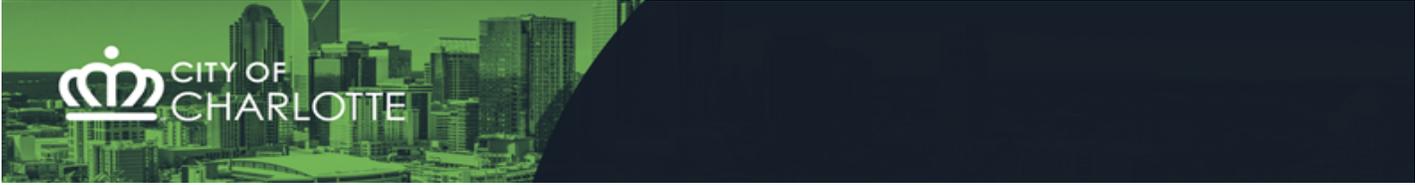


# **Budget, Governance and Intergovernmental Relations**

Boards & Commissions Review Packet





# Overview

This packet includes information on boards and commissions that are aligned with the Budget, Governance and Intergovernmental Relations committee. An overview information sheet, annual report for 2022, and board member responses to the boards and commissions questionnaire are included for each of these boards and commissions housed in the city. Annual reports are included for boards and commissions that are external or housed in the county. The complete boards and commissions questionnaire report is also included for reference.

## Table of Contents

- Bechtler Arts Foundation Board (External)..... 1
- Charlotte Equitable Development Commission (City).....4
- Charlotte-Mecklenburg Public Access Corporation (External) ..... 10
- Firefighters' Relief Board of Trustees\* (City-Public-Autonomous)..... 16
- Mint Museum Board of Trustees (External).....23
- Privatization / Competition Advisory Committee (City) ..... 26
- Appendix I – Boards and Commissions Questionnaire Results .....32

\*Regulatory or quasi-judicial functions



**BECHTLER ARTS  
FOUNDATION BOARD**

**Committee Name: Bechtler Museum of Modern Art**

Period of time this report covers: January 1 thru December 1, 2022

Board Chair: Jessica Churchill

**Committee Members:**

Name	Term Period	Special Category
Selma Fox	Thru 6/30/22 -resigned 3/22	
Margaret Switzer	Thru 6/30/23	
Sam Spencer	Thru 6/30/24	
Elizabeth Kowalski	Thru 6/30/25	

**The main goals and objectives for the Committee:**

1. Provide governance for the Bechtler Museum of Modern Art
2. Provide fiduciary oversight of the Bechtler Museum of Modern Art
3. Evaluate the museum’s executive director on an annual basis

**Charges or tasks of the Committee (Action items for the reporting year)**

None

**Summary of accomplishments:**

1. Premiered two world-class exhibitions of modern and contemporary art.
2. Restructured operations for better efficiencies of personnel and programs
3. Revamped Finance and HR procedures and policies.
4. Filled key senior level positions through local and national searches.

**List of activities in progress including upcoming events/discussions:**

1. A new strategic plan will be written in 2023
2. Continued work on the new exhibition and educational programs
3. A new website and visual identity will be launched

**Issues that need to be addressed:**

None

**Recommendations to the City Council:**

None

**CHARLOTTE  
EQUITABLE  
DEVELOPMENT  
COMMISSION**

## Charlotte Equitable Development Commission

**Year Established:** 2021 (to be sunset on 06.30.2024)

**Authority provided by:** [06.21.2021 Adoption of the Charlotte Future 2040 Comprehensive Plan by City Council Resolution.](#)

**City Department:** Department of Strategy and Budget

**Charge:**

The Charlotte Equitable Development Commission was created with the adoption of the Future Charlotte 2040 Comprehensive Plan by City Council resolution on June 21, 2021. The Commission is charged with advising in the assessment of infrastructure throughout the city and recommending strategies that balance equitable investments in areas most in need, including areas with absent and insufficient facilities, areas growing fastest, and areas targeted for growth. The Commission will work with the Office of Strategy and Budget to provide input on the development and/or implementation of the city’s proposed Capital Investment Plan. The Commission will provide regular updates to the Budget, Governance, and Intergovernmental Relations Committee.

**Details on appointments, attendance, and resignations (The attendance and resignation data pertain solely to appointments made by the city council and the mayor):**

Total # of Appts	# Mayor Appts	# CLTCC Appts	2022 - # Failed Attendance	2022 - # Resignations
9	3	6	2	1

**Reasons given for resignations:**

- Conflict of interest (1)

**Staff Advisor Questionnaire Responses**

**On average, how many hours per month of city staff time are spent in support of this board?**

16 hours (includes preparing materials, planning meetings, attending meetings, compiling minutes)

**Briefly describe how this board’s current work is aligned with or related to city services.**

CEDC is working to provide Council with recommendations to help ensure infrastructure investments are made equitably across the city with a focus on more fully engaging the community and educating the public on the related processes and tools available.

**Committee Name: Charlotte Equitable Development Commission**

Period of time this report covers: January 2022-December 2022

Committee Chair: Caleb Theodros

**Committee Members:**

Name	Term Period	Special Category
Caleb Theodros	1 <sup>st</sup> Term	Mayor Appointed
William Hughes	1 <sup>st</sup> Term	Mayor Appointed
Angela Carlson	1 <sup>st</sup> Term	Mayor Appointed
Jordan Brooks-Adams	1 <sup>st</sup> Term	
Mattie Marshall	1 <sup>st</sup> Term	
Carolyn Millen	1 <sup>st</sup> Term	
Nadia Anderson	Partial Term	
Trevor Melito	Partial Term	
Richard Satrick	1 <sup>st</sup> Term	

**The main goals and objectives for the Committee:**

The biggest focus of the commission is fostering an environment of consistent, intentional, and equitable engagement around major city initiatives. While the city does engage residents for various projects and initiatives, there are opportunities to support and advise in the development of an engagement framework that will provide guidance across all city departments. This focus directly relates to the charge for the CEDC in that consistent, intentional, and equitable engagement will ensure that infrastructure investment strategies will truly reflect the needs of all segments within our diverse community.

