AGENDA

Meeting Type:	B
Date:	07-09-1984

City of Charlotte, City Clerk's Office

Charlotte

Monday, July 9, 1984
CITY COUNCIL MEETING

12:00 Noon	-	Council-Manager Luncheon Training Center o Presentation of Plan for further Computerization of the Traffic Signal System
2:00 PM	-	Citizens Hearing
2:30 PM	-	Council Discussion o Municipal Information Advisory Board (MIAB) Annual Report
3:00 PM	-	City Council Meeting Council Chamber

ITEM NO.

1. INVOCATION BY THE REVEREND IVAN A. STEPHENS OF CENTRAL UNITED METHODIST CHURCH.

2. CONSIDER APPROVAL OF MINUTES OF THE ZONING HEARING ON JUNE 18, 1984.

3. SERVICE PIN AWARDS.

PUBLIC HEARINGS

4. A. CONDUCT A PUBLIC HEARING ON THE CONFIRMATION OF AN ASSESSMENT ROLL FOR STORM DRAINAGE IMPROVEMENTS MADE IN THE FOXCROFT MEDIAN BETWEEN RED FOX TRAIL AND SEDLEY ROAD.

   B. ADOPT AN ASSESSMENT ROLL THAT ASSIGNS THE ACTUAL COST OF ALL PROJECT MATERIALS, TOTALING $97,205.71, AGAINST THE 29 PROPERTY OWNERS AT THE RATE OF $24.13 PER FOOT OF FRONTAGE.

council agenda

Mayor Harvey B Gantt Mayor Pro Tem Minette Conrad Trosch

Charlie S Dannelly
Laura Page Frech
Ann Hammond
Paul Francis Juneau
Ron Leeper
Sue Myrick
Pamella G Patterson
Herbert Spaugh, Jr
Richard Vinroot
Velva W Woollen

City Council approved this project and assessed the cost of materials to the owners of property fronting on the improvements in a public hearing held on February 14, 1983. The cost of materials was estimated to be $116,200. Installation of 1810 feet of storm drainage pipe to enclose the median was begun in October 1983. Construction and landscaping have now been completed at a total expense of $166,582.99. Of this, the actual cost of all materials ($97,205.71) is to be assessed to the twenty-nine (29) involved property owners at the rate of $24.13 per foot of frontage.

It is recommended City Council adopt a resolution confirming the assessment roll and directing that the cost of materials for the storm drainage improvements made in the Foxcroft Road median between Red Fox Trail and Sedley Road be assessed upon the twenty-nine (29) properties along the improved street frontage.

The City's share of this project was funded by the Storm Sewer Bonds approved in 1978. The cost assessed to the involved property owners is payable within thirty (30) days of publication by the Mecklenburg County Tax Collector, or in ten annual installments accruing 8% interest on the unpaid balance.

The petition was signed by eighteen of twenty-nine property owners representing 62% of those subject to assessment. Notice of the public hearing has been sent by certified mail to the owner of each property subject to assessment.

A copy of the resolution and the assessment roll are attached.

Attachment No. 1

POLICY AGENDA

5. A. CONSIDER ADOPTION OF AN ORDINANCE AMENDING THE 1984-85 BUDGET ORDINANCE APPROPRIATING $16,500 FROM GENERAL FUND CONTINGENCY AND $8,250 FROM MECKLENBURG COUNTY TO FUND A PROPOSED CONTRACT WITH THE NATIONAL CONFERENCE OF CHRISTIANS AND JEWS FOR THE ADMINISTRATION OF A YOUTH PROGRAM.

B. CONSIDER APPROVAL OF A CONTRACT FOR $24,750 WITH THE NATIONAL CONFERENCE OF CHRISTIANS AND JEWS TO DEVELOP AND ADMINISTER A YOUTH PROGRAM TO BE KNOWN AS THE CHARLOTTE-MECKLENBURG YOUTH INVOLVEMENT COUNCIL. THE FUNDING OF THIS CONTRACT WOULD BE SHARED WITH THE BOARD OF COUNTY COMMISSIONERS ON A ONE-THIRD/ TWO-THIRDS BASIS (CITY - $16,500/COUNTY - $8,250).

C. MAKE NOMINATIONS TO FILL TWO TWO-YEAR POSITIONS ON THE YOUTH INVOLVEMENT COUNCIL ADVISORY BOARD.

City Council is asked to consider approval of a one-year contract for $24,750 with the National Conference of Christians and Jews (NCCJ) to develop and administer the Charlotte-Mecklenburg Youth Involvement Council (YIC). The City and the County will share the funding of this program (1/3 County - $8,250, 2/3 City - $16,500) on the basis of City and County students in the Charlotte-Mecklenburg school system. The Board of County Commissioners has already approved participation in this effort in their annual budget.

Under the proposed contract, NCCJ will provide skills training and experiences that enable youth to identify and develop solutions for community problems and to conduct programs and activities of benefit to the community as a whole. Specifically, they will form and orient an Advisory Board, conduct a school-wide membership drive to involve at least 50 students with system-wide representation, provide initial student training and orientation, participate in three state-wide youth activities, and complete at least three local community projects.

City Council is also being requested to make nominations to fill two positions on the YIC's Advisory Board. The Advisory Board's role is to provide the YIC with counsel, support and assistance as requested by the YIC in achieving the organization's goals and objectives.

The Youth Advisory Board (YAB), the forerunner of the YIC, was created on October 4, 1976 in an attempt to address the needs of youth of the community. However, the YAB has become inactive due to a lack of issue direction, full time staff support, and widespread community support. A study made of successful youth programs nationwide revealed that North Carolina has some of the most successful youth organizations in the nation, and that their success hinges primarily upon the commitment of government officials to the youth organization, and the availability of sufficient funding and full time staff resources.

Findings from this study, and the results of an interest survey of 360 Charlotte-Mecklenburg high school students conducted in 1983, led to the development of the proposed YIC for City Council consideration.

The purpose of the YIC will be to involve youth in local government; conduct programs that benefit youth and the community; and train the youth in various organizational experiences so that all program aspects are performed by the youth participants.

Program goals to be achieved by the YIC include: identifying community and youth problems and developing appropriate solutions, presenting opinions and interests before local officials, serving on local advisory boards and task forces, conducting programs which benefit the youth

of the community, and developing a positive awareness of self and others.

The composition of the Advisory Board, as suggested by the NCCJ, is as follows:

3 members appointed by the Mayor and City Council;
3 members appointed by the County Commission;
2 members appointed by the Chairman of the Charlotte-Mecklenburg Board of Education
2 members appointed by the Chairman of the Greater Charlotte Chamber of Commerce; and,
2 members of the Youth Involvement Council.

The NCCJ is recommended as the contractor to administer this program because they have maintained a similar organization over the last several years, have a history of successful youth organizations, i.e., Project Aries; and, have been a strong advocate of reactivating an improved youth organization.

Adoption of the proposed budget ordinance will leave a balance of $192,500 in the General Fund Contingency.

BUSINESS AGENDA

6. RECOMMEND APPROVAL OF AMENDMENTS TO CHAPTER 19, ARTICLE I OF THE CODE OF THE CITY OF CHARLOTTE, REGARDING TAXICABS.

At City Council's request, the City Manager's staff has met twice with representatives of taxicab owner-operators and taxicab companies to discuss taxicab ordinances recommended by the Manager on June 11. A meeting was held on June 19 with about 30 persons and a follow up meeting with 7 representative was held on June 26. The following concerns were addressed in the June 19 meeting.

- The taxicab representatives overwhelmingly opposed the 5 year vehicle age stipulation in the June 11 recommendation. They asked for "stiffer but clearer" guidelines without an age limit for taxicab vehicles.

- The representatives made only limited comment about the requirement for "uniforms and driver's name tags".

- The opinion was divided in the group with regard to denial of an operator's permit to a person who has been convicted of a felony in the past five years.

- Major concern was expressed about the taxicab fare from Charlotte-Douglas Airport to the Central City area, although this matter was not addressed in the June 11 recommendations.

After a review and evaluation of the representative's concerns, it is recommended that the following changes be made to the taxicab ordinance:

Age and Condition of Taxicab Vehicles

The changes recommended here were reviewed on June 26 with representatives of the taxicab owners and companies. These guidelines are meant to enable the removal of taxicab vehicles from service which are unsightly, unsafe and unkempt.

o Every vehicle used as a taxicab shall meet the following requirements. If the inspector finds that a vehicle does not meet these requirements, he may order the vehicle removed from taxicab service.

- Vehicle body shall conform to the manufacturer's specification.
- Exterior paint work shall be maintained in good condition.
- Springs or other support materials in passenger seats shall be maintained to retain 90% of the manufacturer's support specifications.
- All suspension components affecting the ride and safety of the vehicle shall comply with the manufacturer's specifications.
- Windshield and window glass shall be maintained free of cracks, scratches, pitting, abrasions and other conditions which reduce clear vision.
- Vehicle must meet North Carolina vehicle safety requirements at all times.

Denial of Permits to Persons Convicted of a Felony in Past Five Years.

After a review of the list of offenses classified as felony charges, it was concluded that each is a significant reflection of the character of the person committing the felony. Therefore, no change from the June 11 proposal is recommended. By way of reference, there are a number of permitted occupations in which permits are denied to felons, without any time limit. These include Barbers, Physical Therapists, Cosmotologists (Beauticians), Bail Bondsmen, and Dentists.

The City Attorney advises that guidelines might be prepared for use by the Taxicab Inspector in making decisions regarding applicants who are felons. If Council adopts the ordinance as proposed, these guidelines will be prepared by the City Manager's Office and the City Attorney.

Uniforms and Name Tags for Drivers

This recommendation is made as a means of providing guidelines on the appearance of taxicab drivers. The name tag proposal is made to help customers identify the taxi driver at times when he is outside his vehicle and soliciting customers.

Fare from Airport to Central City Area to be Flat Rate $10

Although this matter was not addressed in the June 11 recommendations, it is recommended that the taxicab ordinance be changed to increase the fare from the Airport to the Central City area. This fare is addressed in the ordinance and presently states that "a fixed rate will be charged from the Municipal Airport to the Central City area of Charlotte. This rate shall not exceed the metered fare to the intersection of Trade and Tryon Streets", if the metered fare charge has been used for the most direct route.

The Airport to Central City fare has varied from $8.40 to $9.40, depending upon the route taken. The present Airport to Central City fare system has resulted in a number of complaints of "over-charge". This amendment will establish the taxicab fare from Charlotte-Douglas Airport to the Central City area of Charlotte at $10.

ATTACHED IS A BRIEF SUMMARY OF THE PROCEDURAL CHANGES CONTAINED IN THE PROPOSED ORDINANCE.

Attachment No. 2

7. RECOMMEND APPROVAL OF CHANGE ORDER NO. 1 TO THE TRYON STREET MALL CONTRACT WITH WEISS BROTHERS CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF $162,000.00 TO REVISE THE COMPLETION DATE TO NOVEMBER 21, 1984, FOR ALL WORK UNDER PHASE II.

