

# **City of Charlotte**

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



## **Meeting Agenda**

**Monday, October 23, 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 Carlenia Ivory  
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, October 23, 2017

5:00 PM

Council Chambers

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

1. Mayor and Council Consent Item Questions ..... 1
2. Closed Session..... 2
3. Agenda Overview ..... 3
4. Boards and Commissions Membership Eligibility Criteria ..... 4
5. Unified Development Ordinance and Place Type Policy ..... 5
6. Answers to Mayor and Council Consent Item Questions ..... 6

### 6:30 P.M. PUBLIC FORUM, CHARLOTTE-MECKLENBURG GOVERNMENT CENTER, CHAMBER

7. Public Forum ..... 7

### 7:00 P.M. BUSINESS MEETING, CHARLOTTE-MECKLENBURG GOVERNMENT CENTER, CHAMBER

*Call to Order*

*Roll Call*

*Introductions*

*Invocation*

*Pledge of Allegiance*

8. Consent agenda items 13 through 33 may be considered in one motion except for those items removed by a Council member. Items are removed by notifying the City Clerk. .... 8

### POLICY

9. City Manager's Report ..... 9
10. Amending City Council's Resolution on Boards and Commissions ..... 10

**BUSINESS**

11. Appointments to Keep Charlotte Beautiful..... 23
12. Mayor and City Council Topics ..... 41

**CONSENT**

13. U.S. Department of Justice National Sexual Assault Kit Initiative Grant..... 42
14. U.S. Department of Justice FY 2017 DNA Capacity Enhancement and Backlog Reduction Program ..... 44
15. Granite Pointe Apartments Bond Issuance Approval ..... 46
16. Private Developer Funds for Traffic Signal Improvements ..... 52
17. Parking Citation Management System and Related Services Contract Amendment ..... 55
18. Monroe Road Streetscape Planning and Design Contract..... 56
19. Charlotte-Mecklenburg Police Department Central Division Construction Manager at Risk Pre-Construction Services ..... 59
20. Storm Water Repair and Improvement Contract (Fiscal Year 2018-C) ..... 67
21. McAlpine Creek Wastewater Treatment Plant Equipment Procurement..... 69
22. Water Service Parts and Fittings ..... 70
23. Professional Engineering Services for Small Water and Sewer Related Projects ..... 71
24. Charlotte Water Construction Management Software..... 72
25. Charlotte Water PCB Handling Services..... 73
26. LYNX Blue Line Extension Bus Shelters ..... 75
27. Airport Terminal Lobby Expansion Design Services ..... 76
28. Airport Terminal Lobby Expansion Preconstruction Services..... 77
29. Aviation Long Term Parking Lot 2 Repaving ..... 78
30. Information Technology Professional Services Contract Amendment..... 79
31. Meeting Minutes ..... 80

**PROPERTY TRANSACTIONS**

32. Land Purchase for Charlotte-Mecklenburg Police Department University City Division Station ..... 81
33. Purchase of 5516 Central Avenue for Innovation and Technology Staff Consolidation ..... 84

***Adjournment***

**REFERENCES**

**34. Reference - Charlotte Business INClusion Policy ..... 87**

**35. Reference - Property Transaction Process ..... 90**

**36. Reference - Property Acquisitions and Condemnations ..... 91**



**Agenda Date:** 10/23/2017

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**Agenda #:** 1. **File #:** 15-6485 **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.



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**Agenda Date:** 10/23/2017

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**Agenda #:** 2. **File #:** 15-6483 **Type:** Dinner Briefing

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## **Closed Session**



# City of Charlotte

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**Agenda Date:** 10/23/2017

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**Agenda #:** 3. **File #:** 15-6484 **Type:** Dinner Briefing

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## Agenda Overview

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



**Agenda Date:** 10/23/2017

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**Agenda #:** 4. **File #:** 15-6709 **Type:** Dinner Briefing

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## **Boards and Commissions Membership Eligibility Criteria**

### **Committee Chair:**

Kenny Smith, Governance and Accountability Committee

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

Stephanie Kelly, City Clerk

**Time:** 15 minutes

### **Explanation**

- On July 24, 2017 City Council referred to the Governance and Accountability Committee review of boards and commissions' membership eligibility criteria and whether criteria used for the Citizens Review Board should be expanded to other City boards and commissions.
- The purpose of this presentation is to provide an update on the Governance and Accountability Committee's review and recommendation.

### **Future Action**

City Council will be asked to consider an eligibility revision for the Civil Service Review Board at the October 23, 2017 Business meeting.





**Agenda Date:** 10/23/2017

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**Agenda #:** 5. **File #:** 15-6469 **Type:** Dinner Briefing

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## **Unified Development Ordinance and Place Type Policy**

**Committee Chair:**

Vi Lyles, Transportation and Planning

**Staff Resource(s):**

Ed McKinney, Planning

**Time:** 45 minutes

**Explanation**

- The Charlotte Planning Department is currently leading a multi-department effort to update the City Zoning Ordinance and combine other City development ordinances to create one user-friendly Unified Development Ordinance (UDO).
- The Planning Department is also developing Place Type policies to help guide future growth and development and inform the creation of the UDO.
- Staff will brief Council on the work that has been completed to date and share an updated schedule of key milestones.
- This presentation is a referral from the Transportation and Planning Committee's April 10, 2017 meeting.

**Future Action**

For informational purposes only.



**Agenda Date:** 10/23/2017

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**Agenda #:** 6. **File #:** 15-6486 **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:** 10/23/2017

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**Agenda #:** 7. **File #:** 15-6487 **Type:** Public Hearing Item

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## Public Forum



**Agenda Date:** 10/23/2017

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**Agenda #:** 8.**File #:** 15-6488 **Type:** Consent Item

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**Consent agenda items 13 through 33 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.



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**Agenda Date:** 10/23/2017

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**Agenda #:** 9. **File #:** 15-6489 **Type:** Policy Item

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## **City Manager's Report**



**Agenda Date: 10/23/2017**

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**Agenda #: 10.File #: 15-6618 Type: Policy Item**

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## **Amending City Council's Resolution on Boards and Commissions**

### **Action:**

**Approve the Governance and Accountability Committee's recommendation and adopt a revised resolution on Boards and Commissions amending the appointment eligibility criteria for the Civil Service Board.**

### **Committee Chair:**

Kenny Smith, Governance and Accountability Committee

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

Stephanie Kelly, City Clerk's Office

### **Explanation**

- The revised resolution changes the criteria for appointment to the Civil Service Board.
- The revised resolution will exclude current and former City employees, and the spouse, parents, and children of a current or former Charlotte-Mecklenburg Police Department (CMPD) officer or Charlotte Fire Department (CFD) firefighter from serving on the Civil Service Board.
- This revised resolution also adds the language from the Citizens Review Board revised ordinance regarding appointment criteria to the resolution.
- This Resolution on Boards and Commissions was adopted by the City Council in 1997 and amended in 2000, 2003, 2009, and 2016.

### **Governance and Accountability Committee Discussion**

- At the June 26, 2017 City Council Business Meeting, Council approved the Community Safety Committee's recommendation to revise Citizens' Review Board appointment criteria; adding language to the ordinance where current and former City employees, and the spouse, parents, and children of a current or former CMPD officer shall not be eligible to serve on the board.
- At the July 24, 2017 City Council Business Meeting, Council member Smith requested a referral to the Governance and Accountability Committee to examine if the criteria for Citizens' Review Board appointments should extend to additional Council advisory boards.
- At the September 25, 2017 Committee meeting, appointment eligibility criteria, as well as potential options, were reviewed by the Committee.
- The Committee voted 4-0 (Smith, Mayfield, Kinsey, and Lyles; Phipps was not present) to recommend this revision to the resolution on Boards and Commissions.

### **Attachment(s)**

Revised Boards and Commissions Resolution  
June 26, 2017 Approved Citizens Review Board Ordinance  
October 23, 2017 Dinner Briefing Presentation  
List of City Council Advisory Boards and Commissions

**RESOLUTION OF THE CHARLOTTE CITY COUNCIL ESTABLISHING ITS POLICIES AND PROCEDURE FOR PUBLIC NOTIFICATION, NOMINATION, AND APPOINTMENT OF PERSONS TO BOARDS, COMMITTEES, AND COMMISSIONS, AND STATING CITY POLICIES FOR CONSECUTIVE TERMS, OATHS OF OFFICE, RESIDENCY, AND ATTENDANCE, AND FOR THE SUBMITTAL OF ANNUAL REVIEW REPORTS OF BOARDS AND COMMISSIONS.**

WHEREAS, the City Council of the City of Charlotte, NC, has reviewed its policies and process for public notification of vacancies, nominating, and appointing volunteer citizens to boards, committees, and commissions, and

WHEREAS, the City Council has reviewed City policies regarding, consecutive terms, residency, attendance, and review reports of boards, committees, and commissions;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Charlotte that it hereby establishes the following policies and procedures for public notification, nomination, and appointment of persons to boards, committees and commissions, and states the City's policies regarding consecutive terms, residency, attendance, and submittal of reports by boards, committees, and commissions as follows:

**Section 1. PROCESS FOR PUBLIC NOTIFICATION, NOMINATIONS AND APPOINTMENTS**

Appointments to boards, committees, and commissions shall be made monthly. City Council may nominate one person for appointment to each of the positions to be filled by Council. After nominations are closed, no further nominations may be made. If a person receives at least six nominations, the appointment may be made upon a motion, second and voice vote of Council at the same meeting at which the nomination is made. Only applicants receiving two or more nominations shall be brought forward for consideration during appointments.

At least four weeks prior to nominations, the City shall publicize vacancies to be filled by appointment of the Council as follows: (i) the City Clerk will provide the Council with a list of upcoming vacancies; and (ii) the City Clerk shall provide such information to the public through the City's website, the GOV Channel, social media and other opportunities.

Any vacancies created by resignation or automatic removal shall be included with the next group of monthly nominations. Terms expiring during any month shall remain filled by the person then holding the position until a successor is appointed and qualified.

By nominating a person who has not submitted an application for the subject board, committee, or commission, the nominating Council Member certifies that the person has indicated an interest in serving and that the nominee will submit an application with the City Clerk's Office by noon the day before the appropriate Council agenda for appointment is delivered to Council. If such application is not made, the nomination will be deemed to have been withdrawn. The City Clerk's Office will notify the nominee of the actual deadline for submitting the application the day following the nomination.

At the next business meeting after the close of nominations, the Council shall vote on the nominees for the positions to be filled. The appointments shall be determined by written ballot. A ballot containing the names and districts of nominees shall be distributed to each Council Member. Each Council Member shall vote for a nominee, sign the ballot and return it to the City Clerk at the beginning of the dinner briefing. The City Clerk shall tally and announce the votes and the results.

In accordance with the City Charter, no nominee shall be deemed appointed unless he or she receives at least six votes. At the dais, Council shall be provided with a hard copy of the voting results and any run-offs required. If no nominee receives at least six votes on the first ballot, a second ballot (or vote) shall be cast. Only the top two vote getters shall be candidates on the second ballot. If as a result of the first ballot a tie vote situation produced more than two top vote getters, (i.e., 3-3-3-2; 5-3-3; 4-2-2-2-1), the Council shall cast ballots (or vote) on the top candidates to narrow the field of candidates to two. Then a third ballot (or vote) shall be cast on the top two vote getters. If no nominee receives at least six votes after the third ballot, all nominations shall lay on the table until the next regular meeting, at which time balloting shall be done in accordance with this paragraph.

Criminal background checks are required for nominees of the following boards:

Charlotte Regional Visitors Authority	Domestic Violence Advisory Board
Civil Service Board	Charlotte Housing Authority
Housing Appeals Board	Citizens' Review Board
Passenger Vehicle for Hire	Zoning Board of Adjustment

A nominee to the Citizens Review Board who has a felony or Class A1 misdemeanor conviction, or a Class 1 or Class 2 misdemeanor conviction within three years of the date of nomination, shall not be eligible to serve. Appointments to the other listed boards may be denied for those persons convicted of crimes against a person, or crimes against property where intent is an element, or any offense involving drugs, alcohol, or gambling. Other crimes may also be considered by the Council in making appointments.

Current and former City employees, and the spouse, parents, and children of a current or former CMPD officer shall not be eligible to serve on the Citizens Review Board.

Current and former City employees, and the spouse, parents, and children of a current or former CMPD officer or CFD firefighter, shall not be eligible to serve on the Civil Service Board.

Any departure or deviation from the above process shall not affect the validity of an otherwise valid Council appointment.

## Section 2. **CONSECUTIVE TERMS/MULTIPLE BOARDS**

No member of any board, committee, or commission may serve more than two full consecutive terms. After serving two full consecutive terms, a person must be off that board, committee, or commission for one full term before being eligible for appointment to the same body. An exception to this rule may be made on a case by case basis (i.e., a need for continuity or experience).

An individual may not serve on more than two boards, committees, or commissions at one time.



### Section 3. **OATHS OF OFFICE/ORIENTATION**

For a board, committee, or commission requiring an oath of office, a new member may not vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office.

Staff advisors shall conduct an orientation session for new members with the chair in attendance prior to or at the first regular meeting after appointment. Expectations shall be given concerning attendance, conflicts of interest, information on City Government, etc.

### Section 4. **RESIDENCY REQUIREMENTS**

A member of any board, committee or commission must at all times be registered to vote in Mecklenburg County.

Exceptions to the above statement may exist for some boards for purposes of regional membership (i.e. the Airport Advisory Committee). Any exceptions will be handled on a case by case basis.

### Section 5. **ATTENDANCE POLICY**

In order for a board, committee, or commission to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attendant to the business of the body. Therefore, all members are required to attend at least 65% of the regular and special meetings of the body and assigned committees and subcommittees held in any one calendar year with **NO EXCUSED ABSENCES**. On January 1 of each year, a member of any board, commission, or committees appointed by the Mayor, Council or City Manager shall be automatically removed from said body for failure to attend at least 65% of all regular and special meetings of the body and assigned committees and subcommittees held during the immediately preceding calendar year. For persons not serving for an entire calendar year, the 65% attendance requirement shall apply to meetings held during the portion of the year during which the person served. In order to be eligible for reappointment to a board, committee, or commission, a member must have attended at least 75% of the regular and special meetings of the body and assigned committees and subcommittees during the concluding term, or portion of the term during which the member served. In addition, any member of a board, commission or committee shall be automatically removed from said body for failure to attend any **THREE CONSECUTIVE REGULAR MEETINGS** of the body. A member must attend fifty percent (50%) of a meeting in order to be considered in attendance for the purposes of this policy. Members appointed in the fourth quarter of the year shall be exempt from the 65% attendance rule for that calendar year only, but are still subject to the three consecutive meeting policy.

