

# **City of Charlotte**

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



## **Meeting Agenda**

**Monday, December 8, 2025**

**Council Chamber**

### **City Council Business Meeting**

*Mayor Vi Lyles  
Mayor Pro Tem James Mitchell  
Council Member Dimple Ajmera  
Council Member Dante Anderson  
Council Member JD Mazuera Arias  
Council Member Ed Driggs  
Council Member Malcolm Graham  
Council Member Renee Johnson  
Council Member LaWana Mayfield  
Council Member Joi Mayo  
Council Member Kimberly Owens  
Council Member Victoria Watlington*

**5:30 P.M. CITY COUNCIL BUSINESS MEETING,  
CHARLOTTE-MECKLENBURG GOVERNMENT CENTER,  
COUNCIL CHAMBER**

*This meeting will also be accessible via the Government Channel, the City's Facebook page, and the City's YouTube channel.*

***Call to Order***

***Introductions***

***Invocation***

***Pledge of Allegiance***

## **1. Mayor and Council Consent Item Questions and Answers**

**Staff Resource(s):**

Marie Harris, Strategy and Budget

**Time:** 5 minutes

**Synopsis**

Mayor and Council may ask questions about Consent agenda items.

## **2. Consent agenda items 12 through 42 may be considered in one motion except for those items removed by a Council member. Items are removed by notifying the City Clerk.**

**Time:** 10 minutes

Consideration of Consent Items shall occur in the following order:

- A. Items that have not been pulled,
- B. Items with residents signed up to speak to the item, and
- C. Items that have been pulled for a separate vote.

## **AWARDS & RECOGNITIONS**

### **3. Johnson C. Smith University Football Team**

**Action:**

Mayor Lyles and City Council will recognize the Johnson C. Smith Football Team for their 2025 Central Intercollegiate Athletic Association Football Championship win.

## **PUBLIC FORUM**

### **4. Public Forum**

## PUBLIC HEARING

### 5. Public Hearing and Decision on Proposed Annexation Agreement with the Town of Harrisburg

**Action:**

- A. Conduct a public hearing regarding the proposed annexation agreement between the City of Charlotte and the Town of Harrisburg, and
- B. Adopt an ordinance approving the proposed annexation agreement between the City of Charlotte and the Town of Harrisburg.

**Staff Resource(s):**

Monica Holmes, Planning, Design, and Development  
Terrie Hagler-Gray, City Attorney's Office  
Holly Cramer, Planning, Design, and Development  
Emma Knauerhase, Planning, Design, and Development

**Explanation**

- The city currently has an annexation agreement with Harrisburg that is scheduled to expire on January 1, 2026.
- The annexation agreement provides that Charlotte will not annex into Cabarrus County and that Harrisburg will not annex into Mecklenburg County.
- State statutes require that each municipality planning to enter into an agreement must first hold a public hearing.
- The proposed annexation agreement identifies an area running along the Mecklenburg-Cabarrus County line from Eastfield Road to Albemarle Road; Harrisburg agrees not to annex property within that portion of Mecklenburg County, and the city agrees not to annex property within that portion of Cabarrus County.
- The proposed ordinance and agreement would have an effective date of January 1, 2026, and the term of the proposed annexation agreements is 10 years.

**Attachment(s)**

Map  
Proposed Annexation Agreement  
Ordinance

[Map - Annexation Agreement with Harrisburg](#)

[Annexation Agreement](#)

[Ordinance - Annexation Agreement with Harrisburg](#)

## **POLICY**

### **6. City Manager's Report**

## BUSINESS

### 7. Purchase of Property on Catherine Simmons Avenue for Affordable Housing

**Action:**

- A. Approve the purchase of property on Catherine Simmons Avenue (parcel identification number 075-025-09), comprising three existing single-family rental units, at a cost of \$465,000, for the purpose of providing affordable housing opportunities, and
- B. Authorize the City Manager, or his designee, to negotiate and execute any documents necessary to complete this transaction.

**Staff Resource(s):**

Rebecca Hefner, Housing and Neighborhood Services  
Warren Wooten, Housing and Neighborhood Services

**Explanation**

- Catherine Simmons Avenue sits at the heart of the Lincoln Heights neighborhood in the Beatties Ford Road Corridor of Opportunity in Council District 2. While strategic community assets and opportunities exist, the area has also experienced challenges including public safety issues, community appearance issues, and homelessness.
- The city and Mecklenburg County are collaborating on a community-focused initiative that seeks to reduce crime, address homelessness, and foster equitable, community-driven development that strengthens safety, housing stability, and opportunity for residents.
- The acquisition of three existing single-family rental units on approximately 0.3 acres on Catherine Simmons Avenue (parcel identification number 075-025-09) (Property), will allow the city to take a proactive role in helping stabilize the community through improving the Property while preserving naturally occurring affordable housing, and ensuring that the Property is stewarded by a community-based organization that aligns with neighborhood goals and priorities.
- The Property includes three brick rental units, which were built in 1962. Each unit has two bedrooms, one bathroom, and approximately 700 square feet of living space.
- Following acquisition of the Property, the city will renovate each unit and, upon completion, transfer the property to an approved non-profit partner to be used as community-based affordable housing including long-term affordability requirements. The transfer of the property will require future City Council approval.
- The terms of the purchase transaction include:
  - Purchase price of \$465,000 including a \$5,000 earnest money deposit and \$5,000 due diligence fee;
  - Due diligence period through December 31, 2025, with one, 30-day extension option; and
  - Closing to occur within the 30 days following the conclusion of the due diligence period.
- This action supports the goals of the Housing Charlotte Framework, Affordable Housing Funding Policy, and the City-Owned Real Estate and Facilities Policy, as well as City Council's Great Neighborhoods and Safe Communities priorities.

**Fiscal Note**

Funding: General Capital Investment Plan

**Attachment(s)**

Map

[Map - Purchase of Property on Catherine Simmons Ave](#)



## 8. Addition of a Representative from Gaston County to the Charlotte Water Advisory Committee

**Action:**

**Approve the addition of one representative from Gaston County to the existing Charlotte Water Advisory Committee.**

**Staff Resource(s):**

Angela Charles, Charlotte Water

Thomas Powers, City Attorney's Office

**Explanation**

- The Charlotte Water Advisory Committee (CWAC) was established by Council in 1991 to:
  - Review, advise, and provide a recommendation on all capital improvement programs for water and sewer facilities and changes to such programs;
  - Propose changes in the method for determining water and sewer charges; and,
  - Propose changes in policy for extending water and sewer services.
- The CWAC appointees currently serve three-year terms and must be actively involved in one of the following categories:
  - Real estate developer,
  - Water and/or sewer contractor,
  - Civil engineer specializing in water/sewer construction,
  - Financial expert, or
  - Neighborhood leader.
- The CWAC currently consists of seven members:
  - One member appointed by the Mayor,
  - Three members appointed by City Council, and
  - Three members appointed by Mecklenburg County.
- The addition of the representative from Gaston County will increase CWAC to eight members.
- Gaston County would make its recommendation based on the current CWAC categories, and City Council would make its appointment to the CWAC for a three-year term based on that recommendation.

## 9. Proposed 2026 City Council Meeting Schedule

**Action:**

**Approve the 2026 City Council Regular and Budget Meeting Schedule.**

**Staff Resource(s):**

Stephanie Kelly, City Clerk's Office

**Explanation**

- NC General Statute Section 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 be posted to the city's website. If a schedule is duly adopted and filed, no further notice of regular meetings is necessary.
- The 2026 Council Budget Meeting dates have been included on this proposed schedule of meetings along with other meetings of state and national organizations in which the city has memberships.
- For more information on City Council Meetings, visit the City Clerk's webpage at <https://charlottenc.gov/CityClerk/Pages/CityClerk.aspx>.

