

Mayor Patrick L. McCrory

Susan Burgess
Nancy Carter
Malcolm Graham
Patsy Kinsey
John W. Lassiter

Mayor Pro Tem Patrick De'Angelo Cannon

Don Lochman
James E. Mitchell, Jr.
Patrick Mumford
John H. Tabor, AIA
Warren Turner

CITY COUNCIL MEETING

Monday, January 12, 2004

5:00 p.m.

Conference Center

**Dinner Briefing
(See Table of Contents)**

7:00 p.m.

Meeting Chamber

- **Invocation**
- **Pledge of Allegiance**
- **Awards and Recognitions**
- **Formal Business Meeting**

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5:00 P.M. DINNER BRIEFING CONFERENCE CENTER

1. Comprehensive Annual Financial Report

Resource: Greg Gaskins, Finance

Time: 20 minutes

Synopsis of Presentation: Financial Highlights from the Comprehensive Annual Financial Report (CAFR) including:

- Fund Balance
- Sources of Funds
- Revenues and Expenditures
- Uses of Funds
- Enterprise Funds
- Debt

Future Action:

No action is required.

2. Update on Gang of One Initiatives

Resources: Sgt. Beth Boggess, CMPD Gang Unit
Sgt. Brian Cunningham, Charlie Two District
Fran Cook, CMPD Volunteer

Time: 20 minutes

Synopsis of Presentation:

The Gang of One is an initiative in the Police Department's community based strategy to address emerging trends in gang activity. The Gang of One will provide a resource network to young people who are being pressured to join a gang or who need assistance in getting out of a gang. The resource network will include the faith community, Charlotte-Mecklenburg Schools, the Police Department, and a variety of other community partners. The services provided will be based on the individual needs of each young person who becomes a part of the program.

Future Action:

The presentation is to provide information before the media kick-off of the program. No action is required.

3. CWAC Committee Report on Piedmont Courts HOPE VI Application

Committee Chair: Pat Mumford

Resources: Stanley Watkins, Neighborhood Development
Charles Woodyard, Charlotte Housing Authority

Time: 40 minutes

Synopsis of Presentation:

The CWAC Committee chair will provide Council a report on the Committee's recommendation on the City's financial commitment to the Piedmont Courts HOPE VI Application. As a follow up to Council's workshop session on January 5, 2004, the Piedmont Courts HOPE VI Application was referred to the CWAC Committee for a recommendation. The Committee will meet on Friday, January 9, 2004 to discuss and formulate a recommendation for Council's consideration. City Council will receive the Committee's report as part of the Council Manager Memo on Friday.

Future Action:

This item is on tonight's policy agenda (item 12, page 10).

4. North Carolina Transportation Improvement Program Candidate Projects

Committee Chair: Pat Mumford

Resource: David McDonald, Transportation

Time: 20 minutes

Synopsis of Presentation:

The Mecklenburg Union Metropolitan Planning Organization (MUMPO) has been asked to submit their Candidate Projects List for consideration for state or federal funding in the next State Transportation Improvement Program (TIP) by January 21, 2004. The TIP is the programming document that details the work program for state transportation projects over the next seven years. The candidate projects list includes the projects that the MUMPO is asking the state to construct.

Council will be provided the Transportation Committee's recommended project candidate list at the briefing. The Transportation Committee meets at 3:30 p.m. on January 12th.

Future Action:

This item is on tonight's policy agenda (item 9, page 8).

7:00 P.M. AWARDS AND RECOGNITIONS MEETING CHAMBER

CONSENT

- 5. Consent agenda items 21 through 39 may be considered in one motion except those items removed by a Council member. Items are removed by notifying the City Clerk before the meeting.**

PUBLIC HEARING

5. **Public Hearing and Resolution to Close Earle Street, Lloyd Street, Edwin Street, Person Street and 20 Feet of Oaklawn Avenue**

Action: **A. Conduct a public hearing to close Earle Street, Lloyd Street, Edwin Street, Person Street, and 20 feet of Oaklawn Avenue, and**

B. Adopt a Resolution to Close.

Staff Resource: Roger Buell, Transportation

Policy:

To abandon right-of-way that is no longer needed for public use

Explanation:

North Carolina General Statute 160A-299 outlines the procedures for permanently closing streets and alleys. The Charlotte Department of Transportation has received a petition to abandon public right-of-way and requests this action in accordance with the statute.

Petitioner:

Charlotte Housing Authority/Charles Woodyard

Right-of-Way to be abandoned:

Earle Street, Lloyd Street, Edwin Street, Person Street and 20 feet of Oaklawn Avenue

Location:

The following streets are located within the Oaklawn Community:

Earle Street: Beginning from Oaklawn Avenue continuing approximately 862 feet northeastwardly to its terminus at Lloyd Street

Lloyd Street: Beginning from Oaklawn Avenue continuing approximately 840 feet northwestwardly to its terminus at Earle Street

Person Street: Beginning from Peaceful Way continuing approximately 278 feet eastwardly to its terminus at Edwin Street

Edwin Street: Beginning from Oaklawn Avenue continuing approximately 887 feet north to its terminus at Person Street

20 feet of Oaklawn Avenue: Beginning from McCall Street continuing approximately 1,610 feet to its terminus at the eastwardly property line of Selwyn Park

Reason:

To incorporate the right-of-way into adjacent property owned by the petitioner for development of a new multi-family project, The Park at Oaklawn.

Notification:

In accordance with City Policy, the Charlotte Department of Transportation (CDOT) has sent abandonment petitions to adjoining property owners, neighborhood associations, private utility companies and City departments for review.

Adjoining property owners - None

Neighborhood/Business Associations

Oaklawn Community Improvement Organization – No objections
 Biddleville Residents & Friends – No objections
 Double Oaks Community Organization – No objections
 Biddleville/Five Points Community – No objections
 Northwood Estates Community Organization – No objections
 McCrorey Heights-Oaklawn Association – No objections
 Druid Hills - No objections

Private Utility Companies - No objections. Easements are provided to utility companies to maintain their existing facilities as requested.

City Departments –

Review by City departments has identified no apparent reason this closing would:

- Be contrary to the public interest; or
- Deprive any individual(s) owning property in the vicinity of reasonable means of ingress and egress to his property as outlined in the statutes.

Attachment 1

Map

7. Public Hearing to Close Old Nations Ford Road

Action: Continue the Public Hearing to February 9, 2004 to Close Old Nations Ford Road.

