

City of Charlotte

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



Meeting Agenda

Monday, April 28, 2025

Council Chamber

City Council Business Meeting

*Mayor Vi Lyles
Mayor Pro Tem Danté Anderson
Council Member Dimple Ajmera
Council Member Tiawana Brown
Council Member Ed Driggs
Council Member Malcolm Graham
Council Member Reneé Johnson
Council Member LaWana Mayfield
Council Member James Mitchell
Council Member Marjorie Molina
Council Member Victoria Watlington*

5:00 P.M. CITY COUNCIL ACTION REVIEW AND CONSENT AGENDA, CHARLOTTE-MECKLENBURG GOVERNMENT CENTER, REGULAR MEETING ROOM 267

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

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.

[2025-04-28 Council Agenda QA](#)

2. Consent agenda items 17 through 36 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.

3. Action Review Agenda Overview

Staff Resource(s):

Marcus Jones, City Manager

4. Action Review Items

Determination of Process for Filling Vacant Council District 6 Seat

Staff Resource(s):

Anthony Fox, City Attorney's Office

Time: Presentation - 10 minutes; Discussion - 15 minutes

Explanation

- Attorney's Office to review process options and timelines for filling the vacant City Council District 6 seat.
- Council discussion on process considerations.
- Vote: vote on process or defer vote on the process until May 12, 2025 Business Meeting.

Community Area Planning

Staff Resource(s):

Monica Holmes, Planning, Design, and Development

Kathy Cornett, Planning, Design, and Development

Catherine Mahoney, Planning, Design, and Development

Time: Presentation - 10 minutes; Discussion - 20 minutes

Explanation

- Receive an overview of the Community Area Plans.

Minimum Housing Code

Staff Resource(s):

Rebecca Hefner, Housing and Neighborhood Services

Time: Presentation - 10 minutes; Discussion - 20 minutes

Explanation

- Receive an overview of the proposed Minimum Housing Code updates that were referred out of the Housing, Safety, and Community Council Committee.

[4 1 Council Seat Appointment Process](#)

[4 2 Community Area Planning](#)

5. Closed Session (as necessary)

**6:30 P.M. CITY COUNCIL BUSINESS MEETING,
CHARLOTTE-MECKLENBURG GOVERNMENT CENTER,
COUNCIL CHAMBER**

Call to Order

Introductions

Invocation

Pledge of Allegiance

AWARDS AND RECOGNITIONS

6. Registered Apprenticeship Day

Action:

Mayor Lyles will read a proclamation recognizing April 30, 2025, as Registered Apprenticeship Day.

7. Provider Appreciation Day

Action:

Council member Ajmera will read a proclamation recognizing May 9, 2025, as Provider Appreciation Day.

8. National Drinking Water Week

Action:

Mayor Lyles will read a proclamation recognizing May 4 through 10, 2025, as National Drinking Water Week.

PUBLIC FORUM

9. Public Forum

PUBLIC HEARING

10. Public Hearing and Decision on Dixie River Road Firehouse No. 44 Voluntary Annexation

Action:

- A. Conduct a public hearing for Dixie River Road Firehouse No. 44 voluntary annexation, and**
- B. Adopt an annexation ordinance with an effective date of April 28, 2025, to extend the corporate limits to include this property and assign it to the adjacent City Council District 3.**

Staff Resource(s):

Monica Holmes, Planning, Design, and Development
Holly Cramer, Planning, Design, and Development
Emma Knauerhase, Planning, Design, and Development

Explanation

- Public hearings to obtain community input are required prior to City Council taking action on annexation requests.
- The City of Charlotte seeks the annexation of a city-owned parcel. This 6.590-acre "Dixie River Road Firehouse No. 44" site is located along the east side of Dixie River Road, west of Interstate 485, south of West Boulevard in western Mecklenburg County.
- This parcel is currently vacant and will be constructed with future, funded Firehouse No. 44.
- The petitioned area consists of one parcel: parcel identification number 141-281-04.
- The property is located within Charlotte's extraterritorial jurisdiction and shares a boundary with current city limits.
- Annexation of this property is required to develop planned city infrastructure. The firehouse will service surrounding areas and provide critical resource relief to Charlotte Fire Department, ensuring service that meets established industry and local standards.

Consistent with City Council Policies

- The annexation is consistent with voluntary annexation policy approved by City Council on March 24, 2003; more specifically this annexation:
 - Will not adversely affect the city's ability to undertake future annexations;
 - Will not have undue negative impact on city finances or services; and
 - Will not result in a situation where unincorporated areas will be encompassed by new city limits.

Attachment(s)

Map (GIS)
Map (Survey)
Annexation Ordinance

[Map - Dixie River Road Firehouse No. 44 Annexation](#)

[Survey - Dixie River Road Firehouse No. 44 Annexation](#)

[Ordinance - Dixie River Road Firehouse No. 44 Annexation](#)

11. Public Hearing on a Resolution to Close a Portion of Right-of-Way off South Gardner Avenue

Action:

- A. Conduct a public hearing to close a Portion of Right-of-Way off South Gardner Avenue, and
- B. Adopt a resolution and close a Portion of Right-of-Way off South Gardner Avenue.

Staff Resource(s):

Debbie Smith, Transportation
Leslie Bing, Transportation

Explanation

- NC General Statute Section 160A-299 outlines the procedures for permanently closing streets and alleys.
- The Charlotte Department of Transportation (CDOT) received a petition to abandon public right-of-way and requests this City Council action in accordance with the statute.
- The action removes land from public right-of-way and attaches it to the adjacent property.
- The attached Resolution refers to exhibits and metes and bounds descriptions that are available in the City Clerk's Office.
- The right-of-way to be closed is located in Council District 2.

Petitioner

Savona II, LLC

Right-of-Way to be Abandoned

Portion of right-of-way of South Gardner Avenue

Reason

Per the petition submitted by Savona II, LLC, the abandonment of the unopened right-of-way will facilitate future redevelopment of abutting parcels. The city has no objections.

Notification

As part of the city's notification process, and in compliance with NC General Statute 160A-299, the CDOT submitted this abandonment petition for review by the public and city departments.