**Charges or tasks of the Committee (Action items for the reporting year)**

Advising in the assessment of infrastructure throughout the city and recommending strategies that balance equitable investments in areas most in need, including areas with absent and insufficient facilities, areas growing fastest, and areas targeted for growth

**Summary of accomplishments:**

1. Provided input for Equity Tool which was adopted by City Council on October 24, 2022, and is being used during the FY24 budget process
2. Provided input for the Strategic Mobility Plan
3. Received updates on the Corridors of Opportunity and 2040 Comprehensive Plan

**List of activities in progress including upcoming events/discussions:**

1. Developing Community Engagement framework in partnership with the Housing & Neighborhood Services department
2. The CEDC and Nest Commission will host a joint meeting to discuss focus areas and opportunities for collaboration in February 2023.

**Issues that need to be addressed:**

Continuing to seek innovative solutions and outreach methods as our community and technology tools continue to evolve.

**Recommendations to the City Council:**

The committee is working through the development of recommendations that will help to ensure all voices are heard and their input considered when developing infrastructure plans and projects.

**Charlotte Equitable Development Commission**

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**Total Responses: 5****What is your position with your advisory board(s)?**

- 4- Member
- 1- Unknown

**How satisfied are you with your experience serving on an advisory board(s)?**

- 1- Very satisfied
- 3- Somewhat satisfied
- 1- Unknown

**Are expectations clear for the duties of the advisory board(s) for which you were appointed?**

- 4- Somewhat clear
- 1- Unknown

**Are adequate information and resources provided to assist you in performing your advisory board duties?**

- 3- Very adequate
- 1- Somewhat adequate
- 1- Unknown

**For which of the following areas do you/your advisory board(s) need additional support?**

- 2- I don't need additional support in any of these areas
- 1- Increased flexibility with meeting schedules
- 2- Regular interaction with your advisory board's assigned city council committee

**Which of following goals are important to the advisory board(s) for which you are serving?**

- 2- Engaging the public as partners in the process of governing the City of Charlotte
- 2- Gathering information and perspectives to assist Council in governing and decision making
- 2- Tapping into the expertise of the public as subject matter experts
- 3- Linking to other resources and groups interested in addressing community issues
- 1- Improving communication between elected officials and the public
- 1- Expanding the public understanding of how local government works
- 1- Making the governing process more transparent

**How successful are advisory boards at attracting members from diverse backgrounds?**

- 2- Very successful
-

- 1- Quite successful
- 1- Neutral
- 1- Unknown

**What groups do you think are missing from advisory boards?**

- 1- Students
- 1- Young families and/or single parents
- 3- Younger people (sub-30)
- 1- Unknown

**Please describe a typical meeting of your advisory board. For example, do you have a regular meeting schedule, how frequently do you meet, does someone produce a formal agenda, how well attended are meetings?**

" Meetings seem to be well attended, meet very often, there is always an agenda. "

"The CEDC meets monthly. The agenda is set by our chair and staff and our meetings are well attended. We are in the initial stages of our work as a commission, so we are building framework for this group and our work."

" For CEDC there isn't a regular schedule; it would help to have one rather than having staff send emails every month. There typically is an agenda. Meetings are not well attended."

"We meet once per month. There is a formal agenda. Attendance for this new commission started off well but tapered over the summer."

**Please provide any additional feedback on your experience on a City of Charlotte Advisory Board.**

"I wish we were more proactive about finding ideas to fill gaps in addition to learning what staff are doing now. Identifying and filling gaps seems essential, but we haven't done much of this after nearly one year."

**CHARLOTTE  
MECKLENBURG  
PUBLIC ACCESS  
CORPORATION**

**Committee Name: Charlotte Mecklenburg Public Access Corporation**

Period of time this report covers: July 2021– June, 2022

Committee Chair: Tommy Nichols

**Committee Members:**

Name	Term Period	Special Category
Nicole Arnold	June 30, 2022	
Tyrome Davis	June 30, 2024	
Jakob Gattinger	June 30, 2023	
Theresa Halsey	June 30, 2022	
Jamal Harvey	June 30, 2022	
Pamela McCarter	June 30, 2023	
Keema Mingo	June 30, 2022	Appointed by CMPAC Board
Tommy Nichols	June 30, 2023	Appointed by Mayor Lyles
Edward Pickett	June 30, 2022	Appointed by Mayor Lyles
Lincoln Scott	June 30, 2022	Appointed by CMPAC Board
John Tartt	June 30, 2023	
Earl Wright	June 30, 2023	

**The main goals and objectives for the Committee:**

1. Charlotte Mecklenburg Public Access Corporation (CMPAC) was created to manage and operate ACCESS 21 on the Time Warner Cable and AT&T U-verse systems in Charlotte and Mecklenburg County.

2. Our mission is to provide facilities and education that welcome and accommodate individuals to create and submit programming that expresses diverse opinions, talents, activities, and interests in the Charlotte metropolitan area through non-commercial open access television.

3. The facilities and services of ACCESS 21 are available for use by residents of Mecklenburg County, North Carolina, on a first-come, first-considered, non-discriminatory basis upon the completion of all requirements as established by the Board of Directors.

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4. CMPAC will not exercise control over content of a program except as described in the regulations. However, CMPAC reserves the right to review any program to ensure that ACCESS 21 transmits a reasonable level of technical quality and permitted content.