Staff Resource: Roger Buell, Transportation

Policy:

To abandon right-of-way that is no longer needed for public use

Explanation:

North Carolina General Statute 160A-299 outlines the procedures for permanently closing streets and alleys. The Charlotte Department of

Transportation has received a petition to abandon public right-of-way and requests this Council action in accordance with the statute.

At the December 8, 2003 public hearing, the Council voted to continue the public hearing at their next meeting in order to notify surrounding neighborhoods, abutting/adjoining property owners, and businesses of the abandonment petition. Because of the holidays, the petitioner has been unable to schedule a meeting prior to the January 12, 2004 public hearing. The petitioner is in the process of coordinating a meeting to be held before February 9, 2004 to discuss the abandonment petition and their future business plans with the attendees of this meeting.

Petitioner:

Vulcan Materials Company/Dean Sunas

Right-of-Way to be abandoned:

A portion of Old Nations Ford Road

Location:

Located within the Sterling Community beginning from the private portion of Old Nations Ford Road continuing approximately 860 feet to its terminus at the proposed cul-de-sac located at the property line of a parcel owned by S&S Properties

Reason:

To incorporate the right-of-way into adjacent property owned by the Petitioner for future expansion of Vulcan Materials Company

Notification:

In accordance with City Policy, the Charlotte Department of Transportation (CDOT) has sent abandonment petitions to adjoining property owners, neighborhood associations, private utility companies and City departments for review.

Adjoining property owners

S&S Properties – No objections

Ruth G. Murchison – Response to follow public meeting

Ruth Williamson Moore – Response to follow public meeting

Hebron Carmel Investment Group – Response to follow public meeting

Gus Oberman – Response to follow public meeting

Central Piedmont Community College - Response to follow public meeting

Neighborhood/Business Associations

Sterling Community Organization – Response to follow public meeting

Ramblewood Community – Response to follow public meeting

Windsong Community – Response to follow public meeting

Private Utility Companies - No objections. Easements are provided to utility companies to maintain their existing facilities as requested.

City Departments - Review by City departments has identified no apparent reason this closing would:

- Be contrary to the public interest; or
- Deprive any individual(s) owning property in the vicinity of reasonable means of ingress and egress to his property as outlined in the statutes.

Attachment 2

Map

POLICY

8. City Manager's Report

9. North Carolina Transportation Improvement Program Candidate Projects



Action: Approve the Transportation Committee recommendation to direct the City of Charlotte MUMPO Representative's vote on the TIP Candidate Projects List to be approved at the January 21, 2004 MUMPO meeting.

Committee Chair: Pat Mumford

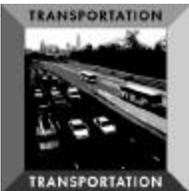
Staff Resource: David McDonald, Transportation

Explanation:

The Mecklenburg Union Metropolitan Planning Organization (MUMPO) has been asked to submit their Candidate Projects List for consideration for state or federal funding in the next State Transportation Improvement Program (TIP) by January 21, 2004. The TIP is the programming document that details the work program for state transportation projects over the next seven years. The candidate projects list includes the projects that the MUMPO is asking the state to construct.

Council will be briefed at dinner on the project candidate list as recommended by the Transportation Committee. The Transportation Committee meets at 3:30 p.m. on January 12th.

10. I-77 Northbound Lane Extension



Action: Approve the Transportation Committee recommendation to direct the Council MUMPO representative vote to:

- A. Request the NCDOT expand I-77 widening project to extend a third northbound lane from I-485 to Exit 23, Gilead Road, and**
- B. Request the NCDOT delete the Trade/Elizabeth & McDowell Congestion, Mitigation and Air Quality Project and apply those funds to the I-77 HOV Project.**

Committee Chair: Pat Mumford

Staff Resource: Bill Finger, Transportation

Explanation:

Recently, NCDOT and local staff identified a significant problem that will occur when the I-77 north widening project is completed next November. Because of project phasing, there will be a significant problem with the northbound lane drop at the I-485 interchange. Specifically, northbound lanes will drop from 5 to 2 in a distance of approximately 1,400 feet. Original project planning assumed that phase B of the project (from I-485 to NC 73 [Sam Furr Road]) would occur in a timely fashion and the problem would be short lived. Unfortunately, phase B is not likely to be funded and constructed until after 2010.

NCDOT and local staff propose reducing the impact of the lane drop by extending a third northbound lane to the vicinity of the Gilead Road interchange (exit 23) at a cost of approximately \$5 million. Partial funding would come from transferring \$1.4 million from congestion mitigation and air quality funds currently identified to add lanes at the E. Trade Street / Elizabeth Ave intersection. These funds would be used on the I-77 HOV project, thereby “freeing up” \$1.4 million for the lane extension. The Trade / Elizabeth project is no longer viable due to plans to convert Trade Street to a transit corridor, including the use of streetcars. The other \$3.6 million would come from equity formula funds and could potentially affect future funding of other MUMPO projects.

11. FY2005 Budget Process and Calendar

Action: Approve the Budget Committee’s recommended process for development of the FY2005 Strategic Operating Plan and the FY2005-2009 Capital Investment Plan.

Committee Chair: Don Lochman

Staff Resource: Ruffin Hall, Budget and Evaluation

Explanation:

The recommended FY2005 Budget Process and Calendar includes:

- Three half-day budget retreats from March thru April from 3:00 p.m. to 6:00 p.m.
- Budget presentation on Monday, May 10, 2004 at 4:00 p.m.
- Joint Storm Water Public Hearing with Mecklenburg County on Tuesday, May 18, 2004
- Public hearing on the budget on Monday, May 24, 2004
- Council adjustments to Manager’s recommended budget on Wednesday, May 26, 2004 at 2:00 p.m.
- Council straw votes on Wednesday, June 2, 2004
- Budget adoption on Monday, June 14, 2004

There are three events that influence the recommended calendar:

- The second Half-day Budget Retreat will be Tuesday, March 23rd instead of Wednesday, March 24th due to the Metropolitan Transit Commission (MTC) meeting on Wednesday.
- The MTC meets at 6:00 p.m. on Wednesday, May 26th. Thus, the meeting on Council adjustments begins at 2:00 p.m. instead of 3:00 p.m.
- The N.C. League of Municipalities Town Hall Day is Wednesday, June 9th.

