

# **City of Charlotte**

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



## **Meeting Agenda**

**Monday, July 24, 2017**

**Council Chambers**

### **City Council Business Meeting**

*Mayor Jennifer W. Roberts  
Mayor Pro Tem Vi Lyles  
Council Member Dimple Ajmera  
Council Member Ed Driggs  
Council Member Julie Eiselt  
Council Member Claire Fallon  
Council Member Patsy Kinsey  
Council Member LaWana Mayfield  
Council Member James Mitchell  
Council Member Greg Phipps  
Council Member Kenny Smith*



# City of Charlotte

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

## Meeting Agenda City Council Business Meeting

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Monday, July 24, 2017

5:00 PM

Council Chambers

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### 5:00 P.M. DINNER BRIEFING, CHARLOTTE-MECKLENBURG GOVERNMENT CENTER, ROOM 267

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6.	Status of Community Investment Plan Project Costs.....	15
7.	Answers to Mayor and Council Consent Item Questions .....	16

*Call to Order*

*Roll Call*

*Introductions*

*Invocation*

*Pledge of Allegiance*

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# City of Charlotte

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600 East 4th Street  
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**Agenda Date:** 7/24/2017

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**Agenda #:** 1. **File #:** 15-6120 **Type:** Dinner Briefing

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## Agenda Overview

**Staff Resource(s):**  
Marcus Jones, City Manager



**Agenda Date:** 7/24/2017

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**Agenda #:** 2. **File #:** 15-6029 **Type:** Dinner Briefing

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## **Mayor and Council Consent Item Questions**

**Staff Resource(s):**

Randy Harrington, Management and Financial Services

**Time:** 5 minutes

**Synopsis**

Mayor and Council may ask questions about Consent agenda items. Staff will address questions at the end of the dinner meeting.



# City of Charlotte

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**Agenda Date:** 7/24/2017

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**Agenda #:** 3. **File #:** 15-6012 **Type:** Dinner Briefing

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**Closed Session**



**Agenda Date:** 7/24/2017

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**Agenda #:** 4. **File #:** 15-6023 **Type:** Dinner Briefing

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## **Professional Golfers' Association Championship Preview**

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

Randy Harrington, Management and Financial Services  
Jason Mengel, PGA of America  
Ralph Breeden, PGA Championship and Quail Hollow Club  
Johnno Harris, PGA Championship and Quail Hollow Club

**Time:** 10 minutes

### **Explanation**

- The 99<sup>th</sup> Professional Golfers' Association (PGA) Championship tournament and preceding events will occur at Quail Hollow Club August 7 - 13, 2017.
- The PGA Championship is one of professional golf's four major annual championships, and will include top international golfers and attract over 200,000 visitors from around the world.
- This is the first time the Charlotte community has hosted a major golf championship.
- Staff and representatives from the PGA of America and Quail Hollow Club will preview the tournament week and related community inclusion and engagement efforts.

### **Future Action**

A Proclamation recognizing the tournament will occur later tonight at the Business Meeting.



**Agenda Date: 7/24/2017**

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**Agenda #: 5. File #: 15-6086 Type: Dinner Briefing**

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## **Carolina Theatre Redevelopment Update**

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

Michael Marsicano, Foundation for the Carolinas  
Debra Campbell, City Manager's Office  
Ron Kimble, City Manager's Office  
Randy Harrington, Management and Financial Services

**Time:** 20 minutes

### **Explanation**

- On April 8, 2013, City Council approved a resolution for a purchase and sale agreement with the Foundation for the Carolinas (FFTC) for the Carolina Theatre site through a sale for \$1.00, contingent upon the preservation and renovation of the theater.
- The purpose of the original agreement was to restore the historic Carolina Theatre as an iconic, community asset and support redevelopment on North Tryon.
- On July 13, 2017, the Economic Development Committee received a presentation on the current status of the Carolina Theatre redevelopment project, the request for a revised City funding partnership, and next steps.
- On July 13, 2017, the Economic Development Committee voted unanimously to recommend that the full City Council authorize the City Manager to negotiate an amended Purchase and Sale agreement with the FFTC for the inclusion of \$4,500,000 million of City funding for the Carolina Theatre restoration project.
- The presentation will update City Council on the Carolina Theatre project and funding request.

### **Future Action**

At tonight's Business Meeting, City Council is requested to authorize the City Manager to negotiate and execute (A) a second amendment to the Purchase and Sale Agreement with the Foundation for the Carolinas (FFTC) for the Carolina Theatre site, and (B) a Public Private Development agreement as authorized by City Charter Sec. 7.109 for the restoration of the Carolina Theatre to include a \$4,500,000 City funding partnership.

### **Attachment(s)**

April 8, 2013 Resolution  
July 13, 2017 Economic Development Committee Presentation

RESOLUTION AUTHORIZING THE CONVEYANCE OF THE CAROLINA  
THEATRE PROPERTY TO FOUNDATION FOR THE CAROLINAS

---

WHEREAS, the City of Charlotte owns the Carolina Theatre property, a .416 acre property located at 222 N. Tryon St. in Charlotte, North Carolina, and having tax identification number 080-011-10 (the "Property"); and

WHEREAS, said Foundation for the Carolinas, a North Carolina nonprofit corporation, desires to purchase the Property for One Dollar for redevelopment to include renovation and restoration of the historic Carolina Theatre and for office or other uses permitted by law; and

WHEREAS, City of Charlotte Charter §8.22 authorizes the City to convey real property by private sale when it determines that the sale will advance or further any Council-adopted urban revitalization or land use plan or policy; and

WHEREAS, the City Council of the City of Charlotte has determined that the sale of the Property to Foundation For the Carolinas will advance its Council-adopted Center City 2020 Vision Plan and its goal to renovate, restore and preserve the historic Carolina Theatre; and

WHEREAS, North Carolina General Statute §160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

WHEREAS, North Carolina General Statutes §160A-400.1 and §160A-400.12 authorize a city to engage in historic preservation activity, and to appropriate money to a nonprofit corporation for that purpose; and

WHEREAS, the City and Foundation For the Carolinas ("FFTC"), have negotiated and agreed upon terms for the City's conveyance of the Property to FFTC for \$1 in exchange for FFTC undertaking the restoration and preservation of the Carolina Theatre in accordance with Historic Landmarks Commission guidelines and in a timely manner, pursuant to a specific schedule; and

WHEREAS, notice of the proposed transaction was advertised at least ten days prior to the adoption of this Resolution, and shall also be advertised once after adoption of this Resolution, and closing of this sale shall take place no sooner than ten days after the second publication.

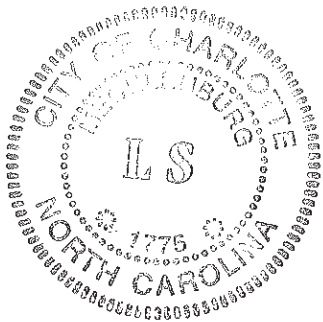
NOW THEREFORE, BE IT RESOLVED by the City Council for the City of Charlotte, pursuant to §8.22 of the City of Charlotte Charter and §160A-279 of the North Carolina General Statutes, that it hereby authorizes the private sale of the above referenced Property as follows:


1. The City Manager or his Designee is authorized to execute all documents necessary to convey the Property described above to Foundation For the Carolinas or its affiliate, upon the terms advertised.
2. The consideration for this conveyance is the historic renovation, rehabilitation and improvement of the Property in accordance with the Purchase and Sale Agreement between the City and Foundation For the Carolinas.
3. A notice summarizing the contents of this resolution shall be published, and the Property may be sold at any time after 10 days after publication.

### CERTIFICATION

I, Ashleigh Price, Deputy City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 8th day of April, 2013, the reference having been made in Minute Book 134, and recorded in full in Resolution Book 44, Page(s) 243-244.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of April, 2013.



  
Ashleigh Price, Deputy City Clerk





## FOUNDATION FOR THE CAROLINAS

### Presentation to Charlotte City Council's Economic Development Committee

July 13, 2017



## Charlotte City Council & FFTC

### Recent Activity and Partnership Programs

- Affordable Housing, A Way Home Endowment
- Economic Opportunity Task Force
- Leading on Opportunity Report and Implementation
- North Tryon Vision Plan
- Carolina Theatre Restoration



# Carolina Theatre Restoration

## Background

- 4 Carolina Theatres built in North Carolina in 1920s
  - All restored except Charlotte's Carolina Theatre
- Carolina Theatre closed in 1978
- Decades of repeated restoration efforts all failed
- FFTC proposal to lead latest Theatre Restoration effort
- City Council transferred Theatre property to FFTC
- City Council requested FFTC to:
  - Establish Advisory Board with City Council representation
  - Leverage property to place back on tax roles, if possible



## FFTC Progress to Date

### Secured Intercontinental Hotel for property

- Commercial investment of \$94 million, financing secured
- 270 rooms, rooftop restaurant, other amenities
- Estimated annual tax revenues of \$4 million
- Air lease revenues help fund restoration of Theatre





## FFTC Progress to Date



### Carolina Theatre Designs Complete

- Total costs higher than anticipated at \$56 million
- With value engineering and cutbacks: \$51.5 million
- FFTC is assembling \$47 million for restoration
  - \$45.6 million in hand
  - \$1.4 million remains to be raised
- Need of \$4.5 million remains
- FFTC at \$47 million + City at \$4.5 million = \$51.5 million



## Why Higher Costs?

1. Sky rocketing construction costs citywide
2. Delayed construction in securing hotel
3. Several unanticipated challenges with 1927 facility
4. Technical requirements for utility vaults
5. Depth of abatement work required (mold, lead paint & asbestos)



## City Council Request of \$4.5 million

- Leverages total Center City investment of \$145.5 million
  - Theatre at \$51.5 million + Hotel at \$94 million = \$145.5 million
- Makes possible a Theatre and a hotel
- With Ritz and Intercontinental, Charlotte has two high-end hotels
- Preserves one of our few historic structures
- Creates a civic theatre and an arts venue
- Secures \$4 million in annual tax revenues
  - \$1.2 million in hotel/motel tax
- City investment of \$4.5 million, leverages \$141 million



## Estimated Annual Tax Revenue from Hotel

TYPE	TOTAL	
NC State General Sales Tax	\$931,000	
Mecklenburg County General Sales Tax	\$490,000	←
Mecklenburg County General Occupancy Tax	\$1,200,000	←
Mecklenburg County NASCAR Hall of Fame Tax	\$392,000	←
Annual County Property Tax	\$616,000	←
Annual City Property Tax	\$362,000	←
<b>TOTAL</b>	<b>\$3,991,000</b>	



## Carolina Theatre Programming

- Civic Engagement Offerings
  - Town Hall Meetings
  - TED Talks
  - National Speaker Series
  - Community Dialogues & Debates
  - Symposiums
  - Documentaries

**TED** Ideas worth spreading



## Carolina Theatre Programming

- Partner Programming
  - Discovery Place
  - Gantt Center
  - Public Library
  - City of Charlotte
  - Charlotte Center City Partners
  - Johnson C. Smith University
  - U.S. National Whitewater Center
  - Carolinas Healthcare System



Harvey B. Gantt Center  
for African-American Arts+Culture



## Carolina Theatre Programming

- Arts and Entertainment Opportunities

- Film
- Jazz Trios
- Comedians
- Small Bands
- Solo Artists
- Chamber Music



## Carolina Theatre Programming

- Unexpected Offerings

- Duke versus Carolina basketball
- Gospel Choir with Sunday brunch
- Saturday morning cartoons
- Blood drive & Dracula
- Saturday Night Fever & Disco
- High School Battle of the Bands







**Thank you for your time and consideration.**



## **Next Steps**

- July 24<sup>th</sup> City Council Dinner Briefing
- July 24<sup>th</sup> request for Council action
  - Authorize City Manager to negotiate an amended Purchase and Sale Agreement with the FFTC
  - Approve issuance of up to \$4.5 million of debt funded from “Tourism I” hospitality and tourism taxes (occupancy tax and rental car tax) for the Carolina Theatre renovation



**Agenda Date:** 7/24/2017

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**Agenda #:** 6. **File #:** 15-5798 **Type:** Dinner Briefing

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## **Status of Community Investment Plan Project Costs**

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

Mike Davis, Engineering and Property Management

**Time:** 15 minutes

### **Explanation**

- The purpose of the presentation is to inform City Council about the impacts of construction costs on the Community Investment Plan (CIP).
- Real estate acquisition and construction costs have been impacted significantly by the recession and subsequent recovery.
- During the recession, favorable bid prices and real estate acquisition costs combined with revenues from grants reduced the spending rate of bond funds, causing a need to extend the seven-year authorization for the 2010 bond referendum.
- Construction and real estate costs are now rising rapidly and may exceed previous cost projections for transportation and building projects included in the CIP.

### **Future Action**

City Council will be requested to authorize the City Manager to apply to the Local Government Commission for a three-year extension of the 2010 General Obligation Bond Authorization for streets and neighborhood improvements and set a public hearing date for August 28, 2017.





**Agenda Date:** 7/24/2017

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**Agenda #:** 7. **File #:** 15-6030 **Type:** Dinner Briefing

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## **Answers to Mayor and Council Consent Item Questions**

**Staff Resource(s):**

Randy Harrington, Management and Financial Services

**Time:** 10 minutes

**Synopsis**

Staff responses to questions from the beginning of the dinner meeting.



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**Agenda Date:** 7/24/2017

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**Agenda #:** 8. **File #:** 15-6031 **Type:** Public Hearing Item

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## Public Forum



**Agenda Date:** 7/24/2017

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**Agenda #:** 9. **File #:** 15-6011 **Type:** Awards and Recognitions

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## **Professional Golfers' Association (PGA) Championship Proclamation**

**Action:**

**Mayor Roberts will read a proclamation recognizing the week of August 7 - 13 as PGA Championship week.**



**Agenda Date: 7/24/2017**

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**Agenda #: 10. File #: 15-6032 Type: Consent Item**

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**Consent agenda items 21 through 72 may be considered in one motion except for those items removed by a Council member. Items are removed by notifying the City Clerk.**

Consideration of Consent Items shall occur in the following order:

- A. Items that have not been pulled, and
- B. Items with citizens signed up to speak to the item.



# City of Charlotte

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Charlotte, NC 28202

**Agenda Date:** 7/24/2017

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**Agenda #:** 11. **File #:** 15-6033 **Type:** Policy Item

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## **City Manager's Report**



**Agenda Date: 7/24/2017**

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**Agenda #: 12. File #: 15-6125 Type: Policy Item**

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## **Council Appointment to Fill Council District 2 Vacancy**

### **Action:**

**Appointment of a qualified individual to fill the current vacancy in City Council District 2.**

### **Committee Chair:**

Kenny Smith, Governance and Accountability

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

Stephanie Kelly, City Clerk

Bob Hagemann, City Attorney

### **Explanation**

- Council member Al Austin, representing District 2, submitted his resignation effective July 16, 2017.
- State Statutes provide that the vacancy be filled by appointment of the City Council. In cities whose elections are conducted on a partisan basis, the person appointed shall be a member of the same political party as the person being replaced. Other qualifications as provided for by Statute are that the appointed successor:
  - Be a registered voter;
  - Be 20 years of age or older; and
  - Be a resident in and registered to vote in District 2.
- On June 5, 2017, City Council approved the process and schedule to fill the District 2 Council member vacancy. The following steps in the process have been completed:
  - Wednesday, June 7, 2017: application process opened;
  - Wednesday, June 21, 2017: application process closed;
  - Thursday, June 22, 2017: completed applications provided to City Council; and
  - Monday, June 26, 2017: Public Forum for qualified applicants.
- Council will now vote to appoint a qualified applicant to fill the vacancy.

### **Future Action**

- Tuesday, July 25, 2017: Swearing-In
  - The person appointed to fill the vacancy will be sworn in by the Mayor or City Clerk.
- Monday, August 28, 2017: Formal Swearing-In Ceremony
  - A formal swearing-in ceremony will be held where the new Council member will join the full Council at the dais for the August 28, 2017 Business Meeting.



**Agenda Date: 7/24/2017**

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**Agenda #: 13.File #: 15-6087 Type: Policy Item**

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## **Carolina Theatre Redevelopment Amendment**

### **Action:**

**Authorize the City Manager to negotiate and execute the following:**

- A. A second amendment to the Purchase and Sale Agreement with the Foundation for the Carolinas (FFTC) for the Carolina Theatre site, and**
- B. A Public Private Development agreement as authorized by City Charter Sec. 7.109 for the restoration of the Carolina Theatre to include a \$4,500,000 City funding partnership.**

### **Committee Chair:**

James Mitchell, Economic Development

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

Debra Campbell, City Manager's Office

Ron Kimble, City Manager's Office

Randy Harrington, Management and Financial Services

### **Explanation**

- On April 8, 2013, City Council approved a resolution for a purchase and sale agreement with the Foundation for the Carolinas (FFTC) for the Carolina Theatre site through a sale for \$1.00, contingent upon the preservation and renovation of the theatre.
- The purpose of the original agreement was to restore the historic Carolina Theatre as an iconic, community asset and support redevelopment on North Tryon.
- The Theatre will be used for the arts, rentals, convention center/tourism events, and as a community civic theatre for civic engagement, debates, panels, and citizen forums.
- In addition to the Theatre renovation, FFTC will partner with a private entity to construct a \$94 million hotel above the Theatre.
- Projected construction costs for the Carolina Theatre at \$56 million are higher than originally anticipated due to construction cost inflation, delayed construction due to securing the hotel, greater abatement work (mold, lead paint, and asbestos), and unanticipated structural challenges associated with a 1927 facility.
- Value engineering and project cutbacks have since reduced the total Theatre project cost to \$51.5 million. The FFTC is assembling \$47 million in funding for the project. This leaves a \$4.5 million funding gap that the FFTC is requesting the City's funding partnership to close.
- Upon completion, the total investment at the Carolina Theatre site is estimated at \$145.5 million comprised of a \$94 million hotel and \$51.5 million for the Theatre restoration.
  - The City's \$4.5 million contribution produces a 1:31 public/private investment leverage ratio for the site redevelopment.
- The FFTC estimates that new hospitality and tourism tax revenues from the hotel will provide a return on investment for the \$4.5 million funding request within approximately four years after project completion.
- Key terms of the revised partnership will include:

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**Agenda #: 13.File #: 15-6087 Type: Policy Item**

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- City issuance of Certificates of Participation debt to cover the \$4.5 million funding gap.
- City funding to repay the debt will come from "Tourism 1" hospitality and tourism taxes (occupancy tax and rental car tax).
- Normal financing terms and conditions including timing of when City funds are applied, default provisions, usage by the hospitality and tourism industry, and collateral.

**Committee Discussion**

- The Carolina Theatre was referred to the Economic Development (ED) Committee by City Council on June 26, 2017.
- On July 13, 2017, the ED Committee received a presentation on the status of the Theatre project and funding needs required to successfully complete the project.
- The ED Committee voted unanimously that the full City Council authorize the City Manager to negotiate an amended the Purchase and Sale agreement with the FFTC for the inclusion of \$4.5 million of City funding for the Carolina Theatre restoration project.

**Fiscal Note**

Funding: Tourism Fund

**Attachment(s)**

April 8, 2013 Resolution

July 13, 2017 ED Committee Presentation



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THEATRE PROPERTY TO FOUNDATION FOR THE CAROLINAS

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WHEREAS, the City Council of the City of Charlotte has determined that the sale of the Property to Foundation For the Carolinas will advance its Council-adopted Center City 2020 Vision Plan and its goal to renovate, restore and preserve the historic Carolina Theatre; and

WHEREAS, North Carolina General Statute §160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

WHEREAS, North Carolina General Statutes §160A-400.1 and §160A-400.12 authorize a city to engage in historic preservation activity, and to appropriate money to a nonprofit corporation for that purpose; and

WHEREAS, the City and Foundation For the Carolinas ("FFTC"), have negotiated and agreed upon terms for the City's conveyance of the Property to FFTC for \$1 in exchange for FFTC undertaking the restoration and preservation of the Carolina Theatre in accordance with Historic Landmarks Commission guidelines and in a timely manner, pursuant to a specific schedule; and

WHEREAS, notice of the proposed transaction was advertised at least ten days prior to the adoption of this Resolution, and shall also be advertised once after adoption of this Resolution, and closing of this sale shall take place no sooner than ten days after the second publication.

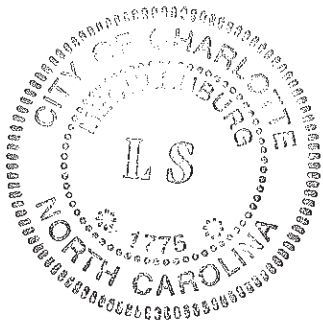
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### CERTIFICATION

I, Ashleigh Price, Deputy City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 8th day of April, 2013, the reference having been made in Minute Book 134, and recorded in full in Resolution Book 44, Page(s) 243-244.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of April, 2013.



  
Ashleigh Price, Deputy City Clerk



## FOUNDATION FOR THE CAROLINAS

### Presentation to Charlotte City Council's Economic Development Committee

July 13, 2017



## Charlotte City Council & FFTC

### Recent Activity and Partnership Programs

- Affordable Housing, A Way Home Endowment
- Economic Opportunity Task Force
- Leading on Opportunity Report and Implementation
- North Tryon Vision Plan
- Carolina Theatre Restoration



## Carolina Theatre Restoration

### Background

- 4 Carolina Theatres built in North Carolina in 1920s
  - All restored except Charlotte's Carolina Theatre
- Carolina Theatre closed in 1978
- Decades of repeated restoration efforts all failed
- FFTC proposal to lead latest Theatre Restoration effort
- City Council transferred Theatre property to FFTC
- City Council requested FFTC to:
  - Establish Advisory Board with City Council representation
  - Leverage property to place back on tax roles, if possible



## FFTC Progress to Date

### Secured Intercontinental Hotel for property

- Commercial investment of \$94 million, financing secured
- 270 rooms, rooftop restaurant, other amenities
- Estimated annual tax revenues of \$4 million
- Air lease revenues help fund restoration of Theatre





## FFTC Progress to Date



### Carolina Theatre Designs Complete

- Total costs higher than anticipated at \$56 million
- With value engineering and cutbacks: \$51.5 million
- FFTC is assembling \$47 million for restoration
  - \$45.6 million in hand
  - \$1.4 million remains to be raised
- Need of \$4.5 million remains
- FFTC at \$47 million + City at \$4.5 million = \$51.5 million



## Why Higher Costs?

1. Sky rocketing construction costs citywide
2. Delayed construction in securing hotel
3. Several unanticipated challenges with 1927 facility
4. Technical requirements for utility vaults
5. Depth of abatement work required (mold, lead paint & asbestos)



## City Council Request of \$4.5 million

- Leverages total Center City investment of \$145.5 million
  - Theatre at \$51.5 million + Hotel at \$94 million = \$145.5 million
- Makes possible a Theatre and a hotel
- With Ritz and Intercontinental, Charlotte has two high-end hotels
- Preserves one of our few historic structures
- Creates a civic theatre and an arts venue
- Secures \$4 million in annual tax revenues
  - \$1.2 million in hotel/motel tax
- City investment of \$4.5 million, leverages \$141 million

## Estimated Annual Tax Revenue from Hotel

TYPE	TOTAL	
NC State General Sales Tax	\$931,000	
Mecklenburg County General Sales Tax	\$490,000	←
Mecklenburg County General Occupancy Tax	\$1,200,000	←
Mecklenburg County NASCAR Hall of Fame Tax	\$392,000	←
Annual County Property Tax	\$616,000	
Annual City Property Tax	\$362,000	←
TOTAL	\$3,991,000	

← \$1,954,000



## Carolina Theatre Programming

- Civic Engagement Offerings
  - Town Hall Meetings
  - TED Talks
  - National Speaker Series
  - Community Dialogues & Debates
  - Symposiums
  - Documentaries

**TED** Ideas worth spreading



## Carolina Theatre Programming

- Partner Programming
  - Discovery Place
  - Gantt Center
  - Public Library
  - City of Charlotte
  - Charlotte Center City Partners
  - Johnson C. Smith University
  - U.S. National Whitewater Center
  - Carolinas Healthcare System



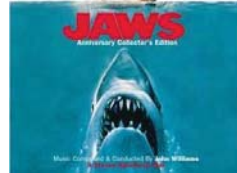
Harvey B. Gantt Center  
for African-American Arts+Culture



## Carolina Theatre Programming

- Arts and Entertainment Opportunities

- Film
- Jazz Trios
- Comedians
- Small Bands
- Solo Artists
- Chamber Music



## Carolina Theatre Programming

- Unexpected Offerings

- Duke versus Carolina basketball
- Gospel Choir with Sunday brunch
- Saturday morning cartoons
- Blood drive & Dracula
- Saturday Night Fever & Disco
- High School Battle of the Bands







**Thank you for your time and consideration.**



## **Next Steps**

- July 24<sup>th</sup> City Council Dinner Briefing
- July 24<sup>th</sup> request for Council action
  - Authorize City Manager to negotiate an amended Purchase and Sale Agreement with the FFTC
  - Approve issuance of up to \$4.5 million of debt funded from “Tourism I” hospitality and tourism taxes (occupancy tax and rental car tax) for the Carolina Theatre renovation



**Agenda Date: 7/24/2017**

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**Agenda #: 14. File #: 15-5644 Type: Business Item**

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## **Bojangles Coliseum and Ovens Auditorium Link Facility**

### **Action:**

- A. Approve the Economic Development Committee's recommendation to allocate the remaining \$18.5 million in existing Community Investment Plan funds for Bojangles/Ovens Area Redevelopment to construct a new connector facility between the Bojangles Coliseum and Ovens Auditorium,**
- B. Approve a contract in the amount up to \$1,550,000 with Odell Associates, Inc. for architectural services for the Bojangles-Ovens Link Facility, and**
- C. Approve a contract in the amount up to \$150,000 with Barnhill Contracting Company for pre-construction services for the Bojangles-Ovens Link Facility.**

### **Committee Chair:**

James Mitchell, Economic Development

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

Mike Davis, Engineering and Property Management  
William Haas, Engineering and Property Management  
Randy Harrington, Management and Financial Services

### **Explanation**

- The FY 2014 Community Investment Plan appropriated \$25 million for Bojangles Coliseum/Ovens Auditorium area redevelopment as part of Eastside investments.
- Following the purchase and demolition of the adjacent EconoLodge Motel and construction of additional parking at the site, \$18.5 million in original project funding remains.
- A new "Link" facility is proposed to connect Bojangles Coliseum and Ovens Auditorium and address strategic hospitality needs for both facilities.
- Objectives of the Link are to:
  - Enhance key entertainment and tourism assets in east Charlotte,
  - Support continued growth in and around the Bojangles Coliseum and Ovens Auditorium area,
  - Maintain the strong historical significance of the Bojangles Coliseum and Ovens Auditorium,
  - Strengthen partnerships with the Charlotte Checkers and Blumenthal Performing Arts, and
  - Expand both facilities to accommodate: pre-function and hospitality space, concession needs, restrooms, offices for Charlotte Regional Visitors Authority (CRVA) and partners, and storage for both facilities.
- This proposed facility presents a unique opportunity to improve coliseum and auditorium functions,

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**Agenda #: 14.File #: 15-5644 Type: Business Item**

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enhance patron experiences and strengthen the economic vitality of the area.

- Based on preliminary conceptual designs, the facility will be two stories tall and approximately 40,000 square feet.
- A Construction Manager-at-Risk contract has been selected as the project delivery method for the construction of the project. City Council will be asked to approve an initial Guaranteed Maximum Price construction contract with Barnhill Contracting Company in second quarter 2018.

**Architectural Services**

- On January 28, 2017, the City issued a Request for Qualifications (RFQ); four proposals were received from interested service providers.
- Odell Associates Inc. is the best qualified firm to meet the City's needs.

**Construction Manager-at-Risk Services**

- On January 27, 2017, the City issued a Request for Qualifications (RFQ); five proposals were received from interested service providers.
- Barnhill Contracting Company is the best qualified firm to meet the City's needs.

**Committee Discussion**

- Original, intended investment to the Bojangles Coliseum/Ovens Auditorium area sought an indoor amateur sports facility, but efforts were unsuccessful to obtain a private partner.
- In February 2015, staff was asked to evaluate other options/opportunities for this location.
- On May 11, 2017, the Economic Development Committee received a presentation on the benefits of the Link facility. The committee voted unanimously (Mitchell, Eiselt, Ajmera, Driggs, and Mayfield) to recommend allocating the remaining \$18.5 million in CIP funds to the proposed Link facility.

**Charlotte Business INclusion**Architectural Services

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INclusion Policy). Odell & Associates has committed 30.26 percent (\$469,000) of the total contract amount to the following firms:

- AME Consulting Engineers, PC (SBE) (\$325,000) (mechanical, electrical, plumbing, engineering and fire protection)
- Structural Capacity (MBE) (\$144,000) (structural engineering)

Pre-Construction Services

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INclusion Policy). Barnhill Contracting Company has committed 10.00 percent (\$15,000) of the total contract amount to the following firms:

- DA Everett Construction Group (NC HUB Certified MBE) (\$15,000) (pre-construction services)

**Fiscal Note**

Funding: General Community Investment Plan

**Attachment(s)**

May 11, 2017 ED Committee Presentation



## Community Investment Plan Update: Bojangles Coliseum / Ovens Auditorium Area Proposed Link Facility

Charlotte City Council  
Economic Development Committee  
May 11, 2017



### Presentation Outline

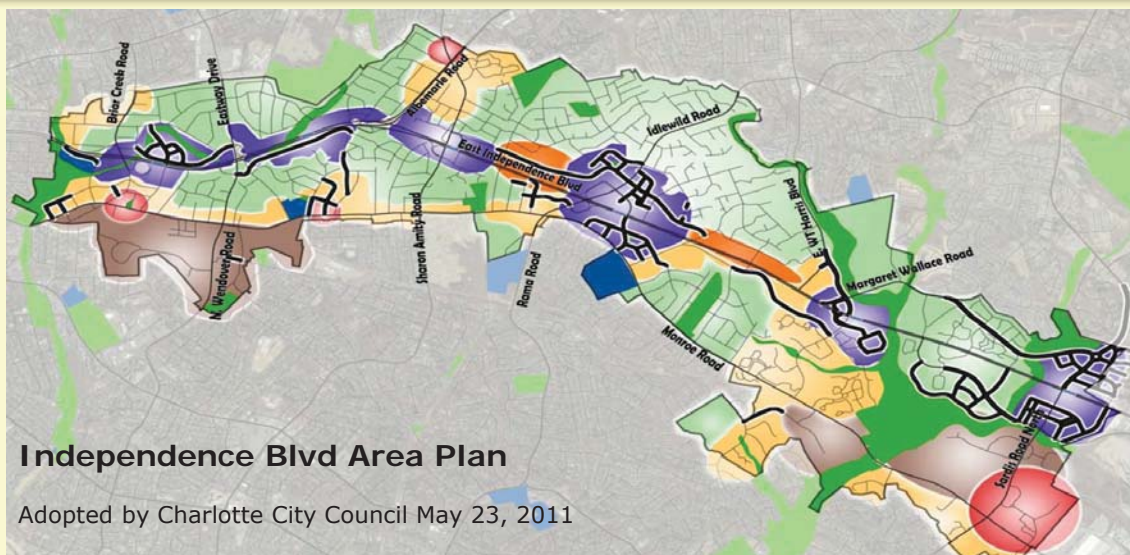
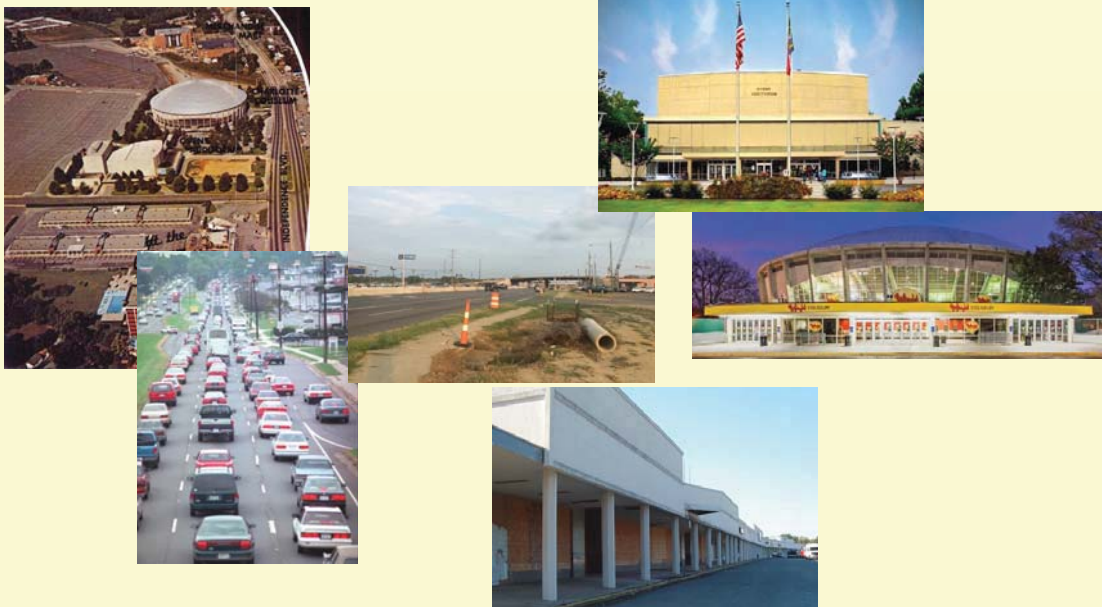
- Project Context
- Project Background
- Project Description
- Recommended Action
- Schedule
- Conclusion



#### Legend

A. Bojangles Arena  
B. Ovens Auditorium  
C. Liberty Hall  
D. Independence Hall

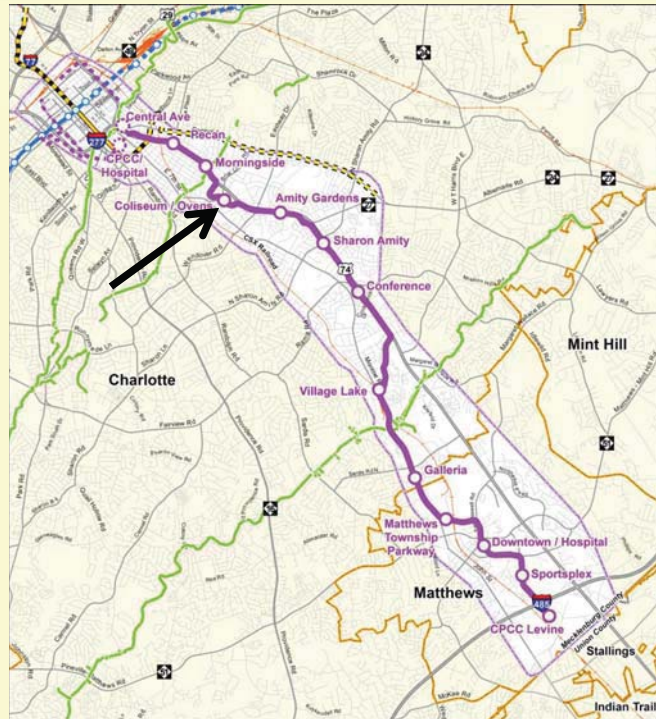
E. Freedom Hall  
F. The Park Expo  
G. WCCB Charlotte  
I. Site: THE LINK



- |                                       |   |
|---------------------------------------|---|
| 1. Strengthen and Build Neighborhoods | 5. Leverage Opportunities                           |
| 2. Create Nodes                       | 6. Provide Transportation Choices                   |
| 3. Reclaim/Showcase Natural Systems   | 7. Balance Neighborhood, Community & Regional Needs |
| 4. Orient Toward Monroe and Central   | 8. Define U.S. 74/Transportation Vision             |



- LYNX Silver Line LPA approved by MTC in November 2016
- Side running along Independence Blvd to Village Lake Drive Area to median running Monroe Rd to Sam Newell Rd to Independence Pointe Parkway
- 13 miles long from I-277 to CPCC Levine Campus
- 13 stations with 8-10 Park and Rides
- Coliseum/Ovens Station



- 2013 bonds approved Bojangles Coliseum and Ovens Auditorium development as part of Eastside investments
- 2013 Request for Proposals yielded one response (GoodSports)
- FY2014 Community Investment Plan (CIP) designated \$25M for indoor amateur sports at Ovens/Bojangles site
- GoodSports partner was unable to perform at this location
- February 2015 Economic Development & Global Competitiveness Committee asked staff to evaluate other options/opportunities for this site

**\$25M Allocated for Bojangles/Ovens Area Redevelopment**

- 2014 CIP Bonds
- \$3.6M purchase of EconoLodge Motel January 2014
- \$208K for demolition of EconoLodge Motel July 2014
- \$3.1M new parking lot design and construction with 618 new spaces including additional ADA parking

**\$18.5M remaining in existing fund**

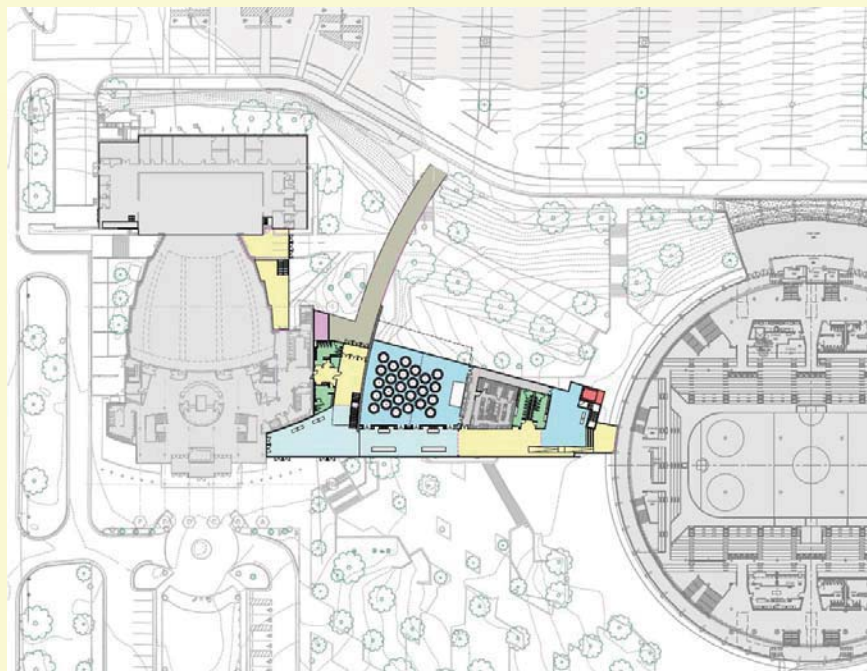


Objectives:

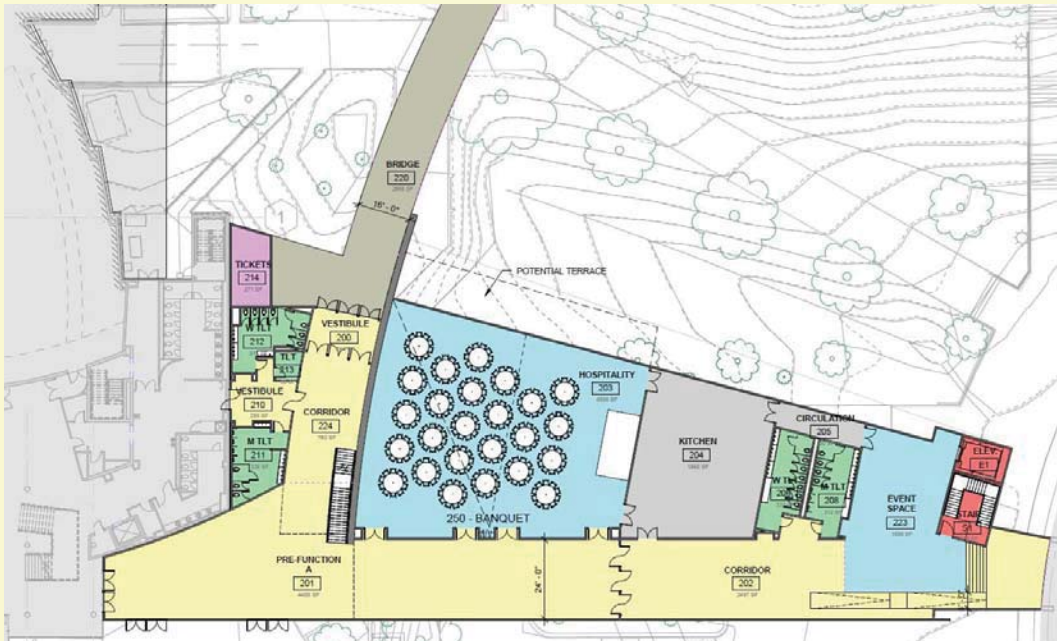
- Enhanced entertainment facility on the Eastside creating new, strategically located hospitality connector facility
- Strengthen partnerships with the Charlotte Checkers and the Blumenthal Performing Arts
- New West entry to Ovens Auditorium creates improved sense of arrival
- Expansion of both facilities to accommodate:
  - pre-function and hospitality space for both facilities
  - concessions for both facilities
  - restrooms for both facilities
  - offices for CRVA and partners
  - storage space for both facilities
- Support continued growth in and around the proposed Coliseum/Ovens Station Area











- Fall 2017
  - Council request to award construction manager at risk contract
- Spring 2018
  - start construction
- Mid 2019
  - anticipated project completion and occupancy

- Allocate remaining \$18.5M in the CIP for the Link Facility
- Project adds approximately 35,000 SF in new construction resulting in the following:
  - Two-story facility plus mezzanine
    - 7,600 SF in hospitality space
    - 12,000 SF in office and storage space
    - 13,200 SF in circulation, pre-function and concession space
    - 2,200 SF in restrooms
  - Pedestrian connector to main parking lot
  - Pedestrian connection between facilities

- The Link is the optimum solution for this campus.
- Supports additional infrastructure needs at the coliseum and the auditorium
- Benefits Eastside community by improving the use of existing entertainment facilities and building strong public/private partnerships
- Request for ED Committee vote to recommend full Council action





**Agenda Date: 7/24/2017**

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**Agenda #: 15.File #: 15-6089 Type: Policy Item**

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## **Authorize Earlier Sales of Alcoholic Beverages on Sundays**

### **Action:**

**Approve the Economic Development Committee's recommendation to adopt an Ordinance amending Chapter 6 of the City Code, entitled "Businesses and Trade", that authorizes the on- and off-premise sale of malt beverages, unfortified wine, fortified wine, and mixed beverages on Sundays beginning at 10:00 A.M.**

### **Committee Chair:**

James Mitchell, Economic Development

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

Debra Campbell, City Manager's Office  
Dana Fenton, City Manager's Office

### **Current State Law**

- In North Carolina, the on- and off-premise sale of malt beverages, unfortified wine, fortified wine, and mixed beverages is prohibited on Sundays between the hours of 2:00 A.M and 12:00 Noon.
- 2017 Omnibus ABC Legislation (SB 155) allows the on- and off-premise sale of malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10:00 A.M. on Sundays, subject only to local government approval.
- SB 155 was signed into law by Governor Roy Cooper on June 30, 2017.
- In order to allow sales to begin at 10:00 A.M. on Sundays, the City Council must adopt an Ordinance that would be effective in the corporate limits of the City.
- Any ordinance adopted would not affect the hours of sale of alcoholic beverages sold in any ABC store.