**Attachment(s)**

Proposed 2026 City Council Regular and Budget Meeting Schedule

[2026 Council Meeting Schedule - Proposed](#)

**10. Mayor and Council Topics**

**11. Closed Session**

## CONSENT

### 12. Spectrum Center Traffic Control Services

**Action:**

- A. Approve a contract with Parking Unlimited Inc. for Spectrum Center traffic control services in an amount not to exceed \$270,000 for a term of one year, 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 purpose which the contract was approved.**

**Staff Resource(s):**

Debbie Smith, Transportation  
Charlie Jones, Transportation  
Brandon Brezeale, Transportation

**Explanation**

- The city utilizes a traffic control service provider to manage traffic control services for Spectrum Arena events in Uptown.
- Services include the set-up of traffic control devices, management, staffing, and direction of special event-related traffic and bus parking needs for the Spectrum Center.
- These services are essential in helping to maintain public safety during events.
- The current contract for these services expires on December 31, 2025.
- On July 22, 2025, the city issued a Request for Proposals (RFP); five responses were received.
- Parking Unlimited Inc. best meets the city's needs in terms of qualifications, experience, cost, and responsiveness to the RFP.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.

**Charlotte Business INClusion**

Contract goals were not established for this contract because the scope of work or goods does not present viable subcontracting opportunities. Parking Unlimited Inc. will be responsible 100% of the work or goods, and there are no opportunities to include subcontractors. This assessment was confirmed by CBI and the respective department after reviewing the project's scope and potential for division into subcontracting opportunities.

**Fiscal Note**

Funding: Transportation Operating Budget

## 13. Bus Park and Ride Lots Grounds Maintenance

### **Action:**

- A. **Approve a contract with Roundtree Companies, LLC (MBE, SBE) for Charlotte Area Transit System Bus Park and Ride Lots Grounds Maintenance for a term of three years, and**
- B. **Authorize the City Manager to renew the contract for up to one, two-year term with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

### **Staff Resource(s):**

Phil Reiger, General Services  
David Wolfe, General Services  
Erin Oliverio, General Services

### **Explanation**

- General Services Landscape Management Division provides grounds maintenance services for Charlotte Area Transit System (CATS) Bus Park and Ride Lots at the following locations:
  - Albemarle Road Park and Ride,
  - Archdale Drive Bus Stop,
  - Cornelius Park and Ride,
  - Eastland Community Transit Center,
  - Huntersville Park and Ride,
  - Mallard Creek Park and Ride,
  - Matthews Park and Ride,
  - Northcross Park and Ride,
  - Old Sardis Road Park and Ride, and
  - Rosa Parks Community Transit Center.
- This contract will include turf maintenance, landscape maintenance, snow and ice removal, irrigation operation, bioretention, and wet retention maintenance.
- On October 2, 2025, the city issued a Request for Proposals (RFP); two responses were received.
- Roundtree Companies, LLC best meets the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual expenditures are estimated to be \$129,287.

### **Charlotte Business INclusion**

Established MWBE Goal: 10.00%

Committed MWBE Goal: 100.00%

Roundtree Companies, LLC is a city certified MBE and SBE and will self-count its participation of 100% of the total contract amount toward the contract goal.

### **Fiscal Note**

Funding: General Services Operating Budget

### **Attachment(s)**

Map

[Map - Bus Park and Ride Lots Grounds Maintenance](#)

## 14. Firehouse #22 Additions and Renovations

### **Action:**

**Approve a contract in the amount of \$1,620,000 to the lowest responsive bidder Elford, Inc. for Charlotte Firehouse #22 Additions and Renovations.**

### **Staff Resource(s):**

Phil Reiger, General Services

Kathleen Cishek, General Services

Mary Herington, General Services

### **Explanation**

- Firehouse #22 is located at 1917 West Sugar Creek Road located in Council District 1. The facility was completed in 1978.
- The firehouse is one of 13 facilities evaluated in the Advanced Planning Firehouse Gender Equity Study. The study assesses each firehouse based on nationally accepted safety standards, the provision of equal facilities for women, exercise facilities, and compliance with the Americans with Disabilities Act.
- In October 2019, Charlotte Fire Department (CFD) adopted the Facilities Master Plan, which prioritizes capital improvements and outlines goals through 2029. The addition and renovations for Firehouse #22 were identified as a priority in this plan.
- This contract will include:
  - Renovation to increase the number of sleeping units and a building addition to expand the kitchen and fitness center facilities;
  - Accessibility enhancements throughout the building and site, providing accessible routes to all areas of the facility and connections from the public right of way; and
  - Plumbing, mechanical, and electrical work associated with the addition, renovations, and accessibility upgrades.
- On October 9, 2025, the city issued an Invitation to Bid; four bids were received.
- Elford, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by the fourth quarter of 2026.

### **Charlotte Business INclusion**

Established MBE Goal: 7.00%

Committed MBE Goal: 17.59%

Elford, Inc. exceeded the established contract goal and has committed 17.59% (\$284,960) of the total contract amount to the following certified firm(s):

- Agua Source, LLC (MBE, SBE) (\$64,275) (plumbing)
- G&Y Masonry Inc. (MBE) (\$207,700) (masonry)
- Prestige Environmental Group LLC (MBE) (\$12,985) (demolition)

Established WBE Goal: 2.00%

Committed WBE Goal: 3.22%

Elford, Inc. exceeded the established contract goal and has committed 3.22% (\$52,215) of the total contract amount to the following certified firm(s):

- Coleman Contractors, Inc. (WBE) (\$44,170) (drywall)
- Platinum Coating Pink, Inc. (WBE) (\$8,045) (painting)

### **Fiscal Note**

Funding: General Capital Investment Plan

## 15. Concrete and Asphalt Maintenance Services

### **Action:**

- A. Approve contracts for concrete and asphalt maintenance services for a term of three years with the following:**
- **Barry's Concrete and Service, Inc.,**
  - **DOT Construction Inc. (SBE),**
  - **Piedmont Parking Solutions dba Carolina Site, and**
- B. Authorize the City Manager to renew the contracts for up to one, two-year term with possible price adjustments and to amend the contracts consistent with the purpose for which the contracts were approved.**

### **Staff Resource(s):**

Phil Reiger, General Services

David Wolfe, General Services

### **Explanation**

- These contracts will provide concrete and asphalt maintenance at city-maintained facilities, parking areas, and parking decks.
- On September 19, 2025, the city issued a Request for Proposals (RFP); four responses were received.
- The companies selected best meet the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual aggregate expenditures are estimated to be \$1,500,000.

### **Charlotte Business INclusion**

DOT Construction Inc. is a city certified SBE. Contract goals were not established for this contract because the scope of work required does not present viable subcontracting opportunities. The selected companies will be responsible for 100% of the work or goods, and there are no opportunities to include subcontractors. This assessment was confirmed by CBI and the respective department after reviewing the project's scope and potential for division into subcontracting opportunities.

### **Fiscal Note**

Funding: General Services Operating Budget

## 16. Freightliner Parts and Service

### Action:

- A. Approve a contract with Charlotte Truck Center, Inc. dba Excel Truck Group for Freightliner parts and service for a term of three years, and
- B. Authorize the City Manager to renew the contract for up to one, two-year term with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.