Committee Discussion:

The Budget Committee met on January 5, 2004 and unanimously (Lochman, Burgess, Carter, Mumford and Turner) recommended the attached calendar and process for 2004. Council member Lassiter also attended the meeting. The Committee amended the proposed calendar to change the March 3rd half-day retreat to March 10th due to a scheduling conflict. The Committee recommended June 14, 2004 as the date for budget adoption.

Attachment 3

Budget Calendar

12. Piedmont Courts Hope VI Commitment

This item will be sent in the Friday, January 9, 2004 Council-Manager Memo.

ZONING PUBLIC HEARING

13. Public Hearing and Decision on Rezoning Petition #2003-124

Action: A. Hold a public hearing on Petition #2003-124 “A”, and

B. Consider a decision on Petition #2003-124 “B” by Charlotte Housing Authority for approximately 2.8 acres located on the north side of the Brookshire Freeway, between North Brevard Street and North Caldwell Street from I-2 (general industrial) to MUDD (CD) (mixed use development district, conditional) and MUDD (mixed use development district).

Staff Resource: Keith MacVean, Planning

Explanation:

The City Council agreed on December 15, 2003 to place the decision on petition 2003-124 on the January 12, 2004 agenda. The compressed time schedule is due to the deadline for the Hope VI Grant.

A public hearing was held on December 12, 2003 on the petition. On December 12, 2003 the petitioner divided the property and converted part “A” to a conditional request. A new public hearing is required for this part.

On January 5, 2004 the City Council voted to add the new public hearing for part “A” and decision for 2003-124 “A” to the January 12, 2004 Council meeting.

The Pre-Hearing Staff Analysis notes that redevelopment should be sensitive to the character of the Optimist Park neighborhood.

The Zoning Committee voted to recommend approval of part “B” of this petition. The Committee will make a recommendation on part “A” at the January 12, 2004 City Council meeting.

Attachment 4

Staff Analysis
Landmarks Commission letter
Zoning Committee Recommendation
Map for petition #2003-124

14. Public Hearing and Decision on Rezoning Petition #2003-127

Action: A. Hold a public hearing on Petition #2003-127 by Charlotte Housing Authority for approximately 6.41 acres located on the northeast corner of Seigle Avenue and East 10th Street from I-2 (general industrial) and I-2 (CD) (general industrial, conditional) to MUDD (CD) (mixed use development conditional district), and

B. Consider decision on Petition #2003-12.

Staff Resource: Keith MacVean, Planning

Explanation:

At the December 15, 2003 City Council meeting the public hearing and decision for petition #2003-127 was deferred to January 12, 2004.

The compressed time schedule is due to the deadline for the Hope VI Grant.

A valid protest petition has been submitted against this petition as originally filed. With the conversion to a conditional application, the protest petition is expected to be withdrawn.

The Pre-Hearing Staff Analysis notes that the petition is consistent with the overall intent of the Belmont Revitalization Plan's land use recommendations.

Attachment 5

Staff Analysis

Map for petition #2003-127

ZONING

15. Rezoning Petition #2003-125

Action: Consider decision on Petition #2002-125 by the Charlotte Housing Authority for approximately 23.3 acres located between the Brookshire Freeway and Seigle Avenue, north of east 10th Street from I-2 (general industrial) and R-22MF (multi-family residential, up to 22 dwelling units per acre) to UR-2 (urban residential).

Staff Resource: Keith MacVean, Planning

Explanation:

The City Council agreed on December 15, 2003 to place the decision on petition 2003-125 on the January 12, 2004 agenda. The compressed time schedule is due to the deadline for the Hope VI Grant.

The Pre-Hearing Staff Analysis notes that the proposed rezoning is consistent the adopted plan recommendation for the redevelopment of Piedmont Courts and is appropriate for approval.

The Zoning Committee voted to recommend approval of this petition.

Attachment 6

Zoning Committee recommendation
Map for petition #2002-125

16. Rezoning Petition # 2003-126

Action: Consider decision on Petition #2003-126 by the Charlotte Housing Authority for approximately 1.09 acres located between Seigle Avenue and Harrill Street, south of 16th Street from R-5 (single-family residential, up to 5 dwelling units per acre) and R-22MF (multi-family residential, up to 22 dwelling units per acre) to UR-2 (urban residential).

Staff Resource: Keith MacVean, Planning

Explanation:

The City Council agreed on December 15, 2003 to place the decision on petition 2003-126 on the January 12, 2004 agenda. The compressed time schedule is due to the deadline for the Hope VI Grant.

The Pre-Hearing Staff Analysis notes that the petition is appropriate for approval.

The Zoning Committee voted to recommend approval of this petition.

Attachment 7

Zoning Committee recommendation
Map for petition #2003-126

17. Rezoning Petition #2003-128

Action: Consider decision on Petition #2003-128 by the Charlotte Housing Authority for approximately .826 acres located on the northwest corner of Seigle Avenue and East 16th Street from R-22MF (multi-family residential, up to 22 dwelling units per acre) to UR-2 (urban residential).

Staff Resource: Keith MacVean, Planning

Explanation:

The City Council agreed on December 15, 2003 to place the decision on petition 2003-128 on the January 12, 2004 agenda. The compressed time schedule is due to the deadline for the Hope VI Grant.

The Pre-Hearing Staff Analysis notes that the petition is appropriate for approval.

The Zoning Committee voted to recommend approval of this petition.

Attachment 8

Zoning Committee recommendation
Map for petition #2003-128

18. Rezoning Petition #2003-129

Action: Consider decision on Petition #2003-129 by the Charlotte Housing Authority for approximately 1.3 acres located on the east side of Seigle Avenue, between East 20th Street and East 18th Street from R-22MF (multi-family residential, up to 22 dwelling units per acre) to UR-2 (urban residential).

Staff Resource: Keith MacVean, Planning

Explanation:

The City Council agreed on December 15, 2003 to place the decision on petition #2003-129 on the January 12, 2004 agenda. The compressed time schedule is due to the deadline for the Hope VI Grant.

The Pre-Hearing Staff Analysis notes that the petition is appropriate for approval.

The Zoning Committee voted to recommend approval of this petition.

Attachment 9

Zoning Committee recommendation

Map for petition #2003-129

BUSINESS

19. Nominations to Boards and Commissions

Action: Nominate citizens to serve as specified. Incumbents may be reappointed at this meeting.

A. BUSINESS ADVISORY COMMITTEE

Two appointments beginning immediately and serving until April 2005 to replace Jeff Feemster, who did not meet Council's attendance requirements, and Derrick Knox, who has resigned.

