms of locations, however, planning efforts will be coordinated.
- The contract with Alta Planning + Design, Inc. will provide engineering planning services, including but not limited to:
  - Public involvement,
  - Alternative analysis,
  - Conceptual plans,
  - Cost estimates,
  - Storm drainage analysis, and
  - Traffic analysis.
- The planning phase will identify and refine specific opportunities and locations to improve the pedestrian experience along the Kilborne Drive/Norland Road corridor between Havenwood Road and Dresden Drive West, approximately 0.84 miles.
- The effort will be coordinated with the Kilborne Drive Streetscape project the City has underway between Eastway Drive and Havenwood Road.
  - Improvements will include sidewalk, bicycle facilities, landscaping, and crossing opportunities at various locations.
- The planning phase will also identify locations that would connect the broader bicycle/pedestrian network and consider ways to improve the intersection at Central Avenue, Norland Road, and Kilborne Drive.
- On February 24, 2016, the City issued a Request for Qualifications (RFQ) for Various Projects for the 2014 CNIP. In response to the RFQ, the City received 20 proposals from interested professional service providers.
- The Project Team, consisting of staff from Engineering & Property Management and Neighborhood & Business Services, evaluated the proposals and determined that Alta Planning + Design, Inc. is
the best qualified firm to meet the City’s needs in terms of competence and professional services qualifications.

Charlotte Business INClusion
The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INClusion Policy). Alta Planning + Design has committed 10.01% ($18,970) of the total contract amount to the following certified firm:
- The Dodd Studio (SBE) ($18,970) (landscape architecture)

Fiscal Note
Funding: General Community Investment Plan

Attachment
Map
Location Map: Central Avenue / Kilborne Drive / Norland Road Pedestrian Improvements (Council Districts 1& 2)
Resurfacing University Research Park Roads Municipal Agreement

Action:

A. Adopt a resolution authorizing the City Manager to execute a Municipal Agreement with the North Carolina Department of Transportation for the road resurfacing within the University Research Park, and

B. Adopt a budget ordinance appropriating $675,005 from the North Carolina Department of Transportation to the Powell Bill Fund for resurfacing activities.

Staff Resource(s):
Charles Jones, Transportation

Explanation

- The North Carolina Department of Transportation (NCDOT) currently maintains portions of 11 roads within the area of the University Research Park.
- The roads are local in nature and do not support the overall transportation goals of the NCDOT.
- The NCDOT has identified these roads for abandonment and is willing to provide funding for the resurfacing of these roads to bring them up to City standards prior to acceptance by the City.
- The City will be reimbursed up to $675,005 for the resurfacing and rehabilitation activities to be conducted on the streets prior to acceptance.
- The streets located in the University Research Park will be transferred from the State to the City for maintenance upon the completion of resurfacing activities.
- Resurfacing activities are planned for the summer of 2017.

Charlotte Business INClusion
This is a Municipal Agreement contract and is exempt (Part A: Appendix 1.27 of the Charlotte Business INClusion Policy).

Fiscal Note
Funding: North Carolina Department of Transportation Powell Bill Resurfacing Funds

Attachment
Map
Budget Ordinance
Resolution
ORDINANCE NO. _______________________

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING AN APPROPRIATION OF $675,005 FROM THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR RESURFACING ACTIVITIES WITHIN THE UNIVERSITY RESEARCH PARK AREA

BE IT ORDAINED, by the City Council of the City of Charlotte;

Section 1. That the sum of $675,005 hereby estimated to be available from the North Carolina Department of Transportation

Section 2. That the sum of $675,005 is hereby appropriated in the Powell Bill Resurfacing Fund (1001) GL: 1001-42-42-4270-000000-000000-000-520471

Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.

Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

City Attorney
RESOLUTION PASSED BY THE CITY COUNCIL OF THE CITY OF CHARLOTTE, NORTH CAROLINA ON NOVEMBER 28, 2016

A motion was made by ______________________________ and seconded by ______________________________ for the adoption of the following Resolution and upon being put to a vote was duly adopted:

WHEREAS, A Municipal Agreement between the City and the North Carolina Department of Transportation (NCDOT) will allow the City to be reimbursed for the resurfacing and repairs of portions of State maintained roads within the University Research Park development; and,

WHEREAS, the Municipal Agreement provides for reimbursement not to exceed $675,005 of the total cost of the project; and,

WHEREAS, the format and cost sharing philosophy is consistent with past Municipal Agreements.

NOW, THEREFORE, BE IT RESOLVED that this resolution authorizing the Director of the Charlotte Department of Transportation to execute a municipal agreement with the NCDOT for NCDOT to reimburse the City up to $675,005 for the resurfacing of State maintained roadways within the University Research Park, is hereby formally approved by the City Council of the City of Charlotte and the Director of Transportation and Clerk of this Municipality are hereby empowered to sign and execute the Agreement with the aforementioned groups.
Agenda #: 27. File #: 15-4333 Type: Consent Item

Pedestrian Traffic Signal Equipment for the Visually and Hearing Impaired

Action:

A. Approve the purchase of pedestrian signal equipment and parts, as authorized by the sole source exemption of G.S. 143-129 (e)(6),

B. Approve a contract with Temple, Inc. for the purchase of pedestrian signal equipment and parts for the term of three years, and

C. Authorize the City Manager to renew the contract for up to two additional, one-year terms with possible price adjustments and to amend the contract consistent with the City’s business needs and the purpose for which the contract was approved.

Staff Resource(s):
Charles Abel, Transportation

Sole Source Exemption

- G.S. 143-129 (e) (6) provides that formal bidding requirements do not apply when:
  - Performance or price competition are not available;
  - A needed product is available from only one source or supply; or
  - Standardization or compatibility is the overriding consideration.
- Sole sourcing is necessary for this contract because there is only one supply source.
- The City Council must approve purchases made under the sole source exception.

Explanation

- The Charlotte Department of Transportation (CDOT) is installing Polara accessible pedestrian signals throughout the City to provide pedestrian traffic signal pushbuttons for the hearing and visually impaired in compliance with the Public Rights-of-Way Guidelines.
  - Polara pushbuttons are necessary to be compatible and interchangeable with existing traffic signals hardware.
- CDOT currently has accessible pushbuttons at 102 of the 760 traffic signals within the City.
- CDOT works closely with the visually and hearing impaired community to choose additional locations for equipment installation.
- Visually and hearing impaired citizens can request accessible pushbuttons at particular locations through the Metrolina Association for the Blind, by submitting a request to 311, or by contacting CDOT directly.
- The contract is for the purchase of new equipment for installation and parts to repair existing equipment.
- Temple, Inc. is the exclusive distributor for all Polara products and services in the Southeast region.
The company will be paid unit prices set forth in the contract, a copy of which is available upon request.

Annual expenditures under the contract are estimated to be $150,000.

**Charlotte Business INClusion**
This is a sole source contract and is exempt (Part A: Appendix 27 of the Charlotte Business INClusion Policy).

**Fiscal Note**
Funding: General Transportation Community Investment Plan
City of Charlotte

Agenda Date: 11/28/2016

Agenda #: 28. File #: 15-4412 Type: Consent Item

Private Developer Funds for Traffic Signal Modification

Action: Adopt a budget ordinance appropriating $69,582 in private developer funds for traffic signal modification from the Steele Creek (1997), LLC.

Staff Resource(s): Scott Putnam, Transportation

Explanation
- The Steele Creek (1997), LLC is funding the addition of a fourth leg with steel pole and mast arm at the traffic signal to accommodate the development project located at the intersection of Steele Croft/Walker Branch Road and Steele Creek Road.
- The cost for the addition of the fourth leg to the traffic signal and related work associated with the developer’s project is $69,582, with funding restricted to this project.
- Payments made by the developer are in response to estimates of work prepared by the Charlotte Department of Transportation (CDOT) and supplied to the developer.
- The signal meets the same criteria as other traffic signals approved by the City.
- Any funding contributed by developers for signal projects that is unused by the City will be refunded after project completion.
- CDOT will be installing and operating the signal as part of the existing signal systems in the area.

Fiscal Note
Funding: Private Developer Contributions

Attachment
Map
Budget Ordinance
ORDINANCE NO. _______________________

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING
AN APPROPRIATION OF $69,582 FOR TRAFFIC SIGNAL IMPROVEMENTS

BE IT ORDAINED, by the City Council of the City of Charlotte;

Section 1. That the sum of $69,582 hereby estimated to be available from the following private developer
source:
    Steele Creek (1997), LLC ($69,582)

Section 2. That the sum of $69,582 is hereby appropriated in the General Capital Investment Fund (4001)
into the following project:
   Signal Modification Walker Branch - 4292000288 ($69,582)

Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this
ordinance will remain in effect for the duration of the project and funds are to be carried forward to
subsequent fiscal years until all funds are expended or the project is officially closed.

Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

___________________________________________

City Attorney
Bridge Repair Design Services

Action: Approve a contract in the amount of $435,204 with Parsons Brinckerhoff, Inc. for design services associated with bridge repairs.

Staff Resource(s):
Gus Jordi, Transportation

Explanation
- The Federal Highway Administration mandates the inspection of bridges and culverts every two years.
- The City is responsible for evaluating the inspections report and making necessary repairs.
- The contract provides funding for design, bid phase, and construction administration services for repairs noted from the bridge inspection process.
- Bridge maintenance and repair design includes but is not limited to guardrail replacement, painting, deck joint repair, and deck replacement.
- A Request for Qualification for bridge inspection and design work was issued on October 21, 2015; seven of interested firms submitted proposals.
- Parsons Brinckerhoff, Inc. was chosen using the Council-approved qualifications-based selection process.
- Staff will ask City Council to consider awarding bridge repair construction projects in early 2017.
- Bridge repair work is anticipated to be complete by the end of 2017.

Charlotte Business INClusion
The City negotiated subcontracting participation after the proposal selection process (Part C: Section 2.1(h) of the Charlotte Business INClusion Policy. For this contract, Parsons Brinckerhoff, Inc. has committed 10% ($43,520) SBE participation with Boyle Consulting Engineers, PLLC for testing and calibration services.

Fiscal Note
Funding: General Transportation Community Investment Plan

Attachment
Map
List of Bridges
<table>
<thead>
<tr>
<th>Structure Number</th>
<th>Facility Carried</th>
<th>Feature Intersected</th>
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<tbody>
<tr>
<td>1</td>
<td>590006 CHOATE CIRCLE</td>
<td>STEEL CREEK</td>
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<tr>
<td>2</td>
<td>590007 CHOATE CIRCLE</td>
<td>POLK DITCH</td>
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<td>3</td>
<td>590020 PARK ROAD</td>
<td>LITTLE SUGAR CREEK</td>
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<td>4</td>
<td>590021 PARK RD</td>
<td>BRIAR CREEK</td>
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<td>5</td>
<td>590039 MARGARET WALLACE</td>
<td>MCALPINE CREEK</td>
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<td>7</td>
<td>590057 PLOTT ROAD</td>
<td>REEDY CREEK</td>
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<td>8</td>
<td>590074 ROCKY RIVER RD.</td>
<td>TOBY CREEK</td>
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<td>9</td>
<td>590138 EAST 12TH ST.</td>
<td>TRYON STREET</td>
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<tr>
<td>10</td>
<td>590144 GUM BRANCH ROAD</td>
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<td>590152 PINEY TOP DR.</td>
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<td>GUM BRANCH</td>
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<td>IRWIN CREEK &amp; PEDESTRIAN</td>
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<td>590396 PRINCETON AVENUE</td>
<td>LITTLE SUGAR CREEK</td>
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Spectrum Center Traffic Control Services

Action:

A. Approve a contract with Parking Unlimited, Inc. for Spectrum Center Traffic Control Services for an initial term of three years, and

B. Authorize the City Manager to renew the contract for up to two, one-year renewal terms with possible price adjustments and to amend the contract consistent with the City’s business needs and the purpose for which the contract was approved.

Staff Resource(s):
Joseph Yanicak, Transportation

Explanation

- The Charlotte Department of Transportation (CDOT) provides traffic control and logistical support for the Spectrum Center (formerly Time Warner Cable Arena), such as curb management, signalization, bus management, pedestrian management, placement of traffic control devices, and construction impact abatement.
- The Spectrum Center hosts an estimated 125 sporting, music, business, and other events each year.
- CDOT uses an outside service provider to manage transportation for patrons attending events at the Spectrum Center, and to manage traffic flow to and around the venue for selected events.
- On September 13, 2016, the City issued a Request for Proposal (RFP) for Spectrum Center Traffic Control Services. In response to the RFP, the City received two proposals from interested service providers.
- CDOT staff evaluated the proposals and determined that Parking Unlimited, Inc. best meets the City’s needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- The contract provides renewal options for two additional, one-year terms at prices to be negotiated based on market conditions.
- Annual contract expenditures are estimated to be $125,000.

Charlotte Business INClusion

No subcontracting goal was established because there are no subcontracting opportunities (Part C: Section 2.1(a) of the Charlotte Business Inclusion Policy).

Fiscal Note
Funding: CDOT Operating Budget
Airport Concourse D Roof Repairs

Action:

A. Award a contract in the amount of $143,880 to the lowest responsive bidder Davco Roofing and Sheet Metal, Inc. for the Concourse D roof repair project, and

B. Adopt a budget ordinance appropriating $143,880 from the Aviation Discretionary Fund to the Aviation Community Investment Plan Fund.

Staff Resource(s):
Jack Christine, Aviation

Explanation

- The contract with Davco Roofing and Sheet Metal, Inc. will repair the roof on Concourse D. The roof is over 20 years old. During a recent inspection, a consultant identified and recommended for repair multiple areas on the roof that are aged and deteriorating.
- On September 29, 2016, the City issued an Invitation to Bid for Concourse D roof repairs, four bids were received from interested service providers.
- Davco Roofing and Sheet Metal, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by fourth quarter of Fiscal Year 2017.

Charlotte Business INClusion
No subcontracting goal was established because there are no subcontracting opportunities (Part C: Section 2.1(a) of the Charlotte Business INClusion Policy).

Fiscal Note
Funding: Aviation Community Investment Plan

Attachment
Budget Ordinance
ORDINANCE NO. _______________________

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING AN APPROPRIATION OF $143,880 FROM THE AVIATION DISCRETIONARY FUND FOR AIRPORT CONCOURSE D ROOF REPAIRS

BE IT ORDAINED, by the City Council of the City of Charlotte;

Section 1. That the sum of $143,880 is available from the Aviation Discretionary Fund for the contract with Davco Roofing and Sheet Metal, Inc.

Section 2. That the sum of $143,880 is hereby appropriated in the Aviation Community Investment Plan Fund to the following project(s):

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<thead>
<tr>
<th>Fund</th>
<th>6064</th>
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<tr>
<td>Year</td>
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</table>

Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.

Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

______________________________
City Attorney
Airport Energy Infrastructure/South Campus Fiber Ductbank

Action:

A. Approve a contract in the amount of $7,998,435.61 with Brooks-Berry-Haynie & Associates, Inc. for Energy Infrastructure / South Campus Fiber Ductbank, and

B. Approve a contract in the amount of $198,683.75 with On Spec Engineering, PC for quality assurance testing services.

Staff Resource(s):
Jack Christine, Aviation

Explanation

- The Airport has been working to upgrade its electrical infrastructure and service reliability after a series of power outages over the past five years.
- The Energy Infrastructure / South Campus Fiber Ductbank project will provide concrete-encased conduit pathways for future upgrades to Airport electrical transmission service, as well as redundancy and enhanced connectivity for the Airport’s security and communications fiber optic system.

Action A:

- The contract with Brooks-Berry-Haynie & Associates, Inc. will provide approximately 26,000 linear feet (approximately five miles) of concrete-encased conduits inside the Airport Operations Area. This area encompasses runways, taxiways, ramp areas, and airfield-related buildings. The project will require short-term runway and taxiway closures.
- On September 12, 2016, Aviation issued an Invitation to Bid for construction. Only two bids were received from interested service providers.
  - In accordance to North Carolina General Statute 143-132, if three bids are not received from reputable and qualified contractors, the project must be re-advertised. During the re-advertisement, the contract may be awarded to the lowest responsible bidder even if only one bid is received from an interested service provider.
  - On October 27, 2016, the project was re-bid; two bids were submitted by interested service providers.
- Brooks-Berry-Haynie & Associates, Inc. was selected as the lowest responsive, responsible bidder.

Action B:

- The contract with On Spec Engineering, PC will provide quality assurance testing services of the concrete materials used on the project.
- On February 3, 2014, a Request for Qualifications was issued for construction and materials testing
firms to be used for various airport projects; 11 firms submitted proposals.

- Aviation staff evaluated the proposals and selected seven firms, including On Spec Engineering, PC, to provide construction materials testing services.
- Aviation selected On Spec Engineering, PC for this project based on the company’s experience with similar airfield projects.