5. All CMPAC programs must be produced and/or submitted by a Mecklenburg County resident.

### **Charges or tasks of the Committee (Action items for the reporting year)**

The Board will continue to work with staff to ensure that Charlotteans have the most up-to-date facilities and training to produce quality community-based programming. The facility will continue to serve as a platform for all Charlotteans to express themselves, share information and highlight their talents with their fellow citizens.

### **Summary of accomplishments:**

As the COVID pandemic continued to subside, 2021 provided CMPAC the opportunity to welcome producers back into the facility.

Determined to provide necessary services to our members and the community, we continue to develop a series of instructional opportunities, using Zoom and our video-on-demand service, to teach community producers how to create their programs while being unable to come to the facility. These opportunities were available live in real time, or on the Access 21 website for members to view at their convenience. As a result, new programming is continually being created despite many of our community producers desiring to remain at home.

Access 21 continues to run important public service announcements from local, state and federal agencies to keep the community informed with the latest important information.

In addition, we resumed our local non-profit public service announcement workshop where staff worked along side local organizations to produce PSAs regarding their local services. More than 400 local non-profits were invited to participate.

Producers can now create podcasts using our new podcast studio in addition to their regular television programs to communicate with their fellow Charlotteans. New classes were developed to educate members on how to use the podcasting equipment and how to create an effective podcast. Producers can create both audio and video podcasts in this space.

We continue to offer the community classes in video production, video editing, lighting, audio, set design and a myriad of other topics which we believe will enable our community producers to create valuable programming for Charlotte Mecklenburg.

Our video-on-demand service allows not only Charlotte residents, but viewers from around the world to enjoy programming created right here in Charlotte. Viewers from all 50 states, as well as 109 foreign countries have watched programming created by our local community producers. They are highlighting for the world the wonderful community that we are privileged to live in

Ongoing support of City Council has been vital for the success of Access 21.

**List of activities in progress including upcoming events/discussions:**

CMPAC is very proud of our ongoing college internship program. We have had the privilege of welcoming several college students to work at the facility for a 10 to 12-week period. This opportunity gives these students real hands-on experience that they can use in their search for employment in the video industry. We also have had the ability to hire some of these interns as part-time Studio Coordinators. Our community producers continue to express their gratitude for these interns and the meaningful relationships they have had with them.

In addition, staff continues to develop educational opportunities to keep the community informed as to the latest technologies and endeavors to keep the facility as modernized as possible.

**Issues that need to be addressed:**

As Council is aware, CMPAC is funded through the video sales tax established in the Video Services Competition Act of 2007. CMPAC receives 6.6% of receipts distributed by the state from the video sales tax. Unfortunately, the VSCA did not anticipate the rise in on-line video streaming services like Netflix and Hulu. Although these are obvious video services, they are not subject to the video sales tax established in the VSCA.

With the popularity of these streaming services, and the continuing trend toward cord-cutting of traditional cable services, the City has realized a decrease in tax receipts and as a result, CMPAC has suffered a 12% decrease in funding since 2018.

The organization has made budgetary adjustments over the past few years to compensate for this reduction, but we are getting to the point where that is becoming more difficult to do and maintain the same level of service to the community.

**Recommendations to the City Council:**

As a result of the Video Services Competition Act not including a provision that provides video streaming services liable for collection of the video sales tax, the state of North

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Carolina and all of its municipalities are losing millions of dollars in potential revenue streams.

We would like to respectfully suggest that the City, through the North Carolina League of Municipalities, draft amending legislation to the VSCA making video streaming services subject to the video sales tax. These streaming services can not deliver their products without the use of the public rights-of-way and should be subject to the same video tax as traditional video providers.

We would be happy to provide any assistance with this effort.

**FIREFIGHTERS'  
RELIEF FUND  
BOARD OF  
TRUSTEES**

## Firefighters' Relief Fund Board of Trustees

**Year Established:** Unknown

**Authority provided by:** [NC General Statute § 58-84-30](#)

**City Department:** Charlotte Fire Department

**Charge:**

Under provisions of State Statutes, fire insurance companies in qualifying municipalities are taxed annually a percentage of premiums received for all fire and lightning policies written on property located within their respective city limits. A portion of such is returned to the municipality by the Insurance Commissioner to be used to safeguard firemen in active service from financial loss occasioned by sickness or injury contracted in the line of duty, and to provide reasonable support for dependents of firemen whose lives are lost as a result of fire services. This Board administers those funds.

**Details on appointments, attendance, and resignations (The attendance and resignation data pertain solely to appointments made by the city council and the mayor):**

Total # of Appts	# Mayor Appts	# CLTCC Appts	2022 - # Failed Attendance	2022 - # Resignations
5	1	1	0	0

**Staff Advisor Questionnaire Responses**

**On average, how many hours per month of city staff time are spent in support of this board?**

This varies tremendously based on the number of requests for assistance that we receive. I would say I average 5-10 hours per month.

**Briefly describe how this board's current work is aligned with or related to city services.**

The Firefighters' Relief Fund provides assistance to personnel of the CFD experiencing extreme financial strain.