BACKGROUND

On November 22, 1983, City Council awarded a contract in the amount of $7,590,022.58 to Weiss Brothers Construction Company, Inc. for construction of the Tryon Street Mall. The work was divided into two phases, with different completion dates for each phase. Phase I, which includes roadway and sidewalk construction, is scheduled for completion by November 21, 1984. Phase II, which includes installation of the bus shelters, kiosks, benches, bollards, trash

receptacles, landscape plantings, final tie-ins at intersections, and final paving is scheduled for completion by April 1, 1985.

EXPLANATION OF REQUEST

City Council is requested to consider Change Order No. 1 with Weiss Brothers Construction Co., Inc. in the amount of $162,000.00. This Change Order will revise the completion date to November 21, 1984 for all work under Phase II. Under the terms of the Change Order, Weiss has made an "all or nothing" commitment. In other words, if they complete all of Phase II, with the exceptions listed below, they will receive the full $162,000.00. If they do not complete Phase II by November 21, regardless of the percentage that is complete, they will receive none of the $162,000.00. The exceptions to the Change Order are shown below:

1. Minor Items - Replacement of broken or chipped pavers, occasional joints that have not been sealed or finished, improperly cut pieces of granite that must be replaced, or other minor items that have no real bearing on the substantial completion of the project will be excepted.

2. Final tree planting - This item depends upon the weather conditions at the time, in that the Willow Oak trees may not be dug and delivered to the site until after November 21. (Weiss will be required to carry out the tree planting at the direction of the City during the prime planting season.)

3. Street lighting and other electrical connections - The street lighting system and the delivery of electrical power to the project are being supplied by Duke Power Company. Weiss Brothers has no control over this item and is totally dependent upon Duke Power Company. (Duke Power Co. is scheduled to complete their work by November 21.)

4. Pay phone connections - Service to the telephone system is being supplied by Southern Bell and is outside the control of Weiss Brothers. (Southern Bell is scheduled to have this work completed by November 21.)

The proposed change order has been discussed in considerable detail with Weiss Brothers and they have provided the documentation that demonstrates the need for overtime and additional employees equal to $162,000.00 to complete the project by the specified earlier date. After reviewing the documents supplied, the City believes that no additional reductions can be made, and recommends to the City Council that the change order for $162,000 be approved. Funds are available in the project contingency account to handle the increased cost.

8. A. RECOMMEND APPROVAL TO AWARD A FIVE-YEAR ZONE WRECKER CONTRACT TO FOUR WRECKER COMPANIES. HUNTER AUTO & WRECKER SERVICE, S & R WRECKER SERVICE, BEATY'S WRECKER SERVICE AND KISER WRECKER SERVICE.

B. RECOMMEND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 20 "TRAFFIC" OF THE CITY CODE INCREASING THE INSURANCE REQUIREMENTS FOR ZONE WRECKERS.

The City of Charlotte is divided into 4 zones in which wrecker services are provided for vehicles involved in accidents and other police related matters. Within each zone one wrecker company is under contract with the City to provide wrecker service for the zone. Whenever a police officer requests towing of a motor vehicle, the cost for towing and storage of the vehicle is the responsibility of the owner. These rates, governed by the City Council, are currently set at $35 for towing, $3 per day for storage and $10 for each associated additional service. No rate increase is requested in this request for action by Council.

Since the rates for zone wrecker services is set by Council, a bid for contracts by the companies do not involve a proposal or bid on cost of service. This is necessary to make the selection on the basis of other factors related to quality and level of service, including response time and customer satisfaction.

In order to establish a means of identifying and evaluating these factors, the City established in 1979 a set of criteria for ranking the competing companies. The only change in the criteria used in the 1984 evaluation was in assigning an equivalent weight to complaints and experience, thereby weighing each of the 14 criteria according to its relationship to quality of service and level of customer satisfaction. The weights are assigned to the criteria prior to review and evaluation of proposals.

The proposals submitted by the companies are ranked according to their scores on the weighted criteria. The top ranking company for each zone is then selected for recommendation to Council for contract.

In April, the City Manager appointed a Zone Wrecker Review Committee composed of representatives from Operations, Police, and Motor Transport to review and evaluate applicant companies for new five (5) year contracts. Thirty-five (35) wrecker companies were contacted and fifteen (15) companies asked that they be sent requests for proposals. Of these fifteen (15), only five (5) companies responded by submitting proposals. The companies were instructed to apply for one of the four wrecker zones.

Only one company applied for each of these zones, Hunter Wrecker Service in the East zone; Beaty's Wrecker Service in the West zone;

S & R Wrecker Service in the South zone. These three companies are recommended for contract.

In the North zone, Derita Wrecker Service and Kiser Auto and Wrecker Service submitted competing proposals. Kiser Auto and Wrecker ranked higher on the criteria than did Derita Wrecker. Kiser is therefore recommended for contract in the North zone.

The rankings are as follows:

Hunter (East Zone)	145 Points
Beaty's (West Zone)	139 Points
S & R (South Zone)	144 Points
Kiser (North Zone)	144 Points
Derita (North Zone)	141 Points

The highest possible ranking is 157 points. The evaluation procedures are shown in greater detail in the attachment along with each company's ranking on the criteria, The Zone Wrecker Review Committee explored the possible addition of a fifth wrecker zone. However, based on previous discussion with the companies, an increase in number of zones is not recommended.

As the City has increased in size, each zone wrecker company has purchased additional equipment and added personnel to maintain quality of service and acceptable response time. In earlier discussion, the companies revealed that an additional zone would significantly reduce the amount of their business, thus necessitating lay-off of personnel and selling costly equipment which was purchased to maintain service levels.

Each of the four zones makes up approximately 25% of the City-wide zone wrecker work load. Further, there has not been a significant increase in the city-wide number of zone wrecker tows.

An ordinance amending Chapter 20, "Traffic" of the City Code increasing the insurance requirements for zone wreckers is also recommended for approval. The Insurance and Risk Management Agency has reviewed the City's current ordinance and determined that the insurance coverage for Garage Keeper's Policy and Garage Liability is inadequate. They recommend that the ordinance be amended to increase the insurance coverage from $50,000/$300,000 to $100,000/$500,000. All major companies doing business with the City now maintain this type insurance coverage.

Worker's Compensation is also necessary to meet statutory requirements, including Employees Liability Insurance for an amount not less than $100,000.

Attachment No. 3

9. RECOMMEND APPROVAL OF A LAST RESORT GRANT IN THE AMOUNT OF $15,100 FOR MRS. FRANKIE ADAMS TO ENABLE THE COMMUNITY DEVELOPMENT DEPARTMENT TO ASSIST THIS HOMEOWNER IN PURCHASING A REPLACEMENT HOUSE AT 400 MCDONALD AVENUE.

BACKGROUND

Last resort housing assistance is authorized under Section 206 of the Uniform Relocation Assistance and Real Property Act of 1970 (P.L. 91-646) to allow a displacing agency broad latitude in the provision of replacement housing opportunities in cases where the assistance otherwise available under the Uniform Act is determined to be insufficient. On June 11, 1984, City Council approved a second extension of the March 22, 1982 policy for optional coverage relocation payments, which authorized payment of last resort assistance under certain circumstances, because it has been an effective tool in removing people from the relocation workload. All requests for last resort assistance must be approved by the City Council on a case-by-case basis.

Under the City's policy, Mrs. Frankie Adams of 619 Sparrow Street is eligible for last resort assistance as a homeowner displaced from Five Points as a result of acquisition activities. Mrs. Adams was added to the workload in May 1984. Mrs. Adams has lived in Five Points all of her 74 years and her family has owned the property at 619 Sparrow Street since 1928. Mrs. Adams would like to acquire a replacement house located at 400 McDonald Avenue but because of her fixed income is unable to assume any debt.

The purchase price for the house is $38,500, and Mrs. Adams currently has $23,400 to contribute toward this purchase price ($8,400 from the sale of her Sparrow Street property to the City and $15,000 as a relocation replacement housing payment). In order to purchase the 400 McDonald Avenue property free-and-clear, Mrs. Adams needs last resort assistance in the amount of $15,100 to complete the sale.

Replacement Housing Payments under Last Resort are an eligible Community Development Block Grant expense. The total Replacement Housing Payment will be paid at the time of the closing.

10. RECOMMEND ADOPTION OF A RESOLUTION AMENDING THE COMMUNITY DEVELOPMENT REVOLVING LOAN TRUST FUND GUIDELINES AND PROCEDURES SO THAT EXISTING FUNDS MAY PLAY A MORE IMPORTANT ROLE IN STIMULATING THE CREATION AND RETENTION OF JOBS FOR LOW AND MODERATE INCOME PERSONS LIVING IN THE ASSISTED AREAS.

BACKGROUND

In October 1978, an ordinance was adopted by City Council establishing the Community Development Revolving Loan Trust Fund in the

initial amount of $490,000 for the purpose of making low interest loans to qualified individuals and businesses located primarily in the Community Development designated target areas. A total of 98 loans has been made from the loan funds to date, and the loan fund appropriation has increased from $490,000.00 to $1,010,443.00 in Fiscal 1985. (Including the 1983 "Jobs Bill" allocation in the amount of $980,000, a total of $1,990,443 has been appropriated to the loan fund.)

The proposed amendments in the loan procedures and guidelines conform with new Federal regulations, and were approved on June 12, 1984 by the citizen's loan committee appointed by the City Manager. The revised guidelines incorporate a realistic leveraging requirement and an enlarged economic development assistance area. The basic objective of the loan program, however, remains unchanged; namely to utilize loan funding in a manner that will enable it to play an important role as a stimulus for creating and retaining jobs for low and moderate income citizens within the assisted areas. To accomplish this objective, loan assistance will continue to be targeted towards projects that create or retain, at a minimum, one job per $15,000 of loan fund contribution.

EXPLANATION OF REQUEST

City Council is asked to adopt a resolution amending the loan guidelines as outlined below:

1. Amendment: Add a loan requirement that one job be created for each $15,000.00 of City funds borrowed.

   Reason for Change: The main objective of the program is to create or retain new jobs for low income citizens from the assisted target area. The $15,000 requirement will help to ensure that this objective remains in the forefront of the review/decision process. The Community Development Department will closely monitor the loan recipient to see that jobs are created and filled by eligible citizens.

2. Amendment: Place authority for making loan approval recommendation and collection decisions with a citizens committee composed of seven persons appointed by the City Manager. Previously, this authority was vested in the Director of the Community Development Department who appointed and chaired a loan committee made up of City staff plus one banker, this arrangement was later changed by the City Manager in June 1983 when he established the current seven-member citizen committee. This amendment would simply formalize the change made by the City Manager last summer.

   Reason for Change: The appointed committee is composed of seven local citizens who possess diversified banking and business backgrounds.