The City Clerk shall send a letter to anyone who is removed from a board, committee, or commission for failure to meet the attendance policy. Vacancies resulting from the removal of a member shall be filled by the same method as provided for initial appointments.

The City Clerk shall send a letter to any member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement.

Staff advisors shall file attendance reports with the City Clerk pursuant to the schedule established by the City Clerk.

This attendance policy shall apply to every member of a board, committee, or commission that is part of the City of Charlotte regardless of who appoints the member. In addition, this attendance policy shall apply to all appointees by the City Council to a board, committee, or commission that is not part of the City of Charlotte.

#### Section 6. **REPORTS OF BOARDS, COMMITTEES, AND COMMISSIONS**

The City Council finds it appropriate to periodically review each standing board, committee, and commission to which they make appointments for the purpose of assessing whether said board, committee, or commission should be renewed, dismantled, expanded or its charge redefined. To this end, each board, committee, and commission that is part of the City, or that was established by the City Council, whether acting alone or in conjunction with one or more other local governments, is required to submit annual written reports that must contain in depth reviews of the body's activities including goals, objectives, successes, problems, and/or the need for City Council assistance. These reports shall be submitted to the City Clerk and will be staggered through the year according to a schedule established by the City Clerk. The City Clerk shall then provide the Mayor and City Council with copies of the reports and refer the reports to the appropriate Council Committee for the Committee's information.

Boards, committees, and commissions that are not part of the City shall submit reports in accordance with the reporting requirements set forth in their contract, if any, with the City.

In addition to required written reports, the City Council may request on a case-by-case basis that an oral report be made to the Council.

#### Section 7. **CONFLICT OF INTEREST**

Council's January 24, 1983 Conflict of Interest Resolution established for boards, commissions, and committees shall continue as it is in its entirety.

#### Section 8. **REPEALER**

All prior resolutions of the City Council establishing procedures for the public notification, nomination, and appointment of persons to boards, committees, and commissions, and setting forth the City's policies for consecutive terms, oaths of office, residency, attendance, and review reports are, except to the extent that they are supplementary to and consistent herewith, repealed. This repeal includes, but is not limited to, resolutions recorded at Resolution Book 34, Pages 578-582, Resolution Book 36, Page 148, ~~and~~ Resolution Book 38, Page 277, ~~and Resolution Book 47, Pages 585-589.~~

**ORDINANCE NUMBER:** 9118

**AMENDING CHAPTER 16**

**AN ORDINANCE AMENDING CHAPTER 16 OF THE CHARLOTTE CITY CODE  
ENTITLED "POLICE"**

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

Section 1. Section 16-56 of the Charlotte City Code is amended as follows:

Sec. 16-56. - Creation; composition; terms; compensation; appointments; vacancies; quorum; removal.

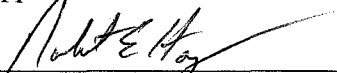
- (a) There is hereby established a citizens review board to be composed of 11 members: five members to be appointed by the city council, three members to be appointed by the mayor and three to be appointed by the city manager. The appointing authorities ~~shall ensure that the members of the board are~~ shall strive to appoint a board that represents representative the diversity of the community.
- (a1) Candidates for the board may be interviewed by a panel comprised of a representative from the Community Relations Committee, the citizens review board, and the City Manager's Office to assess core characteristics necessary to serve on the board. Such panels shall provide their assessments to the relevant appointing authority.
- (b) Members must be continually domiciled within the county and must be registered to vote within the county. Current and former City employees, and the spouse, parents, and children of a current or former CMPD officer, shall not be eligible to serve on the board.
- (c) Board members shall attend and successfully complete the Charlotte-Mecklenburg Police Department's Citizens' Academy and receive training on relevant legal, policy and cultural awareness issues as required by the city manager. This training must be completed prior to any board appointee serving as a member of the board. In addition, each members of the board shall participate in at least eight hours of training each calendar year, which training may include a four hour "ride-along" with a CMPD officer.
- (d) Individuals with a felony conviction or a Class A1 misdemeanor conviction shall not be eligible to serve on the board. In addition, individuals with a Class 1 or Class 2 misdemeanor conviction within three years of their nomination for appointment shall be ineligible to serve. Further, conviction of or a plea of nolo contendere to a felony, a Class A1 misdemeanor, a Class 1 misdemeanor, or a Class 2 misdemeanor during the term of office shall automatically terminate membership on the board, irrespective of any appeals. Board members charged with a felony, a Class A1 misdemeanor, a Class 1 misdemeanor, or a Class 2 misdemeanor during a term of office shall be automatically suspended until

disposition of the charge, and a quorum shall be established from the remaining membership.

- (e) Prior to serving, each board member must sign a confidentiality agreement that is satisfactory to the city and which shall require that members maintain as confidential any information classified as confidential by state law or otherwise classified as confidential by the city.
- (f) The members shall serve staggered terms of office for three years, with no member serving more than two consecutive terms.
- (g) The board shall elect a chairperson and vice-chairperson from the membership.
- (h) When a vacancy occurs, the original appointing authority shall appoint a person to serve for the unexpired term of the vacant position.
- (i) Six members shall constitute a quorum in order to hold business meetings and hearings. Members are required to attend all business meetings and hearings in accordance with the attendance policies promulgated by the city council. Vacancies resulting from a member's failure to attend the required number of meetings shall be filled as provided in this section.
- (j) All members shall serve without compensation.
- (k) Members of the board shall be subject to removal from office by a two-thirds vote of the city council.

Section 2. This ordinance is effective upon adoption.

Approved as to form

  
\_\_\_\_\_  
City Attorney

**CERTIFICATION**

I, Stephanie C. Kelly, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of an Ordinance adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 26<sup>th</sup> day of June, 2017, the reference having been made in Minute Book 143 and recorded in full in Ordinance Book 60, Page 721-722.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this 26th day of June, 2017.



  
\_\_\_\_\_  
Stephanie C. Kelly, City Clerk, MMC, NCCMC



# Boards and Commissions Appointment Eligibility Referral Update

Stephanie Kelly, City Clerk

October 9, 2017

## Referral Overview

- Purpose: Outline City Council referral from July 24<sup>th</sup> City Council Business meeting and a Governance and Accountability Committee recommendation
- Referral: Review boards and commissions appointment eligibility criteria and whether criteria used for the Citizens Review Board should be expanded to other City boards and commissions

## Governance and Accountability Committee Discussion

- Reviewed City's 35 advisory boards and their appointment requirements
- Committee voted 4-0 to recommend that City Council apply similar Citizens Review Board eligibility criteria to the Civil Service Board appointments
- Committee recommended revision: Current and former City employees, and the spouse, parents, and children of a current or former CMPD officer or CFD firefighter, shall not be eligible to serve on the Civil Service Board

## Governance and Accountability Committee Discussion

- Revised eligibility would:
  - Bring appointment eligibility criteria in alignment for both public safety related advisory boards (Citizens Review Board and Civil Service Board), and
  - Strengthen the avoidance of potential conflicts of interest
- Any existing Civil Service Board members that do not meet the revised eligibility criteria would be allowed to complete their current term



## Next Steps

- October 23 City Council Business Meeting
  - Consideration to amend Civil Service Board eligibility criteria to match that of the Citizens Review Board
- October – November
  - Continued Governance and Accountability Committee review of other board and commissions appointment eligibility criteria

# City Council Advisory Boards & Commissions

- Airport Advisory Committee
- Bechtler Arts Foundation Board
- Bicycle Advisory Committee
- Business Advisory Committee
- Charlotte Area Fund Board
- Charlotte Business INClusion (CBI) Advisory Committee
- Charlotte Community Capital Loan Fund
- Charlotte Housing Authority
- Charlotte International Cabinet
- Charlotte Mecklenburg Public Access Corporation
- Charlotte Regional Visitors Authority
- Charlotte Tree Advisory Commission
- Charlotte Water Advisory Committee
- Citizens Review Board
- Citizens' Transit Advisory Group
- Civil Service Board
- Community Relations Committee
- Domestic Violence Advisory Board
- Firemen's Relief Board Of Trustees
- Historic District Commission
- Historic Landmarks Commission
- Housing Advisory Board of Charlotte-Mecklenburg
- Housing Appeals Board
- Keep Charlotte Beautiful
- Mint Museum Board of Trustees
- NASCAR Hall of Fame Advisory Committee
- Neighborhood Matching Grants Fund
- Passenger Vehicle for Hire Board
- Planning Commission
- Privatization/Competition Advisory Committee
- Public Art Commission
- Storm Water Advisory Committee
- Transit Services Advisory Committee
- Waste Management Advisory Board
- Zoning Board of Adjustment



**Agenda Date:** 10/23/2017

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**Agenda #:** 11. **File #:** 15-6710 **Type:** Appointment

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## **Appointments to Keep Charlotte Beautiful**

### **Action:**

**Vote on blue ballots and return to Clerk at dinner.**

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

Stephanie Kelly, City Clerk's Office

### **Explanation**

- One appointment for a partial term beginning immediately and ending June 30, 2018.
  - Jesse Boyd, nominated by Council members Ajmera, Fallon, and Mitchell
  - Tonya Clarkston, nominated by Council members Kinsey and Lyles
  - Myra Foster, nominated by Council members Ivory and Mayfield
  - Jordan McGee, nominated by Council members Ivory and Mayfield
  - Gita Patel, nominated by Council members Ajmera and Mitchell

### **Attachment(s)**

Keep Charlotte Beautiful Applicants




City of Charlotte, NC

# KEEP CHARLOTTE BEAUTIFUL


BOARD DOCUMENTS (3)

N/A


BOARD DETAILS




OVERVIEW



**SIZE** 20 Seats




**TERM LENGTH** 3 Year



**TERM LIMIT** 2 Terms

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

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

 <p>DETAILS</p>	COMMITTEE MEMBERS	20 Members (7 by Mayor, 13 by Council)
	MEMBERSHIP	Appointees are subject to City Council's Attendance and Anti-Harassment Policies and Code of Ethics, Gift Policy and Disclosure Requirements for members of boards.
	MEETING INFORMATION	Meeting Day: 1st Tuesday, monthly Meeting Time: 11:30 a.m. Meeting Location: Old City Hall (600 East Trade Street) Time Commitment: 4-5 hours per month There is an expectation, though not a requirement, that members attend some of the events and activities of the Board beyond the regularly scheduled Board meetings.
	ADDITIONAL INFORMATION	Website: <a href="http://charlottenc.gov/HNS/CE/KCB/Pages/default.aspx">http://charlottenc.gov/HNS/CE/KCB/Pages/default.aspx</a>
	BOARD HISTORY	
	BOARD DOCUMENTS	N/A
	BOARD DOCUMENT (2)	N/A



City of Charlotte, NC

## KEEP CHARLOTTE BEAUTIFUL

### BOARD ROSTER

	<b>THERESA ROSA-COREY</b> 1st Term Mar 13, 2015 - Jun 30, 2018	Office Old City Hall, 600 E Trade Street Position Board Member Category None Appointed by Mayor
	<b>TARIK M HAMEED</b> Partial Term Mar 27, 2017 - Jun 30, 2018	Office Old City Hall, 600 E Trade Street Position Board Member Category None Appointed by City Council Dais Seat None
	<b>WILLIAM E BABB</b> Partial Term Jun 26, 2017 - Jun 30, 2018	Office Old City Hall, 600 E Trade Street Position Board Member Category None Appointed by City Council Dais Seat a singer
	<b>TIFFANY HUGHES</b> 1st Term Jul 01, 2015 - Jun 30, 2018	Office Old City Hall, 600 E Trade Street Position Vice Chair Category None Appointed by City Council
	<b>CHARLES JEWETT</b> 1st Term Jul 01, 2015 - Jun 30, 2018	Office Old City Hall, 600 E Trade Street Position Board Member Category None Appointed by Mayor
	<b>JOSHUA MIDDLETON</b> 1st Term Jul 01, 2015 - Jun 30, 2018	Office Old City Hall, 600 E Trade Street Position Chairperson Category None Appointed by City Council
	<b>GREGORIO WELCH</b> 1st Term Mar 21, 2016 - Mar 22, 2019	Office Old City Hall, 600 E Trade Street Position Board Member Category None Appointed by Mayor
	<b>TRICI T DAVIS</b> Partial Term Mar 27, 2017 - Jun 30, 2019	Office Old City Hall, 600 E Trade Street Position Board Member Category None Appointed by City Council Dais Seat None
	<b>BRENDA M ADAMS</b> Partial Term Jun 26, 2017 - Jun 30, 2019	Office Old City Hall, 600 E Trade Street Position Board Member Category None Appointed by City Council Dais Seat j hutchins



### JAMAL I TATE

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

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by Mayor



### SUE DUCHANOIS

1st Term Sep 25, 2017 - Jun 30, 2019

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by City Council  
Dais Seat c watson



### JEFF BEAVER

1st Term Sep 25, 2017 - Jun 30, 2019

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by City Council  
Dais Seat d herrera



### RUSSELL FERGUSON

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

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by City Council



### JONATHAN E THULL

1st Term Jul 21, 2016 - Jul 20, 2019

Office Old City Hall, 600 E Trade Street  
Position Co-Chair  
Category None  
Appointed by Mayor



### J MICHAEL HAITHCOCK

1st Term May 18, 2017 - May 17, 2020

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by Mayor



### MARITZA T ADONIS

1st Term Jun 21, 2017 - Jun 20, 2020

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by Mayor  
Dais Seat a wood



### BRIE K CARLSON

1st Term Jul 01, 2017 - Jun 30, 2020

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by City Council  
Dais Seat None



### BRIAN G WITHROW

1st Term Jul 01, 2017 - Jun 30, 2020

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by City Council



### ELIZABETH C PICOLI

1st Term Jul 01, 2017 - Jun 30, 2020

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by City Council



### VACANCY

Office Old City Hall, 600 E Trade Street  
Position Board Member  
Category None  
Appointed by City Council  
Dais Seat m hughes

**Profile**

Jesse Boyd  
First Name Last Name

jesse.jboyd@yahoo.com  
Email Address

4409 Birkdale Dr  
Street Address Suite or Apt  
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:**

1009 Sharview Cir apt 733 Charlotte NC 28217

Mobile: (980) 333-1087 Home:  
Primary Phone 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

**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

**List any boards you are currently serving on:**

N/A

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

N/A

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

**Have you completed the City's Civic Leadership Academy?**

☐ Yes ☒ No

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

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 Charlotte International Cabinet

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

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

Question applies to Neighborhood Matching Grants Fund

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

☒ None of the Above

\_\_\_\_\_  
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**

Tonya Clarkston  
First Name Last Name

tdclarkston@gmail.com  
Email Address

801 Farmcrest Drive  
Street Address Suite or Apt  
Charlotte NC 28206  
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) 236-3490 Home:  
Primary Phone Alternate Phone

**What district do you live in? \***

☒ District 1

**Ethnicity \***

☒ Caucasian/Non-Hispanic

**Political Party \***

☒ Democrat

**Gender \***

☒ Female

12/10/1978  
Date of Birth

**Are you a registered voter of Mecklenburg County?**

☒ Yes ☐ No

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

Keep Charlotte Beautiful: Submitted

**List any boards you are currently serving on:**

President of the Farmcrest Community Neighborhood Association-Board of Directors/Charlotte, NC  
Advisory Team Member for Operation Supply Drop- Veterans Non-Profit/Austin, TX Major Gift Coordinator  
for Operation Supply Drop- Veterans Non-Profit/Austin, TX City District 1 Representative for the Airport  
Community Roundtable- Charlotte, NC

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

Collegiate Judicial Board:1997-2000

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

I have been a resident of Charlotte for thirteen years. Charlotte is a great place to live, work and play. I feel it will continue to stay that way but needs to keep its community of residents engaged and informed. I have a huge compassion to make our communities even better places to live in and want to help the Keep It Beautiful program continue their efforts in providing Charlotte citizens with opportunities to make progressive changes in their neighborhoods. I see an even deeper need for the KIB to work with business owners in lower income neighborhoods such as those in District 1 and District 4 (in particular because I am familiar with them) in an effort to provide more education and understanding on the various programs and resources business owners can partner with KIB and the City of Charlotte on that will further aid business owners on keeping business environments healthy, beautiful and community friendly while operating within our neighborhoods and to provide opportunities through program support to help offset the expenses for projects that will bring our residents and businesses within our communities closer together.