### **Proposed Changes**

- The recommended Ordinance provides that pursuant to N.C. Gen. Stat. §§ 18B-1004, 160A-205.3, and other applicable law, it shall be lawful on any licensed premises located in the corporate limits of the City of Charlotte to sell malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10:00 A.M. on Sunday pursuant to the licensed premises' permit issued under N.C. Gen. Stat. § 18B-1001.

### **Committee Discussion**

- On July 13, 2017, the Economic Development Committee discussed the advisability of allowing sales of alcoholic beverages beginning at 10:00 A.M. on Sundays. The Economic Development Committee voted unanimously (Mitchell, Eiselt, Ajmera, Driggs, and Mayfield) to recommend to City Council the adoption of such an Ordinance.

### **Attachment(s)**

Ordinance Authorizing Earlier Sales of Alcoholic Beverages on Sundays

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**Agenda #:** 15.**File #:** 15-6089 **Type:** Policy Item

---

Sunday Sales Ordinance

**ORDINANCE NO. 2017- \_\_\_\_**

**An Ordinance To Allow the Sale of Alcoholic Beverages Before Noon on Sundays  
at Licensed Premises**

**WHEREAS**, on June 30, 2017, the Governor of the State of North Carolina signed into law Senate Bill 155, entitled “An Act to Make Various Changes to the Alcoholic Beverage Control Commission Laws”; and

**WHEREAS**, Section 4 of Ratified Senate Bill 155 authorizes city and county governments to adopt an ordinance to allow alcohol sales beginning at 10:00 am on Sundays; and

**WHEREAS**, Sunday morning alcohol service will allow the hospitality community and retail merchants in our community to meet the needs of their customers; and

**WHEREAS**, Sunday morning alcohol service will benefit our business community, and bring people into business districts earlier in the day; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of \_\_\_\_\_,  
North Carolina that:

**Section 1.** Pursuant to the authority contained in G.S. 160A – 205.3, the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages is allowed within the corporate limits of the City of Charlotte beginning at 10:00 A.M. on Sunday pursuant to the licensed premises’ permit issued under G.S 18B – 1001.

**Section 2.** This ordinance is effective on the 30<sup>th</sup> day of July, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_

\_\_\_\_\_, Mayor

Attest: \_\_\_\_\_

\_\_\_\_\_, City Clerk



ORDINANCE NUMBER: \_\_\_\_\_

AMENDING CHAPTER 6

**AN ORDINANCE AMENDING CHAPTER 6 OF THE CHARLOTTE CITY CODE  
ENTITLED “BUSINESSES AND TRADE”**

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**WHEREAS**, the hospitality industry is an important part of the retail and business economy of Charlotte; and

**WHEREAS**, restaurants, bars, clubs, and a variety of other establishments sell alcoholic beverages for on and off premises consumption within the City of Charlotte; and

**WHEREAS**, Session Law 2017-87 permits cities to adopt an ordinance allowing for the sale of certain alcoholic beverages on Sunday beginning at 10:00 A.M..

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Charlotte, North Carolina, that:

Section 1. Chapter 6 of the City Code is amended by adding a new Article XIII to read:

**“Article XIII. Miscellaneous.**

**Sec. 6-591. Sunday Sales.**

In accordance with N.C. Gen. Stat. §§ 18B-1004, 160A-205.3, and other applicable law, it shall be lawful on any licensed premises located in the corporate limits of the City of Charlotte to sell malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10:00 A.M. on Sunday pursuant to the licensed premises’ permit issued under N.C. Gen. Stat. § 18B-1001.”

Section 2. This ordinance is effective upon adoption.

Approved as to form

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City Attorney



**Agenda Date: 7/24/2017**

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**Agenda #: 16.File #: 15-5991 Type:Business Item**

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## **Extension of 2010 General Obligation Bond Authorization**

### **Action:**

- A. Authorize the City Manager to apply to the Local Government Commission (LGC) to extend the General Obligation Bond authorization, approved for seven years in November 2010, for an additional three years.**
- B. Set a public hearing for August 28, 2017 as required by State statute.**

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

Mike Davis, Engineering and Property Management  
Randy Harrington, Management and Financial Services

### **Explanation**

- Bond authorization approved by referendum expires in seven years according to State statute. The statute allows a three year extension upon request and subject to LGC approval.
- On November 2, 2010, voters approved a bond referendum for \$156.6 million street bonds and \$32 million neighborhood improvement bonds, which expires on November 2, 2017.
- Since street and neighborhood bonds are only issued as expenditures occur, approximately \$98 million of 2010 authorized bonds remain unissued to date. It is anticipated that an additional \$20 million will be issued prior to the expiration date.
- Substantial savings were realized on some projects due to lower than expected construction and real estate costs over the past several years, which slowed issuance.
- Federal stimulus and other grants were received which also slowed issuance.
- In recent years, the strong local economy has increased the timeline and cost of construction projects, resulting in a need for the extension.
- Extension of bond authorization is not an uncommon practice for cities and counties in North Carolina.
- All projects associated with the 2010 bond referendum are complete or in process.

### **Attachment(s)**

Resolution

EXTRACTS FROM MINUTES OF CITY COUNCIL

\* \* \*

A Regular Meeting of the City Council of the City of Charlotte, North Carolina was duly held in the Meeting Chamber at the Charlotte-Mecklenburg Government Center in Charlotte, North Carolina, the regular place of meeting, at \_\_\_\_\_ p.m. on July 24, 2017:

Members Present:

Members Absent:

\* \* \* \* \*  
\* \* \*

Councilmember \_\_\_\_\_ introduced the following resolution, a summary of which had been provided to each Councilmember, copy of which was available with the City Council and which was read by title:

**RESOLUTION OF THE CITY OF CHARLOTTE, NORTH CAROLINA AUTHORIZING APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR PROPOSED EXTENSION OF GENERAL OBLIGATION BOND ORDERS AND CALLING A PUBLIC HEARING RELATED THERETO**

*WHEREAS*, the City Council of the City of Charlotte, North Carolina (the “*City Council*”) previously adopted the following bond orders of the City of Charlotte, North Carolina (the “*City*”), which orders were for the following purposes and in the following maximum amounts:

\$156,600,000 of bonds to provide funds to pay the capital costs of constructing, reconstructing, enlarging, extending and improving certain streets, including streets and roads constituting a part of the State highway system or otherwise the responsibility of the State and including the cost of related studies, streetscape and pedestrian improvements, relocation of utilities, plans and design; acquiring, constructing, reconstructing, widening, extending, paving, resurfacing, grading or improving streets, roads, intersections, parking lots and bicycle paths; acquiring, constructing, reconstructing or improving sidewalks, curbs, gutters, drains, bridges, overpasses, underpasses and grade crossings and providing related landscaping, lighting and traffic controls, signals and markers; and the acquisition of land and rights-of-way in land required therefor; and

\$32,000,000 of bonds to provide funds to pay the capital costs of infrastructure improvements in various neighborhoods of the City, including the cost of related studies, plans and design; acquiring, constructing, reconstructing, improving, installing or providing curbs, gutters, storm drainage and sidewalks; paving, resurfacing, grading or improving streets, roads and intersections; and providing related landscaping and lighting and acquiring any necessary equipment, land, interests in land and rights-of-way therefor;

*WHEREAS*, such bond orders were approved by the voters on November 2, 2010 and are currently effective until November 2, 2017;

*WHEREAS*, the City Council seeks approval from the Local Government Commission of a three-year extension of such bond orders during which time the City expects to issue the bonds in the remaining authorized, but unissued amounts;

*WHEREAS*, it is necessary, as a condition to the consideration and adoption of an extension of such bond orders, to submit an Application to the Local Government Commission for approval of the extension, all in the manner required by the Local Government Bond Act;

***NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHARLOTTE, NORTH CAROLINA, AS FOLLOWS:***

*Section 1. Authorization of Application to LGC.* The City Manager, or his designee, is hereby directed to file with the Local Government Commission an application for its approval of the extension hereinbefore described and to state in such application such facts and to attached thereto such exhibits in regard to the extension as may be required by the Local Government Commission.

*Section 2. Call for Public Hearing.* If the Local Government Commission approves the proposed extension at its August meeting, pursuant to and in satisfaction of the requirements of the Local Government Bond Act, the City Council will conduct a public hearing on August 28, 2017 at 6:30 p.m., or as soon thereafter as practicable, in the Meeting Chamber, Charlotte-Mecklenburg County Government Center, 600 East Fourth Street, Charlotte, North Carolina 28202, concerning the extension of the bond orders as described in this Resolution. The City Clerk will cause a notice of the public hearing to be published once in a qualified newspaper of general circulation within the City no fewer than six days prior to the public hearing.

*Section 3. Effective Date.* This Resolution is effective on the date of its adoption.

CITY OF CHARLOTTE ) ss:

**WITNESS** my hand and the corporate seal of the City of Charlotte, North Carolina, this the \_\_\_\_ day of \_\_\_\_\_, 2017.

Agenda Packet Page 52 of 269



**Agenda Date: 7/24/2017**

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**Agenda #: 17.File #: 15-6021 Type: Nomination**

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## **Nominations to the Charlotte Tree Advisory Commission**

**Action:**

**Nominate citizens to serve as specified.**

**Staff Resource(s):**

Stephanie Kelly, City Clerk's Office

**Explanation**

- One appointment for a partial term beginning immediately and ending September 16, 2019.
  - Michael Hughes did not meet attendance requirements.
- One appointment for a partial term beginning immediately and ending December 13, 2017, then followed by a full three-year term until December 12, 2020.
  - Joe Zuyus did not meet attendance requirements.

**Attachment(s)**

Charlotte Tree Advisory Commission Applicants

BOARD DETAILS

OVERVIEW

SIZE

12 Seats

TERM LENGTH

3 Year

TERM LIMIT

2 Terms

The mission of the Charlotte Tree Advisory Commission (CTAC) is to achieve community-wide recognition that trees and landscaping are an integral part of our quality of life, and it is the responsibility of all citizens to provide for and protect our urban forest environment.

CTAC serves to advocate for the preservation and ongoing renewal of Charlotte's urban forest and landscape; to educate the citizens of Charlotte about the importance of trees and landscaping as they pertain to our quality of life; and, to advise and support City Council and assist City leaders on issues affecting Charlotte's urban forest. CTAC also reviews and makes recommendations regarding the Charlotte Tree Ordinance.

<div><div>DETAILS</div><div><div></div></div></div>	COMMITTEE MEMBERS	12 Members (3 by Mayor, 7 by Council, 2 Ex-Officio members - representatives from the City Engineering & Property Management Department)
	MEMBERSHIP	A majority of the membership should be residents of the City of Charlotte. Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards.
	MEETING INFORMATION	Meeting Day: 3rd Tuesday, monthly Meeting Time: 5:00 p.m. Meeting Location: Government Center Building (600 East 4th Street) Time Commitment: 3 to 15 hours monthly
	ADDITIONAL INFORMATION	Website: <a href="http://charlottenc.gov/Engineering/LandscapeManagement/Trees/Pages/CTAC.aspx">http://charlottenc.gov/Engineering/LandscapeManagement/Trees/Pages/CTAC.aspx</a> Tree Ordinance: <a href="http://charlottenc.gov/Id/treeordinance/Pages/default.aspx">http://charlottenc.gov/Id/treeordinance/Pages/default.aspx</a> City Code of Ordinances – Chapter 21 - Trees: <a href="https://www.municode.com/library/nc/charlotte/codes/code_of_ordinances?nodeId=PTIICOOR_CH21TR">https://www.municode.com/library/nc/charlotte/codes/code_of_ordinances?nodeId=PTIICOOR_CH21TR</a>
BOARD HISTORY		
BOARD DOCUMENTS		

## CHARLOTTE TREE ADVISORY COMMISSION



### BOARD ROSTER

	<b>JAY D BANKS</b> 1st Term Dec 12, 2016 - Dec 13, 2019	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by Mayor
	<b>CHRIS BREEDLOVE</b> 1st Term Mar 01, 2016 - Feb 28, 2019	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by City Council
	<b>JHERMEL GOSS</b> Partial Term May 18, 2017 - Dec 13, 2019	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by Mayor Dais Seat None
	<b>KIM V HOMBS</b> 1st Term Dec 14, 2016 - Dec 13, 2019	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by Mayor
	<b>ROBBIE KIRK</b> 1st Term Oct 10, 2016 - Dec 13, 2018	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by City Council
	<b>STAFF MEMBER</b> 1st Term N/A - N/A	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by Engineering & Property Management No Recruitment
	<b>STAFF MEMBER</b> 1st Term N/A - N/A	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by Engineering & Property Management No Recruitment
	<b>KIMBERLY SANDERS</b> 1st Term Jan 11, 2016 - Dec 13, 2018	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by City Council
	<b>ALEXANDER VUCHNICH</b> 2nd Term Dec 18, 2016 - Dec 17, 2019	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by City Council Dais Seat None
	<b>JEFFREY WELLS</b> 1st Term Dec 14, 2014 - Dec 13, 2017	Office Government Center Building, 600 E 4th Street Position Board Member Category None Appointed by City Council



VACANCY

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category None  
Appointed by City Council  
Dais Seat in Hughes



VACANCY

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category None  
Appointed by City Council  
Dais Seat 20908



**Profile**

Jesse  
First Name Boyd  
Last Name

jesse.jboyd@yahoo.com  
Email Address

4409 Birkdale Dr  
Street Address

charlotte  
City

NC  
State

28208  
Postal Code

Is your mailing address the same as your home address?

☐ Yes ☒ No

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

1009 Sharview Cir apt 733 Charlotte NC 28217

Mobile: (980) 333-1087  
Primary Phone

Home:  
Alternate Phone

What district do you live in? \*

☒ District 2

**Ethnicity**

☒ African American  
**Political Party**

☒ Democrat

**Gender**

☒ Male

07/04/1994  
Date of Birth

Jesse J Boyd

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

N/A

List any boards you have served on in the past:

N/A

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte International Cabinet: Submitted  
Community Relations Committee (O): Submitted  
Keep Charlotte Beautiful: Submitted  
Neighborhood Matching Grants Fund: Submitted  
Charlotte Tree Advisory Commission: Submitted

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

I want to see the things I voted on change. I would also like to see more younger individuals involved with helping build the many communities. We need someone to step up to the plate for the younger citizens and show others you don't have to be a certain age to lead others. I was a leader in the U.S. Army, while I was deployed. Now I want to bring this experience to the City of Charlotte.

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

I served in the US Army for 4 years Leadership awards I have the motivation and determination to get things done.

Full time student  
Current Employer:

Jesse J Boyd

Page 2 of 5

Years in current position:

Job Title:

**Brief description of duties:**

**Other employment history:**

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

☐ Yes ☐ No

**If yes, please explain complete disposition:**

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

☐ Yes ☐ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

**Additional Education History:**

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ City of Charlotte Website

If you selected 'Other', please explain:

### Board Specific Questions

Question applies to Neighborhood Matching Grants Fund

**Which category, if any, do you fall under? \***

☒ None of the Above

Question applies to Charlotte International Cabinet.

**Which category, if any, do you fall under \***

☒ At-Large (select this if none of the below apply)

If you selected 'Other', please explain

### Boards /.Commissions Disclaimer

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

**Please check this box after reading the above disclosure statement:**

☒ I Agree

Jesse Boyd

Please type your name below:

**Profile**

**Mark** \_\_\_\_\_  
First Name Last Name

mjdonald@gmail.com  
Email Address

222 E. Bland St.  
Street Address

Unit 328  
Suite or Apt

Charlotte  
City

NC 28203  
State Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Home: (352) 359-3433  
Primary Phone

Home:  
Alternate Phone

What district do you live in? \*

☒ District 3

**Ethnicity**

☒ Prefer not to Answer  
**Political Party**

☒ Independent  
**Gender**

☒ Male

01/08/1984  
Date of Birth

Mark J Donald

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

None.

List any boards you have served on in the past:

None.

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte International Cabinet: Submitted  
Charlotte Mecklenburg Public Access Corporation: Submitted  
Charlotte Regional Visitors Authority (B/O): Submitted  
Housing Advisory Board of Charlotte-Mecklenburg: Submitted  
Community Relations Committee (O): Submitted  
Domestic Violence Advisory Board (B/O): Submitted  
Charlotte Tree Advisory Commission: Submitted

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

I am very interested in getting involved more in my community of Charlotte. I am trying to find ways to be a 'Go-Giver'.

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

While in law school, I interned at the City Attorneys' Office for the City of St. Petersburg, FL. I have always had an interest in local government.

Wells Fargo  
Current Employer:

Mark J Donald

Page 2 of 5

Years in current position:

Analytic Consultant II

Job Title:

**Brief description of duties:**

Compliance for Wells Fargo Securities including Anti-Money Laundering Compliance

**Other employment history:**

I also worked in Charlotte for Tower Legal Services as a Document Review Attorney. Prior to that I had a solo law practice in Atlanta, GA.

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ Graduate School

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

**Additional Education History:**

J.D./M.B.A. from Stetson University. B.S. in Finance from the University of Florida.

Mark J Donald

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ City of Charlotte Website

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Which category, if any, do you fall under? \***

☒ None of the Above

Question applies to Housing Advisory Board of Charlotte-Mecklenburg.

**Which category, if any, do you fall under? \***

☒ None of the Above

Question applies to Charlotte International Cabinet.

**Which category, if any, do you fall under \***

☒ At-Large (select this if none of the below apply)

If you selected 'Other' please explain

Mark J Donald

---

**Boards / .Commissions Disclaimer**

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

---

**Please check this box after reading the above disclosure statement:**

---

☒ I Agree

Mark Donald

Please type your name below:

Profile

John  Durnovich  
First Name Last Name  
jdurnovich@poyners.com  
Email Address

Poyner Spruill LLP  301 S. College St., Suite 2900  
Street Address Suite or Apt  
Charlotte NC 28202  
City State Postal Code

Is your mailing address the same as your home address?

☐ Yes ☒ No

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

211 S. Canterbury Rd. Charlotte, NC 28211  
  
Mobile: (276) 730-5729 Business: (704) 342-5344  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 6

Ethnicity

- ☐ Asian or Pacific Islander  
☐ African American  
☐ American Indian/Alaskan Native Aleutian  
☐ Hispanic  
☐ Caucasian/Non-Hispanic  
☐ Other  
☐ Unknown  
☐ Prefer not to Answer

Political Party

- ☐ Democrat  
☐ Republican  
☐ Libertarian  
☐ Independent  
☐ Other  
☐ Prefer Not to Say

Gender

- ☐ Male  
☐ Female  
☐ Nonbinary or third gender  
☐ Prefer to self-describe  
☐ Prefer not to say

Date of Birth

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

UNC Law Alumni Engagement Committee, N.C. Bar Association Law Week Committee.

List any boards you have served on in the past:

Board of Governors of the UNC School of Law Student Bar Association

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

**Which Boards would you like to apply for?**

Privatization/Competition Advisory Committee (E): Submitted  
Charlotte Tree Advisory Commission: Submitted

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

I am passionate about trees and the City of Charlotte. I strongly believe in the importance of maintaining a diverse and healthy canopy and am proud of Charlotte's demonstrated commitment to maintaining our rich canopy. I also recognize the careful balance that must be struck between protecting the canopy and encouraging continued economic growth and development in our growing City. In addition, as an attorney that focuses on government-related litigation, I enjoy interpreting and evaluating various ordinances and laws that impact our community. Outside of work, I serve as a certified Tree Master and regularly volunteer with TreesCharlotte. Finally, I believe in public service, having provided over 100 hours in pro bono legal services to our community in 2016 alone. For all of these reasons, I would greatly appreciate the opportunity to serve on CTAC.

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

My experience as a Tree Master and relationship with TreesCharlotte has given me insight into the status of Charlotte's tree canopy, our tree maintenance program, and the challenges that both face. In addition, as an attorney that focuses on government-related litigation, I regularly advise governmental entities, boards, and individual board members on a wide range of matters, including the interpretation and effect of laws and ordinances. I believe this gives me a unique perspective that would benefit CTAC and its members. Finally, I pride myself on my ability to provide honest, objective advice to my clients; I believe that same trait will serve as an asset to CTAC. For all of those reasons, I would be a valuable addition to CTAC.

Poyner Spruill LLP

Current Employer:

3

Years in current position:

Attorney

Job Title:

John M. Durnovich

Page 3 of 6

**Brief description of duties:**

I'm a litigation attorney with Poyner Spruill LLP in Charlotte. My primary focus is government-related disputes and constitutional litigation, though I also devote a substantial part of my practice to advising clients on financial, construction, antitrust, and general commercial litigation.

**Other employment history:**

Arnold & Smith PLLC

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ Graduate School

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

**Additional Education History:**

University of Virginia, B.A.; University of North Carolina School of Law, J.D.

Mackenzie Durnovich

Spouse's Name:

Bank of America

Spouse's Employer

John M. Durnovich

Page 4 of 6



Senior Vice President  
Spouse's Job Title

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

☒ Recruited by current Committee Member

If you selected 'Other', please explain:

Board Specific Questions

If you selected 'Other' please explain

Boards / Commissions Disclaimer

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

John M. Durnovich

Please check this box after reading the above disclosure statement:

☒ I Agree

J.M. Durnovich  
Please type your name below:

John M. Durnovich

**Profile**

Diatra \_\_\_\_\_ Fullwood  
First Name Last Name

diatra.fullwood@visitcharlotte.com  
Email Address

715 Parkside Terrace Lane  
Street Address  
Charlotte NC 28202  
City State Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Mobile: (704) 507-2369 Home:  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 1

**Ethnicity**

☒ African American

**Political Party**

☒ Democrat

**Gender**

☒ Female

10/08/1966  
Date of Birth

Diatra Fullwood

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte Tree Advisory Commission: Submitted

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

I'm currently a member of the Charlotte Garden Club. Through some of our members and speakers, Charlotte's tree canopy has become of interest to me. I also have an interest in Horticulture; therefore, being on this commission will allow me to learn while being an advocate.

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

Charlotte Regional Visitors  
Authority  
Current Employer:

7  
Years in current position:

Visitor Information Center Manager  
Job Title:

Diatra Fullwood

Page 2 of 5

**Brief description of duties:**

I manage a staff of 12 at Charlotte Douglas International Airport's Visitor Center. We provide information to passengers visiting Charlotte and the surrounding area about accommodations, what to see, where to go and where to eat. Since we're located in the airport, we provide airport and airline information such as flight (arrival and departure) information, transportation, etc.

**Other employment history:**

Prior to my work at the Visitor Info Center, I managed the Executive Dining Room at Wachovia (currently Wells Fargo). A position at the Charlotte Coliseum on Tyvola Road is what brought me to Charlotte over 20 years ago.

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

**Additional Education History:**

**None**

Spouse's Name:

Diatra Fullwood

Page 3 of 5

Spouse's Employer

Spouse's Job Title

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

☒ Recruited by current Committee Member

If you selected 'Other', please explain:

**Board Specific Questions**

If you selected 'Other' please explain

**Boards /.Commissions Disclaimer**

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

Diatra Fullwood

Page 4 of 5

Please check this box after reading the above disclosure statement:

☐ I Agree

Please type your name below:

**Profile**

Tarik \_\_\_\_\_  
First Name Last Name

Hameed

thameed@morrisberg.com  
Email Address

3413 Draper Avenue  
Street Address

Charlotte  
City

NC  
State

28205  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 649-1753  
Primary Phone

Home: (  
Alternate Phone

What district do you live in? \*

☒ District 1

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Independent

**Gender**

☒ Male

01/26/1978

Date of Birth

Tarik M Hameed

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

Optimist Park Neighborhood Association UNC Charlotte Alumni Association Board of Directors

List any boards you have served on in the past:

American Institute of Architect Students- CPCC

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Bicycle Advisory Committee: Submitted  
Domestic Violence Advisory Board (B/O): Submitted  
Keep Charlotte Beautiful: Appointed  
Charlotte Tree Advisory Commission: Submitted

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

Give back to my home community and share my knowledge-base and skill sets. Specifically, would like to apply my abilities to collaborate and communicate effectively to foster an open and transparent dialogue between the community and the boards I am to serve.

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

Architecture lends itself to an altruistic profession that listens, filters and communicated intent. My ten years in the professions have provided me with the skill set to provide these services to all endeavors, both professional and personal.

Morris-Berg Architects  
Current Employer:

Tarik M Hameed

Page 2 of 5

Years in current position:

Project Manager

Job Title:

**Brief description of duties:**

Marketing, business development, project implementation, project production, construction administration.

**Other employment history:**

Clark Nexsen 2006-2014

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

**Education:**

☒ College

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

**Additional Education History:**

UNC Charlotte College of Architecture- Bachelors of Arts in Architecture and Minor in Urban Studies 2006  
Central Piedmont Community College - Associates of Arts in Architectural Technology 2002

Tarik M Hameed

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**

If you selected 'Other', please explain

**Boards /.Commissions Disclaimer**

Tarik M Hameed

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

**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

Tarik M Hameed

Page 5 of 5



**Profile**

Neil  Hullahd  
First Name Last Name

nhullahd@smeinc.com  
Email Address

1527 plumcrest 9741 Southern Pine Blvd.  
Street Address Suite or Apt  
Charlotte NC 28216  
City State Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Home: (704) 443-1892 Home:  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 2

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Independent

**Gender**

☒ Male

05/31/1989  
Date of Birth

Neil P Hullahd

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

none

List any boards you have served on in the past:

none

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte Housing Authority Board (B/O): Submitted  
Charlotte Water Advisory Committee (E): Submitted  
Storm Water Advisory Committee (E): Submitted  
Charlotte Tree Advisory Commission: Submitted  
Waste Management Advisory Board: Submitted

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

I am interested because i believe that these boards could benefit from fresh perspective and experience which I have.

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

I have a masters degree in geology and engineering in which I focus on many water and waste related fields.

S&ME, Inc.  
Current Employer:

Neil P Hullahd

Page 2 of 5

1.5

Years in current position:

Engineering Staff Professional II

Job Title:

**Brief description of duties:**

Engineering professional, specializing in the design of landfills from initial stages to final stage inspections. Environmental compliance of varying projects from SPCC, SWPP, emergency action plans, surveying and site investigations, monitoring the installation of shallow, deep, and bedrock single or nested groundwater monitoring wells, preparing well installation documentation, soil/rock core logging and fracture analysis, conducting standard penetration testing (SPT), water pressure testing, performing in-situ permeability tests in soil/ash/rock. Competent in design, compliance and inspections of dams of differing size, including emergency action plan and inundation mapping. Main component of work is in the energy sector.

**Other employment history:**

Charah Inc- mainly working for Duke energy regarding coal ash sites

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ Graduate School

Neil P Hulland

Page 3 of 5

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

**Additional Education History:**

BS-Marine Biology-UNCW MS-Geology-UNCC MS-Environmental Engineering-UNCC

Megan Hulland

Spouse's Name:

Apex Systems

Spouse's Employer

Professional Recruiter

Spouse's Job Title

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

☒ Other

Al Austin contact

If you selected 'Other', please explain:

**Board Specific Questions**

Question applies to Charlotte Housing Authority Board (B/O).

**Are you a low income housing resident? \***

☒ No

Question applies to Charlotte Water Advisory Committee (E).

**Which category, if any, do you fall under? \***

☒ Civil Engineer Water/Sewer

Neil P Hulland

Page 4 of 5

Question applies to Storm Water Advisory Committee (E).  
**Which category, if any, do you fall under \***

☒ Construction Contractor

Engineer  
If you selected 'Other' please explain

**Boards / Commissions Disclaimer**

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

**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

Neil P Hullahnd

**Profile**

Charleon  
First Name  
Macon  
Last Name

cmariaa@polishinc.biz  
Email Address

1101  
Street Address  
1101 Sunset Road # 681805  
Suite or Apt  
Charlotte  
City  
NC  
State  
28216  
Postal Code

Is your mailing address the same as your home address?

☐ Yes ☒ No

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

643 Bradford Dr.  
Home: (980) 202-9149  
Primary Phone  
Home: (980) 365-0259  
Alternate Phone

What district do you live in? \*

☒ District 3

Ethnicity

☒ African American

Political Party

☒ Independent

Gender

☒ Female

09/27/1945  
Date of Birth

Charleon M Macon

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

Community Relations Committee Mecklenburg Council of Elders Mecklenburg Reentry Partners

List any boards you have served on in the past:

Charlotte/Mecklenburg Development Corp Charlotte NAACP

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Historic Landmarks Commission (O): Submitted  
Charlotte Tree Advisory Commission: Not Eligible

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

I live in a disenfranchised community in district 3. When I ride or drive in enfranchised communities the first thing I notice are the manicured trees, which makes a difference in the posture and attitude of a neighborhood. I would like to help bring my community's voice to the table as decision are being made that may help change the direction and social capital of where I live. I am learning that trees and their maintenance matter. With that in mind, it makes sense to me to also look at the preservation of people, places and things that matter most to long-time residents of Charlotte. Our current landmarks reflect what we did and thought when they were new. Therefore historic landmarks ties right into neighborhoods and the history they and their trees reflect. Thus, I believe that my belief in neighborhoods and my skills could be beneficial to either board.

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

My background is in community advocacy as I have served on many boards and assisted with the establishment of many nonprofits. I am a Duke Certified Nonprofit Manager and a certified grant writer. I am a business owner serving as the senior consultant for 501c3 exempt organizational infrastructure for the past 28 years, I have a 30 year legal & Finance background completing my certification as a paralegal and criminal justice advocate. I am a senior, an Elder and a resident of Charlotte/Mecklenburg.

Charleon M Macon

Page 2 of 5

Polish I.N.C.

Current Employer:

30

Years in current position:

Senior Consultant

Job Title:

**Brief description of duties:**

I consult on the infrastructure of starting a NPO/NGO. Oversee the task associated with establishing an entity via the state Secretary of State covering approximately 12 states and 3 out-of-the country municipalities. Oversee all tasks associated with developing, creating or writing documents required for the IRS application for exempt status including communication and follow-up. Oversee or conduct boards-manship understanding and training.

**Other employment history:**

New York Life Insurance - Chicago - 1972 - 1993

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

**Education:**

☒ College

Charleon M Macon

Page 3 of 5

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

**Additional Education History:**

Roosevelt University - Financial Planning Duke - Certified Nonprofit Management University of Columbia, SC - Research Associates - Certified Grant Specialist Stanford University & Mississippi State Department of Health / - Certified in Chronic Condition Self-Management Stanford University & NC Area on Aging - Re-certification in Chronic Condition Self-Management, Diabetes Management, Fall Prevention Duke University - Arts Management Program

N/A

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ Email

If you selected 'Other', please explain:

**Board Specific Questions**

If you selected 'Other' please explain

**Boards /.Commissions Disclaimer**

Charleon M Macon

Page 4 of 5

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

**Please check this box after reading the above disclosure statement:**

☒ I Agree

Charle'on Maria Macon

Please type your name below:

**Profile**

Zachary \_\_\_\_\_  
First Name Last Name

zach\_newton@msn.com \_\_\_\_\_  
Email Address

13824 queens harbor rd unit g \_\_\_\_\_  
Street Address

Charlotte \_\_\_\_\_  
City

NC \_\_\_\_\_  
State

28278 \_\_\_\_\_  
Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Mobile: (704) 340-1569 \_\_\_\_\_  
Primary Phone

Home: \_\_\_\_\_  
Alternate Phone

What district do you live in? \*

☒ District 2

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Independent

**Gender**

☒ Male

08/05/1989 \_\_\_\_\_  
Date of Birth

Zachary T Newton

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Bicycle Advisory Committee: Submitted  
Business Advisory Committee (E): Submitted  
Charlotte Regional Visitors Authority (B/O): Submitted  
Citizens Review Board (B/O/E): Submitted  
Community Relations Committee (O): Submitted  
Keep Charlotte Beautiful: Submitted  
Charlotte Tree Advisory Commission: Submitted

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

I am a young professional looking to be more involved in the community I live in. Specifically for the Charlotte tree committee, I have been volunteering with TreeCharlotte and have become increasingly interested in their mission.

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

I have always been a leader in groups and team sports. I have led teams and decision making in positions with Office Depot and Carolinas Health Care Systems

Carolinas healthcare systems

Current Employer:

Zachary T Newton

Page 2 of 5



Years in current position:

Hr associate

Job Title:

Brief description of duties:

I assist workers compensation adjusters with their daily functions that correlate with the adjudication and management of workers compensation claims.

Other employment history:

I have led teams in retail for Office Depot. I held positions as sales and service manager, and customer service manager.

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

Education:

☒ College

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

Additional Education History:

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ Social Media

If you selected 'Other', please explain:

Board Specific Questions

Question applies to Business Advisory Committee (E).