3. Amendment: Add a 1% origination fee to be collected at loan settlement.

   Reason for Change: This fee will be used to cover the legal expenses of title examinations, filing fees and credit reports. (The interest rate will stay at 6% annually.)

4. Amendment: Establish as a guideline that each loan applicant fund at least 50% of their total project cost from private sources and invest 10% from personal funds.

   Reason for Change: Private participation will allow City funds to be leveraged thereby doubling the number of projects assisted. The financial risk to the City is also decreased by limiting the City's participation to 40% of any given project.

5. Amendment: Expand the geographic eligibility from 20 to 36 census tracts that display family income less than 80% of the median for the City, consistent with the geographic area eligible for housing rehabilitation loans.

   Reason for Change: The new area comprises only 25% of the city-wide civilian work force but contains nearly half of the City's unemployed population.

6. Amendment: Addition of a loan collection procedure to be administered in the resolution of all delinquent loans with the intent of collecting or writing off uncollectible loan balances.

   Reason for Change: A standard collection policy is needed to provide legal options and support for collecting delinquent accounts.

11. RECOMMEND APPROVAL OF A JOINT VENTURE BETWEEN MECKLENBURG COUNTY, THE CITY OF CHARLOTTE AND THE SCHOOL BOARD TO LIGHT THE BASEBALL FIELDS AT EAST MECKLENBURG, WEST MECKLENBURG, AND WEST CHARLOTTE HIGH SCHOOLS, AT A COST TO THE CITY OF $45,000.

    A program to provide lighting at the ten area high school baseball fields was spearheaded in the early 1970's by former County Commissioner Pete Peterson and former City Councilman Jim Whittington. Funding was to be provided through a joint venture between the Mecklenburg County Board of Education, the City Council, and the County Commission. To date, lights have been installed at Harding, Myers Park, Garinger, Independence, North Mecklenburg, Olympic and South Mecklenburg High Schools.

In recent months, Fred Leger, Principal at West Mecklenburg High School and Dave Harris, Athletic Director for the school system, have resumed the effort to light the three remaining fields located at East Mecklenburg, West Mecklenburg and West Charlotte High Schools. This would create equal baseball stadium facilities at all ten area high schools and would further provide improved opportunities for youth athletic associations in all areas throughout the county.

The school system and the County Commission have already committed their share of the cost to light these three fields. Approval of this request would appropriate the City's share of the project to Mecklenburg County as the project manager. Bids taken by the School Board in January totalled approximately $128,000. The City and County will be billed for $45,000 each and the School Board will absorb any cost overrun.

Funds are available in the capital budget account for high school ball field lighting.

12. RECOMMEND APPROVAL OF A CONTRACT AND BUDGET IN THE AMOUNT OF $162,300 WITH THE CHARLOTTE UPTOWN DEVELOPMENT CORPORATION FOR FISCAL 1985.

The Charlotte Uptown Development Corporation (CUDC) was established in 1978 as a mechanism for promoting and assisting development in the Municipal Service District. Their budget is derived from revenue expected from a 1.75¢ tax levy on Municipal Service District property. Each year the CUDC negotiates a contract and program of work with the City. The annual Budget and Evaluation evaluation of their 1983-84 objectives' achievement indicates that the CUDC has been successful in planned activities that support the economic development of the uptown area and which stimulate public/private development efforts.

The CUDC has agreed to a contract, program of work and budget in the amount of $162,300 for Fiscal 1985. These documents have been reviewed and approved by the Budget and Evaluation, Engineering and Legal Departments. The elements of the proposed work program are as follows:

Pursue the construction of a short-term parking facility in the North Tryon Street Area.

Pursue the development of the Markteplace Center in First Ward.

Administer CUDC's existing tax-exempt loan program.

Coordinate the public/private transportation partnership in uptown Charlotte.

Pursue the recommendations of the Housing, Office Space/Retail and Industrial Committees.

Work toward the completion of the 2005 Land Use Plan as it applies to uptown development.

Assist and support the City and the Central Charlotte Association with the promotion of the Transit Mall.

Continue to support capital improvements uptown.

Continue to explore the development of the CUDC block.

Recognize individuals and businesses who contribute to the economic development of uptown.

A copy of the Budget and Evaluation report on performance under the 1983-84 contract is attached.

Attachment No. 4

13. RECOMMEND THE FOLLOWING ACTIONS TO CONTINUE PROVIDING CRIME PREVENTION PROGRAMS AT FAIRVIEW HOMES, PIEDMONT COURTS, EARLE VILLAGE, AND BOULEVARD HOMES THROUGH THE CHARLOTTE HOUSING AUTHORITY:

A. ADOPTION OF A BUDGET ORDINANCE TRANSFERRING $75,000 TO THE POLICE DEPARTMENT'S SPECIAL SERVICES BUREAU BUDGET.

B. APPROVAL OF A CONTRACT BETWEEN THE CITY AND THE CHARLOTTE HOUSING AUTHORITY IN THE AMOUNT OF $75,000.

The Charlotte Housing Authority Crime Prevention Program is an effort to involve community residents in crime prevention efforts. Activities are designed to instill in residents a sense of "community awareness, develop a greater willingness to report crimes and share information with the police, and use the new community awareness and heightened self-esteem to coordinate with other social programs which would benefit the entire area."

The Crime Prevention Program developed and implemented by the Housing Authority was begun in 1979 with funds from a Housing and Urban Development (HUD) Interagency Anti-Crime Grant. This program was created to address the inadequacy of traditional law enforcement procedures in lowering the high crime rate within local housing projects. The enforcement efforts were found to be unsuccessful in part, because of environmentally produced factors. The Crime Prevention Program was initially implemented in Fairview Homes and achieved success in several areas, including a significant reduction in the incidence of assaults. It was then extended to other housing units

with the result being 33.7% fewer offenses in public housing developments during the first quarter of 1984 as compared to the same period in 1983.

Federal funding for these crime prevention programs has ended and the City is being asked to provide funds to continue them. The Program has succeeded in helping to reduce the crime rate in targeted housing projects and has fostered a genuine sense of community involvement by the participants in controlling crime. If the program is not continued, progress achieved in building citizen participation and self-esteem may be lost.

The program has seven major components which are designed to supplement, not duplicate, the efforts of Police Department program. They are: (1) Dispute Settlement and Mediation, (2) Victim/Witness Assistance, (3) Operation I.D., Neighborhood Watch, Carrier Alert, (4) Court Assistance and Diversion, (5) Substance Abuse and Intervention and Referral, (6) Employment Counseling and Referral, and (7) Information and Referral.

The goals and objectives of these programs are.

A. To increase the incidence of crime in the targeted projects by at least 20% a year over the next three years.

B. To decrease the number of arrests of residents for crime both within and outside their developments by at least 15% in each of the next three years.

C. To establish neighborhood dispute settlement programs, run by residents, in each of the target neighborhoods.

D. To successfully mediate 50% of the neighborhood disputes as an alternative to court or police intervention.

E. To reduce the number of repeat domestic and neighborhood dispute calls to the police by 20% a year for the next three years.

The program staff will include ten residents from the targeted housing projects (three full-time employees, seven part-time). Another 200 residents will serve as volunteers and will receive small stipends to cover expenses connected with the programs.

The $75,000 needed to implement the program in Fiscal 1985 will be transferred from the City's General Fund Balance into the budget of the Police Department's Special Services Bureau. The Police Department will then administer the contract through the Housing Authority.

ITEM NO.

14. RECOMMEND THE ACTIONS SHOWN BELOW TO COMPLETE THE CONSOLIDATION OF WATER AND SEWER SYSTEMS UNDER THE AUTHORITY OF THE CHARLOTTE-MECKLENBURG UTILITY DEPARTMENT. FOLLOWING CITY COUNCIL APPROVAL, THE UTILITIES DIRECTOR WILL CONTINUE TO WORK WITH THE SMALL TOWNS TO COORDINATE THE ADMINISTRATIVE DETAILS TO EFFECT THE FINAL PROPERTIES TRANSFER AND ESTABLISHMENT OF THE DATE REDUCED RATES BEGIN.

A. EXECUTION OF AGREEMENTS RELATED TO THE MERGER OF UTILITY SYSTEMS OF THE SMALL TOWNS IN MECKLENBURG COUNTY WITH THE CITY SYSTEM.

- Pineville and Matthews - water and sewer systems.
- Cornelius, Davidson, and Huntersville - sewer systems only.
- Mint Hill - authorizes extension into the corporate limits.

These agreements, comprised of the main agreement, the parachute agreement, and the annexation agreement, were previously authorized by City Council in concept. The action before City Council today formally establishes the mechanism for the system merger. Exhibits which detail the actual physical properties to be transferred in the merger are available in the City Clerk's Office.

B. APPROVAL OF LEGAL PROPERTY DESCRIPTIONS DESCRIBING THE ANNEXATION AGREEMENTS.

The metes and bounds descriptions are available in the City Clerk's Office. A sphere of influence map is attached.

C. APPROVAL OF AN AMENDMENT TO THE 1972 UTILITY MERGER AGREEMENT BETWEEM THE CITY AND THE COUNTY.

One of the requirements of the utility merger agreements between the City and the Towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill, and Pineville is the approval by the City and County of an amendment to the 1972 Utility Agreement between the City and County. This amendment provides for approval by each of the Towns for extensions of services into the spheres of influence adjacent to the Town as defined in the annexation agreements approved by the City and Town. The existing merger agreement provides for extension of utility services anywhere within the City of Charlotte or unincorporated portions of Mecklenburg County without individual Town approval.

This amendment has been approved by the Mecklenburg Board of County Commissioners.

Attachment No. 5

15. RECOMMEND THE FOLLOWING ACTIONS TO CONTINUE THE SERVICES OF CH2M HILL SOUTHEAST, INC. IN THE DESIGN OF THE EXPANSION AND UPGRADING OF THE MCALPINE CREEK WASTEWATER TREATMENT PLANT.

A. ADOPTION OF A BUDGET ORDINANCE APPROPRIATING $1,644,696.00 FROM THE UNAPPROPRIATED WATER AND SEWER OPERATING FUND BALANCE TO THE ENGINEERING SERVICES ACCOUNT FOR THE MCALPINE CREEK WASTEWATER TREATMENT PLANT PROJECT TO PROVIDE FOR THE AWARD OF THE DESIGN CONTRACT.

In November 1983, Charlotte-Mecklenburg Utility Department entered into a contract with CH2M Hill Southeast, Inc. for the preliminary engineering study related to expansion of the McAlpine Creek Wastewater Treatment Plant. The engineering study has been completed and award of the design contract to the same firm is recommended. A total amount of $21,056,000.00 was approved for this project in the 1983 Bond Referendum. Since the 1983 bonds have not been sold, an interim funding mechanism must be provided to allow award of the design contract and permit continuation of the project. Therefore, City Council is asked to authorize the Finance Director to lend the sum of $1,644,696.00 from the Water-Sewer Operating Fund Balance until the bonds for this project are sold.