### **Staff Resource(s):**

Phil Reiger, General Services  
David Wolfe, General Services  
Chris Trull, General Services

### **Explanation**

- Authorized warranty repairs, maintenance, diagnostics, and related services for the city's Freightliner, Sterling, and Western Star vehicles and equipment must be performed by a qualified, manufacturer-certified dealer. This ensures compliance with warranty requirements, reduces risk, and protects the city's investment through reliable and standardized fleet maintenance.
- Waiver of a competitive solicitation process for services may be granted on a limited basis when deemed appropriate and in the city's best interest. A waiver has been approved for these services based on Charlotte Truck Center's status as the sole authorized Freightliner and Sterling dealer in the area. Charlotte Truck Center is qualified to perform factory-certified repairs using original equipment manufacturer parts and direct manufacturer diagnostic support.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual expenditures are estimated to be \$200,000.

### **Charlotte Business INclusion**

A waiver of solicitation was necessary for this contract since the parts and maintenance must be provided by a qualified, manufacturer-certified dealer. Contracts with a waiver of solicitation do not involve a competitive bidding process and are exempt from the CBI program.

### **Fiscal Note**

Funding: Fleet Management Fund

## 17. Information Technology Professional Services

### Action:

- A. **Approve the purchase of information technology professional services from a cooperative contract,**
- B. **Approve a unit price contract with Parsons Transportation Group Inc. for the purchase of information technology professional services for a term of two years under GSA Multiple Award Schedule contract #47QRAA19D000A, and**
- C. **Authorize the City Manager to extend the contract for additional terms as long as the cooperative contract is in effect with prices and terms that are the same or more favorable than those offered under the cooperative contract.**

### **Staff Resource(s):**

Angela Charles, Charlotte Water  
Shawn Coffman, Charlotte Water  
Doug Groce, Charlotte Water

### **Explanation**

- Charlotte Water requires support for its Trimble Unity Construct implementation.
- Parsons Transportation Group Inc. provides information technology professional services under GSA Multiple Award Schedule contract #47QRAA19D000A.
- Parsons Transportation Group Inc. will augment Charlotte Water's Unity Construct (e-Builder) Support Team.
- NC General Statute Section 143-129(e)(3) allows local governments to purchase from formally organized cooperative purchasing contracts.
- A cooperative purchasing agreement results from the consolidation and competitive solicitation of multiple public agency requirements. By aggregating common needs, all agencies are able to leverage economies of scale, such as volume discounts, improved terms and conditions, reduced administrative costs, and access to professional and technical expertise.
- Annual expenditures are estimated to be \$275,000.

### **Charlotte Business INclusion**

Cooperative purchasing contracts leverage contracts established by other governmental agencies and do not involve the city conducting a bidding process and are thus exempt from CBI Program goals. Subcontracting opportunities are typically not feasible under cooperative purchasing arrangements.

### **Fiscal Note**

Funding: Charlotte Water Capital Investment Plan



## 18. Siphon Cleaning Services

### **Action:**

- A. **Approve a unit price contract with Duke's Root Control Inc. for siphon cleaning services for a term of two years, and**
- B. **Authorize the City Manager to renew the contract for up to three, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

### **Staff Resource(s):**

Angela Charles, Charlotte Water  
Carl Wilson, Charlotte Water  
Marion Sanders, Charlotte Water

### **Explanation**

- This contract will provide regular cleaning and condition assessments of approximately 44 sanitary sewer siphons throughout the Charlotte Water service area.
- On September 10, 2025, the city issued a Request for Proposals (RFP); four responses were received.
- Duke's Root Control Inc. best meets the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual expenditures are estimated to be \$1,000,000.

### **Charlotte Business INclusion**

Contract goals were not established for this contract because the scope of work or goods does not present viable subcontracting opportunities. Duke's Root Control Inc. will be responsible 100% of the work or goods, and there are no opportunities to include subcontractors. This assessment was confirmed by CBI and the respective department after reviewing the project's scope and potential for division into subcontracting opportunities.

### **Fiscal Note**

Funding: Charlotte Water Operating Budget

## 19. Thermal Hydrolysis Process Design Contract Amendment

**Action:**

**Approve contract amendment #1 for \$1,938,084 to the contract with PC Construction Company for the McAlpine Creek Wastewater Treatment Plant Thermal Hydrolysis Process and Biosolids Improvements Project.**

**Staff Resource(s):**

Angela Charles, Charlotte Water  
David Czerr, Charlotte Water  
Chuck Bliss, Charlotte Water

**Explanation**

- This contract is for design and preconstruction services, including development of a guaranteed maximum price for construction for a thermal hydrolysis process (THP) system at the McAlpine Creek Wastewater Treatment Plant, located in the Town of Pineville (adjacent to Council District 7).
- THP is an enhanced biosolids treatment process that destroys pathogens and reduces the volume of biosolids. This process supports the city's Strategic Energy Action Plan goals by enhancing biogas production and on-site energy generation.
- On November 14, 2022, City Council approved a contract with PC Construction Company for \$14,145,000 for design and pre-construction services for this project.
  - Contract amendment #1 is needed to fund additional and pre-construction services that are required to upgrade existing infrastructure.
  - The need for the additional services was not know prior to project design competition.
- The new total value of the contract including contract amendment #1 is \$16,083,084.

**Charlotte Business INclusion**

The city negotiates contract participation for Design-Build contracts after scopes of work are defined for design and construction services. PC Construction Company has committed \$159,000 or 8.20% of the total contract amendment for design and construction services to the following certified firm(s):

- Stewart Engineering, Inc. (MBE) (\$112,000) (surveying, SUE)
- Froehling & Robertson, Inc. (MBE) (\$47,000) (geotechnical services)

**Fiscal Note**

Funding: Charlotte Water Capital Investment Plan

## 20. Water and Sanitary Sewer Infrastructure Repair

### **Action:**

- A. Approve a unit price contract with the lowest responsive bidder Mainlining America, LLC (WBE) for water and sanitary sewer infrastructure repair for a term of one year, and**
- B. Authorize the City Manager to renew the contract for up to four, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

### **Staff Resource(s):**

Angela Charles, Charlotte Water  
Carl Wilson, Charlotte Water  
Marion Sanders, Charlotte Water

### **Explanation**

- This contract will be used for repair services for water and sanitary sewer infrastructure and to supplement Charlotte Water crews in performing repairs.
- On September 3, 2025, the city issued an Invitation to Bid; three bids were received.
- Mainlining America, LLC was selected as the lowest responsive, responsible bidder.
- At renewal, potential price adjustments will be based on the Engineering News and Record Construction Cost Index. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual expenditures are estimated to be \$4,154,154.

### **Charlotte Business INclusion**

Mainlining America, LLC is a city certified WBE. Contract goals were not established for this contract because the scope of work or goods does not present viable subcontracting opportunities. Mainlining America, LLC will be responsible 100% of the work or goods, and there are no opportunities to include subcontractors. This assessment was confirmed by CBI and the respective department after reviewing the project's scope and potential for division into subcontracting opportunities.

### **Fiscal Note**

Funding: Charlotte Water Operating Budget

## 21. Water Treatment Valve Replacement Materials

**Action:**

**Approve a contract in the amount of \$1,100,000 to the lowest responsive bidder JASH USA Inc. dba Rodney Hunt for the purchase of rectangular butterfly valves and fabricated slide gates.**

**Staff Resource(s):**

Angela Charles, Charlotte Water

David Czerr, Charlotte Water

Chuck Bliss, Charlotte Water

**Explanation**

- This contract will procure a total of 39 valves and slide gates to be installed at the Franklin Water Treatment Plant (WTP) in Council District 2.
- These valves allow for isolation of water basins at the WTP. The existing valves are nearing the end of their useful life.
- On September 17, 2025, the city issued an Invitation to Bid; three bids were received.
- Rodney Hunt, Inc. was selected as the lowest responsive, responsible bidder.