Attachment 10

Applications

B. CERTIFIED DEVELOPMENT CORPORATION

One appointment beginning immediately and serving until April 2006 to replace Tiara Able, who has resigned. This appointment must represent a community organization.

Attachment 11

Applications

C. CHARLOTTE-MECKLENBURG PUBLIC ACCESS CORPORATION

One appointment beginning immediately and serving until June 2005 to replace Marshall Adams, who did not meet Council's attendance requirements. Appointee must be involved in television or radio, but not in public access.

Attachment 12

Applications

D. MAYOR'S INTERNATIONAL CABINET

Two positions for three terms beginning March 2004. One will represent an ethnic association and the other is an open category. Anita Pace, open category, is eligible but does not want to be reappointed; Astrid Chirnos, representing an ethnic association, is eligible but does not want to be reappointed.

Attachment 13

Applications

- E. NEIGHBORHOOD MATCHING GRANTS COMMITTEE**
Four appointments to serve for two years beginning in April 2004. Mary Ognovich, a business representative, and Karl Walker, a neighborhood organization leader, are both eligible and would like to be reappointed. Robert Burns and Susan Lindsay, both neighborhood representatives, are not eligible for reappointment.

Attachment 14

Applications

- F. PARADE PERMIT COMMITTEE**
Two appointments beginning March 2004 and serving three years. Rosa Garvin is eligible and would like to be reappointed. Worth Madry is not eligible.

Attachment 15

Applications

- G. PRIVATIZATION/COMPETITION ADVISORY COMMITTEE**
One appointment beginning March 2004. Dwayne Campbell is eligible and would like to be reappointed.

One appointment beginning immediately, serving until March 2004 and then serving the next full two year term. Richard Harrington has resigned.

Attachment 16

Applications

- H. SISTER CITIES COMMITTEE**
One appointment beginning immediately, serving until April 2004 and then serving a two year term. Karen Mahmoud has resigned.

Attachment 17

Applications

- I. TRANSIT SERVICES ADVISORY COMMITTEE**
One appointment for three years beginning February 2004. The appointee will represent a local or express service passenger category. Sherry Helms Miller is eligible and would like to be reappointed.

Attachment 18

Applications

- J. WASTE MANAGEMENT ADVISORY BOARD**
Two recommendations to the County Commission to fill openings beginning immediately. Robert Damsky has resigned and Kevin Levine is not eligible to be reappointed.

Attachment 19

Applications

K. ZONING BOARD OF ADJUSTMENT

One appointment for three years beginning February 2004. Martha Odom is eligible to be reappointed.

Attachment 20

Applications

20. Appointments to Charlotte Area Fund Board of Directors

Action: Select three Council members to serve on the Charlotte Area Fund Board of Directors.

Staff Resource: Brenda Freeze, City Clerk

Explanation:

The Charlotte Area Fund Board of Directors is composed of 21 persons. Seven people represent private groups and interests, seven represent low income families, and seven are elected officials or their designees.

The by-laws of the Charlotte Area Fund state that three Council members, or two Council members and the Mayor, will be allowed to either serve on the board or designate a citizen to represent the elected officials at the board meetings. The Directors' terms coincide with the officials' term on City Council and presently the Mayor, Patrick Cannon and James Mitchell hold the three positions.

The Charlotte Area Fund was created in 1963 as an anti-poverty agency, funded through the federal government, to work in certain geographical areas to prevent poverty and to work with low income individuals.

The elected officials who are selected may call the City Clerk's Office later this week with the name of their designee. Terms are for two years.

Attachment 21

Committee Description

MAYOR AND COUNCIL TOPICS

At the end of the formal agenda, Council members may share information and raise topics for discussion.

Introduction to CONSENT

The consent portion of the agenda is divided into two sections: Consent I and Consent II.

Consent I consists of routine items that have been approved in the budget, are low bid and comply with Small Business Opportunity Program Policy.

Consent II consists of routine items that have also been approved in the budget, but require additional explanation.

The City's Small Business Opportunity Program's (SBO) purpose is to enhance competition and opportunity in City contracting with small businesses in the Charlotte metropolitan statistical area. Participation of small business enterprises (SBE) is noted where applicable. Contracts recommended for award as of March 1, 2003 comply with the provisions of the SBO program policy for SBE outreach and utilization. Professional service contracts recommended for award as of August 1, 2003 comply with the provisions of the SBO program policy for SBE outreach and utilization.

Disadvantaged Business Enterprise (DBE) is a federal program primarily used for Aviation and Transit.

Contractors and Consultants

All contractors and consultant selections follow the Council approved process unless described otherwise.

CONSENT I

21. Various Bids

A. Landscape Package #2

E&PM

Recommendation:

The City Engineer recommends the low bid of \$382,846.64 by Barringer & Barringer of Charlotte, North Carolina. This project will provide landscaping supplies for three separate project locations:

1. North Sharon Amity Road between East Independence Boulevard and East W.T. Harris Boulevard
2. Providence Road between Ballantyne Commons Parkway and Old Providence Road
3. Queens Road and Queens Road West

The project will be completed during the second quarter of 2004.

Small Business Opportunity:

Established SBE Goal: 0%

Committed SBE Goal: 0%

The program manager waives utilization goals for this contract. There are no certified SBE landscape suppliers.

B. Landscape Package #4

E&PM

Recommendation:

The City Engineer recommends the low bid of \$128,008.10 by Caddell Turf Management of Charlotte, North Carolina. This project will provide landscaping supplies for two separate projects locations:

1. North Sharon Amity Road/Lyttleton
2. Fairview Road Median Landscaping

The project will be completed during the second quarter of 2004.

Small Business Opportunity:

Established SBE Goal: 0%

Committed SBE Goal: 0%

The program manager waives utilization goals for this contract. There are no certified SBE landscape suppliers.

C. Park Road Landscaping

E&PM

Recommendation: The City Engineer recommends the low bid of \$323,995.30 by Valley Crest Landscape Development of Morrisville, North Carolina. The original landscaping along the project limits was removed in order to construct the South Water Main Project. The new planting will replace the original landscaping. This project also includes replanting trees that were removed and stored at the Landscape Management facility. The existing trees will be transported from the Landscape Management yard to locations along the project limits mentioned above.

The anticipated completion date is April 2004.

Small Business Opportunity:

Established SBE Goal: 0 %

Committed SBE Goal: 0 %

The program manager waives utilization goals for this contract. There are no certified SBE landscape suppliers.