B. APPROVAL OF A CONTRACT BETWEEN THE CITY OF CHARLOTTE AND CH2M HILL SOUTHEAST, INC. TO FURNISH ENGINEERING SERVICES FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING FOR UPGRADE AND EXPANSION OF THE MCALPINE CREEK WASTEWATER TREATMENT PLANT, IN AN AMOUNT NOT TO EXCEED $1,644,696.

One element of the competitive selection process used by the Utilities Department to select CH2M Hill, and approved by City Council, was the right to award the subsequent contract for design and construction phase engineering either to the firm that did the preliminary engineering study or to a firm selected through another proposal/selection process.

CH2M Hill has completed the Preliminary Engineering work and has made a number of specific recommendations for project enhancement. This project is intended to expand the McAlpine Treatment Plant by 10 million gallons per day and to upgrade the facility to address odor control, sludge handling, and improvements in liquids treatment. Utility Department staff members have worked closely with the CH2M engineers throughout this project and are confident that the recommendations made by CH2M are necessary to accomplish the needs at the facility, and that the firm of CH2M Hill is the most competent to perform the proposed engineering services.

The contract is divided into six separate tasks, each with a cost ceiling . Those tasks are related to Interim Sludge Dewatering Facilities, Odor Control Facilities, Liquid Treatment Upgrade and

Sludge, Processing Facilities, Mechanical Composting Facilities, Geotechnical Investigation, Survey and Mapping, and Grant Assistance.

This project will take approximately one year to design, followed by a construction period of approximately 18 months. The source of funding for this contract and subsequent construction is the 1983 Bond Funds. Any federal grant monies that maybe obtained will be used to offset local funding.

During the preliminary engineering study CH2M Hill used Minority Business Enterprise subcontractors for 25% of labor costs, and they have agreed to the same level of minority involvement for the design contract.

16. RECOMMEND APPROVAL OF A CONTRACT IN THE AMOUNT OF $60,000 WITH ALFRED STUART TO PROVIDE EMPLOYMENT PROJECTIONS, HOUSEHOLD CHARACTERISTICS AND HOUSING UNIT ESTIMATES FOR THE "2005 GENERALIZED LAND PLAN."

City Council and the County Commission have authorized a total of $80,000 for consultant services to provide data information and analysis for use in preparation of the 2005 Generalized Land Plan (GLP). These funds were authorized in response to concerns expressed during the 2005 Plan Workshops and Urban Renaissance Conference regarding the timing and creditability of data base assumptions.

The main focus of this data base is on population, housing and employment characteristics and projections that will become the basis of the growth assumptions report. This report must be objective and credible to build a community consensus regarding the 2005 Plan.

Dr. Alfred W. Stuart is Chairman of the Department of Geography and Earth Sciences at UNCC and is recognized as an objective and highly qualified researcher and analyst. He has served as Chairman of the Greater Charlotte Chamber of Commerce's Research Action Council, overseeing the Chamber's research data collection and has directed an Industrial Targeting study for the Greater Charlotte Economic Development Council. He is editor and co-author of the Metrolina Atlas, The Charlotte-Mecklenburg Atlas and the N. C. Atlas. Working with him as consultant for this contract will be other members of the University Community including Dr. Jim Clay, Dr. Wayne Walcott, Dr. Sallie Ives and others. Dr. Walcott has extensive experience in modelling and Dr. Ives, in small area projections. Dr. Stuart and his team were specifically selected for their proven expertise and objectivity in this area.

Services to be provided under this contract will include providing employment projections to 2005 for county and eight sub-areas by ten sectors, an analysis of future household size and characteristics and an estimate of future housing type and ownership patterns by county

and eight sub-areas, and an estimate of expected housing units for five year intervals through the year 2005.

This analysis and data will be used to prepare the "Growth Assumptions" report prior to the preparation by the Planning staff of a draft "Generalized Land Plan".

The remaining $20,000 appropriated for this work will be used for more specialized study stemming from the results of the Growth Assumptions report.

17. RECOMMEND AUTHORIZATION FOR THE THIRD WARD NEIGHBORHOOD DEVELOPMENT CORPORATION TO CONTRIBUTE $20,000 IN NET PROCEEDS FROM SALE OF LAND TO THE AFRO-AMERICAN CULTURAL CENTER'S DRIVE TO RESTORE THE OLD LITTLE ROCK AME ZION CHURCH.

In August 1981, the City Council approved an agreement between the City and the Third Ward Development Corporation, a joint venture of the Committee to Restore and Preserve Third Ward, Inc. and NCNB Community Development Corporation, whereby the City would convey to the Development Corporation approximately 15 acres of land in the Third Ward neighborhood for residential development. One of the provisions of the contract, Section 6, states that the redeveloper would use the net revenues generated from the sale of land solely for (a) "redevelopment" in a "redevelopment area" of Charlotte (as those terms are defined in the North Carolina Urban Redevelopment Law) or (b) construction, maintenance or operation of public improvements approved by the City within the Redevelopment Area, including, but not limited to, streets, sidewalks, lighting, parks, common areas, transportation services (including bus shelters and signage), community centers, recreation facilities and landscaping.

To assist the drive to restore the Old Little Rock AME Zion Church in First Ward, the Development Corporation wishes to contribute $20,000 to the Afro-American Cultural Center from revenues generated by the sale of land. City Council is requested to authorize the Mayor to execute on behalf of the City a letter approving the use of the net sale proceeds for the restoration project. No City funds are involved.

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THE CITY ATTORNEY ADVISES THAT AGENDA ITEMS NO. 18 THROUGH 30 MAY BE CONSIDERED IN ONE MOTION. HOWEVER, ANY MEMBER OF COUNCIL MAY REQUEST AN ITEM BE DIVIDED AND VOTED ON SEPARATELY.

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ITEM NO.

Bid List

18. RECOMMEND APPROVAL OF THE BID LIST AS SHOWN. THE FOLLOWING CONTRACT AWARDS ARE ALL LOW BID AND WITHIN BUDGET ESTIMATES UNLESS OTHERWISE NOTED. EACH PROJECT OR PURCHASE WAS AUTHORIZED IN THE ANNUAL BUDGET.

BID ITEMS A - H REPRESENT THE ANNUAL PURCHASE OF VARIOUS CHEMICALS REQUIRED BY THE UTILITIES DEPARTMENT TO TREAT THE CITY'S WATER SUPPLY. THE SOURCE OF FUNDING IS THE WATER AND SEWER OPERATING FUND.

A. 140 - Tons Aluminum Sulfate (Ground Alum) — Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Suffolk Chemical Company, Fayetteville, N.C., in the amount of $26,780.60, be accepted for award of contract on a unit price basis.

B. 760 - Tons Hydrated Lime, Chemical, Bags. — Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Virginia Lime Company, Ripplemead, Virginia, in the amount of $52,972.00, be accepted for award of contract on a unit price basis.

Due to an oversight, Virginia Lime Company, the low bidder and the City's present supplier failed to sign their bid proposal. They have since furnished signed documentation guaranteeing that they will honor their bid for a full year if awarded a new contract. The Utility Director, Purchasing Director and City Attorney recommend therefore that City Council waive as a technicality the failure to sign the bid proposal and that the contract be awarded to Virginia Lime Company.

C. 100 - Tons Activated Carbon — Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Husky Industries, Inc., Dunnellon, Florida, in the amount of $56,200.00, be accepted for award of contract on a unit price basis.

D. 450 - Tons Liquid Chlorine Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Jones Chemicals, Inc., Charlotte, N.C., in the amount of $150,570.00, be accepted for award of contract on a unit price basis.

E. 120 - Tons Sodium Silicofluoride Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Suffolk Chemical Company, Fayetteville, N.C., in the amount of $34,512.00, be accepted for award of contract on a unit price basis.

F. 200 - Tons Liquid Hydrogen Peroxide, 70% Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Oxychem Company, Inc., New York, N.Y., in the amount of $177,800.00, be accepted for award of contract on a unit price basis.

G. 750 - Tons Aluminum Sulfate (Liquid Alum) Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Tennessee Chemical Company, Atlanta, Georgia, in the amount of $91,462.50, be accepted for award of contract on a unit price basis.

H. 565 - Tons Hydrated Lime (Chemical Bulk) Utility Dept.

Recommendation: By Utility Director and Purchasing Director that the low bid, Tenn-Luttrell Lime Company, Luttrell, Tennessee, in the amount of $33,137.25, be accepted for award of contract on a unit price basis.

ITEM NO.

I. Crushed Stone — Operations, Airport and Utility Depts.

Recommendation: By Operations Director and Purchasing Director that the low bid, Martin Marietta Basic Products, Aggregates Division, Charlotte, N.C., in the amount of $457,810.00, be accepted for award of contract on a unit price basis.

Product Description: Crushed Stone is used to upgrade the road base and build stronger streets.

BID ITEMS J - M REPRESENT ANNUAL JANITORIAL SERVICE AGREEMENTS FOR NEIGHBORHOOD CENTERS. THE APPARENT LOW BIDDERS AT AMAY JAMES, GREENVILLE, AND BELMONT DID NOT MEET SPECIFICATIONS BECAUSE THEY FAILED TO BID AMOUNTS SUFFICIENT TO MEET FEDERAL MINIMUM WAGE GUIDELINES AND CONSEQUENTLY WOULD NOT HAVE BEEN ABLE TO PROVIDE THE LEVEL OF EFFORT REQUIRED TO MAINTAIN THE SERVICE STANDARDS OUTLINED IN THE REQUEST FOR PROPOSALS. PROPOSALS WERE REQUESTED FOR A 1 YEAR CONTRACT WITH AN OPTION TO RENEW FOR TWO ADDITIONAL 2 YEAR CONTRACTS. ALL CONTRACTORS RECOMMENDED FOR AWARD ARE MINORITY BUSINESS ENTERPRISES. THE SOURCE OF FUNDING IS THE NEIGHBORHOOD CENTERS DEPARTMENT CONTRACTUAL SERVICES ACCOUNT.

J. Janitorial Services, Amay James Center — Neighborhood Centers

Recommendation: By Neighborhood Centers Director and Purchasing Director that the low bid meeting specifications, Killian Cleaning Company, Charlotte, N.C., in the amount of $15,600.00, be accepted for award of contract.

Other Information: The bid from Killian Cleaning Company tied with that from Jefferies Janitorial Service. Killian is being recommended because the owner has satisfactorily maintained the Amay James Center as an employee of other firms for the past seven (7) years.

Other Bids Received Not Meeting Specifications: Maintain-It, Inc., Charlotte, N.C., in the amount of $10,560.00, Bratton's Cleaning Service, Charlotte, N.C., in the amount of $12,986.04, and Kingwood Janitorial Service in the amount of $13,284.00. Interviews were held with these companies and each concluded that they could not provide the man hours and materials called for in the specifications for the amount quoted.