Which industry sector, if any, do you fall under? \*

☒ Health Care Sector

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

Have you graduated from Citizen's Academy? \*

☒ No

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

Which category, if any, do you fall under? \*

☒ Mecklenburg County Town Representative

If you selected 'Other', please explain

---

**Boards / .Commissions Disclaimer**

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---

**Please check this box after reading the above disclosure statement:**

---

☒ I Agree

Zachary T Newton

Please type your name below:

**Profile**

Wayne  
First Name

Robinson  
Last Name

wayne.robinson@woolpert.com  
Email Address

1123 Ilana Court  
Street Address

CHARLOTTE  
City

NC  
State

28204  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Home: (239) 223-5585  
Primary Phone

Business: (704) 526-3118  
Alternate Phone

What district do you live in? \*

☒ District 1

Ethnicity

☒ Caucasian/Non-Hispanic

Political Party

☒ Independent

Gender

☒ Male

03/26/1975  
Date of Birth

Wayne E Robinson

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

N/A

List any boards you have served on in the past:

No boards in the City of Charlotte. I have served as the Chairman of the Estero Design Review Committee (EDRC) in Estero, FL in my past. Also, Chair of the Naples/Fort Myers Section of the Florida Chapter of the American Society of Landscape Architects.

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte Tree Advisory Commission: Submitted

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

As soon as the board needs a person to volunteer

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

I am a registered Landscape Architect in Florida and have worked in Charlotte as a Landscape architect for Woolpert for the past 3.5 years.

Woolpert  
Current Employer:

3.5  
Years in current position:

Wayne E Robinson

Page 2 of 5

Project Manager / Senior  
Landscape Architect

Job Title:

**Brief description of duties:**

Project manager for multiple project types including higher education, park and recreation and athletics projects throughout the southeast United States. As project manager I am required to manage multiple design disciplines such as architecture, civil engineering, MEPS and others as required on the project type.

**Other employment history:**

Three years consulting in Tianjin and Shanghai, China 2010-2013 Genus Loci Studio, Corp. – Bonita Springs, FL Principal/Senior Landscape Architect September 2004 - 2010 Integrated Landscape Architecture, LLC – Naples, FL Senior Landscape Architect February 2003 – September 2004 Vanasse & Daylor, LLC - Fort Myers, FL Landscape Architect April 2000 – February 2003 Stephen J. Trudnak, P.A., Bonita Springs, FL Project Manager/Designer May 1998 – April 2000

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

Education:

☒ College

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

Wayne E Robinson

Page 3 of 5

**Additional Education History:**

Project Management Certificate PSMJ Resources, Inc. 2002

May U Robinson

Spouse's Name:

Carolina's Medical Center

Spouse's Employer

Registered Nurse

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**

**Boards /.Commissions Disclaimer**

If you selected 'Other' please explain

Wayne E Robinson

Page 4 of 5

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**Please check this box after reading the above disclosure statement:**

☒ I Agree

Wayne E Robinson

Please type your name below:

Profile

Jonathan  
First Name

Schulz  
Last Name

jschulz@bradley.com  
Email Address

5453 Topping Place  
Street Address

Charlotte  
City

NC  
State

28209  
Postal Code

Is your mailing address the same as your home address?

☐ Yes ☒ No

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

5453 Topping Place Charlotte, NC 28209

Business: (704) 338-6127  
Primary Phone

Mobile: (919) 923-2936  
Alternate Phone

What district do you live in? \*

☒ District 6

Ethnicity

☒ Prefer not to Answer

Political Party

☒ Prefer Not to Say

Gender

☒ Male

11/13/1982  
Date of Birth

Jonathan E Schulz

Are you a registered voter of Mecklenburg County?

☐ Yes ☒ No

List any boards you are currently serving on:

None

List any boards you have served on in the past:

None

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte Housing Authority Board (B/O): Submitted

Charlotte Regional Visitors Authority (B/O): Submitted

Historic Landmarks Commission (O): Appointed

Housing Appeals Board (B/O/E): Submitted

Charlotte Tree Advisory Commission: Submitted

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

I have lived in Charlotte for over three years, have seen the city change a great deal during that short time period, and am eager to be a part of the city's growth going forward. Service on a city council board or commission is one way in which I can do that. With regard to the Charlotte Regional Visitors Authority, I see Charlotte changing from not only a place where people come for good jobs but also a place where people come for tourism. I am very impressed with the steps Charlotte has made in this respect and am interested in playing a role in Charlotte's development as a tourist destination. With regard to the Housing Appeals Board, I practice appellate law and am generally interested in the review and evaluation of prior legal determinations.

Jonathan E Schulz

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

As an attorney, I frequently research legal issues and provide insight to clients. Therefore, I am well suited to assist the Charlotte Regional Visitors Authority and the Housing Appeals Board in evaluating the application of various laws and regulations that may intersect with the mission and function of these boards and commissions. More generally, my job requires me to distill complicated issues into simple and understandable language, which at times requires me to address competing viewpoints, identify priorities, and work toward compromise. I believe my unique skills in this respect would be very useful and helpful.

Bradley Arant Boulton Cummings  
LLP

Current Employer:

4 months

Years in current position:

Attorney

Job Title:

**Brief description of duties:**

I have a general business litigation practice in which I represent a broad range of clients (including individuals, small businesses, and large public corporations) in a broad range of business-related disputes (including business torts such as fraud, unfair and deceptive trade practices, and breach of contract; as well as intellectual property, including trademark infringement) in both trials, arbitration proceedings, and appeals. I am regularly involved in all aspects of the litigation process, ranging from drafting pleadings and briefs, to researching complex legal issues, to meeting with clients, to participating in mediations, to presenting arguments before courts and other tribunals.

**Other employment history:**

Prior to my time at Bradley Arant Boulton Cummings, I worked as a litigation associate at Nexsen Pruet LLP in Charlotte for approximately 3 years. Prior to that, I was a law clerk to then Chief Judge William B. Traxler, Jr. on the United States Court of Appeals for the Fourth Circuit. Prior to that, I was a staff attorney with Nelson Mullins Riley & Scarborough, LLP.

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

N/A

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

☐ Yes ☒ No

**If yes, please explain conflict:**

N/A

**Education:**

☒ Graduate School

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

**Additional Education History:**

I have a B.A. from UNC Chapel Hill in Psychology, and I have a J.D. from the University of South Carolina School of Law.

Meredith Schulz

Spouse's Name:

Novant Health (Presbyterian Hospital)

Spouse's Employer

Nurse

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**



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

Which category, if any, do you fall under? \*

☒ None of the Above

If you selected "Other" please explain

### Boards / Commissions Disclaimer

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Please check this box after reading the above disclosure statement:

☐ I Agree

Please type your name below:

Jonathan E Schulz

Page 5 of 5

**Profile**

Mary Jo \_\_\_\_\_  
First Name Last Name

mjshephe9@gmail.com  
Email Address

6908 Yorktowne Drive  
Street Address

Charlotte  
City

NC  
State

28226  
Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Mobile: (704) 578-6772  
Primary Phone

Business: (704) 687-7365  
Alternate Phone

What district do you live in? \*

☒ District 5

**Ethnicity**

- ☐ Asian or Pacific Islander  
☐ African American  
☐ American Indian/Alaskan Native Aleutian  
☐ Hispanic  
☐ Caucasian/Non-Hispanic  
☐ Other  
☐ Unknown  
☐ Prefer not to Answer

**Political Party**

- ☐ Democrat  
☐ Republican  
☐ Libertarian  
☐ Independent  
☐ Other  
☐ Prefer Not to Say

**Gender**

☒ Female

01/04/1969  
Date of Birth

Are you a registered voter of Mecklenburg County?

☐ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

**Which Boards would you like to apply for?**

Business Advisory Committee (E): Submitted  
Historic Landmarks Commission (O): Submitted  
Neighborhood Matching Grants Fund: Submitted  
Charlotte Tree Advisory Commission: Submitted

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

I am interested in using my skills and knowledge of Charlotte to improve Charlotte's economic growth and future potential.

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

As a lifelong citizen of Charlotte and Mecklenburg county I have a vested interest in seeing the community grow and prosper. I am a university lecturer at UNC Charlotte in the Department of Political Science and Public Administration where I research public policy and public administration issues.

UNC Charlotte

Current Employer:

4-5

Years in current position:

Lecturer

Job Title:

**Brief description of duties:**

I am a university lecturer where I study rules and regulatory issues facing policy implementation. I have experience researching urban governance and economic development.

**Other employment history:**

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

☐ Yes ☒ No

Mary Jo M Shepherd

Page 3 of 6

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ Graduate School

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

**Additional Education History:**

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ City of Charlotte Website

If you selected 'Other', please explain:

**Board Specific Questions**

Mary Jo M Shepherd

Page 4 of 6

Question applies to Business Advisory Committee (E).

**Which industry sector, if any, do you fall under \***

☒ None of the Above

Mary Jo Shepherd

Please type your name below:

Question applies to Neighborhood Matching Grants Fund.

**Which category, if any, do you fall under? \***

☒ Neighborhood representative

If you selected "Other" please explain

### Boards /.Commissions Disclaimer

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**Please check this box after reading the above disclosure statement:**

☒ I Agree

Mary Jo M Shepherd

Page 5 of 6

Mary Jo M Shepherd

Page 6 of 6

**Profile**

J. Mark Smith  
First Name Last Name

m.smith@edInc.com  
Email Address

1100 Rocky River Road West  
Street Address  
Charlotte NC 28213  
City State Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Business: (704) 597-2193 Business: (704) 598-7202  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 4

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Prefer Not to Say

**Gender**

☒ Male

09/05/1961  
Date of Birth

J. Mark Smith

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte Tree Advisory Commission: Submitted

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

I am passionate about sustainability and the city's landscape. I want to share my 40 years' experience working with urban and community landscape and provide leadership in my field of expertise. I have noticed from years of maintaining landscapes that there was an incredible amount of waste in traditional design, so I have set out to help innovative thinkers improve the environment.

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

Over 40 years experience in Landscape Maintenance and Management Founder, Carolina Green Industry Network Fully Licensed Landscape Contractor & General Contractor Author, Design with the End In Mind Developed and trademarked E-design™ a strategic landscape plan that is both economically and environmentally sound. Combining sophisticated land use analysis, with plant life cycle data, we create a customized design and a maintenance schedule that requires less time and fewer natural resources. The analysis includes but is not limited to stakeholder interviews, budgeting, landscape value creation assessment, plant life cycle analysis, and long term service prediction (of labor and equipment usage). Superior curb appeal is created and maintained with lower property management and landscape maintenance costs. Additionally, the common practice of wasting water and creating excessive air pollutants is eliminated. Member of Greater Charlotte Apartment Association and serve on numerous boards. Own and manage Environmental Design Landscape, Inc. ([www.edInc.com](http://www.edInc.com))

J. Mark Smith

Page 2 of 5

Environmental Design Landscape, Inc

Current Employer:

19

Years in current position:

Owner/President

Job Title:

Brief description of duties:

Own and manage a landscape company that specializes in the multi-family and commercial markets.

Other employment history:

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

Yes

No

If yes, please explain complete disposition:

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

Yes

No

If yes, please explain conflict:

Education:

Other

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

Additional Education History:

Born and raised in North Carolina, I attended classes in a formal institution but quickly developed interests outside of traditional continuing education, such as Jim Rohn's business and life philosophy, Strategic Coach Inc. Mastery level of practical thinking and tools, as well as Enlighten Million Wealth Institute led by Mark Victor Hansen. I have earned professional designations such as Certified Landscape Professional and Certified Plant Professional, and hold North Carolina General Contractor License, Landscape Contractor License and held a Irrigation Contractor license. At the core, I am an entrepreneur with a greater good mission to transform the real estate and service industries. Married with four children ages 10-20, I enjoy spending time with family, gardening and racing mountain bikes.

Michelle Smith

Spouse's Name:

Environmental Design Landscape, Inc.

Spouse's Employer

Director of Business Development

Spouse's Job Title

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

Social Media

If you selected 'Other', please explain:

Board Specific Questions

If you selected 'Other', please explain

Boards /.Commissions Disclaimer

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

**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

J. Mark Smith

Page 5 of 5



**Profile**

Alea \_\_\_\_\_ Tuttle \_\_\_\_\_  
First Name Last Name

alea.tuttle@gmail.com \_\_\_\_\_  
Email Address

1332 Downs Avenue \_\_\_\_\_  
Street Address  
Charlotte NC 28205  
City State Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Mobile: (802) 777-3104 \_\_\_\_\_ Home: \_\_\_\_\_  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 1

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Independent

**Gender**

☒ Female

03/07/1986 \_\_\_\_\_  
Date of Birth

Alea Tuttle

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte Tree Advisory Commission: Submitted

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

Strong commitment to natural resources management and desire to contribute to Civic engagement and connect with the public.

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

PWS, (Professional Wetland Scientist) MS in earth science, BS in Environmental Science with dendrology coursework. 9 years of experience working in Academic and Consulting directly involving woody plant species, monitoring and maintenance. Volunteer for Trees Charlotte. Ability to utilize GIS applications (if required or desirable)

**Self Employed**

Current Employer:

1 \_\_\_\_\_  
Years in current position:

Alea Tuttle

Page 2 of 5

Homestead Praxis LLC

Job Title:

**Brief description of duties:**

Start up homesteading skills and products organization.

**Other employment history:**

Wildlands Engineering 2012-2017 Environmental Scientist

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ Graduate School

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

**Additional Education History:**

Spouse's Name:

Alea Tuttle

Page 3 of 5

Spouse's Employer

Spouse's Job Title

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

☒ Email

If you selected 'Other', please explain:

**Board Specific Questions**

If you selected 'Other' please explain

**Boards / .Commissions Disclaimer**

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Alea Tuttle

Page 4 of 5

Please check this box after reading the above disclosure statement:

☒ I Agree

Alea K Tuttle, PWS

Please type your name below:



**Agenda Date: 7/24/2017**

---

**Agenda #: 18.File #: 15-6024 Type: Nomination**

---

## **Nominations to the Historic District Commission**

**Action:**

**Nominate citizens to serve as specified.**

**Staff Resource(s):**

Stephanie Kelly, City Clerk's Office

**Explanation**

- One appointment for a three-year term in the Business Operator of Dilworth category beginning July 1, 2017 and ending June 30, 2020.
  - Dominick Ristaino has served two full terms; therefore, he is not eligible for reappointment.
- One appointment in the Resident Owner of Wesley Heights category for a partial term beginning immediately and ending June 30, 2019.
  - Rodric Lenhart has resigned.


**Attachment(s)**


Historic District Commission Applicants





## HISTORIC DISTRICT COMMISSION (O/E)

### BOARD DETAILS

  
OVERVIEW

 **SIZE** 12 Seats

 **TERM LENGTH** 3 Year

 **TERM LIMIT** 2 Terms

The Historic District Commission (HDC) serves to ensure the preservation of any areas, structures, site and objects that are significant elements of the cultural, social, economic, political, or architectural history of Charlotte and to safeguard the heritage of the city through the preservation and conservation of historical areas for the education, pleasure, and enhancement of the residents of the City.



### DETAILS

#### COMMITTEE MEMBERS

12 Members (4 by Mayor-2 At-large, 1 Planning Commission Recommendation, and 1 Resident Owner-Wilmore; 8 by Council-2 At-large, 1 Business Operator-Dilworth, 1 Resident Owner-Dilworth, 1 Resident Owner-Fourth Ward, 1 Resident Owner-Hermitage Court, 1 Resident Owner-Plaza-Midwood, and 1 Resident Owner-Wesley Heights)

#### MEMBERSHIP

A majority of the membership shall have demonstrated special interest, experience, or education in history, architecture, and or other relevant discipline; all must reside within the corporate limits of the City of Charlotte- both criteria required by State Statute.

The Board of Directors of neighborhood association of each district shall recommend nominations for their position in compliance with the associations' by-laws, but such recommendations shall not be binding on the City Council.

If any of the district representatives ceases to be a property owner in the respective historic district, that appointee shall be permitted to continue in his position if more than fifty (50) percent of his term has been served.

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

#### MEETING INFORMATION

Meeting Day: 2nd Wednesday, monthly  
Public Workshop: 12:00-1:00 p.m.  
Meeting Time: 1:00-7:00 p.m.  
Meeting Location: Government Center Building (600 E. 4th St)  
Time Commitment: 10 hours per month

#### ADDITIONAL INFORMATION

Website: <http://charlottenc.gov/planning/HistoricDistricts/Pages/Home.aspx>

### BOARD HISTORY

Membership - One member shall represent the Charlotte-Mecklenburg Planning Commission and shall be recommended for appointment by that commission for a one year term. Each of the Historic districts - Fourth Ward, Plaza-Midwood, Dilworth, Wesley Heights and Hermitage Court shall be represented by one residential property owner (Council appointment). The membership will be expanded by one (a property owner) for each newly designated district. The Board of Directors of neighborhood association of each district shall recommend nominations for their position in compliance with the associations's by-laws, but such recommendations shall not be binding on the City Council. On April 17, 2006, City Council approved Ordinance No. 3256-Z creating Hermitage Court Historical District. On May 17, 2010, City Council approved Ordinance No. 4419-Z, creating the Wilmore Historic District Overlay. The new historic district will be represented by one residential property owner who shall be appointed by the Mayor. In addition, the Dilworth Historic District, because of its make-up, shall be represented by the operator of a business in that district. If any of the district representatives ceases to be a property owner in the respective historic district, that appointee shall be permitted to continue in his position if more than fifty (50) percent of his term has been served. A majority of the membership shall have demonstrated special interest, experience, or education in history, architecture, and or other relevant discipline; all must reside within the corporate limits of the City of Charlotte- both criteria required by State Statute. Terms are for three years and no member may serve on the Commission for more than two full consecutive terms.

### BOARD DOCUMENTS

[HDC Resolutions.pdf](#)

### BOARD DOCUMENT (2)

[HISTORIC\\_DISTRICT\\_COMMISSION.xlsx](#)

### BOARD DOCUMENTS (3)

N/A



City of Charlotte, NC

## HISTORIC DISTRICT COMMISSION (O/E)



VACANCY

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Resident Owner Of Westley Heights  
Appointed by City Council  
Date Seat 7/1/2017

### BOARD ROSTER



**JAMES F HADEN**

1st Term Jul 01, 2016 - Jun 30, 2019

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Resident Owner Of Fourth Ward  
Appointed by City Council



**JANA G HARTENSTINE**

1st Term Jul 01, 2016 - Jun 30, 2019

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Resident Owner Of Plaza-Midwood  
Appointed by City Council



**PAUL J HENNINGSON**

1st Term Jul 01, 2016 - Jun 30, 2019

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Resident Owner Of Wilmore  
Appointed by Mayor



**JESSICA B HINDMAN**

1st Term Jul 01, 2016 - Jun 30, 2019

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category At-Large  
Appointed by City Council



**MATTIE MARSHALL \***

2nd Term Jul 01, 2016 - Jun 30, 2019

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category At-Large  
Appointed by Mayor



**DOMINICK RISTAINO**

2nd Term Jul 01, 2014 - Jun 30, 2017

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Business Operator Of Dilworth  
Appointed by City Council



**DAMON M RUMSCH**

1st Term Mar 13, 2015 - Jun 30, 2018

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category At-Large  
Appointed by Mayor



**CLAIRE D STEPHENS**

1st Term Jul 01, 2015 - Jun 30, 2018

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Resident Owner Of Heritage Court  
Appointed by City Council



**TAMARA B TITUS**

1st Term Jul 01, 2016 - Jun 30, 2019

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Resident Owner Of Dilworth  
Appointed by City Council



**JILL K WALKER**

Partial Term Feb 13, 2017 - Jun 30, 2018

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category At-Large  
Appointed by City Council



**VACANCY**

Office Government Center Building, 600 E 4th Street  
Position Board Member  
Category Planning Commission Representative  
Appointed by Mayor

**THE FOLLOWING APPLICANT(S)  
INDICATE THEY QUALIFY FOR THE  
BUSINESS OWNER OF DILWORTH  
CATEGORY**

**NO APPLICATIONS HAVE BEEN RECEIVED**



**THE FOLLOWING APPLICANT(S)**  
**INDICATE THEY QUALIFY FOR THE**  
**RESIDENT OWNER OF WESLEY HEIGHTS**  
**CATEGORY**

**Profile**

Kristen \_\_\_\_\_ Dibble  
First Name Last Name

kristendibble@gmail.com  
Email Address

523 Dubois Court  
Street Address  
Charlotte NC 28208  
City State Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 806-6543 Home:  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 2

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Prefer Not to Say

**Gender**

☒ Female

04/19/1973  
Date of Birth

Kristen M Dibble

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

None

List any boards you have served on in the past:

None

Have you completed the City's Civic Leadership Academy?

☒ Yes ☐ No

Spring 2017

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Historic District Commission (O/E): Submitted

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

I am a resident of Lela Court in Wesley Heights and want to represent the community. Also, I am a firm believer of preserving Charlotte's history and its neighborhoods.

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

I am a Realtor - and am very aware of the value of maintaining neighborhoods integrity.

Berkshire Hathaway  
HomeServices Carolinas Realty  
Current Employer:

3  
Years in current position:

Realtor  
Job Title:

Kristen M Dibble

Page 2 of 5

**Brief description of duties:**

-Providing guidance and assisting sellers and buyers in marketing and purchasing property for the right price under the best terms -Determining clients' needs and financials abilities to propose solutions that suit them -Performing comparative market analysis to estimate properties' value

**Other employment history:**

ReachLocal (Internet Sales); Today's Charlotte Woman (Sales Director); The Charlotte Observer (Product Manager); BellSouth Yellow Pages (Advertising Sales)

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

Being a Realtor my business could grow as I become more entrenched in working with the districts

Education:

☒ College

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

**Additional Education History:**

Ed Dibble

Spouse's Name:

Kristen M Dibble

Page 3 of 5

WellsFargo

Spouse's Employer

Executive Recruiter

Spouse's Job Title

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

☒ Social Media

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Are you a current or former City employee?**

☐ Yes ☒ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ Resident Owner of Wesley Heights

If you selected 'Other', please explain

**Boards /Commissions Disclaimer**

Kristen M Dibble

Page 4 of 5

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

**Please check this box after reading the above disclosure statement:**

☒ I Agree

Kristen M Dibble

Please type your name below:

**Profile**

Kim \_\_\_\_\_ Parati  
First Name Last Name  
kimberlyparati@yahoo.com  
Email Address

612 Grandin Road \_\_\_\_\_  
Street Address  
Charlotte NC 28208  
City State Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Mobile: (704) 806-2901 Business: (704) 330-8326  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 2

**Ethnicity**

☒ African American

**Political Party**

☒ Independent

**Gender**

☒ Female

06/20/1975  
Date of Birth

Kim W Parati

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

I will accept an invitation to be a part of the Theatre Charlotte board with a term that starts July 1st of this year and goes through June 2020.

List any boards you have served on in the past:

PlayPlay! Theatre

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Historic District Commission (O/E): Submitted

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

I believe the Historic District Commission works to preserve the design integrity of our older homes. Wesley Heights, one of the six historic designated neighborhoods, works to maintain a sense of time and is also the place I call home. These historic communities help make Charlotte special. I want to serve on a board that sustains the culture and history of these Queen City gems.

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

I am a real estate professional with Savvy + Co and am aware of market, industry and neighborhood trends. My nearly 11 years of fundraising taught me to collaborate with corporate, academic and civic leaders. I'm also a Wesley Heights resident and a board member and performing artist for local theatre organizations. In my work, I've enjoyed an opportunity to network with people from all over the city.

Savvy + Co Real Estate  
Current Employer:

Kim W Parati

Page 2 of 5

Since October 2016 \_\_\_\_\_

Years in current position:

Real Estate Agent \_\_\_\_\_

Job Title:

**Brief description of duties:**

As a real estate agent, I prospect and cultivate relationships with new clients. I educate them on the market, neighborhoods and home buying process. Then I negotiate, contract and manage the sale of their home.

**Other employment history:**

I worked for WFAE NPR News Talk for a little over a decade and created business development opportunities by designing strategic marketing plans and executing them across a number of platforms.

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

**Education:**

☒ College

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

Kim W Parati

Page 3 of 5

**Additional Education History:**

I obtained a real estate license in 2016.

Tim Parati

Spouse's Name:

Children's Theatre of Charlotte

Spouse's Employer

Resident Scenic Artist

Spouse's Job Title

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

☒ Social Media

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Are you a current or former City employee?**

☐ Yes ☒ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ Resident Owner of Wesley Heights

Kim W Parati

Page 4 of 5

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**Boards /.Commissions Disclaimer**

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

**Please check this box after reading the above disclosure statement:**

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☒ I Agree

Kim Parati

Please type your name below:

**THE FOLLOWING APPLICANTS  
INDICATE THEY QUALIFY  
FOR DIFFERENT CATEGORIES**



**Profile**

Christopher \_\_\_\_\_ Allred  
First Name Last Name

callred@therbagroup.com  
Email Address

415-G West 7th Street  
Street Address  
Charlotte NC 28202  
City State Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 661-5061 Home: ( \_\_\_\_\_  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 1

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Independent

**Gender**

☒ Male

01/20/1975  
Date of Birth

Christopher R Allred

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Historic District Commission (O/E): Submitted  
Zoning Board Of Adjustment (B/O/E): Submitted

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

As a North Carolina native and 24 year resident of Charlotte, I have a keen interest in smart growth for the city. Having attended architecture school at UNCC and working my full career to date in the city, I want to be involved with the growth of the city and it's neighborhoods. Having lived in 4th ward since 2001, I have watched as many projects have been developed over the years. Some with enthusiasm and some with less. I feel that with my background and residence, I can assist the city and make it a better more beautiful place for us all.

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

Being an architect and North Carolina native, I am sensitive to the idea of Charlotte and the state overall. Having worked within the city for the last 15 years, I believe I have seen some successful projects and some that could have been aided with some oversight. I understand that as with all places, there is an image to the city that is developed through it's architecture and neighborhoods. Smart growth does not need to stifle growth, but is a necessary aspect of development for the overall good of the city. As the director of design at my firm, I have worked with design review boards throughout the east coast and understand their needs and how they work best and fall short and hope to bring that knowledge base to any board that I am able to sit.

Christopher R Allred

Page 2 of 5

The RBA Group

Current Employer:

6

Years in current position:

Director of Design

Job Title:

**Brief description of duties:**

Director of design includes overseeing all project designs within the office, creating designs for larger projects and managing personnel within the firm along with projects.

**Other employment history:**

FMK Architects Meyer Greeson Paullin Benson Architects Habitat Architectural Group

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☒ Yes ☐ No

If yes, please explain conflict:

As an architect there is a possibility that a project I or my firm is involved in could come up before one of the boards that I would have to excuse myself for. Our firm does not do much work within Charlotte but that's not to say we wouldn't in the future.

Education:

☒ College

Christopher R Allred

Page 3 of 5

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

**Additional Education History:**

Ellen Allred

Spouse's Name:

Wood Partners

Spouse's Employer

Director of Design

Spouse's Job Title

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

☒ City of Charlotte Website

If you selected 'Other', please explain:

**Board Specific Questions**

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

Are you a current or former City employee?

☐ Yes ☐ No

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

Are you the spouse, child or parent of a current or former CMPD Officer?

☐ Yes ☐ No

Question applies to Historic District Commission (O/E).

Which Commission seat are you applying for? \*

☒ At-Large

Christopher R Allred

Page 4 of 5

If you selected 'Other' please explain

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**Boards / Commissions Disclaimer**

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**Please check this box after reading the above disclosure statement:**

☐ I Agree

---

Please type your name below:

Christopher R Allred

Page 5 of 5

**Profile**

Gina \_\_\_\_\_ Antilius  
First Name Last Name

gaantilius@gmail.com \_\_\_\_\_  
Email Address

6926 Curlee Ct \_\_\_\_\_  
Street Address  
Charlotte NC 28277  
City State Postal Code

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Home: (347) 776-6344 Home: ( \_\_\_\_\_  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 7

**Ethnicity**

☒ African American

**Political Party**

☒ Democrat

**Gender**

☒ Female

12/19/1983 \_\_\_\_\_  
Date of Birth

Gina A Antilius

Page 1 of 7

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Community Relations Committee (O): Submitted  
Historic District Commission (O/E): Submitted  
Keep Charlotte Beautiful: Submitted  
Zoning Board Of Adjustment (B/O/E): Submitted  
Charlotte Business Inclusion (CBI) Advisory Committee (O/E): Submitted

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

I have an unyielding admiration and love for the city of Charlotte. This is, primarily, what has peaked my interest in serving on these city council committees/boards. I would like to do my part in making this a city where all of its residents are proud to live in. As a committee/board member, I will seek to represent the interest of my district while being mindful of the needs of the city. I have the intelligence and desire to do the hard work, and I will ask polite yet thoughtful questions to make sure the taxpayers are getting their needs met. I am interested in serving on these committees/boards because I understand that it is a significant way to participate in civic life. It would be an honor to share my expertise and experience in a manner that directly shapes my local community. It will also be a great way to gain new skills while stepping outside of my comfort zone to serve the citizens of the city that I love so dearly.

Gina A Antilius

Page 2 of 7

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

I would like to use my background as a lawyer to help the mayor and city council members (in whatever way they see fit) establish the general policies under which the City operates. Prior to moving to North Carolina, I worked for the New Jersey Judiciary, and there was afforded the opportunity to interpret the law, mediate cases, draft judicial opinions, review case files, write memoranda of law, and prepare for hearings. My background coupled with my leadership, interpersonal, and problem solving skills make me confident that I have the qualities necessary to excel as a member of the committees and boards that I am applying for.

**Unemployed**

Current Employer:

Years in current position:

Job Title:

**Brief description of duties:**

I have spent the last year preparing for and taking care of my sick child. He was born with severe medical issues and spent his entire life in a hospital. I was at his bed side daily from the beginning of his beautiful life until the very end. Unfortunately he passed away this past November. At present I am studying for the North Carolina Bar Exam and running my nonprofit organization "Change the Narrative."

**Other employment history:**

New York City Department of Education, New York City, NY September, 2011 - June, 2013 Per Diem Instructor Designed curricula and implemented lesson plans while ensuring the integrity of academic time in a manner that motivated students to learn and participate in the absence of their regular classroom teacher. Managed student learning in accordance with the goals and directives of the school and the department. Coached students for State Exams. New Jersey Judiciary, New Jersey September 2008 - September 2010 Law Clerk, New Jersey Superior Court Researched and prepared drafts of judicial opinions on a variety of family, child welfare, and domestic violence cases. Prepared briefs, legal memoranda, statement of issues involved, opinions and judgments of final disposition. Conferred with the judge concerning statutes, construction of documents, and granting of orders. Heard and settled disputes through arbitration. Ensured adherence to deadlines and procedural compliance. Supervised legal intern and trained incoming law clerk. National Labor Relations Board, Washington D.C. May 2007 - May 2008 Legal Specialist to Assistant General Counsel, Division of Advice Conducted case screenings using the National Labor Relations Act ("NLRA"). Researched and drafted legal memoranda/opinions on various labor , employment, and compliance matters. Interpreted the NLRA to ensure compliance. Completed a two-month internship with General Counsel Ronald Meisburg as he conducted his responsibilities as head of the agency, and weighed in on agency policy decisions during weekly board meetings. District of Columbia Superior Court, Washington D.C. January 2007 - May 2007 Judicial Intern to Honorable Judith Macaluso Prepared drafts of judicial opinions, memoranda, and court orders on various criminal juvenile cases. Observed trials, pre-trial conferences, and motion sessions. Federal Communications Commission, Washington, D.C. June 2006 - September 2006 Legal Intern, Office of Communications Business Opportunities Composed a legal report on the Tax Incentive Program of Section 1071 of the Internal Revenue Code. Conducted research that contributed to a special report submitted to Congress on the various policies and compliance guides for small businesses that effect market entry barriers in an effort to develop an already existing regulatory program under Title 47 of the Federal Code of Regulations (OFR). Office of the Attorney General, Washington D.C. May 2006 - June 2006 Intern, General Litigation Division Drafted legal memoranda and conducted research on cases dealing with the District of Columbia Public School's Special Education System. IRS Volunteer Income Tax Program, D.C. - Coordinator for D.C. Area/Tax Preparer December 2006 - April 2008 Managed volunteers in the District of Columbia in order to efficiently provide free Income Tax preparation assistance to low-income, elderly, disabled and bilingual persons. Assisted taxpayers in understanding their compliance responsibilities in order to ensure that they handle their obligations voluntarily, and timely. Proof read income taxes prepared by volunteers prior to final submission. Served as the primary contact for VITA and answered all income tax related questions.

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

If yes, please explain conflict:

Education:

☒ Graduate School

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

Additional Education History:

1. Juris Doctor, Howard University School of Law, Washington, D.C. 2. Bachelors of Arts, St. John's University, Queens, NY

Ernest Mensah

Spouse's Name:

Bank of America

Spouse's Employer

Business Analyst

Spouse's Job Title

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

☒ City of Charlotte Website

If you selected 'Other', please explain:

Board Specific Questions

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

Are you a current or former City employee?

☐ Yes ☒ No

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

Are you the spouse, child or parent of a current or former CMPD Officer?

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

Which Commission seat are you applying for? \*

☒ At-Large

If you selected 'Other' please explain

Boards / Commissions Disclaimer

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

Please check this box after reading the above disclosure statement:

☐ I Agree

Please type your name below:

**Profile**

Sid \_\_\_\_\_ Baxi  
First Name Last Name

baxisid@gmail.com  
Email Address

3007 North McDowell Street  
Street Address  
Charlotte NC 28205  
City State Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Home: (980) 859-1917 Mobile: (212) 265-7397  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 1

**Ethnicity**

☒ Asian or Pacific Islander

**Political Party**

☒ Independent

**Gender**

☒ Male

01/29/1976

Date of Birth

Sid H Baxi

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Historic District Commission (O/E): Submitted  
Keep Charlotte Beautiful: Submitted

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

I love history and historical buildings, preserving and sharing local history is a great way to impart knowledge onto future generations. Being a part of that by guiding property owners in understanding what constitutes appropriate rehabilitation, renovation, and construction of historical properties is my way of making Charlotte better for the future. In addition, I enjoy doing research and discovering what is architecturally appropriate for properties and this will aid me in reviewing design applications. In addition for the Keep Charlotte Beautiful Committee I love how beautiful this city is, from the trees, to the materials used in new buildings, and being able to add my passion for keeping this city as beautiful as it is a great way to contribute to future generations.

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

I have been a leader in corporate America for the last 20 years, helping to guide and advise businesses in managing their capital investments and expenditures. Being a finance/accounting leader I have a deep understanding of the importance of appropriately investing in property to preserve it and increase its' value. Having the ability to thoughtfully make a decision through research and reason and phrasing it appropriately for all understand is something others have said is my greatest strength.

Sid H Baxi

Page 2 of 5



Helen Adams Realty

Current Employer:

Years in current position:

Real Estate Advisor

Job Title:

**Brief description of duties:**

Helping to connect buyers and sellers in the Charlotte's real estate market.

**Other employment history:**

Director of Financial Planning and Analysis at EPIX a Viacom-Lionsgate-MGM join venture Business Analyst at Showtime Networks Customer Service Representative at InfoUSA Associate Morgan Stanley Professional Associate at American International Group

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

Education:

☒ Graduate School

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

Sid H Baxi

Page 3 of 5

**Additional Education History:**

B.A. in English and Philosophy at SUNY Geneseo M.B.A in Financial Management at Pace University

Chris Waldrop

Spouse's Name:

Alston and Bird LLP

Spouse's Employer

HR Manager

Spouse's Job Title

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

☒ Newspaper

If you selected 'Other', please explain:

**Board Specific Questions**

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

Are you a current or former City employee?

☐ Yes ☒ No

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

Are you the spouse, child or parent of a current or former CMPD Officer?

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

Which Commission seat are you applying for? \*

☒ At-Large

Sid H Baxi

Page 4 of 5

If you selected 'Other' please explain

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### **Boards /.Commissions Disclaimer**

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

**Please check this box after reading the above disclosure statement:**

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☐ I Agree

---

Please type your name below:

Sid H Baxi

Page 5 of 5

**Profile**

Cynthia \_\_\_\_\_  
First Name Last Name

Conrow

cynthiaconrow@mac.com \_\_\_\_\_  
Email Address

2112 Shenandoah Avenue \_\_\_\_\_  
Street Address

Suite or Apt

Charlotte \_\_\_\_\_  
City State

NC 28205  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Home: (704) 804-0630 \_\_\_\_\_  
Primary Phone Alternate Phone

Home:

What district do you live in? \*

☒ District 1

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Prefer Not to Say

**Gender**

☒ Female

04/21/1961 \_\_\_\_\_  
Date of Birth

Cynthia E Conrow

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

Northwest School of the Arts Foundation

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Historic District Commission (O/E): Submitted

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

We have lived in Charlotte just over ten years. We have invested in this community in many other ways and now I would like to give my time, as well.

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

My professional background is in advertising and art history. I have a keen interest in architecture, history, historic preservation and the careful and historically considerate revitalization of neighborhoods.

Self-employed \_\_\_\_\_  
Current Employer:

15 \_\_\_\_\_  
Years in current position:

Freelance advertising writer \_\_\_\_\_  
Job Title:

Cynthia E Conrow

Page 2 of 5

**Brief description of duties:**

I work with companies to bring brands alive and to promote specific products and services. My experience is wide-ranging, but concentrated in the fields of travel, finance, insurance and automotive.

**Other employment history:**

I have years of experience on staff with advertising agencies in my native state of Texas. I have My career began with the Dallas Chamber of Commerce and Dallas Convention and Visitors Bureau. I moved on to edit in-room hotel magazines, then spent a number of years with two advertising agencies in Dallas -- Rapp Collins and TM. My clients include Hyatt Hotels, American Airlines, Subaru, Porsche Cars of North America, Pizza Hut, Zales Jewelers, Cross Pens, and many others. Pro bono work includes Dallas Museum of Art, the Vogel Alcove (preschool for homeless children) and several other organizations.