**Charlotte Business INclusion**

Contract goals were not established for this contract because the scope of work or goods does not present viable subcontracting opportunities. Rodney Hunt, Inc. will be responsible 100% of the work or goods, and there are no opportunities to include subcontractors. This assessment was confirmed by CBI and the respective department after reviewing the project's scope and potential for division into subcontracting opportunities.

**Fiscal Note**

Funding: Charlotte Water Capital Investment Plan

## 22. Hunter Acres Pond Improvements Project

**Action:**

- A. Approve a contract in the amount of \$717,939.42 to the lowest responsive bidder Carolina Wetland Services, Inc. (WBE, SBE) for the Hunter Acres Pond Improvements Project, and**
- B. Authorize the City Manager to amend the contract consistent with the purpose for which the contract was approved.**

**Staff Resource(s):**

Angela Charles, Charlotte Water  
Mike Davis, Storm Water Services  
Logan Oliver, Storm Water Services

**Explanation**

- The project, located on Crestland Avenue in Council District 2, consists of forebay retrofits to improve surface water quality. Work includes grading, storm drainage infrastructure, plantings, and paving.
- Detention ponds reduce stormwater runoff from development. These retrofits will increase the detention time to allow additional filtration and removal of pollutants.
- On November 4, 2025, the city issued an Invitation to Bid; no bids were received.
  - NC General Statute 143-132 prohibits municipalities from awarding construction contracts over \$500,000 without receiving at least three competitive bids from the initial advertisement of the contract. The city may subsequently award the contract even if readvertisements result in fewer than three competitive bids.
- On November 12, 2025, the city reissued the ITB; three bids were received.
- Carolina Wetland Services, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by the fourth quarter of 2026.

**Charlotte Business INclusion**

Established MWSBE Goal: 3.00%

Committed MWSBE Goal: 100.00%

Carolina Wetland Services, Inc. is a city WBE and SBE, and their self-performance of 95.33% (\$684,398) of the total contract amount will be counted toward the contract established goal.

Carolina Wetland Services, Inc. has also committed 4.67% (\$33,541) of the total contract amount to the following certified firm:

- Diamond Trucking of NC Inc. (MBE, SBE) (\$33,541) (hauling)

**Fiscal Note**

Funding: Stormwater Capital Investment Plan

**Attachment(s)**

Map

[Map - Hunter Acres Pond Improvements Project](#)

## 23. Storm Water Repair and Improvement Projects - E

### **Action:**

- A. Approve a contract in the amount of \$1,821,347.72 to the lowest responsive bidder United of Carolinas Inc. for the Storm Water Repair and Improvement FY2026-E projects, and**
- B. Authorize the City Manager to amend the contract consistent with the purpose for which the contract was approved.**

### **Staff Resource(s):**

Angela Charles, Charlotte Water  
Mike Davis, Storm Water Services  
Logan Oliver, Storm Water Services

### **Explanation**

- This contract is part of an ongoing program to provide repairs and/or improvements to storm drainage systems across the city.
- Approximately 15 projects may be constructed from this contract. The number of projects may vary depending on the nature and extent of the repairs constructed.
- On October 13, 2025, the city issued an Invitation to Bid; three bids were received.
- United of Carolinas Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by the fourth quarter of 2027.

### **Charlotte Business INclusion**

Established MBE Goal: 6.00%

Committed MBE Goal: 6.04%

United of Carolinas, Inc. exceeded the established contract goal and has committed 6.04% (\$110,000) of the total contract amount to the following certified firm(s):

- Cesar A Leon, LLC (MBE, SBE) (\$82,500) (hauling)
- Silverback Brothers, LLC (MBE, SBE) (\$27,500) (hauling)

Established WSBE Goal: 6.00%

Committed WSBE Goal: 6.04%

United of Carolinas, Inc. exceeded the established contract goal and has committed 6.04% (\$110,000) of the total contract amount to the following certified firm(s):

- Parsi Trucking, LLC (WBE) (\$110,000) (concrete and hauling)

### **Fiscal Note**

Funding: Stormwater Capital Investment Plan

## 24. CATS Marketing and Communications Services

### **Action:**

- A. Approve a contract with Sherry Matthews Group for marketing and communications services for a term of one year, and**
- B. Authorize the City Manager to renew the contract for up to three, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

### **Staff Resource(s):**

Brent Cagle, CATS

Elizabeth Presutti, CATS

Catherine Kummer, CATS

### **Explanation**

- The Charlotte Area Transit System (CATS) seeks to engage firms that can supplement CATS's internal resources by providing specialized expertise in areas such as general marketing and advertising, branding, public relations, public affairs, digital communications, community engagement, media planning, event planning, and crisis communications.
- The services are aimed at promoting CATS's services, engaging with the community, and enhancing the public's perception and use of public transit in the Charlotte-Mecklenburg area.
- On September 11, 2025, the city issued a Request for Proposals; 18 responses were received.
- Sherry Matthews Group best meets CATS's needs in terms of qualifications, experience, cost and responsiveness to RFP requirements.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Total contract expenditures are estimated to be \$3,400,000.

### **Disadvantaged Business Enterprise (DBE)**

In accordance with the USDOT Interim Final Rule, this is a federal contract exempt from DBE goals.

### **Fiscal Note**

Funding: CATS Operating Budget

## 25. Light Rail Vehicle Train Control and Signaling Systems Parts and Repairs

### Action:

- A. Approve the purchase of light rail vehicle train control and signaling systems parts by the sole source exemption,
- B. Approve a contract with Hitachi Rail STS USA Inc. for the purchase of light rail vehicle train control and signaling systems parts and repairs for a term of three years, and
- C. 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 purpose for which the contract was approved.

### **Staff Resource(s):**

Brent Cagle, CATS

Victoria Johnson, CATS

Gary Lee, CATS

### **Sole Source Exemption**

- NC General Statute Section 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 and compatibility with existing equipment is required.
- City Council approval is required for any purchases made under the sole source exception.

### **Explanation**

- Hitachi Rail STS USA Inc. is the original equipment manufacturer of LYNX light rail vehicle (LRV) train control and signaling systems.
- The parts and services that are being purchased under this contract are for replacement parts and inventory stock spares required to maintain the LRVs, tracks signaling system, grade crossings, and train control.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual expenditures are estimated to be \$4,000,000.

### **Charlotte Business INclusion**

Sole sourcing was required for this contract because there is only one supply source and compatibility with existing equipment is required. Sole source contracts are exempt from CBI Program goals, as these contracts do not involve a competitive bidding process and do not present opportunities for subcontracting. This aligns with what is required by NC General Statute Section 143-129(e)(3).

### **Fiscal Note**

Funding: CATS Operating Budget



## 26. Scaleybark Station Drainage Repairs

**Action:**

**Approve a contract in the amount of \$713,487.50 to the lowest responsive bidder Efficient Developments, LLC for the Scaleybark Station Drainage Repairs project.**

**Staff Resource(s):**

Brent Cagle, CATS  
Kelly Goforth, CATS  
Jill Brim, CATS

**Explanation**

- This project will improve drainage and reduce flooding along the Blue Line south of Scaleybark Station in Council District 3.
- On September 2, 2025, the city issued an Invitation to Bid (ITB); no bids were received.
  - NC General Statute 143-132 prohibits municipalities from awarding construction contracts over \$500,000 without receiving at least three competitive bids from the initial advertisement of the contract. The city may subsequently award the contract even if readvertisements result in fewer than three competitive bids.
- On October 14, 2025, the city reissued the ITB; two bids were received.
- Efficient Developments, LLC was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by the end of March 2026.