K. Janitorial Services, Greenville Center — Neighborhood Centers

Recommendation: By Neighborhood Centers Director and Purchasing Director that the low bid meeting specifications, Maintain-It, Inc., Charlotte, N.C., in the amount of $20,340.00, be accepted for award of contract.

Other Bids Received Not Meeting Specifications: Bratton's Cleaning Service, Charlotte, N. C., in the amount of $17,680.80 and Jefferies Janitorial Service, Charlotte, N. C., in the amount of $19,200.00. Interviews were held with these companies, and each concluded that they could not provide the specified man hours and materials for the price quoted.

L. Janitorial Services Alexander Street Center — Neighborhood Centers

Recommendation. By Neighborhood Centers Director and Purchasing Director that the low bid, Kingwood Janitorial Service, Charlotte, N.C., in the amount of $18,113.40, be accepted for award of contract.

M. Janitorial Services, Belmont Center — Neighborhood Centers

Recommendation: By Neighborhood Centers Director and Purchasing Director that the low bid meeting specifications, Kingwood Janitorial Service, Charlotte, N.C., in the amount of $26,726.40, be accepted for award of contract.

Other Bids Received Not Meeting Specifications: Jefferies Janitorial Service, Charlotte, N. C., in the amount of $18,600.00; Maintain-It, Inc., Charlotte, N. C., in the amount of $21,756.00; Bratton's Cleaning Service, Charlotte, N. C., in the amount of $22,879.80; and Triad Turnkey Maintenance, Charlotte, N. C., in the amount of $24,984.00. Interviews were held with these companies and each concluded that they could not provide the man hours and materials called for in the specifications for the amount quoted.

ITEM NO.

N. Wastewater Collection Headquarters Utility Dept.
Fuel Island Canopy

Recommendation: Director, Charlotte-Mecklenburg Utility Department recommends that the low bid by Carolina B&M Construction Company of Charlotte, N.C., in the amount of $23,450.00, be accepted for award of contract on a unit price basis.

Project Description: Construction of this project will provide a steel canopy to shelter the fuel pumping facilities at the Wastewater Division on Wilmont Road from adverse weather conditions.

Source of Funding: 1984 Capital Improvements Program.

Contracts and Change Orders

19. A. RECOMMEND AUTHORIZATION TO ENTER INTO A CONTRACT WITH CIS LEASING CORPORATION AT A RATE OF $19,285 PER MONTH FOR THIRTY MONTHS FOR THE LEASE OF EQUIPMENT ADDITIONS TO THE CURRENT IBM COMPUTER AND WORD PROCESSING SYSTEMS.

CIS Leasing Corporation is the firm through which the City is currently leasing its IBM computer and word processing equipment. The requested contract is a thirty month schedule which represents an addition to the base contract approved by City Council on June 14, 1982. Approval of this request would bring the total paid to CIS for the lease of IBM equipment to $83,211 per month.

Computer equipment to be covered under this contract includes computer display terminals, printer terminals, additional disk storage and control units, and additional memory for the central computer; all of which are necessary to meet growing department requirements for information and data processing services. This equipment will support new or improved applications in the Finance, Utility, Police, Planning, Personnel, Parks and Recreation, City Clerk, and Transportation Departments in such areas as centralized inventory control, on-line water inspection reports, crime analysis and energy management.

Word processing equipment covered under this contract includes word processing display terminals, terminal connecting ports, and additional memory for the word processing computers. This equipment is in support of the word processing systems located in City Hall, the Law Enforcement Center, and the Cameron Brown Building for tasks such as engineering street indexing and City Council minutes reporting.

Funds to cover this contract expense are available in the Fiscal 1985 MIS Department budget.

B. RECOMMEND APPROVAL OF A CHANGE ORDER IN THE GENERAL CONTRACT WITH METRIC CONSTRUCTORS, INC. IN THE AMOUNT OF $30,135 FOR *ADDITIONAL WORK ON THE MINT MUSEUM EXPANSION.*

This change order would add a food holding area and related food service equipment to the building expansion. In evaluating the addition, the general contractor received cost estimates from 3 local food service contractors. The low bid of $30,135.00 has been reviewed by the architect and is considered to be a reasonable cost.

This change order for $30,135.00 will increase the general contract with Metric Constructors from $4,271,378.00 to $4,301,513.00. Funds for this work are available in the project budget from the private fund drive.

C. RECOMMEND APPROVAL OF A CHANGE ORDER IN THE ELECTRICAL CONTRACT WITH WATSON ELECTRIC COMPANY IN THE AMOUNT OF $24,178.57 FOR ADDITIONAL WORK ON THE TRANSIT MAINTENANCE AND OPERATIONS CENTER.

Bids for the Transit City Maintenance and Operations Center were received in September 1983, and City Council awarded contracts for construction totalling $6,167,053. The facility consists of three separate buildings located on two parcels of land separated by Davidson Street.

This change order will provide for the installation of an additional underground conduit that will allow the maximum flexibility for present and future telephone and computer connections.

The project architect designed the conduit and a cost estimate to complete this work was received from the contractor. The architect has reviewed this cost and has found it to be acceptable.

This change order for $24,178.57 will increase the electrical contract with Watson Electric Company from $448,882.00 to $473,060.57. Funds for this work are available in the project budget.

D. RECOMMEND APPROVAL OF A CONTRACT FOR THE PLAZA-MIDWOOD (COCHRANE PLACE) DRAINAGE IMPROVEMENTS PROJECT TO CROWDER CONSTRUCTION COMPANY, THE LOW BIDDER, IN THE AMOUNT OF $99,148.08.

This project was approved by City Council as part of the Plaza-Midwood Community Improvements to be constructed in conjunction with the neighborhood housing revitalization. The work will be performed

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under the Storm Drainage Repair Policy with the property owners' share (1/5 the total cost) being paid from the capital budget program with 1978 Storm Drainage Repair Bond funds. The City has used these bond funds to pay the property owners' share in similar projects in the Grier Heights Neighborhood Strategy Area.

The work includes storm drainage improvements along the rear of several properties fronting on Cochrane Place in the Plaza-Midwood area.

E. RECOMMEND APPROVAL OF A CONTRACT FOR THE WESTERN HEIGHTS STREET IMPROVEMENTS PROJECT TO PROPST CONSTRUCTION CO., INC., THE LOW BIDDER, IN THE AMOUNT OF $213,623.70.

The Charlotte Housing Authority in a joint venture with the City is constructing 50 public housing units in the Western Heights community of the Five Points Neighborhood Strategy Area. This project will involve installation of curb and gutter, sidewalks and storm drainage construction on Flint, Frazier and Montgomery Streets associated with the housing development. The source of funding is Community Development Block Grand Funds.

F. RECOMMEND APPROVAL OF A CONTRACT FOR THE EAST TRADE STREET BOULEVARD PROJECT TO REA CONSTRUCTION COMPANY, THE LOW BIDDER, IN THE AMOUNT OF $702,762.46.

This project, approved by the Charlotte voters in the April 1981 Bond Referendum, is part of the effort to make Trade Street more desirable for commercial and residential development, and to provide a "gateway" to the City from I-77 into the downtown area. This contract will include the reconstruction and widening of sidewalks on East Trade Street from College Street to McDowell Street. The sidewalk widening will provide planting areas on each side of the street and improve the condition of the curb and sidewalks. Tree and shrub planting will be handled under a separate contract. The Engineering Department has worked with affected property owners to lessen public inconvenience and business interruptions during construction.

Storm Drainage Improvement Project

20. RECOMMEND APPROVAL FOR THE CONSTRUCTION OF THE STORM DRAINAGE IMPROVEMENTS ON PRIVATE PROPERTY FROM 10900 PAMPAS COURT TO 10924 PAMPAS COURT IN ACCORDANCE WITH THE STORM DRAINAGE REPAIR POLICY; AND THAT ONE-FIFTH OF THE COST BE ASSESSED TO THE PROPERTY OWNERS INVOLVED.

In August 1983, the Engineering Department investigated a drainage problem affecting several properties on Pampas Court. The problem

involved flooding of yards and erosion along a poorly defined channel. Assistance to correct the problem was offered through the City's Storm Drainage Repair Policy. On April 27, 1984, a petition was received requesting that the City make the necessary repairs with the involved property owners paying a share of the cost. Work required to correct the problem is entirely on private property and involves installing approximately 566-feet of pipe and associated drainage structures. The estimated cost for this project is $27,025. In accordance with the Storm Drainage Repair Policy, the City pays four-fifths of the cost ($21,620) and the involved property owners share the remaining one-fifth ($5,405). The owners of the seven (7) properties involved have signed a limited petition committing to pay one-fifth of the cost in lieu of circulating a petition throughout the drainage basin as provided in the Storm Drainage Repair Policy. The City share is available from the 1978 Storm Drainage Repair Bonds.

Resolutions

21. A. RECOMMEND ADOPTION OF RESOLUTIONS AUTHORIZING THE REFUND OF CERTAIN TAXES IN THE TOTAL AMOUNT OF $1,205.56 WHICH WERE ASSESSED THROUGH CLERICAL ERROR OR ILLEGAL LEVY AGAINST 13 TAX ACCOUNTS.

B. RECOMMEND ADOPTION OF A RESOLUTION OF INTENT TO ABANDON SNYDER STREET OFF THE 4800 BLOCK OF CHESAPEAKE DRIVE IN NORTHWEST CHARLOTTE, AND SET MONDAY, AUGUST 13, 1984 AT 3 P.M. IN THE CITY COUNCIL CHAMBER AS THE PUBLIC HEARING DATE.

Housing Loans

22. A. RECOMMEND APPROVAL OF THE FOLLOWING LOAN FOR PERMANENT FINANCING TO PURCHASE PROPERTY IN THE THIRD WARD AREA UNDER THE THIRD WARD LOAN PROGRAM.

Borrower	Property Address	Loan Amount	Appraised Value
Bruce David Huffman	244-1 Cedar Street	$66,450	$69,950

The Third Ward Loan Agreement between the City and North Carolina National Bank in the amount of $15,000,000 was approved on December 14, 1981, and amended December 19, 1983. The interest rate on loans under the program is 9-3/4%.

The loan application has been reviewed by the City Loan Officer, Community Development Department and contains sufficient information to form the basis for approval.

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B. RECOMMEND APPROVAL OF THE FOLLOWING LOAN FOR PERMANENT FINANCING TO PURCHASE PROPERTY IN THE PLAZA-MIDWOOD REDEVELOPMENT AREA UNDER THE PLAZA-MIDWOOD LOAN PROGRAM.

Borrower	Property Address	Loan Amount	Appraised Value
Donald L. Duffy & Laura B. Stanley	2015 Thomas Avenue	$43,700	$46,000

The Plaza-Midwood Loan Agreement between the City and First Union National Bank in the amount of $3,000,000 was approved on August 30, 1983. The interest rate on loans under the program is 9-7/8%.

The loan application has been reviewed by the City Loan Officer, Community Development Department, and the loan application contains sufficient information to form the basis for approval of the loan.

