

AGENDA
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
MAY 26, 2015 – 5:30 PM

The Board of Commissioners will meet with Human Resources consultant Susan Manning for a discussion on employee pay and classification.

AGENDA
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
MAY 26, 2015 - 7:00 PM

1. Regular Meeting Called to Order
2. Invocation
3. Pledge of Allegiance
4. Items to be Added to the Agenda
5. Recess Regular Meeting for Public Hearing on FY 2015-16 Budget
[Budget Message from the Manager](#)
[Budget Presentation](#)
6. Reconvene Regular Meeting
7. Public Comment (Please sign in to speak at this time. Limited to 4 minutes)
8. Environmental Advisory Committee Report
9. Consent Agenda
 - A. Approve Tax Refunds
 - B. Appoint Planning Board Members
 - C. Approve Preliminary Plat – Stevens Grove (formerly Arborfield)
 - D. Consider Amending Chapter 74: Traffic Ordinance for Added Parking Spaces on West Charles Street

E. Approve Budget Ordinance Amendments to:

- 1) Approve Budget Ordinance Amendment to recognize Shared Proceeds received through the DEA Task Force in the amount of \$68,609.10

10. Unfinished Business

- A. Adopt Preliminary Resolution for Oscar Drive Special Assessment and Set Public Hearing for June 22, 2015

11. New Business

- A. Mecklenburg County Amateur Radio Society Field Day Exercise Request
- B. Consider Amending Chapter 74 Parking Schedule for Uncontrolled Parking Area Along West Charles Street
- C. Receive Monthly Budget Report
- D. Planning Conference "To Do" List Progress Report
- E. Award Contract for Campus Ridge Road Relocation/Project U-4713B
- F. Award Contract for Construction Engineering and Inspection/Project U-4713B
- G. Award Spring 2015 Paving Bid

12. Mayor's Report

13. Attorney's Report

14. Town Manager's Report

15. Adjournment



Matthews FY 2015-16 Budget

HAZEN BLODGETT, TOWN MANAGER

MAY 26, 2015

Strategic Framework & Budget

Quality of Life Goal: “To maintain our small town identity by providing a vibrant downtown, pedestrian friendly community, extensive greenspace system, and recreational and cultural activities.”

- **Parks, Recreation, & Cultural Resources Department: Special Events Continue to be Successful**
- **New Events Added: Pawsitively Matthews, Food Truck Fridays & Artist Showcase**
- **Red Brick Partnership Creation**
- **Downtown Streetscape Plan**
- **Public Arts Initiative Underway**

Strategic Framework & Budget

Communications Goal: “To create an informed citizenry by providing relevant information about the Town and enhancing two way communications using traditional techniques and new technologies.”

- **Communications Plan Implementation ongoing: social media, direct mail for special events, e-blasts, press releases**
- **Website rebuild/refresher/mobile app improvements – work is ongoing (Tourism Funds)**

Strategic Framework & Budget

Transportation Goal: “To identify, plan, design, fund, and build transportation facilities that efficiently and effectively serve the community in a cost effective and environmentally sensitive manner.”

- **Public Works Department: S. Trade Street Project is underway, Buckley Way project awarded, Campus Ridge project upcoming**
- **Continuous planning for U.S. 74 express lanes, Silver Line, John Street widening, Weddington Rd/I-485, McKee Road “A”, N.C. 51/Matthews-Mint Hill Road Superstreet, Composite Bike/Ped plan**
- **Continue CRTPO, MTC participation and leadership**

Strategic Framework & Budget

Public Safety Goal: “To provide the necessary trained personnel, equipment, and procedures to ensure the safety of Matthews’ citizens and enhance the Town’s reputation for safety.”

- **Police Department: maintain all sworn positions; 7 replacement police vehicles & equipment; continue Citizen Observer program**
- **Replacement fire trucks programmed in CIP; Explorer Program continues to be successful**
- **Fire & EMS Department: grants for volunteer incentives & additional firefighters/EMTs.**

Strategic Framework & Budget

Economic Development/Land Use Planning Goal: “To enhance the quality of life of the citizens by aggressively pursuing a balanced tax base by targeting businesses that will contribute sustainable, environmentally sensitive development and by planning for orderly growth and development.”

- **Economic Development: Red Brick Partnership, Four Town Alliance, EDAC**
- **Planning & Development Department: Bike/Ped Composite Plan, E. John Street Small Area Plan, ENT District**

Strategic Framework & Budget

Operational Performance Goal: “To plan, allocate resources, and operate all departments effectively and efficiently in order to meet the citizens’ needs for local government services.”

- **Service Excellence Initiative Continues. Matthews University (supervisor training)**
- **Retain/Recruit Professional Staff – “People Are Our Business” – Our people serve the people of Matthews**

Strategic Framework & Budget

Financial Performance Goal: “To provide financial resources in a prudent and responsible manner through traditional and alternative sources of revenue, effective budgeting, and cost control with a focus on maintaining a healthy fund balance.”

- **Conservative Budgeting Continues**
- **New Finance Director – new vision**
- **Fund Balance Rebuilding Plan Underway**
- **GFOA Excellence in Financial Reporting Award – 17 consecutive years**

FY 14-15 Budget Recap

- Revaluation refunds exceeded County projections (estimated \$975,000).
- Property tax rate remained the same.
- Increased tag fee from \$15 to \$25 for additional paving.
- On target to meet revenue projections; sales tax base expanded; last year of business license.
- 2.0% average employee merit performance salary increases.

FY 15-16 Budget Overview

- Resources are aligned with our Strategic Framework goals & anticipated revenues.
- This budget invests in our people & the resources we need to maintain all of the services we offer our citizens.
- Department budgets reflect continued restraints due to limited revenues.
- Property Tax Rate Proposed to Increase 2.5 cents – 1.5 cents for South Trade Street bond, 1 cent for loss of business license and revaluation.
- Fee increases (Parks, Recreation, & Cultural Resource and Planning & Development)
- No Fund Balance Appropriated (FBA)



FY 15-16 Budget Overview

2015-16 Proposed General Fund Budget

\$20,730,866

2014-15 General Fund Budget

\$19,698,369

Tax Rate History

2008	.3075
2009	.3325
2010	.3325
2011	.3325
2012	.3025
2013	.3025
2014	.3175
2015	.3175



Town's FY 15-16 Revenue Sources

- Property Taxes – 58.5%
- Sales Taxes – 13.5%
- State Shared Revenues – 16%
- Other (Powell Bill, permits, fees, etc.) – 12%

FY 15-16 Budget Pressures



Loss of Business License

Loss of Revenue Due to Revaluation

FY 15-16 Budget Pressures



Cost of Doing Business Increases

(examples include: solid waste fees, street lights, property/liability insurance, electricity, water/sewer, etc.)

Investment in People/Resources



3% Merit Performance
Increases

Pay and Classification
Evaluation Adjustments

Equipment

Facilities Maintenance Fund

Governing Body

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$44,553	\$44,406	\$44,406
Operating	\$175,492	\$148,550	\$170,750
TOTAL	\$220,045	\$192,956	\$215,156

Highlights:

- **Out of town planning conference**
- **Legal Fee Budget Increased \$10,000**
- **Metro Mayors Coalition - \$7,800**
- **Technology Allowance Increase Due to Election Cycle**

Manager

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$402,223	\$413,605	\$429,042
Operating	\$17,603	\$14,500	\$14,250
Capital	\$0	\$0	\$0
TOTAL	\$419,826	\$428,105	\$443,292

Highlights:

- **Internship - \$4,000**

Not Included:

- **Benchmarking Program with UNC SOG - \$10,000**

Human Resources

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$63,840	\$51,389	\$53,458
Operating	\$1,565,773	\$1,681,000	\$1,641,892
Capital	\$0	\$0	\$0
TOTAL	\$1,629,613	\$1,732,447	\$1,695,350

Highlights:

- **Service Excellence Initiative remains at \$10,000**
- **State Health Plan**
- **Organizational Development- Matthews University**
- **Pay and Classification Implementation**

Not Included:

- **Employee Wellness Program (supplement to State Health Plan) - \$5,000**

Finance

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$210,696	\$221,705	\$235,626
Operating	\$186,378	\$184,200	\$185,100
Capital	\$0	\$0	\$0
TOTAL	\$397,074	\$405,905	\$420,726

Highlights:

- **Business License Collection Discontinued**

Fire & EMS

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel *	\$940,425	\$1,139,647	\$1,231,645
Operating	\$283,813	\$352,130	\$362,200
Capital	\$0	\$0	\$0
TOTAL	\$1,224,238	\$1,491,777	\$1,593,845

*Personnel includes Idlewild VFD and Matthews VFD costs. Does not include grants for firefighters and volunteers

Highlights:

- Grants for volunteer incentives and additional firefighters/EMTs
- Includes funding for last quarter when firefighter grant ends - \$33,000
- Idlewild VFD funding increased by \$10,000 (\$8,500 for ½ of SCBA's)
- Idlewild VFD concrete apron work - \$25,000

Not Included:

- Idlewild VFD Requested Additional Funding - \$26,000
- Thermal Imaging Camera - \$7,000

Information Technology

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$69,800	\$71,324	\$74,763
Operating	\$156,369	\$174,650	\$181,700
Capital	\$18,375	\$12,500	\$76,000
TOTAL	\$244,544	\$258,474	\$332,463

Highlights:

- **Offsite Data Backup Fees**
- **Hood Room IT Improvements - \$56,000**

Not Included:

- **Agenda Automation/Management System - \$11,250**

Safety & Risk Management

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$21,691	\$52,376	\$68,709
Operating	\$395,158	\$431,350	\$361,981
Capital	\$0	\$0	\$0
TOTAL	\$416,849	\$483,726	\$430,690

Highlights:

- **Workers Compensation decreased 35%**
- **Property/Liability Insurance increased 6%**

Police

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$4,281,861	\$4,426,514	\$4,610,607
Operating	\$809,080	\$854,938	\$854,395
Capital	\$316,417	\$237,600	\$243,700
TOTAL	\$5,407,358	\$5,519,052	\$5,708,702

Highlights:

- **7 equipped vehicles (\$39,000 per vehicle)**
- **New K-9**
- **10 replacement tasers**

Not Included:

- **Body Cameras - \$43,000 (possible grant opportunity)**

Public Works

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$1,273,337	\$1,295,176	\$1,326,006
Operating	\$3,260,208	\$3,571,868	\$3,568,506
Capital	\$22,654	\$103,500	\$87,885
TOTAL	\$4,556,199	\$4,970,544	\$4,982,367

Highlights:

- **Paving - \$587,500 to match tag fee revenues**
- **Replacement of 26 year old Truck - \$25,000**
- **Pedestrian Crossing Signal for Trade St/Matthews St - \$10,000**

Public Works - Stormwater

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$348,107	\$370,108	\$380,067
Operating	\$198,658	\$219,650	\$278,850
Capital	\$3,659	\$24,000	\$6,500
TOTAL	\$550,424	\$613,758	\$665,417

Highlights:

- **Winterwood Culverts Replacement - \$65,000**
- **Financing Payment for Streetsweeper - \$52,000**
- **Using Stormwater Fund Balance - \$110,000**
- **Need to Consider Stormwater Rate Increase for Next Fiscal Year (FY 16-17)**

Economic Development

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$0	\$0	\$0
Operating	\$19,390	\$20,000	\$25,000
TOTAL	\$19,390	\$20,000	\$25,000

Highlights:

- **Continue Funding for Downtown Facade Grants**
- **Funding for Four Town Alliance - \$5,000**
- **Red Brick Partnership – (\$20,000 appropriated in February 2015 – runs through FY 16)**

Not Included:

- **Fully funded Economic Development Program (ED Plan by Frank Warren)**

Planning & Development

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$364,237	\$393,093	\$397,418
Operating	\$22,298	\$58,438	\$59,938
Capital	\$0	\$0	\$0
TOTAL	\$386,535	\$451,531	\$457,356

Highlights:

- **East John Street Small Area Plan**
- **Continued work on Crestdale Heritage Trail**

Not Included:

- **Additional Small Area Plans**

Parks, Recreation & Cultural Resource

EXPENSES	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Recommended
Personnel	\$553,243	\$571,800	\$558,192
Operating	\$623,114	\$546,050	\$556,950
Capital	\$14,130	\$15,000	\$8,000
TOTAL	\$1,190,487	\$1,132,850	\$1,123,142

Highlights:

- **Addition of Pawsitively Matthews, Food Truck Friday & Artist Showcase**
- **NCPA Accreditation - \$5,000**

Other

- **Levine Senior Center** **\$5,000** **(General Fund)**
- **Tourism Grants** **\$60,000** **(Tourism Fund)**
- **Matthews Alive** **\$60,000** **(Tourism Fund)**
- **Sportsplex** **\$249,200** **(Tourism Fund)**
- **Arts/Science Council** ***\$18,000** **(Tourism Fund)**
- *\$8,000 Increase**
- **Matthews Historical Museum** **\$40,000** **(Tourism Fund)**

Additional Information



Facilities Maintenance Fund:

- **\$34,557 included**
- **Additional funding necessary for future needs**

Capital Improvement Plan

Review CIP Document

Questions?

**Your Questions or Topics for Staff to
Prepare for the Discussion on May 18**

Budget Message and Manager's Budget for FY 2015-16

TO: Mayor and Board of Commissioners
DATE: May 11, 2015
FROM: Hazen Blodgett, Town Manager

Attached is the proposed budget for the Town of Matthews Fiscal Year (FY) 2015-16. This represents the most unusual budget in memory. Sales tax and telecommunications tax are healthy – a positive sign the economy has rebounded. However, other items beyond our control have impacted the budget.