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

I have 16 years of experience demonstrating consistent track records of outstanding design, licensing, marketing, merchandising, product development, sports social media, sales and customer service results. I am an effective communicator, leader and problem solver who builds teamwork and possesses the initiative to exceed goals with strong qualifications in all areas of department operations: P&L, budgeting, inventory control, training and development. My background in retail and corporate includes a wide range of industries such as consumer products, event marketing, health care and sports marketing. Looking for ways to create positive change in the Farmcrest Community, I, alongside several other interested residents, have begun the formation of a neighborhood association. Based on the concerns and interests of our recently formed Board of Directors, I, as elected President, have aided the association by spearheading requests with the City of Charlotte/Mecklenburg County/CMPD for the installation of additional street lighting, methods of access control, littering issues and traffic control measures. I have also assisted by writing our association By-laws and Committee Operating Procedures, in defining a Calendar of Events and by creating a Strategic Plan for the 2016-2017 term that will enhance the quality of life and values of our neighborhood, by residents working together to create a beautiful, safe, and healthy environment. As of last December, I have been serving as a member of the Advisory Team for a veterans non-profit based out of Austin, TX. In addition to my advisory position, I am also the Major Gift Coordinator for the organization where I am the spokesperson and point of contact for the organization's work in fundraising and donor relations, focusing on individuals and companies who currently or could potentially make significant monetary contributions to the organization. I also handle all grant applications and proposal writings.

**Have you completed the City's Civic Leadership Academy?**

☐ Yes ☒ No

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

**Pro Bono volunteer**

Current Employer:

Years in current position:

Job Title:

**Brief description of duties:**

Tonya D Clarkston

Page 3 of 6

**Other employment history:**

Business/Marketing/Management- 16 years Worked for companies, including Press Pass (an affiliation of NASCAR), Universal Companies, Whitehall Jewelers, L Brands-Bath & Body Works

**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:**

Depending on when the partial term begins, I may or may not be able to make it to the first meeting held on the first Tuesday in September. I am scheduled to have surgery on August 16th which will place me out of pocket for a few weeks while I heal. This is the only deterrent and is temporary.

**Education:**

☒ College

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

**Additional Education History:**

Spouse's Name:

Spouse's Employer

Spouse's Job Title

Tonya D Clarkston

Page 4 of 6

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

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

Tonya D. Clarkston

Please type your name below:

**Profile**

Myra  
First Name

Foster  
Last Name

myra.foster@hotmail.com  
Email Address

5812 Hunting Ridge Lane Apt F  
Street Address

Suite or Apt

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:

Business: (704) 965-4464  
Primary Phone

Home:  
Alternate Phone

**What district do you live in? \***

☒ District 5

**Ethnicity \***

☒ African American

**Political Party \***

☒ Democrat

**Gender \***

☒ Female

01/02/1976  
Date of Birth

Myra Foster

Page 1 of 5

**Are you a registered voter of Mecklenburg County?**

☒ Yes ☐ No

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

Charlotte Community Capital Loan Fund: Submitted  
Housing Appeals Board (B/O/E): Submitted  
Keep Charlotte Beautiful: Submitted  
Zoning Board Of Adjustment (B/O/E): Submitted

**List any boards you are currently serving on:**

None

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

None

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

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

**Have you completed the City's Civic Leadership Academy?**

☐ Yes ☒ No

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

None

Current Employer:

Years in current position:

Myra Foster

Page 2 of 5

Job Title:

**Brief description of duties:**

**Other employment history:**

The Teach a Man to Fish Foundation (My non profit organization)

**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

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

**Additional Education History:**

Jeffery Rivers

Spouse's Name:

Myra Foster

Page 3 of 5

Goodwill Bistro

Spouse's Employer

Cook

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 Housing Appeals Board (B/O/E)

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

☒ City Within a City Tenant

If you selected 'Other' please explain

**Boards /.Commissions Disclaimer**

Myra Foster

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

Myra Foster

Please type your name below:

**Profile**

Jordan \_\_\_\_\_ McGee \_\_\_\_\_  
First Name Last Name

jordan.mcgee@allentate.com \_\_\_\_\_  
Email Address

2332 Providence Road \_\_\_\_\_  
Street Address Suite or Apt

Charlotte \_\_\_\_\_ NC 28211  
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) 609-8854 \_\_\_\_\_ Home: (704) 900-8375 \_\_\_\_\_  
Primary Phone Alternate Phone

**What district do you live in? \***

☒ District 6

**Ethnicity \***

☒ Caucasian/Non-Hispanic

**Political Party \***

☒ Republican

**Gender \***

☒ Male

10/04/1988 \_\_\_\_\_  
Date of Birth

Jordan T. McGee

Page 1 of 5

**Are you a registered voter of Mecklenburg County?**

☒ Yes ☐ No

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

Keep Charlotte Beautiful: Submitted

**List any boards you are currently serving on:**

N/A

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

CEO and founder of Medical ReSource Outreach

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

I love Charlotte, and feel an immense amount of pride living here due to a number of reasons- one of which being the physical beauty of Charlotte. I feel highly impassioned about maintaining the integrity of this city, and want to help make a difference by continuing the beautification of it. Any opportunity to contribute to the physical appeal of this city is an opportunity at which I would leap!

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

Due to my professional background in the fashion industry for over a decade, I feel as though I have a great deal of insight and experience to bring to the table. I also have a masterful grasp on use of color, and am eager to apply my skills (while acquiring new ones) to help keep Charlotte beautiful. I am also skilled with interpersonal communication, and I think that I possess great collaborative strengths. Group/Team environments are oftentimes the birthplaces of great successes, as when the right mixture of people, experiences, and personalities align their forces— magic can happen!

**Have you completed the City's Civic Leadership Academy?**

☐ Yes ☐ No

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

Allen Tate \_\_\_\_\_  
Current Employer:

Jordan T. McGee

Page 2 of 5

1  
Years in current position:

Real Estate Broker  
Job Title:

**Brief description of duties:**

I currently am a real estate broker in the South Charlotte area. I help my clients list their property, market that property for sale, and am extremely thorough and diligent about providing an exceptional experience while helping them get the highest price. With buyer-clients, I work with them establishing their needs and their wants, and then I scour the market for homes that would best fit their desires. Prior to showing them properties I run a comparative market analysis to view the relevant data necessary to gauge what my client would offer, should the situation arise. I also deal with relocation into the Queen City, and am able to communicate effectively with out-of-town residents working to get them settled into a new perfect home here. Once all of the moving parts have come to a settled calm, I flex my networking muscles and get them wired into the community with any and every resource that they may need— be it varying clubs, activities, groups, and even specialists like landscapers and stylists.

**Other employment history:**

Prior to working for Allen Tate I managed a shop called Coplon's, which is located in Phillips Place for about three and a half years. Before that I worked as a sales associate at Tory Burch in SouthPark mall, after moving to Charlotte from Los Angeles. While in LA I worked as my then-idol's assistant which ultimately led me to realizing that LA was not the place for me.

**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:**

☒ College

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

**Additional Education History:**

N/A

N/A  
Spouse's Name:

N/A  
Spouse's Employer

N/A  
Spouse's Job Title

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

☒ Email

N/A  
If you selected 'Other', please explain:

**Board Specific Questions**

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:**

---

☐ I Agree

---

Please type your name below:

Jordan T. McGee

Page 5 of 5

**Profile**

Gita

First Name

Patel

Last Name

gp200183@yahoo.com

Email Address

3517 Bronwin ST

Street Address

Apt 105

Suite or Apt

Charlotte

City

NC

State

28273

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: (252) 903-4802

Primary Phone

Home:

Alternate Phone

**What district do you live in? \***☒ District 3**Ethnicity \***☒ Asian or Pacific Islander**Political Party \***☒ Prefer Not to Say**Gender \***☒ Female

02/06/1983

Date of Birth

Gita Patel

Page 1 of 5

**Are you a registered voter of Mecklenburg County?**☒ Yes ☐ No**Which Boards would you like to apply for?**

Keep Charlotte Beautiful: Submitted

**List any boards you are currently serving on:****List any boards you have served on in the past:****Why are you interested in serving on these boards/ committees?**

Since the 6 years I've moved to Charlotte I have seen this city change its aesthetics from one end to the other. To see all the different pockets we have (i.e. Noda, Dilworth, Steelescreek, Uptown, Ballantyne, University, etc.) morph into an enjoyable sight makes me proud what of what our city is becoming. To keep Charlotte beautiful, means not only to construct buildings, homes, architecture and other sights, but also to preserve our historical parts, parks, trails/nature, keeping our streets clean & taking care of our communities. I would bring value to the board because I have the enthusiasm to see our city grow, I have also been to many different countries & observed the feel/look of those cities/countries & as an adult now I know the value cities have when they are beautified.

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

Traveled many cities within the US and abroad, nature enthusiast, advocate of reuse, recycle & reduce and enjoy meeting with individuals from all different backgrounds . These attributes may not qualify as certifications, degrees or a concentration in a specific field, however, having a voice as a community member and the knowledge to think outside the box makes me a suitable board member.

**Have you completed the City's Civic Leadership Academy?**☐ Yes ☒ No

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

Gita Patel

Page 2 of 5

Forfeiture Support Associates  
Current Employer:

8  
Years in current position:

Data Analyst  
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:

Recently became a Certified Fraud Examiner.

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 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

Gita Patel

---

Please type your name below:



# City of Charlotte

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

**Agenda Date:** 10/23/2017

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**Agenda #:** 12. **File #:** 15-6490 **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: 10/23/2017**

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**Agenda #: 13. File #: 15-6701 Type: Consent Item**

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## **U.S. Department of Justice National Sexual Assault Kit Initiative Grant**

### **Action:**

**Authorize the City Manager to accept a grant in the amount of \$837,342 from the U.S. Department of Justice over a three year period to test backlogged sexual assault kits and hire personnel for the Charlotte-Mecklenburg Police Department's Crime Laboratory Division and Sexual Assault Unit/Cold Case Unit.**

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

Kerr Putney, Police  
Melanie Peacock, Police  
Matthew Mathis, Police

### **Explanation**

- The Charlotte-Mecklenburg Police Department (CMPD) has been awarded a grant from the U.S. Department of Justice for a FY 2017 National Sexual Assault Kit Initiative (SAKI) Program.
- On September 28, 2015, City Council authorized the city manager to accept a grant from the New York County District Attorney's Office to test 885 unprocessed sexual assault kits.
- On October 10, 2016, City Council authorized the city manager to accept a grant from the U.S. Department of Justice to test 300 remaining unprocessed sexual assault kits (SAKs).
- The objective of the FY 2017 SAKI grant is to provide funding to test "partially tested" SAKs that were subjected to serological (blood and other bodily fluids) screening or previous non-Combined DNA Index System (CODIS) eligible DNA testing methodologies.
- The FY 2017 SAKI grant award will allow CMPD to conduct DNA testing on "partially tested" SAKs in the hope of yielding a CODIS eligible profile that could potentially solve cases that pre-dated DNA testing.
- CMPD will use its most recent FY 2017 SAKI grant to fund the following:
  - Outsource 600 partially tested SAKs to an accredited lab.
  - Purchase two laptops for the part-time, hire-back Sexual Assault Unit detectives, funded by the FY 2016 SAKI grant, to conduct case follow-up, and contact victims.
  - Hire one part-time former assistant district attorney for 1,040 hours annually to research and prepare cases for prosecution that have resulted from CODIS hits.
  - Lease one vehicle to allow travel to area hospitals to deliver supplies and training to nurses (site coordinator), and to meet with victims and attend sexual assault response team meetings (victim advocate).
    - The site coordinator and victim advocate are funded by the FY 2016 SAKI grant.
- The total amount of the grant award is \$837,342.
- This grant does not require the City to match funds.

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**Agenda #: 13.File #: 15-6701 Type: Consent Item**

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- The grant period is October 1, 2017, through September 30, 2020.
- The City must accept this award by October 23, 2017.
- At the conclusion of the grant, CMPD will evaluate the need for the grant-funded positions.