Utility Contracts

23. RECOMMEND APPROVAL OF CONTRACTS BETWEEN THE CITY OF CHARLOTTE AND THE APPLICANTS LISTED BELOW:

THESE ARE EXTENSION CONTRACTS FOR NEW SUBDIVISION DEVELOPMENTS IN ACCORDANCE WITH THE WATER/SEWER EXTENSION POLICY. THE APPLICANTS WILL CONSTRUCT THE SYSTEMS AT THEIR OWN COST. THE CITY WILL RETAIN ALL REVENUES. THE UTILITY AND PLANNING DIRECTORS RECOMMEND APPROVAL.

A. John Crosland Company, Inc. to construct 220 linear feet of 8" water main, 1,150 linear feet of 6" water main and 905 linear feet of 2" water main, to serve Norcroft Section I Subdivision, located north of Harris Boulevard and west of Mallard Creek Church Road, outside the Charlotte City Limits. Estimated Cost $26,000.00. Water Contract No. 84-019.

B. Carmel Land Company to construct 1,360 linear feet of 8" water main and 751 linear feet of 2" water main, to serve Sweetwater, Section I Subdivision, located north of W. T. Harris Boulevard and west of Mallard Creek Church Road, outside the Charlotte City Limits. Estimated Cost - $28,000.00. Water Contract No. 84-015.

C. Matthews-Heathers Land Corp. to construct 1,350 linear feet of 8" water main, 400 linear feet of 6" water main and 1,367 linear feet of 2" water main, to serve Braewick Subdivision, located north of Idlewild Road and east of Crosswinds Road, inside the City Limits of Charlotte. Estimated Cost - $37,500.00. Water Contract No. 84-014.

D. Richard V. Hechenbleikner, to construct 2,539 linear feet of 8" sanitary sewer main to serve Montibello Section 12 Subdivision, located north of McAlpine Farm Lane, east of Carmel Road and south of English Garden Road, inside the Charlotte City Limits. Estimated Cost - $63,475.00. Sanitary Sewer Job No. 621-84-051.

E. Standard Properties, Inc., to construct 970 linear feet of 8" water main and 1,180 linear feet of 2" water main, to serve Hembstead Subdivision Phase III, located south of Highway 51 and east of Providence Road, outside the Charlotte City Limits. Estimated Cost - $26,000.00. Water Contract No. 84-030.

F. The Mathisen Company, to construct 1,470 linear feet of 8" water main and 1,020 linear feet of 2" water main to serve Mill Valley Section III, located west of Plott Road and south of Plaza Road Extension, outside the Charlotte City Limits. Estimated Cost - $33,000.00. Water Contract No. 84-029.

G. Standard Properties, Inc., to construct 2,566 linear feet of 8" sanitary sewer mains to serve Hembstead Subdivision Phase III, located south of N. C. Highway 51, east of Providence Road and north of Four Mile Creek, outside the Charlotte City Limits. Estimated Cost - $64,150.00. Sanitary Sewer Job #621-84-057

H. Matthews-Heathers Land Corp., to construct 2,842 linear feet of 8" sanitary sewer mains to serve Braewick Subdivision, located east of Cross Winds Road and west of Ashley Hall Drive, inside the Charlotte City Limits. Estimated Cost - $71,050.00. Sanitary Sewer Job #621-84-019.

I. Sardis Executive Park to construct 998 linear feet of 8" sanitary sewer main to serve Sardis Executive Park (Orchard Lake Drive), located north of Sardis Road North, east of Covedale Drive and west of Monroe Road, inside the Charlotte City Limits. Estimated Cost - $22,225.00. Sanitary Sewer Job #621-84-023.

J. John Crosland Company, to construct 1,469 linear feet of 8" sanitary sewer main to serve Chestnut Lake 14 Subdivision, located south of Lawyers Road, west of McAlpine Creek and east of Walnut Wood Drive, inside the Charlotte City Limits. Estimated Cost - $36,725.00. Sanitary Sewer Job #621-84-011.

ITEM NO.

Condemnation Settlement

24. RECOMMEND APPROVAL FOR AUTHORITY TO DEPOSIT AN ADDITIONAL $74,300 PLUS NOMINAL INTEREST AT 8% FROM JULY 15, 1984 TO THE DATE OF DEPOSIT FOR A TOTAL DEPOSIT OF $200,000 PLUS NOMINAL INTEREST TO SETTLE THE CONDEMNATION ACTION, CITY V. JAMES H. CARSON, JR. ET AL. FOR CONSTRUCTION OF THE TRYON-COLLEGE STREET CONNECTOR

The City Attorney's Office requests authority to enter into a consent judgment to be effective July 15, 1984, for acquisition of land in City v. James H. Carson, Jr., et al., 83-CVS-11857. The consent judgment would establish $200,000 as total just compensation to the property owner for acquisition of a portion of its land, including demolition at the owner's expense of approximately 2,000 square feet of office and motel space within the right-of-way. This settlement would require the deposit of an additional $74,300 over the original deposit of $125,700 plus interest at 8% on the $74,300 additional deposit from July 15, 1984, to the date the City actually makes the deposit (expected to be the first week in August 1984). The resulting total compensation would be $200,000 plus approximately $200 to $300 in interest. The proposed settlement in turn requires that the property owner have the portion of its building extending into the right-of-way demolished by the first week in August. The property owner has agreed to this settlement and the settlement is recommended by both Legal and Engineering.

Property Transactions

25. RECOMMEND APPROVAL OF THE FOLLOWING RIGHT OF WAY ACQUISITIONS:

A. Acquisition of 13.62 linear feet, at 5006 Harri Ann Drive, from Bob McLemore and Company, Inc., for $1.00, for Sanitary Sewer to serve Harri Ann Drive. (Easement)

B. Acquisition of 906 square feet, at 2000 Ranchwood Drive, from Stephen Wilson, for $1.00, for Storm Drainage Repair in the 2000 Block of Ranchwood Drive. (Permanent Drainage Easement)

C. Acquisition of 800 square feet, at 2012 Ranchwood Drive, from Johnny C. Shipps and Mander B. Shipps, for $1.00, for Storm Drainage Repair in the 2000 Block of Ranchwood Drive. (Permanent Drainage Easement)

D. Acquisition of 19 square feet, at 627 East Trade Street, from NCNB National Bank of North Carolina, for $485.00, for East Trade Street Boulevard. (Right Of Way Agreement)

E. Recommend adoption of a resolution of condemnation of 675 square feet of Block 32, Parcel 9, (Owner not known), for $1.00, for West Morehead Neighborhood Strategy Area.

Land Sales

26. A. RECOMMEND APPROVAL FOR THE SALE OF LAND LOCATED AT 1100 TWELFTH STREET IN THE GREENVILLE URBAN RENEWAL AREA TO R. M. INDUSTRIAL PRODUCTS COMPANY, INC., FOR THE AMOUNT OF $232,000.

The Redevelopment Plan for Greenville provides for the disposal of acquired land for development by public or private parties. The minimum bid price on the parcel at 1100 Twelfth Street was $231,495.00 which is the fair reuse value as determined by the review appraiser. Bids were received and publicly opened at the Real Estate Division on October 20, 1983. Only one bid was received, that being from R. M. Industrial Products Company, Inc., in the amount of $232,000.00 for 21.257 acres of land, for the development (in two phases) of warehouse space and a light manufacturing operation that will employ 50-100 professional, skilled, and semi-skilled employees.

A map identifying the property location is attached.

B. RECOMMEND APPROVAL FOR THE SALE OF SURPLUS CITY PROPERTY AT 600 SOUTH MINT STREET TO ADA SHAPIRO AND SOL SHAPIRO FOR $35,000.00.

On April 9, 1984, City Council declared 600 South Mint Street surplus. This lot contains 7,021 square feet and was acquired in 1950 for the extension of Stonewall Street. The property is presently zoned I-3 for heavy industrial use. The minimum bid price on the parcel was $11,234 which is the fair reuse value as determined by the review appraiser. Bids were solicited, and the bid opening was held Friday, June 1, 1984. Four bids were received as follows:

Polkton Mfg. Co., Inc.	$12,501.00
B. W. Best & M. H. Matthews, Jr.	$14,000.00
C.E. Poovey	$15,255.00
Ada Shapiro & Sol Shapiro	$35,000.00

Good Faith deposits in the amount of 10% of each bid were received. The sale of this property would return surplus City-owned property to the private sector, generating additional tax revenue.

City Council is asked to approve the sale of the land to the highest bidders, Ada Shapiro and Sol Shapiro for $35,000.00, for use as an improved parking facility for the employees of Carolina Marking Devices, Inc. (Owned by Ada Shapiro and Sol Shapiro), and authorize the Mayor to execute the Deed on the City's behalf.

All City Departments were canvassed prior to the sale and none expressed an interest in retaining the land. The Planning Commission recommended and City Council approved that the parcel be restricted against outdoor advertising, which will be accomplished with this sale. A 10 foot strip along the front of the property has

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been reserved for street widening, and a 15 foot sanitary sewer easement has been retained. No other City Department had an interest in the property.

A map identifying the property location is attached.

Attachment No. 6

Right-of-Way Agreement

27. RECOMMEND AUTHORIZATION FOR THE MAYOR TO EXECUTE A GAS PIPELINE RIGHT-OF-WAY AGREEMENT BETWEEN PIEDMONT NATURAL GAS COMPANY AND THE CITY OF CHARLOTTE FOR THE INSTALLATION OF AN UNDERGROUND PIPELINE NEAR THE MCALPINE CREEK TREATMENT PLANT, FOR A TOTAL COST TO PIEDMONT OF $306.00.

On June 4, 1984, Piedmont Natural Gas Company requested a right-of-way 50 feet wide and 306 feet across a parcel of land owned by the City at 12701 Lancaster Highway known as the McAlpine Creek Treatment Plant under the responsibility of the Charlotte Mecklenburg Utility Department. The gas company is proposing to install an underground pipeline six (6) inches in diameter to provide gas service for area development. Because of the bridge over McAlpine Creek at this location, the North Carolina Department of Transportation is requiring Piedmont Natural Gas to leave the State right of way and install the underground pipeline on adjoining property rather than suspend the line from hangers along the bridge. Piedmont Natural Gas Company will pay the City the standard $1.00 per foot for the easement for a total of $306.00.

Charlotte Mecklenburg Utility Department, City Attorney and Engineering/Real Estate concur in this request.