The town's tax base is down. As a result of the re-valuation, our tax base (value of all buildings in town) is projected to be down 0.02%. In North Carolina, the counties are responsible for the valuation of buildings. Mecklenburg County Assessor's office is projecting a decrease for Matthews. We are the only jurisdiction in the county with a reduction.

Knowing our revenues will be tight, we've asked the department heads to prepare conservative budgets while maintaining service levels. Excluding the cost of the debt service for South Trade Street, the FY 2015-16 budget is less than a 3% increase over the FY 2014-15 budget.

This budget is recommending a 2.5 cent tax increase - 1.5 cents is for the debt service related to the South Trade Street project. This has been discussed for a number of years and is a result of a 2004 General Obligation Road Bond approved by the voters.

This budget is also includes a one-cent increase due to two events:

- The repeal of the privilege license tax by the State of North Carolina. We budgeted \$200,000 in FY 15 (our final year). \$200,000 represents 0.6 cents on the tax rate;
- This year, we are projecting a tax refund of \$975,000. This represents the over payment of four years of property taxes (FY12, 13, 14, and 15) by our citizens. The Mecklenburg County Tax Assessor's office overvalued Matthews' property values by \$76 million at the time of the reval. In FY12, we budgeted a "revenue neutral" rate. Since property values increased by 10%, we reduced our tax rate by 10%. The County re-valuation shows that values only increased by 7.8%. Thus, we should have reduced our tax rate by 7.8% not 10%. This discrepancy represents 0.7 cents on the tax rate.

The budget's impact on an average \$200,000 home in Matthews would be \$50 a year in additional property taxes.

The budget includes a 3% salary increase pool based on performance for employees. The Capital Improvements Plan shows \$421,400 for capital needs. No money is budgeted from the General Fund Balance (the Town's savings account).

The Town's strategic framework with its seven goals and the department's strategic plans are the guiding principles for developing the budget.

Thanks to the department heads and staff for their hard work, with special thanks to Assistant Manager Jamie Justice and Finance Director Chris Tucker.

Environmental Advisory Committee

Minutes May 5, 2015

The Matthews Environmental Committee met in regular session on May 5, 2015 at the Public Works Facility. Members present were Chairman Gordon Miller, Ollie Frazier, David Ross, John Lynch and Scott Baranowski. Also present were Jack Killiebrew from Republic Services, along with Rosalind Cumming and Ralph Messera from Public Works. Also, observing the meeting were three members of the public, two of which were Butler High school students, and the mother of one of the students.

Mr. Miller called the meeting to order at 7:00pm. The April minutes were reviewed and approved.

Mr. Killiebrew gave the Republic Services report stating that everything went well during the month of April. For the beginning of May, he stated they had been having some issues, and that yard waste had been running behind. They are now back on track except for the neighborhood of Brightmoor which will be handled tomorrow.

Mr. Messera discussed that Public Works has been having some issues with the cart delivery company, Waste Rec. They have been running behind on cart delivery and have been marking carts as delivered when they haven't been. Mr. Killiebrew said he will look into this and talk with Waste Rec and get back with the Public Works Department.

Under other solid waste issues, a luncheon was held for Republic Services drivers at the Public Works facility. The drivers were very appreciative and it was used as a good communication tool for discussion between drivers and the Public Works department. Also, the Town held a litter sweep on April 17th and 18th along with the Earth day event. Public Works employees participated in picking up litter for the day, instead of their regular duties.

On Storm Water issues, house bill 760 was discussed. It is a 35 page bill to be brought before the NC General Assembly which affects storm water issues. Essentially it will reduce the requirements for buffers on streams and the maintenance of buffers on streams. There was some discussion of how this would affect our environment and how it would eliminate any controls exceeding federal regulation. Follow up on this issue will be coming from Mr. Rusty Rozzelle.

Next, under storm water issues, notice of violation for 10416 E. Independence Boulevard was discussed. A sewer had been stopped up at this location, allowing sewage to flow into a storm drain which drained into Irwins creek. A NOV was sent to the landlord of the shopping center. This violation happened twice within a two month period. A penalty is in the process of being

initiated and sent by the Town Manager. It was noted, that even if this property manager sells this property, which he indicated in his written response, he is still liable for the NOV.

Another NOV occurred at 2601 Briar Trail Court. Sewage was observed to have been pumped from the residents septic tank into the yard, where it ran into a ditch and into several other yards. The notice of violation has been sent and it is in the penalty phase.

Under other storm water issues, Mr. Messera talked about the possibility of storm water rates being raised for this year. Matthews currently maintains an underground storm water piping system of about 110 miles. We have one large contracted job to line rusted pipes on Winterwood Drive, projected for the coming fiscal year in addition to all the other storm water expenses. Going forward, we may have more of these projects as the pipe system gets older. We are considering going to a 4 tier fee system. As Matthews has to ask for a tax increase this year, due to bonds becoming due and because of lost revenue due to elimination of business licenses, and because of property evaluation tax credits, Mr. Messera stated that it would not be wise to try to increase the storm water fees this year. Instead, he discussed using the remaining available fund balance for increased costs this coming year and asking for a storm water fee increase in the following year.

Regarding Air Quality, Mr. Ross reported that there were no violations of air quality in the past month in Matthews, and all facilities are in compliance. It was mentioned, that we will be getting new ozone standards in October, but as of now, we remain in compliance.

Regarding Physical Agents, engine brake regulation was discussed. Apparently a resident that lives in the Trade street townhouses located behind the Walgreens close to highway 51, had complained about trucks passing by and making a lot of noise with their engine compression breaking. We currently have a noise ordinance in place that covers excess noise, but does not specifically address engine brake noise. Mr. Messera provided copies of information from other NC towns that have addressed this issue. It was mentioned that dump trucks and concrete trucks pass by those townhouses on the way to the quarry on Sam Newell Road. If some kind of ordinance was put in place, it would be difficult to enforce. The Police department would have a difficult time enforcing it and would not have the manpower to enforce. The biggest issue for the Matthews Police Department is traffic accidents, which average about 10 a day. After some discussion it was decided that the committee has no specific recommendations at this time, but if we receive more complaints, it will be reviewed again.

Under other business, the tentative plan for the garbage contract was discussed. The current garbage contract ends 6/30/2016. The Town will need to decide if they are going to renew the current contract, or put it out to bid. Mr. Miller met with the Town Manger and they agreed that the current contractor is doing a reasonable job. Currently about 10% of the budget is spent on

sanitation services. There isn't a real problem with the existing company, but there is an opportunity to take a look and compare other companies. It was decided that the Town should get a statement of qualifications from other companies that could have availability. It is the committee's responsibility to make sure that Matthews tax payers' money is spent wisely. Mr. Miller has drafted a statement of qualification letter which was reviewed. Ms. Cumming will review the draft for errors and Mr. Messara will review for legal corrections. This SOQ will then be sent out to garbage companies in the surrounding area, by May 15th. We plan to receive these back by June 19th with the requested qualifications. At the July meeting (Tuesday July 7th), they will be reviewed. The committee will determine who is qualified or not and will make a first cut and narrow the choices down to about 4. The selected companies will then be presented with some questions, or invited in to give a brief presentation.

It was suggested to send SOQ to the following companies:

Republic Services
Advanced Disposal
Waste Mgmt
Waste Pro
Signature
Waste Connections
God Bless the USA
RCS
Green Day
Action

With other business completed, a motion was made at 8:30 pm to adjourn the meeting, which was seconded, and passed. The next meeting will be held on Tuesday June 2nd, 2015.

Rosalind Cumming
Secretary

MEMORANDUM

To: Mayor and Board of Commissioners
From: Shana Robertson, Finance Department
CC: Hazen Blodgett, Town Manager
Date: May 26, 2015
Re: Tax Refunds

The Interlocal Agreement between Mecklenburg County and the Town of Matthews states they bill and collect the Ad Valorem taxes for Matthews. Upon collection, the County remits those to the Town. Matthews is responsible for issuing the refund if an adjustment occurs on the tax bill after the payment has been received. Refunds are issued for various reasons.

Mecklenburg County Tax Office has submitted the attached list of taxpayers for refunds. The list reflects the tax year, taxpayer, location, adjustment made and reason for adjustment, along with the refund amount. G.S. 105 requires that tax refunds or releases shall be approved by the governing body.

These reports reflect tax appeals, settlements, and adjustments made, as received from the Mecklenburg County Tax Office.

Total returns: \$27,890.38

Recommendation: The Mayor and Board of Commissioners approve the tax refunds.

Tax Year	Bill Number	Parcel #	Source Type	Adj #	Adjustment Reason	Date of Adjustment
2012	0001936268-2012-2012-0000-00	19340152	REI	387331	BER SL362 Decision	3/18/2015
2013	0001936268-2013-2013-0000-00	19340152	REI	387325	BER SL362 Decision	3/18/2015
2014	0001936268-2014-2014-0000-00	19340152	REI	387324	BER SL362 Decision	3/18/2015
2011	0001936268-2011-2011-0000-00	19340152	REI	387333	BER SL362 Decision	3/18/2015
2014	0002001935-2014-2014-0000-00	21507302	REI	356195	BER SL362 Decision	2/18/2015
2011	0001935069-2011-2011-0000-00	19334307	REI	387448	BER SL362 Decision	3/18/2015
2012	0001935069-2012-2012-0000-00	19334307	REI	387450	BER SL362 Decision	3/18/2015
2013	0001935069-2013-2013-0000-00	19334307	REI	387449	BER SL362 Decision	3/18/2015
2014	0002047830-2014-2014-0000-00	22706274	REI	387605	BER SL362 Decision	3/20/2015

Refund Recipient Name	Address Line 1	Address Line 2	City	State	Zip Code
BARWICK, TRACY L	3022 SUMMERLAND DR		MATTHEWS	NC	28105
BARWICK, TRACY L	3022 SUMMERLAND DR		MATTHEWS	NC	28105
BARWICK, TRACY L	3022 SUMMERLAND DR		MATTHEWS	NC	28105
BARWICK, TRACY LYNN	3022 SUMMERLAND DR		MATTHEWS	NC	28105
INDEPENDENCE REAL ESTATE INVESTORS	6000 MONROE RD SUITE 100		CHARLOTTE	NC	28212
JOHNSON, GEORGIA M	3000 PLENTYWOOD DR		MATTHEWS	NC	28105
JOHNSON, GEORGIA M	3000 PLENTYWOOD DR		MATTHEWS	NC	28105
JOHNSON, GEORGIA M	3000 PLENTYWOOD DR		MATTHEWS	NC	28105
ZHUGANG, LIU	507 HIDGEWAY RIDGE CT		MATTHEWS	NC	28105

Payment Date for Interest Calculation	Total Refund (\$)	Total Interest to Pay if mailed on or before 6/2/2015 (\$)	
1/8/2013	30.25	3.63	33.88
1/7/2014	31.75	2.22	33.97
1/6/2015	31.75	0.64	32.39
1/6/2012	30.25	5.15	35.40
1/6/2015	3,977.64	80.10	4,057.74
1/6/2012	54.75	9.32	64.07
1/8/2013	53.54	6.42	59.96
1/7/2014	56.19	3.93	60.12
1/6/2015	231.46	4.66	236.12
	4,497.58	116.07	4,613.65

Tax Year	Bill Number	Parcel #	Source Type	Adj #	Adjustment Reason	Date of Adjustment	Refund Recipient Name
2013	0001997063-2013-2013-0000-00	21327213	REI	411759	BER SL362 Decision	3/31/2015	ARLINE, MICHAEL CURON
2014	0001997063-2014-2014-0000-00	21327213	REI	411758	BER SL362 Decision	3/31/2015	ARLINE, MICHAEL CURON
2011	0002004135-2011-2011-0000-00	21526127	REI	418191	BER SL362 Decision	3/31/2015	GADDY, JOHNNIE L
2012	0002004135-2012-2012-0000-01	21526127	REI	418078	BER SL362 Decision	3/31/2015	GADDY, JOHNNIE L
2011	0001997063-2011-2011-0000-00	21327213	REI	411761	BER SL362 Decision	3/31/2015	HARRIS, MARY ALICE
2012	0001997063-2012-2012-0000-00	21327213	REI	411760	BER SL362 Decision	3/31/2015	HARRIS, MARY ALICE
2011	0002001214-2011-2011-0000-00	21502149	REI	418093	BER SL362 Decision	3/31/2015	LAWRENCE, PEGGY A
2012	0002001214-2012-2012-0000-00	21502149	REI	418094	BER SL362 Decision	3/31/2015	LAWRENCE, PEGGY A
2013	0002001214-2013-2013-0000-00	21502149	REI	418095	BER SL362 Decision	3/31/2015	LAWRENCE, PEGGY A
2014	0002001214-2014-2014-0000-00	21502149	REI	418092	BER SL362 Decision	3/31/2015	LAWRENCE, PEGGY A
2011	0001996571-2011-2011-0000-00	21323101	REI	411753	BER SL362 Decision	3/31/2015	RENFROW, JAMES M
2012	0001996571-2012-2012-0000-00	21323101	REI	411752	BER SL362 Decision	3/31/2015	RENFROW, JAMES M
2013	0001996571-2013-2013-0000-00	21323101	REI	411747	BER SL362 Decision	3/31/2015	RENFROW, JAMES M
2014	0001996571-2014-2014-0000-00	21323101	REI	411746	BER SL362 Decision	3/31/2015	RENFROW, JAMES M
2011	0001992765-2011-2011-0000-00	21301241	REI	418149	BER SL362 Decision	3/31/2015	SOISET, WILLIAM AUSTIN
2012	0001992765-2012-2012-0000-00	21301241	REI	418152	BER SL362 Decision	3/31/2015	SOISET, WILLIAM AUSTIN
2013	0001992765-2013-2013-0000-00	21301241	REI	418150	BER SL362 Decision	3/31/2015	SOISET, WILLIAM AUSTIN
2014	0001992765-2014-2014-0000-00	21301241	REI	418151	BER SL362 Decision	3/31/2015	SOISET, WILLIAM AUSTIN
2011	0002001371-2011-2011-0000-00	21503250	REI	418106	BER SL362 Decision	3/31/2015	TREXLER, LANNY R
2012	0002001371-2012-2012-0000-00	21503250	REI	418105	BER SL362 Decision	3/31/2015	TREXLER, LANNY R
2013	0002001371-2013-2013-0000-00	21503250	REI	418104	BER SL362 Decision	3/31/2015	TREXLER, LANNY R
2014	0002001371-2014-2014-0000-00	21503250	REI	418103	BER SL362 Decision	3/31/2015	TREXLER, LANNY R
2014	0002004135-2014-2014-0000-00	21526127	REI	418111	BER SL362 Decision	3/31/2015	WILSON, THOMAS E