**Charlotte Business INClusion**

**Action A:**
Established SBE Goal: 10.00%
Committed SBE Goal: 10.7%
Brooks, Berry, Haynie & Associates, Inc. exceeded the established subcontracting goal, and has committed 10.7% ($856,039) of the total contract amount to the following certified firms (Part B: Section 3 of the Charlotte Business INClusion Policy):
- Camps Construction Company (SBE, MBE) ($698,084) (concrete paving)
- Tarpon Construction (SBE) ($157,995) (asphalt paving)

Established MBE Goal: 4.00%
Committed MBE Goal: 8.73%
Brooks, Berry, Haynie & Associates, Inc. exceeded the established subcontracting goal, and has committed 8.73% ($157,995) of the total contract amount to the following certified firms (Part B: Section 3 of the Charlotte Business INClusion Policy):
- Camps Construction Company (MBE, SBE) ($698,084) (concrete paving)

**Action B:**
On Spec Engineering will perform all work associated with this contract with its own workforce. On Spec Engineering is a City SBE. (Part C: Section 3.14 of the Charlotte Business INClusion Policy).

**Fiscal Note**
Funding: Aviation Community Investment Plan
Airport U.S. Customs and Border Protection Reimbursable Services Agreement

Action: 
Approve a Reimbursable Services Program agreement with U.S. Customs and Border Protection.

Staff Resource(s):
Jack Christine, Aviation

Explanation
- The Airport has experienced increased wait times in processing international arriving passengers. Aviation has worked with the airlines and Customs and Border Protection (CBP) to identify ways to reduce these wait times.
- International arrival processing times at Charlotte Douglas International Airport (CLT) are contingent upon CBP officer availability and passenger volume.
  - CLT processes between 1,500 and 7,000 international passengers daily. If passengers are not processed in a suitable amount of time negative effects are experienced, such as passengers missing a connecting flight.
- On June 23, 2016, U.S. Customs and Border Protection approved CLT to participate in the Reimbursable Services Program (RSP) under section 559 of the Consolidated Appropriations Act, 2014
- Thirty-one airports applied to participate in the program. CLT was one of 10 airports selected.
- The RSP was created by CBP in response to record increases in passenger and cargo processing volume throughout the nation.
  - The RSP authorizes reimbursement to CBP for customs, immigration, agricultural processing, border security, and support services.
  - The RSP is part of CBP’s alternative funding program that allows stakeholders (including airports) to enter into an agreement to ensure additional CBP staff is available to address passenger wait time and cargo processing backups.
  - Aviation’s participation in the RSP is voluntary and can be terminated at any time.
- This agreement will provide additional CBP staff on-demand to assist with passenger processing, resulting in a reduction of wait times.
- Aviation estimates annual reimbursement to CBP of approximately $400,000 depending on international arriving passenger levels and other operational impacts.
- The estimated expense of $400,000 will be recovered through the Federal Inspection Service fee charged to the airlines for each international arriving passenger.

Fiscal Note
Funding: Aviation Operating Fund
Airport Terminal Office Level Restroom Renovations

Action:

A. Award a contract in the amount of $195,360 to the lowest responsive bidder Encompass Building Group, Inc. for renovations to restrooms in the Terminal, and

B. Adopt a budget ordinance appropriating $195,360 from the Aviation Discretionary Fund to the Airport Community Investment Plan Fund.

Staff Resource(s):
Jack Christine, Aviation

Explanation

- In 1987, the Aviation Department completed construction of the West Terminal Expansion, which provided new office space and restrooms on the third floor of the building.
- The contract with Encompass Building Group, Inc. will provide for the complete renovation of the men and women’s restrooms in this area, including:
  - New flooring,
  - Ceilings,
  - Lighting,
  - New wall finishes,
  - New toilet partitions,
  - Lavatory counters,
  - Sinks, and
  - Various toilet accessories.
- On August 8, 2016, the City issued an Invitation to Bid for construction; three bids were received from interested service providers.
  - After review of the proposals, it was determined that none of the bidders met the Charlotte Business INClusion goal.
  - On September 28, 2016, the project was re-bid and three bids were received from interested service providers.
- Encompass Building Group, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be completed by second quarter 2017.
Charlotte Business INClusion
Established SBE Goal: 8.00%
Committed SBE Goal: 8.19%

Encompass Building Group Inc. exceeded the established subcontracting goal, and has committed 8.19% ($16,000) of the total contract amount to the following certified firm (Part B: Section 3 of the Charlotte Business INClusion Policy):

- All-Pro Builders and Restorations (SBE, MBE) ($16,000) (general construction services)

Encompass Building Group Inc. has also committed 5.55% ($10,852) of the total contract amount to the following certified firm (Part B: Section 3 of the Charlotte Business INClusion Policy):

- Besco Electric Corporation (MBE) ($10,852) (electrical)

Fiscal Note
Funding: Aviation Community Investment Plan
Funding to be replaced with future Airport Revenue Bonds and Passenger Facility Charges

Attachment
Budget Ordinance
ORDINANCE NO. _____________________________

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING
AN APPROPRIATION OF $195,360 FROM THE AVIATION DISCRETIONARY FUND FOR AIRPORT
TERMINAL OFFICE LEVEL RESTROOM RENOVATIONS

BE IT ORDAINED, by the City Council of the City of Charlotte:

Section 1. That the sum of $195,360 is available from the Aviation Discretionary Fund
for the contract with Encompass Building Group, Inc.

Section 2. That the sum of $195,360 is hereby appropriated in the Aviation Community Investment Plan Fund
to the following project(s):

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Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this
ordinance will remain in effect for the duration of the project and funds are to be carried forward to
subsequent fiscal years until all funds are expended or the project is officially closed.

Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

_____________________________________
City Attorney
Airport Warehouse Lease Amendment

Action:

Approve a two-year lease amendment with Direct Link Logistics, Inc. for warehouse space in the amount of $364,159.92.

Staff Resource(s):

Brent Cagle, Aviation

Explanation

- On December 8, 2014, the City Council approved a one-year lease with Direct Link Logistics, Inc. for a 20,340 square foot warehouse on West Boulevard.
- On September 28, 2015, the City Council approved a one-year amendment with Direct Link Logistics extending the lease until December 31, 2016.
- Direct Link Logistics, Inc. has requested to extend the term of the lease by two years, expiring on December 31, 2019.
- The value of this lease amendment is $364,159.92.

Fiscal Note

Funding: Revenue from this lease will be deposited in the Aviation Operating Fund.
Runway 18R/36L Improvement Design Services

Action:

A. Approve a contract in the amount of $306,080 with Talbert, Bright and Ellington, Inc. to provide design and construction related professional services for Runway 18R/36L improvements, and

B. Adopt a budget ordinance appropriating $306,080 from the Aviation Discretionary Fund to the Aviation Community Investment Plan Fund.

Explanation

- The Airport needs to perform improvements to the Runway 18R/36L safety area and replace all of the concrete joint sealant for the runway to extend the useful life of the pavement.

- The contract with Talbert, Bright and Ellington, Inc. will provide design and construction services to complete 370,000 linear feet of concrete joint seal replacement and repairs to safety areas that have deteriorated due to environmental conditions and landing aircraft over the last seven years.

- The contract will include surveying, design engineering, construction administration, and construction materials testing.

- On April 14, 2014, the City issued a Request for Qualifications for general architectural and engineering services; 14 firms submitted proposals.

- Aviation staff evaluated and selected Talbert, Bright and Ellington, Inc. based on the company’s experience on similar airfield projects.
  - Aviation selected Talbert, Bright and Ellington, Inc. as the original designer for Runway 18R/36L.

- Design services for this project will be complete within six months. The City Council will be asked to consider award of a construction contract in mid-2017.

- The total project cost is estimated at $4.6 million and is included in the Aviation Community Investment Plan.

- The Airport will seek a Federal Aviation Administration grant for reimbursement of the eligible project costs, up to 75%.

Disadvantaged Business INClusion

The City negotiates subcontracting participation after the proposal selection process. Talbert, Bright and Ellington has committed 8.21% ($25,000) of the total contract amount to the following certified firms:

- Accutech Surveying and Mapping LLP (DBE) ($15,000) (design surveys)
- On-Spec Engineering PC (DBE, SBE) ($10,000) (construction acceptance testing)
Agenda #: 36. File #: 15-4294 Type: Consent Item

Fiscal Note
Funding: Aviation Community Investment Plan

Attachment
Budget Ordinance
ORDINANCE NO. __________________________

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING AN APPROPRIATION OF $306,080 FROM THE AVIATION DISCRETIONARY FUND FOR AIRPORT RUNWAY 18R/36L IMPROVEMENT DESIGN SERVICES

BE IT ORDAINED, by the City Council of the City of Charlotte:

Section 1. That the sum of $306,080 is available from the Aviation Discretionary Fund for the contract with Talbert, Bright and Ellington, Inc.