**Fiscal Note**

Funding: United States Department of Justice Grant Fund



**Agenda Date: 10/23/2017**

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**Agenda #: 14. File #: 15-6662 Type: Consent Item**

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## **U.S. Department of Justice FY 2017 DNA Capacity Enhancement and Backlog Reduction Program**

### **Action:**

**Authorize the City Manager to accept a grant from the U.S. Department of Justice in the amount of \$331,814 to continue funding four existing DNA positions and a quality assurance audit in the Charlotte-Mecklenburg Police Department DNA Crime Laboratory Division.**

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

Kerr Putney, Police  
Bruce Bellamy, Police  
Matthew Mathis, Police

### **Explanation**

- Annually, since 2006, the Charlotte-Mecklenburg Police Department (CMPD) has received a grant from the U.S. Department of Justice DNA Capacity Enhancement and Backlog Reduction Program.
- The U.S. Department of Justice DNA Backlog Reduction grant for Fiscal Year 2016 currently funds four existing grant positions.
- By November 13, 2017, the City of Charlotte must accept the Fiscal Year 2017 DNA Capacity Enhancement and Backlog Reduction Program grant award for the performance of DNA analysis on current and active cases.
- The Biology Unit of CMPD's Crime Laboratory Division continues to experience an increase in the demands for DNA testing. Currently, the Biology Unit tests cases including, but not limited to, homicides, rapes, robberies, and property crimes (e.g. burglaries).
- DNA Backlog Reduction grant funds will allow the Biology Unit to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.
- The grant funds are to be used to help decrease the backlog of cases with DNA evidence by providing:
  - \$138,420 will fund two Criminalist DNA Analysts for 12 months.
  - \$52,251 will fund one DNA Analyst Trainee for 12 months. At the completion of the training period, the DNA Analyst Trainee will be qualified to assume full DNA analysis duties.
  - \$47,749 will fund a DNA Laboratory Technician for 12 months. The DNA Laboratory Technician reviews requests for DNA analysis, conducts quality control checks of instruments, makes necessary repairs, and prepares reagents (chemicals) for testing.
  - \$69,761 will fund the benefits for the four positions during the grant period.
  - \$14,639 for supplies including amplification, quantification, and extraction kits.
  - \$8,994 will fund a quality assurance audit that is required by the Federal Bureau of



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**Agenda #:** 14.**File #:** 15-6662 **Type:** Consent Item

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Investigation for all laboratories participating in the Combined DNA Index System (CODIS).

- The 24-month grant period is from January 1, 2018 to December 31, 2019.

**Fiscal Note**

Funding: United States Department of Justice Grant



**Agenda Date:** 10/23/2017

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**Agenda #:** 15.**File #:** 15-6523 **Type:** Consent Item

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## **Granite Pointe Apartments Bond Issuance Approval**

### **Action:**

**Adopt a resolution granting the Charlotte Housing Authority's request to issue multi-family housing revenue bonds in an amount not to exceed \$23 million to finance the development of Granite Point Apartments.**

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

Pamela Wideman, Housing and Neighborhood Services  
Zelleka Biermann, Housing and Neighborhood Services

### **Explanation**

- The Charlotte Housing Authority (CHA) is requesting that City Council adopt a resolution authorizing the issuance of multi-family housing revenue bonds for Granite Pointe Apartments, a 198-unit affordable housing development. Pedcor Investments is the developer of the community, which will be located at 9101 Nations Ford Road.
- This development supports City Council's commitment of achieving 5,000 affordable housing units within three years as outlined in the Community Letter.
- The CHA bonds, which are not to exceed \$23 million, will be used to finance land acquisition and construction.
- The adoption of the resolution is required by the governmental unit with jurisdiction over the area where the development is located in order to satisfy Section 147(f) of the Internal Revenue Service Code of 1986. This action will not obligate the City financially or impact the Community Investment Plan.

### **Background**

- On September 12, 2016, City Council approved a waiver of the Housing Locational Policy to support the development of Granite Pointe Apartments.
- The North Carolina Housing Finance Agency approved a four percent tax credit and a bond allocation capacity totaling \$23 million to be used for the Granite Pointe Apartments affordable housing development.

### **Fiscal Note**

Funding: Charlotte Housing Authority Budget

### **Attachment(s)**

Charlotte Housing Authority Resolution  
City of Charlotte Resolution

## RESOLUTION

### **AUTHORIZE THE CEO TO PROVIDE PRELIMINARY APPROVAL TO ISSUE REVENUE BONDS TO FINANCE THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF AN AFFORDABLE HOUSING DEVELOPMENT (GRANITE POINTE APARTMENTS)**

**WHEREAS**, Pedcor Investments, A Limited Liability Company, a Wyoming limited liability company, or an affiliated or related entity (the “Borrower”), has requested that the Housing Authority of the City of Charlotte, N.C. (the “Authority”) assist in financing the acquisition, construction and equipping of a 198-unit multifamily housing development to be known as Granite Pointe Apartments, located at 9101 Nations Ford Road in Charlotte, North Carolina (the “Development”); and

**WHEREAS**, the Borrower has described to the Authority the benefits of the Development to the City of Charlotte and the State of North Carolina and has requested the Authority to agree to issue its revenue bonds in such amounts as may be necessary to finance the costs of acquiring, constructing and equipping the Development; and

**WHEREAS**, the Authority is of the opinion that the Development is a facility which can be financed under the Act and that the financing of the same will be in furtherance of the purposes of the Act;

**Now Therefore BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, N.C.:**

1. It is hereby found and determined that the Development will involve the acquisition, construction and equipping of a housing facility to serve persons of low and moderate income, and that therefore, pursuant to the terms and subject to the conditions hereinafter stated and the Act, the Authority agrees to assist the Borrower in every reasonable way to issue bonds to finance the acquisition, construction and equipping of the Development, and, in particular, to undertake the issuance of the Authority’s revenue bonds (the “Bonds”) in one or more series in an aggregate amount now estimated not to exceed Twenty-Three Million Dollars (\$23,000,000) to provide all or part of the cost of the Development.

2. The Authority intends that the adoption of this resolution be considered as “official action” toward the issuance of the Bonds within the meaning of Treasury Regulations Section 1.150-2 promulgated by Internal Revenue Service pursuant to the Internal Revenue Code of 1986, as amended (the “Code”).

3. The Bonds shall be issued in such series and amounts and upon such terms and conditions as are mutually agreed upon among the Authority and the Borrower. The Authority and the Borrower shall enter into a “financing agreement” pursuant to the Act for a term and upon payments sufficient to pay the principal of, premium, if any, and interest on the Bonds and to pay all of the expenses of the Authority in connection with the Bonds and the Development. The Bonds will be issued pursuant to an indenture or other agreement between the Authority and a trustee (the “Trustee”) or the bondholder which will set forth the form and terms of the Bonds and

will assign to the Trustee for the benefit of the holders of the Bonds, or directly to the bondholder, the Authority's rights to payments under the financing agreement. The Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit of the State of North Carolina or any political subdivision or agency thereof, including the Authority and the City of Charlotte, but shall be payable solely from the revenues and other funds provided under the proposed agreements with the Borrower.

4. The Authority will proceed, upon the prior advice, consent and approval of the Borrower, bond counsel and the Authority's counsel, to obtain approvals in connection with the issuance and sale of the Bonds, including, without limitation, from the City of Charlotte and the North Carolina Local Government Commission.

5. It having been represented to the Authority that it is desirable to proceed with the acquisition, construction and equipping of the Development, the Authority agrees that the Borrower may proceed with plans for such acquisition, construction and equipping, enter into contracts for the same, and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Borrower to obligate the Authority without its written consent in each instance to the payment of any monies or the performance of any act in connection with the Development and no such consent shall be implied from the Authority's adoption of this resolution. The Authority agrees that the Borrower may be reimbursed from the proceeds of the Bonds for all qualifying costs so incurred by it as permitted by Internal Revenue Service Regulations Section 1.150-2.

6. All obligations hereunder of the Authority are subject to the further agreement of the Authority and the Borrower, to satisfactory review by the Authority of the financial capability of the Borrower and satisfactory underwriting of the Development, and mutual agreement to the terms for the Bonds, including the execution of a financing agreement, indenture, or security agreement and other documents and agreements necessary or desirable for the issuance, sale and delivery of the Bonds. The Authority has not authorized and does not authorize the expenditure of any funds or monies of the Authority from any source other than the issuance of the Bonds. All costs and expenses in connection with the financing and the acquisition, construction and equipping of the Development and the issuance of the Bonds, including the reasonable fees and expenses of the Authority's counsel, bond counsel, and the agent or underwriter for the sale of the Bonds, shall be paid from the proceeds of the Bonds or by the Borrower, but if for any reason the Bonds are not issued, all such expenses shall be paid by the Borrower and the Authority shall have no responsibility therefore. It is understood and agreed by the Authority and the Borrower that nothing contained in this resolution shall be construed or interpreted to create any personal liability of the officers or commissioners from time to time of the Authority.

7. The officers of the Authority are hereby authorized and directed to take all actions in furtherance of the issuance of the Bonds, including calling for a public hearing with respect to the financing of the Development through the issuance of the Bonds.

8. McGuireWoods LLP, Raleigh, North Carolina, shall act as bond counsel for the Bonds.

9. This resolution shall take effect immediately upon its passage.

**RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held September 20, 2016.

(SEAL)

By:

  
A. Fulton Meachem, Jr., Secretary

RESOLUTION PROVIDING APPROVAL OF A MULTIFAMILY HOUSING FACILITY KNOWN AS GRANITE POINTE APARTMENTS IN THE CITY OF CHARLOTTE, NORTH CAROLINA AND THE FINANCING THEREOF WITH MULTIFAMILY HOUSING REVENUE BONDS IN AN AGGREGATE AMOUNT NOT TO EXCEED \$23,000,000

WHEREAS, the City Council of the City of Charlotte (the “City”) met in Charlotte, North Carolina at [\_\_\_\_] p.m. on the [\_\_\_\_] day of October, 2017; and

WHEREAS, the Housing Authority of the City of Charlotte, N.C. (the “Issuer”) has tentatively agreed to issue its multifamily housing revenue bonds in an amount not to exceed \$23,000,000 (the “Bonds”), for the purpose of financing the acquisition, construction and equipping by Pedcor Investments-2016-CLVII, L.P., an Indiana limited partnership (the “Borrower”), or an affiliate or subsidiary thereof, of a multifamily residential rental facility to be known as Granite Pointe Apartments (the “Development”); and

WHEREAS, the Development will consist of approximately 198 units, located in 11 buildings on an approximately 16.39 acre site at 9101 Nations Ford Road and 9111 Nations Ford Road in the City of Charlotte, Mecklenburg County, North Carolina; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), requires that any bonds issued by the Issuer for the Development may only be issued after approval of the plan of financing by the City following a public hearing with respect to such plan; and

WHEREAS, on August 24, 2017, the Issuer held a public hearing with respect to the issuance of the Bonds to finance, in part, the Development (as evidenced by the Certificate and Summary of Public Hearing attached hereto) and has requested the City to approve the issuance of the Bonds as required by the Code; and

WHEREAS, the City has determined that approval of the issuance of the Bonds is solely to satisfy the requirement of Section 147(f) of the Code and shall in no event constitute an endorsement of the Bonds or the Development or the creditworthiness of the Borrower, nor shall such approval in any event be construed to obligate the City of Charlotte, North Carolina for the payment of the principal of or premium or interest on the Bonds or for the performance of any pledge, mortgage or obligation or agreement of any kind whatsoever which may be undertaken by the Issuer, or to constitute the Bonds or any of the agreements or obligations of the Issuer an indebtedness of the City of Charlotte, North Carolina, within the meaning of any constitutional or statutory provision whatsoever;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHARLOTTE:

1. The proposed mixed income housing development consisting of the acquisition, construction and equipping of the Development described above in the City of Charlotte, Mecklenburg County, North Carolina by the Borrower and the issuance of the Authority’s multifamily housing revenue bonds therefor in an amount not to exceed \$23,000,000 are hereby approved for purposes of Section 147(f) of the Code. The Mayor is hereby authorized to execute

such approval certificates as may be required to evidence the City's approval of the issuance of the Bonds for purposes of Section 147(f) of the Code.

2. This resolution shall take effect immediately upon its passage.

Council member \_\_\_\_\_ moved the passage of the foregoing resolution and Council member \_\_\_\_\_ seconded the motion, and the resolution was passed by the following vote:

Ayes: Council members \_\_\_\_\_

Nays: \_\_\_\_\_

Not voting: \_\_\_\_\_

\* \* \* \* \*

#### CERTIFICATION

I, Stephanie C. Kelly, 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 for the City of Charlotte, North Carolina, in regular session convened on October \_\_, 2017 the reference having been in Minute Book \_\_\_\_\_, and recorded in full in Resolution Book \_\_\_\_\_, Pages\_\_\_\_\_.

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

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

(SEAL)



**Agenda Date:** 10/23/2017

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**Agenda #:** 16. **File #:** 15-6446 **Type:** Consent Item

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## **Private Developer Funds for Traffic Signal Improvements**

### **Action:**

**Adopt a budget ordinance appropriating \$21,200 in private developer funds for traffic signal improvements and related work.**

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

Liz Babson, Transportation  
Debbie Smith, Transportation

### **Explanation**

- Private developer funding is for traffic signals, upgrades, and related work associated with developer projects.
- Central Piedmont Community College (CPCC) contributed \$16,200 to fund traffic signal modifications to mitigate traffic impacts on Hebron Street at the CPCC Campus.
- Lennar Carolinas, LLC contributed \$5,000 to fund traffic signal modifications at the intersection of S. Tryon and Choate Circle.
- The above signals meet the same criteria as other traffic signals approved by the City.
- Payments made by the developers are in response to estimates of work prepared by the Charlotte Department of Transportation (CDOT) and supplied to the developers.
- Any funding contributed by developers for signal projects that is unused by the City will be refunded after project completion.
- CDOT will install and operate these signals as part of the existing signal system in the area.

