AGENDA

Meeting Type:	B
Date:	02-12-1990
SUBJECT	

City of Charlotte, City Clerk's Office

CHARLOTTE

Council Agenda

February 12, 1990

FILE COPY

CHARLOTTE

Meetings in February '90

THE WEEK OF FEBRUARY 1 - FEBRUARY 3

1	Thursday, 7 30 a m	CHARLOTTE FIREFIGHTERS' RETIREMENT SYSTEM - 428 East Fourth Street, Suite 205
	Thursday, 5 00 p m	CITY COUNCIL TRANSPORTATION COMMITTEE - CMGC, Room 270

THE WEEK OF FEBRUARY 4 - FEBRUARY 10

5	Monday, 12 Noon	PLANNING COMMISSION/Work Session - CMGC, 8th Floor Conference Room
	Monday, 5 00 p m	CITY COUNCIL WORKSHOP - CMGC, Room 267
6	Tuesday, 4 00 p m	PLANNING COMMISSION/Planning Committee - CMGC, 8th Floor Conference Room
	Tuesday, 7 00 p m	METROPOLITAN PLANNING ORGANIZATION - CMGC, Room 267
7	Wednesday, 5 30 p m	CITY COUNCIL/COUNTY COMMISSION DINNER - CMGC, Meeting Chamber Conference Room
	Wednesday, 6 30 p m	CITY COUNCIL/COUNTY COMMISSION/Public Hearing on General Development Policies - CMGC, Meeting Chamber
8	Thursday, 4 00p m	CHARLOTTE-MECKLENBURG ART COMMISSION/Reedy Creek Ad Hoc Committee - CMGC, 8th Floor Conference Room
	Thursday, 5 00 p m	CHARLOTTE-MECKLENBURG ART COMMISSION/Executive Committee - CMGC, 8th Floor Conference Room

THE WEEK OF FEBRUARY 11 - FEBRUARY 17

12	Monday, 6 00 p m	COUNCIL/MANAGER DINNER - CMGC, Meeting Chamber Conference Room
	Monday, 6 30 p m	CITIZENS HEARING - CMGC, Meeting Chamber
	Monday, 7 00 p m	CITY COUNCIL MEETING - CMGC, Meeting Chamber
	Monday, 7 30 p m	HISTORIC LANDMARKS COMMISSION - 1221 South Caldwell Street
13	Tuesday, 10 a m	POLITICAL CONSOLIDATION COMMITTEE - CMGC, 15th Floor Conference Room
	Tuesday, 4 00 p m	PLANNING COMMISSION/Planning Committee CMGC, 8th Floor Conference
	Tuesday, 4 30 p m	COMMUNITY RELATIONS COMMITTEE - CMGC, Room 267
14	Wednesday, 8 00 a m	CLEAN CITY COMMITTEE CMGC, Room 270
	Wednesday, 8 30 a m	CIVIL SERVICE BOARD - CMGC, 7th Floor Conference Room
	Wednesday, 4 30 p m	CITIZENS CABLE OVERSIGHT COMMITTEE - CMGC, Room 119
15	Thursday, 7 00 p m	CHARLOTTE TREE ADVISORY COMMISSION - CMGC, Room 270
16	Friday, 7 30 a m	PLANNING LIAISON COMMITTEE CMGC, 8th Floor Conference Room

(CONTINUED ON BACK)

Public Service And Information Department

600 East Fourth Street

Charlotte NC 28202 2861

704/336-2395

THE WEEK OF FEBRUARY 18 - FEBRUARY 24

19	Monday, 5 00 p m	**COUNCIL/MANAGER DINNER** - CMGC, Meeting Chamber Conference Room
	Monday, 6 00 p m	**CITY COUNCIL/Zoning Hearings** - CMGC, Meeting Chamber
20	Tuesday, 12 Noon	**CITY COUNCIL/COUNTY COMMISSION/SCHOOL BOARD LUNCHEON** - CMGC, Room 267
	Tuesday, 10 30 a m	**POLITICAL CONSOLIDATION COMMITTEE** - CMGC, 15th Floor Conference Room
	Tuesday, 1 30 p m	**FUNCTIONAL CONSOLIDATION COMMITTEE** - CMGC, Rooms 270 & 271
	Tuesday, 2 00 p m	**HOUSING AUTHORITY** - 1301 South Boulevard
	Tuesday, 4 00 p m	**PLANNING COMMISSION/Planning Committee** - CMGC, 8th Floor Conference Room
21	Wednesday, 7 45 a m	**PRIVATE INDUSTRY COUNCIL** - CMGC, Room 267
22	Thursday, 4 00 p m	**CHARLOTTE-MECKELNBURG ART COMMISSION/Executive Committee** - CMGC, 8th Floor Conference Room
	Thursday, 5 00 p m	**CHARLOTTE-MECKELNBURG ART COMMISSION/Board Meeting** - CMGC, 8th Floor Conference Room

THE WEEK OF FEBRUARY 25 - FEBRUARY 28

26	Monday, 1 00 p m	**COUNCIL/MANAGER LUNCHEON** CMGC, Meeting Chamber Conference Room
	Monday, 2 00 p m	**CITIZENS HEARING** - CMGC, Meeting Chamber
	Monday, 2 30 p m	**CITY COUNCIL MEETING** - CMGC, Meeting Chamber
	Monday, 4 00 p m	**PLANNING COMMISSION/Executive Board** - CMGC, 8th Floor Conference Room
	Monday, 4 30 p m	**PLANNING COMMISSION/Zoning Session** - CMGC, 8th Floor Conference Room
27	Tuesday, 10 30 a m	**AUDITORIUM-COLISEUM-CONVENTION CENTER AUTHORITY** - First Union Center, 301 S College Street, Suite 3495
	Tuesday, 2 00 p m	**CITY ZONING BOARD OF ADJUSTMENT** - 700 North Tryon Street, Hall Marshall Building, Agricultural Extension Conference Room
	Tuesday, 3 30 p m	**FUNCTIONAL CONSOLIDATION COMMITTEE** - CMGC, Rooms 270 & 271
	Tuesday, 4 00 p m	**PLANNING COMMISSION/Planning Committee** - CMGC, 8th Floor Conference Room
28	Wednesday, 4 00 p m	**SPECIALIZED TRANSPORTATION ADVISORY COMMITTEE** CMGC, Room 271

These organizations will <u>not</u> meet in February:

Community Facilities Committee
Housing Appeals Board

February 12, 1990 City Council Agenda
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CHARLOTTE

Mayor Sue Myrick | *Mayor Pro Tem Cynthia Patterson*

Stanley M Campbell
Daniel G Clodfelter
Ann Hammond
Pat McCrory
Tom Mangum
Hoyle H Martin
Roy Matthews
Ella Butler Scarborough
Richard Vinroot
Lynn M Wheeler

Council Agenda

Monday, February 12, 1990

4 00 PM	-	Executive Session
6 00 PM	-	Council-Manager dinner
6 30 PM	-	Citizens hearing
7 00 PM	-	Council meeting

ITEM NO

1 Invocation by Rev William A McCutchen of Forest Hill Presbyterian Church

2 Consider approval of minutes of Joint Meeting with County on December 19, 1989, Center City Urban Design Meeting with County on January 8, Regular Council Meeting on January 8, Zoning Meeting on January 16, Joint Meeting with City Council, County Commissioners and School Board on January 17, 1990

POLICY

3 Recommend that Council (1) Select an alternative for handling Cityfair, and (2) Adopt an ordinance appropriating $400,000 to implement the alternative selected

ULI Panel

On January 29, 1990, the Urban Land Institute (ULI) met in Charlotte to examine Cityfair and on January 31 presented its findings to Council and the public

The Panel considered four Cityfair alternatives

1 Clear the site

2 Mothball Cityfair until the market improves

3 Improve the marketing and management of Cityfair to make it work as originally conceived

4 Change the tenant mix and reposition Cityfair in the marketplace, while negotiating the disposition of Cityfair to the private sector

ULI Recommendation

ULI recommended alternative No 4 As a strategy to implement the ULI recommendation, ULI proposed

1 The appointment of a blue ribbon committee of committed real estate professionals to advise and direct Cityfair on two fronts
   a) Disposition of Cityfair into the private sector
   b) Directing the management company's redesign and re-leasing efforts

2 The creation or identification of a non-profit entity to work with and implement the blue ribbon committee's recommendations

Council Action

Council is requested to

1 Determine a direction for the future of Cityfair by selecting one of the four alternatives

2 If Council accepts the ULI Panel recommendation of alternative No 4, they should then

   a) Select an option for the appointment of the blue ribbon committee The options are
      City Manager appoint
      Council appoint
      CUDC/CCA appoint
      Designate an existing non-profit (CUDC) to be the blue ribbon committee
      Combination of the above

   In either case, the non-profit's authority will have to be defined

3 Cityfair will have exhausted its operating funds by mid-February 1990 Each of the above alternatives will require an appropriation of additional funds by Council

Additional information in the form of questions and answers will be included in Friday's Council-Manager memo

Funding

General Fund Fund Balance

4 Recommend approval to establish an Advisory Committee on Charlotte-Mecklenburg Utility Department Policies

Action Plan

Staff has prepared an action plan to review the policies of the Charlotte-Mecklenburg Utility Department and the implementation of those policies The action plan was prepared in response to concerns raised by developers about the Charlotte-Mecklenburg Utility Department

Advisory Committee

Council is requested to approve the establishment of an advisory committee on Charlotte-Mecklenburg Utility Department policies If approved, Council is also requested to approve how the committee is to be established and a charge for the committee

Options

A Establishment of Committee

Option 1 Charge the existing five-member Community Facilities Committee (CFC) with the policy review

Option 2. Charge the Community Facilities Committee with the policy review and add, for the period of the review, four to six new members to the CFC

Names for the four to six new members will be solicited from City Council, County Commission, Homebuilders, Chamber of Commerce, and other groups expressing interest in the policy review The City Manager will recommend for Council's approval the additional committee representatives

Option 3 Establish a separate ad hoc citizens advisory committee to conduct the policy review

Under this option, names for nine to 11 members will be solicited from City Council, County Commission, Homebuilders, Chamber of Commerce, and other groups expressing interest in the review One or two representatives of the CFC will be appointed to serve on the committee also The City Manager will recommend for Council's approval the chairperson and composition of the committee

The CFC recommends either Option 1 or Option 2

With any of the three options the Internal Consulting Director will serve as staff to the committee

Charge B Committee Charge

To assist the City Council and City Manager in the review of Charlotte-Mecklenburg Utility Department policies by

1 Soliciting developer and other customer feedback about the policies and services administered by CMUD,
2 Reviewing existing extension and other related utility policies,
3 Reviewing how the policies are interpreted, implemented and enforced by CMUD staff and if they are consistent and equitable,
4 Identifying potential changes to existing utility policies,
5 Recommending to City Council changes to existing policies including the perceived benefits (financial or otherwise) and the potential impact on water sewer rates

It is estimated the study will take approximately six months to complete

5 Recommend approval to return to enforcement of the litter ordinance on February 15, 1990 and approval of a policy for collection of residual Hugo debris

HUGO Debris Removal On February 15, 1990, Hugo debris removal will be complete in all of the City of Charlotte except

some of tax districts 49, 89 and 97 The contractors working in these tax districts are on their contract schedule, and will complete their responsibilities by March 1, 1990

homes of citizens being assisted by United Way

Stump removal by City crews will continue until stumps that are partially or completely detached from the ground and in the right-of-way are hauled away This task has to be complete by June 25, 1990 in order to qualify for reimbursement from FEMA One large City crew will handle this task to completion

Exceptions

Overall the community has responded to the City's request to place all Hugo debris on their curbs by December, 1989 There were circumstances, however, where some citizens were unable to get all of the debris out to the curb by those deadlines Examples of the exceptions are

Citizens who had to wait on insurance companies and/or private contractors before debris could be brought to the curb

Citizens who had to wait on assistance from volunteers (both private and agencies) e g United Way

Citizens who experienced excessive amounts of damage and curbs were not large enough to hold all the debris at one time Contractors were not required to do a "second" collection of debris

Situations where crews inadvertently missed a block or street, etc

Citizens living on private streets City policy required these citizens to sign "Hold Harmless" Agreements with the City in order to receive this special service

The City recognizes that many of these situations were beyond the resident's control In an attempt to assist the public, City crews continue to service every legitimate exception request that is received For the most part, the City of Charlotte will not be reimbursed by FEMA for performing this task

Return to Litter Ordinance Enforcement

It is estimated that approximately 5,000 to 10,000 loads of debris still on the ground on March 1, 1990 will eventually be placed on the curb for collection and disposal It is therefore timely for Council to

1 Approve a return to enforcement of the Litter Ordinance effective February 15, 1990
2 Approve a policy for collection of residual Hugo debris This can be handled by either of the following options

Options

Option 1

The City will handle all valid requests for debris collection that are called in to the Hugo Hotline (336-HUGO) by February 15, 1990

1 This special service will apply only to residential units on City streets, commercial properties and vacant lots will not be eligible for this service

2 The Hugo Hotline will advise all callers that (1) this service is only available for Hugo debris, and (2) that they must place their residual debris on the curb by February 15, 1990

3 Callers who are unable to place debris on the curb by February 15, 1990 must provide the Hugo Hotline with a valid explanation These cases will be investigated by City staff Naturally, the City will try and assist the public as much as possible If, however, this type of request is denied, the Hugo Hotline will advise the resident of the reason for the denial

4 This service will apply only to Hugo debris

If a citizen is found to be obviously "misusing" the service, i e , cleaning out the garage, spring cleaning of house and/or yard, the crews will not pick up such non-Hugo material The field supervisor will leave a brochure, advising the resident of the regular City services that are available for handling "other" material

The advantages of this option are

1 On February 15, 1990, the City will have a fixed cost liability relative to final debris clearance

2 There will be a fixed number of requests to be handled A field work schedule can be set up with a final closure date as close as possible to February 15, 1990 The Hugo Hotline can be shut down in February, 1990

3 There is a possibility that any requests received from tax districts that were originally cleared by the City or State may be eligible for FEMA reimbursement if the work is completed prior to March 25, 1990

4 All of the City's cost would be incurred in FY90

The disadvantages of this option are

1 There will be some instances of citizen discontent at the shut down of the program with some debris still not at the curb

The current rate of special requests being received by the Hugo Hotline is 108 per day, of which approximately 30 are valid requests If we assume a backlog on February 15, 1990 of 900 requests and the time required to provide this service (utilizing two crews costing $21,000 per week) is nine weeks, the net cost for this service would be $189,000

Option 2

The City will handle all valid requests for debris collection that are called in to the Hugo Hotline (336-HUGO) by June 30, 1990

1 The special service will apply only to residential units on City streets, commercial properties and vacant lots will not be eligible for the service

2 Citizens may call the Hugo Hotline, who will (1) advise the caller that this service is only available for Hugo debris, and (2) schedule collection on specific days of the week In this way, the hotline personnel can work with citizens on mutually acceptable pick-up schedules

3 This service will apply only to Hugo debris If the service is being misused, the crews will not pick up the material, and the field supervisor will leave a brochure advising the resident of regular City services that are available to them

The advantages of Option 2 are

1 Public information on the process and timing for shutting down this service will give citizens a good deal of time to get their residual debris out to the curb

2 There will be no need to investigate valid reasons for delays in getting materials to the curb

The disadvantages of Option 2 are

1 The City's cost of running this service will be very high and will spread over FY90 and FY91

If we assume 150 valid requests each week, from March 1 to June 30, we would have 2,700 requests This would require 27 weeks of debris removal, at a net cost of $567,000

On the other hand, if we assume that 5,000 loads of debris were placed on the curb during this period, at a collection rate of 100 loads per week, the City's cost would be $1,050,000

2 The productivity of this workforce may not be at optimum They will handle requests as received, but it is unknown at this time whether they will always have 40 hours of work each week

3 There will be some citizen discontent when they are asked to separate genuine Hugo debris from their regular spring cleaning materials

4 It will be extremely difficult to enforce the Litter Ordinance The City will never look clean during this time period

6 Consideration of a request to change Council's policy requiring a hold harmless agreement to a release of liability

Hold Harmless

Attached is a memorandum from City Attorney Henry Underhill describing hold harmless and release of liability We recommend hold harmless to protect the City against any unforeseen nuances of the law while working on private property with very heavy equipment It is not our intent to make citizens pay if we make a mistake and if there is a difference of opinion, the Council could decide

Regardless of our intent, the actual language of a hold harmless agreement is threatening and it is understandable that a citizen would prefer a release of liability

As of February 7, eight hold harmless agreements have been signed, three are being mailed today to residents who indicated they would sign, and two residents have refused to sign after requesting this agreement

Attachment No 1

7 Recommend adoption of a resolution to dissolve the Citizens' Advisory Council on Hazardous Materials

Advisory Council

Following a chemical fire at Baxter-Harris warehouse in September 1982, Mayor Knox appointed a study committee which submitted its report to City Council in the spring of 1983 with 17 recommendations One of the recommendations was the appointment of the Citizens' Advisory Council on Hazardous Materials which consisted of a cross-section of representatives of businesses and industries from the Charlotte area The Advisory Council worked with the Charlotte Fire Department and other departments in the development of the hazardous materials permitting system and the implementation of each of the 17 recommendations

Dissolution Recommended

It is recommended that the Advisory Council be dissolved All of the recommendations from the Advisory Council have been completed and implemented In addition, the Local Emergency Planning Committee (LEPC) has been formed as the result of federal and state mandates to address hazardous materials in local government The LEPC can implement other recommendations to ensure that hazardous material issues are addressed and problems are resolved and review issues related to community safety and implementation of state and federal hazardous materials legislation
Members of the Advisory Council have been invited to the Council meeting to receive certificates of appreciation for their service to the community
A list of the members is attached

Clearances

The Citizens Advisory Council on Hazardous Materials recommends this action, with concurrence from the Fire Department

Attachment No 2

8 Consider setting a special meeting to deal with the South Boulevard (nine cases) and Thomasboro/Hoskins (10 cases) rezoning decisions

Special Zoning Hearing In October Council conducted a special zoning hearing to deal with petitions to implement the South Boulevard and Thomasboro/Hoskins Special Project Plans The Zoning Committee subsequently toured both areas and has now concluded its deliberations and recommendations

Set Special Meeting The Manager's Office, City Attorney, and Planning staff suggest that the Council may want to deal with these 19 cases at a time other than the regular zoning meeting on February 19 The issues represented by some of these cases are complex and some may generate extended discussion There are 13 regular cases on the decision agenda for that night (February 19) If the Council decides to deal with the plan-based cases at a time other than February 19, the Planning staff will notify the interested parties of the change Otherwise the cases will appear on the February 19 decision agenda

A suggested date is Thursday, March 8 at 6 00 p m

8A Transy Comm (RFP) Charlotte Transit Mgmt

BUSINESS

9 Recommend approval of Amendment No 2 with Law Environmental, Inc for the assessment, design and construction administration of contamination cleanup at the Police and Fire Training Academy fire pits for $200,000 00

Fire Pits Fire pits at the Police and Fire Training Academy are used to train firefighters in methods of extinguishing flammable materials Oil and fuel are ignited in the pits for training exercises In 1987, concern was raised that the oil and fuel burned in the Police and Fire Training Academy fire pits had contaminated the surrounding soils

Testing Since 1987, Law Environmental, Inc has been awarded a series of contracts and contract amendments totaling $69,500 for testing of the fire pits

2/12/90

8A

Recommend approving the Transportation Committee's unanimous recommendation to approve the Request for Proposal (RFP) for Management of Public Transit Services, authorize its advertisement and also authorize its Manager's Technical Committee to begin the selection process for a firm to manage Charlotte Transit.