Adjoining property owner(s)

410SG Partners, LLC- No objections
Savona Resi Project, LLC- No objections

City Departments

- Review by city departments identified no apparent reason this closing would:
 - Be contrary to the public interest;
 - Deprive any individual(s) owning property in the vicinity of reasonable means of ingress and egress to their property as outlined in the statutes; or
 - Be contrary to the adopted policy to preserve existing rights-of-way for connectivity.

Attachment(s)

Map
Resolution

[2023-005319A - Abandonment Map](#)

[2023-005319A Resolution to Close 04.28.2025](#)

12. Public Hearing on Airport 2025 General Airport Revenue Bonds

Action:

- A. Conduct a public hearing related to the issuance of General Airport Revenue Bonds to provide permanent financing for projects listed below, and**
- B. Adopt resolutions authorizing and approving the issuance of General Airport Revenue Bonds up to \$350,000,000 and calling for the execution and delivery of various documents necessary to complete the sale.**

Staff Resource(s):

Haley Gentry, Aviation
Teresa Smith, Finance
Matthew Hastedt, Finance

Explanation

- At the February 24, 2025, Council Business Meeting, City Council adopted an initial findings resolution which authorized the application to the Local Government Commission (LGC) for a debt issuance to fund Aviation Capital Investment Plan projects and to refund outstanding General Airport Revenue Bonds and set a public hearing for General Aviation Revenue Bonds (GARBs) expected to be issued in May 2025.
- This action authorizes the issuance of up to \$350 million in General Airport Revenue Bonds (GARBs) comprised of the following:
 - New revenue bonds up to \$280 million to provide permanent financing for projects listed below, and
 - Refunding of the 2014A up to \$70 million outstanding General Airport Revenue Bonds.
- The 2025 GARBs will provide long-term financing for the following or other similar projects which are part of the Aviation Capital Investment Plan:
 - Concourse D Renovations, and
 - Fourth Parallel Runway Program.
- Long-term financing authorized by these actions is secured by Airport revenue, and the Airport's signatory airlines have approved the projects.
- Prior to issuing this debt, a third-party feasibility study will be completed to indicate that sufficient revenues are forecasted to be available to repay the debt.
- With City Council approval, it is anticipated that the LGC will approve this action at its May 2025 meeting.
- Internal Revenue Service regulations require a public hearing on new, tax-exempt, debt-funded projects.
- Action B provides approval to the City Manager and the Authorized Officers named in the Resolution to take necessary actions to complete the financing and related documentation for the life of debt.

Fiscal Note

Funding: Airport Debt Service Fund

Attachment(s)

Series Resolutions
TEFRA Notice

[Resolution - Airport 2025 GARBs](#)

[Notice of Public Hearing](#)

POLICY

13. City Manager's Report

[04.28.2025 City Manager's Memo](#)

BUSINESS**14. Regional Express Bus Service Agreement Renewal with the City of Gastonia****Action:**

- A. Adopt a resolution ratifying an Interlocal Agreement with the City of Gastonia for Regional Express Bus Service for an initial term of one year, and**
- B. Authorize the City Manager to renew the agreement for up to four, one-year terms and to amend the agreement consistent with the purpose for which the agreement was approved.**

Staff Resource(s):

Brent Cagle, CATS

Jason Lawrence, CATS

Pamela White, CATS

Explanation

- The Charlotte Area Transit System (CATS) currently operates regional express bus services to the City of Gastonia.
- The current interlocal agreement with the City of Gastonia for these services expires June 30, 2025.
- As part of the Metropolitan Transit Commission adopted policies, the City of Gastonia will reimburse the city for 50 percent of net costs for regional express bus services between Gastonia and uptown Charlotte.
- The total estimated year one contract cost of the bus service is \$224,844. Annual renewals will be adjusted for inflation and/or service level changes.
- Benefits of the regional express shuttle and bus services include:
 - Maintaining mobility for residents of Charlotte and surrounding jurisdictions,
 - Helping Charlotte meet air quality attainment goals, and
 - Reducing the number of vehicles trips within Mecklenburg County on an annual basis.

Fiscal Note

Funding: CATS Operating Budget

Attachment(s)

Resolution

[Resolution - Interlocal Agreement with Gastonia](#)

15. Affordable Housing Development Support Requests

Action:

- A. Approve up to \$30,104,000 in Housing Trust Fund allocations for the following affordable housing developments contingent upon their receiving a Low-Income Housing Tax Credit award from the North Carolina Housing Finance Agency, where applicable:
- Baker Crossing, \$1,972,000 (nine percent Low-Income Housing Tax Credit) in Council District 1,
 - The Barton South, \$3,000,000 (four percent Low-Income Housing Tax Credit) in Council District 3,
 - Havenridge at Sharon Amity, \$6,000,000 (four percent Low-Income Housing Tax Credit) in Council District 5,
 - Union at Graham, \$4,400,000 (four percent Low-Income Housing Tax Credit) in Council District 1,
 - Woodward Apartments, \$4,550,000 (four percent Low-Income Housing Tax Credit) in Council District 1,
 - Aveline Newell Townhomes, \$2,430,000 (Homeownership) in Council District 4,
 - Carya Pond Townhomes, \$1,632,000 (Homeownership) in Council District 5,
 - Frew Road Townhomes, \$315,000 (Homeownership) in Council District 1,
 - Tom Hunter Homes, \$405,000 (Homeownership) in Council District 1,
 - Woodford Estates, \$5,400,000 (Naturally Occurring Affordable Housing) in Council District 5,
- B. Approve up to \$800,000 in federal fund allocations for the Long Creek Commons nine percent Low-Income Housing Tax Credit multi-family affordable housing development in Huntersville,
- C. Approve up to \$1,500,000 in Transit Oriented Development Affordable Housing Development Bonus Program fee-in-lieu revenue to support Urban Trends acquisition of approximately 0.45 acres in Council District 2, for the future development of affordable housing,
- D. Approve an annual reimbursement to Housing Collaborative in an amount not to exceed the Woodford Estates development's city tax bill for a Naturally Occurring Affordable Housing Rental Subsidy Program over a 20-year period for 34 new long-term rental subsidies for households earning 30 percent and below the area median income, and
- E. Authorize the City Manager or his designee to execute, amend, modify, and renew contracts and other required documents to complete the transactions.