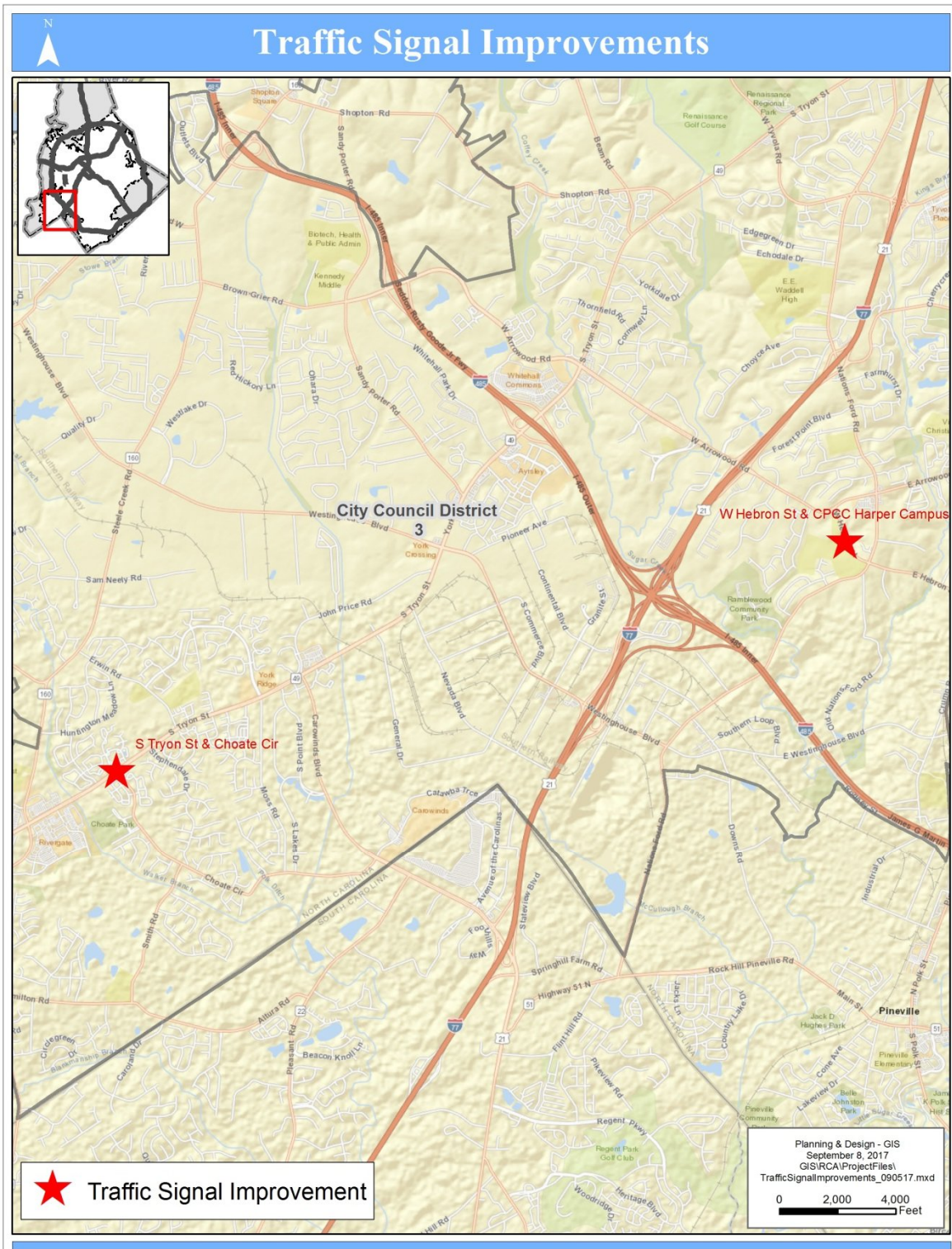
### **Fiscal Note**

Funding: Private Developer Contributions

### **Attachment(s)**

Map  
Budget Ordinance





ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE NUMBER 9104-X, THE 2017-2018 BUDGET ORDINANCE PROVIDING  
AN APPROPRIATION OF \$21,200 FOR TRAFFIC SIGNAL MODIFICATIONS AND IMPROVEMENTS

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

- Section 1. That the sum of \$21,200 hereby estimated to be available from the following private developer sources:  
Central Piedmont Community College (\$16,200)  
Lennar Carolinas, LLC (\$5,000)
- Section 2. That the sum of \$21,200 is hereby appropriated in the General Capital Investment Fund (4001) into the following projects:  
CPCC Hebron Beacons - 4292000318 (\$16,200)  
Signal Mod Choate and Carowinds Blvd - 4292000296 (\$5,000)
- Section 3. That the existence of this project may extend beyond the end of the fiscal year. Therefore, this ordinance will remain in effect for the duration of the project and funds are to be carried forward to subsequent fiscal years until all funds are expended or the project is officially closed.
- Section 4. All ordinances in conflict with this ordinance are hereby repealed.
- Section 5. This ordinance shall be effective upon adoption.

Approved as to form:

\_\_\_\_\_  
City Attorney



**Agenda Date:** 10/23/2017

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**Agenda #:** 17. **File #:** 15-6316 **Type:** Consent Item

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## **Parking Citation Management System and Related Services Contract Amendment**

### **Action:**

**Approve a contract amendment with Complus Data Innovation, Inc. for a parking citation management system and related services for an extension period of six months.**

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

Liz Babson, Transportation  
Kathy Dennis, Transportation

### **Explanation**

- The City contracts with Complus Data Innovations, Inc. to provide a parking citation management system and collections services for the Charlotte Department of Transportation's (CDOT) Park It! Program.
- CDOT's Park It! office issues an average of 33,215 citations annually representing over \$1.1 million in revenue.
- The City actively looks for opportunities to leverage savings by combining contract usage among departments where applicable.
- Both the Aviation and the Transportation Departments currently contract separately with Complus Data Innovations, Inc. to provide citation management and collection services. The current Transportation contract with Complus Data Innovations will expire on January 14, 2018 and the Aviation contract with Complus Data Innovation Inc. will expire on July 31, 2018.
- In order to align the two contract terms and enable the City to solicit and provide one contract for citation management system and collection services that can be used citywide, a six month amendment to the Transportation Department's contract is needed.
- The estimated contract expenditures for the six month contract extension are projected to be \$142,000.

### **Charlotte Business INclusion**

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

### **Fiscal Note**

Funding: Transportation Operating Budget



**Agenda Date: 10/23/2017**

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**Agenda #: 18.File #: 15-5781 Type: Consent Item**

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## **Monroe Road Streetscape Planning and Design Contract**

### **Action:**

**Approve a contract in the amount of \$1,699,100 with RS&H Architects-Engineers-Planners, Inc. for planning and design services for Monroe Road Streetscape.**

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

Mike Davis, Engineering and Property Management  
Bette Frederick, Engineering and Property Management

### **Explanation**

- The Monroe Road Streetscape project was identified in the Independence Boulevard Area Plan. The proposed project includes making improvements between Briar Creek Road and Sharon Amity Road to create a more pedestrian-oriented and mixed use development. Proposed improvements include sidewalks, mid-block crossings, bicycle lanes, and on-street parking.
- On February 17, 2014, the City issued a Request for Qualifications (RFQ); five proposals were received from interested service providers.
- RS&H Architects-Engineers-Planners, Inc. (RS&H) was selected to orchestrate a pre-planning phase to garner community support and help provide community engagement with other projects in the area. The project received \$75,000 in initial funding to complete the pre-planning phase.
- In November 2016, \$2.08 million was approved in the Transportation bonds for planning and design.
- This contract will include, but is not limited to traffic analysis, public involvement, coordination with private development, right-of-way plans, and traffic control plans.
- An additional \$8.32 million is proposed to be included in the 2018 bond referendum for a total project budget of \$10.4 million.
- This contract is for planning and design phase plans. This phased approach to completing construction plans is consistent with City contracting procedures.
- It is anticipated that City Council will be asked to approve a construction contract in the future when the planning and design phase has been completed.

### **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). RS&H Architects-Engineers-Planners, Inc. has committed 10 percent of the total contract to the following certified firms:

- Capstone Civil Engineering (MBE, SBE) (\$30,000) (geotechnical)
- The Dodd Studio (SBE) (\$41,452.50) (landscape architecture)
- Carolina Wetland Services (SBE, WBE) (\$19,905) (field surveying)
- Utility Coordination Consultants (SBE) (\$79,515) (utility coordination)

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**Agenda #:** 18.**File #:** 15-5781 **Type:** Consent Item

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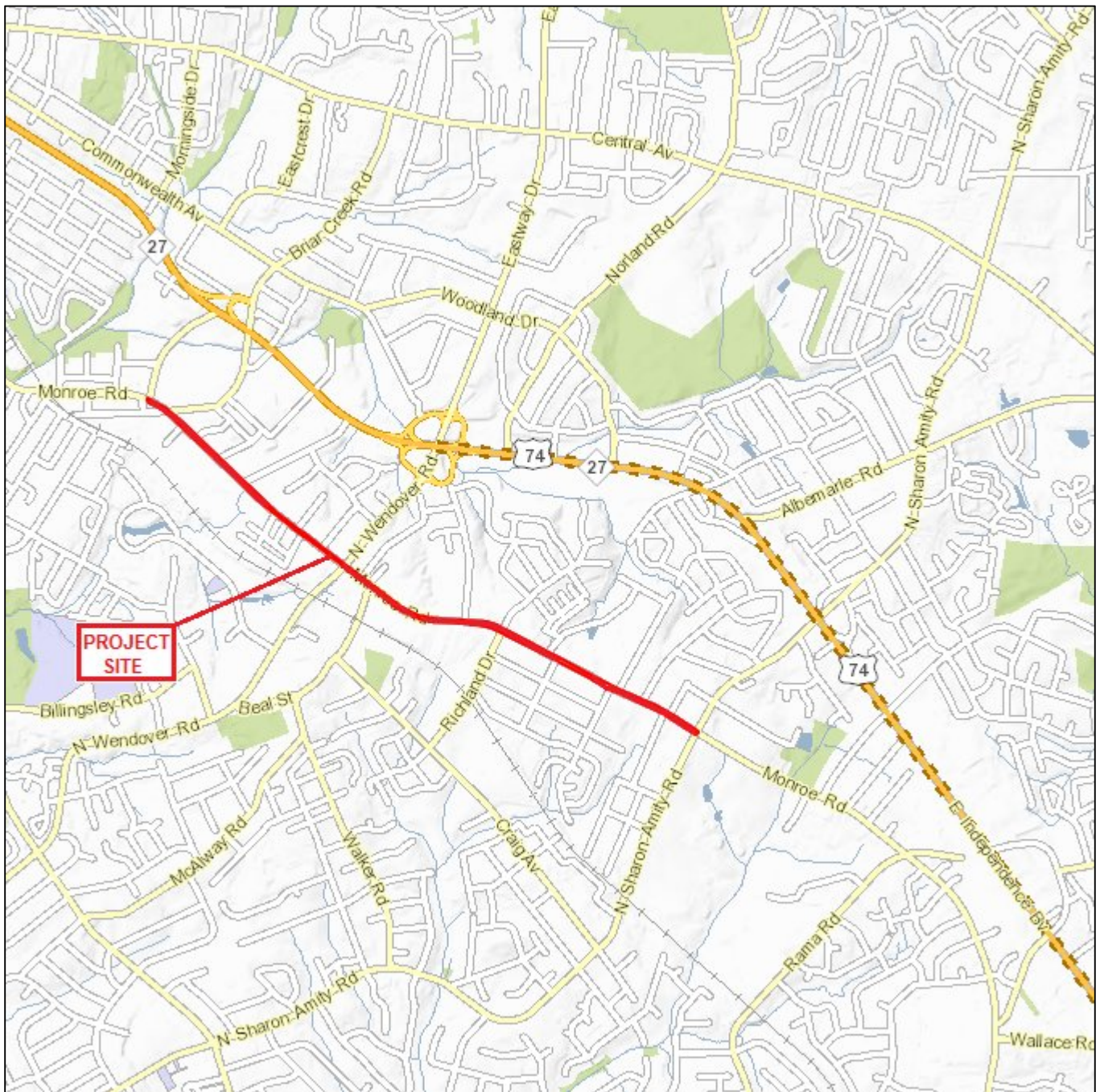
**Fiscal Note**

Funding: General Community Investment Plan

**Attachment(s)**

Map





**Location Map: Monroe Road Streetscape  
(Council Districts 1 and 5)**



**Agenda Date: 10/23/2017**

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**Agenda #: 19.File #: 15-6346 Type: Consent Item**

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## **Charlotte-Mecklenburg Police Department Central Division Construction Manager at Risk Pre-Construction Services**

### **Action:**

**Approve a contract in the amount of \$157,700 with Edifice, Inc. for Construction Manager at Risk Pre-Construction Services for the Charlotte-Mecklenburg Police Department Central Division Station.**

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

Mike Davis, Engineering and Property Management  
William Haas, Engineering and Property Management  
Kerr Putney, Police  
Katrina Graue, Police

### **Explanation**

- The Charlotte-Mecklenburg Police Department (CMPD) Central Division comprises of 100 staff members who serve 4.2 square miles of area inside I-277 and portions of South End.
- The CMPD Central Division currently occupies a building leased from Bank of America at 119 East 7<sup>th</sup> Street. This project would replace the current leased building with a new, City-owned facility located at the intersection of 5<sup>th</sup> and 6<sup>th</sup> streets.
- The proposed project is to construct a three-story, 31,000-square-foot facility and a 250-space parking deck for the CMPD Central Division and potentially space for another City Department.
- 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, and enhance Charlotte Business Inclusion participation
- This contract with Edifice, Inc. will provide pre-construction services, including but not limited to:
  - Construction estimating,
  - Developing the project schedule,
  - Constructability reviews of the design plans,
  - Developing a Charlotte Business Inclusion utilization plan, and
  - Pre-qualification of contractors
- On April 28, 2017, the City issued a Request for Qualifications (RFQ) for construction manager-at-risk services; eight proposals were received from interested service providers.
- Edifice, Inc. was selected as the most qualified firm to meet the City's needs on the basis of demonstrated competence, qualifications, experience, and responsiveness to RFQ requirements.
- The CMAR delivery method will require one additional contract for the construction phase. It is anticipated that City Council will be asked to award a construction contract in spring of 2018.

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**Agenda #: 19.File #: 15-6346 Type: Consent Item**

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- After construction award, Edifice, Inc. will award the subcontracts and manage the construction.
- An update was provided to City Council on the CMPD Central Division project during the dinner briefing on April 10, 2017. Additional follow-up responses to questions posed by City Council during the dinner briefing are included as an attachment.

**Background**

- In February 2010, CMPD adopted the Facilities Strategic Plan, which outlines division facility goals through 2025. In this plan, CMPD prioritized the transition from renting spaces to occupying City-owned facilities. This recommendation supports CMPD's objectives to be highly visible and accessible within the community, reduce operating costs, and accommodate future personnel growth.
- On April 24, 2017, Council approved the design contract with ADW Architects and authorized staff to proceed with the condemnation of 0.17 acres needed for this development which would bring the total site to 1.27 acres.

**Charlotte Business INClusion for Design Contract**

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1 (h) of the Charlotte Business INClusion Policy). Edifice, Inc. has committed 25.05% (\$39,500) of the total contract amount to the following certified firms:

- NJR Construction, LLC (SBE) (\$20,000) (pre-construction services)
- Lil Associates II, Inc. (SBE/MBE) (\$19,500) (CBI compliance services)

A Charlotte Business INClusion goal will be part of the construction contract anticipated for City Council consideration in spring 2018.