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

**Additional Education History:**

Cynthia E Conrow

Page 3 of 5

Kevin Scott Conrow

Spouse's Name:

Berry Aviation (San Marcos, Texas)

Spouse's Employer

Pilot

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Are you a current or former City employee?**

☐ Yes ☒ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ At-Large

**Chantilly is not in an Historic District.**

If you selected 'Other' please explain

Cynthia E Conrow

Page 4 of 5

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**Boards / Commissions Disclaimer**

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

---

**Please check this box after reading the above disclosure statement:**

☐ I Agree

---

Please type your name below:

Cynthia E Conrow

Page 5 of 5

**Profile**

Eric \_\_\_\_\_ Fransen  
First Name Last Name

ericfransen@me.com \_\_\_\_\_  
Email Address

15524 Country Lake Dr. \_\_\_\_\_  
Street Address Suite or Apt  
Pineville NC 28134  
City State Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Home: (803) 389-3255 \_\_\_\_\_  
Primary Phone Alternate Phone

What district do you live in? \*

☒ Other

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Independent

**Gender**

☒ Female

10/03/1973

Date of Birth

Eric J Fransen

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

None

List any boards you have served on in the past:

None

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte International Cabinet: Submitted  
Historic District Commission (O/E): Submitted  
Charlotte Business INclusion (CBI) Advisory Committee (O/E): Submitted

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

Although I chose 3 I'm in interested in serving on just one board. I'd like to serve to give back to Charlotte and the surrounding area. As a business owner in uptown it's my desire to be active in my city and help impact it in a positive way.

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

Current Employer:

Years in current position:

Eric J Fransen

Page 2 of 5

Job Title:

**Brief description of duties:**

**Other employment history:**

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

☐ Yes ☐ No

If yes, please explain complete disposition:

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

☐ Yes ☐ No

If yes, please explain conflict:

**Education:**

- ☐ High School  
☐ College  
☐ Graduate School  
☐ Other

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

**Additional Education History:**

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

- ☐ City of Charlotte Website  
☐ Social Media  
☐ Email  
☐ Word of Mouth  
☐ Newspaper  
☐ Recruited by current Committee Member  
☐ Other

If you selected 'Other', please explain:

## Board Specific Questions

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

**Are you a current or former City employee?**

☐ Yes ☐ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☐ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ At-Large

Question applies to Charlotte International Cabinet.

**Which category, if any, do you fall under \***

☒ At-Large (select this if none of the below apply)

If you selected 'Other' please explain

### **Boards / Commissions Disclaimer**

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**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

Eric J Fransen

Page 5 of 5



**Profile**

Krystle  
First Name  
Last Name  
Hornsby

krystlehornsby@gmail.com  
Email Address

730 Hawthorne Lane  
Street Address  
Apt 155  
Suite or Apt  
Charlotte  
City  
NC  
State  
28277  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 281-5683  
Primary Phone  
Business: (347) 668-9608  
Alternate Phone

What district do you live in? \*

☒ District 1

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Republican

**Gender**

☒ Female

01/27/1985  
Date of Birth

Krystle Hornsby

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Bechtler Arts Foundation Board: Submitted  
Community Relations Committee (O): Submitted  
Historic District Commission (O/E): Submitted  
Historic Landmarks Commission (O): Submitted  
Keep Charlotte Beautiful: Submitted

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

I love Charlotte. I want to get more involved in helping make this city better than it already is. These particular boards/committees help maintain Charlotte's beauty, historical integrity and help draw attention to this amazing city from visitors and possible new Charlotte citizens.

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

I have experience in coordinating events, running committees in college and in business, handling budgets, creating marketing materials and public speaking. I believe these, along with the knowledge I've gained through my 7 years in Marketing & Events job would help me succeed on these boards/committees.

American Stock Transfer & Trust  
Company, LLC

Current Employer:

Krystle Hornsby

Page 2 of 5

Years in current position:

Senior Manager, Marketing

Job Title:

**Brief description of duties:**

Responsible for developing, implementing and executing strategic marketing plans in order to attract potential customers and retain existing ones. Work with executives to determine budgets and targets. Oversee marketing efforts and event coordination for the company.

**Other employment history:**

I've worked with my current company for 7 years. The first 8 months I was a Marketing & Sales Assistant working for the Marketing Director & National Sales Director. I then moved into the newly created position Events Director and handled all events throughout the U.S. and Canada until promoted to Senior Manager.

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

Krystle Hornsby

**Additional Education History:**

My education includes: - Bachelor of Science - Communications - Bachelor of Arts - Business, concentration of Marketing

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Are you a current or former City employee?**

☐ Yes ☒ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ Resident Owner of Plaza-Midwood

Krystle Hornsby

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### **Boards / Commissions Disclaimer**

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

**Please check this box after reading the above disclosure statement:**

---

☒ I Agree

Krystle Macenka Hornsby

Please type your name below:

**Profile**

Elizabeth \_\_\_\_\_ Jones  
First Name Last Name

ekraftjones@gmail.com  
Email Address

3130 Willow Oak Rd  
Street Address  
Charlotte NC 28209  
City State Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 996-1044 Home:  
Primary Phone Alternate Phone

What district do you live in? \*

☒ Other

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Democrat

**Gender**

☒ Female

06/04/1967  
Date of Birth

Elizabeth K Jones

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Historic District Commission (O/E): Submitted

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

I am an architectural historian and as such am very interested in Charlotte's historic neighborhoods and the city's overall architectural preservation and improvement.

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

My background studying architectural history, and my experience working with architects whose projects have involved the successful integration of old and new in buildings and communities, I believe make me a valuable candidate for consideration. I can read and understand architectural documents such as floor plans and elevations. I would love the opportunity to collaborate with the other members to make the best decisions for Charlotte's historic neighborhoods.

self

Current Employer:

15  
Years in current position:

Elizabeth K Jones

Page 2 of 5

freelance writer/editor and  
homemaker

Job Title:

**Brief description of duties:**

I am a part-time writer and editor for various projects such as articles, exhibit panels, bios, etc. I also have just started volunteering at local Planned Parenthood again.

**Other employment history:**

Writer and Editor and Public Relations Associate for world-renown architects Robert AM Stern and Charles Gwathmey

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

If yes, please explain conflict:

**Education:**

☒ College

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

**Additional Education History:**

Majored in architectural history

Victor Allen Jones, Jr.

Spouse's Name:

Elizabeth K Jones

Jenkins Peer Architects

Spouse's Employer

Partner

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Are you a current or former City employee?**

☐ Yes ☒ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ At-Large

If you selected 'Other' please explain

**Boards /.Commissions Disclaimer**

Elizabeth K Jones

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

**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

Elizabeth K Jones

Page 5 of 5

Profile

James  
First Name  
James.martin.jordan@gmail.com  
Email Address

Jordan  
Last Name

625 Hermitage Ct  
Street Address

Charlotte  
City

NC  
State

28207  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (310) 770-1885  
Primary Phone

Home:  
Alternate Phone

What district do you live in? \*

☒ District 1

Ethnicity

☐ Asian or Pacific Islander

☐ African American

☐ American Indian/Alaskan Native Aleutian

☐ Hispanic

☐ Caucasian/Non-Hispanic

☐ Other

☐ Unknown

☐ Prefer not to Answer

Political Party

☐ Democrat

☐ Republican

☐ Libertarian

☐ Independent

☐ Other

☐ Prefer Not to Say

Gender

☐ Male

☐ Female

☐ Nonbinary or third gender

☐ Prefer to self-describe

☐ Prefer not to say

Date of Birth

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

**Which Boards would you like to apply for?**

Historic District Commission (O/E) : Submitted

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

I have recently moved to Charlotte, purchasing a home in the Hermitage Court historic district. As a new homeowner, I am committed to the preservation of Charlotte's historic heritage.

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

Prior to moving to Charlotte, I lived in a Charleston, SC, historic district. Having owned an historic home and lived in a well-preserved historic city, I have gained a deep appreciation for the efforts that are required to maintain and protect this living history.

**Well Fargo Securities**

Current Employer:

<1

Years in current position:

**Vice President**

Job Title:

**Brief description of duties:**

Manage projects related to banking compliance with statutes and regulations

**Other employment history:**

Vice President, Avison Young Senior Manager, Deloitte & Touche Manager, Accenture

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

☐ Yes ☒ No

James Jordan

Page 3 of 6

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

**Additional Education History:**

Mary Jordan

Spouse's Name:

Carolinas HealthCare System

Spouse's Employer

Surgeon

Spouse's Job Title

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

☒ Other

Wanda Birmingham

If you selected 'Other', please explain:

**Board Specific Questions**

James Jordan

Page 4 of 6



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

**Are you a current or former City employee?**

☐ Yes ☐ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☐ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ At-Large

If you selected 'Other' please explain

**Boards / Commissions Disclaimer**

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

James Jordan

Page 5 of 6

James Jordan

Page 6 of 6

**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

**Profile**

Anchia  
First Name  
Last Name

Kinard

anchiakinard@gmail.com  
Email Address

201 S Hoskins Road, Apt. 337  
Street Address

Suite or Apt

Charlotte  
City

NC  
State

28208  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Home: (704) 962-2050  
Primary Phone

Home:  
Alternate Phone

What district do you live in? \*

☒ District 2

**Ethnicity**

☒ African American

**Political Party**

☒ Independent

**Gender**

☒ Female

09/09/1983  
Date of Birth

Anchia A Kinard

Page 1 of 7

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte Housing Authority Board (B/O): Eligible  
Community Relations Committee (O): Eligible  
Historic District Commission (O/E): Eligible  
Neighborhood Matching Grants Fund: Eligible

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

Charlotte Housing Authority Board - The needs of low-income housing residents are at minimum, the same as everyone else in the community. Shelter, as we have come to realize, needs to be in livable conditions. The response to condition issues needs to be with a sense of urgency and the programs to assist those citizens currently applicable for low-income housing with their transition into their own homes and rentals has to have a high success rate. I currently reside in an apartment/condo community in which some of the property management groups have low-income applicants and tenants. The shape of the housing as well as the attentiveness to the needs of the people living in the housing and the conditions are sometimes questionable at best. Having grown up in McCrory Heights for 18 years of my life, I can attest to conditions that are sometimes not suitable and these communities need a voice. My father has been in real estate for over 20 years and his goal, even in establishing his own company 13 years ago, was to assist families that are purchasing a home for the first time and need some help in doing so in the way of credit counseling and repair and ultimately transitioning them into housing that they are proud to live in and that will help their families grow. I want to contribute in this effort. Community Relations Committee - As an extension of my interest in the Charlotte Housing Authority Board, I feel very strongly that the Community Relations Committee is a board that I would like to serve in providing a voice from underdeveloped communities, the African-American community, and the LGBTQI community. Having grown up in a less desirable area of Charlotte and attending school at Charlotte Country Day School, I

Anchia A Kinard

Page 2 of 7

have seen quite a few sides of our city. My experience as an African-American gay female is a voice that I do not see very often in this city and I feel that in regard to any discussion about community relations and ensuring that there is a positive coalition in our community, that we have to provide vocal representation from those who we don't often hear from. I have been part of Diversity Awareness organizations since middle school and continued those efforts in college at Union College in Schenectady, NY. I have also served the Special Olympics community for over 6 years and various under-represented groups. Neighborhood Matching Grants Fund - My grandfather, who has been an active member in the community has served the Oaklawn neighborhood of Charlotte for quite some time. It has been through efforts of those in his community that have been able to assist in the beautification of the Oaklawn neighborhood. There are still efforts that can be made. Growing up in McCrory Heights, I can say the same about that neighborhood. When I was in middle school, the park that we had down the road, was completely torn down. It sat across the street from an older cemetery behind Johnson C. Smith University, which is my parents' alma mater and where my grandmother retired from after 30+ years of work in the Administrative office. Though there were few children living in our neighborhood, there was a small neighborhood created near those grounds as well and there is no longer a park. By revitalizing that park, it would have been a great place for children to go with their parents. By tearing it down, it took away a special place for many of us. Our outlet was riding bikes on the road because outside of playing inside, there was no where close to go. I have seen first hand what neighborhood revitalization can do and how it affects all age groups of those communities. We need more of this in several of our neighborhood communities and I would like to be able to have those discussions and review ways that we can make those neighborhoods better with whatever funding we may have to contribute to their visions. Historic District Commission - For over 20 years, I have invested and worked very hard on genealogical research for my family and other families. In recent efforts, I have become a volunteer for the Find-a-grave online community. This is a site dedicated to memorials and burial grounds for ancestors and family members. It allows for obituaries and pictures of burial grounds so as to make these places more accessible, visible and easier to find for relatives around the country. I have contributed over 100 memorials for ancestors and family members from over 7 cemeteries in the Charlotte area. These are burials grounds that have not been very well publicly documented. My latest large contribution in this area has been the William Ingram Memorial Garden. Through online memorial creation and pictures, the descendants of those buried in this cemetery know where to find their ancestors and what their graves look like at this time. Upon these efforts, I have stumbled upon several cemeteries that are in poor shape. Many of these cemeteries are long forgotten or they just don't have regular maintenance that is scheduled to assist. In one of the cemeteries, the lawn mowers that have been used over the years has broken down already feeble tombstones and completely destroyed the names of those buried. I'd like to assist in any revitalization efforts for these historical grounds as well as others that are home to the African-American community. As a native of Charlotte, I have seen this city go through many changes and I don't want Charlotte to lose all of it's history in order to build bigger and better creations.

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

Diversity Awareness Club - 4 years - Charlotte Country Day School Special Olympics Volunteer - 6 years - Charlotte Country Day School Planned Parenthood Upstate NY Board - 1 year Student Representation - Union College Sexual Trauma Services of the Midlands - Advocate and Contributor - 2 years UBGLAD - Member - Union College It Gets Better Project - Video Contributor - 2010 Anti-Violence Project - 2005 March in NYC GLOBE (LGBTQI Group of Verizon Wireless) - Member - 2 years WAVE (Women's Group of Verizon Wireless) - Member - 2 years NAPV (Native American People of Verizon Wireless) - Member - 2 years

Verizon Wireless  
Current Employer:

3.5  
Years in current position:

Business Account Manager  
Job Title:

**Brief description of duties:**

• Educate and excite customers about our innovative business solutions through wireless and IoT • Prospect, cold-call, and generate new sales leads • Analyze customer needs and present integrated solutions involving traditional wireless hardware and industry specific hardware • Utilize salesforce automation, prospecting, and funnel management tools • Facilitate customer contracts (Government - State of SC, NASPO, SMB, National, GPO) • Provide follow-up training for new business customers • Generate sales forecast and tracking reports • Attend training to understand company, market, and industry trends • Verticals: Government (State & Local), Construction, Manufacturing, Healthcare, Education, Utilities, Engineering

**Other employment history:**

<https://www.linkedin.com/in/anchiakinard>

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

If yes, please explain conflict:

Education:

☒ Graduate School

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

Additional Education History:

Graduate School: New Englange College - Henniker, NH - MFA in Creative Writing 2011 College: Union College - Schenectady, NY - BA in English - 2005 High School: Charlotte Country Day School - Diploma - 2001

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ Other

contribute to the Charlotte community.

If you selected 'Other', please explain:

Board Specific Questions

Question applies to Charlotte Housing Authority Board (B/O).

Are you a low income housing resident? \*

☒ No

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

Are you a current or former City employee?

☐ Yes ☐ No

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

Are you the spouse, child or parent of a current or former CMPD Officer?

☐ Yes ☐ No

Question applies to Historic District Commission (O/E).

Which Commission seat are you applying for? \*

☒ At-Large

Question applies to Neighborhood Matching Grants Fund

Which category, if any, do you fall under? \*

☒ Neighborhood representative

If you selected 'Other' please explain

Boards /.Commissions Disclaimer

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

**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

Anchia A Kinard

Page 7 of 7

**Profile**

Taelor \_\_\_\_\_ Logan  
First Name Last Name

taealexlog@gmail.com \_\_\_\_\_  
Email Address

7216 Tall Tree In \_\_\_\_\_  
Street Address  
Charlotte \_\_\_\_\_  
City State NC Postal Code 28214

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 733-7204 Home: (704) 395-1540  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 3

**Ethnicity**

☒ African American

**Political Party**

☒ Democrat

**Gender**

☒ Female

09/20/1992 \_\_\_\_\_  
Date of Birth

Taelor A Logan

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Charlotte International Cabinet: Submitted  
Historic District Commission (O/E): Submitted  
Historic Landmarks Commission (O): Submitted  
Keep Charlotte Beautiful: Submitted

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

As a Charlotte resident for all my life, I want to understand more how decisions are made and do my part in making Charlotte a wonderful experience for its residents and visitors.

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

Bachelor of Arts in History degree from the University of Virginia. This degree proves adept skill in research, writing, understanding, and presentation. Previous positions with non-profit Aim Higher Now NC and public affairs organization Community Outreach Group.

Barnes & Noble

Current Employer:

1

Years in current position:

Taelor A Logan

Page 2 of 5

Barista  
Job Title:

**Brief description of duties:**

Taking customers orders and handling money. Preparing food and drinks in a timely and accurate manner.

**Other employment history:**

Intern on Julie Eiselt's City Council at Large campaign. Call Time manager for Representative Kelly Alexander. Field Organizer for Aim Higher Now NC, a non-profit that registered voters and discussed major North Carolina issues. Deputy Canvass Manager for Community Outreach Group Mecklenburg office.

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

**Additional Education History:**

Taelor A Logan

Page 3 of 5

Spouse's Name:

Spouse's Employer

Spouse's Job Title

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

☒ City of Charlotte Website

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Are you a current or former City employee?**

☐ Yes ☒ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☒ No

Question applies to Historic District Commission (O/E).

**Which Commission seat are you applying for? \***

☒ At-Large

Question applies to Charlotte International Cabinet.

**Which category, if any, do you fall under \***

☒ At-Large (select this if none of the below apply)

Taelor A Logan

Page 4 of 5

History major, previous non-profit employee

If you selected 'Other' please explain

---

**Boards /.Commissions Disclaimer**

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**Please check this box after reading the above disclosure statement:**

---

☒ I Agree

Taelor Logan

Please type your name below:



**Profile**

Ian Patrick  
First Name Last Name

ianpatrick@biloba.co  
Email Address

1901 Conifer Circle  
Street Address  
Charlotte NC 28213  
City State Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 773-4766 Business: (704) 248-2922  
Primary Phone Alternate Phone

What district do you live in? \*

☒ District 4

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Independent

**Gender**

☒ Male

02/18/1985  
Date of Birth

Ian Patrick

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

US Green Building Council Co-Chair (non-profit)

List any boards you have served on in the past:

US Green Building Council (Membership & Outreach Committee Chair)

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Business Advisory Committee (E): Submitted  
Charlotte Housing Authority Board (B/O): Submitted  
Historic District Commission (O/E): Submitted  
Historic Landmarks Commission (O): Submitted  
Keep Charlotte Beautiful: Submitted  
Zoning Board Of Adjustment (B/O/E): Submitted  
Charlotte Business INClusion (CBI) Advisory Committee (O/E): Submitted

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

I would like to give back to the community, serving on a Board that makes sense for an Architect/Planner.

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

I was mentored as a young architect by Mr. Harvey Gantt at his firm, Gantt Huberman Architects. I have served on local USGBC Boards, and have been a Chair of the M+O Committee for two years. In addition, I started by own architectural firm and know the time and commitment a leadership position takes. I have a passion for architecture and city planning, and would like to offer my time to a city that has given me so much.

Ian Patrick

Page 2 of 5

**Biloba Architecture, PLLC**

Current Employer:

**2**

Years in current position:

**Partner**

Job Title:

**Brief description of duties:**

Owner of Biloba Architecture: Running the business, managing others, designing great spaces.

**Other employment history:**

LS3P, Gantt Huberman Architects, Jenkins Peer Architects

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

Ian Patrick

Page 3 of 5

**Additional Education History:**

**Erin Patrick**

Spouse's Name:

**AI Design Group**

Spouse's Employer

**Intern Architect**

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**

Question applies to Business Advisory Committee (E).

**Which industry sector, if any, do you fall under? \***

☒ None of the Above

Question applies to Charlotte Housing Authority Board (B/O).

**Are you a low income housing resident? \***

☒ No

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

**Are you a current or former City employee?**

☐ Yes ☐ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☐ No

Ian Patrick

Page 4 of 5

Question applies to Historic District Commission (O/E).  
**Which Commission seat are you applying for? \***

☒ At-Large

If you selected 'Other' please explain

**Boards / Commissions Disclaimer**

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**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:

Ian Patrick

**Profile**

Elizabeth  
First Name  
Picoli  
Last Name

christenpicoli@gmail.com  
Email Address

300 W. 5th Street, Apt. 717  
Street Address  
Charlotte  
City  
NC  
State  
28202  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (516) 313-2872  
Primary Phone  
Home:  
Alternate Phone

What district do you live in? \*

☒ District 2

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Political Party**

☒ Republican

**Gender**

☒ Female

12/10/1987  
Date of Birth

Elizabeth C Picoli

Page 1 of 6

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

List any boards you have served on in the past:

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Business Advisory Committee (E): Submitted  
Historic District Commission (O/E): Submitted  
Keep Charlotte Beautiful: Appointed

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

After living and working in Charlotte for a few years, I would like to get more involved in the community. In reading through the various City of Charlotte boards and commissions three in particular caught my attention: Keep Charlotte Beautiful, the Historic District Commission and the Business Advisory Committee. As someone who lives in the historic fourth ward I am keenly interested in preserving Charlotte's many historic sites. I also think its important to not just preserve these sites, but also to educate the public and open them up for all to enjoy. My interest in Keep Charlotte Beautiful is also driven by my love for this city. As Charlotte has grown, I've been pleasantly surprised with efforts to build new parks and maintain existing ones, the development of the greenway and other outdoor sites, and various efforts focused on recycling, but I am concerned this has slowed down or has become secondary to other strategic goals. I want to ensure the city remains focused on sustainable, environmentally safe growth. Lastly, I have spent my career in financial services and currently work for Bank of America, so the opportunity to serve on the Business Advisory Committee would lend itself to my professional skillset.

Elizabeth C Picoli

Page 2 of 6

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

In general, my personal work ethic and career experience has provided me with leadership skills that I would like to apply outside of the office. I cannot think of a better opportunity to use these skills than for the betterment of our community. While I had previously put my career first, I am looking to shift my priorities and I am very excited for the opportunity to become more involved in the community. My background and professional experience in financial services lends itself to serving on the Business Advisory Committee and while the committee is mainly focused on small businesses, I believe my perspective from a large corporation would be beneficial. As it relates to the Historic District Commission and Keep Charlotte Beautiful, my interest is rooted in my appreciation for our city and desire to keep it beautiful for years to come.

Bank of America, N.A.

Current Employer:

4.5

Years in current position:

Vice President - Structured  
Lending / Subscription Finance

Job Title:

**Brief description of duties:**

Originate and structure subscription line credit facilities for real estate and private equity funds to help finance fund level investment activity. These revolving lines of credit are secured by individual investors capital contributions to the fund.

**Other employment history:**

Previously worked in credit risk management at Bank of America.

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

☐ Yes ☒ No

If yes, please explain complete disposition:

Elizabeth C Picoli

Page 3 of 6

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

☐ Yes ☒ No

If yes, please explain conflict:

**Education:**

☒ College

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

**Additional Education History:**

Graduated from Wake Forest University with a BA in Communication and a minor in Economics. Attended Friends Academy in Locust Valley, NY from Kindergarten through twelfth grade.

Eric Cohen

Spouse's Name:

Fifth Third Bank

Spouse's Employer

Vice President - Middle Markets  
Corporate Lending

Spouse's Job Title

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

☒ Word of Mouth

If you selected 'Other', please explain:

**Board Specific Questions**

Question applies to Business Advisory Committee (E).

Which industry sector, if any, do you fall under \*

☒ Financial Services Sector

Elizabeth C Picoli

Page 4 of 6

Question applies to Charlotte Housing Authority Board (BO).

**Are you a low income housing resident? \***

- ☐ Yes  
☐ No

Please type your name below:

Question applies to Historic District Commission (OE).

**Which Commission seat are you applying for? \***

- ☒ Resident Owner of Fourth Ward

If you selected 'Other' please explain

**Boards /.Commissions Disclaimer**

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**Please check this box after reading the above disclosure statement:**

- ☐ I Agree

Elizabeth C Picoli

Page 5 of 6

Elizabeth C Picoli

Page 6 of 6



**Agenda Date:** 7/24/2017

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**Agenda #:** 19. **File #:** 15-6027 **Type:** Nomination

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## **Nominations to Passenger Vehicle for Hire Board**

**Action:**

**Nominate citizens to serve as specified.**

**Staff Resource(s):**

Stephanie Kelly, City Clerk's Office

**Explanation**

- One appointment for a three-year term in the Representative of Persons with Disabilities category beginning immediately and ending June 30, 2020.
  - Byron Mumford did not meet attendance requirements.


**Attachment(s)**


Passenger Vehicle for Hire Applicants





## PASSENGER VEHICLE FOR HIRE (B/O/E)

### BOARD DETAILS

**OVERVIEW**

**SIZE** 5 Seats

**TERM LENGTH** 3 Year

**TERM LIMIT** 2 Terms

The Passenger Vehicle for Hire Board (PVH) serves to ensure the safety, welfare and property of the visitors and citizens of Charlotte using passenger vehicles for hire and limousines through the enforcement and regulation of the policies and provisions within the Passenger Vehicle for Hire Ordinance.

The PVH board responsibilities include hearing and ruling on appeals as submitted to the board from company owners, drivers and others as outlined within the ordinance; reviewing, establishing and monitoring taxicab rates (through industry information and public hearings); reviewing and monitoring the number of company, vehicle, and driver permits to ensure proper servicing of the public by the passenger vehicles for hire industry; and, making recommendations to City Council.

### COMMITTEE MEMBERS



On January 23, 2017, City Council passed Ordinance No. 9019 replacing Article II of Chapter 22 of the City Code to be effective July 1, 2017. This action reduced the number of PVH members from eleven (11) to five (5) members with three (3) members appointed by the City Council and two (2) members appointed by the Mayor. The Mayor shall designate the chairperson. Membership shall be as follows: 1 representative of Persons with disabilities appointed by Council; 1 representative of the hospitality/tourism industry appointed by Council; 1 Company Operating Certificate Licensee appointed by Council; 1 Person who uses For-Hire Services and has no financial interest in or business affiliation with either the For-Hire Services or hospitality/tourism industries appointed by the Mayor; and, 1 Vehicle Operating Permit Licensee or Driver's Permit Licensee appointed by the Mayor. No more than two (2) members shall have their terms expire in a given year.

### MEMBERSHIP

Nominees are subject to a state criminal background check. City appointees must take an oath of office and are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards and must file a Statement of Economic Interest by February 1st of each year.

### MEETING INFORMATION

Meeting Day: 1st Tuesday, monthly  
Meeting Time: 1:00 p.m.  
Meeting Location: West Services Center (4150 Wilkinson Blvd)  
Time Commitment - 1 to 2 hours per month



## PASSENGER VEHICLE FOR HIRE (B/O/E)

### BOARD ROSTER



#### SHEILA T. ETHERIDGE-BODDIE

**1st Term** Jul 01, 2017 - Jun 30, 2018

**Office** West Services Center, 4150 Wilkinson Boulevard  
**Position** Board Member  
**Category** Representative of the Hospitality/ Tourism Industry  
**Appointed by** City Council  
**Dats Seat** None



#### ROBERT E WALKER

**1st Term** Jul 01, 2017 - Jun 30, 2019

**Office** West Services Center, 4150 Wilkinson Boulevard  
**Position** Board Member  
**Category** Company/Operating Certificate Licensee  
**Appointed by** City Council



#### VACANCY

**Office** West Services Center, 4150 Wilkinson Boulevard  
**Position** Board Member  
**Category** Representative of Persons with Disabilities  
**Appointed by** City Council  
**Dats Seat** None



#### VACANCY

**Office** West Services Center, 4150 Wilkinson Boulevard  
**Position** Board Member  
**Category** Vehicle Operating Permit Licensee or Driver's Permit Licensee  
**Appointed by** Mayor  
**Dats Seat** None



#### VACANCY

**Office** West Services Center, 4150 Wilkinson Boulevard  
**Position** Board Member  
**Category** Person, who uses For-Hire Services  
**Appointed by** Mayor  
**Dats Seat** M. Fratch



**THE FOLLOWING APPLICANT(S)  
INDICATE THEY QUALIFY FOR THE  
REPRESENTATIVE OF PERSONS WITH  
DISABILITIES CATEGORY**

**Profile**

Roeshona  
First Name  
Anderson  
Last Name

roeshonaa@gmail.com  
Email Address

1601 Charleston Place Lane, Apt. 1F  
Street Address

Charlotte  
City

NC  
State

28212  
Postal Code

Is your mailing address the same as your home address?

☒ Yes ☐ No

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

Mobile: (704) 330-3068  
Primary Phone

Home:  
Alternate Phone

What district do you live in? \*

☒ Other

**Ethnicity**

☒ African American

**Political Party**

☒ Democrat

**Gender**

☒ Female

02/27/1973

Date of Birth

Roeshona Anderson

Page 1 of 5

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

None

List any boards you have served on in the past:

None

Have you completed the City's Civic Leadership Academy?

☐ Yes ☒ No

If you answered "Yes" to question above - When did you complete the academy?

Which Boards would you like to apply for?

Passenger Vehicle For Hire (B/O/E): Submitted

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

I am interested in serving on this board because of my affiliation and close association with people with disabilities accessing transportation.

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

Travel Trainer Have taken a Defensive driving course. I drive a passenger van that transports up to 10 people for an agency that serves people with disabilities. Certified in mental health first aide.

Disability Rights & Resources

Current Employer:

6 years

Years in current position:

Travel Trainer

Job Title:

Roeshona Anderson

Page 2 of 5

**Brief description of duties:**

I train individuals with disabilities to use public transportation to access their chosen destinations. I provide one-on-one instruction on how to travel safely to their destinations using the public transportation system.

**Other employment history:**

InReach, Inc. (Residential & Support Services)

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

☐ Yes ☒ No

**If yes, please explain complete disposition:**

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

☐ Yes ☒ No

**If yes, please explain conflict:**

**Education:**

☒ College

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

**Additional Education History:**

Easter Seal Travel Training Instructor Course

na

Spouse's Name:

na

Spouse's Employer

Roeshona Anderson

Page 3 of 5

Roeshona Anderson

Page 4 of 5

na

Spouse's Job Title

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

☒ Other

Director of Disability Rights & Resources

If you selected 'Other', please explain:

**Board Specific Questions**

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

**Are you a current or former City employee?**

☐ Yes ☒ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☒ No

Question applies to Passenger Vehicle For Hire (B/O/E).

**Which category, if any, do you fall under? \***

☒ Representative of Persons with Disabilities

If you selected 'Other' please explain

**Boards / .Commissions Disclaimer**

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

**Please check this box after reading the above disclosure statement:**

☒ I Agree

Roeshona Anderson

Please type your name below:

# **THE FOLLOWING APPLICANTS DO NOT FALL UNDER THE REQUIRED CATEGORY**

Profile

Trici

First Name

Davis

Last Name

tdavis0515@carolina.rr.com

Email Address

6330 Tunston Lane

Street Address

Charlotte

City

NC

State

28269

Postal Code

Suite or Apt

Is your mailing address the same as your home address?

☐ Yes ☐ No

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

Mobile: (704) 577-5554

Primary Phone

Home: (704) 948-8035

Alternate Phone

What district do you live in? \*

☒ District 4

Ethnicity

☒ African American

Political Party

☒ Democrat

Gender

☒ Female

05/15/1966

Date of Birth

Trici T Davis

Are you a registered voter of Mecklenburg County?

☒ Yes ☐ No

List any boards you are currently serving on:

None Currently

List any boards you have served on in the past:

YWCA of Greater Columbia Wachovia Volunteers

Have you completed the City's Civic Leadership Academy?

☐ Yes ☐ No

If you answered "Yes" to question above -- When did you complete the academy?

Which Boards would you like to apply for?

Business Advisory Committee (E): Submitted  
Charlotte Area Fund Board Of Directors (O): Submitted  
Charlotte Housing Authority Board (B/O): Submitted  
Housing Advisory Board of Charlotte-Mecklenburg: Submitted  
Citizens Review Board (B/O/E): Submitted  
Civil Service Board (B/O/E): Submitted  
Community Relations Committee (O): Submitted  
Domestic Violence Advisory Board (B/O): Submitted  
Housing Appeals Board (B/O/E): Submitted  
Keep Charlotte Beautiful: Appointed  
Neighborhood Matching Grants Fund: Submitted  
Passenger Vehicle For Hire (B/O/E): Submitted  
Zoning Board Of Adjustment (B/O/E): Submitted

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

I am interested in making a difference in my community. While I currently work in the finance field, my true gifts are helping adults, children and families. Given the current environment in which we are operating, economically, politically and racially, it is my belief that the time is now to get involved and not just sit on the sideline and wait for others to make changes.

Trici T Davis

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

I have in the past served on two boards. My background includes over 24 years in the finance industry, 7 years in education, which includes pre-school, middle, high school and college. I am a strong decision maker, communicator/presenter and persuader. I enjoy networking with others and fundraising.

Yadkin Bank

Current Employer:

2

Years in current position:

Lending Compliance Analyst

Job Title:

**Brief description of duties:**

- Perform transactional testing, analyses and reviews of business units, including commercial, consumer and mortgage. • Recommend corrective action for areas of compliance weaknesses. • Report results of testing to management, Audit and Board Committees. • Assist with implementation of regulatory changes to lines of business units. • Serve as a liaison between Compliance and other bank departments. • Assess training needs and serve as a Subject Matter Expert (SME) for training department.

**Other employment history:**

Bank of America- 6 months Brisbane Academy-5 years Wachovia a.k.a. Wells Fargo- 24 years University of Phoenix (Part-time Facilitator) -3 years

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

☐ Yes ☒ No

If yes, please explain complete disposition:

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

☐ Yes ☒ No

Trici T Davis

Page 3 of 6

If yes, please explain conflict:

**Education:**

☒ Graduate School

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

**Additional Education History:**

Customer Service Training South Carolina National Training Program Series 6 & 63 (Now Expired)  
AdvanceED Accreditation Certification

Jonathan R Davis

Spouse's Name:

Liberty Mutual

Spouse's Employer

Claims Manager

Spouse's Job Title

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

☒ Other

Elected Official

If you selected 'Other', please explain:

**Board Specific Questions**

Question applies to Business Advisory Committee (E).

**Which industry sector, if any, do you fall under \***

☒ Financial Services Sector

Question applies to Charlotte Housing Authority Board (B/O).

**Are you a low income housing resident? \***

☒ No

Trici T Davis

Page 4 of 6

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

**Have you graduated from Citizen's Academy? \***

☒ No

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

**Are you a current or former City employee?**

☐ Yes ☐ No

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

**Are you the spouse, child or parent of a current or former CMPD Officer?**

☐ Yes ☐ No

Question applies to Housing Advisory Board of Charlotte-Mecklenburg.

**Which category, if any, do you fall under? \***

☒ Community representative

Question applies to Housing Appeals Board (B/O/E).

**Which category, if any, do you fall under? \***

☒ None of the Above

Question applies to Neighborhood Matching Grants Fund.

**Which category, if any, do you fall under? \***

☒ Business representative

Question applies to Passenger Vehicle For Hire (B/O/E)

**Which category, if any, do you fall under? \***

☒ None of the Above

If you selected 'Other' please explain

**Boards /Commissions Disclaimer**

Trici T Davis

Page 5 of 6

Trici T Davis

Page 6 of 6

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

**Please check this box after reading the above disclosure statement:**

☐ I Agree

Please type your name below:





# City of Charlotte

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

**Agenda Date: 7/24/2017**

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**Agenda #:** 20.**File #:** 15-6035 **Type:** Business Item

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## **Mayor and City Council Topics**

The City Council members may share information and raise topics for discussion.



**Agenda Date: 7/24/2017**

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**Agenda #: 21.File #: 15-6044 Type: Consent Item**

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## **Drug Court Attorney Funding**

### **Action:**

- A. Approve the FY 2018 contract in the estimated amount of \$39,546.59 with the Administrative Office of the Courts for funding of four Assistant District Attorney positions, and**
- B. Authorize the City Manager to renew the contract for up to two additional one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

Kerr Putney, Police  
Kellie High-Foster, Police

### **Explanation**

- Under N.C. General Statute 160A-289.1, the City may contract with the Administrative Office of the Courts to provide additional resources to assist with the timely disposition of cases involving threats to public safety.
- In FY 2017, the City provided partial funding for four Assistant District Attorneys for the Drug Court to address the backlog of cases in Mecklenburg County and support the Charlotte-Mecklenburg Police Department's crime-fighting initiatives.
- This funding allows the District Attorney's Office to properly staff the drug team to ensure efficiency in handling drug cases in Mecklenburg County.
- The FY 2018 contract provides \$39,546.59, which represents 12.5 percent of funding for the Assistant District Attorneys' salaries to assist with the timely disposition of drug cases.

### **Charlotte Business INclusion**

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

### **Fiscal Note**

Funding: Police Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 22. File #: 15-5992 Type: Consent Item**

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## **Habitat for Humanity of Charlotte Funding**

### **Action:**

**Approve a Community Development Block Grant allocation in the amount of \$375,000 to Habitat for Humanity of Charlotte for single-family rehabilitation.**

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

Pamela Wideman, Housing and Neighborhood Services  
Warren Wooten, Housing and Neighborhood Services

### **Explanation**

- Since 2010, Habitat for Humanity of Charlotte has partnered with the City to rehabilitate more than 150 homes owned by low and moderate-income families.
- The need for this service outpaces the City's ability to respond to the demand. By partnering with Habitat for Humanity, the City is able to provide service to more families. The organization's unique business model, business partners and volunteer network allow it to leverage the City's investment at a 1:1 ratio. These results are achieved primarily through volunteer hours, private funding and donated materials.
- Habitat is requesting \$375,000 of Community Development Block Grant (CDBG) funding to continue partnering with the City to rehabilitate 33 homes of low and moderate-income families through their Critical Home Repair Program.
- Approval of this funding is recommended as it meets the City's housing program's goals, which include:
  - Preserving the existing affordable housing stock,
  - Preventing displacement of homeowners, and
  - Allowing homeowners to age in place by creating a suitable living environment.

### **Background**

- On May 8, 2017, City Council adopted the U.S Department of Housing and Urban Development (HUD) Annual Action Plan (Plan).
- The CDBG program supports the Plan, which:
  - Identifies the need for affordable, safe, and decent housing for low and moderate-income families, and
  - Reaffirms three basic goals of the City's Housing Policy:
    - Preserve the existing housing stock
    - Expand the supply of affordable housing
    - Support family self-sufficiency initiatives.
- The CDBG program's primary goal is to increase the stock and quality of affordable housing units serving households earning 80% of the Area Median Income (\$56,550) or below.