**Disadvantaged Business Enterprise (DBE)**

In accordance with the USDOT Interim Final Rule, this is a federal contract exempt from DBE goals.

**Fiscal Note**

Funding: CATS Capital Investment Plan

**Attachment(s)**

Map

[Map - Scaleybark Station Drainage Repairs](#)

## 27. South End Station Construction Manager at Risk Construction Phase

**Action:**

**Approve a contract amendment in the amount of \$17,974,487 to Stacy Witbeck for Construction Manager at Risk services for the construction phase of the South End Station Track and Systems package.**

**Staff Resource(s):**

Brent Cagle, CATS

Kelly Goforth, CATS

Todd Thorne, CATS

**Explanation**

- The South End Station project will construct a new light rail station and Rail Trail improvements on the Blue Line between the New Bern and East/West Boulevard Stations located in Council District 3.
- On June 24, 2024, City Council approved a contract with Stacy Witbeck for Construction Manager at Risk pre-construction services to assist with the design of South End Station.
- On March 24, 2025, City Council approved a contract with Stacy Witbeck to purchase specialty materials for use in the construction of the South End Station in the amount of \$3,591,998.
- This action will approve an amendment to the specialty materials contract approved on March 24, 2025, to add construction phase services with a Guaranteed Maximum Price for the construction of the Track and Systems package.
- The construction work will include a pedestrian track crossing, track crossover, overhead catenary system improvements, rail signal system improvements, electrical and communications cabinets, and duct banks and related site improvements.
- The new total value of the contract including this amendment is \$21,566,485.

**Disadvantaged Business Enterprise**

In accordance with the USDOT Interim Final Rule, this is a federal contract exempt from DBE goals.

**Fiscal Note**

Funding: CATS Capital Investment Plan

**Attachment(s)**

Map

[Map - South End Station CMAR Construction](#)

## 28. Transit Planning and Scheduling Software

### Action:

- A. **Authorize the City Manager to negotiate and execute a contract with GIRO Inc. to upgrade, provide, implement, support, and maintain the Charlotte Area Transit System's HASTUS Scheduling System for a term of four years,**
- B. **Authorize the City Manager to renew the contract with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved, and**
- C. **Authorize the City Manager to purchase additional software licenses, services, hardware, maintenance, and support as required to maintain the system for as long as the city uses the system.**

### **Staff Resource(s):**

Brent Cagle, CATS

Rachel Gragg, CATS

Randy Moulton, Innovation and Technology

### **Explanation**

- CATS uses the HASTUS Scheduling System to:
  - Review operators work assignments for optimal use of overtime;
  - Track and execute bus operator payroll, absenteeism, and accruals;
  - Maintain low idle time;
  - Increase cost-effectiveness in operations; and
  - Move application data to the cloud.
- Since the system was implemented, the contract with Giro, Inc. has been updated and amended to add new functionality and expand the application's use across our bus and rails of transportations.
- The software's core algorithms, user interface, and integration capabilities are uniquely tailored to the operational requirements of CATS, including real-time scheduling, general transit feed specification, the operator's labor union contract, and automated vehicle location integration.
- Waiver of a competitive solicitation process for services may be granted on a limited basis when deemed appropriate and in the city's best interest. A waiver has been approved for these services since the HASTUS software is a propriety system developed by Giro, Inc., and no other vendors offer an equivalent product that meets CATS's specialized needs.
- This new contract with Giro, Inc. is adding:
  - New application capabilities;
  - Time savings features;
  - Better fixed route scheduling tools aimed at decreasing cost and optimizing the use of newly acquired battery electric vehicles;
  - Resources for managing the charging activities of the battery electric vehicles; and
  - The transition to cloud hosting services, offloading the overhead cost of managing an on-premise application by moving to a cloud hosting service and providing disaster recovery for the application.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual expenditures are estimated to be:
  - \$1,059,000 in year 1,
  - \$494,000 in year 2,
  - \$515,000 in year 3, and
  - \$576,000 in year 4.

### **Charlotte Business INclusion**

Contracts with procurement waivers are exempt from CBI Program goals, as these contracts do not involve

a competitive bidding process and do not present opportunities for subcontracting. A procurement waiver was required for this contract because there is only one supply source and compatibility with existing equipment is necessary.

**Fiscal Note**

Funding: CATS Operating Budget

## 29. Airport Facility Lease - 4402 Yorkmont Road

**Action:**

- A. Approve a three-year lease with AGI Cargo, LLC for an office and warehouse facility at 4402 Yorkmont Road, and**
- B. Authorize the City Manager to amend and extend the lease for up to two, one-year terms consistent with the purpose for which the lease was approved.**

**Staff Resource(s):**

Haley Gentry, Aviation

Ted Kaplan, Aviation

**Explanation**

- AGI Cargo, LLC recently acquired Jetstream Ground Services, Inc., the current tenant of the office and warehouse facility located at 4402 Yorkmont Road, and assumed Jetstream's lease on a month-to-month basis. AGI wishes to extend this lease following the expiration of the term.
- The leased area consists of 400 square feet of office space and 18,500 square feet of warehouse space within a single-tenant, airfield accessible cargo facility.
- Terms of the lease include:
  - Annual rent of \$282,950, and
  - Rent escalations of three percent per year.

**Fiscal Note**

Funding: Revenues from this lease will be deposited into the Aviation Operating Budget.

### 30. Airport Facility Lease - 4818 Express Drive, Suite C

**Action:**

- A. Approve a one-year lease agreement with Ground Services International Inc. dba DNATA for an office and warehouse facility located at 4818 Express Drive, Suite C, and
- B. Authorize the City Manager to amend and extend the lease for up to four, one-year terms consistent with the purpose for which the lease was approved.

**Staff Resource(s):**

Haley Gentry, Aviation

Ted Kaplan, Aviation

**Explanation**

- Ground Services International Inc. dba DNATA is the current tenant of the office and warehouse facility located at 4818 Express Drive, Suite C and wishes to extend its lease following the expiration of its term.
- The leased area consists of 2,017 square feet of office space and 7,284 square feet of warehouse space within a multi-tenant, airfield-accessible cargo facility.
- Terms of the lease include:
  - Annual rent of \$70,972.07, and
  - Rent escalations of three percent per year.

**Fiscal Note**

Funding: Revenues from this lease will be deposited into the Aviation Operating Budget.

## 31. Airport Fixed Base Operator North Basin Retrofit Construction

### **Action:**

**Approve a contract in the amount of \$666,189.70 to the lowest responsive bidder OnSite Development LLC for the Fixed Base Operator North Basin Retrofit project.**

### **Staff Resource(s):**

Haley Gentry, Aviation

Jack Christine, Aviation

### **Explanation**

- This project will provide for retrofitting the existing stormwater basin that collects water runoff from the Fixed Base Operator ramp area at the airport.
- Specific work includes removing and replacing stormwater pipes, replacing the structure that controls the flow of water being discharged, and constructing a retaining wall at the discharge location.
- On September 15, 2025, the city issued an Invitation to Bid (ITB); two bids were received.
  - NC General Statute Section 143-132 prohibits municipalities from awarding construction contracts over \$500,000 without receiving at least three competitive bids from the initial advertisement of the contract. The city may subsequently award the contract even if readvertisements result in fewer than three competitive bids.
- On October 21, 2025, the city reissued the ITB; four bids were received.
- OnSite Development LLC was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by the fourth quarter of fiscal year 2026.