**Committee Name:** Firefighter's Relief Fund

Period of time this report covers: January 1, 2022-December 31, 2022

Committee Chair: Captain James Stikeleather

**Committee Members:**

Name	Term Period	Special Category
James Stikeleather	Per the NCAFC, the Firefighter's Relief Fund Board members do not have term periods.	May serve until their resignation or until the department holds an election to replace them (NCGS58-84-30)
Luther Fincher	Per the NCAFC, the Firefighter's Relief Fund Board members do not have term periods.	Appointed by the Insurance Commissioner and serves at the Commissioner's pleasure, therefore he has no term period.
Robert Honeycutt	Per the NCAFC, the Firefighter's Relief Fund Board members do not have term periods.	Appointed by Mayor
Tom Lineberger	Per the NCAFC, the Firefighter's Relief Fund Board members do not have term periods.	Appointed by City Council
W. Adam Tobias	Per the NCAFC, the Firefighter's Relief Fund Board members do not have term periods.	May serve until their resignation or until the department holds an election to replace them (NCGS58-84-30)

**The main goals and objectives for the Committee:**

1. Manage local relief funds as prudent trustees of the funds.
2. Distribute the funds pursuant to NCGS 58-84-35
3. Keep account of all money and provide reports to the North Carolina State Firefighters' Association

**Charges or tasks of the Committee (Action items for the reporting year)**

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Provide relief for in need members, maintain retiree benefits, provide support for mental health counseling for members.

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**Summary of accomplishments:**

1. Provide relief for members in need.
2. Maintain retiree benefits
3. Provide support for mental health counseling for members

**List of activities in progress including upcoming events/discussions:**

1. December 2022 Regular Meeting
2. February 2023 Regular Meeting
3. April 2023 Regular Meeting

**Issues that need to be addressed:**

N/A

**Recommendations to the City Council:**

N/A

**Firefighters' Relief Board of Trustees**

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**Total Responses: 2****What is your position with your advisory board(s)?**

- 1- Other
- 1- Unknown

**How satisfied are you with your experience serving on an advisory board(s)?**

- 2- Very satisfied

**Are expectations clear for the duties of the advisory board(s) for which you were appointed?**

- 2- Very clear

**Are adequate information and resources provided to assist you in performing your advisory board duties?**

- 2- Very adequate

**For which of the following areas do you/your advisory board(s) need additional support? (select all that apply)**

- 1- I don't need additional support in any of these areas

**Which of following goals are important to the advisory board(s) for which you are serving? (select all that apply)**

- 1- Other

**How successful are advisory boards at attracting members from diverse backgrounds?**

- 1- Neutral

**What groups do you think are missing from advisory boards? (select all that apply)**

- 1- None

**Please describe a typical meeting of your advisory board. For example, do you have a regular meeting schedule, how frequently do you meet, does someone produce a formal agenda, how well attended are meetings?**

"We meet every other month normally on the second Wednesday at 11:00. Most of the time all members are present."

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**Please provide any additional feedback on your experience on a City of Charlotte Advisory Board.**

“I am glad to help the Fire Department help it's members.”

# **MINT MUSEUM BOARD OF TRUSTEES**

**Committee Name:** Mint Board of Trustees

Period of time this report covers: July 1, 2021 to June 30, 2022

Committee Chair: Natalie Frazier Allen

**Committee Members:**

Name	Term Period (July 1 - June 30)	Special Category
Natalie Frazier Allen	2019 - 2024	Chair
Sean Jones	2018 - 2023	Immediate Past Chair
Toni Kendrick	2018 - 2023	Secretary
Milton Prime	2018 - 2024*	Treasury
Rocky Trenkelbach	2018 - 2025**	City Council Appointee

\*extended one year as incoming chair

\*\*first term was partial

**The main goals and objectives for the Committee:**

1. for visitors to be inspired and transformed through the power of art
2. manage the business, affairs, and policies of the institution
3. oversee institution's service to the community while protecting and enhancing its programs

**Charges or tasks of the Committee (Action items for the reporting year)**

Find and/or provide fiscal support for funding Picasso Landscapes: Out of Bounds exhibition

**Summary of accomplishments:**

1. raised money to bring Picasso Landscapes: Out of Bounds to the Mint in 2023
2. trained top level supervisors with Leadership Coaching
3. opened American Made exhibition which was toured by a former President of the United States

**List of activities in progress including upcoming events/discussions:**

1. Picasso Landscapes: Out of Bounds opening February 11, 2023
2. Hosting Association of Art Museum Directors conference, March -- April
3. Collaborating with multiple cultural organizations to widen the Picasso experience

**Issues that need to be addressed:**

The second city-appointed Trustee seat is vacant. Mayor Lyles was planning to appoint one of the City Council members to sit on our Board

**Recommendations to the City Council:**

Please select a City Council member to sit on the Mint Museum's Board of Trustees

**PRIVATIZATION/  
COMPETITION  
ADVISORY  
COMMITTEE**

## Privatization/ Competition Advisory Committee

**Year Established:** 1993

**Authority provided by:** [City Council Action on November 22, 1993.](#)

**City Department:** City Finance Department

**Charge:**

The 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;
- Assisting and advising the City on issues in implementing the goals and processes adopted by City Council, with a focus on ensuring effectiveness and efficiency in operations as well as economic viability in areas such as services contracting and asset management;
- Advising both the City Council and the City Manager on matters regarding privatization, competition and operational efficiency including review of procurement and contracting processes and recommendation for local legislation to modify such systems; and,
- Acting as a resource regarding concerns about the fairness of any bidding processes.

The committee was initially comprised of nine members but was expanded to 11 members by Council action on 11.25.1996.

**Details on appointments, attendance, and resignations (The attendance and resignation data pertain solely to appointments made by the city council and the mayor):**

Total # of Appts	# Mayor Appts	# CLTCC Appts	2022 - # Failed Attendance	2022 - # Resignations
11	3	8	0	2

**Reasons given for resignations:**

- Personal (job) (1)
- No reason provided (1)

**Staff Advisor Questionnaire Responses**

**On average, how many hours per month of city staff time are spent in support of this board?**

Approximately 50-60 hours per month.