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**Agenda #:** 22.**File #:** 15-5992 **Type:** Consent Item

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**Charlotte Business INclusion**

Community Development Block Grant funds are awarded through the HUD Program and therefore are exempt (Part A: Appendix 1.27 of the Charlotte Business INclusion Policy).

**Fiscal Note**

Funding: Community Development Block Grant

**Attachment(s)**

FY 2018 HUD Annual Action Plan

# 2018 Annual Action Plan

## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

The City of Charlotte and Charlotte-Mecklenburg Regional Housing Consortium's Annual Action Plan identifies the City's community development needs and outlines a comprehensive and coordinated strategy for addressing these needs. It serves as the application for funding for the following federal entitlement programs that serve low and moderate income families;

- Community Development Block Grant (CDBG)
- HOME Investment Partnership (HOME)
- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with HIV/AIDS (HOPWA)

#### Overview

The City of Charlotte is experiencing strong growth and immigration. The job and real estate markets of the Charlotte Metropolitan area are healthy resulting in higher real estate prices. Unfortunately the benefits of this economic conditions are not shared equally; over 71,000 households in Charlotte earn less than \$32,100 a year. Households with this level of income struggle to find decent, affordable housing and housing cost crowds out spending on daily living expenses such as food and transportation.

The need for housing for households at lower income levels remains strong, particularly households with special needs such as members with developmental disabilities or those living with HIV/AIDS. Recent Department of Housing and Urban Development data indicates a need for over 34,000 housing units affordable to families at or below 50% of median area income. Housing needs are expected to intensify as real estate forecasts indicate market pressures will allow higher pricing on both rental units and for-sale housing. Along with housing, community partners continue to voice the need for community investments that improve community related infrastructure, sustain existing housing stock and increase economic opportunities.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Charlotte's plan builds off the successes of past plans and identifies nine goals for the year's activities:

1. Provide temporary rental assistance
2. Finance permanent supportive rental housing
3. Provide opportunities for homeownership
4. Provide programs to support persons with HIV/AIDS
5. Increase the supply of affordable rental housing
6. Improve existing housing stock
7. Support facilities and programs for the homeless
8. Increase neighborhood sustainability
9. Promote business growth and a robust workforce

Some goals will be accomplished through continued funding of the City's housing rehabilitation programs and the HouseCharlotte downpayment assistance program. Other goals will be accomplished by partnering with community agencies to rehabilitate and develop housing, provide emergency utility / rental assistance and support programs that assist families return to self-sufficiency. Ending and preventing homelessness continues to be a particular focus for the Charlotte community and this plan. To assist in reaching this goal, the City will continue to provide support for homeless services agencies through funding of shelter operations, homelessness prevention and the provision of rental subsidies.

Approval of the Action Plan is a requirement for continued participation in federally funded housing and community development programs. The activities indicated in this plan address three statutory goals set by HUD:

1. Provide Decent Housing
2. Provide A Suitable Living Environments
3. Provide Expanded Economic Opportunities

## **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

From 2010 to 2015 the City of Charlotte used HUD funding in varied ways to improve the lives of low and moderate income households in Charlotte. The City of Charlotte provided over 1,000 rehabilitated housing units, funded over 800 units of new construction, approved approximately 1,200 loans for

downpayment assistance and funded agencies providing housing counseling, emergency assistance payments, rental assistance and emergency housing services. It also continued support for the ongoing redevelopment of Brightwalk, a mixed income housing community. The City provided job creating economic development loans and supported programs that provide educational enrichment activities for children. As the City of Charlotte grows, the need for these activities continues and services such as these play an important role in creating diverse, healthy and vibrant communities for all Charlotteans.

#### **4. Summary of Citizen Participation Process and consultation process**

The City of Charlotte is committed to ensuring all Charlotte-Mecklenburg residents have the opportunity to learn, understand and provide comments regarding City plans. While developing the plan, the City consults with its housing and community development partners. These groups included nonprofit organizations, Carolina's Care Partnership, the Continuum of Care and the Charlotte Housing Authority.

Based on partner feedback, a needs assessment, and market analysis, the City develops a draft plan that is presented at two community forums, one of which was provided in Spanish. The draft plan is now available for 30 days for review and comment online and at Mecklenburg County libraries. Finally, City Council will hold a public hearing prior to approving the plan. This City conducts citizen engagement that results in better plans that more wholly reflect the needs and aspirations of all Charlotteans.

#### **5. Summary of public comments**

No comments were submitted.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

Not applicable.

#### **7. Summary**

The City of Charlotte, its elected officials and community development practitioners work with diligence to provide all Charlotteans with safe communities and neighborhoods that are healthy and vibrant. The FY2018 Action Plan provides programs and resources to achieve these goals. The plan emphasizes the City's role as a partner in a larger coalition of agencies providing diverse housing and services to the citizens of Charlotte Mecklenburg.



**Agenda Date: 7/24/2017**

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**Agenda #: 23.File #: 15-6022 Type: Consent Item**

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## **Code Enforcement Demolition Services**

### **Action:**

**Approve contracts with the following companies for demolition services for an initial term of three years:**

- **D.H. Griffin Wrecking Company, Inc.,**
- **Double D Construction Services, Inc.,**
- **Trifecta Services Company,**
- **W.C. Black and Sons, Inc., and**

- B. Authorize the City Manager to renew the contracts for up to two additional 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):**

Pamela Wideman, Housing and Neighborhood Services  
Ben Krise, Housing and Neighborhood Services

### **Explanation**

- Housing and Neighborhood Services' Code Enforcement Division enforces the City's Non-Residential Building Code and the Minimum Housing Code Ordinances, which regulate and provide minimum standards for commercial and residential buildings and ensure the health and safety of the City's neighborhoods and its residents.
- Demolition is required when code violations are not corrected.
- Multiple contracts for demolition services are recommended to ensure adequate and timely demolition resources are available.
- On February 17, 2017, the City issued a Request for Proposals (RFP); six proposals were received from interested service providers.
- The identified service providers best met the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Estimated contract expenditures for all contracts are \$500,000 annually/\$2.5 million in the aggregate over the five-year term.

### **Charlotte Business INclusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INclusion Policy). Trifecta Services Company, one of the recommended prime contractors, is an MBE certified company. Additionally, the following prime contractors have



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**Agenda #: 23.File #: 15-6022 Type: Consent Item**

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committed to using the following subcontractors to perform the related demolition services in support of the City's MWSBE program:

- D.H. Griffin has committed to utilizing:
  - Mid Atlantic Erosion Control (MSBE)
  - Mugo Trucking (WBE)
- Double D Construction Services has committed to utilizing:
  - W.C. Black and Sons (SBE)
  - Roy Consulting (WBE)
  - Get The Lead Out (WBE)
- W.C. Black and Sons (SBE) has committed to utilizing:
  - Superior Abatement (SBE)

**Fiscal Note**

Funding: Code Enforcement In Remedy Funding



**Agenda Date: 7/24/2017**

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**Agenda #: 24. File #: 15-5936 Type: Consent Item**

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## **Tree Removal and Pruning Services**

### **Action:**

- A. Approve contracts with the following firms for tree removal services in an amount not to exceed:**
- **The Davey Tree Expert Company (\$220,000),**
  - **E. Schneider Enterprises, LLC dba Schneider Tree Care (\$200,000),**
  - **Heartwood Tree Service, LLC (\$180,000),**
  - **Fradley Tree Care (\$170,000), and**
  - **AAA Tree Experts, Inc. (\$170,000)**
- B. Approve contracts with the following firms for tree pruning services in an amount not to exceed:**
- **Arborguard, Inc. dba Arborguard Tree Specialists (\$100,000),**
  - **The Davey Tree Expert Company (\$100,000),**
  - **E. Schneider Enterprises, LLC dba Schneider Tree Care (\$75,000), and**
  - **The F.A. Bartlett Expert Company (\$75,000).**

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

Mike Davis, Engineering and Property Management  
Tim Porter, Engineering and Property Management

### **Explanation**

- These contracts will include the removal of trees identified by the City that are storm damaged, diseased/deteriorated or pose a safety hazard to the public.
- Services include, but are not limited to:
  - Stump grinding,
  - Debris removal and disposal,
  - Seeding,
  - Mulching, and
  - Clean up.
- These contracts will also include systematic tree pruning services throughout the City to address safety and liability issues, as well as maintaining the overall health of street trees.
- The City will issue work orders for specific individual projects separately to each contractor.
- Multiple crews can be retained for faster, ongoing pruning services, as well as quick response to storm events.
- On May 10, 2017, the City issues a Request for Proposals (RFP); nine service providers submitted proposals - eight for tree removal services and nine for tree pruning services for a total of 17 proposals.
- Firms selected were the best qualified to meet the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.

## **Charlotte Business INclusion**

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**Agenda #: 24.File #: 15-5936 Type: Consent Item**

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No subcontracting goals were established because there are no opportunities (Part C: Section 2.1(a) of the Charlotte Business INCLusion Policy). However, Frady Tree Care is a City SBE and The Davey Tree Expert Company has committed to use the following certified firm to participate as work scopes are defined:

The Davey Tree Expert Company

- Southern Stump Removal (SBE) (stump grinding, stump removal)

**Fiscal Note**

Funding: General Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 25.File #: 15-5970 Type: Consent Item**

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## **Cross Charlotte Trail Design Services**

### **Action:**

**Approve a contract in the amount of \$549,100 with Alta Planning and Design, Inc. for design services for the 7th Street to 10th Street segment of the Cross Charlotte Trail Project.**

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

Mike Davis, Engineering and Property Management  
Joe Frey, Engineering and Property Management  
Walta Brumskine, Engineering and Property Management

### **Explanation**

- On June 10, 2013, City Council approved an \$816.4 million General Community Investment Plan, which included the Cross Charlotte Trail (XCLT).
- The completed XCLT will consist of a combination of new and existing greenways connected by new urban trails to form a continuous pathway extending approximately 26 miles across the City of Charlotte.
- This contract provides design and permitting services for a segment of the XCLT as identified in the XCLT Master Plan, from 7<sup>th</sup> Street to 10<sup>th</sup> Street (approximately 3,700 linear feet of the XCLT).
- The design services include, but are not limited to:
  - Public involvement,
  - Design analyses (e.g. geometric design, geotechnical, storm drainage, environmental, traffic, etc.),
  - Construction plans, and
  - Cost estimates.
- On October 25, 2016, the City issued a Request for Qualifications (RFQ); eight proposals were received from interested professional service providers.
- Alta Planning and Design, Inc. is the best qualified firm to meet the City's needs on the basis of demonstrated competence and qualification of professional services in response to the RFQ requirements.

### **Charlotte Business INclusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INclusion Policy). Alta Planning and Design, Inc. has committed 11.00% (\$60,450) of the total contract amount to the following firms:

- The Dodd Studio (SBE) (\$60,450) (landscape architecture)

### **Fiscal Note**

Funding: General Community Investment Plan

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**Agenda #:** 25.**File #:** 15-5970 **Type:** Consent Item

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**Attachment(s)**

Map



**Location Map: Cross Charlotte Trail Design Services  
(Council District 1)**



**Agenda Date: 7/24/2017**

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**Agenda #: 26. File #: 15-5969 Type: Consent Item**

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## **Park South Drive Extension Project**

### **Action:**

**Approve a contract in the amount of \$520,000 with AECOM Technical Services of North Carolina, Inc. for planning and design services for the Park South Extension Project.**

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

Mike Davis, Engineering and Property Management

Bette Frederick, Engineering and Property Management

### **Explanation**

- Park South Drive Extension was approved by voters in the amount of \$4 million as part of the City's 2016 Bond Referendum, and an additional \$4.6 million will be recommended for the 2018 Bond Referendum for a potential total of \$8.6 million.
- This project will extend Park South Drive from Fairview Road to Carnegie Boulevard and will extend the existing eastbound left-turn lane on Fairview Road.
- The project goals include enhancing the street network, reducing delays at other signalized intersections along Fairview Road and creating an additional street connection to help support SouthPark as a vibrant, mixed-use activity corridor.
- Work will include, but is not limited to:
  - Community engagement,
  - Urban street design,
  - Alternative analysis,
  - Field investigations,
  - Preliminary plans,
  - Right-of-way plans,
  - Cost estimates, and
  - Final design plans for construction.
- On November 30, 2016, the City issued a Request for Qualifications (RFQ); six proposals were received from interested professional service providers.
- AECOM Technical Services of North Carolina, Inc. is the best qualified firm to meet the City's needs on the basis of demonstrated competence and qualification of professional services in response to the RFQ requirements.

### **Charlotte Business INclusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1



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**Agenda #: 26.File #: 15-5969 Type: Consent Item**

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(h) of the Charlotte Business INClusion Policy). AECOM has committed 18.19 percent (\$94,635) of the total contract amount to the following firms:

- Hinde Engineering, Inc. (SBE) (\$29,800) (utility coordination)
- Neighboring Concepts, PLLC (MBE) (\$53,334) (planning and community engagement services)
- The Survey Company, Inc. (SBE) (\$3,480) (surveying services)
- Joel E. Wood & Associates, PLLC (SBE) (\$8,021) (geotechnical services)

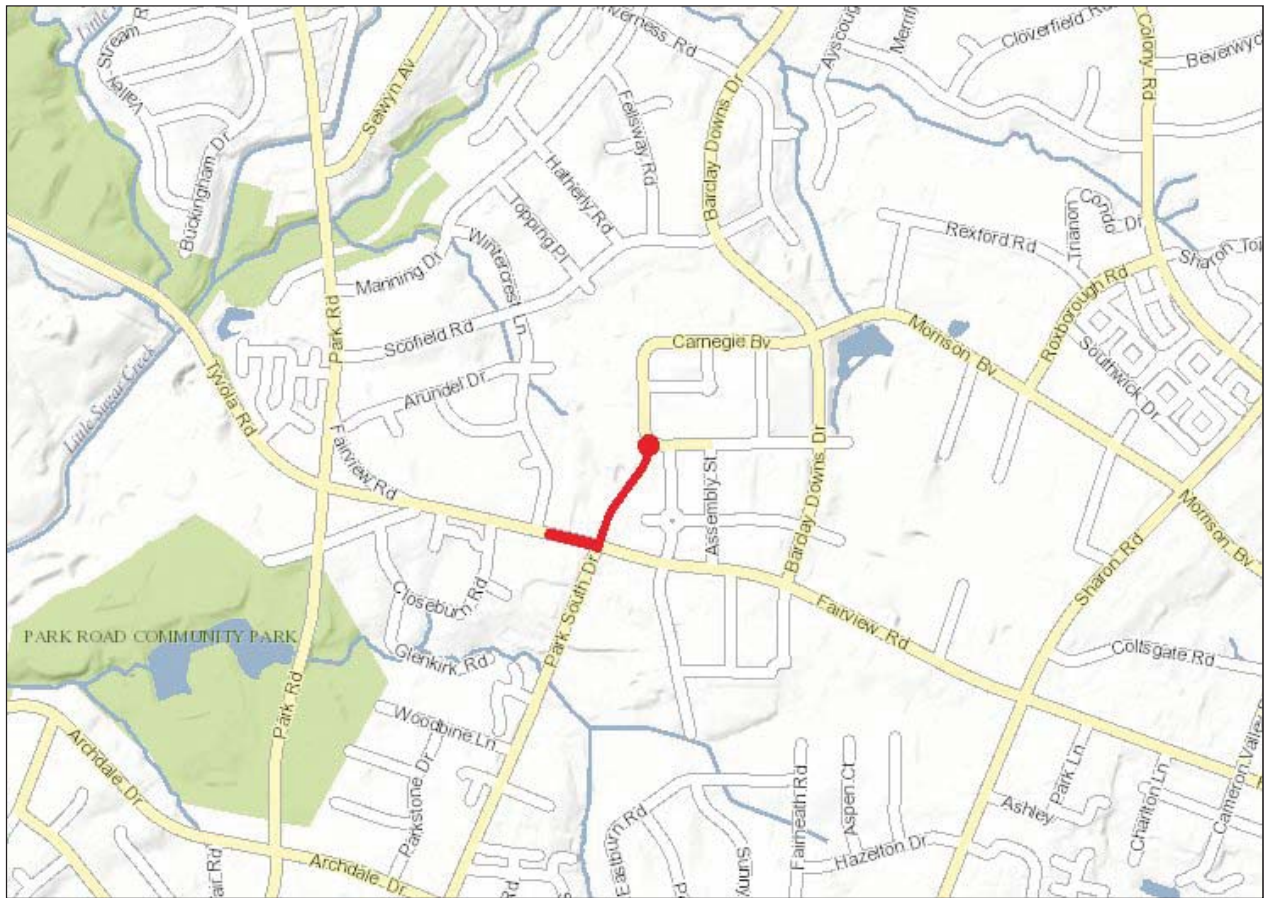
**Fiscal Note**

Funding: General Community Investment Plan

**Attachment(s)**

Map





**Location Map: Park South Drive Extension Project  
(Council District 6)**



**Agenda Date: 7/24/2017**

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**Agenda #: 27.File #: 15-5840 Type: Consent Item**

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## **Central Avenue at Clement Avenue Pedestrian Safety Project**

### **Action:**

**Approve payment to Duke Energy for up to \$110,000 for the relocation and installation of new poles at the intersection of Central Avenue and Clement Avenue.**

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

Danny Pleasant, Transportation  
Angela Berry, Transportation

### **Explanation**

- The Charlotte Department of Transportation (CDOT) identified the intersection of Central Avenue and Clement Avenue as needing pedestrian safety and connectivity improvements.
- A future traffic signal was planned for this intersection as part of the Gold Line project.
- CDOT programmed funding to install the traffic signal which includes pedestrian signals in order to provide more immediate pedestrian improvements.
- This amount is for full payment for all Duke utility relocations for the project as well as the new poles required for the proposed traffic signal.
- Construction, including the traffic signal installation, is expected to be complete by the 2<sup>nd</sup> quarter of 2018.

### **Charlotte Business INClusion**

Construction contracts estimated to be less than \$300,000 are informal and exempt from the goal setting process (Part A: Section 3.1 of the Charlotte Business INClusion Policy).

### **Fiscal Note**

Funding: General Transportation Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 28. File #: 15-5855 Type: Consent Item**

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## **Telecommunications Ground Lease**

### **Action:**

**A. Adopt a Resolution approving a 25-year ground lease with Communications Tower Group, LLC, at 5824 Jim Kidd Road at a base rent rate of \$1,500 per month with 15 percent escalation every five years, and**

**B. Authorize the City Manager to negotiate and execute the ground lease.**

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

Mike Davis, Engineering and Property Management  
Tony Korolos, Engineering and Property Management  
Barry Gullet, Charlotte Water

### **Explanation**

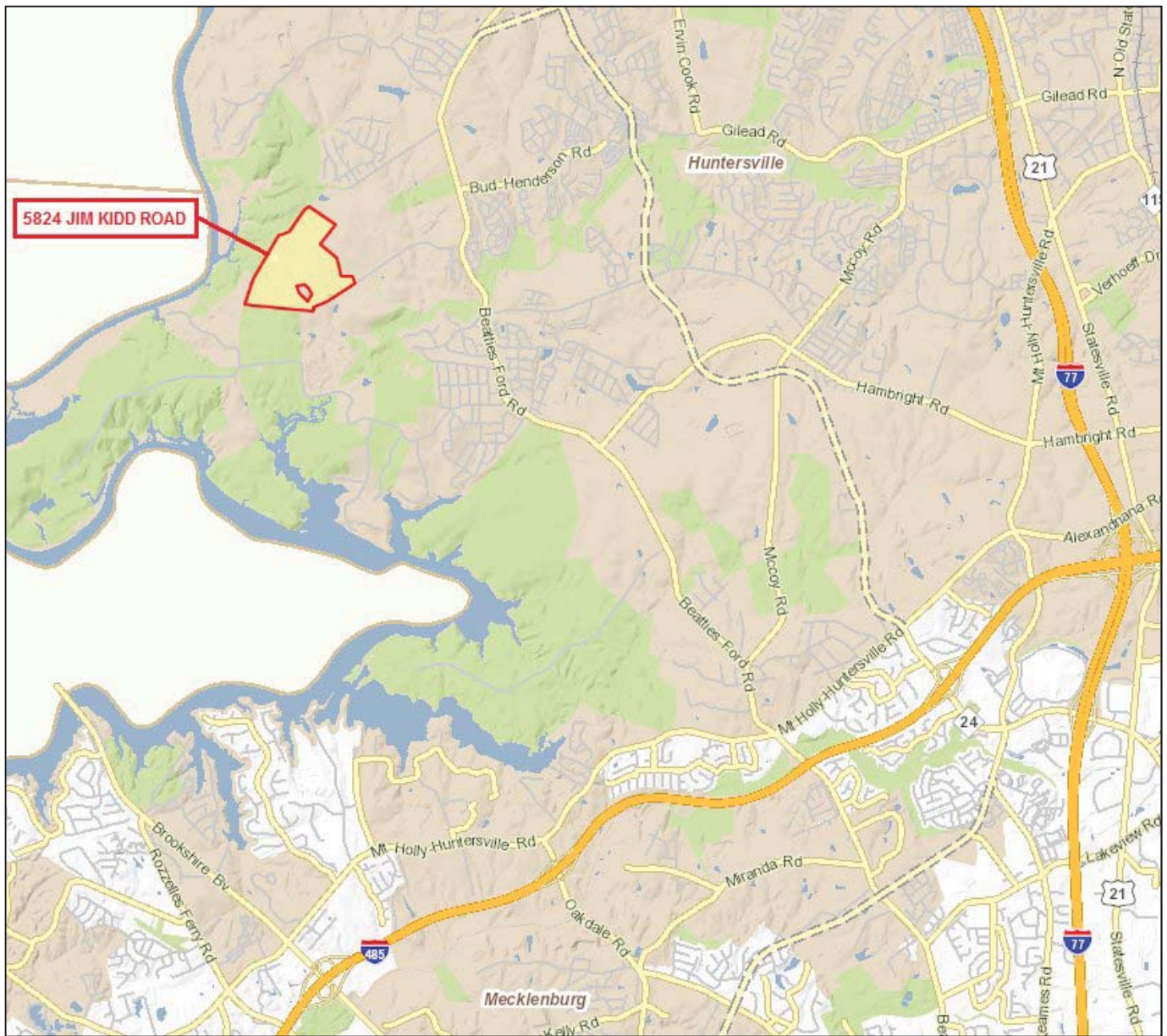
- The City owns an approximately 194-acre property at 5824 Jim Kidd Road as part of the McDowell Wastewater Treatment Plant facility.
- Staff determined space was available for a ground lease of a 10,000 square foot area with Communications Tower Group, LLC for construction and operation of a telecommunications tower.
- The terms of the lease are:
  - Lessee: Communications Tower Group, LLC
  - Term: 25 years
  - Base rent rate: \$1,500/month
  - Escalation: 15% every five years
  - Revenue share: \$500/month paid by lessee for each sublessee added to the telecommunications tower, in addition to base rent
- The rent rate was negotiated based on other City telecommunications ground lease rates and available market information.
- This lease is consistent with the recently approved City-owned Real Estate and Facilities Policy.

### **Fiscal Note**

Funding: Charlotte Water Operating Budget

### **Attachment(s)**

Map  
Resolution



**Location Map: Telecommunications Ground Lease**



RESOLUTION AUTHORIZING THE LEASE OF VACANT PROPERTY AT  
5824 JIM KIDD ROAD IN HUNTERSVILLE TO COMMUNICATIONS  
TOWER GROUP, LLC

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WHEREAS, the City of Charlotte owns vacant property more particularly identified as tax parcel number 013-051-02 at 5824 Jim Kidd Road in Huntersville, which is being held for future expansion of the McDowell Waste Water Treatment Plant (the "Site"); and

WHEREAS, the Site contains approximately 194 acres, a portion of which, consisting of approximately 10,000 square feet (the "Property"), is surplus to the City's anticipated needs and suitable for use for a telecommunications tower; and

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

WHEREAS, Communications Tower Group, LLC ("CTG"), desires to lease the Property for a five year term, followed by four successive optional 5-year extensions (25-years total), for the construction and operation of a wireless telecommunications tower; and

WHEREAS, in consideration of the lease, CTG has agreed to pay monthly rent for the first 5-year term of \$1,500 with 15 percent rental rate increases thereafter at the beginning of each additional 5-year term during the lease; and

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

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

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

THIS THE 24<sup>TH</sup> DAY OF JULY, 2017



**Agenda Date: 7/24/2017**

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**Agenda #: 29. File #: 15-5916 Type: Consent Item**

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## **Twinfield Drive Storm Drainage Improvement Project**

### **Action:**

**Award a contract in the amount of \$598,733.30 to the lowest responsive bidder United of Carolinas, Inc. for the Twinfield Drive Storm Drainage Improvement project.**

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

Mike Davis, Engineering and Property Management  
Stewart Edwards, Engineering and Property Management

### **Explanation**

- The Twinfield Drive Storm Water Improvement project will replace failing drainage pipe and address flooding along Twinfield Drive and Kendall Drive.
- The work will include:
  - Replacement of approximately 478 feet of storm drainage pipe and associated drainage structures,
  - Installation of approximately 61 feet of pipe liner,
  - Asphalt pavement repair,
  - Driveway repair, and
  - Incidental water and sanitary sewer pipe replacement.
- On May 15, 2017, the City issued an Invitation to Bid; six bids were received from interested service providers.
- United of Carolinas, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be completed by second quarter 2018.

### **Charlotte Business INclusion**

Established SBE Goal: 15.00%

Committed SBE Goal: 15.03%

United of Carolinas, Inc. exceeded the established SBE subcontracting goal, and has committed 15.03% (\$90,000) of the total contract amount to the following certified firms (Part B: Section 3 of the Charlotte Business INclusion Policy):

- R.R.C. Concrete Inc (SBE, MBE) (\$35,000) (concrete)
- Whitesell Trucking, Inc. (SBE) (\$25,000) (clearing, pipe)
- Streeter Trucking Company, Inc. (SBE, MBE) (\$18,000) (hauling)
- Cesar A. Leon LLC (SBE, MBE) (\$12,000) (hauling)

Established MBE Goal: 5.00%

Committed MBE Goal: 10.86%

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**Agenda #: 29.File #: 15-5916 Type: Consent Item**

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United of Carolinas, Inc. exceeded the established MBE subcontracting goal, and has committed 10.86% (\$65,000) of the total contract amount to the following certified firms (Part B: Section 3 of the Charlotte Business INClusion Policy):

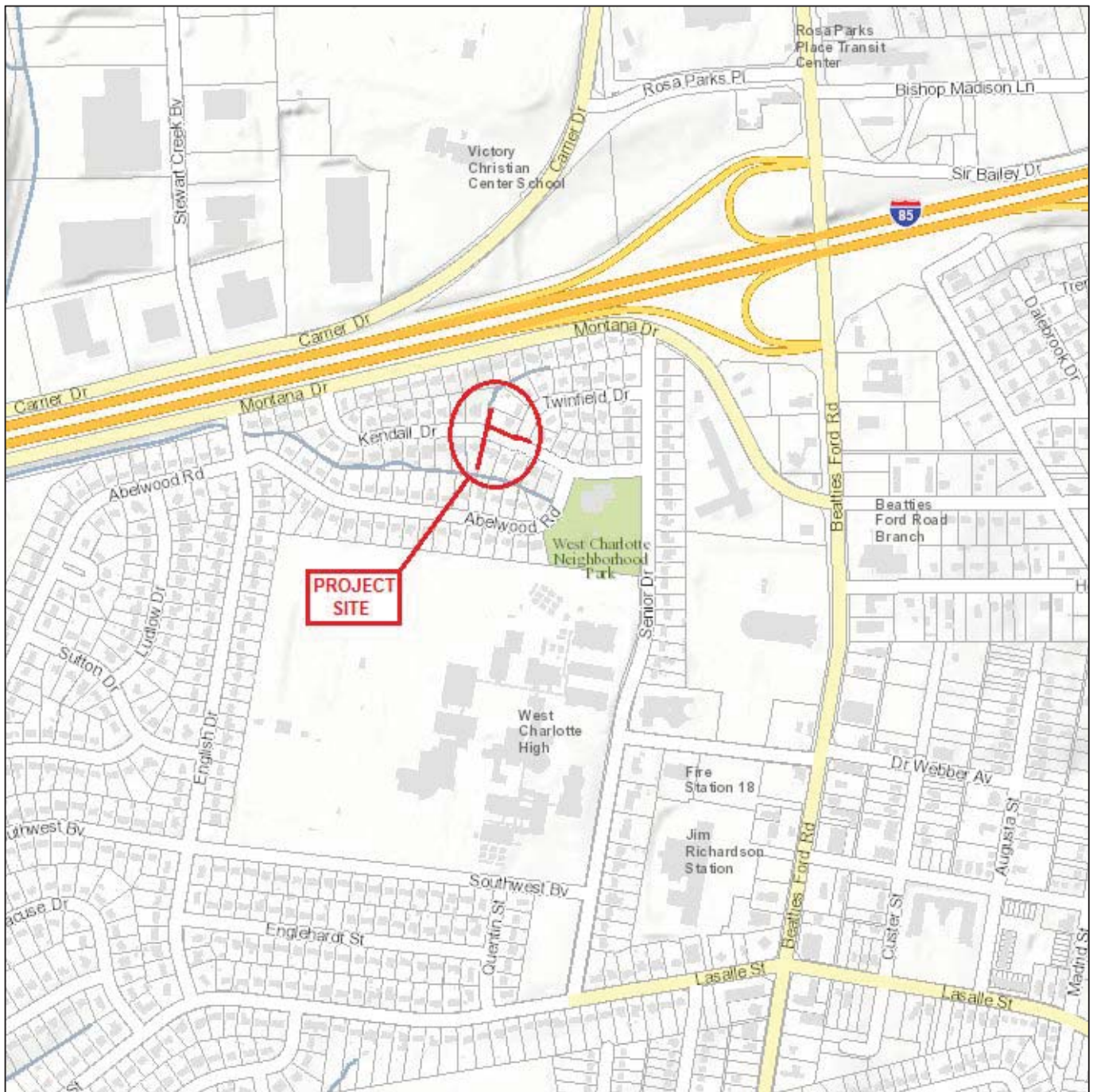
- R.R.C. Concrete Inc (SBE, MBE) (\$35,000) (concrete)
- Streeter Trucking Company, Inc. (SBE, MBE) (\$18,000) (hauling)
- Cesar A. Leon LLC (SBE, MBE) (\$12,000) (hauling)

**Fiscal Note**

Funding: Storm Water Community Investment Plan

**Attachment(s)**

Map



**Location Map: Twinfield Drive Storm Drainage Improvement Project  
(Council District 2)**





**Agenda Date: 7/24/2017**

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**Agenda #: 30. File #: 15-5857 Type: Consent Item**

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## **Prosperity Village Intelligent Transportation System Project**

### **Action:**

**Award a contract in the amount of \$229,054.99 to the lowest responsive bidder Whiting Construction Company, Inc. for the Prosperity Village Intelligent Transportation System project.**

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

Danny Pleasant, Transportation  
Angela Berry, Transportation

### **Explanation**

- Intelligent Transportation System projects are part of the implementation of the Intelligent Transportation System Master Plan described in the Transportation Action Plan.
- The City continues to install fiber optic cable to support its growing communications system with over 360 miles of fiber optic cable connecting over 620 traffic signals.
- Fiber optic cabling, traffic signal interconnection, and video traffic management cameras provide the ability to remotely adjust traffic signals in response to traffic flow and emergency conditions.
- These projects are important links in completing the next phase of the communications infrastructure.
- This project will install fiber optic cable in the Prosperity Village area to connect the signals to the north of I-485 along Prosperity Church Road to the signals south of I-485. This project will use conduit installed by NCDOT under the I-485 project and install new conduit for the fiber optic cable to connect to signalized intersections.
- On May 23, 2017, the City issued an Invitation to Bid for Prosperity Village Intelligent Transportation System (ITS) Project; two bids were received from interested service providers.
- Whiting Construction Company, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by winter 2018.

### **Charlotte Business INClusion**

Informal contracts are not subject to establishing subcontracting goals and are considered exempt contracts (Part A: Appendix Section 23.1 of the CBI Policy), however, Whiting Construction Company, Inc. has committed 7% with M. H. Graves, an SBE, for various fiber assembly work.

### **Fiscal Note**

Funding: General Transportation Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 31. File #: 15-5860 Type: Consent Item**

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## **Sidewalk Trip Hazard Removal Services**

### **Action:**

- A. Approve a unit price contract with Precision Safe Sidewalks, Inc. for the removal of trip hazards on sidewalks and curbs for an initial term of one year, and**
- B. Authorize the City Manager to renew the contract for up to two, two-year terms with possible price adjustments and to amend the contract consistent with the City's business needs and the purpose for which the contract was approved.**

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

Danny Pleasant, Transportation  
Charles Jones, Transportation

### **Explanation**

- The Street Maintenance Division is responsible for the maintenance of more than 2,200 miles of sidewalk and more than 7,000 accessible ramps within the City of Charlotte.
- The contract provides services to remove trip hazards on City-maintained pedestrian infrastructure without requiring complete replacement.
- Precision Safe Sidewalks, Inc. uses a proprietary method of concrete grinding to remove trip hazards of up to 2.5 inches in vertical height from sidewalk, accessible ramps, and curb and gutter.
- Street Maintenance determined that it is more cost effective to contract this service and focus City staff on traditional construction and replacement of sidewalk infrastructure that cannot be repaired using this method.
- On May 12, 2017, the City issued a Request for Proposals (RFP); one proposal was received from an interested service provider. Precision Safe Sidewalks, Inc. was selected using the Council-approved, qualifications-based selection process.
- Estimated contract expenditure is \$200,000 over a two-year contract term.

### **Charlotte Business INclusion**

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

### **Fiscal Note**

Funding: State of North Carolina Powell Bill Street Maintenance Funding



**Agenda Date: 7/24/2017**

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**Agenda #: 32. File #: 15-5861 Type: Consent Item**

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## **Monroe Road Phase 4 Fiber Installation Project**

### **Action:**

**Award a contract in the amount of \$144,918.68 to the lowest responsive bidder Whiting Construction Company, Inc. for the Monroe Road Phase 4 Fiber Installation project.**

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

Danny Pleasant, Transportation  
Angela Berry, Transportation

### **Explanation**

- In collaboration with Charlotte Water and Innovation and Technology (I&T), this project will install approximately eight miles of fiber optic cable along 7th Street and Monroe Road beginning at Central Avenue and ending at the Charlotte Mecklenburg Police Department Independence Division Station.
- The majority of the fiber will be installed above ground. There is also approximately 7,100 feet of fiber that will be installed in existing conduit.
- Fiber will be routed into the CMPD Independence Division Station building at 9315-G Monroe Road Charlotte, NC 28270 and the Charlotte Water Pump Station at Monroe and Idlewild Road. This will connect these facilities to the City's network.
- On May 24, 2017, the City issued an Invitation to Bid; two bids were received from interested service providers.
- Whiting Construction Company, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by winter 2018.

### **Charlotte Business INclusion**

Informal contracts are not subject to establishing subcontracting goals and are considered exempt contracts (Part A: Appendix Section 23.1 of the CBI Policy).

### **Fiscal Note**

Funding: General Transportation Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 33.File #: 15-5866 Type: Consent Item**

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## **Construction Manager at Risk Services for Sanitary Sewer Improvements**

### **Action:**

**Approve a contract in the amount of \$491,270.30 with Garney Companies, Inc. for the preconstruction phase services associated with the Doby Creek and Little Sugar Creek Tributary to Fairview Road Sanitary Sewer Improvement projects.**

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

Barry Gullet, Charlotte Water  
Carl Wilson, Charlotte Water

### **Explanation**

- The Doby Creek and Little Sugar Creek Tributary to Fairview Road gravity sewer lines serves residences and businesses along the Blue Line Extension in the northeast and SouthPark area of Charlotte, respectively.
  - These gravity sewer lines are 40-50 years old and cannot accommodate projected growth within the respective service areas. The areas served by these two lines have experienced changes in land use.
- The City will use the Construction Manager at Risk (CMAR) project delivery method to provide more certainty with respect to project cost and schedule, mitigate risk during construction, enhance Minority/Woman/Small Business Enterprise participation, and allow for more effective coordination of construction and start-up activities with the City.
- On April 13, 2017, the City issued a Request for Qualifications; two responses were received from interested service providers.
- Garney Companies, Inc. best meets the City's needs in terms of firm and project team member experience.
- The contract with Garney Companies, Inc. will provide for the CMAR's preconstruction services during design. Preconstruction phase services include working collaboratively with the City and the Design Engineers, Hazen & Sawyer, and STV Engineers, Inc., to identify and mitigate risk, develop project schedules, develop construction cost estimates and bid packages, perform constructability reviews, and to establish and negotiate the guaranteed maximum price.
- The CMAR project delivery method will require one additional contract for the construction phase, which will be brought to the City Council in early 2018. The construction phase of work is anticipated to be completed in the first half of 2019.
- Garney Companies, Inc., as the CMAR, will not be allowed to self-perform the construction work. The company will bid out work to subcontractors.
- Garney Companies, Inc. will be responsible for managing the subcontractors work and delivering the project on schedule and on budget.

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**Agenda #: 33.File #: 15-5866 Type: Consent Item**

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**Background**

- On November 28, 2016, City Council:
  - Approved a contract with Hazen & Sawyer for planning, preliminary design, and final engineering design services for the Doby Creek Sanitary Sewer Improvements project,
  - Approved a five-year reimbursable contract with Barclay Properties of Southpark, LLC. to pay for the design and construction of the Little Sugar Creek Tributary to Fairview Road Sanitary Sewer Improvements project, and
  - Approved a budget ordinance appropriating \$350,000 from Barclay Properties of Southpark, LLC. for Fiscal Year 2017.
- On December 12, 2016, City Council approved a contract with STV Engineers, Inc. for planning, preliminary design, and final engineering design services for the Little Sugar Creek Tributary to Fairview Road Sanitary Sewer Improvements project.

**Charlotte Business INClusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1(h) of the Charlotte Business INClusion Policy).