Section 2. That the sum of $306,080 is hereby appropriated in the Aviation Community Investment Plan Fund to the following project(s):

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Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

__________________________________________
City Attorney
Doby Creek Sanitary Sewer Replacement Professional Engineering Services

Action:
Approve a contract in the amount of $784,346 with Hazen and Sawyer for professional engineering design services for the Doby Creek Sanitary Sewer Replacement project.

Staff Resource(s):
Carl Wilson, Charlotte Water

Explanation
- The Doby Creek gravity sewer serves residences, businesses, and schools along the I-85 corridor between West Sugar Creek Road and the Mallard Creek Greenway in northeast Charlotte.
- The area serviced by this gravity sewer line has seen a high rate of infill development and changes in land use related to the redevelopment along the Blue Line Extension.
- The gravity sewer is approximately 45 years old and cannot accommodate projected growth within the service area.
- In order to address capacity concerns, the project includes the replacement of almost three miles of 10, 12, and 15-inch diameter gravity sewer.
- The contract with Hazen and Sawyer will be for performing preliminary design services, developing construction documents, preparing easement plats, submitting permitting packages, and providing bid phase services for the replacement of the Doby Creek gravity sewer.
- Once the engineering design services are complete for the project, staff will bring forth a contract to the City Council in summer 2018 for construction administration services.
- On August 3, 2016, the City issued a Request for Qualifications (RFQ) for Professional Engineering Services for Miscellaneous Sanitary Sewer Improvement Projects. In response to the RFQ, the City received 16 proposals from interested professional service providers for the five projects listed in the RFQ. The Doby Creek Sanitary Sewer Improvements was one of the five projects listed in the RFQ.
- Charlotte Water staff evaluated the proposals and determined that Hazen and Sawyer is the best qualified firm to meet the City’s needs on the basis of demonstrated competence and qualification of professional services in response to the RFQ requirements.
- The contract will be funded by Charlotte Water’s existing budget.
- Construction and construction administration for the Doby Creek Sanitary Sewer Replacement project will be included in the forthcoming Charlotte Water Fiscal Years 2018-2022 Community Investment Plan.
- This phase of the project is anticipated to be completed by the end of 2018.
Charlotte Business INClusion
The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INClusion Policy). Hazen and Sawyer has committed 22.56% ($176,980) of the total contract amount to the following certified firm(s):
- Survey & Mapping Control, Inc. (SBE) ($71,220) (ground surveying)
- RDL Private Utility Locating, LLC (SBE, MBE) ($43,400) (utility locating and soft digs)
- Hinde Engineering, Inc. (SBE) ($35,860) (traffic control design)
- Avioimage Mapping Services, Inc. (SBE) ($23,250) (aerial topography)
- Mid-Carolina Reprographics (SBE, WBE) ($3,250) (reproduction)

Fiscal Note
Funding: Charlotte Water Community Investment Plan

Attachment
Map
Project Area is located within City Council District 4
City of Charlotte

Agenda Date: 11/28/2016

Agenda #: 38. File #: 15-4097 Type: Consent Item

Water Laboratory Instruments and Supplies

Action:

A. Approve the purchase of water quality analytical instruments and lab supplies, as authorized by the sole source exemption of G.S. 143-129 (e)(6),

B. Approve a contract with Hach Company for the purchase of water quality analytical instruments and lab supplies for the term of one year, and

C. Authorize the City Manager to renew the contract for up to two additional, one-year terms with possible price adjustments and to amend the contract consistent with the City’s business needs and the purpose for which the contract was approved.

Staff Resource(s):
David Czerr, Charlotte Water

Sole Source Exemption

- G.S. 143-129 (e) (6) provides that formal bidding requirements do not apply when:
  - Performance or price competition are not available;
  - A needed product is available from only one source or supply; or
  - Standardization or compatibility is the overriding consideration.
- Sole sourcing is necessary for this contract to maintain standardization and compatibility with instruments and supplies purchased under previously approved sole source contracts.
- The City Council must approve purchases made under the sole source exception.

Explanation

- Hach Company is a worldwide manufacturer and distributor of laboratory testing equipment and lab supplies.
- Many of the chemical, sampling and testing supplies, which are necessary for compliance with state and federal regulations, are exclusively available from the Hach Company.
- The contract provides fixed discounts from list pricing for all Hach Company testing equipment and supplies for a term of one year.
- The products will be used at the City’s water treatment, wastewater treatment, and environmental laboratory facilities.
- Expenditures under the contract are estimated to be $375,000 annually.

Charlotte Business INClusion
This is a sole source contract and is exempt (Part A: Appendix 27 of the Charlotte Business INClusion
Agenda #: 38.  File #: 15-4097  Type: Consent Item

Policy).

**Fiscal Note**
Funding: Charlotte Water Operating Budget
Sanitary Sewer Rehabilitation (Fiscal Year 2017)

Action:
A. Award a contract in the amount for $3,483,476.95 to the lowest responsive bidder Atlantic Coast Contractors, Inc. for the Sanitary Sewer Rehabilitation Project (Fiscal Year 2017), and

B. Authorize the City Manager to renew the contract for up to two additional terms with possible price adjustments and to amend the contract consistent with the City’s business needs and the purpose for which the contract was approved.

Staff Resource(s):
Carl Wilson, Charlotte Water

Explanation
- Charlotte Water operates and maintains more than 4,200 miles of sanitary sewer lines throughout the service area. Many of these pipes are more than 50 years old and often need repairs or rehabilitation. This project is part of an ongoing Community Investment Plan program.
- The contract with Atlantic Coast Contractors, Inc. is expected to replace and/or rehabilitate approximately seven and a half miles of sewer lines, 215 manholes, and 125 service connections, as well as other miscellaneous sewer repairs and upgrades.
- The contract also provides unit prices for various types of sewer line repairs and rehabilitation including:
  - Repair of sewer system defects on pipes, manholes and service lines,
  - Installing sections of new pipe to replace defective pipe,
  - Installing pipe liners, and
  - Internal television inspection of pipeline infrastructure.
- The work is necessary in order to maintain operational integrity of the sanitary sewer system. Charlotte Water will also be able to address structural issues (i.e. cracked pipes, leaking manholes, etc.) as a preventative measure to reduce sanitary sewer overflows with this contract.
- The work will occur throughout the Irwin and McAlpine drainage basins - including parts of City Council Districts 1, 2, 3, and 4 in the Irwin basin and parts of City Council Districts 5, 6, and 7 in the McAlpine basin.
- On August 22, 2016, Charlotte Water issued an Invitation to Bid for sanitary sewer rehabilitation; two bids were received from interested service providers.
  - In accordance to North Carolina General Statute 143-132, if three bids are not received from reputable and qualified contractors, the project must be re-advertised and the contract may then be let to the lowest responsible bidder even though only one bid is received.
  - The project was re-advertised on September 22, 2016; two bids were received from interested service providers.
Atlantic Coast Contractors, Inc. was selected as the lowest responsive, responsible bidder.
- The contract term is estimated to last approximately one year.
- The contract gives the City the option to renew for two additional terms with a price adjustment based on the Construction Cost Index.

**Charlotte Business INClusion**  
Established SBE Goal: 7%  
Committed SBE Goal: 8.04%

Atlantic Coast Contractors, Inc. exceeded the established subcontracting goal and has committed 8.04% ($280,000) of the total contract amount to the following certified firms (Part B: Section 3 of the Charlotte Business INClusion Policy):

- Central Carolina Underground, Inc. (SBE) ($100,000) (manhole rehabilitation)
- P&H Utilities (SBE) ($100,000) (public utilities)
- The Huffstetler Group, Inc. (SBE) ($20,000) (concrete)
- JAAMCO Draining Cleaning & Video Inspection, Inc. (SBE) ($35,000) (sewer cleaning & inspection)
- Venture Utility Construction, Inc. (SBE) ($20,000) (utility construction)
- B & N Grading (SBE) ($5,000) (paving and concrete)

**Fiscal Note**  
Funding: Charlotte Water Community Investment Plan

**Attachment**

Map
Sanitary Sewer Rehabilitation (Fiscal Year 2017) - Map

Irwin Drainage Basin
Project Area is located within City Council Districts 1, 2, 3 & 4

McAlpine Drainage Basin
Project Area is located within City Council Districts 5, 6 & 7
Agenda #: 40. File #: 15-4309 Type: Consent Item

Little Sugar Creek Tributary to Fairview Road Sanitary Sewer Improvement Project

Action:

A. Approve a five-year reimbursable contract with Barclay Properties of Southpark, LLC. in the amount of $1,750,000 to include the Little Sugar Creek Tributary to Fairview Road Sanitary Sewer Improvement project, and

B. Amend the previously approved budget ordinance appropriation of $350,000 from Liberty Healthcare to an appropriation of $350,000 from Barclay Properties of Southpark, LLC. for Fiscal Year 2017.