Supplemental Regulations to the Third Ward Loan Program

28. RECOMMEND ADOPTION OF THE FOLLOWING SUPPLEMENTAL REGULATIONS TO THE THIRD WARD LOAN PROGRAM:

In December 1981, City Council entered into an agreement with North Carolina National Bank to provide up to $15 million in below-market interest rate mortgage funds for the purchase of newly-constructed or substantially rehabilitated residences in the Third Ward area. In December 1983, City Council amended the loan program to extend the deadline for advancing funds to June 30, 1986 and to reduce the annual interest rate on the mortgage loans from 11 3/4% to 9 3/4%. To date, loans totalling $2,330,000 have been made for the purchase

of 40 residential units. In administering the Third Ward Loan Program, the City and North Carolina National Bank have identified the need for several program changes that will enhance the attractiveness of the program for builders and buyers alike. These changes are summarized below:

- Establish a Design Review Committee composed of two City staff members and two residents of the Third Ward neighborhood, each to be appointed by the City Manager, and a person appointed by NCNB. The Committee will establish development guidelines consistent with applicable ordinances, codes, and redevelopment plans and review development proposals submitted by developers who are seeking a reservation of mortgage funds under the Third Ward Loan Program. Development that is carried out in Third Ward that is not seeking a reservation of funds would not be reviewed by the Committee. The City, the Third Ward Neighborhood Organization, and NCNB have recognized that an established process to review proposed development to insure quality design and construction standards would increase the long-run stability of Third Ward and would help secure the risk position or the mortgage lender. The incentive for the developer to adhere to the guidelines is a reservation of a block of low-interest mortgage loan funds through the Third Ward Loan Program that will be set aside for prospective purchasers of the residential units.

- Provides a system for allocating and reserving low-interest mortgage money for a particular development. By reserving a block of mortgage funds for a development project that meets the criteria, the Design Review Committee criteria and the Supplemental Regulations, the developer will be assured that permanent financing will be available for qualified purchasers for his units. The benefit to the City and to the neighborhood is a decrease in the likelihood that a development project will not be completed.

- Adjust the "average purchase price" of a new residence from $85,250 to $89,718. The Third Ward Loan Program states that the cost of a qualifying residence shall not exceed 110% of the "average area purchase price" for a single-family residence in Charlotte for both new and substantially rehabilitated units. In order to insure that the Third Ward Loan Program continues to meet the provisions of the Internal Revenue Code, NCNB requested University of North Carolina at Charlotte (UNCC) to review the cost of non-farm single-family housing, both new and existing, and recommend any changes to the average area purchase price. UNCC analyzed the data provided by the Federal Home Loan Bank and other sources and recommended that the "average area purchase price" of a new residence be increased from $85,250 to $89,718

ITEM NO.

and the price of a substantial rehabilitated residence be decreased from $65,230 to $57,480.

o Permit mortgage loan assumptions within the first fifteen years. The original agreement stated that a loan could be assumed by a subsequent purchaser if the resale of the property occurred during the first five years of the original mortgage loan. The Supplemental Regulations permit mortgage loan assumptions beyond the five-year period up to approximately fifteen years after the original note was executed by the bank and the original mortgage holder.

No City funds are required to implement the supplemental regulations.

The proposed regulations have been reviewed by the officials of North Carolina National Bank, the Legal Department, and the Community Development Department.

In Rem Remedy

29. RECOMMEND ADOPTION OF AN ORDINANCE TO RENOVATE THE DUPLEX LOCATED AT 1980-10 GIBBS STREET WHICH HAS BEEN DECLARED UNFIT FOR HUMAN HABITATION, USING THE IN REM REMEDY, AND AUTHORIZE THE CITY MANAGER TO APPROVE CONTRACT FOR SUCH WORK.

This duplex was inspected on May 26, 1983, and found to be unfit for human habitation. The owner was notified on May 27, 1983, by certified mail that a hearing would be held on June 15, 1983. The owner was ordered to repair the duplex by September 20, 1983. The duplex is now occupied and the owner has not corrected the unfit conditions. The estimated value of the duplex is $16,000.00 and the lowest responsive bid received to repair the duplex is $4,300.00, which is less than 65% of the value of the duplex. Repairs include· replacing bathroom floors, installing rear screen door, painting exterior, replacing wire in eave vents, installing faucets at bathtub, installing water heater, replacing bedroom door, installing access door to crawl space, installing sheet vinyl floorcovering in bathroom, replacing thimble in living room, replacing all defective window screens and replacing defective light fixture in hall.

Funds for this action are available in the Community Development departmental budget; a lien will be placed against this property for costs incurred.

Memorandum of Intent on the Construction and Use of the City-County Government Center

30. A. RECOMMEND APPROVAL OF A MEMORANDUM OF INTENT WITH MECKLENBURG COUNTY SETTING FORTH THE BASIS FOR THE CONSTRUCTION AND USE OF A CITY-COUNTY LOCAL GOVERNMENT CENTER.

B. RECOMMEND THAT THE CITY MANAGER BE AUTHORIZED TO GIVE WRITTEN NOTICE TO THE COUNTY TO PROCEED WITH NEGOTIATIONS FOR THE NECESSARY LEASE-PURCHASE AGREEMENT.

It is recommended that City Council execute a Memorandum of Intent with Mecklenburg County outlining the terms of a lease-purchase agreement for the construction by the City and joint use by the City and County of the City-County Local Government Center. The County has previously approved and executed the Memorandum. The Memorandum is non-binding but does set forth approximate information on the type of facilities to be incorporated into the Local Government Center, the approximate cost of such facilities, and the portion of such facilities to be used by the City and the County.

With approval of the Memorandum of Intent, the City Manager is authorized to give written notice to the County to proceed with the negotiations for the necessary lease-purchase agreement concerning the construction and use of the Local Government Center.

SCHEDULE OF MEETINGS
July 9 - 13, 1984

Monday, July 9	COUNCIL-MANAGER LUNCHEON Training Center	12 00 noon
	CITIZENS HEARING	2 00 p m
	COUNCIL DISCUSSION	2 30 p m
	COUNCIL MEETING Council Chamber, City Hall	3 00 p m.
Tuesday, July 10	TRANSPORTATION COMMITTEE 2nd Floor Conference Room City Hall	4 00 p m

ADDENDUM

RECOMMEND APPROVAL OF A LAST RESORT GRANT IN AN AMOUNT UP TO $1,500 TO ENABLE A WEST MOREHEAD TENANT TO RENT AN AFFORDABLE REPLACEMENT HOUSING UNIT PURSUANT TO THE SECTION 8 HOUSING SUBSIDY PROGRAM.

Under the City's policy for optional coverage relocation assistance, Ms. Daisy Evans of 112 W. Catherine Street is eligible for last resort assistance as a tenant. Last resort assistance is necessary to enable the City to provide a comparable, affordable replacement housing unit to which Ms. Evans can be relocated.

Ms. Daisy Evans is an elderly West Morehead resident on a fixed income who has been on the relocation workload since June 1979. Ms. Evans has been on the relocation workload longer than any other person on the City's active relocation workload, and the City has been unsuccessful in relocating her for several reasons related to her personal income and ties to the old neighborhood.

Ms. Evans wishes to move to a house located at 1950 Woodcrest which is near her current unit. Ms. Evans located this property on her own, and when the property was inspected, it was found to need some repairs to bring it into compliance with the City's housing code. The property owner is willing to make the repairs, but would absorb these costs by raising the rent for the unit beyond that which would qualify for Section 8 housing subsidy, thereby making the unit ineligible for Ms. Evans. Additionally, given Section 8 utility allowances, the oil furnace would need to be replaced with a gas one to keep the unit's rent within the Section 8 guidelines. The total cost of these repairs is estimated at $3,000. The property owner is willing to make the necessary repairs and replace the oil furnace while not raising the rent beyond that which is acceptable to Section 8, if the City is willing to absorb 50% of the costs of these items in an amount estimated not to exceed $1,500.

Last Resort funds are requested to provide the money necessary to off-set the cost of these repairs so that the unit at 1950 Woodcrest can be made affordable to Ms. Evans under the Section 8 rent subsidy program.

The City-owned property in which Ms. Evans currently resides is scheduled for demolition, and a potential purchaser for the cleared site has been identified.

The source of funding is the Community Development Block Grant. The total Replacement Housing Payment will be paid at the time of the lease closing.

MUNICIPAL INFORMATION ADVISORY BOARD

ANNUAL REPORT

1983 - 1984

MEMBERS

Dr. Mary Hopper, chairperson

Mr. Wiley Reid, vice chairperson

Ms. Anne Law

Ms Delsie Maples

Mr. Robert Stephens

Mr. Mike Watson *

Mr. Reginald Withers

* resigned

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OVERVIEW

The Municipal Information Advisory Board (MIAB) is a seven member board, established by Ordinance 763 of the Code of the City of Charlotte to review the collection, production, retention and use of personal information by the City of Charlotte and to make recommendations to the City Manager and the City Council of actions necessary to limit and control the amount and type of personal information collected, produced, retained and used by the City so as to protect an individual against an invasion of personal privacy to the fullest extent possible within the framework of existing law.

Charlotte, some time ago, participated in a five year, five million dollar effort, to design, develop and implement an integrated municipal information system. During this project, the need for legislation to provide direction for a data access contol program was recognized, and the University of North Carolina Institute of Government drafted a proposed ordinance, which, after being refined by Charlotte City officials, was adopted by the City Council in November, 1972. An interim Board operated under that ordinance until the Municipal Information Review Board (MIRB) was established in May, 1974.

The MIRB operated under Ordinance 803 and was the central authority for monitoring all aspects of information collection, storage, usage, and address within the various City departments and agencies. In 1977, the MIRB sought to make Ordinance 803 and the State Public Record Act compatible, and in that year the City Council adopted Ordinance 763 and established the MIAB.

Currently, the Board is composed of Chairperson Mary Hopper, Public Relations Director for the Public Library of Charlotte and Mecklenburg County, Anne Law, Bookkeeper with the Catawba Inter-Presbytery Program, Delsie Maples, Office Manager for Northwestern Mutual Life Insurance, Wiley G. Reid, Systems Analyst for the City of Charlotte, Robert C. Stephens, Attorney, and Reginald Withers, Equipment Engineer with Southern Bell.

Although, as the change in nomenclature implies, the Board's role has changed from one of "review" to "advisory", the MIAB is still concerned with protecting information privacy while assuring proper assess to public records. The duties of the Municipal Information Advisory Board include.

(a) Reviewing and making recommendations to the City Manager and City Council concerning the collection, production, retention and use of personal information by the City of Charlotte.

(b) Recommending policies to the City Manager and the City Council to minimize the need for collection of and guard against the misuse of personal information.

(c) Recommending safeguard and security techniques to the City for maintenance for restricted information to the end that such information is accessible to those persons to whom access is permitted and not accessible to those persons to whom access is not legally permitted.

(d) Advising the City Manager and the City Council concerning state and federal laws and regulations relative to information collection and dissemination.

(e) Developing recommendations for the City Manager and the City Council concerning the City's dissemination practices of public records.

Considering the size of the City of Charlotte and the amount of personal information collected, the Board's task is indeed substantial. "Personal information" is defined by the ordinance to include any information about an individual that identifies or describes any of his or her characteristics, including, but not limited to, his or her education, financial

transactions, medical history, criminal activity, employment record or any other information about an individual that might provide a basis for inferring personal characteristics, such as finger or voice prints or photographs.