Due to the specialized nature of this work, there are limited subcontracting opportunities; however, Garney Companies, Inc. has identified the following certified firms to participate as the contract evolves and the scopes of work are defined:

- Hinde Engineering (SBE) (traffic control design)
- Joel E. Wood (SBE) (material testing)
- Mid-Carolina Reprographics, LLC (SBE) (printing)
- Origin Land Surveying & Mapping (SBE) (surveying)

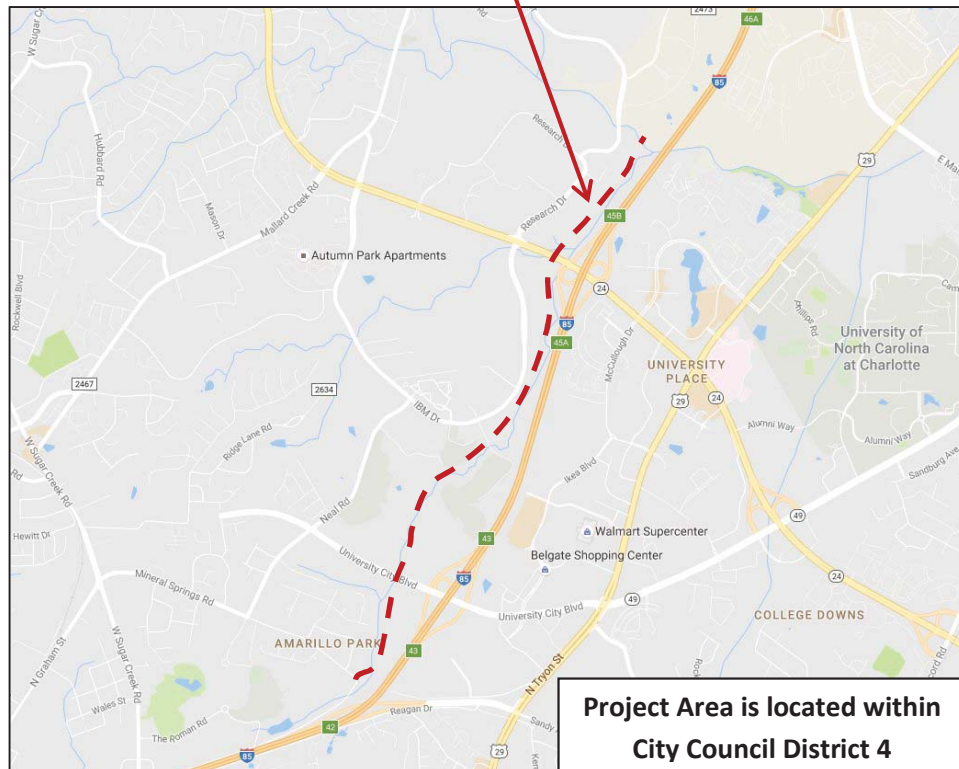
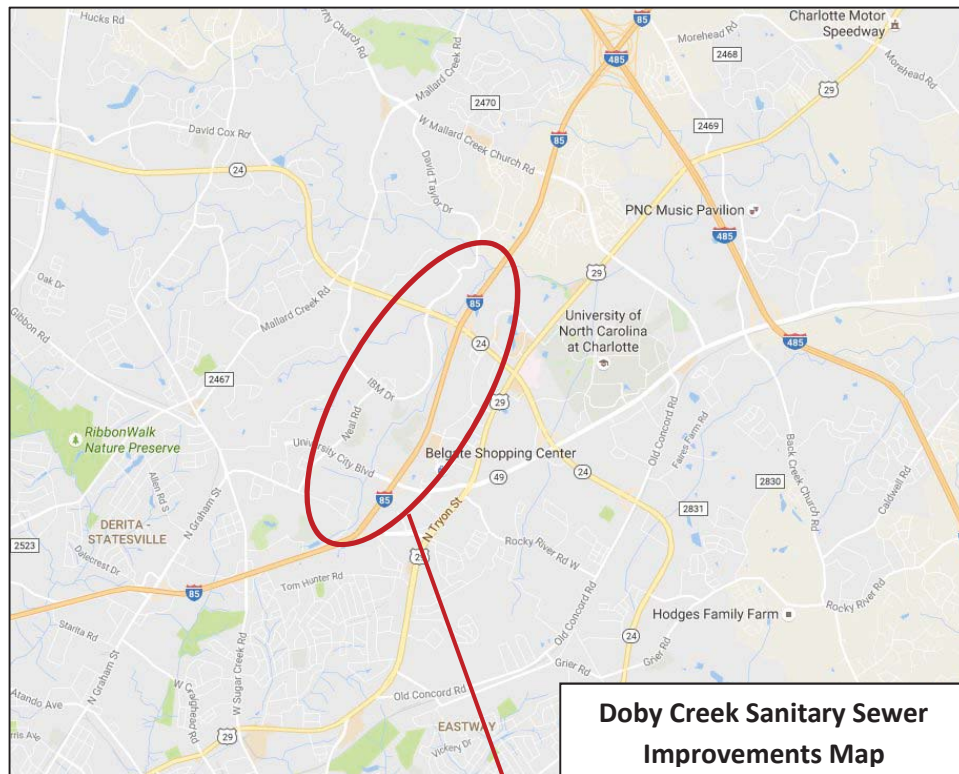
**Fiscal Note**

Funding: Charlotte Water Community Investment Plan

**Attachment(s)**

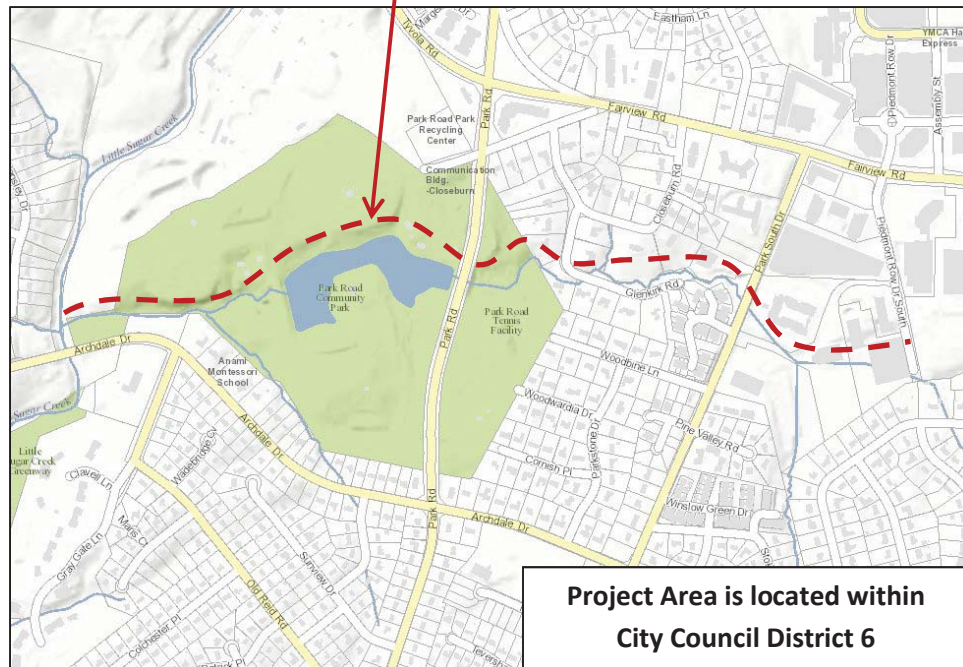
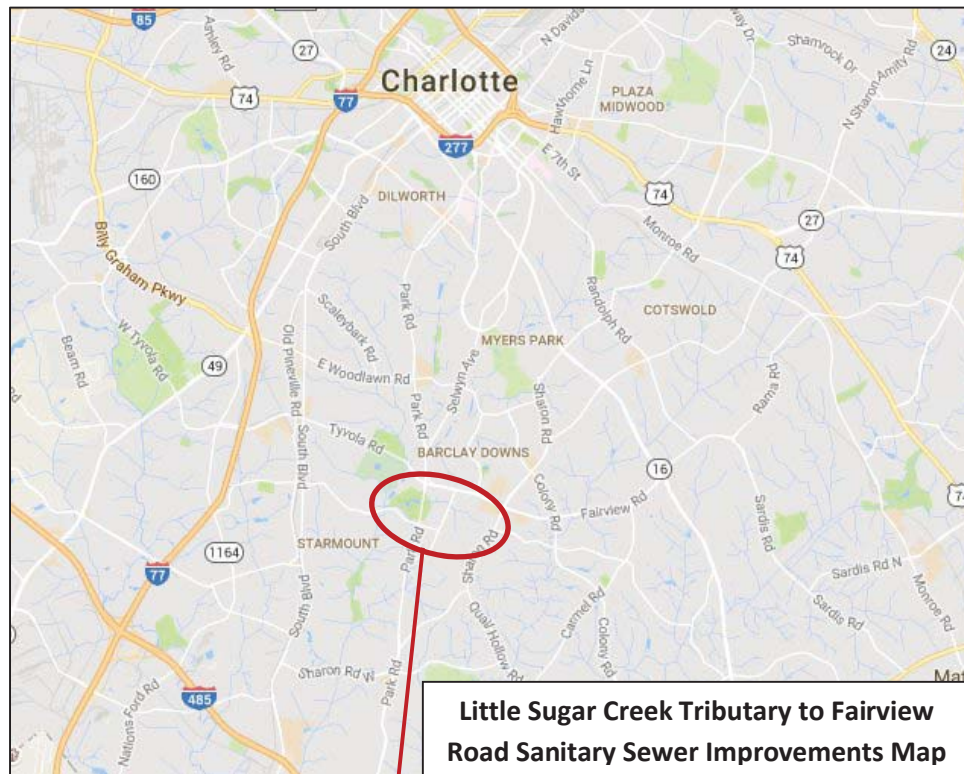
Maps

# Construction Manager at Risk Services for Sanitary Sewer Improvements - Map





# Construction Manager at Risk Services for Sanitary Sewer Improvements - Map





**Agenda Date: 7/24/2017**

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**Agenda #: 34. File #: 15-5803 Type: Consent Item**

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## **Water and Wastewater Treatment Facilities Electrical Engineering Services**

### **Action:**

**Approve a contract in the amount of \$287,135 with Sturgill Engineering, PA for professional electrical engineering services.**

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

Barry Gullett, Charlotte Water  
Ron Hargrove, Charlotte Water

### **Explanation**

- The City relies on critical electrical systems and equipment to treat and transfer water and wastewater.
- Staff requires professional engineering services in order to prepare bid documents and provide construction administration and inspection.
- On March 24, 2017, the City issued a Request for Qualifications; three proposals were received from interested professional service providers.
- Sturgill Engineering, PA was determined to be the best qualified firm to meet the City's needs in terms of competence and professional services qualifications for these projects.
- Construction contracts for treatment plant electrical systems renovations such as control panel, switchgear, and generator replacement are anticipated to return to City Council for award in Fiscal Year 2018.

### **Charlotte Business INclusion**

No subcontracting goal was established because there are no subcontracting opportunities (Part B: Section 2.3 of the Charlotte Business INclusion Policy).

### **Fiscal Note**

Funding: Charlotte Water Community Investment Plan





**Agenda Date: 7/24/2017**

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**Agenda #: 35.File #: 15-5815 Type: Consent Item**

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## **Charlotte Water Electrical Maintenance and Repair Services**

### **Action:**

- A. Approve unit price contracts with the following companies for electrical maintenance and repair services for an initial term of three years:**
- **Energy Erectors, Inc., and**
  - **Northern Electric, Inc.,**
- B. Authorize the City Manager to renew the contracts for up to two additional 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):**

Barry Gullet, Charlotte Water  
Ron Hargrove, Charlotte Water

### **Explanation**

- The City's water and wastewater treatment plants and associated facilities (water pump stations, sewer lift stations, and administrative buildings) require a variety of electrical maintenance and repair services to ensure continuous operation.
- Service providers will install wire and conduit, support daily troubleshooting, and modifications of power distribution and industrial control systems and maintain lighting and communication networks.
- These contracts will be used to supplement staff in making routine, unplanned, and critical electrical repairs.
- On April 19, 2017, the City issued a Request for Proposals (RFP); two proposals were received from interested service providers. Energy Erectors, Inc. and Northern Electric, Inc. were selected on the basis of their qualifications, experience, cost, and responsiveness to RFP requirements.
- Staff anticipates renewing both contracts for up to two additional, one-year terms at prices to be negotiated based on market conditions.
- Total estimated contract expenditures for both contracts are \$1,750,000 annually.

### **Charlotte Business INclusion**

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

### **Fiscal Note**

Funding: Charlotte Water Operating Budget and Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 36. File #: 15-5836 Type: Consent Item**

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## **Water and Sewer System Repairs**

### **Action:**

- A. Award a contract in the amount of \$2,837,592 to the lowest responsive bidder, State Utility Contractors Inc. for Water and Sewer Repairs, and**
- B. Authorize the City Manager to approve up to three renewals with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

Barry Gullet, Charlotte Water  
Ron Hargrove, Charlotte Water

### **Explanation**

- The Water and Sewer Repairs contract will be used to supplement staff in making routine, unplanned, and critical repairs to the water distribution and sanitary sewer collection systems, county-wide, such as fire hydrant replacement, water main repair and replacement, sanitary sewer main repair, sanitary sewer lateral repair, and sanitary sewer manhole replacement.
- Each contract term will last approximately 18 months.
- On May 4, 2017, the City issued an Invitation to Bid; three bids were received from interested contractors.
- State Utility Contractors Inc. was selected as the lowest responsive, responsible bidder.
- On April 27, 2015, City Council awarded a similar contract. Our current unspecified contract is on its last renewal, and we have a need for a second contract.

### **Charlotte Business INclusion**

Established MSBE Goal: 3.00%

Committed SBE Goal: 3.07%

State Utility Contractors, Inc. met the established subcontracting goal and has committed 3.07% (\$87,000) of the total contract amount to the following certified firms (Part B: Section 3 of the Charlotte Business INclusion Policy):

- Barton Contracting (SBE) (\$35,000) (paving)
- D's Trucking Service, Inc. (SBE, WBE) (\$52,000) (hauling)

### **Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 37. File #: 15-5802 Type: Consent Item**

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## **Water and Wastewater Treatment Facilities Roofing Replacement Program Management Services**

### **Action:**

**Approve a contract in the amount of \$1,623,443 with Amec Foster Wheeler Environment & Infrastructure for program management services for the Charlotte Water Roofing Replacement Program.**

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

Barry Gullett, Charlotte Water  
Carl Wilson, Charlotte Water

### **Explanation**

- The Roofing Replacement Program in the current Community Investment Plan for Fiscal Years 2018-2022 will replace roofs at various water and wastewater facilities.
- The number of roofs distributed over this large geographic area will result in multiple design/construction projects. It is anticipated that 38 roofs at five facilities will be replaced.
- The Roofing Replacement Program is proposed to be delivered by program management methodology to obtain efficiency and cost benefits. The program manager will supplement staff, thereby allowing Charlotte Water staff to deliver more core projects.
- The program management service contract includes, but is not limited to:
  - Overall planning, scheduling, coordination, and reporting,
  - Preparation of bidding/construction documents,
  - Expediting plan review and permit approval through County Building Inspections,
  - Bid Phase Services,
  - Construction Administration and Inspection, and
  - Post Construction Phase Services (warranty).
- It is proposed that the Program Manager will contract directly with the design subconsultants.
- On March 1, 2017, the City issued a Request for Qualifications; three proposals were received from interested service providers.
- Amec Foster Wheeler Environment & Infrastructure was determined to be the best qualified firm to meet the City's needs in terms of competence and professional services qualifications for the Roofing Replacement Program Management.
- Construction contracts for the Roofing Replacement Program are anticipated to return to City Council for approval starting in Fiscal Year 2019.

**Charlotte Business INClusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INClusion Policy). Amec Foster Wheeler has committed 5.00% (\$81,172) of the total contract amount to the following firms:

- Ionian Consulting Services, Inc. (SBE) (\$40,586) (inspection and testing services)
- Structural Strategies (SBE) (\$40,586) (structural engineering services)

**Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 38.File #: 15-5799 Type: Consent Item**

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## **Charlotte Water Miscellaneous Engineering Services**

### **Action:**

**Approve contracts with the following companies for engineering services for a term of three years:**

- **Black & Veatch International Company,**
- **CDM Smith, Inc.,**
- **HDR Engineering, Inc. of the Carolinas,**
- **Hazen and Sawyer,**
- **Brown and Caldwell,**
- **Stantec Consulting Services Inc.,**
- **Willis Engineers, Inc., an SBE, and**
- **WK Dickson & Co., Inc.**

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

Barry Gullet, Charlotte Water  
Ron Hargrove, Charlotte Water  
Carl Wilson, Charlotte Water

### **Explanation**

- Charlotte Water staff requires specialized technical assistance from outside engineering firms to support maintenance and upgrades at water and wastewater treatment plants as well as the collection and distribution systems.
- These on-call professional services contracts are for engineering services such as:
  - Planning, design, and construction management for water and wastewater treatment plant and pipeline projects,
  - Structural analysis,
  - Regulatory process control, and
  - Hydraulic modeling.
- On April 11, 2017, the City issued a Request for Qualifications (RFQ); 13 proposals were received from interested service providers.
- The above firms were determined to be the best qualified firms to meet the City's needs on the basis of demonstrated competence and qualification of professional services in response to the RFQ requirements.
- Total contract expenditures for all of the contracts are estimated to be \$3,350,000 annually.
  - Approximately \$2 million of these expenditures are expected to be utilized for planning, design and construction management on approximately \$40 million of water and wastewater treatment plant rehabilitation projects identified in the Community Investment Plan (CIP) over the next three years.

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**Agenda #: 38.File #: 15-5799 Type: Consent Item**

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- The remaining \$1.35 million are for engineering services such as structural analysis, regulatory process control, hydraulic modeling, preliminary engineering reports, cost estimates, studies, evaluations, special inspections, etc. as they become necessary for various other CIP projects.

**Charlotte Business INclusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1(h) of the Charlotte Business INclusion Policy). The specific tasks and subcontracting opportunities associated with this contract are undefined; however, each Prime consultant has identified certified firms to be utilized as the contract evolves and the scopes of work are defined:

Black & Veatch International Company

- Avioimage Mapping Services, Inc. (SBE) (aerial mapping)
- Capstone Civil Group, PA (SBE, MBE) (geotechnical and inspections)
- Carolina Wetland Services, Inc. (SBE, WBE) (environmental services)
- CES Group (SBE, WBE) (subsurface utility engineering and surveying services)
- CITI, LLC (MBE) (system integration)

CDM Smith Inc.

- CES Group Engineers, LLP (SBE, WBE) (surveying services)
- CITI, LLC (MBE) (system integration)
- Richa Graphics (SBE) (printing)
- Southeastern Consulting Engineers, Inc. (SBE) (electrical engineering services)
- Sweetwater Utility Exploration, LLC (SBE) (utility locating)

HDR Inc. of the Carolinas

- CITI, LLC (MBE) (systems integration services)
- Gavel & Dorn Engineering, PLLC (SBE) (inspections)
- Joel E. Wood & Associates, LLC (SBE) (geotechnical services)
- R. Joe Harris & Associates, LLC (SBE) (surveying services)
- Richa Graphics (SBE) (printing)

Hazen & Sawyer

- Avioimage Mapping Services, Inc. (SBE) (aerial mapping)
- Hinde Engineering, Inc. (SBE) (traffic control plans)
- Mid-Carolina Reprographics (SBE) (document reproduction)
- Southeastern Consulting Engineers, Inc. (SBE) (electrical engineering services)
- Survey & Mapping Control, Inc. (SBE) (field surveying)

Brown & Caldwell

- C Design Inc. (SBE)(architectural support)
- Capstone Civil Group, PA (SBE, MBE) (geotechnical Support)
- LDSI, Inc. (SBE) (surveying)

Stantec Consulting Services, Inc.

- Avioimage Mapping Services, Inc. (SBE) (aerial mapping)
- Capstone Civil Group, PA (SBE, MBE) (geotechnical Support)
- Carolina Wetland Services, Inc. (SBE, WBE) (environmental services)
- Gavel & Dorn Engineering, PLLC (SBE) (inspections)

Willis Engineers (SBE)

- Gavel & Dorn Engineering, PLLC (SBE) (inspections)

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**Agenda #: 38.File #: 15-5799 Type: Consent Item**

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- Survey & Mapping Control, Inc. (SBE) (field surveying)

WK Dickson & Co., Inc.

- Capstone Civil Group, PA (SBE, MBE) (geotechnical engineering & materials testing)
- CES Group Engineers, LLP (SBE, WBE) (surveying services)
- Southeastern Consulting Engineers, Inc. (SBE) (electrical engineering services)
- Southeast Geomatics Group (SBE) (surveying support)

**Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 39.File #: 15-5793 Type: Consent Item**

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## **FY 2018 Water and Sewer New Service Installations**

### **Action:**

- A. Award a contract in the amount of \$2,696,930.50 to the lowest responsive bidder B.R.S, Inc. for the installation of water and sewer services, and**
- B. Authorize the City Manager to renew the contract for up to two additional renewals with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

Barry Gullet, Charlotte Water  
Carl Wilson, Charlotte Water

### **Explanation**

- Charlotte Water outsources the majority of new water and sewer service installations, using construction contracts in order to ensure timely installation.
- These installations will include:
  - Water service connections extending from the Charlotte Water main to the meter at the property, including a meter, meter box/vault, applicable valves and fittings, and
  - Sewer service connections extending from the Charlotte Water sewer line to the cleanout, which is typically just outside the road right-of-way.
- The work covered by each term of this contract should provide approximately 900 total service connections within approximately 12 months.
- Customers pay connection fees for new services, which are based on costs incurred by Charlotte Water in these contracts.
- On June 9, 2017, the City issued an Invitation to Bid; zero bids were received. On June 27, 2017, the Invitation to Bid was re-issued; one bid was received from an interested service provider.
- B.R.S., Inc. was selected as the lowest responsive, responsible bidder.
- The contract may be renewed for two renewals (approximately one year per renewal) at unit prices based on the Engineering News Record Construction Cost Index.

### **Charlotte Business INclusion**

No subcontracting goal was established because there are no subcontracting opportunities (Part B: Section 2.3 of the Charlotte Business INclusion Policy).

### **Fiscal Note**

Funding: Charlotte Water Community Investment Plan





**Agenda Date: 7/24/2017**

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**Agenda #: 40.File #: 15-5573 Type: Consent Item**

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## **Utility Billing, Payment, and Related Services**

### **Action:**

- A. Authorize the City Manager to approve an amendment to extend the current contract with Kubra for Utility Billing, Payment and Related Services for a period of three months to support the transition of services to the new contract,**
- B. Authorize the City Manager to negotiate and approve a five-year contract with four one-year renewals with Kubra, the current billing vendor, to provide and implement Utility Billing, Payment, and Related Services,**
- C. Authorize the City Manager to approve price adjustments and amend the contract consistent with the purpose for which the contract was awarded, and**
- D. Authorize the City Manager to approve additional purchases as needed from time to time to optimize the Utility Billing, Payment and Related Services program.**

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

Randy Harrington, Management and Financial Services  
Barry Gullet, Charlotte Water  
Robert Campbell, Management and Financial Services

### **Explanation**

- The City and Mecklenburg County currently partner with Kubra to provide approximately 3.4 million bills annually to customers totaling \$490 million.
- These services include bill processing, printing, mail insertion, archival/bill viewing, electronic bill distribution, collection of customer payments, backup facilities, and seamless integration with the City's current web portal provider.
- The current contract is set to expire and a three month amendment extending the current Utility Billing Services contract will be needed to maintain the continuity of services and support during the transition to the new services contract. The projected cost for three months of service with Kubra is \$425,000.
- On March 31, 2017, the City issued a Request for Proposals (RFP); the City received two proposals from interested service providers.
- Kubra best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Cost over the initial five year contract for the implementation, licensing, support, consulting, goods, services, postage, and maintenance are estimated to be \$8.3 million for current services and \$6.6 million for the four one-year possible renewal periods, with the potential implementation of \$13.2 million in additional services and payment options for a total of \$28.1 million.
- The RFP resulted in new, projected annual savings of \$123,000.

### **Charlotte Business INClusion**

No subcontracting goal was established because there are no subcontracting opportunities (Part C: Section

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**Agenda #:** 40.**File #:** 15-5573 **Type:** Consent Item

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2.1(a) of the Charlotte Business INClusion Policy).

**Fiscal Note**

Funding: Management and Financial Services Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 41. File #: 15-5885 Type: Consent Item**

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## **Charlotte Water Engineering Design Services Contracts**

### **Action:**

**Approve contracts in the amount of \$200,000 with each of the following companies for professional engineering design services:**

- **GHD Consulting Services, Inc., and**
- **Yarbrough-Williams & Houle, Inc.**

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

Barry Gullet, Charlotte Water  
Carl Wilson, Charlotte Water

### **Explanation:**

- The City designs and constructs new water and sewer lines or system enhancements to provide service to customers in new service areas or areas needing additional capacity.
- To ensure timely response to customers, consultants are used to support staff during times when demand is high.
- These contracts provide as-needed preliminary design, final design, drafting services, and permitting through regulatory agencies.
- On January 24, 2017, the City issued a Request for Qualifications; 12 proposals were received. GHD Consulting Services, Inc., and Yarbrough-Williams & Houle, Inc. were selected based on their experience in providing similar services, timeliness of past projects, and overall qualifications of key project team members.
- Staff anticipates each firm will design an estimated 20 projects or approximately 20,000 feet of sewer or water lines.

### **Charlotte Business INclusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1(h) of the Charlotte Business INclusion Policy). GHD Consulting Services, Inc. has committed 6.00% (\$12,000) of the total contract amount to the following certified firms:

- Carolina Wetland Services Inc. (SBE, WBE) (\$5,000) (permitting)
- Joel E. Wood and Associates PLLC (SBE) (\$5,000) (geotechnical)
- Spot 'em, Inc. (MBE) (\$2,000) (utility location)

### **Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 42.File #: 15-5934 Type: Consent Item**

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## **Transit Right of Way Trash Removal Services Contract**

### **Action:**

- A. Approve a contract for up to \$75,000 with Green's Commercial Cleaning, Inc. for trash removal services for a term of two years, and**
- B. Authorize the City Manager to renew the contract for up to one additional two year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

John Lewis, CATS  
Tou Vang, CATS

### **Explanation**

- As a part of the operation of the LYNX Blue Line and CityLYNX Gold Line, CATS must ensure rail lines are unobstructed by debris.
- CATS currently maintains approximately 20 miles of rail right of way along the existing LYNX Blue Line, which includes 15 miles of light rail. An additional 12 stations will be added with the completion of the Blue Line Extension.
- This contract is for removal of trash on the actual rail road track where the trains operate through the light rail stations and approximately 100 feet to the north and south and is very labor intensive work.
- On April 12, 2017, the City issued a SBE Only Request for Proposals (RFP) for Right of Way Trash Removal Services.
- Green's Commercial Cleaning, Inc. best meets the City's needs in terms of qualifications, experience, cost and responsiveness to the RFP requirement.
- The contract expenditure for the two year period is \$75,000.

### **Charlotte Business INclusion**

The City solicited proposals only from City certified SBEs, therefore 100% of the project participation is being committed to the following certified firm (Part A: Section 2.3 of the Charlotte Business INclusion Policy): Green's Commercial Cleaning, Inc. (SBE)

### **Fiscal Note**

Funding: CATS Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 43. File #: 15-5888 Type: Consent Item**

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## **LYNX Blue Line Extension Facilities Furniture**

### **Action:**

- A. Approve the purchase of furniture for new Blue Line Extension (BLE) facilities and the renovated South Boulevard Light Rail Facility from a cooperative purchasing contract as authorized by G.S. 143-129(e)(3), and**
- B. Approve a contract with Alfred Williams & Company for the purchase of furniture for Blue Line Extension facilities and the renovated South Boulevard Light Rail Facility for \$150,000 from the North Carolina Statewide Term Contract 420A.**

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

John Lewis, CATS  
Jill Brim, CATS

### **Cooperative Purchasing Exemption**

NC S.L. 2001-328, effective August 2, 2001, authorizes competitive group purchasing.

### **Explanation**

- This purchase is to provide office furniture for the new facilities along the BLE, including:
  - 16,750 square foot operations, service, and inspections space at the North Brevard Street Light Rail Facility;
  - 2,031 square foot office space at the Sugar Creek Parking Garage facility;
  - Six ticketing offices (two at each parking garage) at the Sugar Creek Parking Garage, University City Boulevard Parking Garage, and J.W. Clay Boulevard Parking Garage; and
  - One new office at the renovated Rail Operations Command Center (ROCC) in the existing South Boulevard Light Rail Facility.
- The facilities include modular workstations, office furniture and seating, file storage and lockers for approximately 45 cubicles/offices/workstations, conference, training and break rooms and an assembly area.
- Alfred Williams & Company has a contract awarded through the North Carolina Division of Purchase & Contract's Statewide Term Contracts program that offers competitively obtained contracts to public agencies statewide.
- The company will be paid the unit prices set forth in the contract, a copy of which is available upon request.

### **Disadvantage Business Enterprise**

These are cooperative purchasing contracts and are exempt. (Part A: Appendix 27 of the Charlotte Business INclusion Policy).

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**Agenda #:** 43.**File #:** 15-5888 **Type:** Consent Item

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**Fiscal Note**

Funding: CATS Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 44. File #: 15-6065 Type: Consent Item**

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## **Enhanced Mobility of Seniors and Individuals with Disabilities Sub-Recipient Contracts**

### **Action:**

**Authorize the City Manager to negotiate and execute contracts with the following organizations as sub-recipients for Federal Transit Administration Section 5310 grant projects:**

- **Centralina Council of Governments (CCOG) in an amount not-to-exceed \$187,109,**
- **Iredell County (operating) in an amount not-to-exceed \$125,000,**
- **Iredell County (capital) in an amount not-to-exceed \$112,000,**
- **Mainstreaming Consultants, Inc. d/b/a Disability Rights & Resources in an amount not-to-exceed \$182,278,**
- **Metrolina Association for the Blind (operating) in an amount not-to-exceed \$129,663,**
- **Metrolina Association for the Blind (capital) in an amount not-to-exceed \$2,000, and**
- **Union County in an amount not-to-exceed \$72,000.**

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

John Lewis, CATS  
David McDonald, CATS  
Susana Vang, CATS

### **Explanation**

- The Federal Transit Administration Section 5310 Program (FTA Program) is designed to award grants to improve transportation services to seniors and individuals with disabilities.
- CATS is the designated recipient of FTA Program funds for the urbanized area, which includes the responsibility of administering funds for appropriate sub-recipient projects. Eligible CATS projects may also receive FTA Program funds.
- Federal grants pay a percentage of the project costs, up to 50 percent for operating projects and up to 80 percent for capital and mobility management projects.
- The award of FTA Program funds, will be matched by award recipients, as described below:
  - Centralina (CCOG):
    - This project will provide enhanced coordination between service providers to improve transportation services for seniors and individuals with disabilities.
    - The FTA award is \$187,109 in additional to \$46,778 from CCOG.

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**Agenda #: 44.File #: 15-6065 Type: Consent Item**

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- Iredell County (operating):
  - This project will provide transportation options for seniors and individuals with disabilities traveling within and to the urbanized area.
  - The FTA award is \$125,000 in addition to \$125,000 from Iredell County.
- Iredell County (capital):
  - This project will upgrade Iredell County's scheduling software.
  - The FTA award is \$112,000 in addition to \$28,000 from Iredell County.
- Mainstreaming Consultants d/b/a Disability Rights and Resources (DRR):
  - This project is designed to provide travel training services to increase transportation options for individuals with disabilities. The FTA award is \$182,278 in addition to \$45,570 from DRR.
- Metrolina Association for the Blind (operating):
  - This project is designed to go beyond the ADA required door-to-door service to provide additional assistance to visually impaired passengers in managing support within buildings.
  - The FTA award for this project is \$129,663 with an additional \$129,663 from Metrolina Association for the Blind.
- Metrolina Association for the Blind (capital):
  - This project will provide for a training video for public and private providers on safely transporting visually impaired passengers.
  - The FTA award for this project is \$2,000 with an additional \$500 from Metrolina Association for the Blind.
- Union County:
  - This project will provide demand response transportation services to seniors and individuals with disabilities.
  - The FTA award for this project is \$72,000 in addition to \$72,000 from Union County.
- In addition to the sub-recipient projects above, the following three CATS projects will also be funded by this FTA Program:
  - CATS Bus Stop Accessibility Improvements:
    - This project will make ADA compliant improvements to bus routes with connections along the Blue Line Extension.
    - The FTA Award for this project is \$196,000 with an additional \$49,000 from CATS Community Investment Plan.
  - CATS scheduling software:
    - This project will purchase and implement scheduling software for CATS STS demand response service.
    - The FTA award is \$440,000 with an additional \$110,000 from CATS Community Investment Plan.
  - CATS Program Administration:
    - As allowed under the FTA Program \$160,672 will be used to fund CATS



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**Agenda #: 44.File #: 15-6065 Type: Consent Item**

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administration of the grant associated business with the sub-recipients.

- Contracts related to these CATS projects will be brought to City Council before the end of the year 2017.
- 5310 grant funding is made available annually from FTA based on a federal formula, then awarded to eligible programs on a competitive basis.
- The next round of formula funds for the urbanized area will be administered and awarded by the North Carolina Department of Transportation.

**Fiscal Note**

Funding: Federal Transit Administration Grant with matching Contributions from Sub-Recipients and CATS Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 45.File #: 15-5977 Type: Consent Item**

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## **Bus Tire Leasing and Services**

### **Action:**

- A. Approve a unit price contract with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and 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 price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

John Lewis, CATS  
Tangee Mobley, CATS

### **Explanation**

- Leasing tires for use on buses is the predominant practice of transit agencies nationally. The benefits of leasing include:
  - Low inventory,
  - On-going technical support,
  - Equipment and tire disposal, and
  - Minimal employee overhead.
- The City has used a bus tire leasing company to provide tires for the bus fleet since 1980.
- On March 1, 2017, the City issued a Request for Proposals (RFP); three proposals were received from interested service providers.
- Bridgestone Americas Tire Operations, LLC best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to the RFP requirements.
- Estimated contract expenditures are \$918,354 for the first year, with annual increases of approximately 3.22 percent. With both renewals the total expenditure is estimated to be \$4,888,231 over the five-year term.

### **Charlotte Business INclusion**

No subcontracting goal was established because there are no subcontracting opportunities (Part B: Section 2.3 of the Charlotte Business INclusion Policy)

### **Fiscal Note**

Funding: CATS Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 46. File #: 15-5889 Type: Consent Item**

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## **Airport Communication Consulting Services**

### **Action:**

- A. Approve a contract with the following companies for Communication Infrastructure design consulting services for an initial term of three years:**
- **AME Consulting Engineers, PC,**
  - **db Consulting, Inc.,**
  - **The JW Group Inc., and**
- B. Authorize the City Manager to renew the contracts for up to two additional, 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, Aviation  
Haley Gentry, Aviation

### **Explanation**

- These contracts will provide Aviation and Airport tenants with consultation services for large Airport communication infrastructure projects, varying in complexity and scope, to include construction projects.
- On March 30, 2017, the City issued a Request for Proposals (RFP); seven proposals were received from interested service providers.
- AME Consulting Engineers, PC, db Consulting, Inc., and The JW Group Inc., best meet the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Collectively, contract expenditures are estimated at \$250,000 annually.

### **Disadvantage Business Enterprise**

No subcontracting goal was established because there are no subcontracting opportunities for this selection.

### **Fiscal Note**

Funding: Aviation Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 47.File #: 15-5928 Type: Consent Item**

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## **Airport Planning Consultation Services**

### **Action:**

**Approve a contract for planning consultation services with the following vendors for a three-year term:**

- **Landrum and Brown, Inc.,**
- **RS&H Architects Engineers Planners, Inc.,**
- **GS&P/NC PC, and**
- **Ricondo & Associates, Inc.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- The Aviation Department uses planning consultation services for master, airfield, terminal, landside, environmental, noise, and land use planning efforts.
- On March 23, 2017, the City issued a Request for Qualifications; 13 proposals were received from interested service providers.
- RS&H, Landrum & Brown, GS&P/NC PC, and Ricondo & Associates best meet the City's needs in terms of qualifications and experience.
- Pricing for these services will be based on the size and nature of the project.
- Total estimated contract expenditures for all contracts over the three-year term is \$3,500,000.

### **Disadvantaged Business Enterprise**

No subcontracting goal was established because there are no subcontracting opportunities for this selection.

### **Fiscal Note**

Funding: Aviation Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 48. File #: 15-5917 Type: Consent Item**

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## **Airport Communication Room Fiber Installation**

### **Action:**

- A. Approve a contract in the amount of \$1,169,723 with Universal Phone Systems, Inc. for Airport Communication Room Fiber Installation, and**
- B. Adopt a budget ordinance appropriating \$1,169,723 from the Aviation Discretionary Fund to the Aviation Community Investment Plan Fund.**

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

Brent Cagle, Aviation  
Haley Gentry, Aviation

### **Explanation**

- As part of the concourse renovation, this contract will provide for the installation of fiber connections throughout the Terminal to support communication systems at the Airport.
- On April 11, 2017, the City issued a Request for Proposals (RFP); three proposals were received from interested service providers.
- Universal Phone Systems, Inc. best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- This project is estimated to be completed by September of 2017.

### **Charlotte Business INclusion**

The City negotiated subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INclusion Policy).

Universal Phone Systems, Inc. has committed 37.57% (\$432,002) of the total contract amount to the following certified firms:

- Besco Electrical (MBE) (\$283,802) (cable tray system, ductless split systems electrical, and upgrade grounding)
- Superior Mechanical Systems (SBE, MBE) (\$148,200) (ductless split systems)

### **Fiscal Note**

Funding: Aviation Community Investment Plan

### **Attachment(s)**

Budget Ordinance

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE NUMBER 9104-X, THE 2017-2018 BUDGET ORDINANCE PROVIDING  
AN APPROPRIATION OF \$1,169,723 FROM THE AVIATION DISCRETIONARY FUND FOR  
AIRPORT COMMUNICATION ROOM FIBER INSTALLATION

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

Section 1. That the sum of \$1,169,723 is available from the Aviation Discretionary Fund  
for the contract with Universal Phone Systems, Inc.