Staff Resource(s):

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

Explanation

Action A

- On November 27, 2024, the city issued a Housing Development Funding Request for Proposals (RFP) to aid in the production of affordable housing units. This is the first RFP since Council's adoption of the Affordable Housing Funding Policy.
- Additionally, in May 2023, the city issued a rolling Naturally Occurring Affordable Housing (NOAH) RFP Acquisition, Rehabilitation and Subsidy RFP, which serves to provide opportunities to NOAH developers/owners to be responsive to quickly changing market conditions and allows the city to evaluate proposals on a rolling basis as market opportunities arise.

- In response to these RFPs, 17 proposals were received seeking various types of gap financing support including nine percent and four percent tax credits from the North Carolina Housing Finance Agency (NCHFA). Three of the proposals were subsequently withdrawn by the developers.
- Approval of the recommended Housing Trust Fund allocations will add 874 affordable and workforce rental housing units and 102 affordable homeownership units to the city's existing supply.
- The recommended developments meet all submission requirements, including land use and rezoning approvals where applicable. Additionally, the evaluation process included assessing the proposals for alignment with Council policies, goals and priorities including the Affordable Housing Funding Policy, ensuring developer experience, achieving long-term affordability, creating mixed-income opportunities in areas of opportunity, and maximizing the leverage of available resources.
- The NCHFA will base their final tax credit awards on variables such as market demand and local housing needs, ability to serve qualified residents for the longest affordability period, design and quality of construction, and financial structure and long-term viability.

Action B

- The Long Creek Commons development will create 48 units of long-term deed restricted affordable housing in Huntersville. Staff propose up to \$800,000 of federal funding support, which may include Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), or Housing Opportunities for Persons with Aids (HOPWA) allocations.

Action C

- On January 19, 2024, the city issued a rolling Transit Oriented Development (TOD) Land Acquisition RFP to support developer acquisition of TOD-zoned land for affordable housing. City assistance will be provided through short-term (up to three-years) loans.
- The rolling RFP allows the city to evaluate proposals on a rolling-basis as market opportunities arise and allows developers to be responsive to quickly changing market conditions.
- When proposals seeking land acquisition support are approved by the City Council, staff will then continue to work with the developer over the term of the loan to finalize project concepts for the development of affordable housing on the property, in alignment with City Council policies, goals, and priorities.
- Urban Trends has requested a \$1,500,000 short-term loan for the acquisition of approximately 0.45 acres located at 1414 West Trade Street (parcel identification number 078-187-01), located in Council District 2, for the future development of affordable housing. The property is zoned TOD-NC.
- This request represents the second proposal received in response to the rolling RFP to date. Staff will update Council on future proposals as they are received.

Action D

- Ascent Housing (Developer), or an affiliate, proposes to preserve the 228-unit Woodford Estates Naturally Occurring Affordable Housing (NOAH) community located at 4630 Central Avenue (parcel identification numbers 13103301), in Council District 5, and participate in the city's NOAH Rental Subsidy Program (Program).
- The Developer has committed to meeting all of the Program requirements, including setting aside 34 units for 30 percent area median income (AMI) households that do not have existing vouchers or other forms of rental assistance for a period of 20 years.
- To create new, long-term rental subsidies for these 34 units, the city is being asked to commit to annual funding for the length of the property's 20-year deed restriction at an amount not to exceed the development's annual city property tax bill. The maximum amount of the reimbursement will be adjusted each year in correspondence with the actual amount of the current year's property taxes. The development's 2024 city property tax bill was \$75,796.
- The rental subsidies will pay the difference between what the resident household can afford (30 percent of their income) and the lesser of the property's asking rent or fair market rent.
- The funds will be provided to Housing Collaborative, a local non-profit organization, who will identify eligible tenants and administer the rental subsidy on behalf of the city.
- The city's support is contingent on Mecklenburg County's participation including for the county's

portion of the property taxes for 20 years.

City Council Discussion

- City Council received staff funding recommendations including Housing Trust Fund allocations at the April 14, 2025, City Council Business Meeting.

Charlotte Business INclusion

All Housing Trust Fund and TOD Affordable Housing Development Bonus Program Fee-in-Lieu funded housing projects and their developers are subject to MWSBE goals determined based on the amount of city funding allocation received.

Fiscal Note

Funding: Housing Trust Fund, Federal Housing Allocations, and TOD Affordable Housing Development Bonus Program Fee-in-Lieu

Attachment(s)

April 14, 2025, Council Action Review Presentation

16. City-Owned Properties for the Development of Affordable Housing

Action:

Authorize the City Manager and staff to work with recommended affordable housing developers to finalize the preliminary affordable housing proposals and negotiate conveyance of the following vacant city-owned properties for the development of affordable housing:

- **3924 and 3932 Freedom Drive, (parcel identification numbers 063-052-04 and 063-052-05), conveyance to True Homes and Prosperity Alliance, and**
- **7825 Tyner Street (parcel identification number 047-221-11), conveyance to Camino Community Development Corporation.**

Staff Resource(s):