In order to meet its responsibilities, the Board has chosen to meet monthly at a regularly scheduled meeting, and the formal functions of the Board are performed either in the course of these regularly scheduled meeting or at special meetings.

MUNICIPAL INFORMATION ADVISORY BOARD

ANNUAL REPORT

1983 - 1984

The report which follows is divided into three sections outlining the Municipal Information Advisory Board's activities over the past year, its continuing concerns, and its proposed directions for the coming year

1. ACTIVITIES

MIAB activities for 1983-84 centered in three major areas records management, complainant identity information release, and setting goals and objectives.

° Records Management

At the end of the previous year, the MIAB began exploring how best to undertake a records management needs assessment. Having recognized that no such expertise presently existed on city staff but that city departments felt there was a need for records management, the Board scheduled a meeting with Assistant City Manager Paul Bobo. After that meeting and subsequent discussion with other city personnel, the Board abandoned its original plan to have a consultant ascertain whether a need

for records management existed. All concerned concurred that the need was there. It was the consensus of those with whom the Board talked that city money would be better spent undertaking a pilot project addressing the records management needs of two or three city departments. To that end, a budget request was submitted by the MIS Department asking for a consultant. MIAB supported such a request in a letter to the City Manager.

The MIAB has spent a major portion of this past year exploring items which might be addressed in such a consultant study and would be eager to assist in any way possible as the study evolves and the solutions emerge.

- Complainant Identity Form

MIAB identified the need for a standardized procedure by which complainant information might be released to the public. Much care was taken during this process to balance personal privacy and the public's right to know as well as that equally delicate balance between the work of a citizen's advisory board and the workings of city staff. To effect all those aims, work has progressed over a two year period allowing for departmental input, MIAB refinements, legal guidance from the City Attorney's office, and final approval by and release from the Manager's Office. The policy was released by the City Manager in May, 1984.

° Committe Involvement in Setting the Goals and Objectives of MIAB

MIAB has always been committed to the full involvement of its members devising a goal setting and progress assessment procedure some years back. To that end, Board members were asked to choose one of the directions outlined in last year's annual report and present a plan for moving that goal forward during the year ahead. From that process and the healthy discussion surrounding that work, several new and exciting directions were delineated. Those ideas should provide the framework for further activity in MIAB.

° Miscellaneous Activity

Other miscellaneous activity included the orientation of new members and making a slight shift in meeting time from 4 00 p.m. to 4.30 p.m., the fourth Thursday of the month.

2. CONCERNS

The basic concern of the Municipal Information Advisory Board has been and continues to be the maintenance of the delicate balance between the individual citizen's right to privacy and the collective public's right to know as they pertain to information collected, maintained and disseminated by the government of the City of Charlotte. With this concern in mind, the MIAB has several questions currently under discussion.

1. How can we discourage the collecton of nonessential personal information?

2. How can we aid the City in devising a plan to insure the periodic purging of outdated personal information?

3. What role can the MIAB play in increasing the general awareness among the employers, administration and elected officials of this city of the concept of privacy and its related implications versus open access?

4. How can the Board aid the City in insuring that all employees involved with records maintenance understand and comply with the municipal records access and control policy?

5. How can the Board more effectively interface with the City staff and the City Council to make itself more accessible and aware of their needs, and keep them informed as to legislative action which may impact upon governmental privacy issues?

3. DIRECTIONS

The Board has defined the directions it will pursue during the coming year These same directions were projected for 1984, and work accomplished against particular ones is described.

1. Advise the City Manager's Office on the importance of limiting and purging the amount of personal information collected and stored through the development of uniform policies applicable to all City departments.

   Board members addressed the possibility of a records management function with a member of the City Manager's staff.

2. Continue to seek out and complete specialized projects such as the complainant information release procedure and the municipal records access and control policy monitoring usefulness and recommending modifications of same when necessary.

   A standardized guideline for releasing complainant identity information was designed and implemented.

3. Advise City Council on legislative matters attempting to strike a balance between the right-to-privacy and the right-to-know.

   The following steps were suggested as a means of remaining current on relative legislation

   - Develop a listing of organizations (legislative committees, education institutions, lobbyist groups, etc) whose functions might give them knowledge of proposed legislation.

   - Contact aforementioned organizations for assistance in monitoring legislative proposals. Develop ongoing relationship with individuals in organizations to keep abreast of latest information.

- Review legislative summaries and periodicals monthly for any pertinent information.
- Collect and research any information obtained, and report findings to MIAB as required.

4. Solicit input from City Council and City staff as to how MIAB might be helpful to them.

Members of City Council, who were contacted, suggested the MIAB write a letter to Council with their request in order that the Council as a whole make suggestions rather than on an individual basis.

5. Devise a method to focus interest on he privacy issue concerning personal information collected by City departments.

One suggestion for addressing this direction focused on development of a central complaint unit directed by a unit head of the highest personal qualities, judgement and ability. This peison would be making decisions that would reflect the character of the city and our government leaders.

Complaints would be received in this department with each complaint directed to the appropriate department head/supervisor for resolution. (One main reason for the central complaint unit would be that in complaints, as with everything else, there are always a few people and/or groups of people who complain regularly about any and everything--some even because they consider this a hobby.)

If the same person received all complaints, it is hopeful that complainers would choose not to make complaints just for the sake of complaining. Hopefully, after a certain length of time. This would eliminate all except the justified complaints and would, perhaps, cut down on the amount of data that would need to be collected. Also, this would enable the complaint collection unit to learn how to deal with regular complaint callers. There would be times when just being there to listen would be all that is needed, and such complaints would need to go no further, thus eliminating collection of data.

Also, this unit would be responsible for purging data; and guidelines could be established as to what types of data should and could be purged and the appropriate timing. Complaints of a serious nature would be collected and periodic check dates established for follow-up.

Charlotte

Public Service & Information Department
City Hall, 600 E Trade Street
Charlotte North Carolina 28202
704/336-2395

Meetings in July '84

THE WEEK OF JULY 2 - JULY 6

3	Tuesday, 3 00 p m	PROJECT MANAGEMENT TEAM - NCNB Auditorium, 12th Floor
	Tuesday, 4 00 p m	SPECIAL CITY COUNCIL MEETING - Training Center, City Hall Annex
	Tuesday, 6 00 p.m.	CHARLOTTE PARKS ADVISORY COMMITTEE - City Hall, 3rd Floor Conference Room
4	Wednesday	JULY 4TH HOLIDAY - City Offices Closed
5	Thursday, 7 30 p m	CITY-COUNTY CONSOLIDATION STUDY COMMITTEE/Education, Health, Welfare and Human Services and Public Safety Task Force - Gethsemane AME Church, Education Building, 531 Campus Street
6	Friday, 9 00 a m	CIVIL SERVICE BOARD - Hearing, City Hall, Council Chamber

THE WEEK OF JULY 9 - JULY 13

9	Monday, 8 00 a.m	TASK FORCE OF THE CHARLOTTE-MECKLENBURG COMMUNITY RELATIONS COMMITTEE - Community Relations Conference Room, 623 E. Trade Street
	Monday, 12 Noon	PLANNING COMMISSION - Cameron-Brown Bldg., 1st Floor Conference Room
	Monday, 2 00 p m.	CITY COUNCIL MEETING - City Hall, Council Chamber
10	Tuesday, 8 00 a m.	AIRPORT ADVISORY COMMITTEE - Charlotte/Douglas International Airport, Conference Room A
	Tuesday, 9·00 a m.	HISTORIC DISTRICT COMMISSION - Edwin Towers, 1st Floor Conference Room
	Tuesday, 4 00 p m.	CITY COUNCIL TRANSPORTATION COMMITTEE - City Hall, 2nd Floor Conference Room
11	Wednesday, 8 00 a.m.	PRIVATE INDUSTRY COUNCIL - Chamber of Commerce, Action Room "A"
	Wednesday, 9 00 a m	CIVIL SERVICE BOARD - Hearing, City Hall, Council Chamber
	Wednesday, 7 30 p m.	HISTORIC PROPERTIES COMMISSION - 2nd Floor Conference Room, City Hall
12	Thursday, 3 00 p m.	ALARM CHARLOTTE TOTALLY (ACT) COMMITTEE - Fire Department Conference Room, City Hall Annex
13	Friday, 12 Noon	MUNICIPAL INFORMATION ADVISORY BOARD/Subcommittee - 825 Lexington Ave

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THE WEEK OF JULY 16 - JULY 20

16	Monday, 6 00 p.m	CITY COUNCIL MEETING - Zoning Hearings, Education Center, Board Room
17	Tuesday, 2 00 p.m.	HOUSING AUTHORITY - Administrative Offices, 1301 South Boulevard
18	Wednesday, 8 30 a.m	CIVIL SERVICE BOARD - Regular Meeting, City Hall, 3rd Floor Conference Room
	Wednesday, 9 30 a m.	CIVIL SERVICE BOARD - Hearing City Hall, City Council Chamber
	Wednesday, 2 00 p.m.	TECHNICAL COORDINATING COMMITTEE (TCC) - City Hall Annex, Department of Transportation Conference Room
	Wednesday, 7 00 p.m.	METROPOLITAN PLANNING ORGANIZATION (MPO) - City Hall Annex, Department of Transportation Conference Room
19	Thursday, 3 00 p.m.	ADVISORY ENERGY COMMISSION - County Office Building, Building and Grounds Offices.
	Thursday, 4 00 p.m.	PLANNING COMMISSION/Deferred Rezoning Petitions, Cameron-Brown Bldg., 1st Floor Conference Room
	Thursday, 6.00 p m.	CHARLOTTEE TREE ADVISORY COMMITTEE - Park Operations Conference Room, 701 Tuckaseegee Road
20	Friday, 9 00 a.m	CIVIL SERVICE BOARD - Hearing, City Hall, Council Chamber

THE WEEK OF JULY 23 - JULY 27

24	Tuesday, 3 00 P.m	COMMUNITY FACILITIES COMMITTEE - Charlotte-Mecklenburg Utility Dept , 5100 Brookshire Boulevard
25	Wednesday, 9 00 a.m.	CIVIL SERVICE BOARD - Hearing, City Hall, Council Chamber
	Wednesday, 7 30 p.m.	PLANNING COMMISSION/Air Quality Committee - Cameron-Brown Bldg., 1st Floor Conference Room
26	Thursday, 2 00 p.m.	BUSINESS OPPORTUNITY NETWORK ADVISORY TASK FORCE - Chamber of Commerce, Action Center

JULY 30 - JULY 31

30	Monday, 4 00 p.m.	PLANNING COMMISSION/Executive Committee - Cameron-Brown Bldg., 1st Floor Conference Room
31	Tuesday, 4 00 p.m.	MUNICIPAL INFORMATION ADVISORY BOARD (MIAB) - MIS Department Conference Room, Cameron-Brown Bldg., Suite 300