**Fiscal Note**

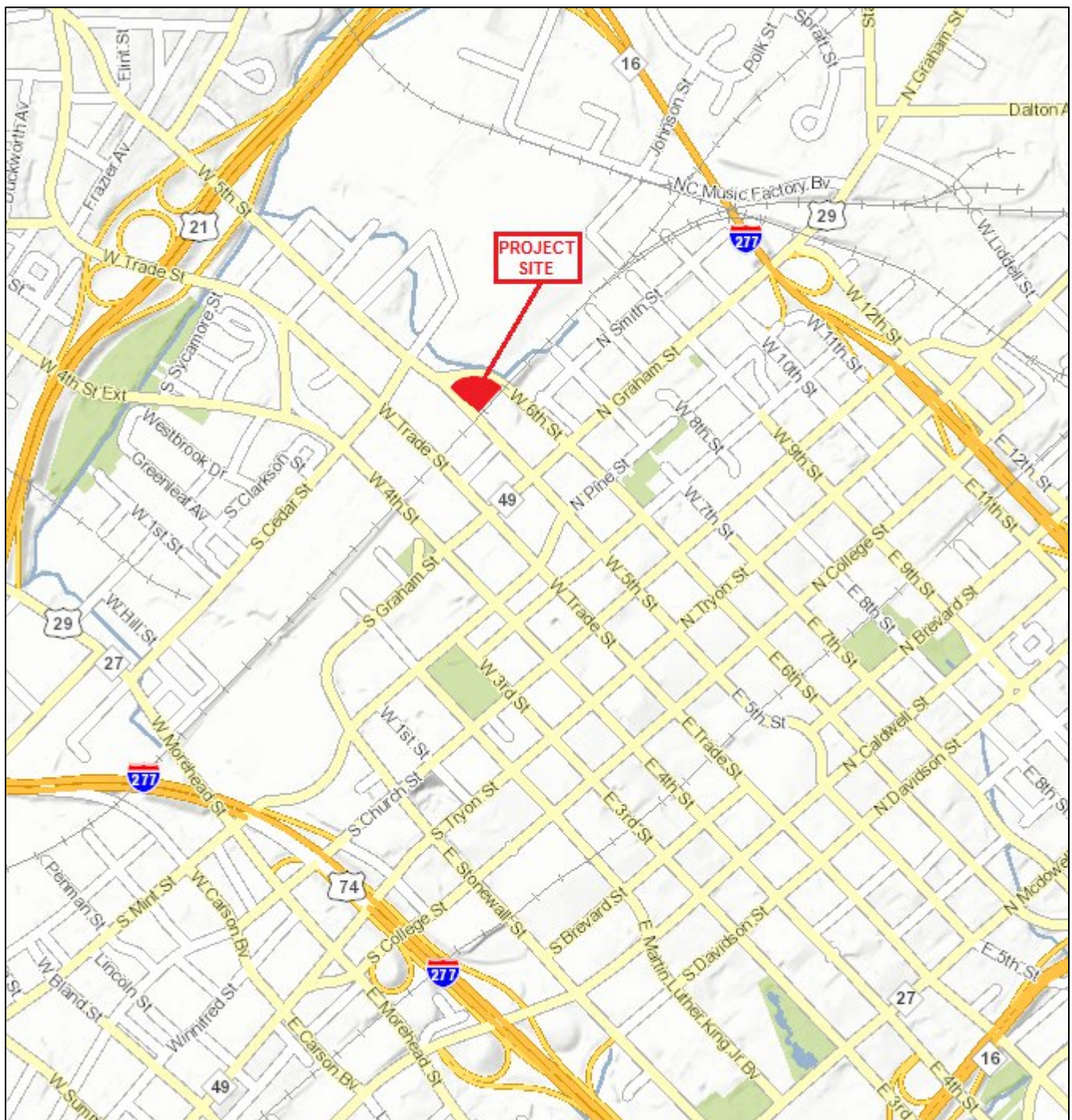
Funding: General Community Investment Plan

**Attachment(s)**

Map

Questions and Answers from April 10<sup>th</sup> Council Dinner Briefing  
Resolution





**Location Map: Charlotte-Mecklenburg Police Department  
Central Division Office  
Construction Manager-at-Risk Pre-Construction Services  
(Council District 2)**

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## ***Questions and Answers***

### ***From April 10<sup>th</sup> Council Dinner Briefing***

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The following information is provided in response to questions posed by the Mayor and Council members during the April 10, 2017 Dinner Briefing on the Charlotte-Mecklenburg Police Department Central Division Office.

**Question 1:** *What were the selection criteria used for considering and selecting alternative sites for constructing the new Central Police Division Office?*

In January 2009, the Charlotte-Mecklenburg Police Department (CMPD) formed a Strategic Facilities Committee charged with creating a Facilities Strategic Plan that would be used to guide leaders as they made decisions related to the capital needs of the CMPD over the next 15 years. The Facilities Strategic Plan has been updated several times, most recently in September 2016. Since the formation of the Strategic Facilities Committee, the key objectives have remained the same for the location and construction of new CMPD Patrol Division Offices, and include:

- Patrol division offices must be located in highly visible and accessible locations that contribute to the community's perception of safety and security.
- Patrol division offices must be sized to accommodate future personnel growth and support the functions a patrol division is expected to provide to the community.
- Each patrol division office, while reflecting the exterior design context of the community where it is located, will be of similar design in order to be highly recognizable as a CMPD patrol division office.
- Patrol division offices should support its neighborhood crime reduction mission and become a vital part of the neighborhoods where they are located.

CMPD Patrol Division Offices, constructed since 2009, have been situated within their respective patrol division to serve its community's local residents. These new Patrol Division Offices include the Metro Division (1118 Beatties Ford Road), Providence Division (715 Wendover Road), Steele Creek Division (2227 Westinghouse Boulevard), Eastway Division (305 Central Avenue), and the Westover Division (2550 West Boulevard).

In order to meet these key objectives of the Facilities Strategic Plan, CMPD believes it is important that the new Central Division Office be located within the I-277 loop. Each Patrol Division is designed and workloads calculated with the goal for the Patrol Division Office to be centrally located within the Division to maximize response times. Constructing the Central Division Office outside the I-277 Loop will have a detrimental effect of response times. The alternative sites listed below are either outside the I-277 Loop, or entirely outside the Central Division boundaries.

- |  |   |
|--|---|
| • N. Poplar Street & 12 <sup>th</sup> Street               | • N. Tryon Street & 12 <sup>th</sup> Street |
| • S. Tryon & Tremont Avenue                                | • W. Morehead Street & Freedom Drive        |
| • W. Morehead Street & Wilkinson Blvd                      | • Wilkinson Blvd. & Suttle Avenue           |
| • College Street, 12 <sup>th</sup> Street, N. Tryon Street | • Summit Avenue near Bryant Street          |

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## ***Questions and Answers***

### ***From April 10<sup>th</sup> Council Dinner Briefing***

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Some of the alternative sites considered by CMPD and the City's Real Estate Division were also deemed inappropriate due to security concerns associated with significant grade differences surrounding the properties. In addition to some of them being outside the I-277 Loop, the sites listed below also have the real potential of debris being thrown from higher elevations on 12<sup>th</sup> Street or I-277 onto the new Central Division Office, potentially damaging CMPD patrol cars or injuring officers. CMPD has experienced such occurrences at other Division offices in the past, particularly at the previous Providence Division office on Latrobe Drive, where debris was thrown from the higher elevation of nearby property on a regular basis, damaging patrol cars and personal vehicles of officers.

- College Street & 11<sup>th</sup> Street
- College Street, 12<sup>th</sup> Street, N. Tryon Street
- N. Tryon Street & 12<sup>th</sup> Street

Some of the alternative properties were eliminated from consideration because of challenging access to the sites, which would delay egress from the station and increase response times. Alternative properties with access concerns include:

- College Street & 11<sup>th</sup> Street
- College Street, 12<sup>th</sup> Street, N. Tryon Street
- N. Poplar Street & 12<sup>th</sup> Street
- W. Morehead Street & S. Cedar Street

**Question 2:** *What were the estimated purchase costs for the alternative properties considered as potential sites for the Central Division Police Office?*

**Table 1** below lists the sites considered as possible locations for the CMPD Central Division, along with the estimated value of each property. The sites highlighted in gray are within the Central Division boundary. The estimated valuations shown for each alternative site were determined in 2014 by Real Estate staff through an analysis of comparable properties. These amounts represent the value of the property at that time. A complete appraisal was not conducted on these properties, and property owners were not approached because the property was eliminated from consideration by Real Estate Division staff and Police Chief Rodney Monroe for the reasons cited in the comments section of the table. For additional explanation of the reasons cited, see the response to Question 1 above.

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## *Questions and Answers*

### *From April 10<sup>th</sup> Council Dinner Briefing*

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**Table 1**

PROPERTY	INSIDE DIVISION (YES/NO)	ESTIMATED LAND COST (2014)	COMMENTS
<b>CURRENT LOCATION: 119 E 7<sup>th</sup> Street</b>	Yes	NA	- Building is 9,470 sf on two floors
<b>Proposed Site: W 5<sup>th</sup> Street &amp; W 6<sup>th</sup> St.</b>	Yes	\$4,320,000	- 1.1 Acres owned by City - Would acquire 0.17 acres to provide efficient inbound access (estimated to cost approximately \$840,000, which is already included in the \$26M project budget)
College Street, 12 <sup>th</sup> Street, N Tryon Street	Yes	\$5,100,000	- Outside the I-277 loop - Below W 12th Street; security concern - Challenging inbound access into Uptown would increase response times (no signal for left-turn onto N Tryon)
N Poplar Street & 12 <sup>th</sup> Street	Yes	\$4,500,000	- Outside the I-277 loop - Challenging inbound access into Uptown would increase response times (no signal for left-turn onto N Tryon)
College Street & new 10 <sup>th</sup> Street	Yes	\$4,000,000	- County requested CMPD front the tracks; reduced visibility - County development timeline was anticipated to delay project schedule - Highest and best use on remainder of parcel would be impacted
N Tryon Street & 12 <sup>th</sup> Street	Yes	\$3,500,000	- Outside the I-277 loop - Below W 12 <sup>th</sup> Street; security concern
W Morehead Street & S. Cedar Street	Yes	\$3,267,000	- CMPD concerns about increased response times - Reduced accessibility and visibility
College Street & 11 <sup>th</sup> Street	Yes	\$2,400,000	- Parcel is too small to construct station - Below I-277; security concern - Challenging access to northern portion of the Division would increase response times (would require going around several blocks)
S Tryon Street & Tremont Avenue	No	\$3,000,000	- In the Westover Division response area - CMPD concerns about increased response times - Reduced accessibility and visibility
W Morehead Street & Freedom Drive	No	\$1,700,000	- In the Metro Division response area - CMPD concerns about increased response times - Reduced accessibility and visibility - <b>This site has been developed since originally investigated in 2014</b>
W Morehead Street & Wilkinson Boulevard	No	\$1,660,000	- In the Metro Division response area - CMPD concerns about increased response times - Reduced accessibility and visibility - <b>This site has been developed since originally investigated in 2014</b>
Wilkinson Boulevard & Suttle Avenue	No	\$1,400,000	- In the Metro Division response area - CMPD concerns about increased response times - Reduced accessibility and visibility
Summit Avenue near Bryant Street	No	\$1,150,000	- In the Metro Division response area - CMPD concerns about increased response times - Reduced accessibility and visibility



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## ***Questions and Answers From April 10<sup>th</sup> Council Dinner Briefing***

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**Question 3:** *Will the allocation of additional funding to construct the Central Police Division Office impact the ability to complete other Police division offices currently funded in the Council-approved General Community Investment Plan?*

Allocation of additional funding for the Central Division Office will not impact the ability to complete other Police stations currently funded or programmed in the Council-approved General Community Investment Plan. Additional funding for Central Division would be provided from new, unallocated debt capacity created by growth in property and sales tax revenues supporting the Municipal Debt Service Fund. Funding for the six new police stations approved by City Council for construction between 2014 and 2020 has been dedicated from debt capacity created by the 3.17 cent property tax increase approved by Council in June 2013. The Westover Division Station was funded in FY 2014, and the completed station is now in operation. The Hickory Grove Division and South Division stations were fully funded in FY 2017, and land acquisition and design work are currently underway for both stations. Funding for land acquisition for Independence Division and University City Division was approved in FY 2017, and remaining funding for construction of those two stations is programmed for FY 2019. The sixth and final approved station for the new Northwest Division is programmed for funding in FY 2021.

**Question 4:** *Did staff consider the site at 501 E. Trade Street as an alternative location for the new Central Police Division Office?*

This property was not considered for the CMPD Central Division Office because the parcel was anticipated to be developed as a new courthouse when the Central Division site analysis was conducted in 2014. In 2015, City Council approved a property exchange which will result in the City taking ownership of this property, effective after November 2017. Located along the LYNX Gold Line, the land is anticipated to be valued around \$20,000,000 and is well situated to serve as an economic development catalyst in the area. This location has strong potential for a multi-use development with pedestrian-friendly ground level amenities. If sold for private development, this property would generate significant revenue from the proceeds that could be allocated to critical capital needs and would create additional property tax revenue to support future City operations.

A RESOLUTION AUTHORIZING CONDEMNATION PROCEEDINGS  
FOR THE ACQUISITION OF CERTAIN REAL PROPERTY

WHEREAS, the City Council of the City of Charlotte finds as a fact that it is necessary to acquire certain property as indicated below for the CHARLOTTE-MECKLENBURG POLICE DEPARTMENT-CENTRAL DIVISION;

WHEREAS, the City either in good faith has undertaken to negotiate for the purchase of this property but has been unable to reach an agreement with the owners for the purchase price or, after reasonable diligence, has been unable to negotiate a purchase price;

NOW, THEREFORE, BE IT RESOLVED by the City Council of The City of Charlotte that condemnation proceedings are hereby authorized to be instituted against the property indicated below, under the authority and procedures of the laws of the State of North Carolina:

PROPERTY DESCRIPTION:

Amount necessary for the CHARLOTTE-MECKLENBURG POLICE DEPARTMENT-CENTRAL DIVISION and estimated to be 7,625 square feet (0.175 acre) of fee-simple area, and any additional property or interest as the City may determine to complete the Project, as it relates to Tax Parcel No.: 078-121-01, said property currently owned by FAITH F. SINKOE and spouse, if any; HEIRS OF RANDY S. SINKOE; BRENDA SINKOE-MOORE; ERIC M. MOORE; BEVERLY SINKOE GREY; MICHAEL HOWARD GREY; LOUIS A. SINKOE and spouse, if any, or the owners' successor-in-interest.

ESTIMATED JUST COMPENSATION:

Such estimated just compensation as may be determined based upon the takings required by the final construction plans.

IT IS FURTHER RESOLVED that the estimated just compensation for the property is hereby authorized to be deposited in the Office of the Clerk of Superior Court, Mecklenburg County, North Carolina, together with the filing of the Complaint and Declaration of Taking.



**Agenda Date: 10/23/2017**

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**Agenda #: 20.File #: 15-6432 Type: Consent Item**

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## **Storm Water Repair and Improvement Contract (Fiscal Year 2018-C)**

### **Action:**

**Award a contract in the amount of \$3,579,712.25 to the lowest responsive bidder Blythe Development Company for the Storm Water Repair and Improvement Fiscal Year 2018-C project.**

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

Mike Davis, Engineering and Property Management  
Susan Tolan, Engineering and Property Management

### **Explanation**

- This contract is part of an ongoing program to provide repairs and/or improvements to existing storm drainage systems and construction of new storm drainage systems.
  - Each request is investigated and prioritized based on the severity of potential public/private property flooding and/or property damage.
  - The necessary repairs for each project are designed and a work order prepared.
- Approximately 30 projects may be constructed within a contract term that may not exceed 18 months. The number may vary depending on the nature and extent of the repairs actually constructed.
- On September 6, 2017, the City issued an Invitation to Bid; five bids were received from interested service providers.
- Blythe Development Company was selected as the lowest responsive, responsible bidder.