Address Line 1	Address Line 2	City	State	Zip Code	Payment Date for Interest Calculation	Total Refund (\$)
745 TRAIL RIDGE RD		MATTHEWS	NC	28105	1/7/2014	23.17
745 TRAIL RIDGE RD		MATTHEWS	NC	28105	1/6/2015	23.17
13900 IDLEWILD RD		MATTHEWS	NC	28105	4/25/2012	129.61
13900 IDLEWILD RD		MATTHEWS	NC	28105	1/8/2013	16.19
1801 LAWTON BLUFF RD		CHARLOTTE	NC	28226	1/6/2012	22.99
1801 LAWTON BLUFF RD		CHARLOTTE	NC	28226	1/8/2013	22.08
PO BOX 533		MATTHEWS	NC	28106-0533	1/6/2012	195.42
PO BOX 533		MATTHEWS	NC	28106-0533	1/8/2013	190.28
PO BOX 533		MATTHEWS	NC	28106-0533	2/27/2014	205.20
PO BOX 533		MATTHEWS	NC	28106-0533	1/6/2015	199.71
9813 WESLEYAN CT		CHARLOTTE	NC	28227	1/6/2012	4,308.95
9813 WESLEYAN CT		CHARLOTTE	NC	28227	1/8/2013	4,309.09
9813 WESLEYAN CT		CHARLOTTE	NC	28227	1/7/2014	4,522.47
9813 WESLEYAN CT		CHARLOTTE	NC	28227	1/6/2015	4,522.47
PO BOX 2363		MATTHEWS	NC	28106	1/6/2012	610.45
PO BOX 2363		MATTHEWS	NC	28106	1/8/2013	609.84
PO BOX 2363		MATTHEWS	NC	28106	1/9/2014	652.88
PO BOX 2363		MATTHEWS	NC	28106	1/6/2015	640.08
1044 CRESTDALE CROSSING DR		MATTHEWS	NC	28105	1/6/2012	15.43
1044 CRESTDALE CROSSING DR		MATTHEWS	NC	28105	1/8/2013	13.92
1044 CRESTDALE CROSSING DR		MATTHEWS	NC	28105	1/7/2014	14.61
1044 CRESTDALE CROSSING DR		MATTHEWS	NC	28105	1/6/2015	7.30
388 KILLIAN CT		MATTHEWS	NC	28104	3/23/2015	18.73
						21,274.04

**Total Interest to Pay if
mailed on or before
6/2/2015 (\$)**

1.62	24.79
0.47	23.64
20.12	149.73
1.94	18.13
3.91	26.90
2.65	24.73
33.27	228.69
22.81	213.09
12.93	218.13
4.02	203.73
733.70	5,042.65
516.50	4,825.59
316.57	4,839.04
91.07	4,613.54
103.94	714.39
73.10	682.94
45.52	698.40
12.89	652.97
2.63	18.06
1.67	15.59
1.02	15.63
0.15	7.45
0.18	18.91
2,002.69	23,276.73

Agenda Item: Planning Board Appointments

DATE: May 20, 2015
FROM: Kathi Ingrish

Background/Issue:

- Planning Board has 7 regular, or voting member slots and 2 alternate slots
- When a regular member leaves, that position is generally filled by an experienced alternate member
- Voting member Eric Johnson has had to resign due to personal/family commitments
- Barbara Dement has been an alternate for a year and has participated multiple times in place of an absent voting member
- Town Board interviewed a number of candidates at the beginning of the calendar year when only one position was available, so there is a pool of potential candidates ready for appointment

Proposal/Solution:

- Barbara Dement can be moved from alternate to regular member status to fill Eric Johnson' term through January 2016
- One of the pool candidates can be appointed to the alternate position for the unexpired term through January 2017

Financial Impact:

None

Related Town Goal(s) and/or Strategies:

Quality of Life

Economic Development/Land Use Planning

Recommended Motion/Action:

- Appoint Barbara Dement to regular voting member position
- Appoint new alternate member

Plbdappoint 5-20-15

Agenda Item: Stevens Grove Subdivision Preliminary Plat (formerly Arborfield Subdivision)

DATE: May 19, 2015
FROM: Mary Jo Gollnitz, Planner II

Background/Issue:

Pursuant to § 155.405.7.B.3 of the Matthews Unified Development Ordinance, the Preliminary Plan of a proposed subdivision is forwarded to the Board of Commissioners within 30 days following the determination that all required standards have been met. The Board of Commissioners shall approve or approve with conditions the Preliminary Plan. If the Preliminary Plan is conditionally approved, the minutes of the Board of Commissioners meeting shall state the measures necessary for the Final Plat to be approved.

Approval of the preliminary plat allows the developer/property owner to grade the land and begin development. About the subdivision:

- Matthews Arborfield has submitted their Preliminary Plat for Stevens Grove Subdivision.
- 45 lot subdivision will be created from 4 original lots totaling 35.29 acres
- subdivision will be accessed from Arborfield Drive
- subdivision is adjacent to the City of Charlotte limits at Echo Forest apartments (along Pineville Matthews Rd) and a Pulte Home subdivision
- development is by right in the R-15 district
- public improvements will be installed including sidewalk and curb and gutter
- Final Plat(s) shall be submitted in accordance with §155.405.8 and 9 of Matthews UDO, including the installation of all required improvements.
- Final plats will be completed in phases
- developer cannot get building permits or sell lots until final plat is recorded

Proposal/Solution:

The attached preliminary plat does meet all the R-15 requirements and conditions that are required. The proposed preliminary plat complies with the Matthews UDO.

Financial Impact:

There will be 44 new homes added to the tax base.

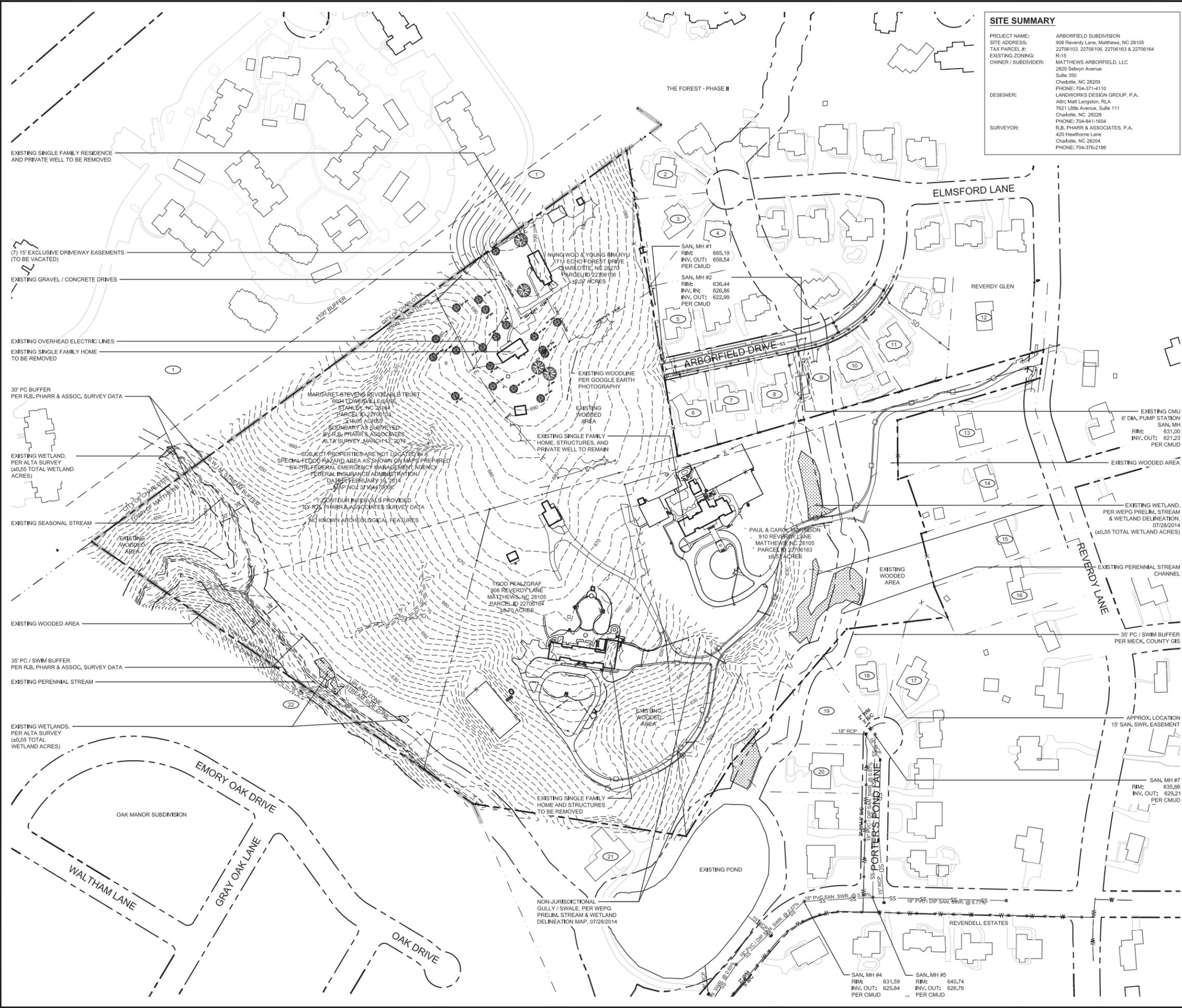
Related Town Goal(s) and/or Strategies:

Economic Development/Land Use Planning: to enhance the quality of life of the citizens by aggressively pursuing a balanced tax base; and by planning for orderly growth and development.

Recommended Motion/Action:

Staff recommends approval of the preliminary plat as presented.

P:\2014 Jobs\14025 - Arborfield\CAD\SKETCH PLANS\SKETCH PLAN W\14025 - SKETCH PLAN IV.dwg



SITE SUMMARY

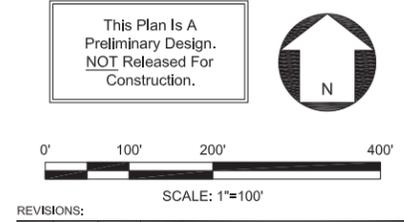
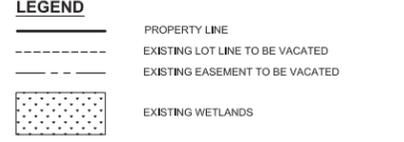
PROJECT NAME: ARBORFIELD SUBDIVISION
 SITE ADDRESS: 908 Revery Lane, Matthews, NC 28105
 TAX PARCEL #: 22706103, 22706106, 22706163 & 22706164
 EXISTING ZONING: R-15
 OWNER / SUBDIVIDER: MATTHEWS ARBORFIELD, LLC
 2820 Selwyn Avenue
 Suite 350
 Charlotte, NC 28209
 PHONE: 704-374-4110
 LANDWORKS DESIGN GROUP, P.A.
 Attn: Matt Langston, RLA
 7621 Little Avenue, Suite 111
 Charlotte, NC 28226
 PHONE: 704-841-1684
 R.B. PHARR & ASSOCIATES, P.A.
 420 Hawthorne Lane
 Charlotte, NC 28204
 PHONE: 704-376-2186

DESIGNER:
 SURVEYOR:



ADJOINING PROPERTY OWNERS

PROPERTY ID	OWNER
1	ECHO FOREST APARTMENTS 2, LLC, 25101 CHAGRIN BOULEVARD, SUITE 300, BEACHWOOD, OH 44122 PARCEL ID: 22706130 ZONING: R-12M(FICD)
2	MATTHEW AND LESLIE GILLESPIE, 1516 ELMSFORD LANE, MATTHEWS, NC 28105 PARCEL ID: 22706220 ZONING: R-15
3	JAMES AND JODIE PROSSER, 1517 ELMSFORD LANE, MATTHEWS, NC 28105 PARCEL ID: 22706219 ZONING: R-15
4	AMY AND THOMAS KNEPP, 1513 ELMSFORD LANE, MATTHEWS, NC 28105 PARCEL ID: 22706218 ZONING: R-15
5	JAN SVOBODA & SUZANNE WIETING, 922 ARBORFIELD DRIVE, MATTHEWS, NC 28105 PARCEL ID: 22706211 ZONING: R-15
6	EDWARD AND CARISSA SCHLESINGER, 921 ARBORFIELD DRIVE, MATTHEWS, NC 28105 PARCEL ID: 22706210 ZONING: R-15
7	ROBERT AND CAITLIN FESSLER, 913 ARBORFIELD DRIVE, MATTHEWS, NC 28105 PARCEL ID: 22706209 ZONING: R-15
8	ANGELA AND JOHN DULWEBER, 905 ARBORFIELD DRIVE, MATTHEWS, NC 28105 PARCEL ID: 22706208 ZONING: R-15
9	INC PROVIDENT DEVELOPMENT GROUP, 6707-B FAIRVIEW ROAD, CHARLOTTE, NC 28210-3354 PARCEL ID: 22706207 ZONING: R-15
10	EDWIN AND KATHRYN PORTER, 831 ARBORFIELD DRIVE, MATTHEWS, NC 28105 PARCEL ID: 22706206 ZONING: R-15
11	MICHAEL AND KATHRYN MACCACHIVERNA, 823 ARBORFIELD DRIVE, MATTHEWS, NC 28105 PARCEL ID: 22706205 ZONING: R-15
12	ROBERT AND RONNIE MCGARTY, 4920 CHESTNUT LAKE DRIVE, CHARLOTTE, NC 28227 PARCEL ID: 22706121 ZONING: R-15
13	CHARLES AND JANE BURTON, 912 REVERDY LANE, MATTHEWS, NC 28105 PARCEL ID: 22706162 ZONING: R-15
14	CAROLYN PRIMA & RICHARD MCGOUGH, 924 REVERDY LANE, MATTHEWS, NC 28105 PARCEL ID: 22706161 ZONING: R-15
15	DAVID LUYSTER, 934 REVERDY LANE, MATTHEWS, NC 28105 PARCEL ID: 22706160 ZONING: R-15
16	BILLY AND KIMBERLY MILLER, 1000 REVERDY LANE, MATTHEWS, NC 28105 PARCEL ID: 22706159 ZONING: R-15
17	SHAILENDRA SUMAN & ANSHU GUPTA, 1101 PORTER'S POND LANE, MATTHEWS, NC 28105 PARCEL ID: 22706167 ZONING: R-15
18	PATRICK AND SYLVIA STEWART, 1102 POOTER'S POND LANE, MATTHEWS, NC 28105 PARCEL ID: 22706166 ZONING: R-15
19	SETH AND LYNNE FOSTER, 6880 ROTHCHILD DRIVE, CHARLOTTE, NC 28270 PARCEL ID: 22706165 ZONING: R-15
20	LINDA SITTEMA, 1110 PORTER'S POND LANE, MATTHEWS, NC 28105 PARCEL ID: 22706149 ZONING: R-15
21	VITO LAERA, 1516 GLENN VALLEY DRIVE, MATTHEWS, NC 28105 PARCEL ID: 22706146 ZONING: R-15
22	FULTE HOME CORPORATION, 11121 CARMEL COMMONS, BV SUITE 450, CHARLOTTE, NC 28226 PARCEL ID: 22706392 ZONING: R-3



STEVENS GROVE
 TOWN OF MATTHEWS, MECKLENBURG COUNTY, NORTH CAROLINA
 MATTHEWS ARBORFIELD, LLC
 2820 SELWYN AVENUE, SUITE 350
 CHARLOTTE, NC 28209

EXISTING CONDITIONS



CORPORATE CERTIFICATIONS
 NC PE: C-2639 NC LA: C-263
 SC ENG: NO. 3599 SCLA: NO. 211

Project Manager: MDL
 Drawn By: SDW
 Checked By: SSW
 Date: 5/15/15
 Project Number: 14025
 Sheet Number:

L-100
 SHEET # 1 OF 3

STEVENS GROVE
TOWN OF MATTHEWS, MECKLENBURG
COUNTY, NORTH CAROLINA
MATTHEWS ARBORFIELD, LLC
121 WEST TRADE STREET, 28TH FLOOR
CHARLOTTE, NC 28202

PRELIMINARY
PLAT



CORPORATE CERTIFICATIONS
NO. PE: C-2039 N.C.L.A. C-253
SC ENG. NO. 3599 S.C.L.A. NO. 211

Project Manager: MDL
Drawn By: SDW
Checked By: SSW
Date: 5/15/15
Project Number: 14025
Sheet Number:

DEVELOPMENT DATA:

TAX PARCEL ID:	22706103
	22706106
	22706163
	22706164
TOTAL SITE AREA:	±35.29
TOTAL ACREAGE IN NEW LOTS:	±24.22
ZONING:	R-15
PROPOSED USE:	LOW DENSITY, SINGLE-FAMILY
LOTS PROPOSED:	OVERALL: 45 Lots
DENSITY PROPOSED:	OVERALL: 1.28 DU / Ac
	MIN. LOT SIZES: 15,000 SF
	±15,007 SF (LOT 43)
	80' (MIN. @ SETBACK)
	40'
	10'
	55'
	35'
HOA MAINTAINED OPEN SPACE	
REQUIRED OPEN SPACE:	41 LOTS x $\frac{1}{25}$ ACRE = 1.17 ACRES
PROVIDED OPEN SPACE:	±2.76

PROPOSE FEES-IN-LIEU FOR EACH NEW SINGLE-FAMILY LOT INSTEAD OF LAND DEDICATION FOR PUBLIC RECREATION

TOTAL ACRES:	±35.29
TOTAL CURRENT TAX VALUE (LAND ONLY):	\$2,165,300
TAX VALUE PER ACRE:	\$61,357.33
TOTAL NEW BUILDING LOTS:	41
NUMBER OF ACRES REQUIRED 1.17 FOR LAND DEDICATION ($\frac{1}{25}$ ACRE PER NEW LOT):	
ESTIMATED FEE IN-LIEU-OF LAND DEDICATION:	\$71,788.08
ESTIMATED FEE PER LOT (BASED ON 41 LOTS):	\$1,750.93

FLOOD PLAIN PANEL NO.: 3710447900K - DATED 02/19/2014

UNDISTURBED OPEN SPACE CALCULATION (LESS THAN 24% BUILT UPON AREA):

TOTAL SITE AREA:	±35.29 AC
MINIMUM 25% UNDISTURBED OPEN SPACE REQUIRED:	±8.82 AC
UNDISTURBED OPEN SPACE PROVIDED:	±8.84 AC OR 25.05%

GENERAL NOTES:

- THIS PROJECT PROPOSES TO DEVELOP UNDER "LOW DENSITY" WATER QUALITY REQUIREMENTS, AND AS SUCH, BUILT-UPON AREA (BUILDINGS, PAVING, ETC.) ARE LIMITED. CURRENTLY, EACH LOT IS ALLOCATED ±5,823 SF OF BUILT-UPON AREA (BUA). MAXIMUM, LARGER LOTS MAY BE GRANTED A HIGHER ALLOCATION AS APPROPRIATE, BUT THAT PAVING MUST BE REMOVED FROM THE BUA ALLOCATION FOR THE REMAINING LOTS.

PROPOSED BUA (INFRASTRUCTURE):	±102,045 SF
TOTAL ACREAGE:	±35.29 AC
BUA TO REMAIN:	±1.02 AC
NET ACREAGE:	±34.27 AC
24% BUA AVAILABLE:	±8.23 AC
- BUA USED IN R/W:
NET BUA FOR LOTS: ±2.34 AC
PROPOSED # OF NEW LOTS: 44
- BUA AVAILABLE PER LOT: ±5,823 SF
% OF PROPOSED IMPERVIOUS: ±24.00%
- * 910 REVERDY LANE (LOT 45) IS EXCLUDED FROM LOT COUNT BECAUSE IT PROPOSES NO NEW BUA

- BUILDER SHALL PREPARE AND SUBMIT AN AS-BUILT IMPERVIOUS SURVEY FOR EACH LOT PRIOR TO C.O.
- AN OVERALL BUA SURVEY SHALL BE PROVIDED AND NOTED ON THE UNDISTURBED OPEN SPACE EASEMENT PLAT
- DEVELOPER SHALL PREPARE AND SUBMIT AN AS-BUILT SURVEY FOR THE PROPOSED RIGHT-OF-WAY
- PROJECT TO BE SEWERED BY CHARLOTTE-MECKLENBURG UTILITY DEPARTMENT (CMUD)

PROPOSED ROAD SECTIONS

ARBORFIELD DRIVE: LOCAL RESIDENTIAL - 50' R/W & LOCAL LIMITED - 44' R/W

ARBORFIELD COMMONS COURT: LOCAL RESIDENTIAL - 50' R/W & LOCAL LIMITED - 44' R/W

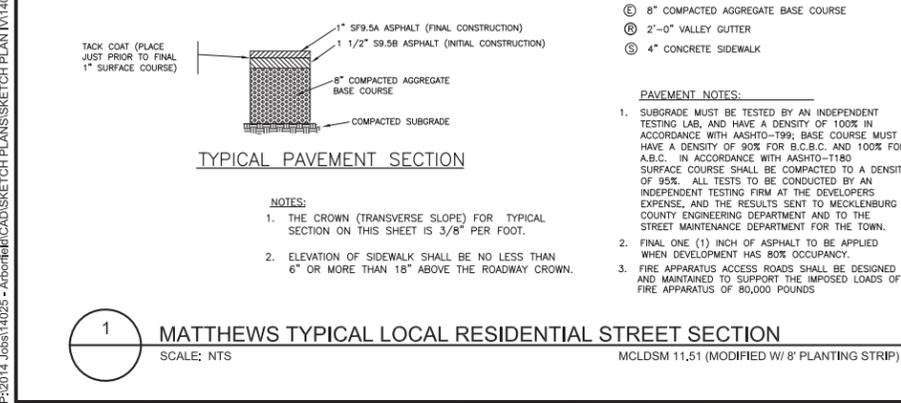
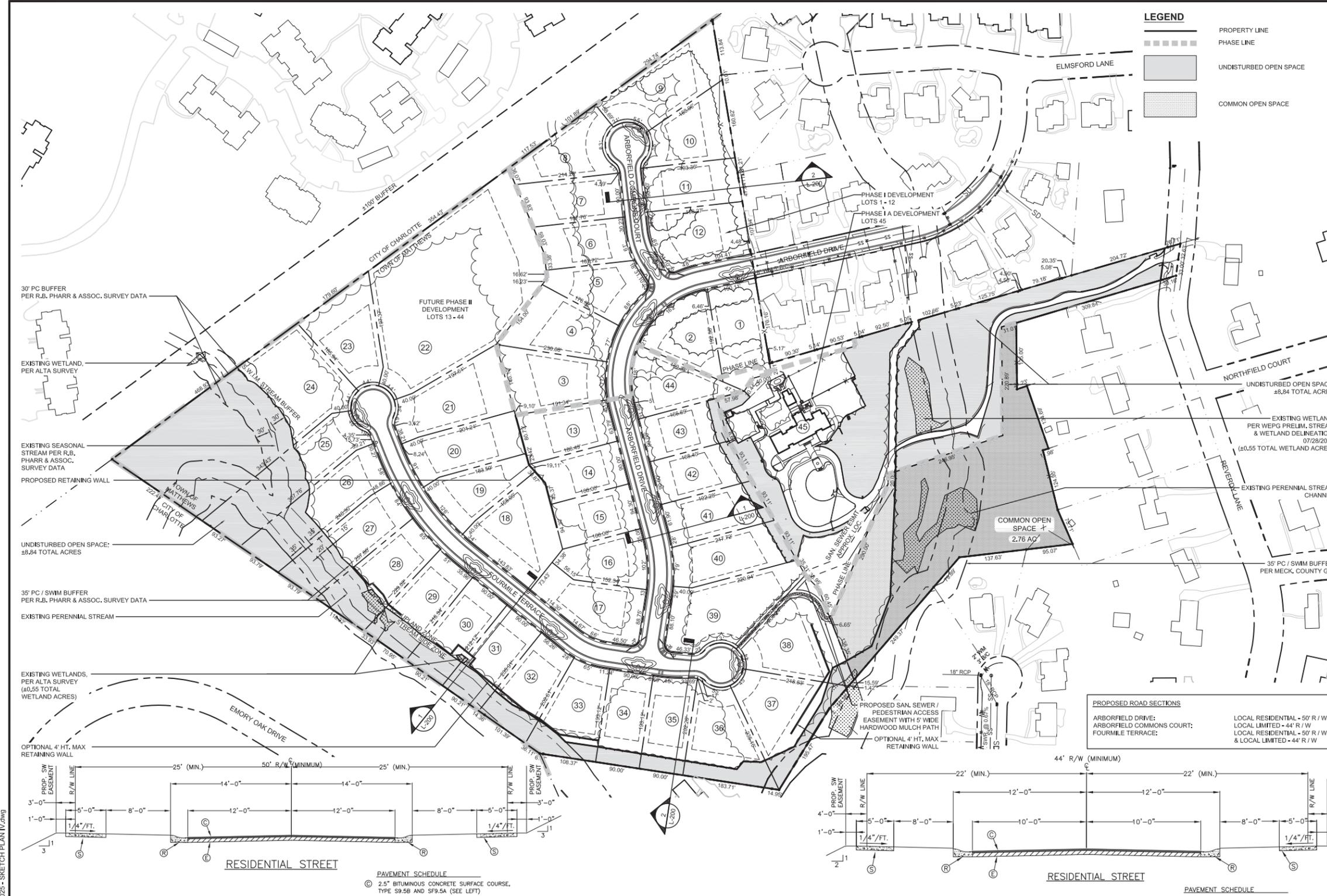
FOURMILE TERRACE: LOCAL RESIDENTIAL - 50' R/W & LOCAL LIMITED - 44' R/W

This Plan Is A Preliminary Design. NOT Released For Construction.