Section 2. That the sum of \$1,169,723 is hereby appropriated from the Aviation Discretionary Fund  
to the Aviation Community Investment Plan Fund to the following project(s):

Fund	6064
Project	4020901753
Source	6000
Type	60006001
Year	0000

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

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

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

\_\_\_\_\_  
City Attorney



**Agenda Date: 7/24/2017**

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**Agenda #: 49. File #: 15-5581 Type: Consent Item**

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## **Airport Pressure Washing Services Contract**

### **Action:**

- A. Approve a unit price contract with JSL Services, LLC for Airport pressure washing for an initial term of three years, and**
- B. Authorize the City Manager to renew the contract for up to two additional, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- Aviation pressure washes concrete, asphalt, and other areas of the Airport for aesthetic appeal and customer safety. This contract will provide pressure washing services for the Airport as needed.
- On April 21, 2017, the City issued a Request for Proposals (RFP); three proposals were received from interested service providers.
- JSL Services, LLC best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Estimated contract expenditures are \$50,000 annually.

### **Charlotte Business INclusion**

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

JSL Services, LLC is a City SBE.

### **Fiscal Note**

Funding: Aviation Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 50. File #: 15-5755 Type: Consent Item**

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## **Airport Concourse E Baggage Transfer Station Contract Amendment**

### **Action:**

- A. Approve contract amendment #1 for \$229,240 with RS&H Architects Engineers Planners, Inc. for additional design services for the Concourse E Baggage Transfer Station, and**
- B. Adopt a budget ordinance appropriating \$229,240 from the Aviation Discretionary Fund to the Aviation Community Investment Plan Fund.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- American Airlines identified a need to relocate maintenance operation space for regional carriers, in order for their maintenance staff to be closer to the aircraft.
- The Aviation Department determined that the Concourse E Baggage Transfer Station, currently under construction, would be the best location to accommodate this need.
- Contract amendment #1, in the amount of \$229,240, with RS&H Architects Engineers Planners, Inc. will provide additional design services for space expansion to include the new maintenance operation space. The amendment will also allow for additional construction administration services.
- The new total value of the contract, including the contract amendment, is \$945,068.
- Aviation anticipates returning to City Council with a construction change order request in fall of 2017.

### **Fiscal Note**

Funding: Aviation Community Investment Plan  
Funding to be replaced by future passenger facility charge funds

### **Charlotte Business Inclusion**

RS&H Architects Engineers Planners, Inc. has committed 20.60% (\$47,212) of the total contract amendment (\$229,240) amount to the following certified firms:

- McCracken & Lopez, PA (SBE) (\$28,540) (MEP engineering)
- Laurene, Rickher & Sorrell, PC (SBE) (\$18,672) (structural engineering)

### **Attachment(s)**

Budget Ordinance



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE NUMBER 9104-X, THE 2017-2018 BUDGET ORDINANCE PROVIDING  
AN APPROPRIATION OF \$229,240 FROM THE AVIATION DISCRETIONARY FUND FOR  
ADDITIONAL DESIGN SERVICES FOR THE CONCOURSE E BAGGAGE TRANSFER STATION

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

Section 1. That the sum of \$229,240 is available from the Aviation Discretionary Fund  
for the contract with RS&H Architects Engineers Planners, Inc. for additional design services.

Section 2. That the sum of \$229,240 is hereby appropriated from the Discretionary Fund  
to the Aviation Community Investment Plan Fund to the following project(s):

Fund	6064
Project	4020901530
Source	6000
Type	60006001
Year	0000

Funding to be replaced by future passenger facility charge funds

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

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

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

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City Attorney



**Agenda Date: 7/24/2017**

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**Agenda #: 51. File #: 15-5673 Type: Consent Item**

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## **Aircraft Deicing Facility Management Contract**

### **Action:**

- A. Approve a contract with Integrated Deicing Services, LLC to operate a consolidated aircraft deicing facility at the Airport for a five-year term, and**
- B. Authorize the City Manager to renew the contract for up to two additional, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- The deicing process of removing ice and snow from aircraft prior to takeoff is essential in the winter.
- The Aviation Department provides aircraft deicing services for the airlines, which is reimbursed through rates and charges.
- On January 24, 2017, the City issued a Request for Proposals (RFP); one proposal was received.
- Integrated Deicing Services, LLC best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Estimated contract expenditures are \$2,622,400 annually.

### **Charlotte Business INclusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INclusion Policy).

Due to the specialized nature of this work, there are limited subcontracting opportunities; however, Integrated Deicing Facility, LLC (IDS) has identified the following certified firm to participate as project scopes are defined:

- AC Pro Cleaning & Environmental Services, LLC (SBE, MBE) (\$34,488) (cleaning services)

### **Fiscal Note**

Funding: Aviation Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 52. File #: 15-5848 Type: Consent Item**

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## **Airport State Grant Acceptance**

### **Action:**

- A. Adopt a resolution accepting a North Carolina Department of Transportation Division of Aviation grant in the amount of \$1,000,000 for the Runway 18L Rehabilitation project, and**
- B. Adopt a budget ordinance replacing \$1,000,000 in Aviation Discretionary Funds with \$1,000,000 in North Carolina Department of Transportation Division of Aviation grant proceeds.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- The North Carolina Department of Transportation Division of Aviation provides aid to State airports for the purpose of planning, acquiring, constructing, or improving airport facilities.
- For fiscal years 2014 and 2015, the Aviation Department received total of \$1,000,000 (\$500,000 each year) to support Airport projects.
- This grant will reimburse the \$1,000,000 in Aviation Discretionary Funds used on the Runway 18L Rehabilitation project, which was completed in 2016.

### **Fiscal Note**

Funding: Airport Community Investment Plan

### **Attachment(s)**

Budget Ordinance  
Resolution

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE NUMBER 9104-X, THE 2017-2018 BUDGET ORDINANCE PROVIDING  
AN APPROPRIATION OF \$1,000,000 IN GRANT PROCEEDS FROM THE NORTH CAROLINA DEPARTMENT  
OF TRANSPORTATION DIVISION OF AVIATION FOR THE RUNWAY 18L REHABILITATION PROJECT

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

- Section 1. That the sum of \$1,000,000 is available from grant proceeds from the North Carolina Department of Transportation Division of Aviation.
- Section 2. That the sum of \$1,000,000 is hereby appropriated from the NC Department of Transportation to the Aviation Community Investment Plan Fund to the following project(s):
- |         |            |
|---------|------------|
| Fund    | 6064       |
| Project | 4020901510 |
| Source  | 6000       |
| Type    | 60006001   |
| Year    | 0000       |
- These grant funds will replace Aviation Discretionary Funds used for this project.
- Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.
- Section 4. All ordinances in conflict with this ordinance are hereby repealed.
- Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

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City Attorney

## **RESOLUTION**

Extract from the minutes of a regular meeting of the Charlotte City Council held on July 24, 2017.

The following resolution was introduced by \_\_\_\_\_, seconded by \_\_\_\_\_, considered and adopted.

Resolution authorizing, adopting, approving, accepting and ratifying the execution of the grant agreement for the North Carolina Department of Transportation Division of Aviation between the United States of America and the City of Charlotte, North Carolina.

Be it resolved, by the City Council of The City of Charlotte, North Carolina

SECTION 1. That said City Council hereby authorizes, adopts, approves, accepts and ratifies the execution of a Grant Agreement between the North Carolina Department of Transportation Division of Aviation on behalf of the United States of America and the City of Charlotte, North Carolina

SECTION 2. That the Execution of said Grant Agreement in duplicate on behalf of said City Council by Brent Cagle, Aviation Director and the impression of the official seal of the City of Charlotte and the attestation by Stephanie Kelly; City Clerk is hereby authorized, adopted, approved, accepted and ratified.

SECTION 3. That the Aviation Director is hereby authorized to execute payment requests under these Grant Agreements on behalf of said City of Charlotte.



**Agenda Date: 7/24/2017**

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**Agenda #: 53. File #: 15-5858 Type: Consent Item**

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## **American Airlines Line Maintenance Hangar Expansion**

### **Action:**

- A. Award a contract in the amount of \$2,809,400 to the lowest responsive bidder Messer Construction Company for the American Airlines Line Maintenance Hangar Expansion project, and**
- B. Adopt a budget ordinance appropriating \$2,809,400 from the Aviation Excluded Discretionary Fund Balance to the Aviation Community Investment Plan.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- This project includes the addition of approximately 10,773 square feet of new hangar space and renovations to the existing office space at the American Airlines Line Maintenance Hangar.
- On January 24, 2017, the City issued an Invitation to Bid; four bids were received from interested service providers.
- Messer Construction Company was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be completed by winter of 2018.

### **Charlotte Business INClusion**

Messer Construction Company failed to meet the established subcontracting goals, but earned the required Good Faith Effort (GFE) Points (Part B: Section 5 of the Charlotte Business INClusion Policy).

Subsequent to bid opening, Messer Construction Company has committed additional participation and now exceeds both the established SBE and MBE subcontracting goals.

Established SBE Goal: 12.00%  
Committed SBE Goal (at time of Bid): 11.53%  
Committed SBE Goal to date: 12.01%

Messer Construction Company has committed 12.01% (\$337,524) of the total contract amount to the following certified firms:

- Gastonia Iron Works (SBE) (\$245,807) (structural steel)
- GDC Supplies, Equipment & Contracting (SBE, MBE) (\$55,302) (demolition)
- Berry's Containers (SBE) (\$15,200) (dumpsters)
- CES Group Engineering (SBE, WBE) (\$5,100) (surveying)

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**Agenda #: 53.File #: 15-5858 Type: Consent Item**

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- Boyle Consulting Engineers (SBE) (\$5,000) (field quality control inspection)
- Window2Wall (SBE) (\$3,950) (aluminum doors/frames)
- Sir Speedy (SBE) (\$3,750) (construction signage)
- Sweetwater Utility Exploration (SBE) (\$2,415) (utility location)
- Richa Graphics (SBE) (\$1,000) (blueprinting services)

Established MBE Goal: 6.00%

Committed MBE Goal (at time of Bid): 1.97%

Committed MBE Goal to date: 7.74%

Messer Construction Company has committed 7.74% (\$217,324) of the total contract amount to the following certified firms:

- NC Interiors (MBE) (\$157,272) (drywall/acoustic)
- GDC Supplies, Equipment & Contracting (MBE, SBE) (\$55,302) (demolition)
- Sir Speedy (MBE, SBE) (\$3,750) (construction signage)
- Richa Graphics (MBE, SBE) (\$1,000) (blueprinting services)

**Fiscal Note**

Funding: Aviation Community Investment Plan

**Attachment(s)**

Budget Ordinance

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE NUMBER 9104-X, THE 2017-2018 BUDGET ORDINANCE PROVIDING AN APPROPRIATION OF \$2,809,400 FROM THE AVIATION EXCLUDED DISCRETIONARY FUND FOR THE AMERICAN AIRLINES LINE MAINTENANCE HANGAR EXPANSION PROJECT

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

- Section 1. That the sum of \$2,809,400 is available from the Aviation Excluded Discretionary Fund for the contract with Messer Construction Company
- Section 2. That the sum of \$2,809,400 is hereby appropriated from the Excluded Discretionary Fund to the Aviation Community Investment Plan Fund to the following project(s):
- |         |            |
|---------|------------|
| Fund    | 6064       |
| Project | 4020901579 |
| Source  | 6000       |
| Type    | 60006001   |
| Year    | 0000       |
- Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.
- Section 4. All ordinances in conflict with this ordinance are hereby repealed.
- Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

\_\_\_\_\_  
City Attorney





**Agenda Date: 7/24/2017**

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**Agenda #: 54. File #: 15-5932 Type: Consent Item**

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## **Airport Sewer Line Design Services**

### **Action:**

**Approve a contract in the amount of \$399,400 with STV Engineers, Inc. for sewer design services for the Concourse A and Terminal Lobby Expansion projects.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- To accommodate future expansion and development at the Airport, Aviation has identified the need to begin preliminary work for constructing a new sanitary sewer system at the Airport.
- This contract includes surveying, geotechnical and utility coordination, traffic control, and sewer design engineering services.
- On April 14, 2014, the City issued a Request for Qualifications (RFQ); 14 proposals were received from interested service providers.
- STV Engineers, Inc. best meets the City's needs on the basis of demonstrated competence and qualification of professional services in response to the RFQ requirements.
- The project is estimated to be complete by the end of 2018.

### **Charlotte Business INClusion**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INClusion Policy).

STV Engineers, Inc. has committed 12.06% (\$48,185) of the total contract amount to the following certified firm:

- Gavel & Dorn Engineering, PLLC (SBE) (\$48,185) (geotechnical and construction material testing)

### **Fiscal Note**

Funding: Aviation Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 55.File #: 15-5833 Type: Consent Item**

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## **Airport Real Estate Appraisal Services**

### **Action:**

- A. Approve unit price contracts with the following companies for Real Estate Appraisal Services for an initial term of three years:**
- Paul E. Finnen and Associates,
  - JC Morgan Co.,
  - John J. Locke, and
  - T.B. Harris Jr. & Associates, Inc.,
- B. Authorize the City Manager to renew the contracts for up to two additional, one-year terms with possible price adjustments and to amend the contracts consistent with the purpose for which the contract was approved, and**
- C. Adopt a budget ordinance appropriating \$665,000 from the Aviation Discretionary Fund to the Aviation Community Investment Plan Fund.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- Certified independent real estate appraisal services are required during the real estate acquisition phase of the Airport Master Plan, economic development, part 150 noise compatibility projects.
- Each property must have an appraisal and each appraisal must be reviewed by a separate appraiser before just compensation can be established.
- On May 3, 2017, the City issued a Request for Proposals (RFP); seven proposals were received from interested service providers.
- Paul E. Finnen and Associates, JC Morgan Co., John J. Locke, and T.B. Harris Jr & Associates, Inc. best meet the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Parcels will be assigned on a work order basis using the unit prices provided in the contracts.
- The annual combined expenditures are estimated to be \$133,000.

### **Disadvantaged Business Enterprise**

No subcontracting goal was established because there are no subcontracting opportunities.

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**Agenda #:** 55.**File #:** 15-5833 **Type:** Consent Item

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**Fiscal Note**

Funding: Aviation Community Investment Plan

Funding to be replaced by future grant proceeds, general airport revenue bonds, or passenger facility charge funds

**Attachment(s)**

Budget Ordinance

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE NUMBER 9104-X, THE 2017-2018 BUDGET ORDINANCE PROVIDING  
AN APPROPRIATION OF \$665,000 FROM THE AVIATION DISCRETIONARY FUND FOR  
REAL ESTATE APPRAISAL SERVICES

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

Section 1. That the sum of \$665,000 is available from the Aviation Discretionary Fund  
for the contracts with:

- 1 Paul E. Finnen and Associates
- 2 JC Morgan Co.
- 3 John J. Locke
- 4 T.B. Harris Jr. & Associates

Section 2. That the sum of \$665,000 is hereby appropriated from the Aviation Discretionary Fund  
to the Aviation Community Investment Plan Fund to the following project(s):

Fund	6064	Fund	6064	Fund	6064
Project	4020902979	Project	4020901543	Project	4020901813
Amount	\$173,300	Amount	\$383,300	Amount	\$108,400
Source	6000	Source	6000	Source	6000
Type	60006001	Type	60006001	Type	60006001
Year	0000	Year	0000	Year	0000

Funding to be replaced by future grant proceeds, general airport revenue bonds, or passenger facility charge funds

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

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

Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

\_\_\_\_\_  
City Attorney



**Agenda Date: 7/24/2017**

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**Agenda #: 56. File #: 15-5850 Type: Consent Item**

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## **Runway 18R/36L Safety Area Grading Improvements**

### **Action:**

**Award a contract in the amount of \$1,017,825 to the lowest responsive bidder Hi-Way Paving, Inc. for the Runway 18R/36L Safety Area Grading Improvement project.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- This project consists of grading, erosion control, and grass seeding of the Runway Safety Areas (RSA) for Runway 18R-36L in order to meet Federal Aviation Administration requirements.
- On May 22, 2017, the City issued an Invitation to Bid; three bids were received from interested service providers.
- Hi-Way Paving, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by the end of calendar year 2017.

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

Established DBE Goal: 31.00%

Committed DBE Goal: 31.00%

Hi-Way Paving, Inc. met the established subcontracting goal, and has committed 31.00% (\$315,526) of the total contract amount to the following certified firm:

- Herndon, Inc. (DBE) (\$315,526) (seeding, erosion control, compost)

### **Fiscal Note**

Funding: Aviation Community Investment Plan



**Agenda Date: 7/24/2017**

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**Agenda #: 57.File #: 15-5851 Type: Consent Item**

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## **Runway 18R/36L Airport Joint Sealant Improvements**

### **Action:**

**Award a contract in the amount of \$1,799,547 to the lowest responsive bidder, Interstate Sealant and Concrete, Inc. for the Runway 18R/36L Joint Sealant Improvement project.**

### **Explanation**

- On November 28, 2016, City Council approved a design contract with Talbert, Bright, and Ellington to develop a set of construction documents to address the improvement of the joint sealant material.
- This project consists of replacing approximately 450,000 linear feet of joint sealant material along the existing concrete pavement and associated taxiways for Runway 18R-36L.
- On May 22, 2017, the City issued an Invitation to Bid; three bids were received from interested service providers.
- Interstate Sealant and Concrete, Inc. was selected as the lowest responsive, responsible bidder.
- Interstate Sealant and Concrete, Inc. is registered as a Small Business Enterprise and a Disadvantaged Business Enterprise.
- The project is anticipated to be complete by September of 2018.

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

Established DBE Goal: 16.00%

Committed DBE Goal: 98.08%

Interstate Sealant and Concrete, Inc. exceeded the established subcontracting goal, and has committed 98.08% (\$1,764,947) of the total contract amount to the following certified firms:

- Interstate Sealant and Concrete, Inc. (DBE) (\$1,650,119) (joint sealing, spall repair, crack sealing)
- Airfield Solutions, LLC (DBE) (\$66,828) (airport barricades manufacturer and supplier)
- Alamance Striping & Equipment (DBE) (\$48,000) (pavement marking)

Interstate Sealant and Concrete, Inc. is a DBE firm. Per 49 Code of Federal Regulations Part 26, a DBE firm can count all work performed by their own forces toward the established goals.

### **Fiscal Note**

Funding: Aviation Community Investment Plan

This project is partially funded (75% of the cost) by an Airport Improvement Program grant from the Federal Aviation Administration.



**Agenda Date: 7/24/2017**

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**Agenda #: 58. File #: 15-5768 Type: Consent Item**

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## **Airport Vending Services Contract Amendment**

### **Action:**

- A. Approve contract amendment #1 with Compass Group USA, Inc. to provide vending services for an additional two-year term, and**
- B. Authorize the City Manager to renew the contract for up to two additional, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

Brent Cagle, Aviation  
Haley Gentry, Aviation

### **Explanation**

- As a 24 hour/7 day a week operation, the Airport constantly serves customers and employees at the CLT Center located at 5601 Wilkinson Boulevard.
- In February 2016, the Aviation Department held an informal solicitation process to select a new vending service provider for the CLT Center.
- Compass Group USA, Inc. was selected based on its competitive pricing, payment methods, variety of product, and comprehensive support and maintenance services.
- On July 1, 2016, Aviation entered into a three-year agreement with Compass Group USA, Inc.
- Contract amendment #1 will extend this contract to a five-year term, with the option of two additional, one-year renewals.
- On July 18, 2017, the City Manager's Office approved a waiver of solicitation for this contract.
- Estimated contract expenditures are \$65,000 annually.

### **Charlotte Business INclusion**

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

### **Fiscal Note**

Funding: Aviation Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 59. File #: 15-5849 Type: Consent Item**

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## **Airport Taxiway A Rehabilitation Design Contract Amendment**

### **Action:**

**Approve contract amendment #1 in the amount of \$377,517 to Talbert, Bright and Ellington, Inc. for design and construction related professional services for the Taxiway A Rehabilitation project.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- On April 11, 2016, City Council approved a contract in the amount of \$490,929.50 with Talbert, Bright and Ellington, Inc. to provide design services for the Taxiway A Rehabilitation project.
- The Federal Aviation Administration (FAA) recommended the Aviation Department incorporate additional work to bring Taxiways A, G, and R Intersections up to current design standards.
- Contract amendment #1, in the amount of \$377,517 will provide additional design, construction administration, and quality assurance services to address FAA recommendations.
- The Aviation Department anticipates returning to City Council for approval of the construction contract in fall 2017.
- The total value of the contract, including amendments, is \$868,446.50.

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

Talbert, Bright and Ellington, Inc. has committed 47.82% (\$180,517) of the total amendment to the following certified firms:

- On-Spec Engineering PC (DBE, SBE) (\$171,017) (quality assurance testing)
- Accutech Surveying and Mapping (DBE, SBE) (\$9,500) (surveying)

### **Fiscal Note**

Funding: Aviation Community Investment Plan  
Funding to be replaced by future grant proceeds





**Agenda Date: 7/24/2017**

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**Agenda #: 60. File #: 15-5767 Type: Consent Item**

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## **Cyber Security Audit and Assessment Services**

### **Action:**

- A. Approve a contract with Root9B for Security Audit and Assessment Services for an initial term of three years, and**
- B. Authorize the City Manager to renew the contract for up to two additional one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

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

Jeff Stovall, Innovation and Technology  
Randy Moulton, Innovation and Technology

### **Explanation**

- The City uses an outside service provider to audit and assess the technical security vulnerabilities the City faces and to recommend measures to mitigate these risks.
- On February 16, 2017, the City issued a Request for Proposals (RFP); twenty-two proposals were received from interested service providers.
- Root9B best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Staff anticipates renewing the contract for up to two additional, one-year terms at prices to be negotiated based on market conditions.
- Estimated contract expenditures are \$200,000 for the first year and \$100,000 annually for the remaining two years of the initial term as well as each optional one-year renewal.

### **Charlotte Business INclusion**

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

### **Fiscal Note**

Funding: Innovation and Technology Operating Budget



**Agenda Date: 7/24/2017**

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**Agenda #: 61. File #: 15-6066 Type: Consent Item**

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## **Cooperative Purchasing Contracts for Construction, Mowing, Turf and Tree Management Equipment**

### **Action:**

- A. Approve the following cooperative contracts with National Joint Powers Alliance (NJPA) as Citywide contracts for the purchase of construction, mowing, turf, and tree management equipment, as authorized by G.S. 143-129(e)(3) for the term of one year,**
- Clark Equipment Company (NJPA contract #042815-CEC),
  - Ascendum Machinery Inc. (NJPA contract #052015-CEC),
  - H&E Equipment Services Inc. (NJPA contract #032515-GUS),
  - Tri-State Pump and Control Inc. (NJPA contract #070313-JCS),
  - Charlotte Tractor (NJPA contract #070313-KBA),
  - Vermeer Mid Atlantic LLC (NJPA contract #070313-VRM),
  - Altec Industries Inc. (NJPA contract #031014-ALT), and
- B. Authorize the City Manager to extend the contract for additional one-year terms as long as the cooperative contract is in effect, at prices and terms that are the same or more favorable than those offered under the cooperative contract.**

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

Randy Harrington, Management and Financial Services  
Chris Trull, Management and Financial Services

### **Cooperative Purchasing Exemption**

NC S.L. 2001-328, effective January 1, 2002, authorizes competitive group purchasing.

### **Explanation**

- The City assesses vehicles and equipment on an annual basis to determine replacement needs based on a rating of vehicle usage, age, maintenance costs, and condition.
- Cooperative purchasing contracts aggregate purchasing power at a regional and national level to provide goods to public agencies at best value.
- The vendors above have contracts awarded through the National Joint Powers Alliance that offers competitively obtained contracts to public agencies regionally and nationwide for public works vehicles and equipment.
- Unit prices, set forth in the proposed contracts, are available upon request.
- Fiscal Year 2018 expenditures are estimated to be \$1,077,000.

### **Charlotte Business INclusion**

Cooperative purchasing contracts are exempt (Part A: Appendix 27 of the Charlotte Business INclusion Policy).

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**Agenda #:** 61.**File #:** 15-6066 **Type:** Consent Item

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**Fiscal Note**

Funding: General and Enterprise Capital Equipment Replacement Funds



**Agenda Date: 7/24/2017**

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**Agenda #: 62.File #: 15-5828 Type: Consent Item**

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## **Cooperative Purchasing Contracts for Building Maintenance**

### **Action:**

- A. Approve the following cooperative purchasing contracts as Citywide contracts, as authorized by G.S. 143-129(e)(3) for the term of three years:**
- **Otis United Technologies for the purchase of elevator and escalator products and maintenance services under National IPA contract #3844899,**
  - **Trane for the purchase of HVAC products and services under the U.S. Communities Government Purchasing Alliance contract #15-JLP-023, and**
- B. Authorize the City Manager to extend the contracts for additional one-year terms as long as the cooperative contract is in effect, at prices and terms that are the same or more favorable than those offered under the cooperative contract.**

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

Randy Harrington, Management and Financial Services  
Susan Walker, Management and Financial Services

### **Cooperative Purchasing Exemption**

NC S.L. 2001-328, effective January 1, 2002, authorizes competitive group purchasing.

### **Explanation**

- Products and services purchased through these contracts will include elevator products and services, and HVAC products and services as needed.
- Annual contract expenditures are estimated below:
  - Otis United Technologies at \$500,000,
  - Trane at \$500,000.

### **Charlotte Business INclusion**

These are cooperative purchasing contracts and are exempt (Part A: Appendix 27 of the Charlotte Business INclusion Policy).

### **Fiscal Note**

Funding: Various Department Operating and Capital Budgets



**Agenda Date: 7/24/2017**

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**Agenda #: 63.File #: 15-5690 Type: Consent Item**

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## **Cooperative Purchasing Contracts for Vehicles and Equipment**

### **Action:**

- A. Approve the following cooperative contracts with North Carolina Sheriff's Association (NCSA) as Citywide contracts for the purchase of automobiles, refuse and heavy equipment, as authorized by G.S. 143-129(e)(3), for the term of one year:**
- Asheville Ford Lincoln, Ben Mynatt Chevrolet Cadillac, Parks Chevrolet, and Piedmont Truck Center Inc. (NCSA contract #17-03-0912),
  - Amick Equipment Co., Excel Truck Group, Southern Truck Service Inc., and Young's Truck Center (NSCA contract #17-01-0617R),
  - Southern Vac, Gregory Poole Lift Systems, Public Works Equipment and Supply Inc., and Jet-Vac Equipment Co. LLC (NSCA contract #18-02-0428), and
- B. Approve the following cooperative contracts with Houston-Galveston Area Council Buy (HGAC) for the purchase of sewer cleaning, cab chassis and street sweeping equipment as Citywide contracts, as authorized by G.S. 143-129(e)(3), for the term of one year:**
- Texas Underground Inc. and Sewer Equipment Co. of America (HGAC contract #SC01-15),
  - Doggett Freightliner of South Texas (HGAC contract #HT06-16),
  - Johnston North America (HGAC contract #SW04-16), and
- C. Authorize the City Manager to extend the contract for additional one-year terms as long as the cooperative contract is in effect, at prices and terms that are the same or more favorable than those offered under the cooperative contact.**

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

Randy Harrington, Management and Financial Services  
Chris Trull, Management and Financial Services

### **Cooperative Purchasing Exemption**

NC S.L. 2001-328, effective January 1, 2002, authorizes competitive group purchasing.

### **Explanation**

- The City assesses vehicle and equipment on an annual basis to determine replacement needs based on a rating of vehicle usage, age, maintenance costs, and condition.
- Cooperative purchasing contracts aggregate purchasing power at a regional and national level to provide goods to public agencies at best value.
- The vendors above have contracts awarded through North Carolina Sheriff's Association, and Houston-Galveston Area Council Buy, that offer competitively obtained contracts to public agencies regionally and nationwide for public works vehicles and equipment.
- Vehicles and equipment being purchased include light and medium duty pickup trucks, heavy duty cab and chassis, refuse cab and chassis, refuse bodies, street sweeping equipment, sewer cleaning equipment, and forklifts.
- Unit prices, set forth in the proposed contracts, are available upon request.

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**Agenda #: 63.File #: 15-5690 Type: Consent Item**

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- Fiscal Year 2018 expenditures are estimated to be \$10,692,654.

**Charlotte Business INclusion**

These are cooperative purchasing contracts and are exempt (Part A: Appendix 27 of the Charlotte Business INclusion Policy).

**Fiscal Note**

Funding: General and Enterprise Capital Equipment Replacement Funds



**Agenda Date: 7/24/2017**

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**Agenda #: 64. File #: 15-5689 Type: Consent Item**

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## **Equipment Purchases from State Contracts**

### **Action:**

- A. Approve the purchase of utility bodies and dump truck bodies from state contracts as authorized by G.S. 143-129(e)(9),**
- B. Approve unit price contracts with Godwin Manufacturing and Knapheide Truck Equipment for the purchase of utility bodies and dump truck bodies for the term of one-year under North Carolina state contract numbers 065A and 065C, and**
- C. Authorize the City Manager to extend the contract for additional one-year terms as long as the state contract is in effect, at prices and terms that are the same or more favorable than those offered under the state contract.**

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

Randy Harrington, Management and Financial Services  
Chris Trull, Management and Financial Services

### **State Contract Exemption**

G.S. 143-129(e)(9) allows local governments to purchase from state contracts if the contractor is willing to extend the same or more favorable prices, terms, and conditions as those established under the state contract.

### **Explanation**

- The City assesses vehicles and equipment on an annual basis to determine replacement needs based on a rating of vehicle usage, age, maintenance costs, and condition.
- State contracts aggregate purchasing power to provide goods to public agencies at the best value.
- The vendors above are willing to provide utility bodies and dump truck bodies to the City at the same or better terms as provided in the contracts with the State of North Carolina.
- Equipment being purchased from state contracts include utility bodies and dump truck bodies which will be installed into truck cab and chassis purchased from separate contracts.
- The unit prices set forth in the proposed contracts is available upon request.
- Annual expenditures are estimated to be \$1,330,000.

### **Charlotte Business INclusion**

This contract is purchased off a State contract and is exempt (Part A: Appendix 27 of the Charlotte Business INclusion Policy).

### **Fiscal Note**

Funding: General and Enterprise Capital Equipment Replacement Funds



**Agenda Date: 7/24/2017**

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**Agenda #: 65.File #: 15-5995 Type: Consent Item**

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## **Refund of Property Taxes**

### **Action:**

**Adopt a resolution authorizing the refund of property taxes assessed through clerical or assessment error in the amount of \$83,894.78.**

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

Randy Harrington, Management and Financial Services  
Susan Walker, Management and Financial Services

### **Explanation**

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

### **Pearson Review Update**

- In accordance with the ordinance approved by the City Council on August 25, 2014, and the North Carolina law, a list of refunds, which have been paid since the last City Council Business Meeting as a result of the Pearson Review, is available at the City Clerk's Office.
- The amount of Pearson Review refunds paid since the last City Council Business Agenda Meeting on June 26, 2017 totaled \$788.51.

### **Attachment(s)**

Taxpayers and Refunds Requested  
Resolution



**Taxpayers and Refunds Requested**

HELBEIN SONS LC	\$	2,382.96
HELBEIN SONS LC	\$	2,780.02
HELBEIN SONS LC	\$	3,014.95
HELBEIN SONS LC	\$	3,182.00
HELBEIN SONS LC	\$	3,395.72
HELBEIN SONS LC	\$	3,412.02
HELBEIN SONS LC	\$	8,866.19
HELBEIN SONS LC	\$	9,615.44
HELBEIN SONS LC	\$	10,148.18
HELBEIN SONS LC	\$	10,829.80
HELBEIN SONS LC	\$	10,881.79
HELBEIN SONS LC	\$	11,513.79
HOOD, ILEAN RAY	\$	203.21
HOOD, ILEAN RAY	\$	203.21
NEGRIN, LILLIAN	\$	232.56
NEGRIN, LILLIAN	\$	708.48
O'KEEFE, EDWARD PETER	\$	28.64
SCHMIDT, ROBERTA E	\$	59.84
SCHMIDT, ROBERTA E	\$	63.41
SIMMONS IRRIGATION SUPPLY INC	\$	8.07
SOWELL, DENNIS J & MAZIE L	\$	215.42
THE LYNNWOOD FOUNDATION	\$	339.19
THE LYNNWOOD FOUNDATION	\$	339.19
THE LYNNWOOD FOUNDATION	\$	363.80
THE LYNNWOOD FOUNDATION	\$	363.80
THE LYNNWOOD FOUNDATION	\$	371.55
THE LYNNWOOD FOUNDATION	\$	371.55
	<u>\$</u>	<u>83,894.78</u>

## **A RESOLUTION AUTHORIZING THE REFUND OF PROPERTY TAXES**

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

1. The City-County Tax Collector has collected property taxes from the taxpayers set out on the list attached to the Docket.
2. The City-County Tax Collector has certified that those taxpayers have made proper demand in writing for refund of the amounts set out on the schedule within the required time limits.
3. The amounts listed on the schedule were collected through either a clerical or assessment error.

NOW, THEREFORE, BE RESOLVED by the City Council of the City of Charlotte, North Carolina, in regular session assembled this 24th day of July 2017 that those taxpayers listed on the schedule of "Taxpayers and Refunds Requested" be refunded in the amounts therein set up and that the schedule and this resolution be spread upon the minutes of this meeting.



**Agenda Date: 7/24/2017**

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**Agenda #: 66.File #: 15-6009 Type: Consent Item**

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## **Meeting Minutes**

**Action:**

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

- **June 19, 2017, Zoning Meeting**
- **June 26, 2017, Business Meeting**

**Staff Resource(s):**

Stephanie Kelly, City Clerk



**Agenda Date: 7/24/2017**

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**Agenda #: 67.File #: 15-5982 Type: Consent Item**

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**In Rem Remedy: 9836 Albemarle Road (Mobile Trailer #1)**

**For In Rem Remedy, the public purpose and policy are outlined here.**

**Public Purpose:**

- Eliminate a blighting influence;
- Reduce the proportion of substandard housing;
- Increase tax value of property by making land available for potential infill housing development; and
- Support public safety initiatives.

**Policy:**

- Housing and Neighborhood Development and Community Safety

**The In Rem Remedy items were initiated from 3 categories:**

1. Public Safety - Police and/or Fire Departments
2. Complaint - petition by citizens, tenant complaint, or public agency referral
3. Field Observation - concentrated code enforcement program

**The In Rem Remedy item is listed below by category identifying the street address and neighborhood.**

**Field Observation: (9836 Albemarle Road-Mobile Trailer #1)**

**Action:**

**Adopt an Ordinance authorizing the use of In Rem Remedy to demolish and remove the structure at (9836 Albemarle Road-Mobile Trailer #1) (Neighborhood Profile Area 220).**

**Attachment(s)**

In Rem Packet for (9836 Albemarle Road-Mobile Trailer #1)

## ORDINANCE

AN ORDINANCE ORDERING THE DEMOLITION AND REMOVAL OF THE DWELLING AT 9836 ALBEMARLE ROAD (20170003986) PURSUANT TO THE HOUSING CODE OF THE CITY OF CHARLOTTE AND ARTICLE 19, PART 6, CHAPTER 160A OF THE GENERAL STATUTES OF NORTH CAROLINA, SAID BUILDING BEING THE PROPERTY OF SUSAN MARTHA CUNNINGHAM BRAZZELL 1005 WEST TRADE STREET UNIT 3210 CHARLOTTE, NC 28202

WHEREAS, the dwelling located at 9836 Albemarle Road (20170003986) in the City of Charlotte has been found by the Code Enforcement Official of the City of Charlotte to be in violation of the Housing Code of the City of Charlotte and the owners thereof have been ordered to demolish and remove said dwelling; and

WHEREAS, said owner(s) have failed to comply in a timely fashion.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Charlotte, North Carolina, that the Code Enforcement Official of the City of Charlotte is hereby ordered to cause the demolition and removal of the dwelling located at 9836 Albemarle Road (20170003986) in the City of Charlotte in accordance with the Housing Code of the City of Charlotte. This Ordinance shall become effective upon its adoption.

APPROVED AS TO FORM:

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Senior Assistant City Attorney

<b>GENERAL INFORMATION</b>	
Property Address	9836 Albemarle Road (20170003986) Mobile Home
Neighborhood	Neighborhood Profile Area 220
Council District	#5
Owner(s)	Susan Martha Cunningham Brazzell
Owner(s) Address	1005 West Trade Street Unit 3210 Charlotte, NC 28202
<b>KEY FACTS</b>	
Focus Area	Housing & Neighborhood Development & Community Safety Plan
<b>CODE ENFORCEMENT INFORMATION</b>	
◆ Reason for Inspection:	Field Observation
◆ Date of the Inspection:	02/17/2017
◆ Owner and Party in Interest notified of Complaint and Notice of Hearing by advertisement and certified mail by:	03/03/2017 03/21/2017
◆ Title report received:	03/10/2017
◆ Held hearing for Owner and Party in Interest by:	03/16/2017 04/05/2017
◆ Owner and Party in Interest attend hearing:	Yes-owner
◆ Filed Lis Pendens:	04/11/2017
◆ Owner and Party in Interest ordered to demolish structure by:	04/06/2017 04/26/2017
◆ Owner has not repaired, or complied with order to demolish.	
◆ Structure occupied:	No
◆ Demolition cost:	\$4,500
◆ Lien will be placed on the property for the cost of Demolition.	

## NOTIFICATION TO OWNER

Owner and parties of interest have been advised that failure to comply with the Order to Demolish the structure would result in City Council being requested to approve demolition by the City and a lien being placed on the property for the cost of demolition.