D. Pinckney at Matheson Intersection Improvements

E&PM

Recommendation:

The City Engineer recommends the low bid of \$233,305.30 by Onsite Development, LLC of Charlotte, North Carolina. This project will improve pedestrian mobility by removing the existing right turn lanes, merge lane, and concrete islands at the intersection of Pinckney Avenue and Matheson Avenue.

The project will be completed during the first quarter of 2004.

Small Business Opportunity:

Established SBE Goal: 6 %

Committed SBE Goal: 6%

Onsite Development committed 6% (\$15,000) of the total contract amount to certified SBE participation.

**E. Lagoon Area Demolition and Grading, CMU
McDowell Wastewater Treatment Plant**

Recommendation: The Utilities Director recommends the low bid of \$607,538 by Hickory Construction Company of Hickory, North Carolina. This project encompasses the cleaning and filling of the lagoon from the McDowell WWTP to provide space for the location of a proposed Membrane Facility in the expansion project.

Small Business Opportunity:

Established SBE Goal: 5%

Committed SBE Goal: 7.02%

Hickory Construction Company has committed 7.02% of this project, which is \$42,600, to two SBE firms. In addition, Hickory Construction Company complied with and exceeded the Good Faith Efforts established for this project.

22. Resolution of Intent to Abandon Street and Set Public Hearing for a Portion of a 10-foot Alleyway Bounded by East Boulevard, Kenilworth Avenue, Buchanan Street and Dilworth Road East

Action: A. Adopt the Resolution of Intent to abandon a portion of a 10-foot alleyway bounded by East Boulevard, Kenilworth Avenue, Buchanan Street, and Dilworth Road East, and

B. Set a public hearing for February 9, 2004.

Attachment 22

Map

23. Resolution of Intent to Abandon Street and Set Public Hearing for a Portion of East Trade Street

Action: A. Adopt the Resolution of Intent to abandon a portion of East Trade Street, and

B. Set a public hearing for February 9, 2004.

Attachment 23
Map

CONSENT II

24. Washington Heights Neighborhood Improvements

Action: Approve Change Order #2 to the Washington Heights Neighborhood Improvements contract with United Construction for \$158,519.

Staff Resource: Dieter Crago, Engineering and Property Management

Explanation:

The Washington Heights neighborhood is one of 22 neighborhoods identified for improvements under the 2000 Neighborhood Improvement bond referendum. The project consists of infrastructure improvements in the Washington Heights neighborhood. Highway 16, Beatties Ford Road and LaSalle Street border the project area.

This change order will provide funding for additional sidewalks and driveways along the north side of Booker Avenue. This change order also includes additional stone used to allow access to properties during construction.

Prices for this change order are based on existing contract unit prices and negotiated prices for new items. The prices are appropriate for the work.

The City Council awarded the original agreement in April 2002 for \$1,123,605.48. The City Council approved Change Order #1 in November 2003 for \$153,134.00. The new contract sum is \$1,435,258.48.

Small Business Opportunity:

Established SBE Goal: 0 %

Committed SBE Goal: 0%

This project was initially awarded in April 2002. The work was performed by the prime contractor. Performance by the prime contractor for this change in the scope of work is in compliance with Section 10.3 of the SBO Program.

Funding:

Neighborhood Capital Investment Plan

25. Third & Baldwin Intersection Improvement Change Order

Action: Approve Change Order #1 to the Third & Baldwin Intersection Improvement contract with Sealand for \$284,959.50.

Staff Resource: Dieter Crago, Engineering and Property Management

Explanation:

The City Council awarded the original agreement in September 2003 for \$518,688.24. This change order will provide funding for an overrun on asphalt resulting from a quantity error by the project's design consultant. The additional costs would have been included in the original bid if the quantity of asphalt had been calculated correctly.

Prices for this change order are based on existing contract unit prices and negotiated prices for new items. The prices are appropriate for the work.

The new contract sum is \$803,647.74

Small Business Opportunity:

Established SBE Goal: 6 %

Committed SBE Goal: 19%

The asphalt work will be performed by the prime contractor, with hauling by an SBE. This change order is in compliance with Section 10.3 of the SBO Program.

Funding:

Transportation Capital Investment Plan

26. Naztec Traffic Signal Equipment

Action: A. Approve the purchase of traffic signal controllers, cabinets, and controller software without competitive bidding, as authorized by G.S. 143-129(f); and

B. Approve a sole source purchase with Naztec for sixteen (16) new traffic signal controllers, cabinets, and controller software for the Charlotte Transportation Department for a demonstration project in the amount of \$184,240.

Staff Resource: Bill Dillard, Transportation

Explanation:

New traffic signal controllers, cabinets and software are being purchased for a new coordinated traffic signal system/traffic management demonstration project on Brookshire Boulevard. Brookshire Boulevard was selected for the demonstration project because it is an emergency evacuation route and the traffic signals are not coordinated in this area. This equipment is the newest available for the coordinated system control of traffic. It will be the first time it is used in Charlotte.

Caltrans specifications have been adopted by many states (including North Carolina) as industry standard requirements for this advanced traffic signal controller. CDOT evaluated three manufacturer's models of the new controllers based on these standards. CDOT chose Naztec because they are the only current supplier that has been certified as fully compliant with Caltrans 2002 specifications.

This traffic signal equipment is part of a \$2.3 million dollar Intelligent Transportation Systems project funded jointly by the Federal Highway Works Administration, NCDOT and the City. Several parts of this project have already been approved by City Council.

North Carolina bid statute, G.S. 143-129 (f) allows sole sourcing

- when performance or price competition is not available
- when a needed product is available from only one source or supply; or
- when standardization or compatibility is an overriding consideration.

In this case, sole sourcing is appropriate because no other vendor provides the Naztec 2070L model that is Caltrans 2002 compliant.

Naztec will supply 16 traffic signals controller cabinets at a rate of \$8,715 each; 16 traffic controllers at a rate of \$2,300 each; and 16 controller software packages at a rate of \$500 each, for a grand total of \$184,240.

Small Business Opportunity:

Established SBE Goal: 0%

SBE Committed Goal: 0%

The Small Business Development Program Manager waived the SBE goal for this project. In order to establish a goal for the project, there must be SBE firms certified in the City's Vendor Management System to perform the subcontracting opportunities identified for the project. There were no SBE firms certified to perform on this project.