0' 100' 200' 400'
SCALE: 1"=100'

REVISIONS:

No.	Date	By	Description



PARCEL #	AREA (SF)	PARCEL #	AREA (SF)	PARCEL #	AREA (SF)
1	20347.97	16	16282.68	31	18811.46
2	18144.36	17	22648.61	32	20224.98
3	22794.49	18	26564.24	33	22428.82
4	22181.74	19	17817.14	34	17380.58
5	17045.38	20	21240.42	35	17668.40
6	16073.72	21	26302.56	36	25875.29
7	18088.15	22	99582.38	37	28701.61
8	19473.33	23	22907.56	38	29866.48
9	26863.37	24	88330.86	39	31262.69
10	20172.41	25	32309.51	40	21175.93
11	17619.06	26	28872.87	41	18396.26
12	22972.19	27	24645.26	42	16230.57
13	18002.75	28	24193.03	43	15007.45
14	15441.88	29	21277.36	44	17882.34
15	15653.60	30	19370.96	45	211342.17

Consent Agenda Item: Consider Amending Chapter 74: Traffic Ordinance for Added Parking Spaces on West Charles Street

Date: May 19, 2015

From: Chief Rob Hunter

Background / Issue: To provide additional public parking to the downtown area, the town recently constructed three additional on-street parking spaces on the 100 block of West Charles Street, extending beyond the previous four improved spaces.

Proposal / Solution: Staff recommends imposing an Ordinance and amending the Parking Schedule to restrict the parking upon the three added parking spaces to three (3) hours, Monday – Friday, from 8:00 am until 6:00 pm. This is consistent with the current parking limits of the on-street spaces on West Charles Street.

.Financial Impact: Minimal impact – the purchase of and staff placement of approximately one (1) additional parking sign.

Related Town Goals: *Small Town Feeling & Identity & Vibrant, Pedestrian-Friendly Downtown*

Recommended Motion: Approve the amendment of Chapter 74: Parking Schedule to impose a three-hour parking limit, Monday through Friday from 8:00 am until 6:00 pm, upon the three newly added parking spaces as described in the proposed Ordinance as provided by the town attorney.

Note: Images included on next page

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.



View: West Charles Street from North Trade Street



View: West Charles Street from Library Lane

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.

ORDINANCE NO. _____

PARKING RESTRICTIONS

AN ORDINANCE RESTRICTING PARKING ON WEST CHARLES STREET WITHIN
THE TOWN LIMITS OF THE TOWN OF MATTHEWS, NORTH CAROLINA.

BE IT ORDAINED, by the Town Board of Commissioners of the Town of Matthews, North Carolina:

SECTION 1. Parking on the north side of West Charles Street beginning 31 feet west of its intersection with North Trade Street for a distance of 162 lineal feet shall be limited to 3 hour parking.

SECTION 2. This Ordinance shall become effective upon the placement of a 3-hour parking sign on the northerly side of West Charles Street.

This the 26th day of May 2015.

APPROVED AS TO FORM:

Charles R. Buckley, III
Town Attorney

ORDINANCE NO. _____

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2014-2015

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2015.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10000001-441802	HIDTA Shared Proceeds	\$68,609.10	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10431200-5271	Federal Seized Funds	\$68,609.10	

SECTION 3: The purpose of this amendment is to recognize shared proceeds received through DEA Task Force.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 26th day of May 2015.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

PRELIMINARY ASSESSMENT RESOLUTION

WHEREAS, on the 13th day of April 2015, the property owners in the Forest Brook Estates Subdivision, being property owners adjacent to Oscar Drive, petitioned the Town Board of Commissioners to make repairs and/or reconstruct the street, sidewalks, curb, gutter and storm drainage systems on Oscar Drive to bring it up to the Town standards for acceptance into the Town street system and to assess 100% of the cost thereof to the adjoining property owners; and

WHEREAS, the Town Board was desirous to improve the said street by the special assessment process.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Matthews, North Carolina:

1. The Town Board hereby intends to undertake the project to be known as the repairing and/or constructing Oscar Drive, its sidewalks, curbs, gutters and storm drainage to meet the Town standards for acceptance into the Town street system through the special assessment process.

2. Oscar Drive lies totally within the Forest Brook Subdivision within the Town of Matthews. Oscar Drive was not completed at the time the original developer abandoned the project during the previous recession that occurred throughout the entire United States. Oscar Drive consists of 20 parcels with a total street frontage of 2,334 feet. 80% of the property owners along Oscar Drive have signed and submitted the Petition representing 82% of the front footage along Oscar Drive. The submitted Petition has requested that 100% of the costs be assessed to the adjoining property owners.

3. The assessment would be based on the number of lots served at an equal rate per lot as provided for in the General Statutes.

4. That 100% of the cost shall be assessed.

5. There shall be no assessments to be held in abeyance.

6. The proposed terms and payments as requested in the Petition shall be up to 8 years for installment payments at an interest rate of 5%.

THEREFORE, IT IS HEREBY ORDERED that a public hearing shall be held on June 22, 2015, at 7:00 p.m. in the Matthews Town Hall, 232 Matthews Station Street, Matthews, North Carolina 28105, said public hearing on all matters covered by this Preliminary Resolution.

This the 26th day of May 2015.

Mayor

ATTEST:

Town Clerk

Memo

To: Mayor and Board of Commissioners
From: Ralph S. Messera, Public Works Director
Date: April 21, 2015
Subject: Forest Brook Estates-Oscar Drive Petition

The purpose of this memo is to give the Board an outline of the steps needed to respond to the petition submitted by the residents of Forest Brook Subdivision. It is not intended to be comprehensive and further questions should be submitted to Mr. Buckley.

The residents of Forest Brook Estates have submitted a petition requesting that the Town make repairs and /or reconstruct the street, sidewalks, curb, gutter and storm drainage system on Oscar Drive. These are items that the developer should have completed, but failed to do. The bond that he had posted was cashed and is available, but the amount is not enough to accomplish this work.

NCGS 160A- 216 through 160A-235 lays out the authority and procedure for a local government to levy such assessments and make such improvements. I have attached a copy of that part of the General Statutes.

The process is much proscribed and must be followed closely to have a valid assessment and levy. Generally the process is as follows and I have included some possible schedule dates if the Board is interested in proceeding.

Oscar Drive within the Forest Brook subdivision consists of 20 parcels, with a total street frontage of 2,334 feet. Residents have submitted a petition with 80% of the property owners signing, representing 82% of the front footage. The statute requires a minimum of 51% of the owners representing a minimum of 51% of the footage. They have requested be assessed up to 100% of the total cost of the project.

The residents did try to limit their exposure through saying that the signatures are only valid if the final cost does not exceed 10% of the Town Engineers estimate. It's my opinion that such a limitation is not valid. The Town can either strike that provision, or it could be handled in the following manner- since the Town intends to obtain bids for this work this month as part of our larger annual paving contract, we should know by late May what the cost will be. Prior to going into the required Public Hearing on the preliminary assessment, we will know the costs and the petitioners will be able to tell the Board whether they wish to continue with their petition or withdraw it. The final decision to proceed or not rests with the Board.

Prior to the public hearing, the Board needs to adopt a Preliminary Resolution (160A-223) spelling out a number of items, regarding costs and methods of assessment, but primarily setting a public hearing date. Mr. Buckley would need to prepare this resolution. I suggest that the Board adopt the preliminary resolution at the May 11th or May 25th meetings, setting June 22 for the Public Hearing. This should get us past the budget process.

At that Public Hearing, as stated above, we should have the best cost estimate for the work. The Board could then, if the residents still wish to proceed, adopt a resolution directing the project to proceed. (160A-225)

After the project is constructed there are procedures for establishing the final costs, authorizing discounts, preparing the final assessment rolls, holding additional hearings, etc. Mr. Buckley should be able to guide you through that process.

I hope that this memo explains the general process. If the Board wishes to proceed, it will need to request Mr. Buckley prepare the resolution for one of the May meetings, and at the same time we will proceed with obtaining costs for the project. Should you have any questions, please advise.

PETITION FOR LOCAL IMPROVEMENTS TO THE TOWN BOARD OF THE TOWN OF MATTHEWS:

A. We, the undersigned property owners, owning land abutting upon the street or part of the street proposed to be improved as referred to and identified below, hereby petition the Town Board, pursuant to the provisions of Article 10 of Chapter 160A of the General Statutes of North Carolina (Section 160A-217 and following sections), to make the improvements described below upon the street or parts thereof identified below.

B. Street or parts thereof desired to be improved is: Oscar Drive - From the entrance of Forest Brook Estates Subdivision to the end of the cul-de-sac.

C. The improvements petitioned for are generally described as follows: Standard improvements including repair and replace curbs and gutters, sidewalks, storm drain structures, yard drains, pipe repair, FRD, manhole adjustment, street reclamation and resurfacing and creating as-built documents. The improvements are to be constructed and installed on the above named street thereof within the limits defined above and according to the Town's specifications to conform to standard. These and other improvements are listed in the attached cost estimate dated March 24, 2015 prepared by the Town of Matthews Public Works department engineer Mr. C.J. O'Neill P.E..

D. And pursuant to and in accordance with Article 10 of Chapter 160A of the General Statutes of North Carolina (G.S. 160A-217 and following sections), we petition and request the Town Board to specially assess and charge up to one hundred per cent (100%) of the total cost of said improvements that exceed the current developer's bond funds held by the Town to complete such work.

E. We request an exception to specific General Statutes and policies above that require allocation of special assessments and charges upon and against the lots and parcels of land abutting directly on the street improved according to the extent of their respective frontage by an equal rate per foot of such frontage. We recommend instead the special assessment be divided equally by the number of lots (20) in the subdivision. We believe this method of allocation to be fair due to the small number of lots and there is a large portion of street frontage at and along the subdivision's entrance that is considered common area property of the HOA even though it is shown as part of two property owner lots (1, 20) on the attached subdivision layout plan. It was also the recommended method of allocation used by the Town's engineer in the attached cost estimate.

F. Conditions of Property Owners Signature:

1. A property owner's signature is valid only if the Town Board allows the petitioners to repay the cost of street repairs in at least 8 annual installments and approves charging interest of not more than 5% on any unpaid balance on the cost of the street improvements against all of the properties along the street.

2. A property owner's signature is valid only if the Town of Matthews obtains construction bids for the street improvements and the lowest bid for constructing the improvements is no more than 10% greater than the cost as estimated originally by Town public works staff in the attached cost estimate titled "Forest Brook Estates Assessment Estimate" prepared in March 24, 2015.

3. A property owner's signature is valid only if upon completion of the street improvements the Town of Matthews adopts Oscar Drive and its street lighting plan into its street plan and the Town pays for the power to operate them.

Town of Matthews Forest Brook Estates Subdivision Street Assessment Petition Signature Page

Homeowner	Property Address	Parcel ID	Lot #	Email	Owner Signature	Date	Co-Owner Signature	Date
Rogers Lee & Colleen LeGrande	3307 Oscar Dr, Matthews, NC 28105	19332243	1	rlgrande2@carolina.rr.com		4/4/15		4/6/15
Scott & Leslie Page	3308 Oscar Dr, Matthews, NC 28105	19332262	20	Leslietpage@aol.com		4/1/15		4/1/15
Ryan & Erin Harper	3315 Oscar Dr, Matthews, NC 28105	19332244	2	ryan.harper@providenceday.org		4/7/15		4/6/15
Dennis & Kimberly Linens	3316 Oscar Dr, Matthews, NC 28105	19332261	19	kimberlysailors@gmail.com		4/1/15		4/1/15
Christopher & Vivian Hailey	3323 Oscar Dr, Matthews, NC 28105	19332245	3	1967hailey@att.net		4/2/15		4/2/15
Shawn & Nikcole Keith	3324 Oscar Dr, Matthews, NC 28105	19332260	18	nikkidpayne@msn.com		4/3/15		4/2/15
George Allen & Amy Ramsey	3331 Oscar Dr, Matthews, NC 28105	19332246	4	aram6003@gmail.com		4/2/15		4-2-15
Pavel & Ulyana Borishkevich	3332 Oscar Dr, Matthews, NC 28105	19332259	17	pavelbr@yahoo.com				
Stancy & Lucretia Matthews	3400 Oscar Dr, Matthews, NC 28105	19332258	5	lucretiam6@bellsouth.net		4/6/15		4/6/15
Bryan & Kristin Dustman	3401 Oscar Dr, Matthews, NC 28105	19332247	16	bryan.dustman@gmail.com		4/1/15		4/1/15
Justin & Kirsten LuQuire	3408 Oscar Dr, Matthews, NC 28105	19332257	6	Justin.luquire@apoh.org		4/2/2015		4/1/15
Robert & Cynthia Morris	3409 Oscar Dr, Matthews, NC 28105	19332248	15	wechoosejoy@aol.com		4/9/15		4/2/15
Eric & Barbara Simpson	3416 Oscar Dr, Matthews, NC 28105	19332256	7	esimpson@rocketmail.com		4/2/15		4/2/15
Aaron & Nicole Cantley	3417 Oscar Dr, Matthews, NC 28105	19332249	14	aaroncantley@aol.com		4/1/15		4/2/15
Felicia Kline	3424 Oscar Dr, Matthews, NC 28105	19332255	8	deltasoror88@hotmail.com				
Jason & Desiree Sherrill Olguin Munoz	3425 Oscar Dr, Matthews, NC 28105	19332250	13	ava_consulting@hotmail.com		4/2/15		4/1/15
Nemesio & Maria Macalintal Socorro Geronimo	3432 Oscar Dr, Matthews, NC 28105	19332254	9	nemac40@gmail.com				
Lenonard & Suzanne Lysak	3433 Oscar Dr, Matthews, NC 28105	19332251	12	len.lysak@yahoo.com		4/2/15		4/2/15
Valley Development Inc	3439 Oscar Dr, Matthews, NC 28105	19332252	10	316 Windover Ave. N. W., Vienna, Va 22180				
Kerry & Jeannie Lamson Living Trust	3440 Oscar Dr, Matthews, NC 28105	19332253	11	kerrylamson@gmail.com		4-1-15		4/1/2015

Mecklenburg County Amateur Radio Society Field Day Exercise Request

DATE: May 19, 2015
RE: Mecklenburg County Amateur Radio Society Filed Day Request
FROM: Jamie Justice, Assistant Town Manager

Background/Issue:

The Mecklenburg County Amateur Radio Society approached the Town to request the use of the Town-owned grassy lot on Matthews Station Street and the Town Green on June 27th and 28th for a field day exercise in conjunction with Amateur Radio Week. Please see that attached request. The last two field exercises they have conducted were at Mint Hill Park.