Background:
The three-year contract between the City and ATE Management and Service Company, Inc., ends on August 31, 1990. The Department of Transportation has worked since last summer on a Request for Proposal (RFP) to determine the interest of transportation companies in Charlotte Transit management.

At the September 11, 1989 Council meeting, the process for selecting the management company was discussed. In response to Council comments, a Technical Committee was appointed to review the Request for Proposals; determine the process for RFP issuance; and recommend the selection of the contractor for the next three-year period. Attachment 1 is a list of committee members.

Council held a public hearing at its November 14, 1989 meeting to receive comments on the process, the RFP itself, and the criteria for selecting a management company. Three Charlotte Transit employees addressed Council at this meeting. Appointment of a Citizens Committee was suggested by Councilmember Clodfelter as a means of providing additional public participation in the RFP process. Attachment 2 lists the membership of the Citizens Committee.

Both committees have been involved in RFP development during December and January. The Technical Committee discussed the RFP at meetings on December 18, 1989 and January 12, 1990. The Citizens Committee met on December 19, 1989; January 10, 1990; and January 16, 1990. This committee also held a public forum on January 8, 1990 to receive citizen comments on the RFP and transit services in general. Minutes of all Citizens Committee meetings have been sent to Council.

Explanation of Request:
Attached is a copy of the most recent draft of the RFP. The Council Transportation Committee reviewed the document at a February 1, 1990 meeting and unanimously recommended Council approval of the attached draft.

The Transportation Committee resolved the only two differences between the Technical and Citizens Committees in two areas: financial responsibility for management's share of arbitration costs when the arbitrator rules in the Union's behalf (following the Citizens Committee suggestion that this be the contractor's responsibility), and responsibility for handling passenger complaints (adopting the Technical Committee's recommendation that this be the contractor's responsibility). Attached is a concern expressed after the Transportation Committee meeting from a member of the Technical Committee.

Following Council's approval of this request, the City will advertise in mid-February with proposals scheduled for submission by March 30, 1990. The Technical Committee will need about 45 days to review submissions and to interview selected firms. Contract award will be recommended to Council in June. This schedule will allow the successful company about 60 days before the new contract begins on September 1, 1990.

Source of Funding:
N/A

Clearances:
Council Transportation Committee

Bibliography:
N/A

ATTACHMENT 1

TECHNICAL COMMITTEE
REQUEST FOR PROPOSALS AND SELECTION OF
MANAGEMENT FIRM FOR CHARLOTTE TRANSIT

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Corporate & Community Affairs
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Charlotte, NC 28230
704/378-7722

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Anthony Fox
Assistant City Attorney
City of Charlotte, NC

Laura Faw
Budget & Evaluation Department
City of Charlotte, NC

Terry Lathrop
Assistant Director
Department of Transportation
City of Charlotte, NC

ATTACHMENT 2

AD HOC CITIZENS ADVISORY COMMITTEE FOR TRANSIT MANAGEMENT RFP AND SERVICES

Members

Bobby Cain (Former officer, Arrowood Association)
Manager
United Carolina Bank Branch
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Charlotte, NC 28217
Telephone: 588-0280

Nancy Garber (Citizen; Chairperson Independence Coalition)
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Charlotte, NC 28205
Telephone: 333-5692

Mattie Marshall (Rider)
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Telephone: 378-1001 (O)
373-1808 (H)

Roger T. McDonald (Express Rider, Citizen)
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Laurancene Murphy (Special Transportation Service)
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Sheryn Northey (Citizen; Member of Special Transportation Advisory Committee)
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Vicky Semple (Interested Citizen)
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CDOT, 12/7/89

WALTER D. STONE III
Manager
Public Relations

DUKE POWER

ATTACHMENT 3

REQUEST FOR PROPOSAL

MANAGEMENT OF PUBLIC TRANSIT SERVICES

FOR THE

CITY OF CHARLOTTE

CHARLOTTE, NORTH CAROLINA

Prepared by:

Transportation Planning Division

Department of Transportation

600 East Fourth Street

Charlotte, North Carolina 28202

February 2, 1990

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10.0	Performance

Exhibits

A.	Proposal Questionnaire
B.	Proposal

Attachments

1.	Five Year Financial Management Plan for Charlotte Transit FY 90-94
2.	Charlotte Transit System Service Standards
3.	Current Organization of Charlotte Transit

ADVERTISEMENT, PROPOSALS WANTED

Proposals will be received by the City/County Purchasing Director of the City of Charlotte, Mecklenburg County, North Carolina, in the Purchasing Department, Ninth Floor, Charlotte/Mecklenburg Governmental Center, March 30, 1990, no later than 4:00 p.m. EST. At that time, they will be publicly opened and read for the following: "Management of Public Transit Services for the City of Charlotte, Charlotte, North Carolina." Proposal forms and specifications may be obtained at the Office of the City/County Purchasing Director, 600 East Fourth Street, Charlotte, North Carolina 28202-2858. The City reserves the right to reject any and all proposals and to manage the services described above through any agent or Contractor who in the City's opinion best performs the services requested.

1.0 INTRODUCTION

The City of Charlotte, North Carolina (referred to as the City) is seeking a qualified firm to manage efficiently the City's public transportation system (known as Charlotte Transit) in accordance with the policies and objectives of the Five-Year Financial Management Plan for Charlotte Transit FY 90-94 adopted by Charlotte City Council on January 9, 1989 (Attachment 1). The management of Charlotte Transit by the selected company also must be guided by a group of service standards adopted by Charlotte City Council (Attachment 2).

The management company will operate from a facility located at 901 North Davidson Street, Charlotte, North Carolina using a fleet of City-owned vehicles. All office equipment, furniture, parts inventory and maintenance equipment required for the day-to-day transit operation will be provided by the City.

The selected firm (hereinafter referred to as Contractor), must abide by the terms and conditions of all current and subsequent agreements entered into by ATE Management and Service Company, Inc. or Transit Management of Charlotte, Inc. pursuant to Section 13(c) of the Urban Mass Transportation Act of 1964, as amended. The firm also must operate the services under the labor agreement negotiated between Transit Management of Charlotte, Inc. and United Transportation Union, which represents the employees of Transit Management of Charlotte, Inc. A copy of this labor agreement, which will be effective until January 31, 1991, can be obtained by contacting the person named in Paragraph 2.3.

Charlotte Transit currently operates 24 local routes, 11 express routes and 5 special routes. The system operates 130 buses during weekday peak periods, 51 during midday and 15 vehicles on weeknights. Charlotte Transit operates 38 buses on Saturdays and 14 on Sundays. The active fleet includes 157 buses.

Transit Management of Charlotte, Inc., employs 300 persons, including 216 drivers and 46 maintenance workers. The operating budget for Transit Management of Charlotte for fiscal year 1990 (July 1, 1989 to June 30, 1990) is $12.5 million with farebox revenues estimated at $4.8 million.

Fares are $0.70 for local routes and $1.00 on express routes. Transfers are free. Passes are sold for weekly and monthly use.

The management services to be performed by the Contractor will include, but not be limited to : short range transit planning, equipment maintenance, building utilization, security, routes, schedules, fare analysis, budgeting, safety, certain types of insurance, employee selection and training, employee relations, labor negotiations, public relations, equipment selection, development of specifications for capital equipment, and other functions reasonably required in the day-to-day operation of Charlotte Transit. The City will retain control of long-range transit planning, grant

administration, marketing, purchasing, insurance, building maintenance, and preparation of assurances of compliance with Federal regulations.

2.0 INSTRUCTIONS

A. Each Proposer must submit a proposal which completely satisfies the requirements of this RFP. No Proposer shall take exception or make alterations to any requirements of the RFP. Each Proposer, however, may submit, in addition to the proposal, an alternative proposal pursuant to the provision contained in paragraph D of this section.

B. All proposals shall be submitted on the blank forms herein provided. The Proposer shall sign the proposal(s) correctly and proposals may be rejected if they show any omissions, alterations of form, additions not called for, conditional proposals or any irregularities of any kind. The City reserves the right to waive any technicalities or irregularities of any kind.

C. No proposal shall be considered unless it satisfies all of the minimum qualifications specified in paragraph 2.7 of this RFP.

D. Alternative Proposal(s): In addition to the proposal, each Proposer may submit an alternative proposal. Alternative proposals shall be submitted on blank forms herein provided. Alternative proposals shall be signed correctly. No alternative proposal shall be considered unless it satisfies all of the minimum qualifications specified in paragraph 2.7 of the RFP. The City reserves the right and the sole discretion to consider such alternative proposals and to award a contract based thereon if it is determined to be in the City's best interest. Any alternative proposal also must comply with the provisions of these instructions.

E. Each proposal must be submitted in an envelope, so marked as to indicate its contents. Alternative proposals, if submitted, may be attached to each proposal. All proposals shall be mailed or delivered to the Purchasing Director of the City of Charlotte, Mecklenburg County, North Carolina.

F. Proposals will be opened publicly and read at the hour and on the date set in the advertisement, in the City/County Purchasing Department, Charlotte/Mecklenburg Government Center, Ninth Floor, 600 East Fourth Street, Charlotte, North Carolina. Proposers or their authorized agents are invited to be present. Any proposal received after 4:00 p.m. EST on March 30, 1990 will not be considered.

G. Each Proposer must submit fifteen (15) copies of the proposal to the City. Each proposal shall include:

1. Completed, signed and dated proposal questionnaire (Exhibit A).

2. Completed, signed and dated proposal (Exhibit B).

H. By submitting a proposal, the Proposer agrees that his name does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.

I. Following the opening of proposals, each proposal will be reviewed and evaluated by the City. The City expressly reserves the right to reject any and all proposals; to award such contract based upon the proposal as it appears to the City best meets the terms and conditions of the RFP, specifications, contract and these instructions; or to perform the services contained in this RFP in a manner that promotes the best interest of the City.

J. Deposit: Each proposal shall be accompanied by a fifty thousand dollar ($50,000) deposit. This deposit may be cash or a cashier's check issued by, or a certified check drawn on, a bank or trust company authorized to do business in North Carolina, or on a bank insured by the Federal Deposit Insurance Corporation, or a U.S. Money Order payable to the City of Charlotte, or bond in the form required by G.S. 143-129, as amended, issued by an insurance company authorized to do business in North Carolina. Deposits will be retained in the event of failure of the successful Proposer to execute a formal contract within ten (10) days after award or to give satisfactory surety as required.

K. The issuance of a Request for Proposals and receipt of proposals by the City in no way commits the City to any contractual agreements for management of transit services. Nor does the issuance of this Request for Proposals or receipt of the proposals obligate the City to any expenses whatsoever, including any pre-contractual expenses, as set out in Section 2.6 of this RFP.

2.1 TENTATIVE SCHEDULE

The tentative schedule and description of events for this procurement are:

	Event	Date
1.	Issue RFP	Febuary 14, 1990

	Event	Date
2.	Pre-proposal Conference and Deadline for submitting questions to City	March 1, 1990
3.	City response to Pre-Proposal Conference and questions by written addenda	March 8, 1990
4.	Proposal Due	March 30, 1990
5.	Committee Evaluation	April 13, 1990
6.	Proposer Interviews	April 24, 1990
7.	Contractor Selection	May 4, 1990
8.	Contract Negotiation Completed	May 25, 1990
9.	Contract Approved by Charlotte City Council	June 11, 1990
10.	Contractor Begins Service	September 1, 1990

The above dates are subject to change at the sole discretion of the City.

2.2 SCREENING, SELECTION, AND AWARD

Selection will take place through a two-phase process described below. A contract will be awarded to the firm which a) meets minimum qualification requirements described in paragraph 2.7, b) falls within a competitive range based on a committee's evaluation (described in Phase II of this section), and c) receives the highest evaluation (based on interviews, evaluation criteria, and proposals submitted). Price is one, but not the only criterion being evaluated. The City reserves the right to select that proposal which bests suits its needs.

Phase I

By April 13, 1990 a committee will review all proposals. Those proposals meeting minimum qualification requirements, as specified in Paragraph 2.7 of this RFP, will be considered responsive and will be included in Phase II of the selection process.

Phase II

In Phase II, representatives from firms considered responsive will be interviewed and given an opportunity to present their proposals and to answer questions of the review committee. At a minimum, the proposer's proposed general manager and a senior level executive authorized to commit the firm shall be present. The evaluation committee will score (on a scale of 1 to 100) each proposal, based on its earlier evaluation, the interview, and the criteria discussed below.

Based on the results of the final scoring, the committee will recommend one firm for contract award by Charlotte City Council. Responsive proposals will be evaluated by committee members using the following criteria which are listed in decreasing order of importance:

1) Experience with Similar Fixed Route Operation
2) Proposed Management Team
3) Financial Stability of Firm
4) Three-Year Contract Price
5) Firm's Organizational Depth & Resources
6) Proposal Quality and Completeness

2.3 PRE-PROPOSAL CONFERENCE/REQUESTS FOR INFORMATION

A pre-proposal conference will be held at 2:00 pm on March 1, 1990 in the Department of Transportation Conference Room, Sixth Floor, Charlotte-Mecklenburg Government Center, 600 East Fourth Street, for the purpose of receiving questions and comments related to this RFP. Questions also may be forwarded in writing to G.T. Lathrop, Assistant Director of Transportation, City of Charlotte, 600 East Fourth Street, Charlotte, N.C. 28202-2858 by 2:00 pm, March 1, 1990. A response to the pre-proposal conference and questions will be sent to all parties by March 8, 1990 as an addendum to this RFP.

All questions or clarifications should be prepared prior to the pre-proposal conference and presented at that time. Any questions or clarifications arising after the pre-proposal conference also shall be directed to Mr. Lathrop, (704) 336-2261. He can provide copies of reports and other information as necessary.

2.4 RFP ADDENDUM

All changes to the RFP will be made by written addendum. All addenda will be mailed to each Proposer attending the pre-proposal conference at the address provided. Upon issuance, the addendum will be considered a part of the RFP and will prevail over inconsistent or conflicting provisions contained in the original RFP. The Proposer shall indicate receipt of addenda in the proposal transmittal letter.

2.5 LOBBYING

No Proposer shall lobby any City official, employee, staff, agent or any member of City Council on any matter regarding this RFP.

2.6 PRECONTRACTUAL EXPENSES

The City will not be liable for any expenses incurred by the Proposer prior to the award of a contract pursuant to this RFP. Proposers shall not include such pre-contractual expenses as a part of the price proposed in response to this RFP. For purposes of this Section, pre-contractual expenses are defined as expenses incurred by Proposers in:

A. Preparing proposals in response to this RFP;

B. Submitting proposals to the City;

C. Negotiating with the City on any matter related to this proposal; and

D. Other expenses incurred by a Bidder prior to the execution of any contract with the City.

2.7 MINIMUM QUALIFICATION REQUIREMENTS

All proposals will be examined by the City to determine if they meet the following minimum qualifications. **ANY PROPOSAL WHICH FAILS ON ANY OF THESE ITEMS MAY BE CONSIDERED NONRESPONSIVE AND MAY BE REJECTED.**

In order to be considered responsive all of the following must be met:

A. The firm or the general partner of the firm shall have had extensive and recent experience in managing publicly funded fixed-route bus service similar to the service operated in Charlotte.

B. Each Proposer shall identify and commit proposed full-time on-site managerial candidates who have performed well in previous jobs (include resumes). The initial and subsequent appointment and/or removal of a member of the resident management team shall be the responsibility of the Contractor, but shall not be done without first obtaining the advice and written approval of the City. Attachment 3 is a copy of the present administrative structure. Please provide an organizational chart showing how your company plans to manage Charlotte Transit.

C. The proposal shall demonstrate that the firm has successfully negotiated public transit labor agreements. The proposal shall provide a historical summary of all collective bargaining agreements negotiated by your firm during the past five years (1985-1989). Summarize briefly results achieved such as wage adjustments, benefit changes, and working condition revisions. Indicate any work stoppages that resulted during negotiations by your company.

D. The proposal shall include documentation to demonstrate that the firm possesses sufficient organizational resources and experience to address, among other things, turnover and absenteeism among Charlotte Transit employees. Descriptions of programs used by the Proposer in other cities managed by the Proposer are requested.