**Briefly describe how this board's current work is aligned with or related to city services.**

In March 2022, the PCAC submitted a "Request for Consideration" to Mayor and Council for a revision of the charge of the PCAC, as well as any changes in the number and qualifications of committee members required to align with the revised charge. This request included background information to support this revision. The PCAC noted that while the committee has evolved in its purpose over the approximate 30 years of its existence, the primary purpose behind the creation of the committee was the City of Charlotte's reorganization and focus on managed competition in the early 1990's. Since the committee's creation, the city's focus on managed competition has changed. The PCAC understands that the city remains committed to efficient and effective operating principles, however, the original methodology for deciding what functions to perform has become unnecessary and unsustainable. Over time, as the city's business has evolved and changed, the number of engagement opportunities and review projects that align with the PCAC's current charge have decreased and, therefore, so has the workload and productivity of the committee.

In the request, the committee noted that if the Mayor and City Council do not believe that consideration of altering the charge of the committee is appropriate, the PCAC would suggest that review by the Budget & Governance Committee (now BGIR), or the committee most closely aligned with the work of the PCAC, is needed to better evaluate the purpose and effectiveness of the committee and to help the committee better understand the Mayor and City Council's expectations for the PCAC into the future.

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**Privatization/Competition Advisory Committee**

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**Total Responses: 3****What is your position with your advisory board(s)?**

- 1- Chair
- 1- Vice Chair
- 1- Member

**How satisfied are you with your experience serving on an advisory board(s)?**

- 1- Very satisfied
- 1- Somewhat satisfied
- 1- Somewhat dissatisfied

**Are expectations clear for the duties of the advisory board(s) for which you were appointed?**

- 2- Somewhat clear
- 1- Somewhat unclear

**Are adequate information and resources provided to assist you in performing your advisory board duties?**

- 2- Very adequate
- 1- Very inadequate

**For which of the following areas do you/your advisory board(s) need additional support? (select all that apply)**

- 2- Improved onboarding (review of guidelines, training, etc.)
- 1- Increased engagement in recruitment of new members
- 3- Regular interaction with your advisory board's assigned city council committee
- 1- Other – Direction regarding priorities from Council and staff

**Which of following goals are important to the advisory board(s) for which you are serving? (select all that apply)**

- 2- Tapping into the expertise of the public as subject matter experts
- 2- Engaging the public as partners in the process of governing the City of Charlotte
- 1- Linking to other resources and groups interested in addressing community issues
- 1- Gathering information and perspectives to assist Council in governing and decision-making
- 1- Making the governing process more transparent
- 2- Improving communication between elected officials and the public
- 1- Expanding the public understanding of how local government works

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**How successful are advisory boards at attracting members from diverse backgrounds?**

- 1- Very successful
- 2- Somewhat successful

**What groups do you think are missing from advisory boards? (select all that apply)**

- 2- Younger people (sub-30)
- 1- Racial/ethnic minorities
- 2- Low-to-moderate income residents
- 1- None

**Please describe a typical meeting of your advisory board. For example, do you have a regular meeting schedule, how frequently do you meet, does someone produce a formal agenda, how well attended are meetings?**

“we have a regular monthly meeting, the chair and vice chair have established a meeting with our city rep prior to our full committee meeting to establish an agenda, our meetings are well attended by committee members and those city staff who contribute.”

“Meet Monthly. Could use quicker follow up on items requested by the PCAC so we are prepared to address before each meeting. Usually get info a day or so before the meeting.”

“Our committee meets monthly and includes members of City staff. We are often seeking direction regarding areas where we can help, along with data and information from various departments within the City. Meetings are generally well attended.”

**Please provide any additional feedback on your experience on a City of Charlotte Advisory Board.**

“I think the connection of committee work to the work of the city staff/departments, as well as city council, is a meaningful role they play success.”

“It appears the PCAC will be disbanded by a vote of the City Council in November as it is no longer deemed necessary. We spent almost two years on a report regarding the City of Charlotte owned cemeteries and as far as we know it was not even read by any member of the City Council and none of the recommendations will be considered by them. It appears to have been a waste of everyone's time even though the PCAC felt there were changes that could benefit the city. There are some really great people on the city staff who worked with us on this project and it was clear they know their business very well. They agreed to implement some of the changes we recommended and didn't need City Council approval to do so which is fine. This committee has the potential to take on more and higher profile reviews of projects that require a partnership with the city and private industry or more importantly an unbiased look into services that might be better handled by the city exclusively or by private industry or by a partnership between the two. I hope reconsideration is given to the dissolution of this committee. Kudos to the staff assigned to us for their responsiveness and work with us over the last couple of years. ; See other comments.”

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“The pace of activity is often much slower than in private sector work. City staff, while participative, doesn't always appear to welcome our involvement. The committee membership often questions its value, and thinks that it doesn't have clear direction from Council, or that its work is reviewed by Council.”

# CITY OF CHARLOTTE

## **Advisory Boards and Commissions Questionnaire Results**

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## Table of Contents

Introduction .....	2
Council Committees and Advisory Boards and Commissions Alignment .....	3
Questionnaire Results .....	4
Question 1: What advisory board(s) are you serving on? .....	4
Question 2: What is your position with your advisory board(s)? .....	5
Question 3: How satisfied are you with your experience serving on an advisory board(s)? .....	5
Question 4: Are expectations clear for the duties of the advisory board(s) for which you were appointed? .....	5
Question 5: Are adequate information and resources provided to assist you in performing your advisory board duties? .....	6
Question 6: For which of the following areas do you/your advisory board(s) need additional support? (Select all that apply) .....	6
Question 7: Which of the following goals were important to the advisory board(s) for which you are serving? (Select all that apply) .....	7
Question 8: How successful are advisory boards at attracting members from diverse backgrounds? .....	7
Question 9: What groups do you think are missing from advisory boards? .....	8
Question 10: Please describe a typical meeting of your advisory board. For example, do you have a regular meeting schedule, how frequently do you meet, does someone produce a formal agenda, how well attended are meetings? .....	8
Question 11: Please provide any additional feedback on your experience on a City of Charlotte Advisory Board. ....	9

## Introduction

The City of Charlotte encourages participation by its residents in city government through service on city-appointed boards and commissions. The City of Charlotte currently has 36 active boards and commissions that are comprised of approximately 447 volunteer seats. Serving on a board is an opportunity to collaborate with local government and to help shape decisions and policies that impact the community. A more in-depth overview boards and commissions' policies and guidelines can be found on the City Clerk's [webpage](#). Each City of Charlotte advisory board or commission is aligned with a specific City Council Committee and provides Council with an annual report through the Clerk's Office. Reports are available for review in January.