Proposal/Solution:

Town staff evaluated the request and received some additional clarifications (see attached). Based on the information, Town staff have no concerns with the proposal.

Financial Impact:

There is no financial impact to the Town.

Related Town Goal:

Economic Development

Recommended Motion:

Approve the Mecklenburg County Amateur Radio Society Field Day Exercise for the grassy lot on Matthews Station Street and the Town Green on June 27th and 28th per the attached documentation.



Jamie Justice <jjustice@matthewsnc.gov>

Re: Amateur radio society proposal for June 27 & 28

1 message

KatsDadCLT . <pjones100osfm@gmail.com>

Tue, May 12, 2015 at 11:46 AM

To: Jamie Justice <jjustice@matthewsnc.gov>

Cc: Jim Payne <jpayne@carolina.rr.com>, Patrick Fink <kk4dhm@gmail.com>

Mr Justice,

Thank you for getting back to me. Having been in your shoes when it comes to wrestling with budgets prior to my retirement from government, you have my complete and understanding sympathy.

Our responses are in **BOLD** Our treasurer will get me a copy of the insurance policy, which should be a mirrored copy of what we provided for the Mint Hill Town Board last year.

1. Would their generator be a distraction to outdoor patrons of the Black Chicken and Beer Garden? Perhaps the generator could be set on the Old Depot Lane (railroad) side of the vacant lot furthest away from the wine and beer drinkers. Any kind of sound attenuation would be helpful also.

The generator will not be a distraction or annoying. From experience, one can hold a normal conversation three to six feet from the generator. The generator can be staged so the communications trailer can serve as a baffle to mitigate noise. Putting the communications trailer and generator on the railroad side of the lot will further mitigate any noise from the generator.

2. How is communication maintained between the transceiver at the Gazebo and the antenna tower on the vacant lot? Wireless radio or a hard wire? Would not want cables running down the street between the two locations.

The transceiver at the Gazebo is self-sufficient. It has its own antenna and power source, if not plugged into commercial power. There are no wires that will pose a safety issue. Any communications between the Gazebo and the communications trailer is wireless, which is to say handheld portable radios, not unlike what public safety organizations use.

3. Will they be putting out any signs? Will need to verify compliance with sign ordinance and Planning can help with that. **We have signs that would call attention to where we are set up at the Gazebo and on the grassy lot. The communications trailer is marked with the "Mecklenburg Amateur Radio Society - W4BFB" brand or logo. Obviously, we would expect to be in compliance with any Town sign ordinances. We can provide specific details on the signs or banners we could use to whomever we need to contact.**

4. They may want to direct people to park behind Town Hall so as not to take up spaces near the businesses. **Those involved with the Saturday and Sunday exercise, a.k.a. Field Day, will be instructed to park behind Town Hall.**

5. Will want to get a Certificate of Insurance with the Town named additionally insured and reviewed by the Town's Risk Manager to make sure appropriate. **I will ask our Treasurer to get me a copy of the Certificate of Insurance, which should be a mirror copy of the one we provided to the Mint Hill Town Board last year.**

6. Would need to get Town Board approval for use of the grassy lot. They have meetings twice per month. attendance at this meeting as the requestor would be helpful if there are any questions. **It would be a pleasure to attend the Town Board meeting and be prepared to answer any questions that might arise. As an aside, Jim Payne, who wrote the initial request to you, has asked the Town Clerk if it's possible to get a proclamation from the Mayor declaring the week leading up to the weekend as "Amateur Radio Week" in Matthews. It would be our intention of using the proclamation as a hook to get media attention to Amateur Radio Week in Matthews.**

We hope Town administrators and the Town Board will look favorably on the request to use the Gazebo and grassy lot.

Paul Jones

On Mon, May 11, 2015 at 4:22 PM, Jamie Justice <jjustice@matthewsnc.gov> wrote:

Mr. Jones,

sorry for my delay getting back to you. we have been in the throes of finishing the town budget. I took your written proposal and asked the Town department heads and staff to provide any comments and there were some follow up questions to clarify and items to make you aware of. I have summarized below:

1. Would their generator be a distraction to outdoor patrons of the Black Chicken and Beer Garden? Perhaps the generator could be set on the Old Depot Lane (railroad) side of the vacant lot furthest away from the wine and beer drinkers. Any kind of sound attenuation would be helpful also.
2. How is communication maintained between the transceiver at the Gazebo and the antenna tower on the vacant lot? Wireless radio or a hard wire? Would not want cables running down the street between the two locations.
3. Will they be putting out any signs? Will need to verify compliance with sign ordinance and Planning can help with that.
4. They may want to direct people to park behind Town Hall so as not to take up spaces near the businesses.
5. Will want to get a Certificate of Insurance with the Town named additionally insured and reviewed by the Town's Risk Manager to make sure appropriate.
6. Would need to get Town Board approval for use of the grassy lot. They have meetings twice per month. attendance at this meeting as the requestor would be helpful if there are any questions.

Hope these questions make sense. If you would respond with your answers then we can decide how to proceed from there. thanks.

Jamie

James E. (Jamie) Justice
Assistant Town Manager
Administration
Town of Matthews
232 Matthews Station Street
Matthews, NC 28105
Town Hall: 704-847-4411
Direct: 704-708-1231
Fax: 704-845-1964
jjustice@matthewsnc.gov
www.matthewsnc.gov

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail

Mecklenburg Amateur Radio Society™

*** W4BFB * Charlotte, Mecklenburg Co., NC**

Repeaters on * 146.94 (-118.8) * 145.29 (-118.8) * 145.23 (-118.8) * 224.40 * 446.60 (+118.8)
Metrolina 2m Emergency Net™: 9:00PM local time on 146.94 (-118.8)

April 20, 2015

Mr. James Justice
Assistant Town Manager
232 Matthews Station Street
Matthews, NC 28105

Dear Mr. Justice:

This letter is a follow up to a conversations one of our members, Paul Jones, had with Chief Hunter and Sergeant Matthews regarding an amateur (non-commercial) radio exercise and display near the Town Hall on property owned by the town. The property is a .395 acre vacant lot at 122 Matthews Station, Parcel #21501234. In addition, we hope to get permission to use the gazebo at 235 Matthews Station, Parcel #21501207, in front of Town Hall. The dates for the event are June 27 and 28, 2015.

As part of a national amateur radio Field Day exercise, Mecklenburg Amateur Radio Society (MARS) members ('hams') join with thousands of radio operators across the county and around the world to demonstrate the value of amateur radio during a local, state, national, or international emergency. One of our objectives during the exercise is to engage young people, especially as the event relates to science and how amateur radio has been integrated with digital technology. The event gives young and old an opportunity to talk on amateur radio equipment and learn how they could earn a license from the Federal Communication Commission (FCC).

For the past two years our Field Day exercise was held at the Mint Hill Park on Wilgrove Road. A change in venue will give more people an opportunity to learn about emergency communications and a hobby shared by over 22,000 North Carolinians (725,000 nationwide).

Of the 1,300-plus amateur operators in Mecklenburg County, 189 of these hams live in Matthews or within one-half mile radius of Matthews, according to the FCC database. Many of these individuals would be volunteers the Town could call on during a time of extreme emergency to provide communications assistance. Some of these same hams recently participated in a successful state and county drill to test the effectiveness of communications systems – a drill in which Matthews public safety officials were involved.

We would like to use one corner of the gazebo to set up a radio (transceiver) where anyone will be able to talk on the radio and make contacts nationwide – all without the benefit of the Internet or cell phones, which could become useless during a time of an emergency. A mobile tower platform and antenna would be set up on the lot at 122 Matthews Station. Our club's mobile 6x14 communications trailer and generator will provide the equipment to run the exercise. We do not use commercial power.

We would set up the equipment on Saturday morning. Formal broadcasting would begin at 2:00 p.m. and run for 24 hours. Our Members would be operating and broadcasting until 2:00 p.m. Sunday.

April 20, 2015

Mr. James Justice
Assistant Town Manager
232 Matthews Station Street
Matthews, NC 28105

Page 2

We will be handing out literature and answering questions during the exercise. We would not require any security beyond what exists during normal Town operations. We would only use a corner of the gazebo during daylight hours when businesses are open and the Library is open. If approved, and at the appropriate time, we will provide a Certificate of Insurance that would be required for using Town property.

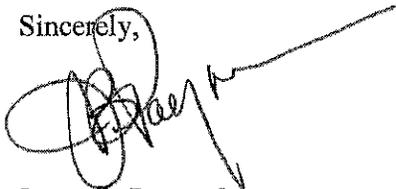
MARS is a 501 (c) (3) organization. Our club operation is housed at the Park Road offices of the American Red Cross, one of our partners. MARS was chartered by the State of North Carolina in 1949 and led by some of the county's most prominent civic leaders during that period.

The MARS point-of-contact will be Paul Jones, a member of the MARS Board of Directors and Public Information Officer. Paul's telephone number is 704-366-2998 (H) or 704-560-4681 (c). He will be sending out a news advisory to local media organizations about the exercise. He will also be asking for a proclamation from the Mayor and Town Council declaring the last week in June as Amateur Radio Week in Matthews. We will post a photo and information about the proclamation and exercise on our web site www.W4BFB.org and our Facebook page.

I am attaching additional information about our organization and the requested sites. I hope we have adequately addressed any issues that might be of concern.

Thank you for your consideration and any support of this request you and the staff can provide.

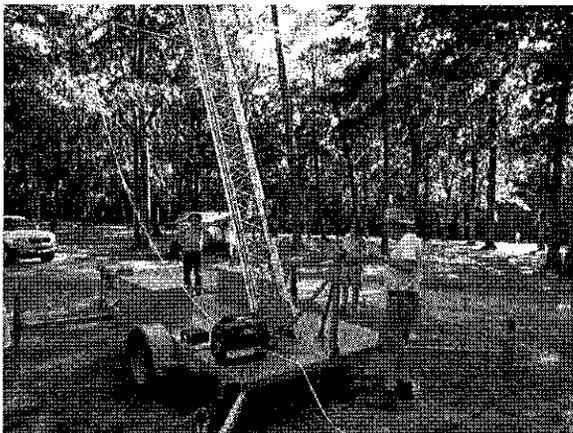
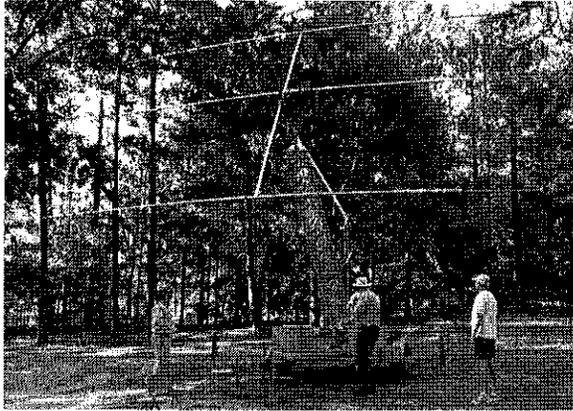
Sincerely,



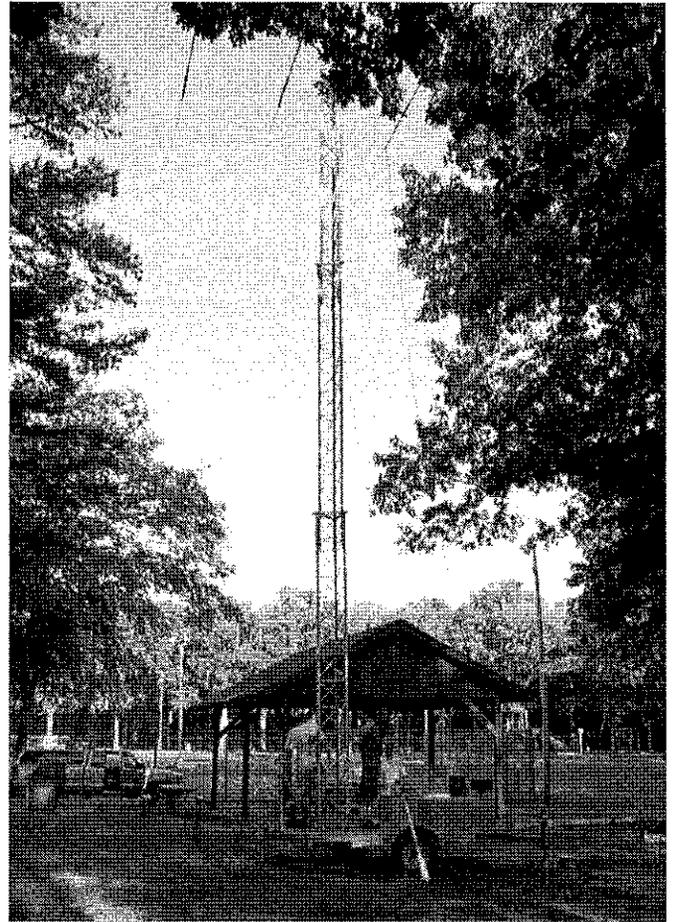
James B. Payne, Jr.
W4JBP
Life Member, MARS
2407 Winterbrooke Drive
Matthews, NC 28105

cc: Paul Jones, K4VCF
MARS Membership

Mecklenburg Amateur Radio Society 2014 Field Day at the Mint Hill Park on Wilgrove Road



Antenna tower, antenna, platform trailer, and outriggers are designed for the 40 foot tower to be self-supporting under emergency conditions. The lightweight tower supports an array of antennas enabling worldwide wireless communications – no Internet.