### **Charlotte Business INclusion**

Established SBE Goal: 19.00%

Committed SBE Goal: 19.00%

Blythe Development Co. has identified SBEs on its project team, and for each work order issued, committed 19.00% of the total contract amount to the following certified firms:

- B & B Concrete Construction of Charlotte, Inc. (SBE) (concrete)
- Express Logistics Services, Inc. (SBE, MBE) (hauling)
- Landmark Materials, LLC (SBE) (hauling)
- Maybury Fencing, Inc (SBE, WBE) (fencing)
- P and TL, Inc. (SBE) (erosion control)

Established MBE Goal: 10.00%

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**Agenda #: 20.File #: 15-6432 Type: Consent Item**

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Committed MBE Goal: 10.00%

Blythe Development Co. has identified MBEs on its project team, and for each work order issued, committed 10.00% of the total contract amount to the following certified firms:

- Express Logistics, LLC (SBE, MBE) (hauling)

**Fiscal Note**

Funding: Storm Water Community Investment Plan





**Agenda Date:** 10/23/2017

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**Agenda #:** 21. **File #:** 15-6361 **Type:** Consent Item

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## **McAlpine Creek Wastewater Treatment Plant Equipment Procurement**

### **Action:**

- A. Approve the purchase of submersible mixers and submersible pumps, as authorized by the sole source exemption of G.S. 143-129 (e)(6),**
- B. Approve a contract with Xylem Water Solutions USA, Inc. for the purchase of Flygt Pumps and Mixers for a term of one year.**

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

Barry Gullet, Charlotte Water  
Ron Hargrove, Charlotte Water  
Carl Wilson, Charlotte Water

### **Sole Source Exemption**

- G.S. 143-129 (e) (6) provides that formal bidding requirements do not apply when:
  - Performance or price competition are not available;
  - A needed product is available from only one source or supply; or
  - Standardization or compatibility is the overriding consideration.
- Sole sourcing is necessary for this contract to provide compatibility with existing equipment.

### **Explanation**

- This contract is for new Flygt submersible mixers and submersible pumps that will be utilized at the McAlpine Creek Wastewater Treatment Plant.
- The intent is to utilize this equipment for a pilot of a new biological treatment process but the equipment could also be used as backup equipment when necessary.
- Total estimated expenditures under the contract is \$500,000.

### **Charlotte Business INclusion**

This is a sole source contract and is exempt (Part A: Appendix 1.27 of the Charlotte Business INclusion Policy).

### **Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date:** 10/23/2017

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**Agenda #:** 22. **File #:** 15-6352 **Type:** Consent Item

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## **Water Service Parts and Fittings**

### **Action:**

**Award a two-year unit price contract to each of the lowest responsive bidders Core & Main LP and Fortiline Inc. for the purchase of water service parts and fittings.**

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

Barry Gullet, Charlotte Water

Angela Lee, Charlotte Water

### **Explanation**

- Parts and fittings are required for the installation and repair of residential and commercial water services and meters.
- On August 18, 2017, Charlotte Water issued an Invitation to Bid; three bids were received from interested service providers.
- The following vendors were selected as the lowest responsive, responsible bidder:
  - Core & Main LP for No Lead Brass
  - Fortiline Inc. for Meter Setters with No Lead Brass
- This contract establishes fixed and firm pricing for the term of the contract.
- Estimated annual expenditures for both contracts are \$1,074,911.

### **Charlotte Business INclusion**

No subcontracting goals were established because there are no subcontracting opportunities (Part B: Section 2.3 of the Charlotte Business INclusion Policy).

### **Fiscal Note**

Funding: Charlotte Water Operating Budget



**Agenda Date:** 10/23/2017

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**Agenda #:** 23.**File #:** 15-6359 **Type:** Consent Item

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## **Professional Engineering Services for Small Water and Sewer Related Projects**

### **Action:**

**Approve a contract in the amount of \$500,000 with Gavel & Dorn Engineering, PLLC for design and construction inspection services of small water and sewer related projects.**

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

Barry Gullet, Charlotte Water  
Carl Wilson, Charlotte Water

### **Explanation**

- The contract with Gavel & Dorn Engineering, PLLC is for the design and construction inspection services of small diameter water and sanitary sewer mains as well as locating and overseeing installation of water quality sampling stations and automatic flushing devices to analyze and improve water quality for Charlotte Water customers.
- Engineering consultants are used to supplement City staff resources. This contract will provide preliminary and final design, drafting services, and inspection services as needed.
- On July 19, 2017, the City issued a Request for Qualifications; 11 proposals were received from interested professional service providers.
- Gavel & Dorn Engineering, PLLC 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.

### **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). Gavel & Dorn Engineering, PLLC, a City SBE, has committed 1.60% (\$8,000) of the total contract amount to the following certified firm:

- AmeriDrill, Inc. (SBE) (\$8,000) (soil test borings)

### **Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date:** 10/23/2017

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**Agenda #:** 24. **File #:** 15-6226 **Type:** Consent Item

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## **Charlotte Water Construction Management Software**

### **Action:**

- A. Approve a contract with e-Builder, Inc. in the amount up to \$530,000 for the implementation of cloud-based construction management software as well as initial support and subscription-based licenses,**
- B. Authorize the City Manager to purchase subscription licenses, maintenance, and support for as long as the City uses the system, and**
- C. Authorize the City Manager to purchase such additional software licenses, services, and hardware as needed to optimize the City's use of the system, and to approve other amendments consistent with the purpose for which the contract was approved.**

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

Barry Gullet, Charlotte Water  
Ron Hargrove, Charlotte Water  
Shawn Coffman, Charlotte Water

### **Explanation**

- Charlotte Water's adopted five year Community Investment Plan (CIP) is approximately \$944 million. Given the significant cost and project complexity, a dedicated system is required for the effective management and coordination of construction projects.
- The e-Builder product will fulfill Charlotte Water's need for a construction management system.
- E-Builder is currently in use by the Charlotte Area Transit System (CATS) and Aviation. As a component of a long-term enterprise technology strategy, e-Builder is being extended for use in departments as construction program management needs arise.
- A waiver of a competitive solicitation process may be granted when deemed appropriate and in the City's best interest. Such a finding has been made and a waiver granted for this procurement.
- The contract includes initial implementation services as well as subscription licensing for a five-year period. The one-time expenditure for licensing and implementing the system, including the first year of service, is estimated to be \$530,000. This includes the configuration of the system to meet the department's needs and integration with existing City systems.
- Annual estimated expenditures for annual licensing, maintenance and support are \$245,000.

### **Charlotte Business INclusion**

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

### **Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date: 10/23/2017**

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**Agenda #: 25. File #: 15-6363 Type: Consent Item**

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## **Charlotte Water PCB Handling Services**

### **Action:**

**Approve a contract with Synagro-WWT, Inc. for Polychlorinated Biphenyl (PCB) Handling Services for a term of five years.**

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

Barry Gullet, Charlotte Water

Jackie Jarrell, Charlotte Water

### **Explanation**

- This contract will provide an on-call Service Provider to coordinate and execute additional projects related to the PCB contamination at Mallard Creek Wastewater Treatment Plant (WWTP), McAlpine Creek WWTP and the wastewater collection systems that carry the wastewater to the treatment plants.
- Task orders may be executed that may include decontamination, hauling, and disposal services.
- On July 20, 2017, the City issued a Request for Qualifications; six proposals were received from interested service providers.
- Synagro-WWT, Inc. was determined to be the best qualified firm to meet the City's needs in terms of competence and qualifications for these projects.
- Total contract expenditures over the five year period are estimated to be \$6,000,000.

### **Background**

- On February 6, 2014, wastes containing PCB and trichlorobenzene were illegally discharged to the sewage collection system that flows to the Mallard Creek WWTP and the collection system that flows to the McAlpine Creek WWTP.
- Structures and equipment contaminated with PCBs above certain thresholds are regulated by the U.S. Environmental Protection Agency and require decontamination to levels and by methods outlined in the Toxic Substance Control Act (TSCA).
- Materials contaminated with PCBs above certain thresholds are also regulated by the EPA and TSCA and are required to be disposed of in permitted hazardous waste landfills, boiled, or incinerated.

### **Charlotte Business INclusion**

The City requested proposers to submit a MSBE Participation Plan outlining their solicitation and utilization efforts (Part C: Section 2.1 (h) of the Charlotte Business INclusion Policy. Synagro-WWT, Inc. has identified the following certified firms to participate as the project scope is further defined:

- Harrisburg Security, Inc. (SBE) (security)
- Fresh & Bright Corp (SBE, MBE) (janitorial)

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**Agenda #:** 25.**File #:** 15-6363 **Type:** Consent Item

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- All Points Waste Service (MBE) (toilet, dumpster, hand sanitizer, eye wash)

**Fiscal Note**

Funding: Charlotte Water Community Investment Plan



**Agenda Date: 10/23/2017**

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**Agenda #: 26. File #: 15-6447 Type: Consent Item**

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## **LYNX Blue Line Extension Bus Shelters**

### **Action:**

**Award a contract in the amount of \$176,953.70 to BSL Galbreath Inc. for Bus Shelters along the LYNX Blue Line Extension to connect with CATS regional bus system.**

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

John Lewis, CATS  
Jill Brim, CATS

### **Explanation**

- This contract will allow the installation of bus shelters, benches and trash receptacles at the Blue Line Extension (BLE) JW Clay Boulevard parking garage, University City Boulevard parking garage, the Old Concord Road park-and-ride lot, and the UNC Charlotte Main Station.
- BSL Galbreath Inc. was determined to be the lowest responsive, responsible bidder.
- The project is anticipated to be complete by March 2018.
- The contract is within the current BLE budget.
- On June 19, 2017, the City issued an Invitation to Bid (ITB) for Bus Shelters; one bid was received.
- On July 19, 2017 the City re-advertised the ITB for Bus Shelters; one bid was received from interested service providers. Therefore, negotiations were entered into with the bidder, BSL Galbreath Inc. A best and final offer was received on September 5, 2017.

### **Disadvantaged Business Enterprise**

Established DBE Goal: 0.00%  
Committed DBE Goal: 100%

BSL Galbreath Inc., a DBE firm, will perform 100% (\$176,953.70) of the total contract amount as the prime contractor.

Pursuant to Department of Transportation DBE Program, Subpart C, no DBE subcontracting goal was set for this project due to no subcontracting opportunities. The federal DBE program counts the participation of all DBE contractors working on a contract, without regard to their status as a prime contractor or a subcontractor.

### **Fiscal Note**

Funding: CATS Community Investment Plan



**Agenda Date:** 10/23/2017

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**Agenda #:** 27. **File #:** 15-6390 **Type:** Consent Item

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## **Airport Terminal Lobby Expansion Design Services**

### **Action:**

**Approve a contract in the amount of \$21,750,000 with GS&P/NC, P.C. for architectural and engineering design services for the Terminal Lobby Expansion project.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- On September 26, 2016, City Council approved a contract with GS&P/NC, P.C. for planning, programming, scoping services, and a cost estimate for the Terminal Lobby Expansion project.
- This contract will provide architectural and engineering design services, as well as project coordination activities for Terminal Lobby Expansion project.
- On March 31, 2016, the City issued a Request for Qualifications for the Terminal Lobby Expansion design services; seven firms submitted a proposal.
- GS&P/NC, P.C. was selected based on its extensive aviation experience, particularly as it relates to large hub airports with projects of this magnitude.
- The Aviation Department intends to return to City Council in the fall of 2018 for two actions related to this project:
  - A contract amendment with GS&P/NC, P.C. to provide construction administration services, and
  - A guaranteed maximum price contract for the full construction.

### **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).

GS&P/NC, P.C. has committed 27.13% (\$5,900,000) of the total contract amount to the following certified firms:

- DAS Architecture, Inc. (SBE) (\$4,000,000) (architecture)
- Laurene, Rickher and Sorrell, PC (SBE) (\$1,900,000) (structural engineering)

### **Fiscal Note**

Funding: Aviation Community Investment Plan





**Agenda Date: 10/23/2017**

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**Agenda #: 28.File #: 15-6474 Type: Consent Item**

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## **Airport Terminal Lobby Expansion Preconstruction Services**

### **Action:**

**Approve a contract in the amount of \$3,500,000 with Holder/Edison Foard/Leeper, a Joint Venture, for preconstruction services for the Terminal Lobby Expansion project.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- On May 18, 2017, the City issued a Request for Qualifications for the Terminal Lobby Expansion Construction Manager at Risk services; six firms submitted a proposal.
- Holder/Edison Foard/Leeper, a Joint Venture, was selected as the Construction Manager at Risk firm based on its extensive aviation experience, particularly as it relates to large hub airports with projects of this magnitude, its overall project construction approach, and Charlotte Business INclusion plan of participation.
- Under this preconstruction contract, Holder/Edison Foard/ Leeper, a Joint Venture is responsible for:
  - Organizing the work into bid packages, conducting a public bidding process for each subcontracting opportunity, pre-qualifying first tier sub-contractors as required by North Carolina General Statutes, and
  - Monitoring the design process for adherence to the project budget.
- The Aviation Department intends to return to City Council fall 2018 for two actions related to this project:
  - A contract amendment with GS&P/NC, P.C. to provide construction administration services, and
  - A guaranteed maximum price contract for the full construction

### **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).

Holder/Edison Foard/Leeper, a Joint Venture, has committed 12.68% (\$443,732) of the total contract amount to the following certified firms:

- RJ Leeper Construction (SBE, MBE) (\$250,512) (preconstruction, estimating, procurement)
- TRS&I (MBE) (\$193,220) (outreach, procurement)

### **Fiscal Note**

Funding: Aviation Community Investment Plan



**Agenda Date: 10/23/2017**

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**Agenda #: 29. File #: 15-6392 Type: Consent Item**

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## **Aviation Long Term Parking Lot 2 Repaving**

### **Action:**

**Award a contract in the amount of \$116,550 to the lowest responsive bidder Tarpon Construction, Inc. for the Overflow Parking in Long Term 2 Repaving project.**

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

Brent Cagle, Aviation  
Jack Christine, Aviation

### **Explanation**

- This contract will provide for repairs to the long term 2 parking lot, including removal of the asphalt, and reclaiming and stabilizing the existing subgrade before repaving these areas.
- On May 8, 2017 the City issued an Invitation to Bid; two bids were received from interested service providers.
- Tarpon Construction, Inc. was selected as the lowest responsive, responsible bidder.
- The project is anticipated to be complete by fourth quarter Fiscal Year 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).