At the September 12, 2022 City Council Business Meeting, after council discussion, Mayor Lyles referred the review of boards and commissions to all council committees. Council committees are to assess and make recommendations specific to each of the boards and commissions and their continued purpose moving forward, or restructure, or disbandment.

To assist committees in their review and to obtain feedback from board and commission members, on October 10<sup>th</sup>, the Office of the Mayor, in collaboration with the Office of the City Clerk, distributed a *City of Charlotte Advisory Board Questionnaire* via e-mail to board and commission members. The survey was open until October 28<sup>th</sup> and received 150 responses and 92 individual comments.

To follow is an overview of the results from all participants in the survey. Board/commission specific results have also been provided to each staff liaison.

The questionnaire is by no means a scientific measurement tool; however, it serves as an important method of capturing input and providing an additional means for feedback from board and commission members on their experiences, observations, and opinions. The questionnaire was designed to take approximately 10 minutes to complete. In addition to standard questions, participants also had the opportunity to provide individualized comments.

## Council Committees and Advisory Boards and Commissions Alignment

### *Budget, Governance and Intergovernmental Relations*

Bechtler Arts Foundation Board

Charlotte-Mecklenburg Public Access Corporation

Charlotte Equitable Development Commission

Mint Museum Board of Trustees

Firefighters' Relief Board of Trustees

Privatization/Competition Advisory Committee

### *Jobs and Economic Development*

Arts and Culture Advisory Board

Charlotte Regional Visitors Authority

Business Advisory Committee

Public Art Commission

Charlotte Business Inclusion Advisory Committee

NASCAR Hall of Fame Advisory Committee

Charlotte International Cabinet

### *Housing, Safety and Community*

Charlotte Area Fund

INLIVIAN

Charlotte Neighborhood Equity and Stabilization  
Commission (Charlotte's NEST)

Housing Appeals Board

Citizens Review Board

Neighborhood Matching Grants Fund

Civil Service Board

Passenger Vehicle for Hire Board

Community Relations Committee

Keep Charlotte Beautiful

Domestic Violence Advisory Board

Waste Management Advisory Board

### *Transportation, Planning and Development*

Alternative Compliance Review Committee

Historic Landmarks Commission

Bicycle Advisory Committee

Planning Commission

Charlotte Tree Advisory Commission

Storm Water Advisory Committee

Charlotte Water Advisory Committee

Transit Services Advisory Committee

Citizens Transit Advisory Group

Zoning Board of Adjustment

Historic District Commission

## Questionnaire Results

### Question 1: What advisory board(s) are you serving on?

<b>Charlotte-Mecklenburg Community Relations Committee</b> (19 respondents out of 24 mayor or council appointees) <sup>1</sup>	<b>Planning Commission</b> (5 respondents out of 7 mayor or council appointees) <sup>1</sup>	<b>Domestic Violence Advisory Committee</b> (2 respondents out of 6 mayor or council appointees) <sup>2</sup>
<b>Keep Charlotte Beautiful</b> (13 respondents out of 20 mayor or council appointees) <sup>1</sup>	<b>Storm Water Advisory Committee</b> (4 respondents out of 3 mayor or council appointees) <sup>2</sup>	<b>Firefighters' Relief Board of Trustees</b> (2 respondents out of 2 mayor or council appointees) <sup>1</sup>
<b>Charlotte Business INclusion (CBI) Advisory Committee</b> (9 respondents out of 16 mayor or council appointees) <sup>1</sup>	<b>Zoning Board of Adjustment</b> (4 respondents out of 7 mayor or council appointees) <sup>1</sup>	<b>Bechtler Arts Foundation Board</b> (1 respondent out of 3 mayor or council appointees) <sup>3</sup>
<b>Historic District Commission</b> (9 respondents out of 13 mayor or council appointees) <sup>1</sup>	<b>Alternative Compliance Review Committee</b> (3 respondents out of 9 mayor or council appointees) <sup>1</sup>	<b>Charlotte Area Fund Board of Directors</b> (1 respondent out of 3 appointments made by Mayor or Council) <sup>3</sup>
<b>Citizens Transit Advisory Group</b> (8 respondents out of 3 appointees by mayor or council) <sup>1</sup>	<b>Charlotte Tree Advisory Commission</b> (3 respondents out of 10 mayor or council appointees) <sup>1</sup>	<b>Housing Appeals Board</b> (1 respondent out of 5 mayor or council appointees) <sup>1</sup>
<b>Charlotte International Cabinet</b> (7 respondents out of 21 mayor or council appointees) <sup>1</sup>	<b>Privatization/Competition Advisory Committee</b> (3 respondents out of 11 mayor or council appointees) <sup>1</sup>	<b>INLIVIAN</b> (1 respondent out of 7 mayor or council appointees) <sup>3</sup>
<b>Charlotte Regional Visitors Authority</b> (7 respondents out of 13 mayor or council appointees) <sup>3</sup>	<b>Transit Services Advisory Committee</b> (3 respondents out of 8 mayor or council appointees) <sup>1</sup>	<b>Mint Museum Board of Trustees</b> (1 respondent out of 2 mayor or council appointees) <sup>3</sup>
<b>Business Advisory Committee</b> (6 respondents out of 20 mayor or council appointees) <sup>1</sup>	<b>Waste Management Advisory Board</b> (3 respondents out of 2 council appointees) <sup>2</sup>	<b>Passenger Vehicle for Hire Board</b> (1 respondent out of 5 mayor or council appointees) <sup>1</sup>
<b>Charlotte Equitable Development Commission</b> (5 respondents out of 9 mayor or council appointees) <sup>1</sup>	<b>Arts and Culture Advisory Board</b> (2 respondents out of 9 mayor or council appointees) <sup>1</sup>	<b>Bicycle Advisory Committee</b> (9 mayor or council appointees) <sup>1,4</sup>
<b>Charlotte-Mecklenburg Public Access Corporation</b> (5 respondents out of 9 mayor or council appointees) <sup>3</sup>	<b>Charlotte Water Advisory Committee</b> (2 respondents out of 4 mayor or council appointees) <sup>1</sup>	<b>Public Art Commission</b> (0 respondents out of 3 mayor or council appointees) <sup>3</sup>
<b>Charlotte's Neighborhood Equity and Stabilization Commission</b> (5 respondents out of 15 mayor or council appointees) <sup>1</sup>	<b>Citizens Review Board</b> (2 respondents out of 8 mayor or council appointees) <sup>1</sup>	<b>Historic Landmarks Commission</b> (0 respondents out of 6 mayor or council appointees) <sup>2</sup>
<b>Neighborhood Matching Grants Fund</b> (5 respondents out of 11 council appointees) <sup>1</sup>	<b>Civil Service Board</b> (2 respondents out of 9 mayor or council appointees) <sup>1</sup>	<b>NASCAR</b> (0 respondents out of 2 mayor or council appointees) <sup>3</sup>