The light-weight crank-up communications rig is housed at the Charlotte Fire Department as part of the Mecklenburg County Amateur Radio Society partnership with the Mecklenburg Emergency Communications network.



MECKLENBURG AMATEUR RADIO SOCIETY™

* W4BFB * CHARLOTTE, MECKLENBURG CO. NC *

REPEATERS ON 146.94-(118.8), 145.29-(118.8), 145.23-(118.8), 224.40-, 444.60+(118.8)

METROLINA 2M EMERGENCY NET™: 9:00 PM LOCAL TIME ON 146.94-(118.8)

MECKLENBURG ARES NET: WEDNESDAYS, 7:30 PM LOCAL TIME ON 146.94-(118.8)



What is Amateur Radio?

When cell phones, land line phones, the Internet, and other communication systems are down or overloaded, Amateur Radio still gets the message through. Radio amateurs, often called “hams”, enjoy radio technology as a hobby. But it’s also a service – a vital service that has saved lives when regular communication systems have failed. There are yearly examples after disasters such as tornadoes, hurricanes, earthquakes, wildfires, floods, and evacuations where hams are on the front lines with public safety and emergency responders.

Who are Hams?

Ham Radio Operators are doctors, students, engineers, automotive technicians, race car enthusiasts, truck drivers, computer/IT technicians, and every day folks. They are all ages, sexes, and income levels linked by their interest in wireless communication technologies. There are more licensed American Amateur Radio operators now than ever before in history – over 726,000 in the U.S. and over two million worldwide – many who talk around the globe to each other every day. Some hams focus on local or regional networks, exercising their skills for emergencies.

Why do you need a license?

While license application requirements vary by country, the American Radio Service is also controlled by international law and agreements because radio waves do not stop for international borders. The Federal Communications Commission (FCC) recognizes the ability of the hobby not only to advance radio communication and technical skills, but also to enhance international goodwill. *It is no longer required that hams learn Morse Code to get a license!*

What’s the appeal of Ham Radio?

Hams are at the cutting edge of many technologies. Many hams are integrating computers and radio as an efficient way to communicate without today’s power grid or any infrastructure required. They provide thousands of hours of volunteer community and emergency services when normal communications go down or are overloaded. All of them enjoy being creators, not just consumers, of wireless technology.

Where can I learn more about Ham Radio?

There are amateur radio clubs in most counties in the Carolinas and other states. Visitors are always welcome and club members are ready and willing to answer questions to help those interested in Amateur Radio. *The Mecklenburg County Amateur Radio Society (MARS) meets on the last Tuesday of every month at St. Giles Evangelical Presbyterian Church, 2027 Emerywood Drive, Charlotte, NC 28210.* We encourage you to visit a club near you!

Agenda Item: Consider Amending Chapter 74: Parking Schedule for Uncontrolled Parking Area Along West Charles Street

Date: May 19, 2015

From: Chief Rob Hunter

Background / Issue: Due to concerns voiced from the staff of Christ Our Shepherd Ministries, town staff also reviewed the unimproved (sand/gravel) parking area along the shoulder of West Charles Street at/near the intersection of North Ames Street for necessary parking controls. The school's staff's complaint was that some local businesses routinely use that uncontrolled space for long-term parking of their business vehicles, reducing the space available for the school and others, and impairing safe delivery and pick-up of children.

Proposal / Solution: Where there are limited unrestricted on-street spaces on North Ames Street for the use of the school and nearby Matthews HELP Center, and where staff finds the use of the on-street spaces less that safe for delivery and pick-up of children due to the volume of traffic, staff recommends imposing an Ordinance and amending the Parking Schedule to restrict the parking within this sand/gravel parking area to three (3) hours, Monday – Friday, from 8:00 am until 6:00 pm. This is consistent with the current parking limits of the on-street spaces on West Charles Street.

Financial Impact: Minimal impact – the purchase of and staff placement of approximately three (3) additional parking signs.

Related Town Goals: *Small Town Feeling & Identity & Vibrant, Pedestrian-Friendly Downtown*

Recommended Motion: Approve the amendment of Chapter 74: Parking Schedule to impose a three-hour parking limit, Monday through Friday from 8:00 am until 6:00 pm, upon the approximate 170 foot area of sand/gravel parking area on West Charles Street at or near the intersection of North Ames Street, as legally described in the proposed Ordinance as provided by the town attorney.

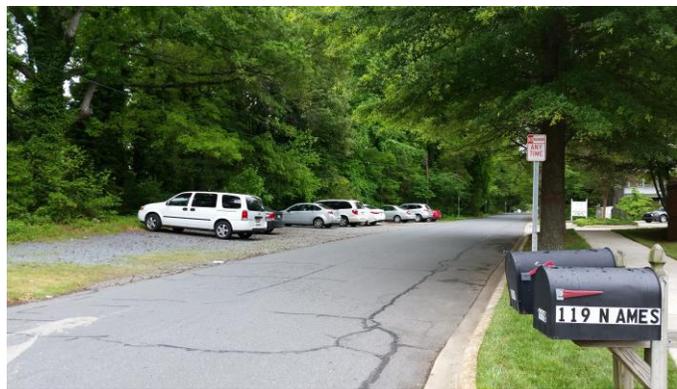
Note: Images included on following page

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.



View: W Charles St from N Ames St Intersection



View: W Charles St from N Ames St Corner



View: W Charles St from COS Drop-Off – Towards Trade

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.

ORDINANCE NO. _____

PARKING RESTRICTIONS

AN ORDINANCE RESTRICTING PARKING ON WEST CHARLES STREET WITHIN
THE TOWN LIMITS OF THE TOWN OF MATTHEWS, NORTH CAROLINA.

BE IT ORDAINED, by the Town Board of Commissioners of the Town of Matthews, North Carolina:

SECTION 1. Parking on the north side of West Charles Street, beginning 40 feet in an easterly direction from the intersection of Ames Street for a distance of 170 lineal feet shall be limited to 3-hour parking.

SECTION 2. This Ordinance shall become effective upon the placement of a 3-hour parking sign along the northerly side of West Charles Street.

This the 26th day of May 2015.

APPROVED AS TO FORM:

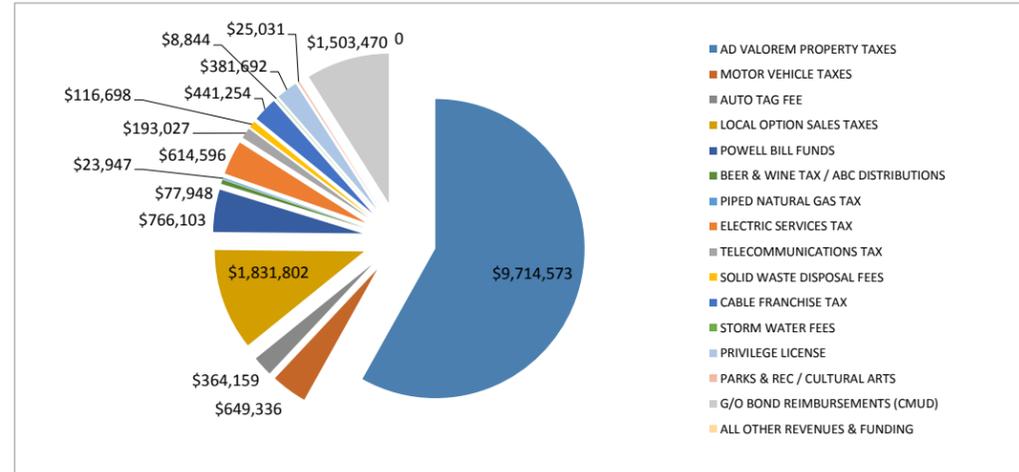
Charles R. Buckley, III
Town Attorney



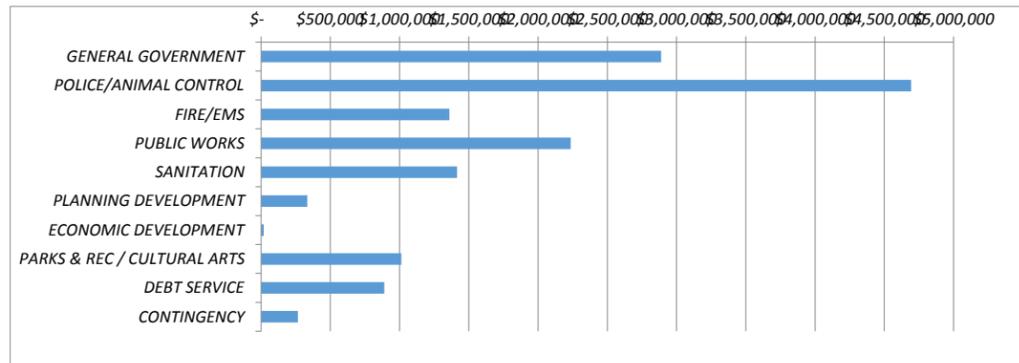
TOWN OF MATTHEWS FINANCIAL SUMMARY REPORT FISCAL YEAR 2014-2015 (JULY-APRIL)

GENERAL FUND

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	Y-T-D % COLLECTED
AD VALOREM PROPERTY TAXES	\$ 9,906,500	\$ 9,906,500	\$ 9,714,573	98.06%
MOTOR VEHICLE TAXES	\$ 706,300	\$ 706,300	\$ 649,336	91.93%
AUTO TAG FEE	\$ 587,500	\$ 587,500	\$ 364,159	61.98%
LOCAL OPTION SALES TAXES	\$ 2,495,861	\$ 2,495,861	\$ 1,831,802	73.39%
POWELL BILL FUNDS	\$ 750,000	\$ 766,626	\$ 766,103	99.93%
BEER & WINE TAX / ABC DISTRIBUTIONS	\$ 188,300	\$ 188,300	\$ 77,948	41.40%
PIPED NATURAL GAS TAX	\$ 150,000	\$ 150,000	\$ 23,947	15.96%
ELECTRIC SERVICES TAX	\$ 880,650	\$ 880,650	\$ 614,596	69.8%
TELECOMMUNICATIONS TAX	\$ 331,200	\$ 331,200	\$ 193,027	58.28%
CABLE FRANCHISE TAX	\$ 196,692	\$ 196,692	\$ 116,698	59.33%
STORM WATER FEES	\$ 613,758	\$ 613,758	\$ 441,254	71.89%
PRIVILEGE LICENSE	\$ 200,000	\$ 200,000	\$ 8,844	4.42%
PARKS & REC / CULTURAL ARTS	\$ 317,000	\$ 317,000	\$ 381,692	120.41%
G/O BOND REIMBURSEMENTS (CMUD)	\$ 450,063	\$ 450,063	\$ 25,031	5.56%
ALL OTHER REVENUES & FUNDING	\$ 1,577,701	\$ 2,175,278	\$ 1,503,470	69.12%
FUND BALANCE APPROPRIATED	\$ 346,844	\$ 531,064	\$ 0	0.00%
TOTAL GENERAL FUND REVENUES	\$ 19,698,369	\$ 20,496,792	\$ 16,712,480	81.54%



EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	Y-T-D % SPENT
GENERAL GOVERNMENT	\$ 3,501,613	\$ 3,503,977	\$ 2,888,215	82.43%
POLICE/ANIMAL CONTROL	\$ 5,519,052	\$ 5,699,357	\$ 4,693,605	82.35%
FIRE/EMS	\$ 1,811,268	\$ 1,859,421	\$ 1,359,107	73.09%
PUBLIC WORKS	\$ 3,661,102	\$ 4,195,098	\$ 2,234,891	53.27%
SANITATION	\$ 1,923,200	\$ 1,923,200	\$ 1,415,238	73.59%
PLANNING DEVELOPMENT	\$ 451,531	\$ 451,531	\$ 332,871	73.72%
ECONOMIC DEVELOPMENT	\$ 20,000	\$ 40,000	\$ 19,783	49.46%
PARKS & REC / CULTURAL ARTS	\$ 1,142,550	\$ 1,174,819	\$ 1,012,285	86.17%
DEBT SERVICE	\$ 1,372,383	\$ 1,372,383	\$ 889,479	64.81%
CONTINGENCY / TRANSFERS TO CIP	\$ 295,670	\$ 277,006	\$ 265,670	95.91%
TOTAL GENERAL FUND EXPENDITURES	\$ 19,698,369	\$ 20,496,792	\$ 15,111,144	73.72%
Y-T-D FUND BALANCE INCREASE (DECREASE)	\$ -	\$ -	\$ 1,601,336	



PRIOR YRS COMPARISON

	FY 14 ACTUALS	FY 13 ACTUALS	FY 12 ACTUALS
AD VALOREM PROPERTY TAXES	\$ 9,624,058	\$ 9,340,404	\$ 9,585,174
MOTOR VEHICLE TAXES	\$ 674,286	\$ 581,073	\$ 579,165
AUTO TAG FEE	\$ 606,859	\$ 252,134	\$ 255,562
LOCAL OPTION SALES TAXES	\$ 1,552,917	\$ 1,425,988	\$ 1,498,003
POWELL BILL FUNDS	\$ 745,750	\$ 726,986	\$ 698,539
BEER & WINE TAX / ABC DISTRIBUTIONS	\$ 0	\$ 45,693	\$ 0
PIPED NATURAL GAS TAX	\$ 69,560	\$ 59,923	\$ 54,639
ELECTRIC SERVICES TAX	\$ 459,938	\$ 464,131	\$ 484,522
TELECOMMUNICATIONS TAX	\$ 169,934	\$ 180,553	\$ 194,300
CABLE FRANCHISE TAX	\$ 102,502	\$ 103,615	\$ 109,346
STORM WATER FEES	\$ 391,683	\$ 455,068	\$ 448,211
PRIVILEGE LICENSE	\$ 164,833	\$ 165,359	\$ 171,043
PARKS & REC / CULTURAL ARTS	\$ 371,093	\$ 366,473	\$ 382,364
G/O BOND REIMBURSEMENTS (CMUD)	\$ 31,694	\$ 38,275	\$ 44,938
ALL OTHER REVENUES & FUNDING	\$ 681,363	\$ 1,590,872	\$ 785,466
FUND BALANCE APPROPRIATED	\$ 0	\$ (493,874.0)	\$ 0
TOTAL GENERAL FUND REVENUES	\$ 15,646,470	\$ 15,302,673	\$ 15,291,272