E. The proposal shall include information demonstrating the Proposer's operational safety record. Accident statistics, safety awards, and innovative programs implemented by the Proposer at other transit systems shall be included.

F. The proposal must include evidence of the Proposer's capabilities in fleet maintenance. The firm shall cite examples of vehicle maintenance programs used at other systems operated by the Proposer. Any maintenance awards won by the Proposer should be listed.

G. A Proposer must describe its data processing capabilities. The proposal shall include a discussion of how the Proposer will provide operational and financial data required by the City.

H. The Proposer must have a satisfactory record of performance. Each Proposer shall provide the names, addresses, and telephone numbers of contact persons for all agencies with which the firm has contracted during the past five years.

I. Each Proposer shall demonstrate to the City its financial ability to manage Charlotte Transit. Each Proposer shall furnish to the City its latest audited financial statements, including income statements and balance sheets. Each Proposer shall submit a copy of the firm's most recent annual financial report, containing an independent auditor's opinion. In addition, throughout the terms of any contract between the City and the successful Proposer ("Contractor"), the Contractor shall provide to the City a performance bond in the amount of One Million Dollars ($1,000,000.00) to insure the faithful performance of all terms and conditions of a contract for the management of transit services for the City. The bond shall be secured by cash or a cashiers' check issued by, or a certified check drawn on, a bank or trust company authorized to do business in North Carolina, or on a bank insured by the Federal Deposit Insurance Corporation, or a U.S. Money Order payable to the City of Charlotte, or bond in the form required by G.S. 143-129, as amended, issued by an insurance company authorized to do business in North Carolina. A letter of credit satisfactory to the City Attorney's office issued by a North Carolina bank also may be submitted to insure the faithful performance of all terms and conditions of a management services contract with the City.

J. The Contractor shall provide to the City a fidelity bond, issued by an insurance company licensed to do business in the State of North Carolina, insuring the City against dishonesty or fraudulent acts of the employees of the Contractor, in the amount of One Million Dollars ($1,000.000.00). This bond shall be subject to the approval of the City and shall remain in full force throughout the terms of this contract.

3.0 COMPENSATION FOR MANAGEMENT SERVICES

Compensation for management services will be paid monthly. Payment will be made by the City to the Contractor on the first day of the month for that month's fee. In the event the contract begins or terminates other than on the first day of a calendar month, the compensation due the Contractor will be prorated. If the scope of management services is amended during contract duration, compensation due the Contractor will be amended through negotiations.

The Proposer must describe the level of services which are being provided for the management fee. Describe who will be responsible for expenses such as relocation expenses. Provide information on additional professional assistance available under the agreement "for charges". List the professional hourly rates to be used in charging for these services.

The Proposer's management fee shall include the Proposer's share of arbitration expenses (including legal fees and arbitrator fees) for those instances where an arbitrator rules in the union's behalf.

The requested management services agreement will have a term of three years.

4.0 INSURANCE

A. The City will continue its present insurance program in which the City self-insures the first $1,000,000 of all bodily injury and property damage liability losses and also physical damage (comprehensive) resulting from an accident. This program includes excess liability and physical damage insurance, a third party administrator to handle claims, and actuarial loss forecasting. Each of the City's policies 1) will be endorsed to name the Contractor as an additional insured, 2) will provide that the coverage afforded thereby is primary to the Contractor and not excess, and 3) will provide that it cannot be canceled or materially altered without thirty days prior written notice to the Contractor.

B. The Contractor shall be an independent contractor and the City will not assume any liability for criminal penalties or sanctions incurred by the Contractor, its agents, servants or employees. Nor will the City assume any liability for any awards or judgements against the Contractor arising out of any willful or intentional torts, gross negligence, or fraud committed by the Contractor, its agents, servants, or employees.

C. The Contractor shall furnish and maintain a standard policy of Worker's Compensation insurance, payable by the City, insuring the Contractor and covering all the employees of Transit Management of Charlotte, Inc., utilized in the operation of the transit system in accordance with applicable law, together with employer's liability coverage of not less than $500,000 per employee for disease.

5.0 REPORTS, RECORDS: INSPECTION BY CITY

A. The Contractor shall collect and submit to the City operating data for periodic analysis. The format of the Contractor's reports shall be subject to approval from the City. Data shall include, but not be limited to:

1. Ridership & Cashbox Summary - A summary of fares and ridership by category by day.

2. Public feedback - Contractor shall receive complaints, compliments and requests from the public; shall keep written records of all complaints, compliments and requests received; shall respond to all complaints received; and shall transmit such records and responses to the City each month with the Contractor's invoice. The City will monitor Contractor responsiveness to citizen complaints through various methods.

3. Total ridership by route, by type of day (weekday, Saturday or Sunday), by period of day (AM peak, midday, PM peak, and evening) and by type of fare paid.

4. Total revenue received by day by registering fareboxes.

5. Summary of road calls, missed trips, accidents and service delays of more than 5 minutes.

6. Employee Training and Turnover Summary, including all drivers, dispatchers, and supervisory personnel; turnover (new hires and terminations including explanations for dismissals); initial training received; accidents and complaints received by employee; ongoing safety training received by employee; a summary of driver license checks and disciplinary actions imposed on each employee.

7. A summary of operational problems, if any, including a critique and evaluation of the service and recommended corrective action(s) where appropriate.

8. All accident reports shall be transmitted to the City.

9. Data required for completion of UMTA Section 15 financial and non-financial annual reports (currently reporting at Level "B").

10. Semi-annual reports on how Charlotte Transit is meeting adopted service standards.

11. Any reports required by UMTA as part of the Drug and Alcohol Abuse Policy established in 1989 for Transit Management of Charlotte, Inc.

12. Records as necessary to determine compliance with the City's Disadvantaged Business Enterprise (DBE) use obligations. Monthly reports shall be submitted to the City, and they must be retained for a period of three years.

13. Evidence of Contractor attempts to hire personnel from local labor markets.

B. The City will be responsible for Charlotte Transit finances, including the provision of accurate and timely financial reports which meet the needs of the Contractor. The Contractor shall be responsible for monitoring the system's budget through the use of official City financial records. The Contractor shall be required to maintain an accounting of the imprest account, as prescribed by the City. All financial records shall satisfy UMTA's Circular A-102.

The City, UMTA, the State of North Carolina, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any data or records of the Contractor which pertain to operation of Charlotte Transit for the purpose of making audit, examination, excerpts, and transcriptions of Contractor's files. Contractor shall maintain all these records for a period of at least four (4) years following contract closeout to allow for audits, examinations, excerpts, and transcriptions of Contractor's files. The Contractor shall submit yearly a copy of the management company's annual financial report, containing an independent auditor's opinion.

C. The Contractor shall prepare all documents and reports required under Section 13(c) of the Urban Mass Transportation Act of 1964, as amended. The Contractor shall give all Section 13(c) notices and forward copies of such notices to the City.

6.0 EMPLOYEE QUALIFICATIONS, SCREENING, RETENTION, AND WORK RULES

The Contractor shall employ personnel who are qualified for their positions of responsibility. Employees must meet State and Federal regulations related to driving competence and assurance of a drug-free work place. The Proposer shall describe their proposed employee screening process, outlining the minimum qualifications for individual job classifications. The Proposer shall describe how they will meet adopted Equal Employment Opportunity (EEO)/ Affirmative Action goals for Charlotte Transit. The Proposer shall describe strategies or programs to minimize employee absenteeism and turnover.

The Contractor shall be an independent contractor and shall retain the right to exercise full control and supervision over its employees and its hiring, promotion, discipline and discharge practices. The Proposer shall provide employee work rules, from one of its managed systems, which are representative of work rules that could be adopted locally.

7.0 EMPLOYEE TRAINING

Contractor shall provide training for all personnel working on this contract. It is the sole responsibility of the Contractor to insure that each individual is fully knowledgeable of his duties and responsibilities. As requested in the Proposal Questionnaire, the Proposer shall provide examples of training programs for different classifications of transit personnel.

8.0 REVENUE

Revenue derived from the operation of the transit system shall be collected, counted and deposited according to City procedures and shall remain, from the initial receipt thereof, the absolute property of the City.

9.0 BUDGET AND PROJECTIONS

The Contractor shall prepare, or assist in the preparation of, the necessary annual budgets and projections as required by the City and furnish periodic reports and recommendations to the City relating to service policies. The Contractor shall be responsible for conformance to the City-approved operating budget.

10.0 PERFORMANCE

The Contractor's performance throughout the contract will be evaluated using objectives based on the system's service standards. A summary of the performance objectives currently used in evaluating service management include:

1. Operates 99.8 percent of all scheduled trips.

2. Operates 85 percent of peak hour trips on time; 95 percent of non-peak trips.

3. Reviews routes semi-annually. Prepares reports recommending changes to bring service into compliance with ridership standards.

4. Achieves fuel consumption goals specific to vehicle types.

5. Maintains lost-time road calls below 1 per 75,000 miles of operation; total road calls at 1 per 3,000 miles.

6. Maintains collision accident frequency at less than 35 per million miles of operation.

7. Responds to public inquiries, including complaints to the City's telephone information number, within 5 working days.

8. Maintains driver absenteeism at a level equal to or less than 8 percent.

9. Ensures that 90 percent of air conditioners on buses are functioning during May-October period.

10. Maintains absenteeism for maintenance employees to 8 percent or less.

The Contractor will report on how it is meeting these objectives at each of the following intervals in the Fiscal Year: five months, eight months, and the end of the fiscal year. The City will audit the accuracy of the information provided by the Contractor by routinely checking the source documentation used to develop the above performance indicators. These objectives may be changed from time to time by mutual consent of the City and Contractor.

EXHIBIT A

PROPOSAL QUESTIONNAIRE

Please complete the following questionnaire. Proposals will be considered non-responsive and will be rejected without this completed questionnaire. An alternative proposal will <u>not</u> be considered unless it conforms to the provisions of Section 2.0.

Your proposal should include a section entitled "Proposal Questionnaire" and the following questions should be restated and answered in the same order as they appear below.

1. State the number of years the Proposer has provided or managed publicly-funded fixed-route transit service. List time spans and describe the service provided (including annual revenue vehicle mileage, number and size of vehicles, and amount of farebox revenue collected annually for each system referenced). Identify and provide a phone number for the responsible individual who can verify service. Is there any recent, current or pending litigation involving the Proposer's operation or management of public transit? If so, describe in detail. Attach additional descriptive material, if necessary; however, please complete the following.

   Years of experience in operating fixed-route transit service

   _____ years

SYSTEM NAME & SERVICE	DATES OF SERVICE	ANNUAL MILES	NUMBER & SIZE OF VEHICLES	ANNUAL FARE REVENUE	CONTACT NAME	PHONE NUMBER

2. Identify and describe the experience and qualifications of the proposed on-site management team. Please attach resumes.

3. Is there any recent, current or pending litigation involving your firm due to accidents which have resulted in death from operation of a bus system during the past five years? If so, please describe in detail.

4. Please list the number of miles between preventable collision accidents for systems managed or operated by your firm during each of the past two consecutive years.

5. Attach your firm's most recent audited financial statements, including income statements and balance sheets. Please submit a copy of the firm's most recent annual financial report, including an independent auditor's opinion.

6. Describe other organizational resources and services which your firm will provide as part of this management agreement at no additional charge. Provide information on additional professional assistance available under this agreement "for charges". List the professional hourly rates to be used in charging for these services.

7. Describe programs or strategies used by your firm to accommodate "no shows", absenteeism, vacation and turnover of employees. (What assurance does the City have that the required services will be provided on a timely basis?)

8. Describe in detail the training/evaluation/on-going safety program being proposed for drivers, dispatchers, supervisors, mechanics, and information service personnel. Include in your description the subject areas proposed, frequency, minimum number of hours per employee, etc. Attach proposed training programs, suggested work rules and/or new personnel policies. Attach a copy of your firm's EEO/Affirmative Action Plan. Describe how you will meet the stated goals for same in the operation of Charlotte Transit.

9. Discuss your firm's proposed management information system.

10. Indicate briefly why you consider your firm to be the best to perform this contract. Please indicate any new or creative ideas that would provide the City with a high-quality, safe, efficient and responsive transit operation.

11. Discuss briefly your firm's outlook for Charlotte Transit operation over the next five years. Describe your ideas for service improvements, capital needs, and opportunities for growth.

12. Provide a brief summary of the legal status of your company (i.e. Corporation, Proprietorship, Partnership). List the key stockholders and officers.

    If proposer is a corporation, it must furnish a certificate attesting to corporate existence and authority of officers to sign contracts and other documents. State legal name of corporation, names of President, Secretary, Treasurer, and other key officers that would be involved with this contract if awarded.

EXHIBIT B

PROPOSAL

THIS PROPOSAL DOES NOT REQUIRE COMPLIANCE WITH NORTH CAROLINA GENERAL STATUTES 143-129 ET. SEQ. THIS PROPOSAL IS NOT REQUIRED TO BE AWARDED TO THE LOWEST RESPONSIBLE BIDDER. THE TERM FOR THE MANAGEMENT AGREEMENT IS THREE (3) YEARS.

	FIRST YEAR	SECOND YEAR	THIRD YEAR
	09/01/90- 08/30/91	09/01/91- 08/30/92	09/01/92- 08/30/93
Annual Management Fee:	$_____	$_____	$_____

This proposal and the other attached proposal materials represent an offer to do work as described in the City's Request for Proposals. The proposal instructions have been reviewed and followed. It is understood that this offer shall remain valid for one hundred and eighty (180) days from the date of proposal opening unless withdrawn before the proposal submission deadline.

The undersigned, as proposer, declares that he has carefully examined the location of the proposed system and the requirements referred to in the RFP; and that he proposes and agrees that, if this proposal be accepted, he will contract with the City of Charlotte, North Carolina, to provide management services specified in his proposal in the manner and time therein set forth.

_____
COMPANY NAME

_____
STREET ADDRESS

_____
CITY, STATE, ZIP

_____
PHONE NUMBER

SIGN HERE: _____
(Person Authorized to Bind Company)

BY: _____
(Type Name & Title)

Date: _____

ATTEST:

_____
Corporate Secretary/Witness

( )
( )
(Corporate)
(Seal)
( )

MEMORANDUM REGARDING REQUEST FOR PROPOSAL
TECHNICAL COMMITTEE
DEPARTMENT OF TRANSPORTATION

TO: ANTHONY FOX, ASSISTANT CITY ATTORNEY
FROM: HATCHER KINCHELOE
DATE: FEBRUARY 7, 1990

I was surprised to hear that the Council Transportation Committee had adopted the Citizen's Committee Proposal for charging the management contractor with costs in arbitration proceedings where the arbitrator rules "in the union's behalf". At the time of our last meeting, the Technical Committee seemed to have no problem in reaching the conclusion that this was not appropriate for the Request for Proposal and probably not appropriate for a management contract under any circumstance.

I am sorry now that I did not attend the Transportation Committee hearing to consider the request for proposal, but first, was not aware that we were invited to attend the meeting until the day prior to its setting, and second, really did not believe that this proposal would be seriously considered by the Committee. I realize that the full Council meets on Monday and will consider the Request for Proposal as modified. It may be too late to have any realistic input into the decision, but, nonetheless, through the Committee, I did wish to express my reservations and to request that these be incorporated in some position document approved by the Technical Committee for consideration by the Council.

1. This proposal seems inconsistent with the philosophy of the City/transit management contractor relationship. The management company is an agent for the City. The City is hiring this company to do the job that the public thinks the City is doing itself. The management company is, in fact, doing the job that, except for the contract, the City would be doing itself. Like any other agent, the transit contractor represents the position of the City. If they do not, fire them, but if they do, you do not charge them with the costs of doing what you want done if it turns out to be unsuccessful.

When you hire a lawyer to represent your interests, you do not charge him with the cost when what you want does not succeed. Arbitration is the result of efforts by management to enforce the policies which the City of Charlotte has previously reviewed and approved. If you want to let management set the policies, then fine, let them bear the cost of enforcing those policies. On the other hand, if the City is going to set the policy and charge the management company with enforcing that policy, then the City should bear the cost of that enforcement.

2. I do not understand why the Request for Proposal should be the document which changes the way management service is provided to the City. Setting a policy for management should be done in the context of ongoing management operations with consideration to the reality of doing business with a management company that is on site and has some experience with the arbitration proceeding. There is no track record to rely upon for the bidder to estimate the cost of this performance requirement. More importantly, how is the Technical Committee supposed to evaluate the various proposals that come in as they address this performance requirement? Did the contract bidder add in too much for the proposal? Did they not add in enough? If they come up short in operation experience after entering into a contract, will other services be sacrificed to make up the difference? How would it affect the way claims are handled? What evidence is there that the threat of arbitration has in any way chilled employees' rights?

It seems to me that the proper way to change management service is to do it in the context of ongoing management operations as opposed to evaluating proposals from a number of different bidders, none of whom have available data to reasonably determine the cost of this requirement.

3. Management companies operate at a profit. You might transfer the cost of arbitration in the context of this proposal since the bidders do not know what they are bidding on. After the present contract expires, however, the cost of arbitration will be factored into the cost of doing business and included in any new contract for services. In effect, the City is going to pay for the service anyway.

4. The proposal as appears in the January 22 draft is ambiguous. First, it is not clear how the arbitration proceeding goes about taxing costs. Aside from "legal fees and arbitration fees", it is not clear what other arbitration expenses are involved. If that is an inclusive list, then it should be set out as such. What does the "contractor's share" mean? Does this imply that there still is some apportionment of costs between the City and the contractor, or is this a statement as to costs only between the contractor and the union? Most importantly, as written, arbitration expenses could be broad enough to include the award itself. I would think that the award itself would clearly fall outside the contemplation of the drafters of the modification, but it should be so stated.

5. This proposal is actually inconsistent with the other concern of the citizen committee that the City does not have enough involvement in the handling and/or review of complaints. If the management company faces the expense of a losing effort, how can the City presume to advise or even recommend a position to the management company?