Staff Resource(s):
Carl Wilson, Charlotte Water

Explanation

- On August 22, 2016, the City Council:
  - Amended the Charlotte Water Community Investment Plan (CIP) for Fiscal Years 2017-2021 in the amount of $1,750,000 to include the Little Sugar Creek Tributary to Fairview Road Sanitary Sewer Improvements project,
  - Approved a five-year reimbursable contract with Liberty Healthcare Management to pay for the design and construction of the Little Sugar Creek Tributary to Fairview Road Sanitary Sewer Improvements project, and,
  - Adopted a budget ordinance appropriating $350,000 from Liberty Healthcare for Fiscal Year 2017.

- On October 24, 2016, Liberty Healthcare Management, Inc. informed Charlotte Water that a new entity, Barclay Properties of Southpark, LLC. had been formed and now owns the property which will be served by the sewer line improvements.
- Charlotte Water is now requesting approval of the contract with the new legal entity, Barclay Properties of Southpark, LLC.
- The original budget ordinance recognized Liberty Healthcare Management, Inc. as the legal owner of the property benefitting from the improvements. Therefore, an amended budget ordinance is required to change the legal entity to Barclay Properties of Southpark, LLC.
- All other terms of the agreement will remain the same.

Fiscal Note
Funding: Charlotte Water Community Investment Plan

Attachment
Budget Ordinance
ORDINANCE NO. 8040-X

AN ORDINANCE TO AMEND ORDINANCE NUMBER 8040-X, THE 2016-2017 BUDGET ORDINANCE PROVIDING AN APPROPRIATION OF $350,000 IN PRIVATE DEVELOPER FUNDS FOR THE SANITARY SEWER CAPACITY IMPROVEMENT PROJECT FOR THE LITTLE SUGAR CREEK TRIBUTARY SEWER BASIN

BE IT ORDAINED, by the City Council of the City of Charlotte;

Section 1. That the sum of $350,000 hereby estimated to be available from the following private developer sources:
Barclay Properties of Southpark, LLC.

Section 2. That the sum of $350,000 is hereby appropriated to 6262-70-72-7030-703060-000000-000-530500-7030600141-3-0000000-000.

Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.

Section 4. All ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

City Attorney
Sugar Creek Watershed Water Quality Assessment

Action: Approve a contract in the amount of $297,000 with CH2M HILL North Carolina, Inc. for the completion of a Water Quality Assessment for Irwin Creek, Sugar Creek, and McAlpine Creek wastewater treatment plants located in the Sugar Creek Watershed.

Staff Resource(s): Jackie Jarrell, Charlotte Water

Explanation
- Charlotte Water is expected to receive more stringent requirements through the permit renewal process for Irwin Creek, Sugar Creek, and McAlpine Creek wastewater treatment plants located in the Sugar Creek Watershed.
- The state is proposing more stringent requirements than currently in place for metals such as copper, nickel, silver, and zinc.
- In preparation for determining the appropriate requirements, Charlotte Water plans to contract with CH2M Hill North Carolina, Inc. to conduct a site specific assessment.
- The contract will provide for a highly sophisticated sampling and analysis of the water quality of plant discharge into area streams.
- CH2M HILL North Carolina, Inc. will use a stepwise process to evaluate the data and what limits will provide a balance for both the protection of our streams while also helping local industries adapt to the more stringent anticipated discharge limits related to metals.
- Of the total contract value, $200,000 is for the actual collection and analysis of samples.
- On June 27, 2016, the City issued a Request for Qualifications (RFQ) for the Water Effects Ratio Study (Water Quality Assessment). In response to the RFQ, the City received two proposals from interested professional service providers.
- Charlotte Water staff evaluated the proposals and determined that CH2M HILL North Carolina, Inc. is the best qualified firm to meet the City’s needs on the basis of demonstrated competence and qualification of professional services in response to the RFQ requirements.
- The study is anticipated to be complete in 10 months.

Charlotte Business INClusion
The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INClusion Policy). CH2M Hill North Carolina, Inc. has committed 4.31% ($12,800) of the total contract amount to the following certified firm:
  - Capstone Civil Engineering, Inc. (SBE, MBE) ($12,800) (field sampling)
Agenda #: 41. File #: 15-4193 Type: Consent Item

Fiscal Note
Funding: Charlotte Water Community Investment Plan
LYNX Blue Line Extension Civil B/C Contract Amendment

Action: Approve contract amendment #4 in the amount of $5,000,000 with The Lane Construction Corporation for the Civil B/C Construction contract as part of the Blue Line Extension project.

Staff Resource(s): John Lewis, CATS
Jeb Blackwell, Engineering & Property Management
Jill Brim, CATS

Explanation
- On April 14, 2014, the City Council awarded the Blue Line Extension (BLE) Civil construction contract for segment B/C, from Old Concord Road to the end of line at UNC Charlotte, to The Lane Construction Corporation in the amount of $119,051,742.33.
- Contract amendment #4 will add an allowance to complete additional miscellaneous civil construction work needed to complete the BLE project; for example, repair work, drainage, and fencing. The work will be assigned on a work order basis and paid based on existing unit prices as applicable.
  - On January 26, 2015, City Council approved contract amendment #1 in the amount of $21,700,000 to settle delay claims related to utility relocations and to accelerate the work to recover the contract schedule.
- Contract amendments #2 and #3 did not require City Council approval because they did not modify the contract amount.
  - On January 27, 2016, contract amendment #2, modified Intermediate Completion Time dates and incentives, and did not modify the contract value.
  - On April 25, 2016, contract amendment #3, established the terms and conditions to allow the contractor to close of North Tryon Street during April 2016, and did not change the contract value.
- On January 25, 2016, City Council approved a change order to transfer $4.5 million from the overall BLE project contingency to the Civil B/C contract to further accelerate the project schedule and to complete additional work.
- The costs associated with this amendment are within the current project budget from existing project contingency.
- The new total value of the contract with The Lane Construction Corporation is $150,251,742.33.

Disadvantaged Business Enterprise (DBE)
Any additional contract scope authorized by this contract amendment will be held to the original contract
DBE goal of 20%.

**Fiscal Note**
Funding: CATS Community Investment Plan
Agenda #: 43. File #: 15-4296 Type: Consent Item

CATS Paratransit Minivans

Action:

A. Award a unit price contract to the lowest responsive bidder Ilderton Conversion Company for the purchase of paratransit minivans for a term of one year, and

B. Authorize the City Manager to renew the contract for up to four additional, one-year terms with possible price adjustments and to amend the contract consistent with the City’s business needs and the purpose for which the contract was approved.

Staff Resource(s):
Pete Wallace, CATS

Explanation

- CATS Special Transportation Services (STS) uses a fleet of 92 minivans that provide transportation for citizens with mobility challenges. STS operates during the same days and times and locations as local bus service, transporting citizens to and from medical appointments.
- Two of the minivans in the current fleet have reached the end of their useful life and need to be replaced. STS currently has a total of eight minivans of this type in their fleet.
- On October 10, 2016, CATS issued an Invitation to Bid; two bids were received from interested vendors.
- Ilderton Conversion Company was selected as the lowest responsive, responsible bidder.
- The first year paratransit minivan order will be for two replacement paratransit minivans at $37,714 each, totaling $75,428 for the base model vehicles.
- This first year order will use Federal Transportation Administration funds. Additional paratransit minivans may be purchased with state and/or local funds depending upon future budget developments.
- Estimated annual expenditures are $85,000.

Disadvantage Business Enterprises
Dodge Inc., the manufacturer of the vehicles to be purchased under this contract, is in compliance with the Federal Transit Administration regulation 49 CFR Part 26.45. The regulation requires Disadvantaged Business Enterprises Opportunity certifications from Transit Vehicle Manufacturers as a condition of being authorized to bid on transit procurements funded by the Federal Transit Administration.