### **Charlotte Business INclusion**

Established MBE Goal: 7.00%

Committed MBE Goal: 7.00%

OnSite Development LLC met the established contract goal and has committed 7.00% (\$46,634) of the base bid amount to the following certified firm(s):

- LJR Concrete, LLC (MBE, SBE) (\$2,200) (concrete)
- Steet Trucking Company, Inc (MBE) (\$22,217) (hauling)
- Toney's Trucking (MBE) (\$22,217) (hauling)

Established SWBE Goal: 16.00%

Committed SWBE Goal: 16.06%

OnSite Development LLC exceeded the established subcontracting goal had has committed 16.06% (\$107,000) of the base bid amount to the following certified firm(s):

- Bird Dog Traffic Control (SBE) (\$11,000) (traffic control)
- LJR Concrete, LLC (MBE, SBE) (\$36,000) (concrete)
- Soggy Bottom Erosion Control (SBE) (\$60,000) (erosion control)

### **Fiscal Note**

Funding: Aviation Capital Investment Plan

## 32. Airport Overlook Lighting Enhancements

### **Action:**

**Approve a contract in the amount of \$546,059.36 to the lowest responsive bidder Brooks-Berry-Haynie & Associates, Inc. for the Overlook Lighting Enhancements project.**

### **Staff Resource(s):**

Haley Gentry, Aviation

Jack Christine, Aviation

### **Explanation**

- This project will provide for enhanced lighting at the Airport Overlook.
- Specific work includes replacing existing light poles, foundations, and bollards with fixtures that better illuminate the aircraft display, memorial, and playground.
- On August 25, 2025, the city issued an Invitation to Bid (ITB); one bid was received.
  - NC General Statute Section 143-132 prohibits municipalities from awarding construction contracts over \$500,000 without receiving at least three competitive bids from the initial advertisement of the contract. The city may subsequently award the contract even if readvertisements result in fewer than three competitive bids.
- On September 22, 2025, the city reissued the ITB; one bid was received.
- Brooks-Berry-Haynie & Associates, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by the fourth quarter of fiscal year 2026.

### **Charlotte Business INclusion**

Established MBE Goal: 6.00%

Committed MBE Goal: 17.88%

Brooks-Berry-Haynie & Associates, Inc. exceeded the established contract goal and has committed 17.88% (\$97,635) of the base bid amount to the following certified firm(s):

- DMD Supply Services (MBE, SBE) (\$97,635) (electrical)

Established SWBE Goal: 13.00%

Committed SWBE Goal: 13.00%

Brooks-Berry-Haynie & Associates, Inc. met the established subcontracting goal had has committed 13.00% (\$70,988) of the base bid amount to the following certified firm(s):

- DMD Supply Services (MBE, SBE) (\$70,988) (electrical)

### **Fiscal Note**

Funding: Aviation Capital Investment Plan

### 33. Airport Public Wi-Fi Upgrade

**Action:**

- A. Approve a contract with GC&E Systems Group, LLC to provide, implement, and maintain the CLT Airport Public Wi-Fi System for a term of three years,
- 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 purpose for which the contract was approved, and
- C. Authorize the City Manager to purchase additional software licenses, services, hardware, maintenance, and support as required to maintain the system for as long as the city uses the system.

**Staff Resource(s):**

Haley Gentry, Aviation

Michael Hill, Aviation

**Explanation**

- The Airport provides free Wi-Fi services to its customers. The original system was installed in the early 2000s and has been upgraded twice since. The current system has reached its end of life and needs to be replaced.
- This contract will provide for the purchase, installation, and maintenance of an upgraded Wi-Fi system that is designed for enhanced security and capacity.
- On May 12, 2025, the city issued a Request for Proposals (RFP); six responses were received.
- GC&E Systems Group, LLC best meets the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Total contract expenditures are estimated to be \$5,884,335.

**Charlotte Business INclusion**

The city negotiates contract participation after the proposal selection process. GC&E Systems Group, LLC has committed 2.55% (\$150,000) of the total contract amount to the following certified firm(s):

- Connectivity, LLC (WBE) (\$100,000) (cabling equipment)
- Desktop Services Center, Inc. dba Techead (WBE) (\$50,000) (IT equipment install, low voltage cable installation)

**Fiscal Note**

Funding: Aviation Capital Investment Plan and Aviation Operating Budget



### 34. Airport West Ramp Dual Taxilanes Change Order

**Action:**

**Approve change order #5 for \$657,795.93 to the contract with Zachry Construction Corporation for the West Ramp Dual Taxilanes project.**

**Staff Resource(s):**

Haley Gentry, Aviation

Jack Christine, Aviation

**Explanation**

- Aviation is in the construction phase for the West Ramp Dual Taxilanes project, which will provide the capacity to simultaneously taxi two aircraft around the west perimeter of Concourse A to alleviate congestion of aircraft taxi operations.
- On May 28, 2024, City Council approved a contract with Zachry Construction Corporation for \$22,784,995 for the West Ramp Dual Taxilanes project. During construction, additional services were required that were not originally known at the time of bid.
  - Change order #1 in the amount of \$56,927.21 was for pipe stabilization during excavation and reinforced concrete pipes required to connect to the existing system.
  - Change order #2 in the amount of \$6,954.78 was for additional jet fuel line work and to extend the contract by one day.
  - Change order #3 in the amount of \$39,103.27 was for additional pipe stabilization for storm drainage work.
  - Change order #4 in the amount of \$46,686.03 was for the removal of 200 feet of abandoned underground duct bank, replacing taxiway light fixtures, and extending the foundation of a taxiway sign.
  - Change order #5 will provide for ramp and taxiway signage modifications.
- The new total value of the contract including change order #5 is \$23,592,462.22.

**Disadvantaged Business Enterprise**

This is a federal contract with a DBE goal that was in place prior to October 3, 2025. In accordance with the USDOT Interim Final Rule issued October 3, 2025, the original contract does not need to be changed, but DBE participation cannot be counted at this time.

**Fiscal Note**

Funding: Aviation Capital Investment Plan

## 35. Aviation Financial Feasibility Consultant Services Contract Amendment

### Action:

- A. **Approve contract amendment #2 for \$550,000 to the contract with Newton and Associates, Inc. (SBE) for financial feasibility services, and**
- B. **Authorize the City Manager to amend the contract for up to two, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract and this amendment were approved.**

### **Staff Resource(s):**

Haley Gentry, Aviation

Mike Hill, Aviation

Matthew Hastedt, Finance

### **Explanation**

- Aviation requires a qualified consultant to provide an independent comprehensive economic study as required in accordance with public debt financing. The consultant will assess the financial feasibility of the projects financed in the Airport's Capital Investment Plan.
- The analysis requires detailed knowledge of the financial operations of the Airport, the Airport industry, and the overall bond market. Newton and Associates, Inc. performs this service for airports across the country and has extensive knowledge and experience at the Charlotte Douglas International Airport to effectively provide the analysis.
- On April 20, 2023, following a Request for Proposals process, the city entered into a contract with Newton and Associates, Inc. for \$250,000 for Aviation financial feasibility consulting services.
  - Amendment #1 in the amount of \$245,000 was to increase the contract value to continue financial consulting services.
  - Amendment #2 in the amount of \$550,000 will cover the independent assessments for the next two bond issuances.
- The estimated value of an independent assessment is approximately \$275,000. This assessment is only required during an airport public debt financing (approximately every two years).
- The new total value of the contract including contract amendment #3 is \$1,045,000.