I am a little concerned, also, that this proposal could have an adverse impact on transportation safety. A decision to discipline an employee should be guided, at least in part, by whether a failure to enforce that discipline could result in reduced safety for the passengers riding the bus. I am not comfortable in having the management company always be faced with an overriding decision as to the impact enforcement of discipline would have on its profit and loss statement.

Anthony, my gut feeling is that arbitration expense is a minor factor in the overall expense of the operation of the transit system. Taxing arbitration costs against the management company will not likely have significant overall impact on management services. However, I do not understand my participation on the Technical Committee to be guided by cost factors at this point in the process.

This change in management policy seems out of place in the Request for Proposal. More importantly, the way in which it has been introduced suggests that it is a reflection of underlying tensions between the union and present management. Any differences they have should certainly be aired outside the context of the Request for Proposal and probably outside the context of any bid that is ultimately submitted by Transit Management to continue service in the City of Charlotte.

Thank you for taking the time to consider my thoughts on the subject.

Hatcher Kimmeloe

Cleanup Recommendations

Results of the soil samples indicate that heavy metals and industrial solvents are present at the site Law Environmental has recommended the following steps for cleanup of the site

1 Sampling of the ground water and nearby streams to determine the spread of the contamination (the horizontal and vertical extent of the contamination)

2 Performing a health-risk study The Fire Department is required to conduct FAA training exercises on a yearly basis at the fire pits Since the cleanup of the contamination will not be completed in time for the training, the Fire Department has requested that Law perform a health-risk study to assess the risk of the proposed training exercises

3 Performing air monitoring during the FAA training at the fire pits The Fire Department has requested that Law perform air monitoring of the fire pits during the training exercises

4 Preparing a Cleanup Plan and any necessary plans and specifications following the requirements of State and Federal regulatory agencies and obtaining approvals

5 Supervision of the cleanup (construction administration)

Amendment

The amendment Council is asked to approve today is limited to testing, planning, design, and construction administration of cleanup of existing contamination On a future agenda, Council will be asked to approve a contract to design and construct a new burn pit system with a built-in contamination cleanup capability Completion of construction of this project is expected to be no later than spring, 1993

Due to the nature of the environmental testing services, the cost of future testing and cleanup can only be estimated However, Law has provided a probable cost

Expected Construction Cost

Reconstruction of fire pits	$150,000 00
Soil Cleanup	$200,000 00
Groundwater Cleanup	$100,000 00
TOTAL	$450,000 00

Funding — The FY89 Capital Budget included $200,000 for 40 additional parking spaces at the Academy These funds as well as a subsequent appropriation of $240,000 for the parking spaces (a total of $440,000) are being reserved for the clean-up Additional funding for parking spaces and clean-up will be considered in the budget process

Clearances — This amendment has been approved by appropriate City Engineering and Fire Department staff

10 Recommend approval of a loan agreement between the City and the Tryon Hills Associates for $236,000 for installation of air conditioning units in the Tryon Hills Apartments

Tryon Hills — On August 9, 1982, the City Council adopted a resolution approving the redevelopment plan for the Tryon Hills area On June 13, 1983, City Council authorized $5,145,000 in revenue bonds to assist Tryon Hills Associates in financing the acquisition, construction and rehabilitation of residential units in the Tryon Hills redevelopment area

Loan for Air Conditioning — In 1984, the 104 buildings which comprise 257 living units were renovated, however, they were not air conditioned The requested loan of $236,000 by Tryon Hills Associates will provide air conditioning units in the apartments

Attached is more detailed information on the loan including a project overview and public purpose

Funding — Community Development Block Grant Innovative Housing Fund

Clearances Community Development Department and the City Manager's Office

Attachment No 3

11 Recommend adoption of a resolution for the issuance of $21,800,000 in Airport General Obligation Refunding Bonds and the adoption of an ordinance appropriating funds previously reserved with respect to the Airport Bond, Series 1980A

Refinancing Airport Bonds

On August 5, 1980 the City sold $27,000,000 of Airport General Obligation Bonds, to construct a portion of the Airport terminal These bonds were sold at a Net Interest Cost (NIC) of 7 833% These bonds can be refunded (refinanced) which will result in savings of approximately $1,700,000 This is the final Council action required for this transaction

Additionally, refunding (refinancing) these bonds will make available approximately $1,800,000 from a reserve that was established as additional security for the 1980 bonds Bond counsel has advised that these funds must be expended promptly after the refunding date The funds can be used to pay expenses in connection with the refunding (bond counsel, financial advisor, accrued interest on the 1980 Series A bonds, premium required to prepay the bonds, etc) and for Airport capital projects

Adoption of the budget ordinance will appropriate a total of $1,800,000 from the reserve relating to the Series 1980A Bonds to the Airport General Obligation Debt Service Fund and to the Airport Capital Improvement Project Fund These funds will be used to pay expenses in connection with the refunding bonds and for property acquisition

pulled from agenda prior to mailing at request of City Manager

Funding 1980 Airport General Obligation Bond Fund Reserve

Clearances Finance Department, Budget, Airport and Bond Counsel

12 Recommend approval of an Emergency Shelter Grant Program application for $86,000 for homeless assistance as authorized by the Stewart B McKinney Amendment Acts of 1987 and 1988, and adoption of a budget ordinance appropriating the estimated funding

Homeless Assistance Act

On July 22, 1987, the President approved the Stewart B McKinney Homeless Assistance Act which provided a variety of assistance programs for the nation's homeless To be eligible for any of the programs, the City must have a HUD-approved Comprehensive Housing Assistance Plan (CHAP) The current CHAP is in effect until July, we will come back to Council in June to approve a new CHAP

City Grants Approved

In 1987, 1988, and 1989 the City applied for and received Emergency Shelter Grant Program (ESGP) grants Council approved contracts with Mecklenburg County for administration and distribution of the funds

$86,000 Allocation for 1990

On January 16, 1990, the Department of Housing and Urban Development (HUD) notified the City of its ESGP allocation of $86,000, our application for the funds must be received by HUD not later than February 26, 1990 in order to receive the grant

What Funds Can Be Used For

Eligible ESGP activities are restricted to

- Renovation, major rehabilitation or conversion of buildings for use as an emergency shelter for the homeless
- Provision of an essential service if a new service or quantifiable increase of a service
- Payment of maintenance, operation, insurance, utilities and furnishing costs

ESGP funds may not be used for the following

- Acquisition of an emergency shelter
- Renting commercial transient accommodations
- Administrative or staffing costs
- Renovation or conversion of buildings owned by primarily religious organizations or entities

Continue County Contract	The City proposes to continue contracting with Mecklenburg County to administer and distribute the ESGP funds
Matching Resources	The ESGP requires the City to provide matching resources for their grant of $86,000 This is a "soft match" which may include in-kind contributions and non-profit resources In FY89 and FY90, the "soft match" was provided by Mecklenburg County
Monitoring	Since the City is ultimately responsible for proper use of the funds, the City will follow the same monitoring procedures for all ESGP grants as it does the Community Development Block Grant sub-grantee contracts
Funding	Emergency Shelter Grant Program, Department of Housing and Urban Development
Clearances	Community Development Department

13 Recommend adoption of a budget ordinance of $400,000 00 and approval of Change Order #3 with Crowder Construction Company for $412,356 00 to the contract for York Road landfill methane gas control system

Contract	Construction and Installation of Methane Gas Control System
Contractor	Crowder Construction Company
Award Date	June 27, 1988
Contract Amount	$262,879 00
Change Order No 3	$412,356 00

Methane Gas Migration	In 1986, the Mecklenburg County Department of Environmental Protection cited the City of Charlotte with a violation of the North Carolina Solid Waste Management Rules Landfill (methane) gas was migrating across the property line of the landfill site along York Road and entering onto adjacent properties
Gas Control System	February 22, 1988 - Council authorized a contract with GSF Energy, Inc to design a system for collection and control of the methane gas

June 27, 1988 - Council awarded a contract to Crowder Construction Company for construction and installation of the methane gas control system This system consists of a series of collection wells and piping to collect the underground gas and a flare system to burn off the gas to the atmosphere

The Engineering Department was informed that GSF Energy, Inc had been dissolved by their parent company, and that the project had been abandoned Law Environmental, Inc was contracted in May 1989 to continue monitoring the methane gas flow at the site and to complete design start-up and permitting of the system Additional monitoring by Law Environmental shows that the methane gas continues to migrate, violating State levels, migration has also been discovered along the northeast property line

Change Order No 3

Law has completed its design and Change Order #3 has been negotiated with Crowder Construction Company to further expand the collection system along York Road, and to install an additional collection system along the northeast boundary of the landfill The construction and installation of the systems will be supervised and monitored by Law Environmental, Inc Once the systems are completed and operating, Law Environmental, Inc will proceed with application for permit of the systems by the Mecklenburg County Department Environmental Protection

Crowder Recommended

Due to the urgency of this work, the need to prevent the situation from developing into a hazard for adjacent properties and Crowder Construction's knowledge of the existing system, it was determined that it would be more expedient to negotiate a change order with Crowder to perform the work The price submitted by Crowder has been reviewed and recommended by Law Environmental, Inc who found it to be a fair price

Funding

Pay-As-You-Go Funding will be transferred from the Fire Station No 1 Relocation Capital Account which is projected to have a savings in excess of $500,000 due to favorable construction bids

Clearances

Engineering Department, the City Attorney's Office concurs in this change order

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The City Attorney advises that agenda items no 14 through 32 may be considered in one motion However, any member of Council may request that an item be divided and voted on separately

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BUDGET ORDINANCE

14 Recommend adoption of an ordinance to appropriate $96,000 in Housing and Urban Development bonus grant funds to make loans to private owners for rehabilitation of substandard low-income rental housing units as part of the Rental Rehabilitation Program

$96,000 Bonus Funds — The Housing and Urban Development area office has advised the City that it will receive Rental Rehabilitation grant bonus funds of $96,000 These bonus funds are carryover rental rehabilitation funds that were not expended by other North Carolina cities

The HUD letter advising of this bonus states, "This is the result of the excellent manner in which the program has been administered and the timely use of rental rehabilitation funds "

Funding — Federal Rental Rehabilitation Grant funds

Clearances — Community Development Department and Budget and Evaluation

15 Recommend adoption of a budget ordinance appropriating anticipated State revenues of $1,300,000 as reimbursement for traffic signal upgrades on State system streets

Municipal Agreements — The Charlotte Department of Transportation is responsible for maintaining and upgrading traffic control devices at intersections within the City limits, some of which are on State system roads When the City upgrades or alters an intersection on the State system, we ask the State to pay for the materials, equipment rental, and labor involved with the project This payment is made under a municipal agreement between the City and the North Carolina Department of Transportation

While these municipal agreements do not always pay the entire cost of signalizing or upgrading an intersection, they do pay the majority of such costs

Funds for Future Projects: Periodically Council is asked to appropriate anticipated State revenues Funds were last appropriated in November 1986 These funds are nearly depleted and a new budget ordinance is needed to cover future projects

Funding: A total of $1,300,000 is estimated to be reimbursed under municipal agreements between the North Carolina Department of Transportation and the City of Charlotte These revenues are expected to pay about 90% of costs involved with signal installations and upgrades on State system streets The remainder of installation costs, if any, will be paid from the Charlotte Department of Transportation operating funds already budgeted

Clearances: Charlotte Department of Transportation, Budget and Evaluation Department

BUDGET ORDINANCE/CHANGE ORDER

16 Recommend adoption of a budget ordinance of $63,000 00, and approval of Change Order No 2 for $57,358 50 to the contract with Propst Construction Company for the Rama Road widening project

Contract	Rama Road Widening Project (Sardis Road to Monroe Road)
Contractor	Propst Construction Company
Award Date	November 14, 1988
Contract Amount	$3,756,022 61
Change Order No 2	$57,358 50

Change Order: Change Order No 1 for $65,656 00 was approved on August 28, 1989 to construct additional storm drainage to alleviate flooding problems along Lynbrook Drive At the time of the contract award, it was anticipated that existing curb and gutter from Bismark Place to Grosner Place would remain and not be replaced as part of the widening project However, further inspection reveals that the majority of the existing curb and gutter should be replaced since many sections have

deteriorated and many sections of the existing curb and gutter have settled and created drainage problems The work will also include some sidewalk, driveway, and wheelchair ramp repair as needed

Clearances Engineering Department, the City Department of Transportation concurs

Funding 1987 Street Bond Funds will be transferred from Monroe Road Widening to the Rama Road Widening Capital Account Savings are projected in the Monroe Road widening project

BID LIST

17 Recommend adoption of the bid list as shown The following contract awards are all low bid and within budget estimate unless otherwise noted Each project or purchase was authorized in the annual budget

A 23 Trucks Various Departments

Recommendation. By the Purchasing Director and various department heads that the low bid (or lowest responsive bidder) be accepted for award of contract

Larry J Chevrolet	Charlotte, NC	$160,652 00
Tar Heel Ford	Charlotte, NC	298,408 00

Project Description The majority of the vehicles in this bid (21) will be replacement units The existing vehicles that are scheduled to be replaced are in poor condition and maintenance costs will continue to be high if they have to remain in service

Source of Funding (8)) Capital Equipment Fund (Parks and Recreation and Special Services), (7) General Fund (Street Maintenance), (8) Water and Sewer Capital Equipment Fund (Wastewater Collection and Irwin Creek Wastewater Treatment Plant)

B Water Meters — Utility Department

Recommendation. By Purchasing Director and Utility Director that the low bidders meeting specifications for each item be accepted for award of contracts as follows

Caroline Meter & Supply, Inc , (10,000 - 5/8" water meters)	Woodruff, S C	$207,700 00
Kent Meters, Inc , (700 - 1" water meters) (250 - 1-1/2" water meters) (275 - 2" water meters)	Ocala, Fla	117,787 25
Schlumburger Industries, (10 - 6" water meters) (6 - 8" water meters) (2 - 10" water meters)	Tallassee, Ala	76,950 00

Project Description Water meters are used by the Charlotte-Mecklenburg Utility Department to measure volumes of water used which determines water/sewer charges for each customer Meters are needed for new service installations and as replacements for worn and obsolete meters

Source of Funding. Water and Sewer Fund (Customer Service)

C (1) Vacuum Catch Basin/ Jet Rodder — Street Maintenance

Recommendation By the Purchasing Director and the Street Maintenance Superintendent that the lowest responsive bidder, Jet-Vac Sanitary Services, Sumter, S C , in the amount of $75,520.00, be accepted for award of contract

Other Bids Received Not Meeting Specifications

Vac-Con, Inc , Green Cove Springs, FL, in the amount of $74,886 75 did not meet the bid specifications in the following areas

(1) The specifications required an automatic "jack hammer" water action The Vac-Con provides continuous uniform pressure The "jack hammer" water action has proven a very effective means of clearing catch basin blockages The pulsing high pressure water creates a striking, forceful action to remove obstructions

(2) The specifications also required a boom reach of 23 feet Vac-Con's unit offers a boom reach of only 17 5 feet The longer boom allows operators to reach difficult locations and over obstructions such as fences, road construction, or cars

Vac-Con was contacted and made aware of this recommendation

Project Description This vacuum/jet rodder is used to clean debris from storm drainage/catch basin systems to insure proper drainage

Source of Funding. General Fund (Street Maintenance)

D 16 sets - Self Contained Breathing Apparatus — Fire

Recommendation By the Purchasing Director and the Fire Chief that the lowest responsive bidder, Interspiro USA, Inc., Branford, CT , in the amount of $37,638 , be accepted for award of contract

Other Bids Received Not Meeting Specifications

Interspiro, USA, Inc (Alternate Bid), Branford, CT , in the amount of $23,148 00 This bid proposed that the City buy the majority of the breathing apparatus but lease the air cylinders This was determined to be neither cost effective nor responsive to the bid

I S Resources, Allison Park, PA , in the amount of $23,910 00 (Bidding Interspiro breathing apparatus), took exception to the bid clause requiring prices to be held firm until December 31, 1990 Their prices would increase (for subsequent orders) after the initial order of 16 sets of breathing apparatus

International Safety Instruments, Lawrenceville, GA , in the amount of $32,073 75, took exception to the specifications in the following areas

- Their rescue mask does not have the ability to ventilate the victim, as required
- Their regulator will deliver only 600 liters of air per minute instead of the specified 900 liters per minute The extra 300 liters of air per minute provide an extra margin of safety especially in emergency situations which may require two firefighters to use the same regulator

Valen Safety Supply, Charlotte, N C , in the amount of $32,926 05

Gastonia Fire & Safety, Gastonia, N C , in the amount of $33,817 80

Both of these bidders offered breathing apparatus manufactured by Scott Aviation and took exception to the specifications in the following areas

- The Scott unit does not pass the radiant heat/flame requirements The specified nosecup is not provided Without the nosecup, dead air space is created and spent breath is "rebreathed" providing a lower oxygen content which increases stress Also, their air level gauge is not luminous and thus cannot be read in low light situations Finally, Scott Aviation did not provide written documentation that their breathing apparatus has been subjected to and passed all the tests required by the specifications

The bid specifications were written to conform with current National Fire Protection Association standards and appendixes (upgrades) to the standards which eventually become part of the standard itself

Although Council action on this bid is not required at this time, it is requested because it is the Fire Department's intention, providing funding is approved and appropriated in fiscal '90-91, to utilize this contract to effect a complete turnover of the Department's existing breathing apparatus This would involve the purchase of approximately 200 sets of apparatus at an approximate cost of $500,000 00

When informed of this recommendation, Gastonia Fire and Safety submitted a letter of protest On January 8, 1990 representatives from Gastonia Fire & Safety met with staff of the Purchasing and Fire Departments The recommendation was explained fully to Gastonia Fire and no further correspondence has been received from them

Project Description. The self contained breathing apparatus is the respiratory protection equipment used by firefighters in the performance of their jobs The current breathing apparatus is obsolete and in poor condition Maintenance costs to keep it operational will continue to be high

Source of Funding Capital Equipment Fund (Fire Department)

E Rubber Tired Hot Mix Asphalt Spreader — Street Maintenance

Recommendation By the Purchasing Director and the Street Maintenance Superintendent tht the lowest responsive bidder, A E. Finley & Associates, Inc , Charlotte, N C , in the amount of $114,000.00, be accepted for award of contract

Other Bids Received Not Meeting Specifications

Carolina Tractor & Equipment, Charlotte, NC, in the amount of $105,864 00,
Mitchell Distributing Co , Charlotte, NC, in the amount of 112,350 00

Both bidders failed to meet the requirements for front wheel drive assist This feature is necessary to give added traction drive to the paver which, when filled with asphalt, weighs over 18 tons and is difficult to maneuver over obstructions and up hills

Project Description This replacement equipment is an asphalt paving machine used to spread hot mix asphalt for paving and widening streets

Source of Funding. General Fund (Street Maintenance) .