Rebecca Hefner, Housing and Neighborhood Services

Warren Wooten, Housing and Neighborhood Services

Michael Englehart, Housing and Neighborhood Services

Explanation

- On November 26, 2024, the city issued a Request for Proposals (RFP) to solicit proposals for affordable or mixed-income housing development on city-owned land.
- The use of city-owned land allows for additional leveraging of the city's housing resources, such as the Housing Trust Fund. This strategy is a best practice used across the country to assist in expanding the supply of affordable housing and is consistent with the Council approved Housing Charlotte Framework, Affordable Housing Funding Policy, City-Owned Real Estate and Facilities Policy, and the Guidelines for Evaluation and Disposition of City-Owned Land for Affordable Housing.
- In response to the RFP, three development proposals were received for the Freedom Drive and Tyner Street parcels (one for the Freedom Drive parcels, and two for the Tyner Street parcels).
- The recommended developers and proposed preliminary developments are best qualified to maximize affordable housing opportunities and meet the city's goals and priorities, as follows:
 - Freedom Drive
 - Parcel identification number(s): 063-052-04 and 063-052-05
 - Council District: 2
 - Appraisal: An appraisal of the property completed in July 2024, established a fair market value of \$728,000
 - Recommended Developer: True Homes and Prosperity Alliance
 - Development Type: Homeownership
 - Conveyance Method: Fee simple warranty deed
 - Tyner Street
 - Parcel identification number(s): 047-221-11
 - Council District: 4
 - Appraisal: An appraisal of the property completed in August 2024, established a fair market value of \$681,275
 - Recommended Developer: Camino Community Development Corporation (in partnership with True Homes)
 - Development Type: For-Rent Townhomes and Transitional Housing
 - Conveyance Method: Long-term ground lease
- The conveyance of the properties to the recommended developers will be conditioned upon the developers finalizing their project plans to the satisfaction of the city, including the identification and commitment of all necessary funding needed to finance the projects. Once complete, the final resolutions to convey the properties will be brought before City Council for consideration and adoption.

City Council Discussion

- City Council received staff recommendations for the Freedom Drive and Tyner Street city-owned

properties at the April 14, 2025, City Council Business Meeting.

Attachment(s)

April 14, 2025, Action Review Presentation

[04.14.2025 Affordable Housing Action Review Presentation](#)

CONSENT

17. Fire Turnout Gear and Related Services

Action:

- A. Approve contracts for firefighting turnout gear and related services for a term of three years with the following:**

- **AEST Fire & Safety,**
- **Fire-Dex GW, LLC dba Gear Wash,**
- **Lions TotalCare,**
- **Municipal Emergency Services Inc.,**
- **Newtons Fire & Safety Equipment, Inc.,**
- **North America Fire Equipment Co., Inc.,**
- **Rhinehart Fire Services,**
- **Viking Life-Saving Equipment, Inc., 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):

Reginald Johnson, Fire

Jerry Winkles, Fire

Jeffrey Matthews, Fire

Phil Reiger, General Services

Explanation

- The Charlotte Fire Department relies on frequent access to high-quality firefighting turnout gear to ensure the safety and operational effectiveness of our first responders. This equipment and related services support the safety and operational readiness of the city's fire department.
- On January 30, 2025, the city issued a Request for Proposals (RFP); ten responses were received.
- The companies selected best meet 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.
- These contracts are also part of the Charlotte Cooperative Purchasing Alliance and generate revenue for the city when other public agencies use the contracts.
- Annual aggregate expenditures are estimated to be \$2,500,000.

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: Fire Operating Budget

18. Building Commissioning Services

Action:

- A. Approve unit price contracts with the following companies for building commissioning services for four years:**
- Atom Engineering PLLC,
 - Chinook Systems, NC Inc.,
 - CMTA,
 - Horizon Engineers, Inc.,
 - RMF Engineering,
 - Systems WorCx, PLLC,
 - The Milborne Group Consulting Engineers, Inc. dba TMG Consulting Engineers, Inc. (MBE),
 - TLC Engineering Solutions, and
- B. Authorize the City Manager to renew the contracts for up to one additional, one-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
Kathleen Cishek, General Services
Mary Herington, General Services

Explanation

- Building commissioning is a third-party, independent service that helps ensure mechanical, electrical, and plumbing systems are installed correctly and operating at optimum efficiency reducing energy consumption and increasing occupant comfort.
- Commissioning services will be provided on new and existing city buildings on an as-needed basis.
- The use of a commissioning agent is required by the city's Policy for Sustainable City Facilities and a pre-requisite for Leadership in Energy and Environmental Design certification.
- On July 3, 2024, the city issued a Request for Qualifications (RFQ); 12 responses were received.
- The companies selected best meet the city's needs in terms of qualifications, experience, and responsiveness to RFQ requirements.
- Annual aggregate expenditures are estimated to be \$5,000,000.

Charlotte Business INclusion

The following prime consultant is an MBE firm and will self-count 75% participation of the total contract amount:

- The Milborne Group Consulting Engineers, Inc. dba TMG Consulting Engineers, Inc.

The city negotiates contract participation after the proposal selection process. The specific tasks and contract opportunities associated with these contracts are undefined; however, each of the following consultants has identified MWSBE firm(s) to be utilized:

Atom Engineering PLLC

- 5 D Marketing and Consulting (WBE)

Chinook Systems, NC Inc.

- Biloba Architecture PLCC (WBE)

CMTA

- High Performance Building Solutions Inc. (WBE, SBE)

Horizon Engineers, Inc.

- TMG Consulting Engineers, Inc. (MBE)

RMF Engineering

- High Performance Building Solutions Inc. (WBE, SBE)

System WorCx, PLLC

- High Performance Building Solutions Inc. (WBE, SBE)
TLC Engineering Solutions
- High Performance Building Solutions Inc. (WBE, SBE)

Fiscal Note

Funding: General Capital Investment Plan

19. Citywide Janitorial Services

Action:**A. Approve contracts for janitorial services for a term of three years with the following:**

- A & B Cleaning Service, Inc. (MBE),
- Amaze Clean Inc. (WBE, SBE),
- Brotherly Glove Commercial Cleaning Inc. dba BGCC Inc. (MBE),
- Dauntless Enterprises, Inc. dba City Wide Facility Solutions,
- Facility Maintenance Group, LLC dba FMG360 (MBE),
- Golden Cleaning Service, LLC (MBE, SBE),
- GreenGuard Commercial Cleaning LLC,
- Integrated Commercial Cleaning Service, Inc. (WBE),
- Interstate Premier Services Corp.,
- Life Time Cleaning Inc. (MBE, SBE),
- Love Cleaning with Care Inc. (MBE, SBE),
- Oneliance LLC (WBE),
- REDLEE/SCS Inc., and

B. Authorize the City Manager to renew the contracts for up to two, two-year terms 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

Shelia Anderson, General Services

Explanation

- Janitorial services are essential for maintaining clean, safe, and functional facilities across all city departments.
- Services include, but are not limited to, routine cleaning, specialized maintenance, restroom restocking and cleaning, trash removal and disposal, and window and glass cleaning.
- On January 3, 2025, the city issued a Request for Proposals (RFP); 50 responses were received.
- The companies selected best meet 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 aggregate expenditures are estimated to be \$4,235,000.