Funding:

Transportation Capital Investment Plan

27. New County Parking Deck – Land Transactions

Action: Approve the conveyance to the County for

A. A permanent access easement over City land identified as Tax Parcels 125-042-01 & 02, and

B. A quit claim deed conveying all of the City's right, title and interest, if any, in .434 acres of real property, identified as Parcel "D", in connection with the construction of a parking deck to serve the new Mecklenburg County courthouse.

Staff Resources: Kent Winslow, Engineering and Property Management
Tim O'Brien, Engineering and Property Management

Explanation:

Mecklenburg County is constructing a new parking deck on property at South McDowell Street and East Fourth Street to serve the new County Courthouse being constructed on the opposite corner. While the County owns the property, the City owns the rights to 224 parking spaces on the property, which are used for employee parking. The County will incorporate these 224 spaces into the deck at no cost to the City. The County is providing alternate parking spaces during the construction period. In order to facilitate the layout and construction of the new deck, the County requests that Council approve the conveyance of the following property interests to the County:

- A. A permanent easement across City property to provide access to the deck from Trade Street The City owns two parcels between the Great Aunt Stella Center and the John Belk Freeway (tax parcels 125-043-01 & 02), which are currently used for access to the surface parking lot by City employees and parking for the Great Aunt Stella Center. The easement will provide permanent access to the deck from Trade Street (for City employees and other users of the deck), and allow the Aunt Stella Center parking to continue.
- B. A quit claim deed conveying all of the City's property rights, if any, to a remnant parcel of land, illustrated as Parcel "D" Parcel "D" is a remnant from the State's assembly of land for the John Belk Freeway (map is attached). It does not have a tax number and is simply identified as right of way so the actual ownership of the property is unclear. A quit claim of any rights that the City may have to the property will assist the County in its efforts to clear up title issues surrounding the parcel so that the parcel can be incorporated into the land assembly for the new parking deck.

Background

The Courthouse Parking Deck will require the removal of Snow White Cleaners and the abandonment of the dead-end portion of old Trade Street. Mecklenburg County and the Great Aunt Stella Center will initiate that abandonment. The parking deck will be built in two phases, and will ultimately contain approximately 2,000 parking spaces. The County also plans to incorporate approximately 14,000 sq. ft. of street level retail along a portion of South McDowell Street and East 4th Street. The space is intended for neighborhood services, such as restaurants, a copy company and a newsstand.

Attachment 24

Map of Parking Deck Site
Parking Deck Rendering

28. Harding Place Pedestrian Bridge Air Rights Easement

Action: Adopt a resolution that approves the granting of air rights over Harding Place to Charlotte-Mecklenburg Hospital Authority for \$16,310.

Staff Resource: Roger Buell, Transportation

Explanation:

Staff recommends the granting of air rights to Charlotte-Mecklenburg Hospital Authority for the construction of a new pedestrian bridge across Harding Place connecting the hospital to a new parking deck. The pedestrian bridge will be located on Harding Place between East Morehead Street and Romany Road.

The design of the pedestrian bridge is in conformance with the City's Overstreet Connections Policy and is recommended by the Transportation Key Business, Engineering and Property Management Key Business, and the Planning Key Business.

The air rights easement cost is equal to 50% of the tax value of the adjacent private property (\$10 per sq. ft. x 1,631 sq. feet = \$16,310).

Location:

The pedestrian bridge is located on Harding Place between Romany Road and East Morehead Street.

Attachment 25

Resolution

29. Environmental Permitting Services

Action: Approve Amendment #2 for environmental permitting services in the amount of \$400,000 with Carolina Wetland Services, Inc.

Staff Resource: Tim Richards, Engineering and Property Management

Explanation:

The original contract (02-155) was awarded by the City Council in the amount of \$150,000 on August 27, 2001. Amendment #1 was awarded by the City Council in the amount of \$200,000 on July 22, 2002. Amendment #2 will allow Carolina Wetland Services to continue to provide environmental permitting services for various ongoing projects. No additional amendments to this agreement are anticipated.

Small Business Opportunity:

SBE Goal: 0%

Committed SBE Goal: 100%

The selection process for this project took place in 2001, which preceded the implementation of the SBO Program for professional services contracts. However, there are only two certified SBEs for these services and Carolina Wetland Services is one of them. One hundred percent of the contract amount will count toward meeting the City's overall SBE utilization goal.

Funding:

Storm Water Capital Investment Plan

30. Biosolids Management Improvements-Digesters Contract B-Electrical

Action: Approve Change Order #2 with Energy Erectors, Inc. in the amount of \$247,268.13. The change order provides for electrical modifications to Contract B for the McAlpine Creek WWMF-Biosolids Management Improvements-Digester Project.

Staff Resource: Doug Bean, Utilities

Explanation:

On February 25, 2002, Council approved a contract with Energy Erectors in the amount of \$2,398,746. This contract provides for electrical construction of digesters at the McAlpine Creek Wastewater Management Facility.

Change order #1, in the amount of \$166,197.04, incorporated electrical modifications that were not included in the original scope of work. Those modifications were necessary to maintain electrical code compliance, and for relocating electrical feeds to avoid conflicts with future construction.

Change Order #2 includes 18 additional electrical modifications to the McAlpine Creek WWMF-Biosolids Management Improvements-Digester Project that were not included in the original scope of work. The modifications are necessary for several reasons including:

- Responding to comments by Mecklenburg County Building Standards Department inspection staff to maintain electrical code compliance
- Addressing unforeseen conditions of existing facilities
- Revising instrumentation and controls for more reliable operation

Small Business Opportunity:

Established SBE Goal: 0%

Committed SBE Goal: 0%

All additional work involved in this change order, will be performed by the current contractor, Energy Erectors. Therefore, per Section 10.3 of the Small Business Opportunity Program, no SBE goals are required.

Funding:

Sewer Capital Investment Plan

31. Wastewater Collection System Evaluation, Phase II – Professional Service Contract

Action: Approve a \$718,500 contract with Brown & Caldwell, Incorporated to conduct Phase II of an evaluation of the wastewater collection system as it relates to sanitary sewer overflows.

Staff Resource:

Doug Bean, Utilities

Explanation:

Due to the inordinate amount of rain experienced over the last year, the number of sanitary sewer overflows has increased dramatically. After a brief analysis of the overflow data, Utilities recognized that the causes of the overflows were more than just high rainfall events and the solution would likely be multi-faceted. In order to most effectively deal with this issue, staff decided to search for a national engineering firm with substantial experience working with these issues with other cities. Utilities released a Request for Qualifications (RFQ) for review of rehabilitation, operation, and maintenance procedures as related to sanitary sewer overflow reduction. Of the nine firms submitting an RFQ, Brown and Caldwell was chosen to be the most qualified for this multi-phased contract.