Total Respondents: 136 (note number of appointees does not take into consideration vacancies at time of questionnaire)

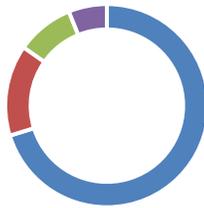
<sup>1</sup>City-housed Advisory Board or Commission

<sup>2</sup>County-housed Advisory Board or Commission

<sup>3</sup>External Advisory Board or Commission

<sup>4</sup>The Bicycle Advisory Committee was omitted from the original list of advisory boards. Paper copies of the questionnaire were sent to the board members, and three board members submitted responses on January 27, 2023. These responses were included in the TPAD committee packet.

**Question 2:** What is your position with your advisory board(s)?

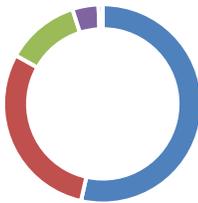


■ Member (92) ■ Chair (19) ■ Vice Chair (12) ■ Other (8)

127 respondents

**Responses:** With 127 responses, 92 or 72% indicated they were members of a board or commission, 21 or 17% indicated they were a chair, 12 or 9% indicated they were a vice chair, and 8 or 6% indicated other. Other responses included secretary, second vice chair, or chair of a subcommittee.

**Question 3:** How satisfied are you with your experience serving on an advisory board(s)?

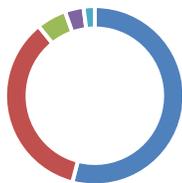


■ Very Satisfied (76) ■ Somewhat Satisfied (42)  
 ■ Neutral (17) ■ Somewhat Dissatisfied (6)  
 ■ Very Dissatisfied (1)

145 respondents

**Responses:** With 145 responses, 76 or 53% respondents indicated they were very satisfied with their experience on an advisory board, 42 or 30% indicated they were somewhat satisfied, 17 or 12% indicated they were neutral, 6 or 4% indicated they were somewhat dissatisfied, and 1 or 1% indicated they were very dissatisfied.

**Question 4:** Are expectations clear for the duties of the advisory board(s) for which you were appointed?



■ Very Clear (80) ■ Somewhat Clear (52)  
 ■ Neutral (8) ■ Somewhat Unclear (5)  
 ■ Not Clear (3)

146 respondents

**Responses:** With 146 responses, 80 or 56% indicated expectations are very clear for the duties of the advisory board(s), 52 or 33% indicated somewhat clear, 8 or 6% indicated neutral, 5 or 3% indicated somewhat unclear, and 3 or 2% indicated not clear.

**Question 5:** Are adequate information and resources provided to assist you in performing your advisory board duties?



- Very Adequate (91)
- Somewhat Adequate (32)
- Neutral (12)
- Somewhat Inadequate (6)
- Very Inadequate (2)

145 respondents

**Responses:** With 145 responses, 91 or 63% indicated very adequate information and resources are provided to assist in performance, 32 or 22% indicated somewhat adequate, 12 or 9% indicated neutral, 6 or 5% indicated somewhat inadequate, and 2 or 1% indicated very inadequate.

**Question 6:** For which of the following areas do you/your advisory board(s) need additional support? (Select all that apply)



128 respondents

**Responses:** With 128 responses, 40 or 31% respondents indicated they didn't need any addition support, 36 or 28% indicated they would like regular interaction with their advisory board's assigned city council committee, 33 or 26% indicated they would like improved onboarding (review guidelines, training, etc.), 30 or 23% indicated increased flexibility with meeting schedules, 25 or 20% indicated increased engagement in recruitment with new members, 23 or 18% indicated increased knowledge of the City of Charlotte policies relevant to advisory boards, 17 or 13% indicated other, 14 or 11% indicated knowledge of Robert's Rules of Order, and 0 or 0% indicated a reduction in advisory board workload. Other responses included requests for further commitment from city executive leadership, direction regarding priorities from council and staff, understanding the importance of MWBE relationships, additional city staff support, an increased operations and marketing budget, more social media presence, and additional guidance on public-facing communication.