## OPTIONS

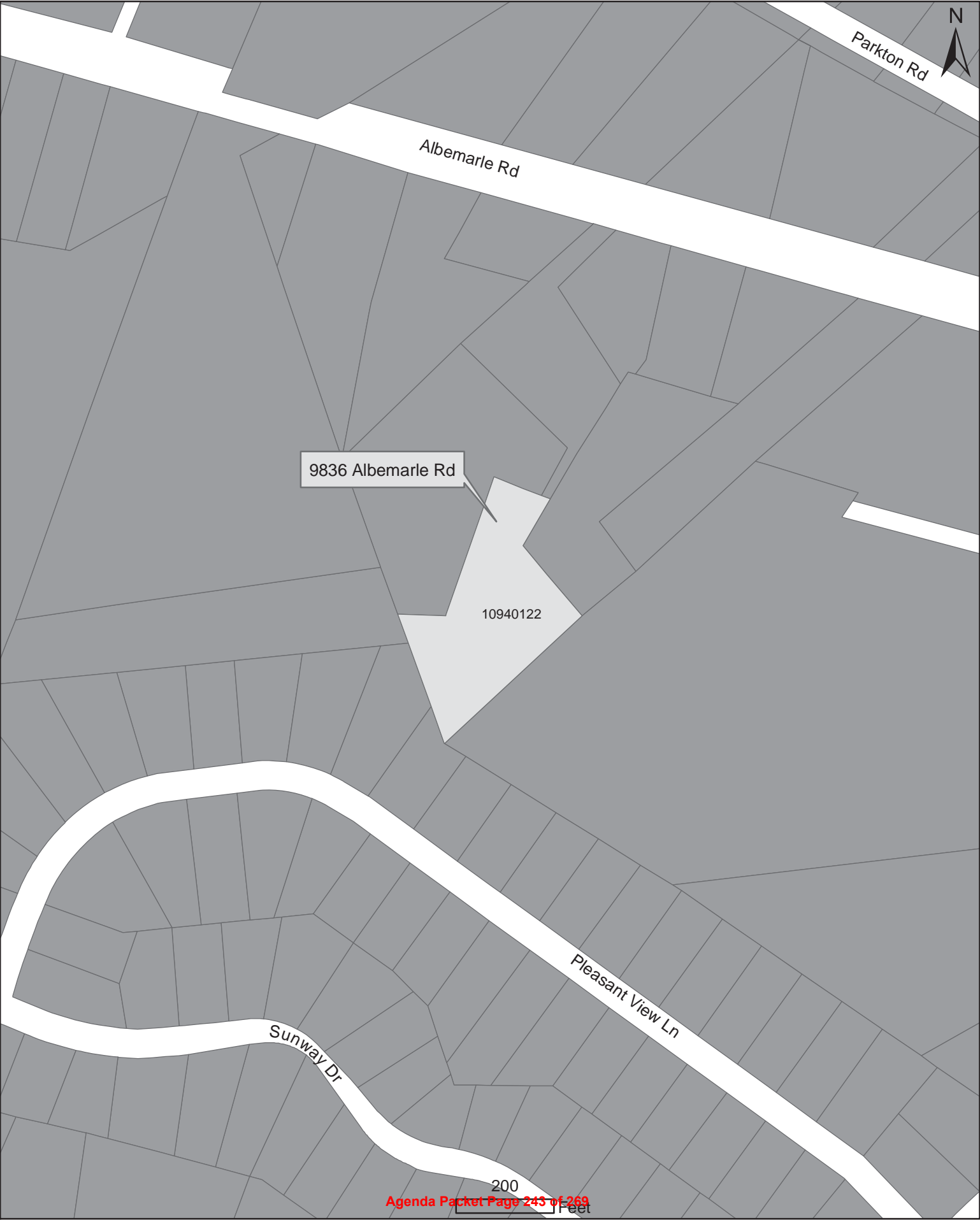
IN-REM REPAIR	REHAB TO CITY STANDARD	REPLACEMENT HOUSING	DEMOLITION
Estimated In-Rem Repair Cost: \$17,860	Acquisition & Rehabilitation Cost	New Replacement Structure Cost	Demolition Cost \$4,500
In-Rem Repair is not recommended because the In-Rem Repair cost is greater than 65% of the tax value.	Acquisition and rehabilitation are not applicable, because this is a manufactured home.	Replacement housing is not applicable, because this is a manufactured home.	

## RECOMMENDATION FOR DEMOLITION

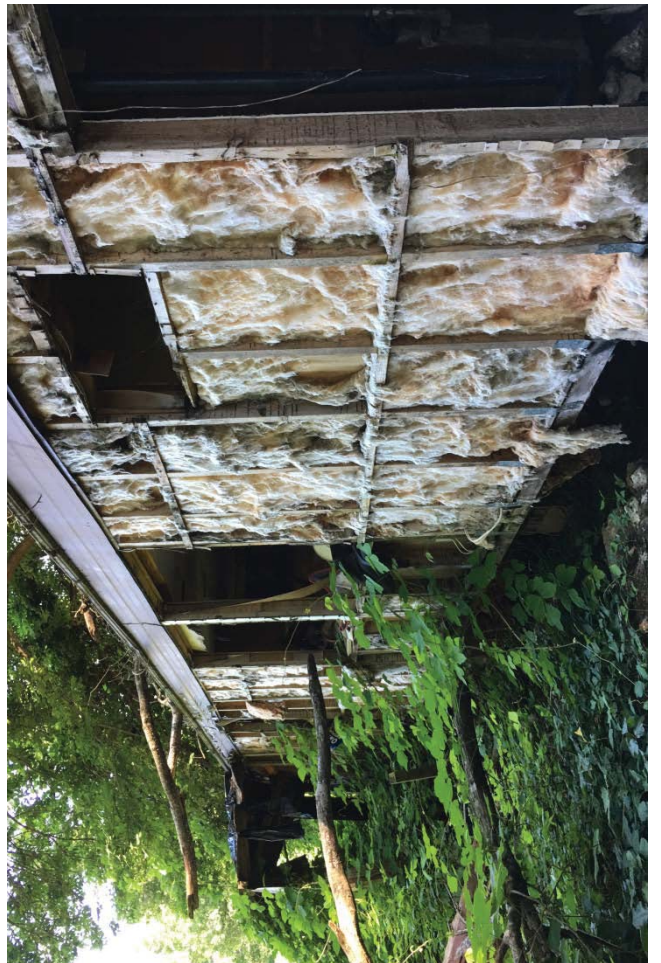
Demolition is recommended because:

- Estimated In-Rem Repair cost of: \$17,860 which is 1,488% of the structure tax value, which is \$1,200.
- City rehab costs analysis is not applicable.
- New construction analysis is not applicable.
- Violations include: Structural, Heating and Plumbing violations: Roof covering damaged/loose. Leaning piers. Missing multiple windows. Missing entry door. No heat source. Missing exterior wall covering. Missing water heater.
- The age of the manufactured home is unknown.

# 9836 Albemarle Road











**Agenda Date: 7/24/2017**

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**Agenda #: 68.File #: 15-5983 Type: Consent Item**

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**In Rem Remedy: 9836 Albemarle Road (Mobile Trailer #2)**

**For In Rem Remedy, the public purpose and policy are outlined here.**

**Public Purpose:**

- Eliminate a blighting influence;
- Reduce the proportion of substandard housing;
- Increase tax value of property by making land available for potential infill housing development; and
- Support public safety initiatives.

**Policy:**

- Housing and Neighborhood Development and Community Safety

**The In Rem Remedy items were initiated from 3 categories:**

1. Public Safety - Police and/or Fire Departments
2. Complaint - petition by citizens, tenant complaint, or public agency referral
3. Field Observation - concentrated code enforcement program

**The In Rem Remedy item is listed below by category identifying the street address and neighborhood.**

**Field Observation: (9836 Albemarle Road-Mobile Trailer #2)**

**Action:**

**Adopt an Ordinance authorizing the use of In Rem Remedy to demolish and remove the structure at (9836 Albemarle Road-Mobile Trailer #2) (Neighborhood Profile Area 220).**

**Attachment(s)**

In Rem Packet for (9836 Albemarle Road-Mobile Trailer #2)

## ORDINANCE

AN ORDINANCE ORDERING THE DEMOLITION AND REMOVAL OF THE DWELLING AT 9836 ALBEMARLE ROAD (20170005575) PURSUANT TO THE HOUSING CODE OF THE CITY OF CHARLOTTE AND ARTICLE 19, PART 6, CHAPTER 160A OF THE GENERAL STATUTES OF NORTH CAROLINA, SAID BUILDING BEING THE PROPERTY OF SUSAN MARTHA CUNNINGHAM BRAZZELL 1005 WEST TRADE STREET UNIT 3210 CHARLOTTE, NC 28202

WHEREAS, the dwelling located at 9836 Albemarle Road (20170005575) in the City of Charlotte has been found by the Code Enforcement Official of the City of Charlotte to be in violation of the Housing Code of the City of Charlotte and the owners thereof have been ordered to demolish and remove said dwelling; and

WHEREAS, said owner(s) have failed to comply in a timely fashion.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Charlotte, North Carolina, that the Code Enforcement Official of the City of Charlotte is hereby ordered to cause the demolition and removal of the dwelling located at 9836 Albemarle Road (20170005575) in the City of Charlotte in accordance with the Housing Code of the City of Charlotte. This Ordinance shall become effective upon its adoption.

APPROVED AS TO FORM:

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Senior Assistant City Attorney

<b>GENERAL INFORMATION</b>	
Property Address	9836 Albemarle Road (20170005575) Mobile Home
Neighborhood	Neighborhood Profile Area 220
Council District	#5
Owner(s)	Susan Martha Cunningham Brazzell
Owner(s) Address	1005 West Trade Street Unit 3210 Charlotte, NC 28202
<b>KEY FACTS</b>	
Focus Area	Housing & Neighborhood Development & Community Safety Plan
<b>CODE ENFORCEMENT INFORMATION</b>	
◆ Reason for Inspection:	Field Observation
◆ Date of the Inspection:	02/17/2017
◆ Owner and Party in Interest notified of Complaint and Notice of Hearing by advertisement and certified mail by:	03/03/2017 03/21/2017
◆ Title report received:	03/10/2017
◆ Held hearing for Owner and Party in Interest by:	03/16/2017 04/05/2017
◆ Owner and Party in Interest attend hearing:	Yes-owner
◆ Filed Lis Pendens:	04/11/2017
◆ Owner and Party in Interest ordered to demolish structure by:	04/6/2017 04/26/2017
◆ Owner has not repaired, or complied with order to demolish.	
◆ Structure occupied:	No
◆ Demolition cost:	\$4,500
◆ Lien will be placed on the property for the cost of Demolition.	

## NOTIFICATION TO OWNER

Owner and parties of interest have been advised that failure to comply with the Order to Demolish the structure would result in City Council being requested to approve demolition by the City and a lien being placed on the property for the cost of demolition.

## OPTIONS

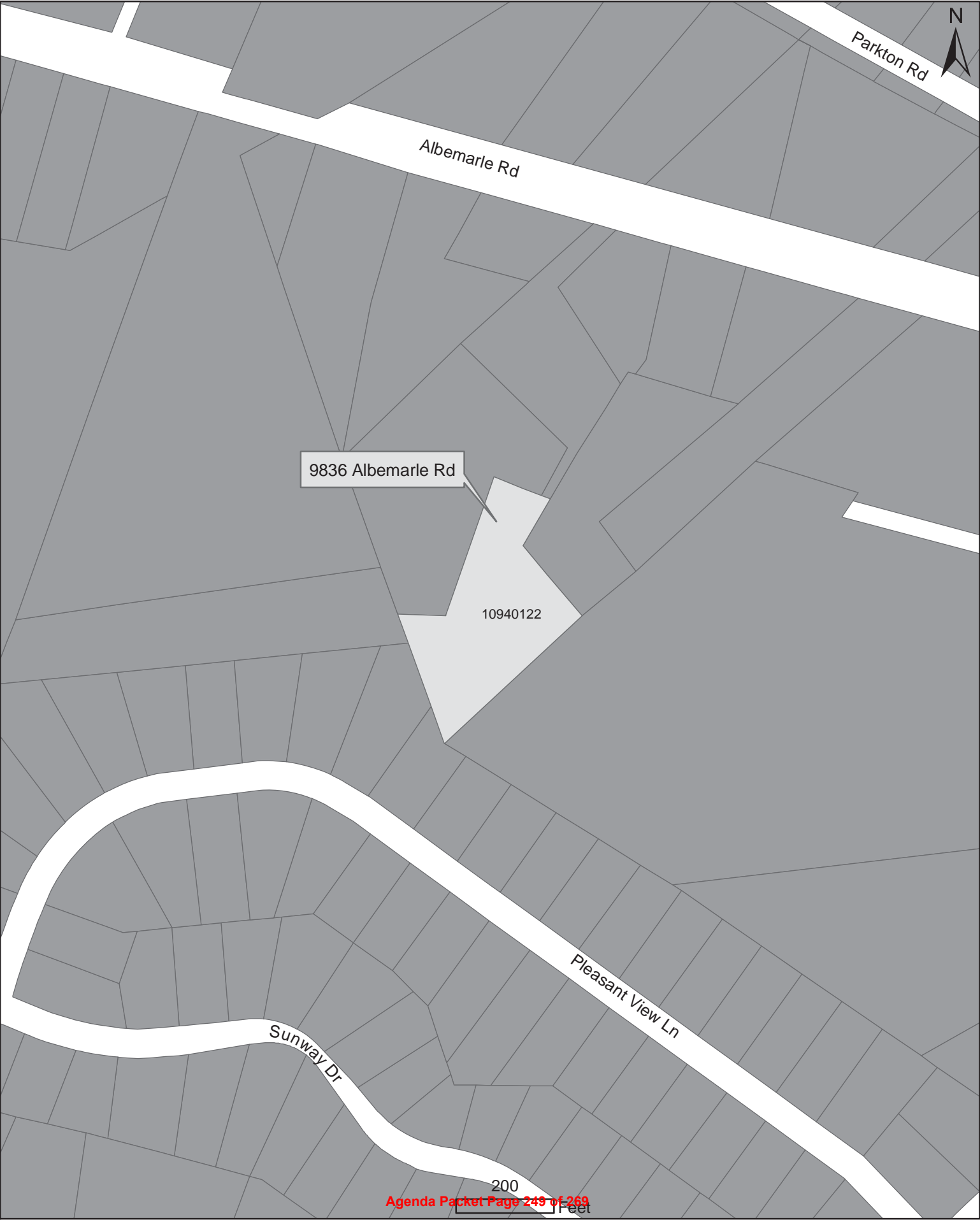
IN-REM REPAIR	REHAB TO CITY STANDARD	REPLACEMENT HOUSING	DEMOLITION
Estimated In-Rem Repair Cost: \$18,050	Acquisition & Rehabilitation Cost	New Replacement Structure Cost	Demolition Cost \$4,500
In-Rem Repair is not recommended because the In-Rem Repair cost is greater than 65% of the tax value.	Acquisition and rehabilitation are not applicable, because this is a manufactured home.	Replacement housing is not applicable, because this is a manufactured home.	

## RECOMMENDATION FOR DEMOLITION

Demolition is recommended because:

- Estimated In-Rem Repair cost of: \$18,050 which is 1,504% of the structure tax value, which is \$1,200.
- City rehab costs analysis is not applicable.
- New construction analysis is not applicable.
- Violations include: Structural and Heating violations: Roof and walls are not structurally sound. Entry doors are damaged. No heat source. Missing exterior wall covering. Partial roof collapse.
- The age of the manufactured home is unknown.

# 9836 Albemarle Road











**Agenda Date: 7/24/2017**

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**Agenda #: 69. File #: 15-5981 Type: Consent Item**

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## **In Rem Remedy: 522 West Todd Lane**

**For In Rem Remedy, the public purpose and policy are outlined here.**

**Public Purpose:**

- Eliminate a blighting influence;
- Reduce the proportion of substandard housing;
- Increase tax value of property by making land available for potential infill housing development; and
- Support public safety initiatives.

**Policy:**

- Housing and Neighborhood Development and Community Safety

**The In Rem Remedy items were initiated from 3 categories:**

1. Public Safety - Police and/or Fire Departments
2. Complaint - petition by citizens, tenant complaint, or public agency referral
3. Field Observation - concentrated code enforcement program

**The In Rem Remedy item is listed below by category identifying the street address and neighborhood.**

**Complaint: (522 West Todd Lane)**

**Action:**

**Adopt an Ordinance authorizing the use of In Rem Remedy to demolish and remove the structure at (522 West Todd Lane) (Neighborhood Profile Area 190).**

**Attachment(s)**

In Rem Packet for (522 West Todd Lane)



## ORDINANCE

AN ORDINANCE ORDERING THE DEMOLITION AND REMOVAL OF THE DWELLING AT 522 WEST TODD LANE PURSUANT TO THE HOUSING CODE OF THE CITY OF CHARLOTTE AND ARTICLE 19, PART 6, CHAPTER 160A OF THE GENERAL STATUTES OF NORTH CAROLINA, SAID BUILDING BEING THE PROPERTY OF CHARLES EDWARD MOORE, ROBERT LEE MOORE, DELORES MOORE STEVENSON, CALVIN MOORE, JOANNE MOORE ALSTON AND THERESA MOORE 4903 ENDOLWOOD DRIVE APT.D CHARLOTTE, NC 28215

WHEREAS, the dwelling located at 522 West Todd Lane in the City of Charlotte has been found by the Code Enforcement Official of the City of Charlotte to be in violation of the Housing Code of the City of Charlotte and the owners thereof have been ordered to demolish and remove said dwelling; and

WHEREAS, said owner(s) have failed to comply in a timely fashion.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Charlotte, North Carolina, that the Code Enforcement Official of the City of Charlotte is hereby ordered to cause the demolition and removal of the dwelling located at 522 West Todd Lane in the City of Charlotte in accordance with the Housing Code of the City of Charlotte. This Ordinance shall become effective upon its adoption.

APPROVED AS TO FORM:

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Senior Assistant City Attorney

<b>GENERAL INFORMATION</b>	
Property Address	522 West Todd Lane
Neighborhood	Neighborhood Profile Area 190
Council District	#2
Owner(s)	Charles Edward Moore, Robert Lee Moore, Delores Moore Stevenson, Calvin Moore, Joanne Moore Alston, Theresa Moore
Owner(s) Address	4903 Endolwood Drive Apt.D Charlotte, NC 28215
<b>KEY FACTS</b>	
Focus Area	Housing & Neighborhood Development & Community Safety Plan
<b>CODE ENFORCEMENT INFORMATION</b>	
◆ Reason for Inspection:	Petition
◆ Date of the Inspection:	04/03/2014
◆ Received title search revealing heirs to property:	12/18/2014
◆ Owner(s) notified of Complaint and Notice of Hearing by advertisement and certified mail by:	12/02/2014; 10/02/2015; 02/19/2016; 11/30/2016
◆ Held hearing for owner(s) by:	12/19/2014; 10/14/2015; 03/04/2016; 12/20/2016
◆ Owner(s) attend hearing:	Yes
◆ Owner(s) ordered to demolish structure by:	01/29/2015; 11/02/2015 03/28/2016; 01/11/2017
◆ Filed Lis Pendens:	09/09/2014; 12/05/2014; 05/24/2016; 12/21/2016; 02/16/2017
◆ Title Search updated revealing no changes:	03/21/2017
◆ Owner has not repaired, or complied with order to demolish.	
◆ Structure occupied:	No
◆ Estimated demolition cost:	\$5,200
◆ Lien will be placed on the property for the cost of Demolition.	

## NOTIFICATION TO OWNER

Owner and parties of interest have been advised that failure to comply with the Order to Demolish the structure would result in City Council being requested to approve demolition by the City and a lien being placed on the property for the cost of demolition.

## OPTIONS

IN-REM REPAIR	REHAB TO CITY STANDARD	REPLACEMENT HOUSING	DEMOLITION
Estimated In-Rem Repair Cost: \$29,300	Acquisition & Rehabilitation Cost (Existing structure: 846 sq. ft. total) Economic Life: 15-20 years Estimated cost-\$63,251	New Replacement Structure Cost (Structure: 1,000 sq. ft. total) Economic Life: 50 years Estimated cost-\$95,151	Estimated Demolition Cost \$5,200
In-Rem Repair is not recommended because the In-Rem Repair cost is greater than 65% of the tax value.	Acquisition: Tax values: - Structure: \$ 9,600 - Storage: \$ 500 - Land: \$ 10,200 Total Acquisition: \$ 20,300  Estimated Rehabilitation Cost: \$ 42,300 Outstanding Loans \$ 0 Property Taxes owed: \$ 564 Interest on Taxes owed: \$ 87 Total: \$ 42,951	Acquisition: Tax values: - Structure: \$ 9,600 - Storage: \$ 500 - Land: \$ 10,200 Total Acquisition: \$ 20,300  New structure: \$ 69,000 Estimated demolition cost: \$ 5,200 Outstanding Loans: \$ 0 Property Taxes owed: \$ 564 Interest on Taxes owed: \$ 87 Total: \$ 74,851	

## RECOMMENDATION FOR DEMOLITION

Demolition is recommended because:

Estimated In-Rem Repair cost of: \$29,300 (\$34.63/sq. ft.), which is 305.20% of the structure tax value, which is \$9,600.

- City rehab costs analysis shows that rehabilitation is not feasible because the cost is prohibitive.
- New construction analysis shows that new construction is not feasible because the cost is prohibitive.
- Violations include: Structural, electrical, plumbing and heating violations. Missing wall covering. Holes in ceilings. Windows are inoperable. Missing smoke and carbon monoxide detectors. Areas of roof sheathing not structurally sound. Roof covering loose/damaged. Damaged electrical wiring. Missing plumbing fixtures. Heating equipment not present.
- The building is 60 years old and consists of 846 square feet total.
- A new 1,000 sq. ft. structure can be built for \$69,000.

# 522 West Todd Lane



522 West Todd Lane







**Agenda Date: 7/24/2017**

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**Agenda #: 70. File #: 15-5980 Type: Consent Item**

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## **In Rem Remedy: 3836 Whitehall Drive**

**For In Rem Remedy, the public purpose and policy are outlined here.**

**Public Purpose:**

- Eliminate a blighting influence;
- Reduce the proportion of substandard housing;
- Increase tax value of property by making land available for potential infill housing development; and
- Support public safety initiatives.

**Policy:**

- Housing and Neighborhood Development and Community Safety

**The In Rem Remedy items were initiated from 3 categories:**

1. Public Safety - Police and/or Fire Departments
2. Complaint - petition by citizens, tenant complaint, or public agency referral
3. Field Observation - concentrated code enforcement program

**The In Rem Remedy item is listed below by category identifying the street address and neighborhood.**

**Public Safety: (3836 Whitehall Drive)**

**Action:**

**Adopt an Ordinance authorizing the use of In Rem Remedy to demolish and remove the structure at (3836 Whitehall Drive) (Neighborhood Profile Area 387).**

**Attachment(s)**

In Rem Packet for (3836 Whitehall Drive)

## ORDINANCE

AN ORDINANCE ORDERING THE DEMOLITION AND REMOVAL OF THE DWELLING AT 3836 WHITEHALL DRIVE PURSUANT TO THE HOUSING CODE OF THE CITY OF CHARLOTTE AND ARTICLE 19, PART 6, CHAPTER 160A OF THE GENERAL STATUTES OF NORTH CAROLINA, SAID BUILDING BEING THE PROPERTY OF KNOWN AND UNKNOWN HEIRS OF MICHAEL E. KERLEY 3836 WHITEHALL DRIVE CHARLOTTE, NC 28208

WHEREAS, the dwelling located at 3836 Whitehall Drive in the City of Charlotte has been found by the Code Enforcement Official of the City of Charlotte to be in violation of the Housing Code of the City of Charlotte and the owners thereof have been ordered to demolish and remove said dwelling; and

WHEREAS, said owner(s) have failed to comply in a timely fashion.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Charlotte, North Carolina, that the Code Enforcement Official of the City of Charlotte is hereby ordered to cause the demolition and removal of the dwelling located at 3836 Whitehall Drive in the City of Charlotte in accordance with the Housing Code of the City of Charlotte. This Ordinance shall become effective upon its adoption.

APPROVED AS TO FORM:

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Senior Assistant City Attorney

<b>GENERAL INFORMATION</b>	
Property Address	3836 Whitehall Drive
Neighborhood	Neighborhood Profile Area 387
Council District	#3
Owner(s)	Known and Unknown Heirs of Michael E. Kerley
Owner(s) Address	3836 Whitehall Drive Charlotte, NC 28208
<b>KEY FACTS</b>	
Focus Area	Housing & Neighborhood Development & Community Safety Plan
<b>CODE ENFORCEMENT INFORMATION</b>	
◆ Reason for Inspection:	Public agency referral (Charlotte-Mecklenburg Police)
◆ Title report received:	04/06/2017
◆ Date of the Inspection:	04/13/2017
◆ Owner(s) notified of Complaint and Notice of Hearing by advertisement and certified mail by:	05/05/2017
◆ Held hearing for owner(s) by:	05/24/2017
◆ Owner(s) attend hearing:	No
◆ Filed Lis Pendens:	06/08/2017
◆ Owner(s) ordered to demolish structure by:	06/27/2017
◆ Owner(s) have not repaired, or complied with order to demolish.	
◆ Structure occupied:	No
◆ Demolition cost:	\$6,605
◆ Lien will be placed on the property for the cost of Demolition.	



## NOTIFICATION TO OWNER

Owner and parties of interest have been advised that failure to comply with the Order to Demolish the structure would result in City Council being requested to approve demolition by the City and a lien being placed on the property for the cost of demolition.

## OPTIONS

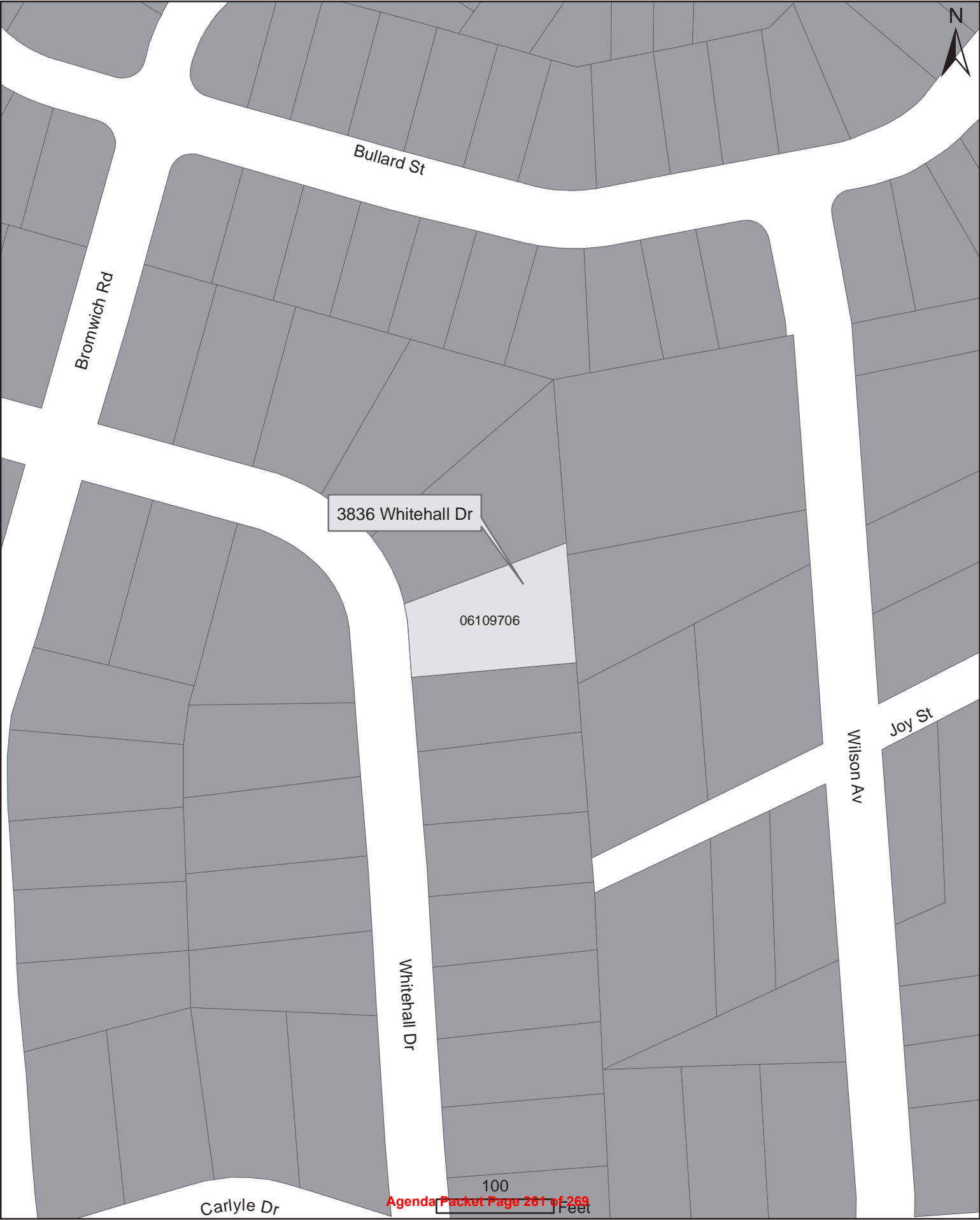
IN-REM REPAIR	REHAB TO CITY STANDARD	REPLACEMENT HOUSING	DEMOLITION
Estimated In-Rem Repair Cost: \$45,980	Acquisition & Rehabilitation Cost (Existing structure: 1,227 sq. ft. total) Economic Life: 15-20 years Estimated cost-\$141,110	New Replacement Structure Cost (Structure: 1,227 sq. ft. total) Economic Life: 50 years Estimated cost-\$171,028	Demolition Cost \$6,605
In-Rem Repair is not recommended because the In-Rem Repair cost is greater than 65% of the tax value.	Acquisition: Tax values: - Structure: \$ 61,600 - Porch: \$ 100 - Land: <u>\$ 13,500</u> Total Acquisition: \$ 75,200  Estimated Rehabilitation Cost: Cost: \$ 61,350 Outstanding Loans \$ 0 Property Taxes owed: \$ 3,399 Interest on Taxes owed: <u>\$ 1,161</u> Total: \$ 65,910	Acquisition: Tax values: - Structure: \$ 61,600 - Porch: \$ 100 - Land: <u>\$ 13,500</u> Total Acquisition: \$ 75,200  New structure: \$ 84,663 Demolition: \$ 6,605 Outstanding Loans: \$ 0 Property Taxes owed: \$ 3,399 Interest on Taxes owed: <u>\$ 1,161</u> Total: \$ 95,828	

## RECOMMENDATION FOR DEMOLITION

Demolition is recommended because:

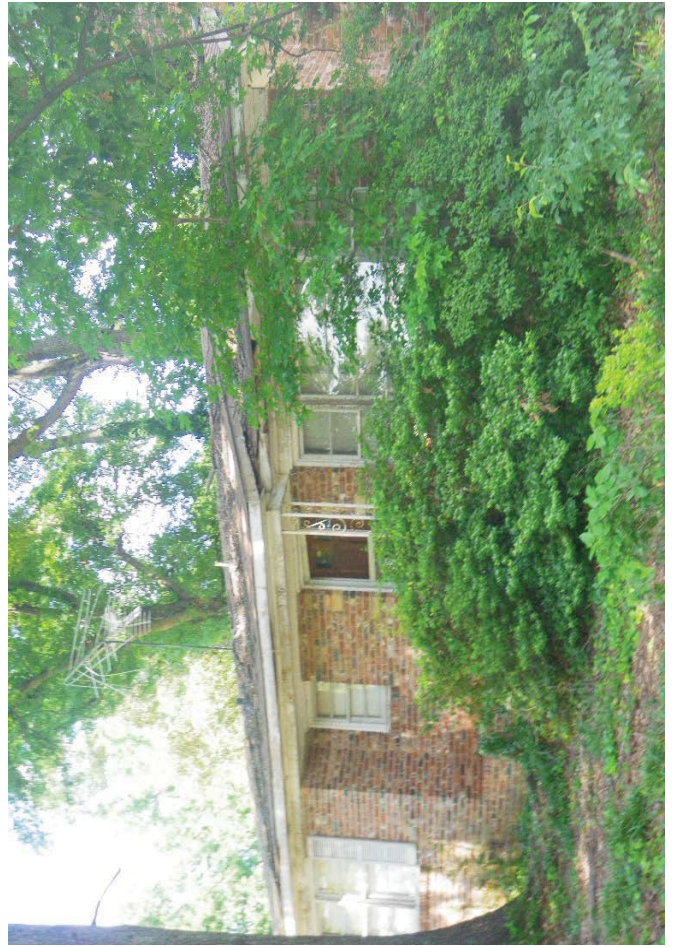
- Estimated In-Rem Repair cost of: \$45,980 (\$37.47/sq. ft.), which is 74.642 % of the structure tax value, which is \$61,600.
- City rehab costs analysis shows that rehabilitation is not feasible because the cost is prohibitive.
- New construction analysis shows that new construction is not feasible because the cost is prohibitive.
- Violations include: Structural, electrical and heating violations: Holes in ceiling covering. Portion of wall framing missing in bedroom. Broken window glass. Damaged entry door. Decayed fascia (exterior trim). Brick veneer cracked in areas. Roof covering damaged/loose. Roof sheathing decayed. Vent pipe for gas water heater damaged. Damaged electrical breaker box. Light fixtures damaged/inoperable. Heating equipment missing.
- The building is 62 years old and consists of 1,227 square feet total.
- A new 1,227 sq. ft. structure can be built for \$84,663.

# 3836 Whitehall Drive





3836 Whitehall Drive







**Agenda Date:** 7/24/2017

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**Agenda #:** 71. **File #:** 15-5972 **Type:** Consent Item

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## **Property Transactions - Long Creek Stream Rehabilitation, Parcel #1**

**Action:** **Approve the following Condemnation: Long Creek Stream Rehabilitation, Parcel #1**

**Project:** Long Creek Stream Rehabilitation, Parcel #1

**Owner(s):** Catawba Lands Conservancy

**Property Address:** 599 Belmeade Drive

**Total Parcel Area:** 2,234,147 sq. ft. (51.289 ac.)

**Property to be acquired by Easements:** 1,074,823 sq. ft. (24.675 ac.) in Temporary Construction Easement

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

**Landscaping to be impacted:** None

**Use:** Industrial

**Tax Code:** 053-061-19

**Appraised Value:** \$40,850

**Property Owner's Concerns:** The property owner was concerned about restoration of the impacted area after construction and erosion control during and after construction.

**City's Response to Property Owner's Concerns:** City staff included the restoration and erosion control construction notes as part of the construction plans to assure all concerns were addressed and agreed upon.

**Recommendation:** To avoid delay in the project schedule, staff recommends proceeding to condemnation during which time negotiations can continue, mediation is available and if necessary, just compensation can be determined by the court.

**Council District:** N/A



**Agenda Date:** 7/24/2017

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**Agenda #:** 72. **File #:** 15-5973 **Type:** Consent Item

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## **Property Transactions - Orr Road Extension, Parcel #1**

**Action:** **Approve the following Condemnation: Orr Road Extension, Parcel #1**

**Project:** Orr Road Extension, Parcel #1

**Owner(s):** Harvey W. Gouch and Louise G. Gouch

**Property Address:** 5801 North Tryon Street

**Total Parcel Area:** 68,542 sq. ft. (1.574 ac.)

**Property to be acquired by Fee:** 11,301 sq. ft. (.259 ac.) in Fee Simple

**Property to be acquired by Easements:** 3,662 sq. ft. (.084 ac.) in Greenway Easement, plus 3,738 sq. ft. (.086 ac.) in Temporary Construction Easement

**Structures/Improvements to be impacted:** Building

**Landscaping to be impacted:** None

**Zoned:** B-2

**Use:** Commercial

**Tax Code:** 089-201-25

**Appraised Value:** \$22,075

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

**City's Response to Property Owner's Concerns:** Staff informed the property owner he could obtain his own MAI certified appraisal.

**Recommendation:** To avoid delay in the project schedule, staff recommends proceeding to condemnation during which time negotiations can continue, mediation is available and if necessary, just compensation can be determined by the court.

**Council District:** 4



**Agenda Date: 7/24/2017**

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**Agenda #: 73. File #: 15-6036 Type: Consent Item**

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## **Reference - Charlotte Business INClusion Policy**

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

### **Part A: Administration & Enforcement**

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

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

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

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

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

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

**Federal Contracts Subject to DBE Requirements:** Contracts that are subject to the U.S. Department

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**Agenda #: 73.File #: 15-6036 Type: Consent Item**

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of Transportation Disadvantaged Business Enterprise Program as set forth in 49 CFR Part 26 or any successor legislation shall be Exempt Contracts.

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

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

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

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

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

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

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

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

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

**Part B: Formal Construction Bidding**

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

**Part B: Section 2.3: No Goals When There Are No Subcontracting Opportunities.**

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

**Part C: Services Procurement**

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

**Part C: Section 2.1: No Goal When There Are No MWSBE Subcontracting Opportunities.** The City shall not establish an MWSBE Goal for Service Contracts where there are no MWSBEs certified to perform the

scopes of work that the City regards as realistic opportunities for subcontracting.

**Part D: Post Contract Award Requirements**

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

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

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





**Agenda Date: 7/24/2017**

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**Agenda #: 74.File #: 15-6037 Type: Consent Item**

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## **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, City staff continues to negotiate with the property owner in an effort to reach a mutual settlement.

- If a settlement is reached, the condemnation process is stopped, and the property transaction proceeds to a real estate closing.
- If a settlement cannot be reached, the condemnation lawsuit is filed. Even after filing, negotiations continue between the property owner and the City's legal representative. Filing of the condemnation documents allows:
  - The City to gain access and title to the subject property so the capital project can proceed on schedule.
  - The City to deposit the appraised value of the property in an escrow account with the Clerk of Court. These funds may be withdrawn by the property owner immediately upon filing, and at any time thereafter, with the understanding that additional funds transfer may be required at the time of final settlement or at the conclusion of litigation.
- If a condemnation lawsuit is filed, the final trial may not occur for 18 to 24 months; however, a vast majority of the cases settle prior to final trial. The City's condemnation attorney remains actively engaged with the property owner to continue negotiations throughout litigation.
  - North Carolina law requires that all condemnation cases go through formal non-binding mediation, at which an independent certified mediator attempts to facilitate a successful settlement. For the minority of cases that do not settle, the property owner has the right to a trial by judge or jury in order to determine the amount of compensation the property owner will receive.



**Agenda Date: 7/24/2017**

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**Agenda #: 75.File #: 15-6038 Type: Consent Item**

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## **Reference - Property Acquisitions and Condemnations**

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