However, Tarpon Construction, Inc. is a City SBE.

### **Fiscal Note**

Funding: Aviation Community Investment Plan



**Agenda Date:** 10/23/2017

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**Agenda #:** 30. **File #:** 15-6379 **Type:** Consent Item

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## **Information Technology Professional Services Contract Amendment**

### **Action:**

**Approve a contract amendment with CIBER Global, LLC for information technology professional services for a term of two years.**

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

Jeff Stovall, Innovation and Technology

### **Explanation**

- On November 23, 2015, City Council approved a two year contract with CIBER Global, LLC for information technology (IT) professional services.
- The contract is due to expire on November 28, 2017.
- The City needs to retain these services in order to maintain continuity of operations on a variety of critical information technology projects.
- Professional services provided by this contractor includes but is not limited to:
  - Development and execution of the testing strategy for the City's major enterprise systems including Munis and PeopleSoft.
  - Implementation and administration of the defect and testing management system, as well as management of the use of the City's testing automation tool, Unified Functional Testing (UFT).
  - Participation in selection, onboarding, developing, and supervision of Testing Team members.
- The project to which these services have been assigned is still in progress, therefore it would be inefficient to recruit and train replacement contractors to perform this work.
- A waiver of a competitive solicitation process may be granted when deemed appropriate and in the City's best interest. Such a finding has been made and a waiver granted for this procurement.
- The estimated contract expenditures is \$175,000 annually over the two year term.

### **Fiscal Note**

Funding: Innovation and Technology Operating Budget



**Agenda Date:** 10/23/2017

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**Agenda #:** 31. **File #:** 15-6460 **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:**

- **September 25, 2017, Business Meeting and Public Forum**
- **October 2, 2017, Council Workshop and Public Forum**

**Staff Resource(s):**

Stephanie Kelly, City Clerk's Office



**Agenda Date: 10/23/2017**

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**Agenda #: 32.File #: 15-6387 Type: Consent Item**

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## **Land Purchase for Charlotte-Mecklenburg Police Department University City Division Station**

### **Action:**

**Approve the purchase of a 1.83-acre parcel (parcel identification number 049-336-01A) located at 8446 North Tryon Street for the amount of \$745,900.**

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

Mike Davis, Engineering and Property Management  
Tony Korolos, Engineering and Property Management  
Kerr Putney, Police  
Katrina Graue, Police

### **Explanation**

- In February 2010, the Charlotte-Mecklenburg Police Department (CMPD) adopted the Facilities Strategic Plan, which outlines facility goals through 2025 and prioritizes the transition from leased division offices to City-owned stations. The Facilities Strategic Plan was updated in 2016 and identified construction of the University City Division Station as a top five priority.
- Mecklenburg County owns 1.83 acres located at 8446 North Tryon Street (parcel identification number 049-336-01A) and has determined it has no immediate need for the property in the delivery of its current line of service. The Board of County Commissioners approved the sale of this property at their meeting on October 3, 2017.
- The County-owned parcel is well situated to meet CMPD's objectives to provide quality and efficient service, and be highly visible and accessible within the community. The property is also adjacent to Fire Station 27.
- The property was appraised in March 2017, for \$745,900.
- The purchase and sale agreement includes the following terms:
  - Price of \$745,900,
  - An option for Mecklenburg County to purchase the property back for \$745,900, should construction of the University City Division station not commence within two years of the date on which the City acquires the property, and
  - Closing within 60 days.
- CMPD University City Division currently leases 10,717 square feet in the building located at 8401 University Executive Park Drive for \$229,879.65 annually. The lease expires on December 31, 2021, with a termination option available on December 31, 2020.
- Funding for design and construction of the new, two-story facility of approximately 14,000 square feet, is anticipated to be received in FY 2019. Contracts for design and construction are forthcoming, with construction estimated to be completed by December 31, 2020.
- As part of the mandatory referral process, the Planning Commission reviewed the transaction on

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**Agenda #: 32.File #: 15-6387 Type: Consent Item**

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May 16, 2017, and provided no additional comments.

- This transaction is consistent with the City-Owned Real Estate and Facilities Policy, adopted by City Council in June 2017.

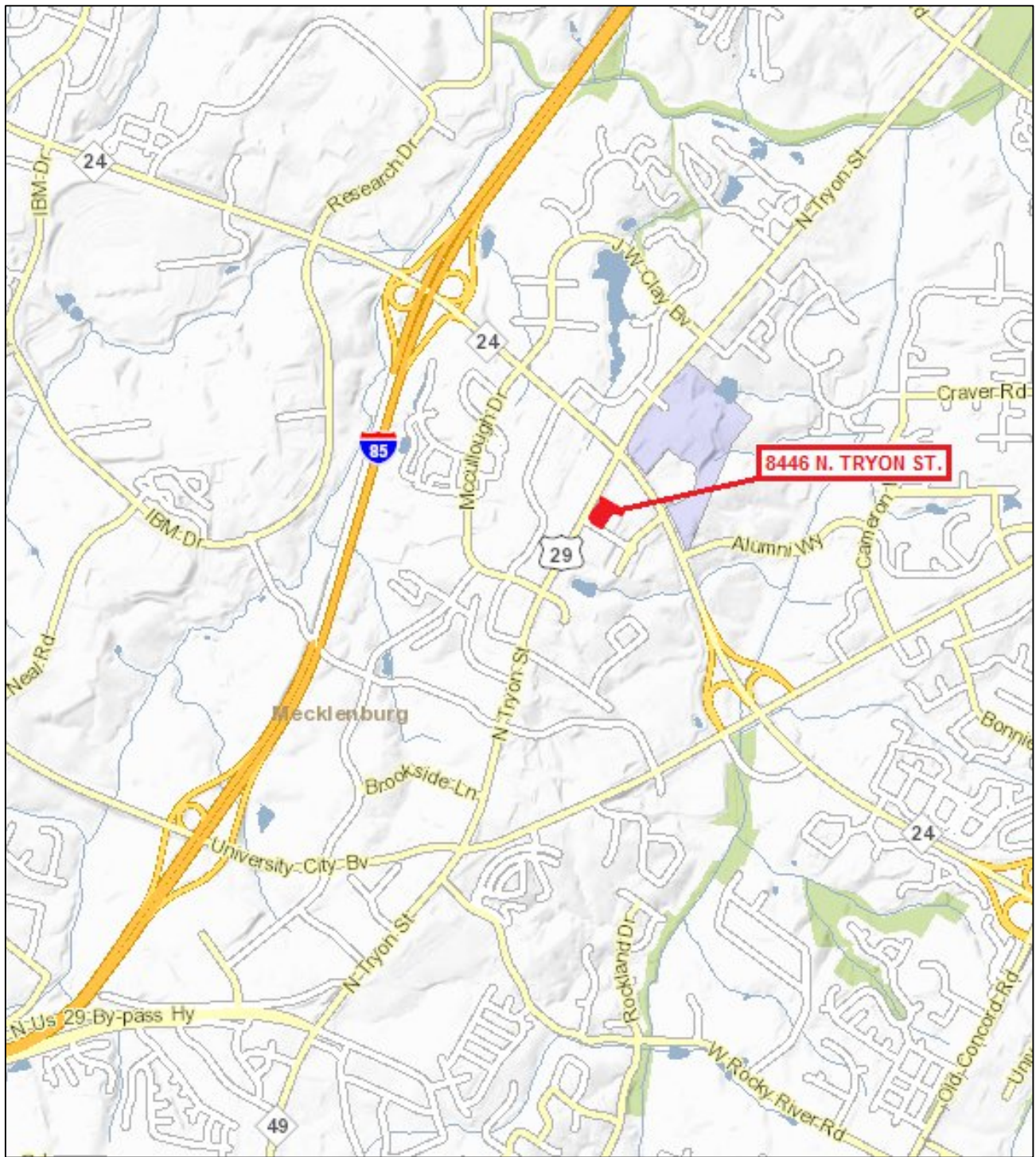
**Fiscal Note**

Funding: General Community Investment Plan

**Attachment(s)**

Map





**Location Map: Land Purchase for Charlotte-Mecklenburg Police Department University City Division Station (Council District 4)**



**Agenda Date: 10/23/2017**

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**Agenda #: 33.File #: 15-6356 Type: Consent Item**

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## **Purchase of 5516 Central Avenue for Innovation and Technology Staff Consolidation**

### **Action:**

**Approve the purchase of a 3.89-acre parcel with a 36,865 square foot building located at 5516 Central Avenue (parcel identification number 103-021-02) for the amount of \$2,400,000.**

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

Jeff Stovall, Innovation and Technology  
Brad Dunkle, Innovation and Technology  
Mike Davis, Engineering and Property Management  
Tony Korolos, Engineering and Property Management

### **Explanation**

- This purchase is consistent with the City-Owned Real Estate and Facilities Policy, adopted by City Council in June 2017.
- Currently, more than 130 Innovation and Technology (I&T) staff are located in three separate facilities and on five floors within the Charlotte-Mecklenburg Government Center. Consolidation into a single facility will improve operational efficiency, customer service, and employee morale.
- The FY 2018-2022 Community Investment Plan includes \$5,400,000 to be used for I&T Consolidation.
- The parcel at 5516 Central Avenue is 3.89 acres, zoned O-1, and includes a 36,865 square foot building. The building has been vacant for approximately two years, and has been listed for sale since July 2016.
- The property is a good option to facilitate the consolidation because the building is large enough to accommodate current I&T staff as well as growth projections, includes 150 surface parking spaces, and will have access to the proposed CityLYNX Gold Line streetcar. The presence of a City facility will also promote community safety through increased activity and demonstrate the City's commitment to economic development in East Charlotte.
- The terms of purchase are:
  - Purchase price of \$2,400,000 based on negotiation,
  - Due Diligence Period of 90 days, which will be used to assess the building condition and construction costs,
  - Earnest Money Deposit in the amount of \$120,000 of which \$5,000 will be non-refundable to the City. The remaining \$115,000 will become non-refundable after the expiration of the due diligence period, and
  - Closing shall occur no later than 60 days after the expiration of the Due Diligence Period.
- Staff will ask City Council to approve design, furniture, and construction contracts at a later date. Planned capital improvements include a new roof and HVAC system.
- This transaction has been to the Planning Commission as part of the Mandatory Referral process



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**Agenda #:** 33.**File #:** 15-6356 **Type:** Consent Item

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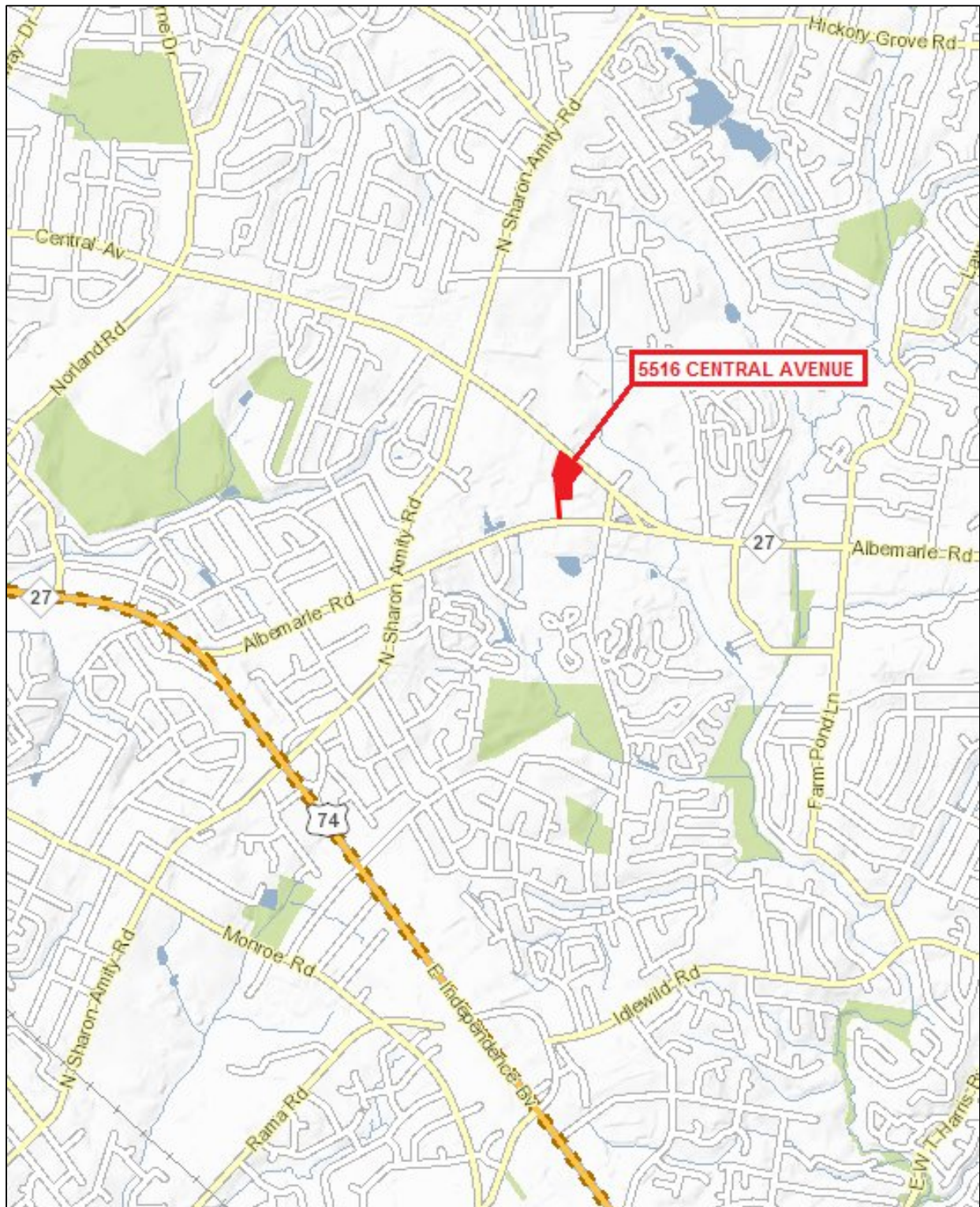
and a recommendation to proceed was approved on October 17, 2017.

**Fiscal Note**

Funding: General Community Investment Plan

**Attachment(s)**

Map



**Location Map: Purchase of 5516 Central Avenue for  
Innovation & Technology Staff Consolidation  
(Council District 5)**



**Agenda Date: 10/23/2017**

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**Agenda #: 34. File #: 15-6491 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

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: 10/23/2017**

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**Agenda #: 35.File #: 15-6492 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: 10/23/2017**

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**Agenda #: 36.File #: 15-6493 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.