### **Charlotte Business INclusion**

Newton & Associates, Inc. is an SBE certified firm. All additional work involved in this amendment will be performed by Newton & Associates, Inc.

### **Fiscal Note**

Funding: Proceeds from Aviation General Airport Revenue Bonds

## 36. Aviation Water Treatment Chemicals

### **Action:**

- A. **Approve a unit price contract with ChemTreat, Inc. for the purchase of water treatment chemicals for a 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 purpose for which the contract was approved.**

### **Staff Resource(s):**

Haley Gentry, Aviation

Jack Christine, Aviation

### **Explanation**

- This contract will provide for a water treatment chemical program for the West Central Chiller plant, Central Energy Plant, and various other systems throughout the airport campus.
- On September 9, 2025, the city issued an Invitation to Bid; two bids were received.
- ChemTreat, Inc. was selected as the lowest responsive, responsible bidder.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual expenditures are estimated to be \$135,000.

### **Charlotte Business INclusion**

Contract goals were not established for this contract because there were no certified MWSBEs available within the city's database capable of performing the required work or providing the necessary goods. This determination was made based on a comprehensive search by CBI and relevant departments, utilizing the city's vendor registration system, relevant market research, and an assessment of the work required by the contract.

### **Fiscal Note**

Funding: Aviation Operating Budget

## 37. Document Management Services

### **Action:**

- A. Approve contracts for document management services for a term of three years with the following:**
- **Iron Mountain, Inc.,**
  - **Patterson Pope, Inc.,**
  - **Distribution Technology dba Record Storage Systems, and**
- B. Authorize the City Manager to renew the contracts for up to two, one-year terms with possible price adjustments and to amend the contracts consistent with the purpose for which the contracts were approved.**

### **Staff Resource(s):**

Cheryl Wright, Contracting and Procurement

### **Explanation**

- The city utilizes a network of trusted vendors to provide comprehensive scanning, storage, and shredding services, ensuring secure document digitization, efficient records management, and compliant disposal of sensitive materials. This approach enhances operational efficiency, improves information accessibility, and supports regulatory compliance.
- On March 4, 2025, the city issued a Request for Proposals (RFP) on behalf of the City of Charlotte's Cooperative Purchasing Alliance (CCPA) and participating public agencies; seven responses were received.
- The companies selected best meet the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- CCPA contracts are designed to benefit all entities required to comply with state purchasing laws, including cities, counties, public and private schools, colleges and universities, non-profits, and governmental entities by leveraging aggregate purchasing volume to secure better pricing.
- At renewal, potential price adjustments may be considered based on legitimate and justified increases in the cost of doing business. The ability to consider price adjustments also allows the city to accept decreases, if warranted.
- Annual aggregate expenditures are estimated to be \$1,200,000.

### **Charlotte Business INclusion**

Cooperative purchasing contracts leverage contracts established by other governmental agencies and do not involve the city conducting a bidding process and are thus exempt from CBI Program goals. Subcontracting opportunities are typically not feasible under cooperative purchasing arrangements.

### **Fiscal Note**

Funding: Various Departments Operating Budgets

## 38. Refund of Property Taxes

**Action:**

Adopt a resolution authorizing the refund of property taxes assessed through clerical or assessment error in the amount of \$85,034.24.

**Staff Resource(s):**

Matt Hastedt, Finance

David Browne, Finance

**Explanation**

- Mecklenburg County notified and provided the city the list of Property Tax refund due to clerical or assessment error.

**Attachment(s)**

Taxpayers and Refunds Requested

Resolution

[List of Taxpayers 12.08.25](#)

[Resolution - Refund of Property Taxes 12.08.25](#)

## CONSENT - PROPERTY TRANSACTIONS

### 39. Property Transactions - 7th Street Parallel Bike Routes Phase 2, Parcel # 1

**Action:** Approve the following condemnation: 7th Street Parallel Bike Routes Phase 2, Parcel # 1

**Project:** 7th Street Parallel Bike Routes Phase 2

**Program:** 7th Street Parallel Bike Routes

**Owner(s):** Christopher Matthew Holder and Kathryn Leigh Dotten-Holder

**Property Address:** 2348 East 7th Street

**Total Parcel Area:** 6,556 sq. ft. (0.151 ac.)

**Property to be acquired by Easements:** 45 sq. ft. (0.001 ac.) sidewalk/utility easement, 35 sq. ft. (0.0008 ac.) utility easement, and 152 sq. ft. (0.003 ac.) temporary construction easement

**Structures/Improvements to be impacted:** None

**Landscaping to be impacted:** None

**Zoned:** N2-B

**Use:** Neighborhood 2-B

**Parcel Identification Number(s):** 127-133-11

<https://polaris3g.mecklenburgcountync.gov/pid/12713311>

**Appraised Value:** \$3,975

**Property Owner's Concerns:** The property owner is concerned about the design of the project and amount of compensation offered.

**City's Response to Property Owner's Concerns:** The city was able to redesign to accommodate some of the property owner's design requests and informed the property owner they could obtain their own appraisal or provide supporting documentation to justify their counteroffer.

**Recommendation:** The recommendation is to proceed to condemnation during which time negotiations can continue, mediation is available, and if necessary, just compensation can be determined by the court.

**Council District:** 1

**Attachment(s):** Map

[Map - 7th St Parallel Bike Routes Phase 2, Parcel #1](#)

## 40. Property Transactions - Kuykendall Road Improvements, Parcel # 2

**Action:** Approve the following condemnation: Kuykendall Road Improvements, Parcel # 2

**Project:** Kuykendall Road Improvements

**Program:** Neighborhood Reinvestment

**Owner(s):** Brian Patrick Redmond III and Devon Hartford Redmond

**Property Address:** 9600 Hampton Oaks Lane

**Total Parcel Area:** 15,028 sq. ft. (0.345 ac.)

**Property to be acquired by Easements:** 921 sq. ft. (0.021 ac.) temporary construction easement

**Structures/Improvements to be impacted:** None

**Landscaping to be impacted:** Trees and various plantings

**Zoned:** N1-A

**Use:** Neighborhood 1-A

**Parcel Identification Number(s):** 231-151-37

<https://polaris3g.mecklenburgcountync.gov/pid/23115137>

**Appraised Value:** \$20,125

**Property Owner's Concerns:** The property owner is concerned about the design of the project and amount of compensation offered.

**City's Response to Property Owner's Concerns:** The city informed the property owner they could obtain their own appraisal to justify their counteroffer and explained the rationale of the design and how it meets the objectives for the project. The city continues to negotiate with the property owner.

**Recommendation:** The recommendation is to proceed to condemnation during which time negotiations can continue, mediation is available, and if necessary, just compensation can be determined by the court.

**Council District:** 7

**Attachment(s):** Map

[Map - Kuykendall Rd Improvements, Parcel #2](#)

## 41. Property Transactions - North Caldwell at 8th Street Traffic Signal, Parcel # 1

**Action:** Approve the following condemnation: North Caldwell at 8th Street Traffic Signal, Parcel # 1

**Project:** North Caldwell at 8th Street Traffic Signal

**Program:** North Caldwell at East 8th Street Traffic Signal

**Owner(s):** Seventh Street Investors, LLC

**Property Address:** 400 East 9th Street

**Total Parcel Area:** 132,852 sq. ft. (3.050 ac.)

**Property to be acquired by Easements:** 403 sq. ft. (0.009 ac.) sidewalk/utility easement, 197 sq. ft. (0.005 ac.) permanent utility easement, and 195 sq. ft. (0.004 ac.) temporary construction easement

**Structures/Improvements to be impacted:** None

**Landscaping to be impacted:** None

**Zoned:** UC

**Use:** Uptown Core

**Parcel Identification Number(s):** 080-063-01

<https://polaris3g.mecklenburgcountync.gov/pid/08006301>

**Appraised Value:** \$56,625

**Property Owner's Concerns:** The property owner is concerned about the amount of compensation offered.

**City's Response to Property Owner's Concerns:** The city informed the property owner they could obtain their own appraisal or provide supporting documentation to justify their counteroffer. The city continues to negotiate with the property owner.