F Water Distribution Project 16-Inch Water Main Along Weddington Road - Plantation Road to McKee Road — Charlotte-Mecklenburg Utility Department

Recommendation Director, Charlotte-Mecklenburg Utility Department recommends that the low bid by AJM Development & Utilities, Inc , of Indian Trail, North Carolina in the amount of $113,268 75 be accepted for award of contract on a unit price basis

Source of Funding Water and Sewer Construction Fund (Bristol Development Corporation)

G Sanitary Sewer Construction 15-Inch Trunk To McDowell Creek Outfall Crossing McIlwaine Road — Charlotte-Mecklenburg Utility Department

Recommendation Director, Charlotte-Mecklenburg Utility Department recommends that the low bid by Trans-State Construction Co , of Denver, North Carolina in the amount of $109,138 05 be accepted for award of contract on a unit price basis

Source of Funding Water and Sewer Construction Fund (Michael Weinman Associates)

H Fire Station #4 HVAC Installation — Fire Department

Recommendation By the General Services' Director that the project be awarded to P C Godfrey, Inc of Charlotte, the low bidder, in the amount of $114,240 00 The Fire Department concurs with this recommendation

Project Description The existing 17-year old equipment is old and operates marginally It has outlived its life expectancy of 15 years

Source of Funding General Capital Improvement Fund (Building Improvements - Pay-As-You-Go Funding)

CONTRACT

18 Recommend approval of new claims administration contract with Gay and Taylor, Inc for the remainder of the fiscal year ending June 30, 1990

Claims Administration — The City uses a third party administrator (TPA) to process workers compensation, automobile liability and general liability claims Requests for Proposals were issued for a third party administrator Because of the increased cost of handling claims by the current TPA, Gay and Taylor is recommended to serve for the remainder of the fiscal year at the same rate

Savings — Council approved a productivity improvement measure in the budget whereby the Division of Insurance and Risk Management (DIRM) will phase into increasing its in-house capability to handle claims

Over the next year and a half DIRM will be utilizing four claims employees and a new Risk Management Information System to perform approximately 95% of the total claims volume This will result in a reduction in cost of approximately $100,000 over that period while productivity and quality increase Gay and Taylor has agreed to perform the reduced volume of work at the same rate

Funding — The funds needed to fulfill this contract have been previously appropriated as part of the DIRM budget This request simply reflects that the funds will now be paid to a new claims administrator

Clearances — Finance Department

19 Recommend approval of three-year contract for temporary personnel services for Airport parking cashiers and ground transportation agents to TEMPWORLD Temporary Services, Inc

Recommendation — The recommended three-year contract with TEMPWORLD Temporary Services, Inc will provide parking cashiers and ground transportation agents at the Airport The cost of these personnel services is paid on a manhour basis and is estimated to be $554,000 during the first year

Cost Effective — Parking operations at the Airport are managed and supervised by City staff, but cashiers and other line employees are provided under contract Continuation of this practice was recommended by the 1989 Peat Marwick study of the Airport organization This alternative maximizes revenue to the Airport, allows full control of revenues and service by the Airport Department, and enables flexible use of staff

Selection Process

The Aviation Director initiated procedures to select a firm to provide temporary personnel services to operate the airport parking lots and other ground transportation services on the expiration of the existing contract Invitations to submit proposals were sent to 17 prospective bidders and a public advertisement was run in The Charlotte Observer on November 27 and 28, 1989 A pre-proposal conference was held on December 7, 1989 with representatives of 10 firms attending The proposals' specifications required the proposers to provide information showing their qualifications to provide personnel services on a 24 hour basis in accordance with the contract requirements and with past experience in large contracts preferred Proposals were received in the Aviation Director's office on December 22, 1989 Proposals were received from 6 firms including Career Temporaries, TEMPWORLD Temporary Services, Inc , Corporate Temporaries, Manpower, Inc , ADIA, and Talent Force

Funding

Funds have been budgeted in the Airport operating account to accommodate this contract period

Clearances

Airport Director, the Airport Advisory Committee concurs in this recommendation

AGREEMENT

20 Recommend approval of a professional services agreement with Espey, Huston & Associates, Inc , Engineering and Environmental Consultants, not to exceed $145,000, for the preparation of a master sewer service plan for the lake areas of Mecklenburg County

Need for Master Plan

The rapid development of the lake front property has intensified the need for CMUD to develop a master plan of applying CMUD's sewer extension and capital improvement programs to serve areas that are part of the natural drainage basins of Lakes Wylie, Mountain Island and Norman

Study/ Scope of Service: This study will provide a way of addressing the sewer development needs along the lake areas The scope of service will include facilities planning, innovative and alternate collection systems and environmental studies The master plan will contain summary reports that can be used by developers, community groups, city/county officials and special interest groups The study methodology will rely heavily on public involvement and state regulatory coordination

Recommendation: Espey, Huston & Associates is recommended from a group of 30 firms which responded to an inquiry of interest for this project The selection was based on the qualifications and experience of the project team, the firm's experience, and knowledge of local and regional concerns associated with the lake area sewer development

Clearances: The Utility Director

Funding: Water and Sewer Capital Improvement Fund, Sanitary Sewer Service to Lake Areas Capital Account

INTERLOCAL AGREEMENT

21 Recommend approval of an interlocal agreement to reimburse the Coliseum Authority for emergency repair work performed at the new coliseum

Emergency Repairs: In July of 1989, the Coliseum staff notified the Engineering Department that an area of the plaza outside of the building was settling The contractor associated with this work was notified of the problem, but refused to take any action Because underground utility lines were in the area, there was potential for extreme danger to the building In order to expedite repairs and minimize any danger to the building, the Coliseum agreed to issue emergency purchase orders up to $100,000 funded from their operating budget for the necessary repair work with the understanding that we would seek compensation for this work from the culpable parties

As work progressed the original estimate of $100,000 to correct the situation was found to be inadequate Funds are available in the Coliseum project account to reimburse the Coliseum for all work in excess of $100,000 Staff will take appropriate legal action to recover all costs for these repairs from the responsible parties

Council Action — It is requested that Council approve an interlocal agreement which allows the Coliseum to be reimbursed for expenses over the $100,000 that they agreed to pay This agreement is in the amount of $92,826 08 Legal action will be pursued to recover all costs for these repairs so that both the Coliseum and City can be reimbursed

Funding — Coliseum Capital Account

Clearances — Engineering Department, Finance Department, and the City Attorney's Office

LEASE MODIFICATION

22 Recommend approval of modification to lease with First Union Transportation Services for corporate aircraft hangar facilities at the Airport

Lease Extension — First Union has requested the City extend their lease approximately 15 months to February 25, 2000 in order to coincide with the termination of an adjacent corporate hangar facility lease with Celanese Corporation First Union requested this extension so that they can join with Celanese in upgrading their aviation fuel storage facility to meet current EPA standards

Clearances — Airport Director, the Airport Advisory Committee concurs in this recommendation

ITEM NO

LOAN RELEASE

23 Recommend releasing Brenda L Starnes from liability on the loan for 244-8 South Cedar Street under the Third Ward Loan Program

Original Loan	On September 10, 1984, City Council approved a loan to Brenda L Starnes for $50,200 for permanent financing to purchase 244-8 South Cedar Street under the Third Ward loan program
Loan Assumption	This loan has now been assumed by Lopez Duane Davis and Carol Trent Davis The City Attorney has advised that City Council's approval is required
Clearances	North Carolina National Bank, as agent for the City, has recommended the granting of this release along with the concurrence of the Community Development Department

HOUSING CODE

24 Funds for these actions are available and liens will be placed against the properties for the costs incurred Detailed information is attached

A Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 712-14 W Tremont Avenue (Southside)

B Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 608-10 W Tremont Avenue (Southside)

C Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 924 Sterling Lane (Sterling)

D Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 700-02 W Tremont Avenue (Southside)

E Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 619 Pennsylvania Avenue (Oakview Terrace)

F Recommend adoption of an ordinance authorizing the use of In Rem Remedy to repair code violations at 1026 Rollingwood Drive (Clanton Park)

G Recommend adoption of an ordinance authorizing the use of In Rem Remedy to repair code violations at 729 Lamar Avenue (Oakhurst)

H Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 704-06 W Tremont Avenue (Southside)

Attachment No 4

SPEED LIMITS

25 Recommend adoption of an ordinance amending City Code Section 14-131(c) to change the speed limit on four Charlotte streets

35 MPH

Sardis Road North between Monroe Road and Independence Boulevard is a thoroughfare street, with a speed limit of 45 miles per hour, in accordance with the Council Thoroughfare Speed Limit Policy An engineering evaluation of the street, based on the overall design plus heavy traffic flow, indicates that a 35 mph speed limit is recommended

In addition, the four streets listed below are recommended for a lowered 35 mph speed limit during upcoming construction The speed limit would be returned to 45 mph after construction

Monroe Road between Conference Drive and Village Lake Drive

Park Road between Sulkirk Road and Johnston Road

Johnston Road between Park Road and Pineville-Matthews Road

Beatties Ford Road between I-85 and Capps Hill Mine Road

Clearances

Charlotte Department of Transportation, the City Attorney has approved the ordinance as to form

STORM DRAINAGE

26 Recommend adoption of a resolution to repair the storm drainage system at 2026 Emerywood Drive and assess a portion of the cost to the involved property owner in accordance with the storm drainage repair policy

Location of Drainage Problem 2026 Emerywood Drive

Ranking Moderate Priority

Improvements to be Made Build a pipe collar to repair a separated joint in an existing 15-inch reinforced concrete pipe

Total Estimated Cost of Repairs $2,700

City's Cost One-half total cost ($1,350)

Involved Property Owner(s) Cost One-half total cost, less $50 study fee ($1,300)

Hearing Requirements No public hearing is required since all involved property owners signed the petition

Funding Storm Drainage Repair Capital Account

SALE OF CITY PROPERTY

27 Recommend the sale of City property on Heath Court to D K Meigs with concurrence of the Mandatory Referral Report

Property for Central/ Hawthorne Project: Last year the City began negotiations with Daniel K Meigs for the acquisition of needed right-of-way for the Central Avenue/Hawthorne Lane widening project Mr Meigs owns a one story brick building at the corner of Central Avenue and Heath Court which was leased to Efird's Interiors The Meigs' property housed their retail store with customers parking in front of the display area Due to the acquisition of the needed right-of-way, all of the available parking spaces at the front of the property will be lost, leaving no parking for retail customers

The City's appraiser believes that the highest and best use for this building after the loss of parking will be for warehousing because it will not return the same rent to the owner as the retail operation did

Sale of City Property for Parking

The City owns approximately seven acres adjacent to the rear of this property on Heath Court In order for Mr Meigs to continue using the building, City staff offered to sell about 2/3 of an acre at the rear of his property to allow him to construct parking facilities for this warehouse operation Due to the heavy traffic on Hawthorne Lane and Central Avenue, the City will not permit parking of trucks for loading and unloading This additional space will allow trucks to maneuver off the public right-of-way

Mandatory Referral

This proposed sale has been submitted to the Planning Commission through the Mandatory Referral process and they concur with this use and sale of property

The property was appraised for $36,000 and the City has received a favorable response from Mr Meigs to accept this as part of his settlement for damages to his retail establishment In the following Property Transaction section of the agenda, Council will be asked to approve a settlement with Mr Meigs for $98,000 He will in turn purchase this property from the City for the appraised price of $36,000 at the property closing leaving the City with a net settlement of $62,000 for the Central/Hawthorne widening project

Clearances

The Departments of Transportation, Legal, Planning and Engineering/Real Estate concur in this request

The Mandatory Referral and response from the Planning Commission along with a map of the property is attached

Attachment No 5

RESOLUTION CORRECTION

28 Recommend adoption of a resolution amending a resolution adopted on January 22, 1989 authorizing condemnation proceedings for the acquisition of certain real property for the Monroe Road widening project to correctly describe the property to be condemned

Correction Needed: On January 22, 1989, the City Council adopted a resolution authorizing condemnation proceedings for the acquisition of property for the Monroe Road widening project Because of mistakes in, and subsequent revision of, the right-of-way acquisition plat, the description of property to be acquired by condemnation was partially incorrect It is thus necessary to amend this resolution to correctly define the property to be acquired There are no other changes to the action taken by the City Council at its January 22, 1989 meeting

Clearances: City Attorney's Office

TAX REFUND

29 Recommend the adoption of a resolution authorizing the refund of certain taxes in the total amount of $4,710 45 which were assessed through clerical error or illegal levy against 64 tax accounts

SET PUBLIC HEARING

30 Recommend adoption of a resolution calling for a public hearing on February 26, 1990 to receive citizens comments on the proposed changes to the Housing Assistance Plan

HAP: At Council's February 5, 1990 workshop, proposed changes to the HAP Locational Policy regarding options for concentration and size of assisted housing were presented Council advised staff to hold a public hearing and to contact the Board of Education, the Housing Authority and the Housing Partnership for a presentation of the proposed changes to the HAP

Public Hearing

It is requested that Council hold a public hearing on the proposed changes to the HAP on February 26, 1990 The reason for this request is that any changes to the HAP may directly affect the Request for Proposals process being used to solicit housing proposals to develop 50-75 housing units which you will be considering for approval on today's agenda. This RFP process is also being coordinated with the application schedule of the North Carolina Housing Finance Agency for the use of low-income tax credits The application process opens March 1, 1990 and closes April 30, 1990 There will be a second application cycle for left over funds in June-July, 1990

PROPERTY TRANSACTIONS

31 Recommend approval of the following property transactions and adoption of the condemnation resolutions

1 Project. Intersection Improvements-Central Avenue/Hawthorne Lane
Owner(s). Daniel K Meigs and wife, Barbara C Meigs
Property Address 1101 Central Avenue
Property to be acquired. 1766 sq ft. (0 0403 ac)
Improvements: parking area
Price. $98,000 00
Remarks This property was leased by Efird's Interiors and used as a retail lighting showroom The widening takes all the parking spaces located in front of the building The appraiser is of the opinion that the highest and best use will now be warehouse due to the loss of parking and has indicated severance damages to the value of the property because of the change in use

2 Project. Intersection Improvements - Providence/Alexander/Rea Roads
Owner(s). Daniel C McNeill and wife, Darlene R McNeill
Property Address. 6700 Providence Road
Property to be acquired 9,673 53 sq ft (0 222 ac)
Improvements brick sign, light, trees, shrubs, paved driveway, and parking area
Price. $60,900 00
Remarks This project affects both sides of this corner lot zoned R-15 and currently used as a bed and breakfast inn As a result of significant taking of this lot, property is experiencing depreciation on the dwelling

3 Project. Airport Master Plan Land Acquisition (expansion of Airport facilities)
Owner(s) Monroe H Ridenhour, Jr and Nancy Ridenhour, husband and wife
Property Address N E corner of intersection of Steele Creek Road and Paul Brown Blvd
Property to be acquired. 9 293 acres
Improvements. n/a
Price: $500,000 00
Remarks Property purchased under Airport Master Plan land acquisition procedures under Federal Uniform Act 1970 (49 CFR Part 24) for Federal reimbursement by the Federal Aviation Administration

4 Project. F A R Part 150 Airport Noise Compatibility Program-Residential Purchase
Owner(s). Barry Allen Youngblood & Sheila W Youngblood, husband and wife
Property Address 6608 Virginia Circle, Charlotte, N C
Property to be acquired 467 acre
Improvements one 3 bedroom 1,350 sq ft ranch home
Price $61,500 00
Remarks. Property purchased under Federal Guidelines 49 CFR Part 24 of the Uniform Acquisition & Relocation Act 1970 Owners eligible for relocation benefits Acquisition eligible for Federal Aviation Administration reimbursement.