Charlotte Business INclusion

Although the opportunity exists to engage subcontractors, MWSBE goals were not established for these contracts because the Prime contractors, nine of which are city certified MWSBEs, indicated that they will self-perform 100% of the work.

Fiscal Note

Funding: Various Department Operating Budgets

20. Citywide Safety Supplies

Action:

- A. Approve a unit price contract with Vesta Products for the purchase of safety supplies 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):

Phil Reiger, General Services

Shelia Anderson, General Services

Explanation

- City departments routinely purchase safety supplies for daily operations including, but not limited to, personal protective equipment, such as hard hats and safety vests, and traffic control devices, such as cones and signs.
- Traffic control signs are essential for any work within the right-of-way, ensuring the safety of both residents and workers.
- On January 16, 2025, the city issued an Invitation to Bid; six bids were received.
- Vesta Products was selected as the lowest responsive, responsible bidder.
- The prices stated in the contract shall remain fixed for the initial term. 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 \$395,000.

Charlotte Business INclusion

Contract goals were not established because the scope of work or goods required does not present viable subcontracting opportunities. This assessment was confirmed by CBI and the respective department after reviewing the project's scope or work/goods required and the potential for MWSBE participation opportunities.

Fiscal Note

Funding: Various Departments' Operating Budgets

21. Construction Manager at Risk for Firehouse No. 46 Infill Station Project

Action:

Approve a contract in the amount of \$17,337,294 with J.E. Dunn - McFarland, A Joint Venture, for construction phase services of the Firehouse No. 46 Infill Station Construction Manager at Risk project.

Staff Resource(s):

Phil Reiger, General Services

Kathleen Cishek, General Services

Mary Herington, General Services

Explanation

- Charlotte Firehouse No. 46 was identified in the Construct Fire Facilities Program and was approved in the Fiscal Year 2024 Adopted Budget.
- Charlotte Firehouse No. 46 will be a 14,600 square-foot in-fill firehouse at 4032 Miranda Road in Council District 2.
- The city has selected the Construction Manager at Risk (CMAR) project delivery method to provide more effective coordination, more certainty with project costs, and to fast track the schedule and better mitigate risks during construction.
- On April 2, 2024, the city issued a Request for Qualifications (RFQ); ten proposals were received.
- J. E. Dunn - McFarland, A Joint Venture, is the best qualified firm to meet the city's needs on the basis of demonstrated competence and qualification of professional services in response to the RFQ requirements.
- The contract with J. E. Dunn - McFarland is for construction phase services, including coordinating all construction activities, managing all subcontractors, and delivering the project in collaboration with the city and the design consultant.
- The pre-construction phase was awarded to J. E. Dunn - McFarland in March 2025, in the amount of \$49,116.
- The project is anticipated to be complete by the second quarter of 2027.

Charlotte Business INclusion

The city has negotiated an overall project goal of 15.00% MBE and 10.00% WSBE. Because this is a Construction Manager at Risk, J. E. Dunn - McFarland has the opportunity to add Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), or Small Business Enterprise (SBE) firms throughout the life of the project.

Fiscal Note

Funding: General Capital Investment Plan

Attachment(s)

Map

[Map - Firehouse 46 Infill Station CMAR Project](#)

22. Professional Services for Strategic Mobility Plan

Action:

- A. Approve contracts for owner advisor, program management support and augmentation, and program/project controls and risk management support for a term of three years with the following:**
- **AtkinsRealis, USA, Inc.,**
 - **Infrastructure Strategies, LLC., and**
- B. Authorize the City Manager to renew the contracts for up to two, one-year renewal terms 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
Kathleen Cishek, General Services
Debbie Smith, Transportation
Justin Carroll, Transportation

Explanation

- The Strategic Mobility Plan, adopted by City Council on June 27, 2022, is centered on the goal of providing safe, connected, and equitable mobility. This Plan aligns the city's mobility strategy with the Charlotte Future 2040 Comprehensive Plan.
- The city is seeking to award professional services on-call contracts to provide expert guidance, oversight, and support of strategic plan projects in three of the following areas:
 - Owner advisor support,
 - Program management support, and
 - Program/project controls and risk management.
- On February 14, 2025, the city issued a Request for Qualifications (RFQ); 18 responses were received.
- The companies selected best meet the city's needs in terms of qualifications, experience, and responsiveness to the RFQ 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 aggregate expenditures are estimated to be \$2,350,000.

Charlotte Business INclusion

The city negotiates contract participation after the proposal selection process. On these contracts, the prime consultants have each committed 10.00% (6.00% MBE, 4.00% WBE/SBE) of the total contract amount to the following certified firm(s):

AtkinsRealis USA, Inc.

- BB Foster Consulting (MBE, SBE)
- BLWall Consulting (MBE, SBE)
- Integra Design Group (MBE)
- The Wonder Group, LLC (MBE)

Infrastructure Strategies, LLC (SBE)

- Amplify Consulting, LLC (MBE, SBE)
- Motivation Marketing Firm (MBE)

Fiscal Note

Funding: General Capital Investment Plan

23. Nutrient Harvesting at McAlpine Creek Water Resource Recovery Facility

Action:

Approve a guaranteed maximum price of \$30,340,000 to MEB General Contractors, Inc. for Design-Build construction services for the Nutrient Harvesting Facility at the McAlpine Creek Water Resource Recovery Facility project.