Phase I of the system evaluation contract, in the amount of \$99,300, was approved by the City Manager. This phase of the contract was to develop a baseline for current practices, policies, and programs affecting overflows and identify areas for improvement. Brown and Caldwell also provided assistance with meetings with the North Carolina Department of

Environment and Natural Resources (NCDENR) and the Environmental Protection Agency (EPA) on overflows as a part of the Phase I contract. This contract is complete.

Phase II entails the development and implementation of tasks identified in Phase I that will result in a reduction of overflows. The completion of these tasks will be a major part of our commitment to NCDENR and EPA to reduce overflows. Some of the activities Brown and Caldwell will perform are indicated below:

- Review planned capital improvement projects that have the potential to reduce wet weather overflows in the system
- Conduct a systematic assessment of sewer rehabilitation priorities
- Develop a post rehabilitation flow monitoring program to document the effectiveness of ongoing rehabilitation programs
- Work with Utilities personnel to facilitate and identify opportunities for preventative maintenance through improved inspection and cleaning of sewer mains, applying a root control program, and potential modifications to the existing fats, oils and grease program

The program is a proactive approach to protecting the environment and addressing related environmental regulations.

Small Business Opportunity:

Established SBE Goal: 16%

Committed SBE Goal: 16.63%

Brown & Caldwell has committed 16.63% (\$119,500) of the total contract amount to an SBE firm.

Funding:

Sewer Capital Investment Plan

32. State Emergency Management Reimbursement

Action: Adopt a budget ordinance appropriating \$14,256.50 from the North Carolina Division of Emergency Management for cost reimbursement for response to an incident involving an overturned gasoline tanker truck.

Staff Resource: Wayne Broome, Fire/Emergency Management

Explanation:

On September 17, 2003, a gasoline tanker turned over on Idlewild Road within the town limits of the Town of Matthews, North Carolina. Upon request by the Idlewild Volunteer Fire Department, the North Carolina Division of Emergency Management approved the dispatch of Regional Hazardous Materials Response Team 7 of the Charlotte Fire Department for

assistance in the mitigation of this incident. This reimbursement will offset the cost of equipment and materials utilized to mitigate the incident.

Attachment 26
Budget Ordinance

33. Disposal of Airport Property

Action: Approve the private sale for \$1 of the church structure located on acquired City property at 6901 Wilkinson Boulevard to Calvary Christian Fellowship.

Staff Resource: Jerry Orr, Aviation

Explanation:

In 1995, the City purchased the property at 6901 Wilkinson Boulevard under the Airport's 1987 Master Plan program. The property consists of 14 acres of land and three structures. Although Aviation fenced the property after the church moved, it has been subject to extensive vandalism. Based on past experience, the salvage value of the structures is negligible. The Airport intends to demolish the structures because they are adjacent to the runway protection zone.

Calvary Christian Fellowship Church approached the Airport regarding the purchase and removal of the church structure for \$1. The City Charter permits a private sale of personal property per Council approval, provided the City is receiving fair value for the property. The City is receiving fair value because it is saving the costs involved in the demolition of the structure. The demolition costs are estimated at \$10,000.

Calvary Christian Fellowship will insure their operations.

The Airport Advisory Committee recommends this action.

34. **Airport Daily Parking Deck Site Work, General Trades and Elevator Contracts**

- Action:**
- A. Approve a contract to the lowest responsive bidder, Dakota Contracting Company of Charlotte, North Carolina, in the amount of \$812,000 for the sitework for the Airport Parking Deck,**
 - B. Approve a contract to the lowest responsive bidder, Lanier/Van Sickle Construction Services of Pineville, North Carolina, in the amount of \$3,614,900 for general trades work for the Airport Parking Deck,**
 - C. Approve a contract to the lowest responsive bidder, Otis Elevator Company of Charlotte, North Carolina, in the amount of \$555,200 to install and service four elevators in the Daily Parking Deck, and**
 - D. Adopt a budget ordinance appropriating \$5,231,000 from the Discretionary Fund Balance to be repaid from the proceeds of future General Airport Revenue Bonds.**

Staff Resource: Jerry Orr, Aviation

Explanation:

On August 25, 2003, Council awarded a contract to Turner Construction Company of Charlotte, North Carolina to manage the construction of a new parking deck at the airport. This contract is part of a series of contracts to construct this deck.

These contracts will provide the site work necessary for the parking deck and complete the deck structure with features such as handrails, doors and frames, a walkway canopy and metal stairs. They will also provide four elevators in the Daily Parking Deck. Otis Elevator will install the elevators. The bid also includes a 36-month maintenance contract.

The Airport Advisory Committee recommends this action.

Small Business Opportunity:

Sitework

Dakota Contracting Company

Established SBE Goal: 4%

SBE Committed Goal: 0%

Dakota Contracting Company complied with the good faith efforts. Dakota contacted 16 SBE firms with no response.

General Trades

Lanier/Van Sickle Construction Services, Inc.

Established SBE Goal: 4%

SBE Committed Goal: .2%

Lanier/Van Sickle complied with the good faith efforts, contacting 36 SBE firms and receiving one response.

Elevator

Otis Elevator Corp.

Established SBE Goal: 0%

SBE Committed Goal: 0%

The Small Business Development Program Manager waived the SBE goal for this project. In order to establish a goal for the project, there must be SBE firms certified in the City's Vendor Management System to perform the subcontracting opportunities identified for the project. There were no SBE firms certified to perform on this project.

Funding:

Aviation Capital Investment Plan

Attachment 27

Budget Ordinance

35. Airport Terminal Planning and Architectural Services

Action: Award a professional services contract with Roy Johnson, AIA of Charlotte to provide planning and architectural services not to exceed \$275,000.

Staff Resource: Jerry Orr, Aviation

Explanation:

This contract will provide the professional services of Roy Johnson, Architect, to assist airport staff in planning and implementing airport terminal improvements over the next several years. The airport is pursuing approximately \$200 million in projects during this time frame including a \$30 million, 3,000 space parking garage and a 24-gate expansion of Concourse E.