5 Project Beatties Ford Road Widening
Owner(s) McDonald's Mini-Center, Inc
Property Address 2706 Newland Road
Property to be acquired 3052 sq ft (0 070 ac) plus temporary construction easement
Improvements loss of 32 parking spaces
Price $15,000 00
Remarks. The property is zoned B-1 and is presently used as a funeral home

CONDEMNATIONS

6 Project. Park/Johnson Widening - Phase I
Owner(s) David E Lackey and wife, Lynne M Lackey, and any other parties of interest
Property address 7827 Park Road
Property to be condemned 6,227 sq ft (0 143 ac) of right of way, 610 sq ft (0 014 ac) of permanent drainage easement, 40 sq ft (0 0009 ac) of permanent down guy easement and 3,767 sq ft (0 0865 ac) of temporary construction easement
Improvements trees
Price. $23,100 00

Reason for condemnation Property owner submitted a counteroffer of $30,000 and wants no trees in temporary construction easement to be disturbed Refuses to negotiate further Condemnation is recommended to avoid construction delays Zoned R-12 with a single family residence

7 Project Proposed 54" Water Main Right Of Way
Owner(s). Roy D Moore, and any other parties of interest
Property address East Side, Hwy 16 Brookshire Blvd
Property to be condemned 2,121 sq ft (0 05 ac) of permanent easement plus 2,863 sq ft (0 65 ac) of temporary construction easement
Improvements. n/a
Price. $2,900 00
Reason for condemnation. Property is in litigation with over 15 people known to have a title interest Numerous judgments exist against persons having names similar to some of the owners Condemnation is recommended in order for the City to get clear title to the property Zoned I-2 and vacant

8 Project. 1989 Annexation Sewer I-77 Area West
Owner(s). Joe Howey and wife, Eunice S Howey, and any other parties of interest
Property address 4326 La Brea Drive
Property to be condemned 1,453 sq ft (0 033 ac) plus 1,916 sq ft (044 ac) of temporary construction easement
Improvements n/a
Price $930 00
Reason for condemnation Property owners submitted counter-offer three times the appraised amount and refused to negotiate further Condemnation is recommended to avoid construction delays Property is zoned R-15 and is vacant

SET EXECUTIVE SESSIONS

32 Recommend adoption of a motion scheduling executive sessions on Monday, February 19 at 4 00 p m to conduct a performance evaluation of the City Attorney and on Monday, March 12 at 5 00 p m to conduct a performance evaluation of the City Clerk in accordance with G S § 143-318 11(a)(8)

APPOINTMENTS TO BOARDS AND COMMISSIONS

33 Adoption of a motion to recess the meeting for the purpose of going into executive session to consider the qualifications of the following nominees and to cast ballots making the appointments in accordance with G S 143-318 11

The City Clerk will announce the results of the balloting when the meeting is reconvened

A Citizen's Advisory Committee-Convention & Visitor's Bureau - One current appointment expiring March 26, 1990 Terms are for two years On January 22, 1990, Council appointed two of the three positions The third position ended in a tie between the following

(1) Loretta Snyder, nominated by Councilmember Mangum
(2) Sharon Matera, nominated by Councilmember McCrory

Attachment No 6

MEMORANDUM

February 6, 1990

TO· Thomas W Finnie
Deputy City Manager

Henry W. Underhill Jr.

FROM Henry W Underhill, Jr
City Attorney

SUBJECT Hold Harmless Agreements
Hugo Debris Removal

You have requested that I provide a brief explanation of the legal differences between a hold harmless agreement and a release agreement Your request stems from complaints by some property owners on private streets about the document that the City requires the property owner to execute in exchange for the City's agreement to remove the debris caused by Hurricane Hugo As information, I have attached a copy of the form that we are currently using for this purpose

A properly executed hold harmless agreement offers the City protection against claims brought by anyone including third parties who might experience property damage or personal injury as a result of the City's debris removal activities Under the provisions of a typical hold harmless agreement, such as the one attached, the persons executing the agreement agree to indemnify and hold the City harmless from any damage or injury brought about by any reason because of the City's debris removal This includes not only claims that a property owner might have, but also any claim that a third party might have because of debris removal For example, if a City truck while engaged in debris removal should back into a vehicle owned by a person visiting a resident of the street, the persons executing the hold harmless agreement would be required to indemnify and hold the City harmless from any claims brought by the owner of the vehicle

On the other hand, a typical release agreement would not offer the same level of protection Under a standard release agreement, the person or persons executing the agreement would release the City from any claims that the person or persons executing the agreement might have against the City growing out of debris removal activities, but those persons would have no obligation to indemnify or hold the City harmless for any claims brought by third parties For example, if in the course of removing debris, a City truck did damage to the yard of one of the persons signing a release, that person would be barred from attempting to collect for the yard damage However, if in addition to damaging the yard, the City truck backed into the vehicle

owned by someone who did not sign the release agreement, the City would be responsible for any claim brought by the vehicle owner

I trust that this is a satisfactory explanation Please let me know if anything further is needed

HWUjr/ef
Attachment

NORTH CAROLINA

MECKLENBURG COUNTY

HOLD HARMLESS AGREEMENT

The City of Charlotte has been requested by Eloise Hunter of Hunter Mobile Home Park, 6001 Wilkinson Boulevard in Charlotte to remove debris along unnamed streets within the Park

The City of Charlotte hereby agrees to provide this service and remove this debris from privately-owned property, provided Mrs Hunter, owner of the land, and the owner of each mobile home located within said park agrees to indemnify and save harmless the City of Charlotte from and against all damage, including injury to persons or damages to property, expense or other liability which may result from, arise out of, or be brought by reason of the debris removal The undersigned owners further agree to pay such claims or defend any lawsuit which may be brought against the City of Charlotte, its officers and employees as a result of providing this service at this location

_____ _____

(Signature) (Signature)

_____ _____

(Signature) (Signature)

We would like to have a "Certificate of Appreciation" for service presented to the members of the Citizens' Advisory Council on Hazardous Materials at the February 12th council meeting. Members of the Advisory Council are as follows:

Mr. Truman L. Koehler (Chairman)
Sandoz Colors and Chemicals

Mr. Neal Broome
Broome and Associates

Dr. Louis G. Daignault
UNCC Chemistry Department

Dr. B. G. Dawkins
Celanese Fibers

Dr. Winslow Hartford
Professor Emeritus
Belmont Abbey College

Mr. Thomas Hoffman
Midrex Corporation

Dr. Ralph Killough
Killo Exterminating

Mr. Dale Nixon
Mecklenburg County - Medic

Dr. Wil Stewart (Vice-Chairman)
Celanese Fibers

#3

Tryon Hills Associates Loan

On June 13, 1983, City Council adopted a resolution authorizing the issuance of $5,145,000 Principal Amount Mortgage Revenue Bonds to assist Tryon Hills Associates in the financing of the acquisition, construction and rehabilitation of residential units in the Tryon Hills Redevelopment Area. On July 1, 1983, the City issued bonds in the actual amount of $5,045,000 to allow for the purchase and subsequent rehabilitation of the units. In 1984, the 104 buildings which comprise 257 living units were renovated; however, they were not air conditioned.

Public Purpose:

This loan will primarily serve persons earning 40% or less of the median income which is within Council's approved policy. The Charlotte median income set by HUD for a family of four is $35,300; 40% of the median income would be $14,120. The maximum allowable rent they can pay, which is 30% of their income then divided by 12 months, is $353 ($14,120 x 30% = $4,236 ÷12 = $353). The rents charged are well within the cap and are listed below in the rent section. Currently, 209 of the tenants are earning less than 40% of the median income of which 55 are Section 8. Five more Section 8 applicants have been approved to move in vacant units. Only 38 units are occupied by families earning between 40% and a 60% maximum of the median income.

The developer will be required to give first priority of vacant units to families on the Housing Authority Waiting List.

Project Overview:

The Tryon Hills Associates propose to install air conditioning units in 224 apartments, thereby, making them more comfortable for the tenants. During the summer months, the interior temperatures of the apartments are so high that many of the tenants remain outside to escape the heat. The rents will be increased $15 per month for each apartment to offset the cost of the air conditioning. All residents have been made aware of the increased rent structure. Also, the Charlotte Housing Authority has been made aware of this proposed increase and has confirmed that the extra rent is still within the established eligible rent range for the Section 8 certificate and/or voucher holders.

Rents

The monthly rent structure is as follows:

Current		Proposed	
1 bedroom	$251	1 bedroom	$266
2 bedroom	$281	2 bedroom	$296

Project Cost: The total cost is $236,000 for installing 224 Model # Trane TTL/TTJ718 units with a 1-1/2 ton cooling capacity. Thirty-three units have been installed already out of the 257 unit total. The cost breakdown is listed as follows:

Price Per Unit	$ 948.60
Number of Units	x 224
	$212,486.40
Add 11% to cover cost overruns	x 1.11
	$235,859.90
Round to:	$236,000.00

The bid accepted by Tryon Hills Associates to complete the installation of the air conditioning units was submitted by Adams Heating and Air Conditioning.

Loan Structure:

Loan Amount	$236,000
Loan Term	10 Years
Interest Rate	8% per annum
Monthly Payment	$2,863.34

This loan is in compliance with City Council's approved Housing Rehabilitation Policy to loan absentee owners money at 2% less than prime (current prime interest rate 10%). Air conditioning is an eligible rehabilitation enhancement.

Security: Second Deed of Trust on Tryon Hills Apartments. The balance on the original mortgage bond is approximately $4,837,500.

HOUSING CODE

A <u>Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 712-14 W. Tremont Avenue (Southside).</u>

Reason For Inspection: Request From Public Official (Councilmember)
Date of Inspection: 2/3/89
Owner(s) Notified of Hearing: 2/10/89
Hearing Held: 2/27/89
Owner(s) Ordered to Demolish Dwelling By: 3/29/89

A title search was ordered in April 1989 and received July 1989 The title search revealed parties in interest in the property.

Owner(s) Notified of Hearing· 7/24/89
Hearing Held: 8/10/89
Owner(s) Ordered to Demolish Dwelling By: 9/27/89
Estimated Value of Dwelling: $3350
Estimated Repair (Which Exceeds 65% of Estimated Value): $3350

The repairs include: installing attic insulation; repairing interior walls; replacing water heater; replacing bath floor covering; installing heating systems; repairing electrical receptacles; repairing screen door; repairing plumbing drain lines; replacing broken & missing exterior siding; repairing electrical wiring, repairing foundation walls; repairing kitchen wall; weatherstripping exterior doors.

These dwelling units are occupied and the tenants have been placed on the relocation workload.

The owner was notified of a Civil Penalty on March 31, 1989 The total penalty as of February 12, 1990 amounts to $3290 The owner has also been notified of this February 12, 1990 Council Action.

B. Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 608-10 W. Tremont Avenue (Southside).

608 W. Tremont Avenue
Reason For Inspection: Complaint & Request from Public Official (Councilmember)
Date of Inspection: 8/31/88
Owner(s) Notified of Hearing: 9/9/88
Hearing Held: 9/26/88
Owner(s) Ordered to Repair Dwelling By: 2/3/89

Initially 608 W. Tremont Avenue was found to be deteriorated and a repair order was issued; however, an inspection at 610 W. Tremont Avenue on 2/3/89, found it to be dilapidated. The order was then changed at 608 W Tremont Avenue from a repair order to a demolition order which covered the entire structure

Owner(s) Ordered to Demolish Dwelling By: 10/7/89

610 W. Tremont Avenue
Reason For Inspection: Complaint & Request from Public Official (Councilmember)
Date of Inspection: 2/3/89
Owner(s) Notified of Hearing: 2/10/89
Hearing Held: 2/27/89
Owner(s) Ordered to Demolish Dwelling By: 3/29/89

A title search was ordered in April 1989 and received in July 1989. The title search revealed parties in interest in the property.

610 W. Tremont Avenue
Owner(s) Notified of Hearing: 7/24/89
Hearing Held· 8/10/89
Owner(s) Ordered to Demolish Dwelling By. 9/27/89
Estimated Value of Dwelling: $3460
Estimated Repair (Which Exceeds 65% of Estimated Value): $5525

The repairs include· repairing interior walls & ceilings; replacing floor coverings; replacing water heaters; installing heating systems; replacing crawlspace door & framing; weatherstripping exterior doors; repairing front doors; repairing front porch ceiling; repairing roof; repairing windows; repairing and replacing door & window screens; installing attic insulation; exterminating; replacing and repairing exterior siding; painting exterior trim; removing junk and debris from crawlspace; repairing step handrails; and replacing steps

These dwelling units are occupied and the tenants have been placed on the relocation workload.

The owner was notified of a Civil Penalty on February 8, 1989. The total penalty as of February 12, 1990 amounts to $3830. The owner has also been notified of this February 12, 1990 Council action.

C. Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 924 Sterling Lane (Sterling).

Reason For Inspection· Complaint
Date of Inspection: 1/17/89
Owner(s) Notified of Hearing: 1/23/89
Hearing Held: 2/8/89
Owner(s) Ordered to Repair Dwelling By: 3/10/89

A title search was ordered in mid-April 1989 and received mid-August 1989 The title search revealed no other parties in interest in the property. The Complaint & Notice of Hearing and Findings of Fact & Order were advertised in the Mecklenburg Times because the owners could not be served by certified mail.

Owner(s) Notified of Hearing: 8/25/89
Hearing Held: 9/19/89
Owner(s) Ordered to Demolish Dwelling By: 11/19/89
Estimated Value of Dwelling· $12,120
Estimated repair (Which Exceeds 65% of Estimated Value)· $17,300

The repairs include: replacing front steps; replacing roof sheathing and shingles; replacing door & window screens; repairing front porch railings; replacing bedroom ceilings; replacing structural members at back porch; painting exterior; painting interior surfaces; replacing kitchen floor covering; replacing carpet; replacing window glass; repairing foundation walls; removing junk & debris from inside and outside; removing wooden stiff knee piers. replacing plumbing fixtures & supply lines; repairing electrical system; installing heating system; removing and replacing all fire damaged materials throughout structure.

The owner was notified of a Civil Penalty on December 18, 1989. The total penalty as of February 12, 1990 amounts to $940. The owner has also been notified of this February 12, 1990 Council action.

D. Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 700-02 W. Tremont Avenue (Southside).

Reason For Inspection: Request from Public Official (Councilmember)
Date of Inspection: 2/3/89
Owner(s) Notified of Hearing: 2/10/89
Hearing Held: 2/27/89
Owner(s) Ordered to Repair Dwelling By: 3/29/89

A title search was ordered in April 1989 and received July 1989. The title search revealed that there were parties in interest in the property.

Owner(s) Notified of Hearing: 7/24/89
Hearing Held: 8/10/89
Owner(s) Ordered to Demolish Dwelling By: 10/7/89
Estimated Value of Dwelling· $3460
Estimated repair (Which Exceeds 65% of Estimated Value): $4005

The repairs include: properly venting water heater, installing heating system; repairing hole in foundation wall; replacing brick in foundation wall; replacing broken & missing pieces of exterior wall covering; installing attic insulation; re-roofing house; removing junk from crawlspace; repairing hole in kitchen ceiling; replacing supply line at commode; replace bathroom floor covering; replacing receptacle cover in bedroom; exterminating for roaches.

These dwelling units are occupied and the tenants have been placed on the relocation workload.

The owner was notified of a Civil Penalty on March 31, 1989. The total penalty as of February 12, 1990 amounts to $3290 The owner has also been notified of this February 12, 1990 Council Action.

E. Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 619 Pennsylvania Avenue (Oakview Terrace).

Reason For Inspection: Complaint
Date of Inspection: 5/15/87
Owner(s) Notified of Hearing: 6/16/87
Hearing Held: 7/22/87
Owner(s) Ordered to Repair Dwelling By: 9/7/87

The property became vacant and the owner attempted to repair code violations; however, the repair work was discontinued.

A title search was ordered in early February 1988 and received April 25, 1988. The title search revealed that there were parties in interest in the property. The Complaint & Notice of Hearing and the Findings of Fact & Order were advertised in the Mecklenburg Times because the parties in interest could not be served by certified mail.

Owner(s) Notified of Hearing: 6/10/88
Hearing Held· 6/24/88
Owner(s) Ordered to Repair Dwelling By: 8/6/88

In Rem action was delayed until April 24, 1989 because the owner(s) attempted to correct some violations; however, repair work was discontinued. An In Rem Repair Ordinance was approved by Council on April 24, 1989; however, when the In Rem contract was approved, a reinspection of the property revealed that the property had been vandalized and the repair cost exceeded 65% of the estimated building value.

Owner(s) Notified of Hearing: 6/22/89
Hearing Held: 8/4/89
Owner(s) Ordered to Demolish Dwelling By: 9/17/89

A reinspection on 10/18/89 revealed that the dwelling had been destroyed by fire The Complaint and Notice of Hearing and the Findings of Fact & Order were advertised in the Mecklenburg Times because the parties in interest could not be served by certified mail.

Owner(s) Notified of Hearing: 10/24/89
Hearing Held: 11/14/89
Owner(s) Ordered to Demolish Dwelling By: 12/12/89
Estimated Value of Dwelling: -0- (Due To Fire Damage)
Estimated Repairs (Which Exceeds 65% of Estimated Value): $40,000

The repairs include: clearing debris from lot and completely rebuilding the dwelling.

The owner was notified of a Civil Penalty on August 26, 1988. The total penalty as of February 12, 1990 amounts to $3810. The owner has also been notified of this February 12, 1990 Council action.

F. Recommend adoption of an ordinance authorizing the use of In Rem Remedy to repair code violations at 1026 Rollingwood Drive (Clanton Park).

Reason For Inspection: Concentrated Code Enforcement (Field Observation)
Date of Inspection: 8/24/88
Owner(s) Notified of Hearing: 9/1/88 (Mail Returned)
Owner(s) Notified of Hearing: 9/27/88

Community Development was notified that the ownership was incorrect in mid-November 1988.

Owner(s) Notified of Hearing: 11/17/88 (Mail Returned)

It was discovered that the owners of the property were deceased and the tenant, a grandchild, made attempts to repair some of the code violations. Reinspections in November and December, 1989 revealed 10% of the violations had been repaired; however, the repair work was discontinued.

Owner(s) Notified of Hearing: 5/12/89 (Mail Returned)

A title search was ordered in mid-June 1989 and received August 29, 1989. The title search revealed that there were parties in interest in the property. The Complaint & Notice of Hearing and the Findings of Fact & Order were advertised in the Mecklenburg Times because the parties in interest could not be served by certified mail.

Owner(s) Notified of Hearing. 9/14/89
Hearing Held: 10/6/89
Owner(s) Ordered to Repair Dwelling By 11/23/89

Estimated Value of Dwelling $33,050
Estimated Repair (Which is Less that 65% Of Estimated Value): $825

The repairs include: replacing broken window glass and defective and missing window glazing; preparing and painting window sashes on exterior; installing new door and frame at access to crawlspace under house; installing foundation vent where wire torn out; replacing rusted gutter and missing downspout; replacing screening at back porch; painting new access door and frame and framing at back porch; replacing front screen door and replacing yard light at front walk.