Fiscal Note
Funding: Transit Community Investment Plan and Federal Enhanced Mobility Funds
Blue Line Extension Fare Collection System Contract Amendment

Action: Approve contract amendment #1 for $1,600,000 to SPX-Genfare for the Blue Line Extension Ticket Vending Machine contract for additional equipment and services.

Staff Resource(s):
Olaf Kinard, CATS
Jill Brim, CATS

Explanation

- On-Board validators allow customers to use contactless passes and mobile payment purchased passes (using barcodes) as well as swipe existing magnetic passes. Up to four validators will be installed on each of the CATS’ 42 Light Rail Vehicles.

- Validators will provide CATS with:
  - Ridership by pass type data collection which is not currently available under our existing light rail fare collection system.
  - Allow use of multi-ride contactless/mobile payment passes on light rail and future Phase 2 streetcar systems. Today CATS’ magnetic 10-Ride passes are not permitted on the LYNX system because there is no mechanism to deduct a ride at the station or on the vehicle. These validators will allow the introduction of stored ride passes for customers not riding each day, etc. once completely integrated into the fare collection system.
  - Use of mobile payment passes with barcodes to deduct and authenticate rides. The use of barcodes is the similar concept that the airline industry currently uses with their barcoded tickets.

- In addition to placing validators on the LRVs, two parking garages at the northeastern end of the Blue Line Extension will have parking control systems (gates). Exiting these two parking garage system during normal weekday times will require the purchase of a pass valued at the full-price round-trip pass or higher.
  - To integrate CATS pass technology into the third party parking system, SPX-Genfare must develop integration software to:
    - Develop business rules for time of day, pass type, etc. to determine if a vehicle can exit for free or require additional payment.
    - Allow a validator to communicate with the parking system to open the gate or wait for the required payment.

- Contract Amendment #1 in the amount of $1,600,000 and the previously approved $3,700,000 contract will bring the BLE TVM contract total value to $5,300,000, which is within the current LYNX BLE project budget.
Background

- On December 8, 2014, the City Council approved a contract for $3,700,000 with SPX-Genfare for the manufacturing and installation of Ticket Vending Machines (TVM) for the Blue Line Extension (BLE) project. The contract also provides the option to replace the TVMs on the existing Blue Line for $3,400,000.

- On March 28, 2016, the City Council approved a second contract for $7,712,827 with SPX-Genfare for the manufacturing and installation of fareboxes for the CATS bus fleet. The entire bus fleet installation occurred in late August 2016.

- All of these fare collection devices are part of CATS’ overall strategy to upgrade the fare collection system to the latest technology, and providing for alternative payment methods that include contactless and mobile media in addition to accepting magnetic passes and cash.
  - The current fareboxes are more than 18 years old.
  - The current TVMs are more than nine years old.

Disadvantaged Business Enterprise (DBE)

The work performed pursuant to this contract amendment will be held to the original contract DBE goal of 4.3%.

Fiscal Note

Funding: CATS Community Investment Plan

Attachment

Picture
Solar Panel Ground Lease with Momentum, LLC

Action:

A. Approve a ground lease agreement with Momentum, LLC, for solar panel installation and operation at the Statesville Avenue Landfill property (parcel identification number 077-181-01) with an initial term of 20 years and six months and four five-year renewal terms at an annual lease rate of $350 per acre, subject to 1.5% annual escalations, and

B. Adopt a resolution authorizing the City Manager to execute all necessary documents to complete the Agreement between the City of Charlotte and Momentum, LLC.

Staff Resource(s):
Rob Phocas, City Manager’s Office
Doug Pierotti, Engineering & Property Management
Amanda Byrum, Engineering & Property Management

Explanation
- The City owns approximately 155 acres of property (parcel identification number 077-181-01) on Statesville Avenue. The property is a former City landfill, no longer in operation.
- Momentum, LLC, proposes to install solar panels on an approximate 22-acre portion of the 155-acre site. The project is contingent upon site suitability studies conducted during a due diligence period under the lease agreement, as well as approval by Duke Energy and North Carolina Department of Environmental Quality (NCDEQ).
- There are currently several other proposed leases and uses for the landfill property, in addition to a portion of it designated as tree save. Momentum performed an analysis of the property to determine which areas would be best for solar panel installation and have located their proposed areas on that acreage, subject to further studies.
- The proposed lease with Momentum, LLC, includes the following terms:
  - A due diligence period of one year in order to allow Momentum to make a determination of the suitability of the property for the solar panel installation, with an option to extend the due diligence period by an additional two years;
  - A due diligence fee of $250 and a due diligence extension fee of $100 per acre;
  - An initial lease term of twenty years and six months from the date of execution with four five-year renewal options;
  - An annual lease rate of $350 per acre, subject to 1.5% escalations each year;
  - A total ground lease area of up to 22 acres, with the exact acreage to be determined during a due diligence period; and
  - The ability of the City to terminate the lease upon sixty days’ notice if it becomes incompatible with public purposes.
- The lease rate is based on a recent appraisal of the property.
Background

- The former Statesville Avenue landfill operated as a city landfill from the 1940s to the 1970s and, since closing, has remained an undeveloped property.
- City staff have been seeking redevelopment opportunities for the site which are compatible with the condition of the property as a former landfill.
- The property is located within the City’s Applied Innovation Corridor (AIC). This lease supports the goals of the Center City 2020 Vision Plan to target economic growth in the AIC towards 21st Century industries such as energy production and infrastructure.
- The landfill is currently undergoing an environmental assessment and closure process under the direction of NCDEQ.

Attachment

Map
Resolution
Location Map: Solar Panel Ground Lease with Momentum, LLC (Council District 1)
RESOLUTION AUTHORIZING THE LEASE OF A PORTION OF CITY PROPERTY
ON STATESVILLE AVENUE TO MOMENTUM, LLC

WHEREAS, the City of Charlotte owns property more particularly identified as tax
parcel number 077-181-01 in Mecklenburg County, North Carolina, being the site of a
former City landfill (the “Site”); and

WHEREAS, the Site contains approximately 155 acres of property, located off Statesville
Avenue and Northerly Road (“the Property”) which is suitable for the installation of solar
panels and which the Council finds is currently surplus to its needs; and

WHEREAS, North Carolina General Statute §160A-272 and Charlotte City Charter
§8.131 give the City the right and option to lease the Property for its own benefit upon
such market terms and conditions as it determines; and

WHEREAS, Momentum, LLC (“Momentum”) desires to lease the Property for a twenty-
year and six-month term, plus four five-year extensions, for the installation, operation,
and maintenance of solar panels; and

WHEREAS, in consideration of leasing the Property, Momentum has agreed to pay
annual rent in the amount of $350.00 per acre, subject to annual escalations of 1.5
percent; and

WHEREAS, the required notice has been published and Council is convened in a regular
meeting;

NOW THEREFORE, BE IT RESOLVED by the City Council for the City of Charlotte,
pursuant to §8.131 of the City of Charlotte Charter, that it hereby authorizes the lease of
the above referenced Property as follows:

The City Council hereby approves the lease of the city property described above to
Momentum, LLC, upon the terms and conditions set forth herein, and authorizes the City
Manager or his Designee to execute any instruments necessary to the lease.

THIS THE 28th DAY OF NOVEMBER, 2016.
Microsoft Premier Support Services

Action:

A. Approve a contract with Microsoft Corporation for Microsoft Premier Support Services for the term of one year, and

B. Authorize the City Manager to approve up to four additional, one-year terms with possible price adjustments, contingent upon the company’s satisfactory performance.

Staff Resource(s):
Jeffrey Stovall, Innovation & Technology
Bert Davis, Innovation & Technology

Explanation

- The City purchases annual support and maintenance from Microsoft through an Enterprise Agreement and Enterprise Enrollment.
- Under the standard software maintenance purchased by the City, the City would receive a very limited amount of technical assistance from Microsoft.
- In order to receive Microsoft premium technical resources, problem resolution, account management, onsite visits by Microsoft, and unlimited access to expanded technical and training materials, the City must purchase Microsoft Premier Support Services.
- The City has previously purchased the Microsoft Premier Support Services and has determined that it is necessary to support critical business software.
- Software applications covered by the Microsoft EA include the following:
  - Microsoft OS (Windows 7/10, Communicator/IM/Skype, Outlook, Internet Explorer/Edge, Remote Desktop)
  - Microsoft Office Professional (Word, Excel, Access, PowerPoint, OneNote)
  - Microsoft Project Standard
  - Microsoft Project Professional
  - Microsoft Project Server
  - Microsoft Visio Standard
  - Microsoft Visio Professional
  - Microsoft SQL Server (Standard, Enterprise)
  - Microsoft BizTalk
  - Microsoft Dynamics
  - Microsoft Visual Studio Enterprise
- Aggregate expenditures are estimated to be $100,000 per year, subject to adjustments as authorized by the contract or by the City Manager.