The scope of services for this contract includes developing design concepts, negotiating contracts, reviewing plans, value engineering and master planning. The fee is \$115 per hour, not to exceed \$275,000.

Mr. Johnson is retired from Odell Associates where he served as a principal architect and has been involved with airport terminal development for over 25 years.

The Airport Advisory Committee recommends this action.

Funding:

Aviation Capital Investment Plan

36. Federal Aviation Administration Leases

Action: Approve eight leases with the Federal Aviation Administration (FAA) for navigational aids.

Staff Resource: Jerry Orr, Aviation

Explanation:

The FAA intends to upgrade its existing Advanced Surface Detection Equipment radar system by deploying ten additional antenna structures that will provide air traffic controllers with real-time graphical data on aircraft and vehicles moving on the airfield. The purpose of the system is to increase safety by providing the controllers with additional airfield information, which decreases the possibility of aircraft and vehicle collisions.

This action will lease the FAA land for the structures that will be needed to complete the installation of the upgraded radar system. The leases will be renewable year to year through 2023. The FAA does not pay for the leases. The FAA provides and maintains the equipment that guides airplanes at no cost to the City.

The Airport Advisory Committee recommends this action.

37. Airport Baggage Handling Devices Change Order

Action: A. Approve a change order with FKI Logistics, Inc. of Louisville, KY in the amount of \$272,026 for two replacement baggage handling devices, and

B. Adopt a budget ordinance appropriating \$272,026 from the Discretionary Fund Balance to be repaid from the proceeds of future General Airport Revenue Bonds.

Staff Resource: Jerry Orr, Aviation

Explanation:

On January 22, 2001, Council awarded a contract to FKI Logistics to install and maintain the baggage conveyor system in expanded Concourse D and Federal Inspection Services area.

This change order will replace two baggage-handling devices that serve the airlines that operate on Concourse A. These two devices have been in service

since 1987 when Concourse A was constructed. The reliability of these two units has deteriorated over the last several years and it is now more economical to replace them.

The Airport Advisory Committee recommends this action.

Funding:

Aviation Capital Investment Plan

Attachment 28

Budget Ordinance

38. Property Transactions

Action: Approve the following property acquisitions (A and B) and adopt the condemnation resolutions (C-F).

NOTE: Condemnation Resolutions are on file in the City Clerk's Office.

Acquisitions:

- A. Project:** Governor's Square Storm Water CIP, Parcel # 1,
Owner(s): Francis Hanson and Denise Hanson
Property Address: 2520 Ainsdale Road
Property to be acquired: 625 sq.ft.(.014 ac.) of Permanent Easement
Improvements: Garage
Landscaping: None
Purchase Price: \$12,000
Remarks: Compensation was established by independent, certified appraisals in the area.
Zoned: R-3
Use: Single Family Residential
Tax Code: 183-196-30
Total Parcel Tax Value: \$239,000
- B. Project:** FAR Part 150 Acquisition
Owner(s): Todd S. & Victoria P. Griffin
Property Address: 9110, 9208, 9214 Markswood Road
Property to be acquired: 3.067 acres
Improvements: vacant land
Purchase Price: \$47,500
Remarks: The purchase price was determined by an independent appraiser and was reviewed by a second appraiser. Each appraisal takes into consideration the specific quality and quantity of the land. The tax value is determined on a more generic basis and will be higher or lower for land/ house with certain attributes. Property is acquired per Federal Guidelines 49 CFR Part 24 of the Uniform Acquisition and Relocation Act of 1970. Acquisition costs are eligible for Federal Aviation Administration reimbursement.

Zoned: R3
Use: vacant land
Tax Value: \$54,000
Tax Code: 141-261-39, 141-261-40, 141-261-41

Condemnations:

- C. Project:** Northlake Mall Infrastructure, Parcel # 2,
Owner(s): Roy I. Denman and any other Parties of Interest
Property Address: 9600 Vance Road
Property to be acquired: 41,053 sq. ft. (.942 ac.) of Fee Simple plus Storm Drainage Easement, plus Temporary Construction Easement
Improvements: None
Landscaping: None
Purchase Price: \$110,150
Remarks: Compensation was established by an independent, certified appraisal and an appraisal review. City Staff has yet to reach a negotiated settlement with the property owner.
Zoned: R-3
Use: Single Family Residential
Tax Code: 025-221-04
Total Parcel Tax Value: \$126,500
- D. Project:** Historic North Charlotte Neighborhood Improvements, Parcel # 66
Owner(s): Vanessa Bradley and any other Parties of Interest
Property Address: 2815 North Myers Street
Property to be acquired: 8,009 sq.ft. (.184 ac.) of Storm Drainage Easement plus Temporary Construction Easement
Improvements: None
Landscaping: None
Purchase Price: \$5,425
Remarks: Compensation was established by an independent, certified appraisal and an appraisal review. City Staff has yet to reach a negotiated settlement with the property owner.
Zoned: R-5
Use: Single Family Residential
Tax Code: 083-076-02
Total Parcel Tax Value: \$108,800
- E. Project:** Ashley Park/Westerly Hills Neighborhood Improvements, Parcel # 145,
Owner(s): Sadie P. Smith and any other Parties of Interest
Property Address: Wilson Avenue
Property to be acquired: 1,620 sq. ft. (.037 ac.) of Permanent Easement plus Temporary Construction Easement
Improvements: None
Landscaping: None

Purchase Price: \$100

Remarks: Compensation was established by an independent, certified appraisal and an appraisal review. City Staff is recommending condemnation in order to obtain clear title.

Zoned: R-4

Use: Vacant

Tax Code: 061-096-04

Total Parcel Tax Value: \$2,000

- F. Project:** Northlake Mall Infrastructure, Parcel # 1,
Owner(s): John B. Young and any other Parties of Interest
Property Address: Reames Road
Property to be acquired: 39,051 sq. ft. (.896 ac.) of Fee Simple plus Storm Drainage Easement plus Temporary Construction Easement
Improvements: None
Landscaping: None
Purchase Price: \$145,100
Remarks: Compensation was established by an independent, certified appraisal and an appraisal review. City Staff has yet to reach a negotiated settlement with the property owner.
Zoned: R-3
Use: Vacant
Tax Code: 025-221-05
Total Parcel Tax Value: \$55,100

39. Meeting Minutes

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

- **November 24, 2003 Business Meeting**
- **December 8, 2003 Business Meeting**
- **December 15, 2003 Zoning Meeting**
- **December 17, 2003 Council Retreat**