Staff Resource(s):

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

Explanation:

- MEB General Contractors, Inc. developed a guaranteed maximum price (GMP) of \$30,340,000 to construct a Nutrient Harvesting Facility at the McAlpine Creek Water Resource Recovery Facility (WRRF), located in the Town of Pineville (adjacent to Council District 7).
- Nutrient Harvesting will develop a marketable fertilizer. The benefits of this project include reduction of chemical treatment expense.
- On October 11, 2021, City Council approved a contract with MEB General Contractors, Inc. for Design-Build services for Nutrient Harvesting at McAlpine Creek WRRF.
- The project is anticipated to be complete by the third quarter of 2027.

Charlotte Business INclusion

The city negotiates contract participation for Design-Build contracts after scopes of work are defined for construction services. MEB General Contractors, Inc. has committed \$3,036,978 or 10.01% of the total contract for design and construction services to the following certified firm(s):

- AME Consulting Engineers, PC (SBE) (\$28,650) (plumbing, HVAC)
- Froehling & Robertson, Inc. (MBE) (\$70,629) (materials testing)
- G&Y Masonry, Inc. (MBE) (\$162,300) (masonry)
- Harrisburg Security, Inc. (SBE) (\$170,400) (site security)
- HG Global Services, Inc. (SBE) (\$15,260) (discharge chute)
- Smart Electric Company, Inc. (WBE) (\$2,396,780) (electrical)
- Soggy Bottom Erosion Control, LLC (\$8,684) (sitework/erosion control)
- Southeastern Consulting Engineers, Inc. (SBE) (\$139,500) (electrical)
- The Survey Company, Inc. (SBE) (\$9,850) (survey layout)
- Sweetwater Utility Exploration, LLC (WBE) (\$34,925) (third party locator-underground utility)

Fiscal Note

Funding: Charlotte Water Capital Investment Plan

24. Sugar Creek Water Resource Recovery Facility Ultraviolet Disinfection System Replacement

Action:

Approve a contract in the amount of \$9,880,000 to the lowest responsive bidder Garney Companies, Inc. for the Sugar Creek Water Resource Recovery Facility Ultraviolet Disinfection System Replacement project.

Staff Resource(s):

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

Explanation

- This contract will replace the existing ultraviolet (UV) disinfection system and make improvements necessary for reliable treatment at the Sugar Creek Water Resource Recovery Facility (WRRF), located in Council District 6.
- Sugar Creek WRRF's existing UV system is at end of its useful life.
- On February 6, 2025, the city issued an Invitation to Bid; three bids were received.
- Garney Companies, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by third quarter of 2026.

Charlotte Business INclusion

Established MWBE Goal: 2.00%

Committed MWBE Goal: 12.49%

Garney Companies, Inc. exceeded the established contract goal and has committed 12.49% (\$1,234,286) of the total contract amount to the following certified firm(s):

- East Coast Construction Services, LLC (WBE) (\$1,234,286) (electrical)

Fiscal Note

Funding: Charlotte Water Capital Investment Plan

25. Wastewater Treatment Equipment

Action:

- A. Approve the purchase of a screenings washer compactor by the sole source exemption,**
- B. Approve a contract with Duperon for the purchase of a screenings washer compactor, and**
- C. 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

Ron Hargrove, Charlotte Water

Joesph Lockler, Charlotte Water

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 the product is available from only one supply source.
- City Council approval is required for any purchases made under the sole source exception.

Explanation

- This contract will provide a Duperon screenings washer compactor for the McAlpine Creek Water Resource Recovery Facility, located in the Town of Pineville (adjacent to Council District 7).
- This screenings washer compactor will replace the current compactor which has reached the end of its useful life.
- Duperon is the only manufacturer of a dual auger screenings washer compactor capable of handling and processing grease and large debris required for the treatment plant's operation.
- Expenditures are estimated to be \$161,000.

Charlotte Business INclusion

Sole sourcing was required for this contract because there is only one vendor that can supply the programmable logic controllers and related electrical components that are standard with the existing system parts and components. 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 North Carolina State Statute §143-129(e)(3).

Fiscal Note

Funding: Charlotte Water Capital Investment Plan

26. Water Treatment Plants Force Main and Pipeline Construction Change Order

Action:

Approve change order #3 for \$4,167,950.95 to Sanders Utility Construction Co., Inc. for the Vest Water Treatment Plant Residuals Force Main to Franklin Water Treatment Plant and Lee S. Dukes Water Treatment Plant Chlorine Dioxide Pipeline project.

Staff Resource(s):

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

Explanation

- On June 12, 2023, City Council approved a construction contract with Sanders Utility Construction Co., Inc. for \$11,207,659.07 to construct a force main to transfer Vest Water Treatment Plant (WTP) (Council District 2) residuals and backwash to the Franklin WTP (Council District 2) for treatment and to replace the chlorine dioxide chemical feed system and raw water sample lines at the Lee S. Dukes WTP, located in the Town of Huntersville (adjacent to Council Districts 2 and 4).
 - Change order #1 was to repair a 36-inch waterline at the Vest WTP. Contract change order #1 was covered by the contract contingency and did not impact the total value of the contract.
 - Change order #2 was for a venturi vault slab and hatch replacement. Contract change order #2 was covered by the contract contingency and did not impact the total value of the contract.
- Charlotte Water experienced a change of conditions associated with the bore across Interstate 85 due to leaking water mains. Change order #3 is needed to repair the leaking water mains and make repairs to Interstate 85.
- The new total value of the contract including change order #3 \$15,375,610.02.

Charlotte Business INclusion

The original contract with Sanders Utility Construvtion Co., Inc. had an overall project goal of 2.00% MBE and 8.00% SBE. All additional work involved in this change order will be performed by Sanders Utility Construction Co., Inc. and their existing subcontractor(s).