The owner was notified of a Civil Penalty on December 22, 1989. The total penalty as of February 12, 1990 amounts to $900. The owner has also been notified of this February 12, 1990 Council Action.

G. Recommend adoption of an ordinance authorizing the use of In Rem Remedy to repair code violations at 729 Lamar Avenue (Oakhurst)

Reason For Inspection: Concentrated Code Enforcement (Field Observation)
Date of Inspection 7/13/89
Owner(s) Notified of Hearing: 7/17/89
Hearing Held: 8/14/89
Owner(s) Ordered to Demolish Dwelling By: 11/20/89

An up-date of a previous title search revealed no other parties in interest to the property.

Estimated Value of Dwelling· $24,370
Estimated Repair (Which Is Less Than 65% of Estimated Value): $3650

The repairs include. installing additional electrical wall receptacles in kitchen, dining room and bedrooms; repairing hole in wall under kitchen sink; painting kitchen; replacing door latchset at front left bedroom; installing door, including hardware, at middle bedroom, replacing grate in hallway; installing door at rear bathroom; repairing walls in bathroom; replacing wall outlet in bathroom, installing proper size fuses in electrical box; replacing rotted roof sheathing over rear porch and also roof shingles; replacing all defective and missing window and door screens; repairing foundation walls; installing sufficient vents in foundation; replacing rotted windows in foundation and securing where loose; insulating attic; and installing railing at stairs to cellar.

The owner was notified of a Civil Penalty on December 6, 1989. The total penalty as of February 12, 1990 amounts to $930. The owner has also been notified of this February 12, 1990 Council Action.

H. Recommend adoption of an ordinance authorizing the use of In Rem Remedy to demolish and remove the dwelling located at 704-06 W. Tremont Avenue (Southside).

Reason For Inspection: Request From Public Official (Councilmember)
Date of Inspection: 2/3/89
Owner(s) Notified of Hearing: 2/10/89
Hearing Held· 2/27/89
Owner(s) Ordered to Demolish Dwelling By: 3/29/89

A title search was ordered in April 1989 and received in July 1989. The title search revealed parties in interest to the property

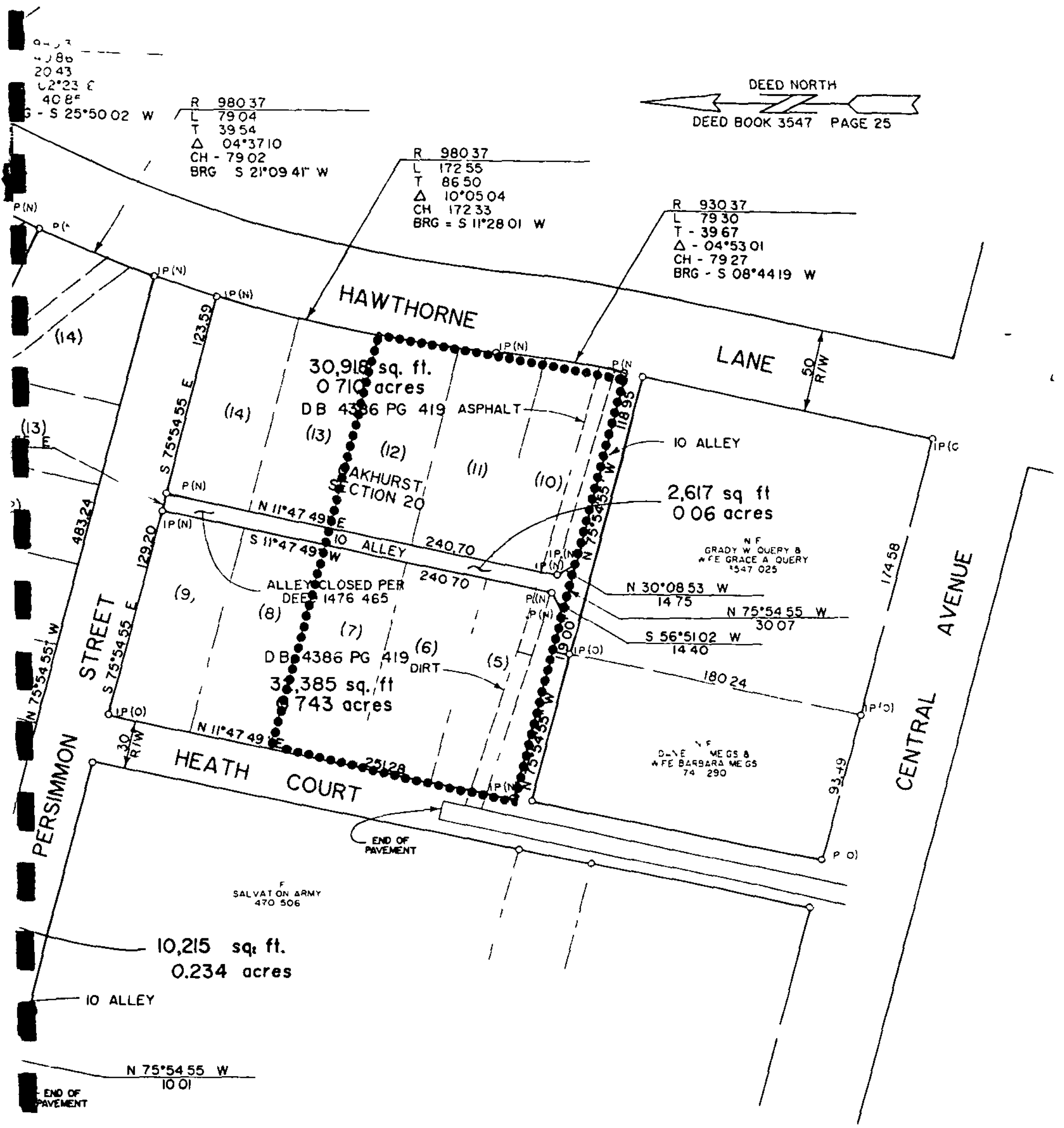
Owner(s) Notified of Hearing: 7/24/89
Hearing Held: 8/10/89
Owner(s) Ordered to Demolish Dwelling By: 9/27/89
Estimated Value of Dwelling: $3480
Estimated Repair (Which Exceeds 65% of Estimated Value): $3695

The repairs include: repairing holes in walls and ceilings; replacing missing receptacle covers, repairing and installing kitchen floor covering, replacing rotted floor in bath and installing covering; installing foundation vents; repairing cracks and holes in foundation; exterminating for rats and roaches; painting exterior wood trim; making exterior doors weathertight; replacing broken window glass; replacing defective railings at steps; repairing roof leaks; removing and properly replacing attic insulation; repairing leaking plumbing; removing scaly paint on interior and repainting; installing proper wiring and light fixtures in bath; replacing defective crawlspace door; insulating attic to R-19 rating; replacing defective window screens; removing junk from crawlspace under dwelling; checking to insure water heaters are safe and operable.

These dwelling units are occupied and the tenants have been placed on the relocation workload.

The owner was notified of a Civil Penalty on March 31, 1989. The total penalty as of February 12, 1990 amounts to $3290. The owner has also been notified of this February 12, 1990 Council Action.

5



OAKHURST SUBDIVISION
MAP BOOK 3 PAGES 2 & 3

PLAT PREPARED FOR

CITY OF CHARLOTTE

CITY OF CHARLOTTE MECKLENBURG COUNTY NORTH CAROLINA

JUNE 27 1989

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SCALE 1 60

I KENNETH C SIGLER REGISTERED LAND SURVEYOR, CERTIFY TO ALL PARTIES INTERESTED IN TITLE TO PREMISES SURVEYED THAT THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION THAT THE RATIO OF PRECISION IS 1 10 000 THAT THE ANGULAR ERROR OF CLOSURE IS 7 5 SECONDS PER SET

NORTH CAROLINA
MECKLENBURG COUNTY
I STEPHANIE G HINSON A NOTARY PUBLIC OF MECKLEN COUNTY NORTH CAROLINA DO HEREBY CERTIFY THAT

CHARLOTTE-MECKLENBURG PLANNING COMMISSION

INTER-OFFICE COMMUNICATION

Tuesday
Coming
K

DATE September 13, 1989

FROM: Martin R. Cramton, Jr.,
Planning Director

TO: Mr. Kent Winslow,
Real Estate Department

SUBJECT: - Mandatory Referral Report No. 89-17 -

Attached is a copy of Mandatory Referral Report No. 89-17 for property trade on Hawthorne Lane.

The report was unanimously approved by the Planning Committee at their meeting on September 5, 1989.

mmc

Real Estate Div
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City of Charlotte

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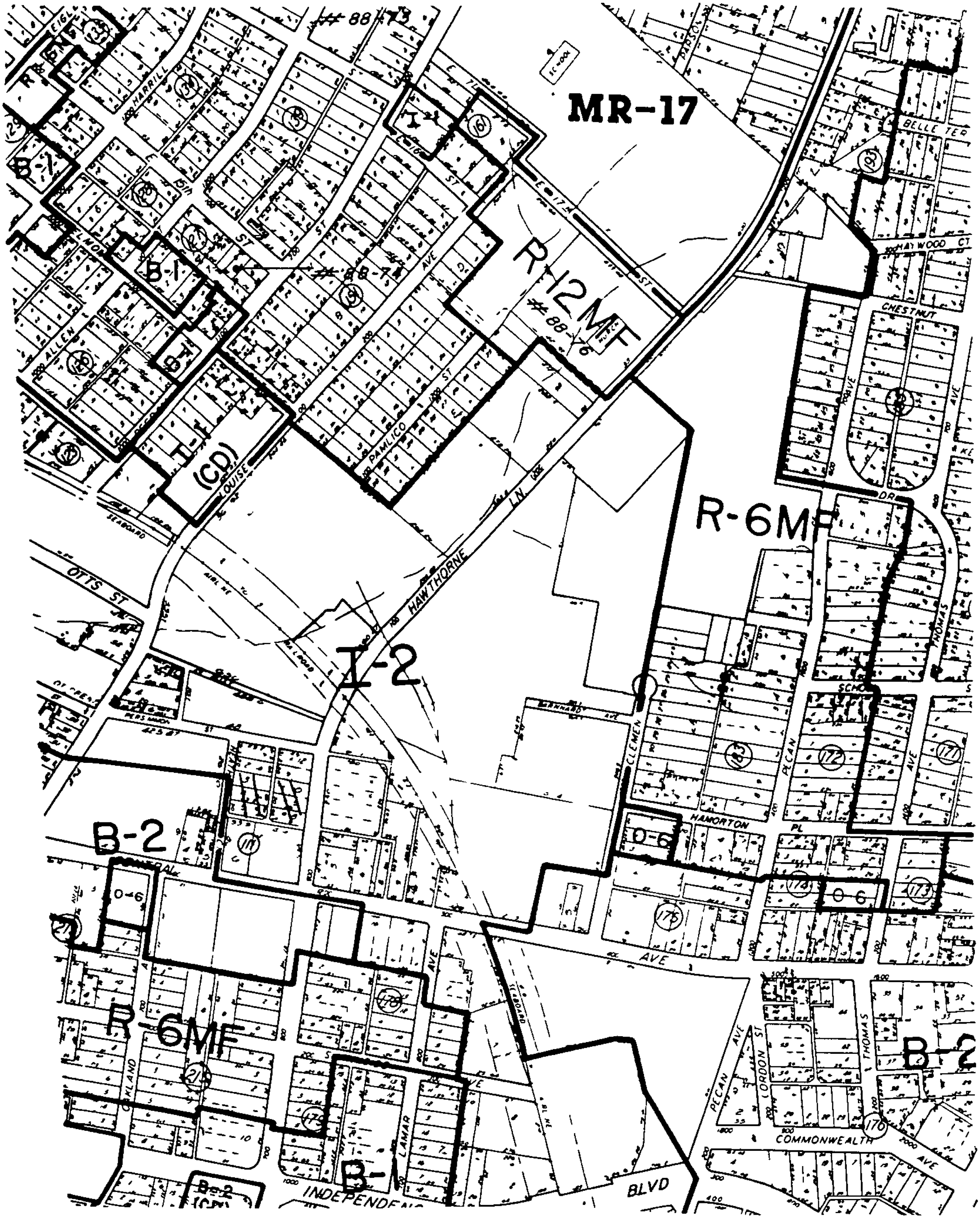
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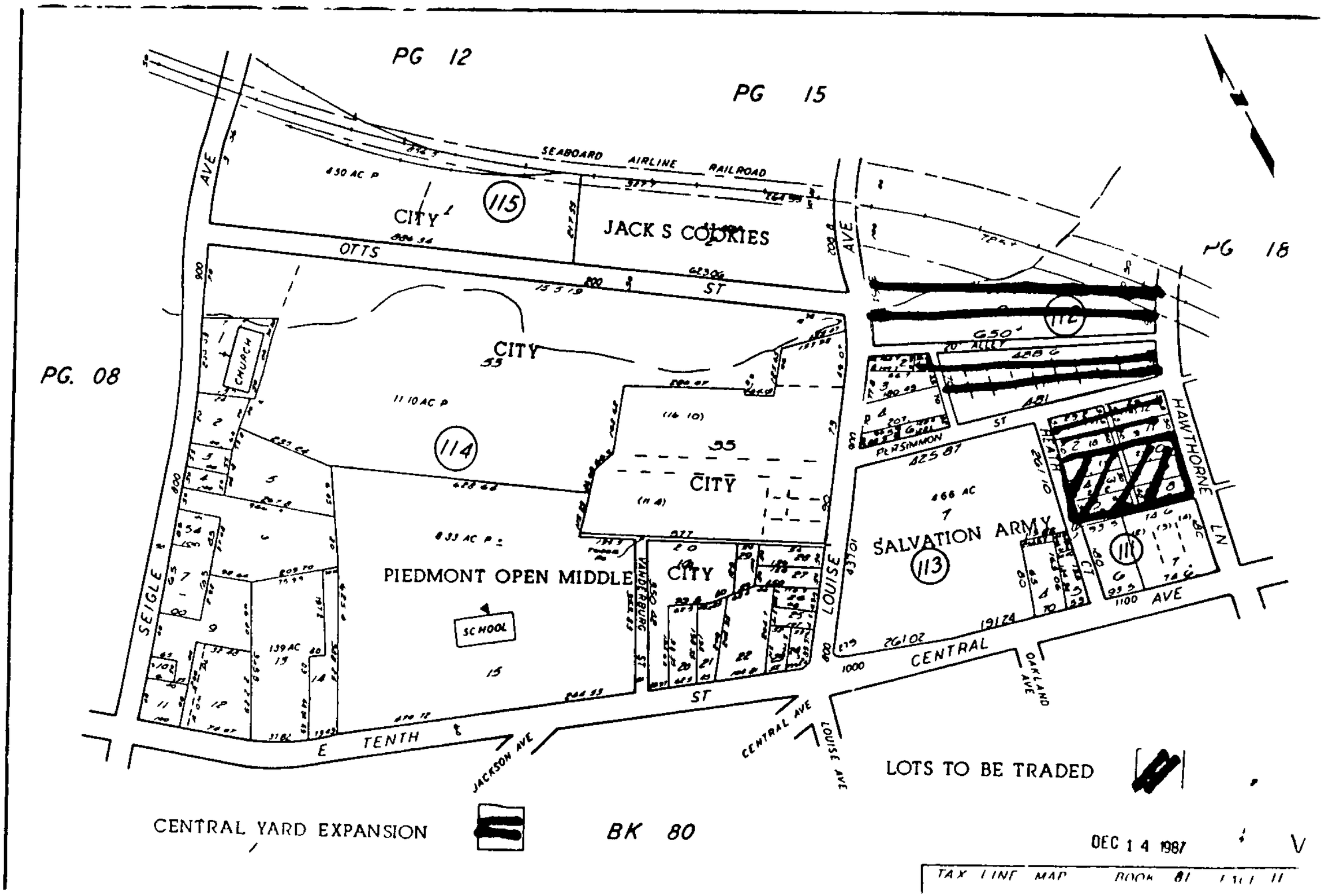
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OAKLAND AVE
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JACKSON AVE
CENTRAL AVE
LOUISE AVE
LOTS TO BE TRADED
CENTRAL YARD EXPANSION
BK 80
DEC 14 1987
TAX LINE MAP BOOK 81

1(E1)

MANDATORY REFERRAL REPORT 89-17
CHARLOTTE-MECKLENBURG PLANNING COMMISSION

Engineering Department (Real Estate Division)
Property Trade

PROJECT LOCATION
The six lots to be traded are parcels 081-111-03A, 04A, 05A, 08A, 09A and 10A. The property is located on Hawthorne Lane and is a part of the 6.347 acres purchased July 7, 1989 by the City for the Central Yard facility's expansion.

PROJECT COST ESTIMATE
Total cost is estimated to be $1,300. The cost breakdown is: appraisal $200, legal $500, administrative $500 and advertising $100.

PROJECT JUSTIFICATION
The property in question is to be traded to an adjacent property owner. The trade is compensation for the loss of parking created by the proposed intersection improvements at Central Avenue and Hawthorne Lane.

PROJECT IMPACT
The trade of the six lots will not adversely impact adjacent properties. The vacant parcels under consideration are zoned I-2 and are surrounded by industrial zoning and uses.

PROJECT RELATIONSHIP TO OTHER PUBLIC AND PRIVATE PROJECTS
The property to be traded was purchased as part of the Central Yard expansion property. When the Central Yard expansion property was purchased, trading the six lots was taken into consideration. Therefore, the trade will not have an impact on the Central Yard's expansion plans.

COMPLIANCE WITH ADOPTED PLAN

Belmont Special Project Plan covers the area where the six lots are located. The plan recommends industrial zoning for the property.

STAFF RECOMMENDATION
Staff recommends that the property be traded.

PLANNING COMMITTEE RECOMMENDATION

The Planning Committee unanimously approved staff report, recommending that the property be traded.