**Question 7:** Which of the following goals were important to the advisory board(s) for which you are serving? (Select all that apply)



**Responses:** With 125 responses, 68 or 54% respondents indicated that linking to other resources and groups interested in addressing community issues was an important goal to their advisory board, 66 or 53% indicated that engaging the public as partners in the process of governing the City of Charlotte was an important goal, 29 or 47% indicated tapping into the expertise of the public as subject matter experts was an important goal, 50 or 40% indicated gathering information and perspectives to assist council in governing and decision-making was an important goal, 49 or 39% indicated expanding the public’s understanding of how local government works was an important goal, 47 or 38% indicated improving communication between elected officials and the public was an important goal, 33 or 26% indicated making the governing process more transparent was an important goal, 6 or 5% indicated other. Other responses included important goal of social media outreach and development of innovative ways to reach out to interested members of the public.

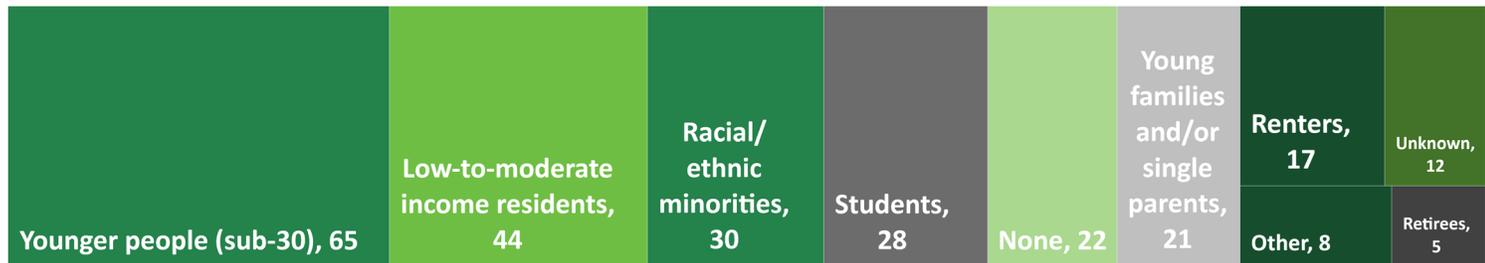
**Question 8:** How successful are advisory boards at attracting members from diverse backgrounds?



**Responses:** 33 or 25% of respondents indicated advisory boards were very successful at attracting members from diverse backgrounds, 49 or 37% indicated quite successful, 34 or 27% indicated neutral, 10 or 7% indicated somewhat successful, and 4 or 3% indicated not successful.

133 Respondents

**Question 9:** What groups do you think are missing from advisory boards?



129 Respondents

**Responses:** With 129 responses, 65 or 50% indicated younger people (sub-30) are missing from advisory boards, 44 or 34% indicated low-to-moderate income residents, 30 or 23% indicated racial/ethnic minorities, 28 or 22% indicated students, 22 or 17% indicated none, 21 or 16% indicated young families and/or single parents, 17 or 13% indicated renters, 12 or 9% indicated unknown, 8 or 6% indicated other, 5 or 4% indicated retirees. Other responses indicated Native Americans, members of the immigrant community, transportation representatives (Planning Commission), and a comment on the appreciation of the diversity of a board (Keep Charlotte Beautiful).

**Question 10:** Please describe a typical meeting of your advisory board. For example, do you have a regular meeting schedule, how frequently do you meet, does someone produce a formal agenda, how well attended are meetings?

**Responses:** 119 individual responses were received from respondents. Themes are highlighted in the chart below.

<i>Themes</i>	
<b>Regular monthly meetings with a formal agenda</b>	71
<b>Concerns about attendance</b>	7
<b>Would like virtual option</b>	6
<b>Concerns with vacancies</b>	5
<b>Prefers meeting in-person</b>	3
<b>Meet every quarter</b>	3
<b>Bimonthly meetings</b>	3
<b>Concerns about how feedback is received from either staff or board chair</b>	2
<b>Executive committee that meets on non-meeting months</b>	1
<b>Concerns about subcommittees</b>	1
<b>Would like to receive follow-up information earlier</b>	1

**Question 11:** Please provide any additional feedback on your experience on a City of Charlotte Advisory Board.

**Responses:** 92 individual responses were received from respondents. Themes are highlighted in the chart below. Overall, the response was positive with 37 respondents providing additional comments on their positive experiences.

<i>Themes</i>	
<b>Overall positive experience</b>	37
<b>More connection to governing body/council committee</b>	7
<b>Additional resources</b>	5
<b>Additional schedule flexibility (virtual meetings)</b>	5
<b>Additional onboarding and context for new board members (learning curve disadvantage)</b>	4
<b>Need improved board diversity</b>	4
<b>Challenges with staff following city policy /staff response delayed</b>	3
<b>Desire to be more proactive</b>	3
<b>Overall boards and commissions need improvements</b>	3
<b>Would like a stipend (or increased stipend) for members</b>	3
<b>Concerns about public perception of board</b>	2
<b>Need more board members who are professionals and experts in subject matter</b>	2
<b>Does not want to see dissolution of PCAC</b>	1
<b>Merge City and County solid waste operations</b>	1
<b>More retreats/casual interactions with board members</b>	1
<b>More social media presence</b>	1
<b>More transparency around subcommittee meetings</b>	1
<b>Need additional time to review materials prior to meeting</b>	1
<b>Too much overlap on committee charges</b>	1
<b>Virtual attendance should only be considered as an exception in the case of travel</b>	1
<b>Worried about high turnover of members</b>	1
<b>Would like to expand reach of board but needs additional resources</b>	1
<b>Would like to serve more terms</b>	1