**Recommendation:** The recommendation is to proceed to condemnation during which time negotiations can continue, mediation is available, and if necessary, just compensation can be determined by the court.

**Council District:** 1

**Attachment(s):** Map

[Map - N Caldwell at 8th St Traffic Signal, Parcel #1](#)



## 42. Property Transactions - Strategic Investment Area: Harrisburg at Camp Stewart Pedestrian Improvements, Parcel # 3

**Action:** Approve the following condemnation: Strategic Investment Area: Harrisburg at Camp Stewart Pedestrian Improvements, Parcel # 3

**Project:** Strategic Investment Area: Harrisburg at Camp Stewart Pedestrian Improvements

**Program:** Harrisburg at Camp Stewart Pedestrian Improvements

**Owner(s):** Cross Trails, LLC

**Property Address:** 8015 Winterwood Place

**Total Parcel Area:** 178,722 sq. ft. (4.103 ac.)

**Property to be acquired by Easements:** 6,658 sq. ft. (0.153 ac.) sidewalk/utility easement and 2,203 sq. ft. (0.051 ac.) temporary construction easement

**Structures/Improvements to be impacted:** None

**Landscaping to be impacted:** Trees and various plantings

**Zoned:** N1-A

**Use:** Neighborhood 1-A

**Parcel Identification Number(s):** 111-311-01

<https://polaris3g.mecklenburgcountync.gov/pid/11131101>

**Appraised Value:** \$25,675

**Property Owner's Concerns:** The property owner is concerned about the design of the project and amount of compensation offered.

**City's Response to Property Owner's Concerns:** The City explained the rationale of the design and how it meets the objectives for the project. The City informed the property owner they could obtain their own appraisal or provide supporting documentation to justify their counteroffer. The city continues to negotiate with the property owner.

**Recommendation:** The recommendation is to proceed to condemnation during which time negotiations can continue, mediation is available, and if necessary, just compensation can be determined by the court.

**Council District:** 5

**Attachment(s):** Map

[Map - SIA: Harrisburg at Camp Stewart Pedestrian Improvements, Parcel #3](#)

## Adjournment

## REFERENCES

### 43. 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
  - Leaving voice messages.
- For most condemnation cases, the city 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 term "fee simple" is a synonym for ownership and 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.

## 44. Reference - Property Transaction Process

### Property Transaction Process Following City 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, the City 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.

## 45. Reference - Charlotte Business INClusion Program

The following excerpts from the City of Charlotte's Charlotte Business INClusion Administrative Procedures Manual are intended to provide further explanation for those agenda items that reference the Charlotte Business INClusion Program in the business meeting agenda.

### Section 7.11 Small Business Market Strategy

**Section 7.11:** The Business Inclusion Officer may develop a market strategy for SBEs that may consist of setting aside certain classes or sizes of contracts for targeted Solicitations to SBEs.

### Section 3.1 Contract Goals

**Section 3.1.2: Contract Goals:** One or more contract goals may be established for all Contracts of \$100,000 or more.

**Section 3.1.3: Types of Contract Goals:** A Contract Goal can be a (i) MWSBE Goal, (ii) MBE Goal, (iii) SBE Goal, (iv) WBE Goal, (v) MSBE Goal, (vi) WSBE Goal or (vii) MWBE Goal.

#### Section 3.1.4: Participation Plan for Specific City Agreements:

**3.1.4.1:** Participation Plans shall be used for Contracts using the Infrastructure Reimbursements Agreements, Developer Agreements, Financial Partner agreements, design-build construction delivery method, construction manager at-risk delivery method, and public-private partnership construction delivery method. The Business Inclusion Officer may require a Participation Plan for other Contracts not specified in this section.

**3.1.4.2:** The Business Inclusion Officer shall draft a Participation Plan describing what outreach and other efforts the Contractor will be required to undertake to meet the Contract Goals established for the Contract. Any revisions to a Participation Plan after submission shall be approved in writing by the Business Inclusion Officer.

#### Section 3.1.5: Negotiated Contract Goals:

**3.1.5.1:** The City may negotiate with a Business Enterprise regarding prospective MWSBE utilization on a Contract prior to its Solicitation. In such instances, the negotiation regarding any Contract Goals may involve scopes of work that are undefined prior to Solicitation but will consist of an overall City expenditure of funds that is known.

**Section 3.1.6: No Contract Goals:** Contract Goals will not be established on a Contract if (i) there are no MWSBEs to perform the work for the Contract or (ii) it is an Exempt Contract.

### Section 8.0 Definitions

**Section 8.15: Contract:** Any written agreement between the City and Business Enterprise, or any modification thereof, obligating the Business Enterprise to furnish goods or services to the City or perform construction activities for the City. This term shall not include exempt contracts.

**Section 8.21: Exempt Contracts:** The following Contracts are exempt from all aspects of the CBI Program unless a Department elects otherwise:

**8.21.1 Federal Funded Agreements:** 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.

**8.21.2 Financial Partner Agreements:** Contracts with a Financial Partner that has an existing MWSBE program or DBE program that the Financial Partner uses regularly and can provide evidence thereof.

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

**8.21.4 Legal Services:** Contracts to provide legal services on behalf of the City or its employees or elected officials.

**8.21.5 No Competitive Process:** Contracts that are entered into without a competitive process, or entered into based on a competitive process administered by an entity other than the City, including but not limited to agreements 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 North Carolina General Statutes § 143-129(e)(3), or using the emergency procurement procedures established by the North Carolina General Statutes.

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

**8.21.7 Special Exemptions:** Contracts where the Department and the Business Inclusion Officer agree that there was no discretion to hire an MWSBE including, but not limited to, payments or reimbursements to City employees or the procurement of utilities.

**8.21.8 State Funded Agreements.** Contracts that are subject to an MWBE Goal set by the State of North Carolina pursuant to North Carolina General Statutes § 143- 128.2

## **Section 5.0: Responsibilities After Contract Award**

### **Section 5.4: New Subcontracting Opportunities**

**5.4.1:** If a Contract has a previously unidentified opportunity for MWSBE participation or if a scope of work has been enlarged or increased, then the Contractor shall notify the Department Head.

**5.4.2 Notice:** Contractor shall promptly notify the Department Head of the new opportunity for MWSBE participation and whether existing MWSBE Subcontractors on the Contract can and/or will perform the new work.

**5.4.3 Response:** Upon receipt of the notice under Section 5.4.2, the Department Head shall notify the Contractor that (i) there will be no Supplemental Goal or (ii) there will be a Supplemental Goal based on MWSBE availability.

### **Section 7.12: Financial Partners**

**7.12.1** Exemption: If a Financial Partner currently administers a program for MWSBEs, then the Financial Partner may seek an exemption from the Business Inclusion Officer by communicating an intent to use the Financial Partner's existing program in lieu of adhering to the CBI Program. Determinations are made on a case-by-case basis by Business Inclusion Officer.

**7.12.2 Contract Goals:** A Financial Partner shall be subject to Section 3 (Goals) and Section 4 (Good Faith Efforts) if the Financial Partner has not been exempted pursuant to Section 7.11.1.