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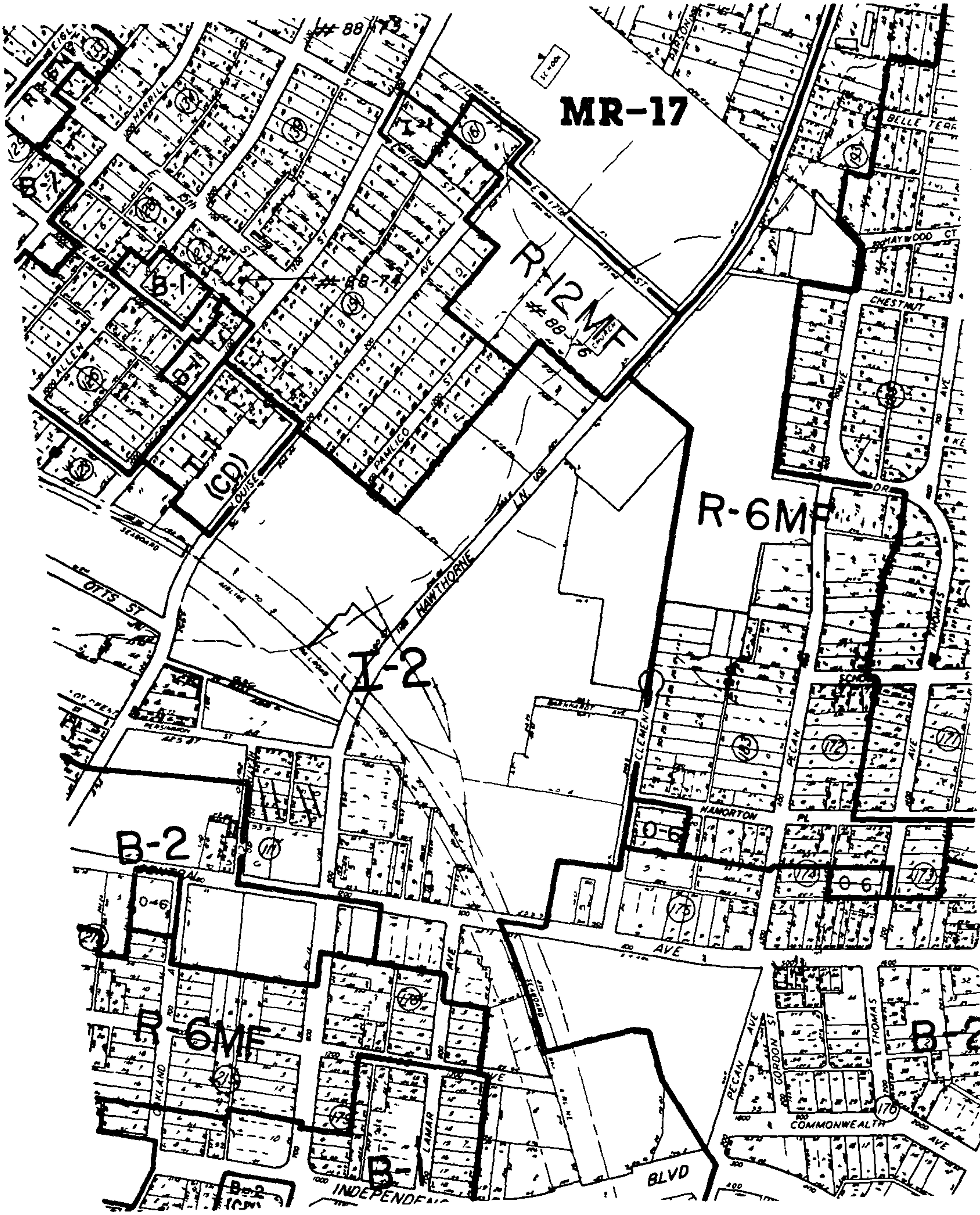
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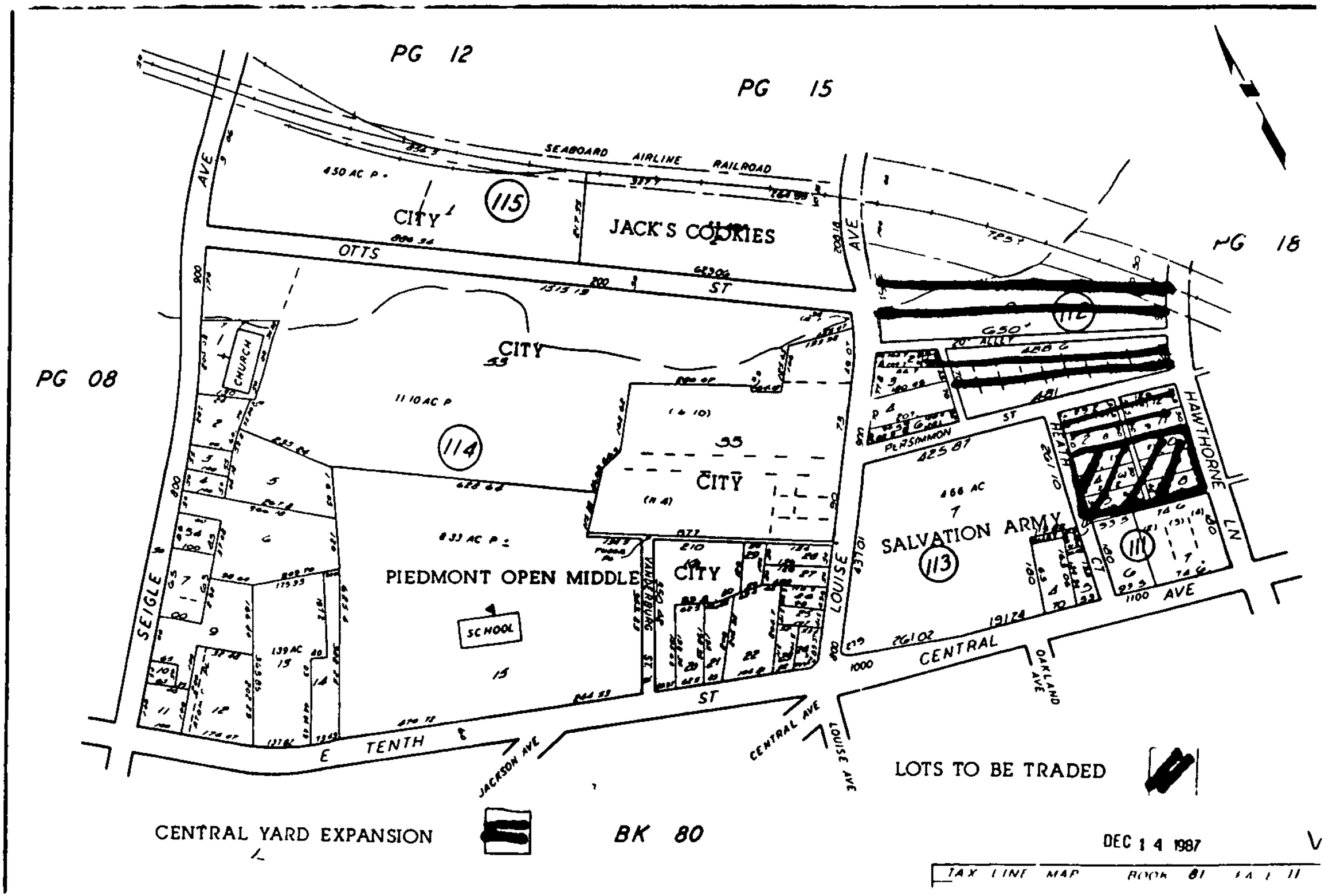
DR
OUISE
SEABOARD
OTIS ST
HAWTHORNE
CLEMENT
PERSIMMON
APES ST
HAMORTON
PL
PECAN
AVE
THOMAS
SCHOOL
OAKLAND
LAMAR
AVE
SEABOARD
PECAN AVE
GORDON ST
THOMAS
COMMONWEALTH
AVE
BLVD
INDEPENDENCE

MR-17


PG 12
PG 15
PG 18
PG 08
SEABOARD AIRLINE RAILROAD
CITY
115
JACK'S COOKIES
OTTS ST
CITY
114
CHURCH
CITY
35
CITY
PIEDMONT OPEN MIDDLE
SCHOOL
SALVATION ARMY
113
111
112
PERSIMMON ST
HEATH CT
HAWTHORNE LN
SEIGLE AVE
LOUISE AVE
VANDERBILT ST
E TENTH ST
JACKSON AVE
CENTRAL AVE
CENTRAL AVE
OAKLAND AVE
LOTS TO BE TRADED
CENTRAL YARD EXPANSION
BK 80
DEC 14 1987
TAX LINE MAP BOOK 81 PAGE 11

N/O

#6

9 Appointed by Mayor
16 Appointed by City Council

CITIZENS ADVISORY COMMITTEE - CONVENTION & VISITORS BUREAU

(25 Members)

Membership - Original appointments were made to expire on a staggered basis - one and two year terms.

Responsibilities - Established in conjunction with the Convention & Visitors Bureau to develop community awareness and to assist in developing community involvement and pride in Charlotte as a convention and travel destination.

MEMBER	DIST.	BUSINESS/ PROFESSION	ORIGINAL APPTMT.	RE-APPTMT.	TERM	EXPIRATION
(C)Joan P. Maultsby W/F	6	Exe. Dir./Nat'l Conf. Christains & Jews	9/08/86	3/14/88	2 yrs.	3/26/90
(M)Lucille Black B/F	2		3/26/84	5/19/86	2 yrs.	3/26/88
(M)Brenda Cage W/F		Asso. w/ J. Crosland	1/03/86	5/19/86	2 yrs.	3/26/88
(M)Yvette Alston B/F		Yvette Productions	5/19/86		2 yrs.	3/26/88
(M)Linda Kopel W/F	7		5/19/86		2 yrs.	3/26/88
(M)Floyd Young	2		3/26/84	5/19/86	2 yrs.	3/26/88
(M)Evelyn Welch W/F		Adv./Mkt.(Castleberry)	1/03/86	8/06/87	2 yrs.	3/26/89
(C)Jan Beck W/F	5	Science Museums	5/11/87	3/14/88	2 yrs.	3/26/90
(C)Cyrus M. Johnson, Jr. W/M	7	Womble Carlyle Sandridg	10/23/89		Unexp.	3/26/90
(C)Ange DeVivo W/F	7	Bus. Owner/Opr.	2/10/86	3/14/88	2 yrs.	3/26/90
(C)Laura Campbell W/F	2	So. Shows Dir./Prom.	2/10/86	3/14/88	2 yrs.	3/26/90
(C)Angela Cureton B/F	1	Mkt. Research Conslt.	9/26/88	4/10/89	2 yrs.	3/26/91
(C)George Westerfeld W/M	7	Human Potential Dev. Consultant	3/24/86	3/14/88	2 yrs.	3/26/90
(C)Cameron Keyser W/M	5	Pres./Visitor Info. TV Network	3/24/86	3/09/87 4/10/89	2 yrs.	3/26/91
(C)Elizabeth Kandler W/M	6	Former Hotel Sales Mgr.	3/24/86	3/09/87 4/10/89	2 yrs.	3/26/91
(C)Joyce D. Rice	6	V.P.-Roswell Group	9/26/88	4/10/89	2 yrs.	3/26/91
(C)Joe Goodpasture W/M	4		3/09/87	4/24/89	2 yrs.	3/26/91
(C)Cathy W. Jones B/F	5	Counsellor - CPCC	10/24/88	4/10/89	2 yrs.	3/26/91
(C)Austin Sapp W/F	4	Marketing Director	3/09/87	4/10/89	2 yrs.	3/26/91
(M)Linda Hammond W/F	7	Real Estate Sales	8/06/87		2 yrs.	3/26/89
(M)Jacqueline Edwards B/F	5		8/06/87		2 yrs.	3/26/89
(M)Penny Moore W/F	2	Real Estate Sales	8/06/87		2 yrs.	3/26/89
*(C)Cathy Thompson W/F	2	Special Events Conslt.	3/28/88		2 yrs.	3/26/90
(C)Fran I. Juneau W/F	7	Sr. Accounting Clerk	3/28/88		2 yrs.	3/26/90
(C)Betty Pride B/F	3	Travel Manager	4/24/89		2 yrs.	3/26/89

*Chairman

Revised 11/3/89

LIMITED TERMS - YES
ATTENDANCE TREATMENT -

NO _____

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES
CHARLOTTE CITY COUNCIL

FOR OFFICE USE ONLY

Appointed to

Date

Please complete each section.

FULL NAME MATERA / SHARON (please print or type) Mr ____ Mrs ✓ Ms ____ Miss ____

HOME ADDRESS 4504 SUGARWOOD DR. CLT ZIP 28226

BUSINESS ADDRESS 131 BREVARD COURT CLT ZIP 28202

HOME PHONE (704) 541-8269 BUSINESS PHONE (704) 332-0484

SPOUSE'S NAME Anthony A Matera SPOUSE'S EMPLOYER EXXON

SPOUSE'S TITLE Senior Store Supervisor

PLEASE INDICATE. Voting Precinct # XPR1 District # 7 Date of Birth 6-10-57

MALE ____ BLACK ____ BOARDS/COMMISSIONS/COMMITTEES I AM MOST INTERESTED IN

FEMALE ✓ WHITE ✓ Citizens Advisory Committee - CVS

SINGLE ____ INDIAN ____

MARRIED ✓ HISPANIC ____

OTHER ____

EDUCATION (including degrees completed) BS Nutrition
BS Business Administration

CURRENT EMPLOYER SHARON TRAVEL INC.

TITLE OWNER YEARS IN CURRENT POSITION 3

DUTIES ALL!

OTHER EMPLOYMENT HISTORY Director of Training ARA Services
Training Supervisor Howard Johnsons Co

(over)

INTERESTS/SKILLS/AREAS OF EXPERTISE Interest in developing retail business in downtown Charlotte Management & Training Skills Familiar with all areas of restaurant, Hotel, and Travel business & promo

CURRENT PROFESSIONAL ORGANIZATIONS, CIVIC, RELIGIOUS AND POLITICAL ACTIVITIES

ARC, IATAN, ASTA - Professional

PAST PROFESSIONAL ORGANIZATIONS, CIVIC, RELIGIOUS AND POLITICAL ACTIVITIES

Big Sister Program, Dietetics Association, Volunteer - Hospice Center in Baltimore
Baptist Sunday School Teacher,

COMMENTS.

AFFIRMATION OF ELIGIBILITY:

To your knowledge, has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes_____ No ✓ If Yes, please attach explanation.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the City Council?

Yes_____ No ✓ If yes, please attach explanation of the nature of the conflict

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

This form will be retained on file for one year and must be updated after that; otherwise, it will be removed from the active file.

A personal contact with a City Councilmember is recommended.

RETURN COMPLETED FORM TO:

Office of the City Clerk
600 East Fourth Street
Charlotte, NC 28202-2857

Signature: [signature]

Date: 1/2/90

PLEASE DO NOT SUBMIT RESUMES

No _____

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES
CHARLOTTE CITY COUNCIL

FOR OFFICE USE ONLY

Appointed to

Date

Please complete each section.

FULL NAME LORETTA F. SNYDER (please print or type) Mr ____ Mrs. ✓ Ms ____ Miss ____

HOME ADDRESS 8100 CLIFFSIDE DR. CHARLOTTE ZIP 28226

BUSINESS ADDRESS P.O. BOX 34000 CHARLOTTE ZIP 28261

HOME PHONE (704) 364-0248 BUSINESS PHONE (704) 847-8871

SPOUSE'S NAME G. MICHAEL SNYDER SPOUSE'S EMPLOYER STURM MACHINE

BARBOURSVILLE W VA SPOUSE'S TITLE SALES ENG.

PLEASE INDICATE. Voting Precinct # 68 District # 7 Date of Birth 2/16/41

MALE ____ BLACK ____ BOARDS/COMMISSIONS/COMMITTEES I AM MOST INTERESTED IN

FEMALE ✓ WHITE ✓ Convention & Visitors Bureau

SINGLE ____ INDIAN ____ Sister City Committee

MARRIED ✓ HISPANIC ____

OTHER ____

EDUCATION (including degrees completed) Completed 2 yrs. college - Queens New York - did not complete degree Business & Legal Course Training - New York

CURRENT EMPLOYER Pic N Pay Stores Inc.

TITLE Asst. Sec/Travel Coordinator YEARS IN CURRENT POSITION 13

DUTIES Corporate Attest & Resolutions, Bd. Notices & Meetings - All Travel Duties - Pic N Pay

OTHER EMPLOYMENT HISTORY NBC New York - Legal Department M.J. Tabert Assoc - New York - Talent Agents.

(over)

INTERESTS/SKILLS/AREAS OF EXPERTISE Travel, Bridge, Tennis

CURRENT PROFESSIONAL ORGANIZATIONS, CIVIC, RELIGIOUS AND POLITICAL ACTIVITIES
North Carolina Passenger Traffic Assoc
St John Hillmann,

PAST PROFESSIONAL ORGANIZATIONS, CIVIC, RELIGIOUS AND POLITICAL ACTIVITIES
NC PTA, Bd Member Heritage Woods Swim & Racquet Club, PTA, N.C Garden Club; Past Pres

COMMENTS: Heritage Woods Garden Club,

AFFIRMATION OF ELIGIBILITY:

To your knowledge, has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes_____ No ✓ If Yes, please attach explanation.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the City Council?

Yes_____ No ✓ If yes, please attach explanation of the nature of the conflict.

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

This form will be retained on file for one year and must be updated after that; otherwise, it will be removed from the active file.

A personal contact with a City Councilmember is recommended.

RETURN COMPLETED FORM TO:

Office of the City Clerk
600 East Fourth Street
Charlotte, NC 28202-2857

Signature: Loretta L. Snyder
Date: Dec 26, 1989

PLEASE DO NOT SUBMIT RESUMES

RECEIVED
DEC 27 1989
OFFICE OF CITY CLERK

City Clerk
1989