Fiscal Note
Funding: Innovation & Technology Operating Budget
Technology Help Desk Services

Action:

A. Authorize the City Manager to negotiate and approve a unit price contract with Intratek Computer, Inc. for technology help desk services for an initial term of four years, and

B. Authorize the City Manager to renew the contract for up to two additional, two-year terms with possible price adjustments and to amend the contract consistent with the City’s business needs and the purpose for which the contract was approved.

Staff Resource(s):
Jeff Stovall, Innovation & Technology
Bert Davis, Innovation & Technology

Explanation
- The City’s Technology Service Desk is a call center that offers a single point-of-contact for City employee inquiries and issues related to technology.
- The Service Desk functions 24 hours a day, seven days a week, 365 days per year providing technical support for enterprise applications, departmental applications, computers, telephones, and other network infrastructure.
- The Service Desk requires both the provision of professional services and the use of related software to perform effectively as company employees provide front line Service Desk assistance to City employees.
- The City has contracted these services out for over 15 years.
- On June 13, 2016, the City issued a Request for Proposal (RFP) for Technology Service Desk Services. In response to the RFP, the City received 13 proposals from interested service providers.
- Upon review, Intratek Computer, Inc. was selected based on qualifications, experience, cost, and responsiveness to RFP requirements.
- Estimated contract expenditures are $1,620,000 annually.

Charlotte Business INClusion
The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 of the Charlotte Business INClusion Policy). Intratek Computer Inc. has committed 20% ($322,675) of the total estimated annual contract amount to the following certified firms:
- Monarch Technologies (SBE) ($298,675 per year) (service desk staffing)
- Miles Technology Solutions (SBE) (estimated $24,000 per year) (special project staffing)

Fiscal Note
Funding: Innovation & Technology Operating Budget
Ongoing Software Maintenance and Support

Action:

A. Authorize the City Manager to negotiate and approve contracts with those companies listed in Attachment A to provide ongoing software maintenance and support for the software systems associated with each of the companies in Attachment A,

B. Authorize the City Manager to purchase maintenance and support for as long as the City uses the software, and

C. Authorize the City Manager to purchase such additional software licenses and services as needed from time to time to optimize the City’s use of the software, and to approve other amendments and contracts consistent with the City’s business needs and the purpose for which the contracts are approved, including price adjustments.

Staff Resource(s):
Jeffrey Stovall, Innovation & Technology

Explanation

- Innovation & Technology (I&T) is responsible for acquiring and maintaining numerous software applications citywide.
  - The portfolio of responsibility includes software and systems that facilitate service delivery for all City departments.
  - The diverse array of software that is supported includes, but is not limited to software for the City’s ERP system, Microsoft applications, database software, information security applications, and geographic information systems (GIS).
- I&T evaluates its software systems on an ongoing basis to identify competing products and potential cost savings. A substantial number of these software applications have remained in use at the City for a longer period of time than anticipated when the software was originally acquired.
- The City requires the continued use of the software described in Attachment A to ensure:
  - Continuous software updates provided with the purchase of ongoing maintenance and support; and
  - Continued functionality and security of the City’s applications.
- Due to the fact that each of the software related contracts listed in Attachment A require Council approval, I&T has determined that it would be most efficient to request approval in a single Council action rather than bringing a separate action for each software product.
- Approval is requested for the City Manager to purchase ongoing maintenance and support for as long as the City uses the software. This may be done by amendment to the original contract or by new contracts with the same or other vendors that may offer such services in the future.
- Aggregate expenditures for maintenance and support are estimated to be $947,022 per year,
Agenda #: 48. File #: 15-4422 Type: Consent Item

subject to adjustments as authorized by the contract or by the City Manager.

- Approval is also sought for the City Manager to purchase such additional software licenses, services, hosting, and hardware as needed from time to time to optimize the City’s use of the software.

Fiscal Note
Funding: Various Department Operating Budgets

Attachment
Attachment A - Maintenance Contract Workbook
## RCA for Ongoing Software Maintenance and Support for Multiple Systems
### Attachment A

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Service Description</th>
<th>Application/Software Type</th>
<th>Estimated Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bizodo, Inc. d/b/a Seamless Docs</td>
<td>Includes Seamless Docs, Wizards, Unlimited Submissions and eSignatures - Maintenance and Support</td>
<td>Form Development/Routing Application</td>
<td>$54,925</td>
</tr>
<tr>
<td>BMC Software Inc.</td>
<td>Atrium Discovery and Dependency Mapping Maintenance and Support</td>
<td>Network Security Application</td>
<td>$34,103</td>
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<tr>
<td>BMC Software Inc.</td>
<td>BMC Remedy Maintenance and Support</td>
<td>Helpdesk Application</td>
<td>$65,290</td>
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<tr>
<td>Computer Products Inc.</td>
<td>Omtool (Genefax) Software Maintenance/Support</td>
<td>Fax Application</td>
<td>$3,547</td>
</tr>
<tr>
<td>Cyber-Ark Software Inc.</td>
<td>PIM Enterprise Vault &amp; Additional EPV Users Software Maintenance &amp; Support</td>
<td>InfoSec Software</td>
<td>$11,000</td>
</tr>
<tr>
<td>DLT Solutions LLC</td>
<td>Google Maps API’s Premium Plan</td>
<td>Web Mapping Software API</td>
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**Annual Grand Total** $947,022
Refund of Property Taxes

Action: Adopt a resolution authorizing the refund of property taxes assessed through clerical or assessor error in the amount of $52,021.86.

Staff Resource(s): Sarah Richards, Management & Financial Services

Explanation
- Notification of Property Tax and Business Privilege License Tax refunds due to clerical or assessor error are provided to the City by Mecklenburg County.

Pearson Review Update
- In accordance with the ordinance approved by the City Council on August 25, 2014, and the North Carolina law, a list of refunds, which have been paid since the last City Council Business Meeting as a result of the Pearson Review, is available at the City Clerk’s Office.
- The amount of Pearson Review refunds paid since the last City Council Business Agenda Meeting on November 14, 2016, totaled $17,727.56.

Attachment
Taxpayers and Refunds Requested
Resolution
## Taxpayers and Refunds Requested

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A RESOLUTION AUTHORIZING THE REFUND OF PROPERTY TAXES

Reference is made to the schedule of "Taxpayers and Refunds Requested" attached to the Docket for consideration of the City Council. On the basis of that schedule, which is incorporated herein, the following facts are found:

1. The City-County Tax Collector has collected property taxes from the taxpayers set out on the list attached to the Docket.

2. The City-County Tax Collector has certified that those taxpayers have made proper demand in writing for refund of the amounts set out on the schedule within the required time limits.

3. The amounts listed on the schedule were collected through either a clerical or assessor error.

NOW, THEREFORE, BE RESOLVED by the City Council of the City of Charlotte, North Carolina, in regular session assembled this 28th day of November 2016 that those taxpayers listed on the schedule of "Taxpayers and Refunds Requested" be refunded in the amounts therein set up and that the schedule and this resolution be spread upon the minutes of this meeting.
Meeting Minutes

Action:
Approve the titles, motions, and votes reflected in the Clerk’s record as the minutes of:
  - November 7, 2016, Council Workshop and Citizens’ Forum

Staff Resource(s):
Stephanie Kelly, City Clerk’s Office
Property Transaction - 9120 W Steeleberry Drive

Action: Approve the following property acquisition.
Project: Airport Environmental Impact Statement Mitigation Land
Owner(s): Kenneth Honeycutt
Property Address: 9120 W Steeleberry Drive
Total Parcel Area: 2.03 acres
Property to be acquired by Easements: N/A
Structures/Improvements to be impacted: Single-family Home
Landscaping to be impacted: Trees and shrubs
Zoned: R-3
Use: Single-family Residential
Tax Code: 141-112-18
Purchase Price: $206,600 and all relocation benefits in compliance with federal, state, or local regulations.
Council District: N/A
Reference - Charlotte Business INClusion Policy

The following excerpts from the City’s Charlotte Business INClusion Policy are intended to provide further explanation for those agenda items which reference the Charlotte Business INClusion Policy in the business meeting agenda.