Fiscal Note

Funding: Charlotte Water Capital Investment Plan

Attachment(s)

Map

[Map - Water Treatment Plants Force Main and Pipeline Construction](#)

27. Engineering Services for Perth/Milton Storm Drainage Improvement Project

Action:

- A. Approve contract amendment #3 for \$650,000 to the contract with STV Engineers, Inc. for Perth/Milton Storm Drainage Improvement Project, and**
- B. Authorize the City Manager to amend the contract consistent with the purpose for which the contract and this amendment were approved.**

Staff Resource(s):

Angela Charles, Charlotte Water
Mike Davis, Storm Water Services
Matt Gustis, Storm Water Services

Explanation

- On April 27, 2020, City Council approved a professional engineering services contract with STV Engineering, Inc. for \$500,000 to provide planning services for the Perth/Milton Storm Drainage Improvement Project in Council District 1.
 - Contract amendment #1 adjusted hourly rates due to staff changes and had no impact on the total contract value.
 - Contract amendment #2 modified the contract to extend the contract duration and had no impact on the total contract value.
 - As intended, contract amendment #3 will add design and construction phase administration services.
- Specific design and construction administration tasks include, but are not limited to:
 - Design of repairs and/or improvements;
 - Survey and utility locate services;
 - Geotechnical subsurface investigations;
 - Preparation of construction documents; and
 - Construction administration.
- The new total value of the contract including amendment #3 is \$1,150,000.

Charlotte Business INclusion

All additional work involved in this amendment will be performed by STV Engineers, Inc. and their existing subconsultants. STV Engineers, Inc. has committed 11.34% (\$73,725) of the total contract amendment to the following certified firm(s):

- Froehling & Robertson, Inc. (MBE) (\$25,435) (subsurface utility engineering and geotechnical engineering services)
- Stewart Engineering (MBE) (\$48,290) (civil engineering)

Fiscal Note

Funding: Stormwater Capital Investment Plan

Attachment(s):

Map

[Map - Perth/Milton SDIP](#)

28. CATS Bridge Inspection Services

Action:

- A. Approve a unit price contract with HNTB, Inc. for the inspection of bridges, culverts, and other structures for an initial term of three years, and
- B. Authorize the City Manager to renew the contract for one, three-year term 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
Kelly Goforth, CATS
Jill Brim, CATS

Explanation:

- The Federal Transit Administration (FTA) mandates that bridges and culverts be inspected every two years and other structures be inspected every three years.
 - Bridges and other structures are inspected for structural adequacy, safety, and functionality.
 - CATS bridge inspections were most recently completed between March 2023 and October 2024.
- This contract will also include design services and construction management of any needed repairs related to these inspections.
- On January 7, 2025, the city issued a Request for Qualifications (RFQ); four responses were received.
- HNTB, Inc. best meets the city's needs based on demonstrated competence and qualifications for professional services in response to the RFQ requirements.
- Annual expenditures are estimated to be \$686,000.

Charlotte Business INclusion:

The city negotiates subcontracting participation after the proposal selection process. HNTB Inc. has committed 13.00% (\$267,540) of the total contract amount to the following certified firm(s):

- Wetherill Engineering, Inc. (WBE) (\$267,540) (inspection and design services)

Fiscal Note:

Funding: CATS Capital Investment Plan

29. CATS Special Transportation Services Vehicle Parts

Action:

- A. **Approve a unit price contract with Vendor Maintenance Program, Inc. for the purchase of Chevrolet Special Transportation Services Bus Parts for a term of three years, 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):

Brent Cagle, CATS

Elizabeth Presutti, CATS

Tina Hall, CATS

Explanation

- Charlotte Area Transit System-Bus Operations Division (CATS-BOD) maintains a fleet of special transportation vehicles, which currently consists of approximately 90 buses and approximately 55 Chevrolet Express 4500 vehicles.
- CATS-BOD uses original equipment manufacturer (OEM) bus parts in the daily maintenance and repair of fleet vehicles.
- OEM parts meet the required specifications and standards to keep the buses and fleet vehicles in proper operating condition and maintain the vehicles' warranties.
- On January 27, 2025, the city issued an Invitation to Bid; three bids were received.
- Vendor Maintenance Program, Inc. was selected as the lowest responsive, responsible bidder.
- Annual expenditures are estimated to be \$131,759.

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: CATS Operating Budget

30. Equipment for Light Rail Operations

Action:

- A. Approve the purchase of DC pad-mounted disconnect switchgears by the sole source exemption,
- B. Approve a contract with MAC Products Inc. for the purchase of DC pad mounted disconnect switchgears for a term of three years, and
- C. Authorize the City Manager to renew the contract 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

Silvester Fulmore, 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 of compatibility or interchangeability with the existing hardware.
- City Council approval is required for any purchases made under the sole source exception.

Explanation

- MAC Products Inc. offers custom sectionalizing switches which meet CATS' specifications and are compatible with existing systems.
- Spare parts for the Blue Line Pad Mounted Disconnect DC Switchgear have reached the end of their useful life; as a result, CATS will purchase replacement 2kA pad-mounted DC disconnect switch lineups.
- The purchase of this equipment will enhance system integrity and improve the reliability of equipment for revenue service.
- Annual expenditures are estimated to be \$900,000.

Charlotte Business INclusion

Sole sourcing was required for this contract due to the need for standardization and compatibility of the equipment. MAC Products, Inc. is the only vendor that can supply the required compatible parts. 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 North Carolina State Statute §143-129(e)(3).

Fiscal Note

Funding: CATS Operating Budget

31. Airport Antenna Lease Extension

Action:

- A. **Authorize the City Manager to approve a lease amendment with Cellco Partnership dba Verizon Wireless for an additional five-year term for telecommunications equipment on the Airport's rotating beacon tower, and**
- B. **Authorize the City Manager to extend the lease for two additional, five-year terms and to amend the lease consistent with the purpose for which the lease was approved.**

Staff Resource(s):

Haley Gentry, Aviation

Ted Kaplan, Aviation

Explanation

- In 1999, the Airport constructed a rotating beacon tower for airfield operations, which also accommodates telecommunication antenna systems.
- On January 25, 2010, City Council approved an agreement with Verizon Wireless to lease adjacent land and attach antennas and related equipment to the beacon tower for five years.
- City Council has since approved two, five-year lease extensions dated October 27, 2014, and December 9, 2019.
- Terms of the lease include:
 - Annual lease of \$65,434.63, and
 - Annual lease increase of three percent per year.

