



**Budget, Governance, and Intergovernmental Relations Council  
Committee Meeting Summary**

**Monday, February 3, 2025  
CH-14 at 2:00 pm**

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**COMMITTEE AGENDA TOPICS**

- Agenda Overview
- I. FY2026 Budget Development Calendar
  - II. MWSBE Participation in Capital Projects

**COMMITTEE INFORMATION**

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**Committee Members Present:** Dimple Ajmera (Chair), Lawana Mayfield and James Mitchell were present, Tariq Bokhari and Tiawana Brown were absent.

**Staff Resources:** Shawn Heath, City Manager's Office  
Monica Allen, City Manager's Office  
Marie Harris, Strategy and Budget  
Steven Coker, Charlotte Business Inclusion  
Sheila Anderson, General Services - Procurement

**DISCUSSION HIGHLIGHTS**

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**FY 2026 Budget Development Calendar**

Ms. Marie Harris, Strategy and Budget, discussed the upcoming budget development process from February through June, highlighting key workshops and committee meetings. Proposed topics are based on the core budget components for Council's feedback. The first workshop on February 10<sup>th</sup> would cover the budget and economic outlook, as well as compensation planning. The March 24<sup>th</sup> workshop would focus on updates for capital projects, Solid Waste Services fees, and financial partners. Additionally, Enterprise Funds will be discussed at the committee level this year.

Committee provided feedback and approved the proposed topics schedule.

**MWSBE Participation in Capital Projects**

Ms. Monica Allen, Assistant City Manager, introduced the topic. Mr. Steven Coker, Office of Charlotte Business Inclusion, provided updates.

**City Council Strategic Priorities**

- Priority: Workforce & Business Development
- Initiative: Small, Minority, and Women Business Development

- CIP MWSBE Master Utilization Plan Alignment: Leverage the work on capital investment projects (CIP) to drive inclusive procurement practices

### **MWSBE CIP Master Utilization Plan**

A strategic document that outlines clear objectives, actions, and performance measures to support inclusive procurement, ensure equity in contracting, and foster economic growth for diverse businesses. The plan includes early engagement, targeted outreach, unbundling contracts to create smaller opportunities, and providing support for contractor development, training, and capacity building, all aimed at enhancing MWSBE participation in city projects.

The Plan contains 3 major components:

- Objectives: Set clear goals for MWSBE involvement in capital investment projects
- Actions: Implement strategies to achieve goals through targeted efforts and engagement
- Measures: Track progress and success, making adjustment where necessary

### **Progress to Date**

The progress to date on the MWSBE CIP Master Utilization Plan includes gathering input from community groups, advisory committees, and contractors' associations, as well as finalizing the plan based on this feedback. Pilot projects targeting MWSBE solicitations have been launched, with a focus on transitioning subcontractors to prime contractors. Efforts to streamline procurement processes, improve outreach, and remove barriers have been integrated. The plan is now nearing finalization, with updates being presented to the committee for feedback, aiming for approval in April. Continuous monitoring and strategy adjustments will ensure ongoing success and inclusivity.

### **Community Collaboration**

The collaboration involved engaging with five key groups: the Metrolina Minority Contractors Association (MMCA), the Hispanic Contractors Association (HCAC), the Women's Business Center of Charlotte, the Wonder Group (working on Charlotte initiatives), and the advisory committee (CBIAC). These groups provided valuable input and insights. Their collaboration ensured that the plan reflects diverse perspectives and fosters inclusivity, helping to shape a strategy that supports the growth and participation of MWSBEs in city projects.

### **Objectives & Actions**

- Early Engagement – Integrating CBI into project planning phase
- Project Development – Administering the Pilot Project Framework focused on increasing project opportunities
- Targeted Outreach – Implementing tailored outreach efforts through the contractor development program
- Remove Barriers – Improving procurement process, offering bid preparation training, providing bonding support, and encouraging licensing and certification

### **Measures – Tracking Success through Performance Metrics**

- Percent of contract goals met
- Total amount of MWSBE contractual spend
- Number of MWSBEs awarded prime contracts
- New business certified

- MWSBE utilization (percentage of MWSBE participation on CIP projects)
- Number of outreach and engagement events
- Number of MWSBEs receiving technical assistance or training

Committee provided expectations and feedback and is looking forward to finalizing the plan.

Meeting adjourned at 3:00 p.m.