**Part A: Administration & Enforcement**

**Appendix Section 20: Contract:** For the purposes of establishing an MWSBE subcontracting goal on a Contract, the following are examples of contract types:

- Any agreement through which the City procures services from a Business Enterprise, other than Exempt Contracts.
- Contracts include agreements and purchase orders for (a) construction, re-construction, alteration and remodeling; (b) architectural work, engineering, surveying, testing, construction management and other professional services related to construction; and (c) services of any nature (including but not limited to general consulting and technology-related services), and (d) apparatus, supplies, goods or equipment.
- The term “Contract” shall also include Exempt Contracts for which an SBE, MBE or WBE Goal has been set.
- Financial Partner Agreements, Development Agreements, and Construction Manager-at-Risk Agreements shall also be deemed “Contracts,” but shall be subject to the provisions referenced in the respective Parts of the Charlotte Business INClusion Program Policy.

**Appendix Section 27: Exempt Contracts:** Contracts that fall within one or more of the following categories shall be “Exempt Contracts” from all aspects of the Charlotte Business INClusion Policy, unless the Department responsible for procuring the Contract decides otherwise:

**No Competitive Process Contracts:** Contracts or purchase orders that are entered into without a competitive process, or entered into based on a competitive process administered by an entity other than the City shall be Exempt Contracts, including but not limited to contracts that are entered into by sole sourcing, piggybacking, buying off the North Carolina State contract, buying from a competitive bidding group purchasing program as allowed under G.S. 143-129(e)(3), or using the emergency procurement procedures established by the North Carolina General Statutes.

**Managed Competition Contracts:** Managed competition contracts pursuant to which a City Department or division competes with Business Enterprises to perform a City function shall be Exempt Contracts.

**Real Estate Leasing and Acquisition Contracts:** Contracts for the acquisition or lease of real estate shall be Exempt Contracts.

**Federal Contracts Subject to DBE Requirements:** Contracts that are subject to the U.S. Department...
of Transportation Disadvantaged Business Enterprise Program as set forth in 49 CFR Part 26 or any successor legislation shall be Exempt Contracts.

**State Contracts Subject to MWBE Requirements:** Contracts for which a minority and women business participation goal is set pursuant to G.S. 143-128.2(a) due to a building project receiving funding from the State of North Carolina shall be Exempt Contracts.

**Financial Partner Agreements with DBE or MWBE Requirements:** Contracts that are subject to a disadvantaged business development program or minority and women business development program maintained by a Financial Partner shall be Exempt Contracts.

**Interlocal Agreements:** Contracts with other units of federal, state, or local government shall be Exempt Contracts.

**Contracts for Legal Services:** Contracts for legal services shall be Exempt Contracts, unless otherwise indicated by the City Attorney.

**Contracts with Waivers:** Contracts for which the SBO Program Manager or the City Manager waives the SBO Program requirements shall be Exempt Contracts (such as when there are no SBE subcontracting opportunities on a Contract).

**Special Exemptions:** Contracts where the Department and the Program Manager agree that the Department had no discretion to hire an SBE (e.g., emergency contracts or contracts for banking or insurance services) shall be Exempt Contracts.

**Appendix Section 35: Informal Contracts:** Contracts and purchase orders through which the City procures services from a Business Enterprise that fall within one of the following two categories:

**Construction Contracts Less Than or Equal To $500,000:**

**Service and Commodities Contracts That Are Less Than or Equal To $100,000:**

**Part B: Formal Construction Bidding**

**Part B: Section 2.1:** When the City Solicitation Documents for a Construction Contract contain an MWSBE Goal, each Bidder must either: (a) meet the MWSBE Goal, or (b) comply with the Good Faith Negotiation and Good Faith Efforts requirements. Failure to do so constitutes grounds for rejection of the Bid. The City Solicitation Documents will contain certain forms that Bidders must complete to document having met these requirements.

**Part B: Section 2.3:** No Goals When There Are No Subcontracting Opportunities. The City shall not establish Subcontracting Goals for Contracts where: a) there are no subcontracting opportunities identified for the Contract; or b) there are no SBEs, MBEs or WBEs (as applicable) to perform scopes of work or provide products or services that the City regards as realistic opportunities for subcontracting.

**Part C: Services Procurement**

**Part C: Section 2.1:** When the City Solicitation Documents for a Service Contract do not contain an SBE Goal, each Proposer must negotiate in good faith with each MWSBE that responds to the Proposer’s solicitations and each MWSBE that contacts the Proposer on its own accord. Additionally, the City may negotiate a Committed SBE Goal with the successful Proposer after the Proposal Opening.

**Part C: Section 2.1:** No Goal When There Are No MWSBE Subcontracting Opportunities. The City shall not establish an MWSBE Goal for Service Contracts where there are no MWSBEs certified to perform the
scopes of work that the City regards as realistic opportunities for subcontracting.

**Part D: Post Contract Award Requirements**

**Part D: Section 6: New Subcontractor Opportunities/Additions to Scope, Contract Amendments**

If a Contractor elects to subcontract any portion of a Contract that the Contractor did not previously identify to the City as a subcontracting opportunity, or if the scope of work on a Contract increases for any reason in a manner that creates a new MWSBE subcontracting opportunity, the City shall either:

- Notify the Contractor that there will be no Supplemental MWSBE Goal for the new work; or
- Establish and notify the Contractor of a Supplemental MWSBE Goal for the new work.
Reference - Property Transaction Process

Property Transaction Process Following Council Approval for Condemnation

The following overview is intended to provide further explanation for the process of property transactions that are approved by City Council for condemnation.

Approximately six weeks of preparatory work is required before the condemnation lawsuit is filed. During this time, City staff continues to negotiate with the property owner in an effort to reach a mutual settlement.

- If a settlement is reached, the condemnation process is stopped, and the property transaction proceeds to a real estate closing.
- If a settlement cannot be reached, the condemnation lawsuit is filed. Even after filing, negotiations continue between the property owner and the City’s legal representative. Filing of the condemnation documents allows:
  - The City to gain access and title to the subject property so the capital project can proceed on schedule.
  - The City to deposit the appraised value of the property in an escrow account with the Clerk of Court. These funds may be withdrawn by the property owner immediately upon filing, and at any time thereafter, with the understanding that additional funds transfer may be required at the time of final settlement or at the conclusion of litigation.

- If a condemnation lawsuit is filed, the final trial may not occur for 18 to 24 months; however, a vast majority of the cases settle prior to final trial. The City’s condemnation attorney remains actively engaged with the property owner to continue negotiations throughout litigation.
  - North Carolina law requires that all condemnation cases go through formal non-binding mediation, at which an independent certified mediator attempts to facilitate a successful settlement. For the minority of cases that do not settle, the property owner has the right to a trial by judge or jury in order to determine the amount of compensation the property owner will receive.
Reference - Property Acquisitions and Condemnations

- The City has negotiated in good faith to acquire the properties set forth below.
- For acquisitions, the property owner and staff have agreed on a price based on appraisals and/or estimates.
- In the case of condemnations, the value was established by an independent, certified appraisal followed by a third-party appraisal review.
- Real Estate staff diligently attempts to contact all property owners by:
  - Sending introductory letters via regular and certified mail,
  - Making several site visits,
  - Leaving door hangers and business cards,
  - Seeking information from neighbors,
  - Searching the internet,
  - Obtaining title abstracts, and
  - Leave voice messages.
- For most condemnation cases, City staff and the property owner(s) have been unable to reach a settlement. In some cases, condemnation is necessary to ensure a clear title to the property.
- If the City Council approves the resolutions, the City Attorney’s office will initiate condemnation proceedings. As part of the condemnation process, real estate staff and the City Attorney’s Office will continue to negotiate, including court-mandated mediation, in an attempt to resolve the matter. Most condemnation cases are settled by the parties prior to going to court.
- If a settlement cannot be reached, the case will proceed to a trial before a judge or jury to determine “just compensation.”
- Full text of each resolution is on file with the City Clerk’s Office.
- The definition of easement is a right created by grant, reservation, agreement, prescription, or necessary implication, which one has in the land of another, it is either for the benefit of land, such as right to cross A to get to B, or “in gross,” such as public utility easement.
- The definition of fee simple is an estate under which the owner is entitled to unrestricted powers to dispose of the property, and which can be left by will or inherited, commonly, synonym for ownership.