Fiscal Note

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

32. Airport Automated External Defibrillator Retrofit and Upgrade

Action:

Approve a contract in the amount of \$3,489,000 to the lowest responsive bidder Messer Construction Co. for the Automated External Defibrillator Retrofit and Upgrade project.

Staff Resource(s):

Haley Gentry, Aviation

Jack Christine, Aviation

Explanation

- This project will provide for the installation of 155 new Automated External Defibrillator (AED) locations throughout the terminal and parking decks to enhance safety for passengers and employees, increasing the total number of AED locations on the Airport campus to 196.
- The project includes adding and replacing wall-mounted AED cabinets, which involves demolition, carpentry, electrical work, cabling, and painting.
- On November 18, 2024, the city issued an Invitation to Bid; four bids were received.
- Messer Construction Co. was selected as the lowest, responsive, responsible bidder.
- The project is anticipated to be complete by the first quarter of Fiscal Year 2027.

Charlotte Business INclusion

Established MBE Goal: 7.00%

Committed MBE Goal: 52.24%

Messer Construction Co. exceeded the established subcontracting goal and has committed 52.24% (\$1,822,625) of the total contract amount to the following certified firm(s):

- R.J. Leeper (MBE) (\$1,822,625) (electrical)

Established WSBE Goal: 8.00%

Committed WSBE Goal: 0.07%

Messer Construction Co. failed to meet the established contract goal but earned the required minimum Good Faith Effort Points. Messer Construction Co. has committed 0.07% (\$2,500) of the total contract amount to the following certified firm(s):

- 84 Lumber (WBE) (\$250) (lumber materials)
- FSI Office (WBE) (\$1,000) (office supplies)
- Ground Thunder (SBE) (\$1,000) (toilets, dumpsters)
- Richa, Inc. (SBE) (\$250) (printing)

Fiscal Note

Funding: Aviation Capital Investment Plan

33. Airport On-Call Window Washing Services

Action:

- A. Approve a unit price contract with Scottie's Building Services, LLC for On-Call Window Washing Services for an initial term of three years, and
- B. Authorize the City Manager to renew the contract for up to two, one-year terms with possible price adjustments and to amend consistent with the purpose for which the contract was approved.

Staff Resource(s):

Haley Gentry, Aviation

Jack Christine, Aviation

Explanation

- Exterior window washing services are essential throughout the Airport's main terminal and auxiliary support buildings.
- On January 13, 2025, the city issued Request for Proposals (RFP); eight responses were received.
- Scottie's Building Services, LLC, best meets the city's needs in terms of qualifications, experience, operations plan, staffing, 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.
- Estimated annual expenditures are \$275,000.

Charlotte Business INclusion

The city negotiates contract participation after the proposal selection process. The specific tasks and contract opportunities associated with this contract are undefined; however, Scotties Building Services, LLC has identified the following scopes of work where certified firms will be utilized:

- Window washing services

Fiscal Note

Funding: Aviation Operating Budget

34. Arts and Culture Grantmaking Services

Action:

- A. **Approve a contract for \$2,000,000 with Charlotte Is Creative for Arts and Culture Grantmaking Services, and**
- B. **Authorize the City Manager to amend the contract consistent with the purpose for which the contract was approved.**

Staff Resource(s):

Alyson Craig, City Manager's Office

Julia Martin, City Manager's Office

Explanation

- On June 10, 2024, the city designated \$11,000,000 to Arts and Culture to support a sustainable arts ecosystem.
- Of this designation, \$2,000,000 is to be used for grantmaking that supports individual artists, creatives, collaborations across the ecosystem, and other activities that support the Arts and Culture Plan, with no more than 15 percent of this amount being allocated to administer the grant program.
- On February 26, 2025, the city issued a Request for Proposals (RFP); six responses were received.
- Charlotte Is Creative best meets the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Charlotte Is Creative will develop and administer a grant program for \$285,000 (14.25% of the \$2 million allocation), leaving \$1,715,000 available for grant awards.

Charlotte Business INclusion

The city negotiates contract participation after the proposal selection process. Charlotte Is Creative has committed \$59,200 (20.77%) of the total administrative costs to the following certified firm(s):

- Bogues Group (MBE, SBE) (\$8,000) (translation services)
- Civility Localized (MBE, SBE) (\$49,400) (media relations support)
- Into Languages Global (SBE) (\$1,800) (community engagement)

Fiscal Note

Funding: General Operating Fund

35. Meeting Minutes

Action:

Approve the titles, motions, and votes reflected in the Clerk's record as the minutes of:

- **March 3, 2025, Council Committee Discussions,**
- **March 17, 2025, Zoning Meeting,**
- **March 24, 2025, Budget Workshop #2, and**
- **March 24, 2025, Business Meeting.**

Staff Resource(s):

Stephanie Kelly, City Clerk's Office

Explanation

- Meeting minutes can be reviewed on the City Clerk's website:
<https://www.charlottenc.gov/City-Government/Departments/City-Clerk/Meeting-Minutes>

CONSENT - PROPERTY TRANSACTIONS**36. Aviation Property Transactions - 9516 Markswood Road**

Action: Approve the following Acquisition: 9516 Markswood Road

The property is acquired in accordance with Federal Regulations in 49 C.F.R. Part 24 that implement the Uniform Acquisition and Relocation Act of 1970. Acquisition costs are eligible for Federal Aviation Administration Reimbursement.

Project: EIS Mitigation Land South

Program: N/A

Owner(s): James R. Hayes and Ana M. Hayes

Property Address: 9516 Markswood Road

Total Parcel Area: 67,387 sq. ft. (1.547 ac.)

Property to be acquired by Easements: None

Structures/Improvements to be impacted: Single family home

Landscaping to be impacted: Small shrubs and grass

Zoned: N1-A (ANDO)

Use: Industrial

Parcel Identification Number(s): 141-261-28

<https://polaris3g.mecklenburgcountync.gov/pid/14126128>

Purchase Price: \$425,000

Council District: Adjacent to Council District 3

Adjournment

REFERENCES

37. 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.

38. 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.

39. 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.