	FY 14 ACTUALS	FY 13 ACTUALS	FY 12 ACTUALS
GENERAL GOVERNMENT	\$ 2,741,854	\$ 1,631,538	\$ 1,529,746
POLICE/ANIMAL CONTROL	\$ 4,381,130	\$ 5,049,195	\$ 4,522,570
FIRE/EMS	\$ 967,154	\$ 1,152,251	\$ 1,000,173
PUBLIC WORKS	\$ 2,521,316	\$ 3,063,488	\$ 2,569,264
SANITATION	\$ 1,393,950	\$ 1,364,857	\$ 1,336,477
PLANNING DEVELOPMENT	\$ 314,219	\$ 343,321	\$ 317,729
ECONOMIC DEVELOPMENT	\$ 7,141	\$ 12,059	\$ 15,913
PARKS & REC / CULTURAL ARTS	\$ 876,015	\$ 1,021,939	\$ 1,276,997
DEBT SERVICE	\$ 1,000,878	\$ 1,081,027	\$ 1,200,798
CONTINGENCY	\$ 367,483	\$ 2,028,290	\$ 2,750
TOTAL GENERAL FUND EXPENDITURES	\$ 14,571,140	\$ 16,747,965	\$ 13,772,417

NOTES:

REVENUES

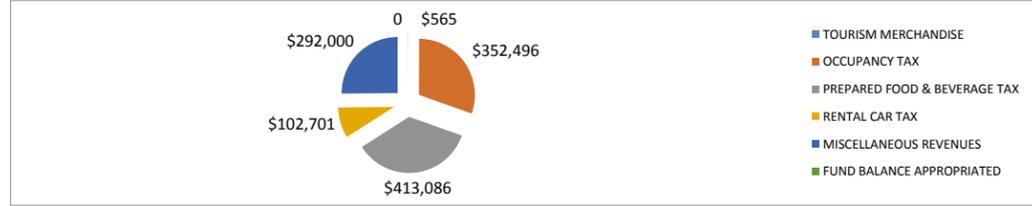
AD VALOREM PROPERTY TAXES	Receive majority in months of Nov, Dec, Jan
MOTOR VEHICLE TAXES	Receive monthly distributions
AUTO TAG FEE	Receive monthly distributions
LOCAL OPTION SALES TAXES	Receive monthly distributions - 2 months in arrears
POWELL BILL FUNDS	Receive equal distributions semi-annual: Oct & Jan
BEER & WINE TAX / ABC DISTRIBUTIONS	Receive quarterly from County, annual from state in May
PIPED NATURAL GAS TAX	Receive quarterly from State. First fiscal distribution received in Dec
ELECTRIC SERVICES TAX	Receive quarterly from State. First fiscal distribution received in Dec
TELECOMMUNICATIONS TAX	Receive quarterly from State. First fiscal distribution received in Dec
CABLE FRANCHISE TAX	Receive quarterly from State. First fiscal distribution received in Dec
STORM WATER FEES	Receive monthly from County
PRIVILEGE LICENSE	To be invoiced in April, due by May 31
PARKS & REC / CULTURAL ARTS	Collected through out year, based on events and programming

EXPENDITURES

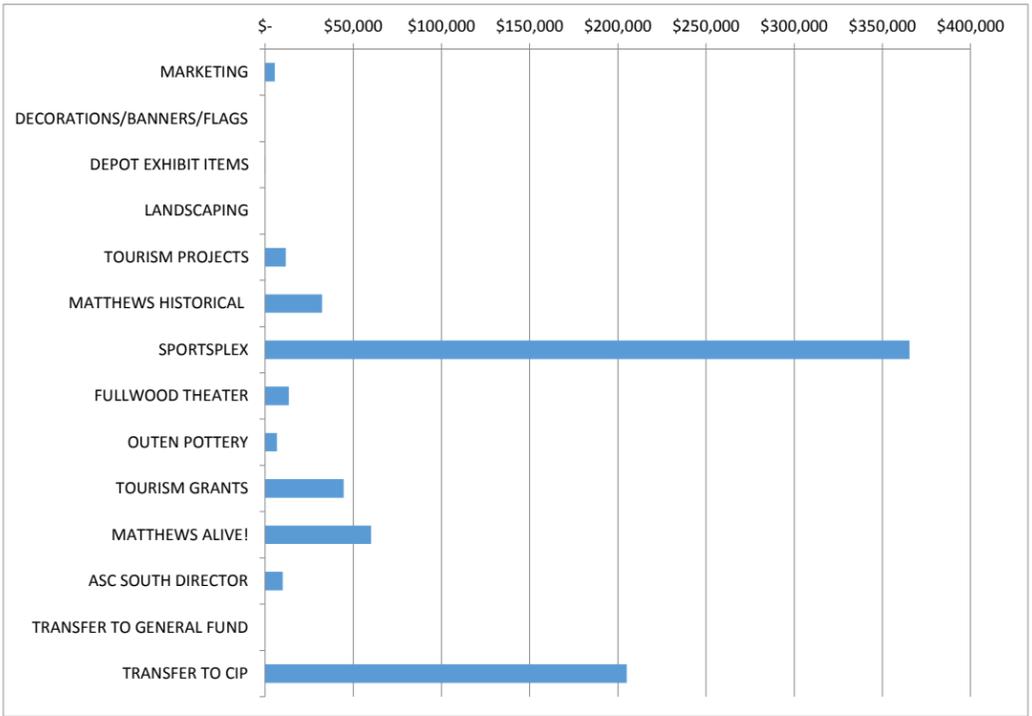
Large expenses incurred during July/Aug each yr due to annual contracts, insurance premiums, dues, capital outlay (vehicles/equipment) purchases

TOURISM FUND

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	Y-T-D % COLLECTED
TOURISM MERCHANDISE	\$ 1,000	\$ 1,000	\$ 565	56.49%
OCCUPANCY TAX	\$ 429,629	\$ 429,629	\$ 352,496	82.05%
PREPARED FOOD & BEVERAGE TAX	\$ 809,859	\$ 809,859	\$ 413,086	51.01%
RENTAL CAR TAX	\$ 131,328	\$ 131,328	\$ 102,701	78.20%
MISCELLANEOUS REVENUES	\$ 1,000	\$ 293,000	\$ 292,000	99.66%
FUND BALANCE APPROPRIATED	\$ -	\$ 0	\$ 0	
TOURISM REVENUE TOTAL	\$ 1,372,816	\$ 1,664,816	\$ 1,160,849	69.73%



EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	Y-T-D % SPENT
MARKETING	\$ 25,000	\$ 25,000	\$ 5,534	22.14%
DECORATIONS/BANNERS/FLAGS	\$ 45,000	\$ 45,000	\$ 0	0.00%
DEPOT EXHIBIT ITEMS	\$ 2,500	\$ 2,500	\$ 162	6.48%
LANDSCAPING	\$ 10,000	\$ 10,000	\$ 0	0.00%
TOURISM PROJECTS	\$ 86,084	\$ 49,584	\$ 11,641	23.48%
MATTHEWS HISTORICAL	\$ 40,000	\$ 40,000	\$ 32,303	80.76%
SPORTSPLEX	\$ 194,075	\$ 486,075	\$ 365,401	75.17%
FULLWOOD THEATER	\$ 26,000	\$ 26,000	\$ 13,359	51.38%
OUTEN POTTERY	\$ 0	\$ 36,500	\$ 6,700	18.36%
TOURISM GRANTS	\$ 60,000	\$ 60,000	\$ 44,500	74.17%
MATTHEWS ALIVE!	\$ 60,000	\$ 60,000	\$ 60,000	100.00%
ASC SOUTH DIRECTOR	\$ 10,000	\$ 10,000	\$ 10,000	100.00%
TRANSFER TO GENERAL FUND	\$ 609,157	\$ 609,157	\$ 0	0.00%
TRANSFER TO HEALTH FUND	\$ 0	\$ 0	\$ 0	0.00%
TRANSFER TO CIP	\$ 205,000	\$ 205,000	\$ 205,000	100.00%
ROTARY	\$ 0	\$ 0	\$ 0	0
MARA	\$ 0	\$ 0	\$ 0	0
PLAYHOUSE	\$ 0	\$ 0	\$ 0	0
CHAMBER	\$ 0	\$ 0	\$ 0	0
CCBC	\$ 0	\$ 0	\$ 0	0
AMERICAN LEGION	\$ 0	\$ 0	\$ 0	0
BUTLER BAND	\$ 0	\$ 0	\$ 0	0
WOMAN'S CLUB	\$ 0	\$ 0	\$ 0	0
TOURISM FUND EXPENDITURE TOTAL	\$ 1,372,816	\$ 1,664,816	\$ 754,601	45.33%
Y-T-D FUND BALANCE INCREASE/(DECREASE)	\$ -	\$ -	\$ 406,248	



PRIOR YRS COMPARISON

FY 14 ACTUALS	FY 13 ACTUALS	FY 12 ACTUALS
TOURISM TOTAL REVENUE ONLY AVAILABLE BREAKDOWN AS TO CATEGORY NOT AVAILABLE		
\$ 1,179,894	\$ 670,746	\$ 1,024,030

FY 14 ACTUALS	FY 13 ACTUALS	FY 12 ACTUALS
\$ 13,128	\$ -	\$ -
\$ 30,199	\$ -	\$ -
\$ 1,572	\$ 544	\$ 1,615
\$ -	\$ 15,845	\$ -
\$ 500	\$ 92,826	\$ 40,608
\$ 31,470	\$ 177,833	\$ 50,000
\$ 50,905	\$ 437,500	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ 5,500
\$ 105,000	\$ 41,247	\$ -
\$ 10,000	\$ 10,000	\$ 10,000
\$ 31,200	\$ 773,489	\$ -
\$ -	\$ -	\$ -
\$ 220,000	\$ 50,000	\$ -
\$ -	\$ 3,500	\$ 2,500
\$ -	\$ 9,000	\$ 8,500
\$ 27,250	\$ 29,000	\$ 30,500
\$ 10,500	\$ 11,500	\$ 10,500
\$ 1,000	\$ -	\$ -
\$ 750	\$ -	\$ -
\$ 500	\$ -	\$ -
\$ -	\$ 1,000	\$ -
\$ 533,974	\$ 1,653,284	\$ 159,723

NOTES:
REVENUES
 TOURISM MERCHANDISE
 OCCUPANCY TAX
 PREPARED FOOD & BEVERAGE TAX
 RENTAL CAR TAX

Receive monthly distributions
 Receive equal distributions semi-annual: Oct & Mar
 Receive monthly distributions

2015 PLANNING CONFERENCE TO-DO LIST

		ASSIGNED	SHORT 60 days	MEDIUM 61-180 days	LONG 181-300 days	STRATEGIC PLAN	WORK PLAN	Items Completed as of 5-20-15
1	establish priority list for trails. CK to submit; TB to assign rate using point system	CK		X				
2	Community gardens: draft preference rules for Matthews residents	CK		X				
3	add active community garden with gravel parking lot by spring 2016 - either rice road park or Hwy 51 park	CK			X			
4	research liability issues related to dog parks	CK	X					
5	staff to draft prioritized park list and possible grant opportunities	CK			X			
6	market the Matthews Station lot; consider temporary uses	KI	X					Temporary uses underway, e.g. popup market. (RFP under development)
7	update Warren Report charts by 2016/17. Internal.	KI/JJ		X				
8	construct interactive road map with overlays: different colors for under construction (designate town vs state projects), planned under construction, funded but not under construction, needed but not funded	PLANNING		X				
9	educate public on paving options/answer questions about methods (review with TB the planned paving schedule, which includes alternating full depth reclamation w/ other technologies)	RM			X			
10	hold community meeting with property owners re: special assessment/Oscar Drive	RM	X					Done - community meeting held. (assessment solution underway)
11	investigate less expensive options for park construction (Scouts, etc)	CK			X			
12	research increasing performance bond payment	RM	X					Legislation is pending that could impact our authority
13	can TB grant subdivision variances after subdivision is complete?	KI	X					
14	do rate study of storm water fees; tiers/incremental increases	RM	X					Ralph is completed a rate study; Decide to postpone any recommendations until FY16-17.
15	submit to TB one page summary on differences between existing and draft bike/ped plans	KI	X					A new bike/ped has been adopted.
16	plan for future shade trees at Stumptown Park	CK		X				
17	add Fountain Rock Park to greenway maps	CK		X				Done.
18	show progress of Wayfinding to date	JT	X					
19	track down rogue signs; TB to review costs before signs are replaced	JT	X					
20	draft (or communicate) wayfinding sign standards. Keep standard aspect ratio	JT		X				
21	find out details of League's legislative action committee	HB	X					
22	Matthews 101: start in August? Send invitations to recent board/committee applicants	JT	X					
23	Give TB a list of properties with zoning classifications that are not in the UDO * how are the parks zoned now?	KI	X					
24	Manager to keep TB apprised of controversial Planning issues – no surprises	HB	X					Underway (ongoing).
25	Ongoing projects pages on website needs to be kept current. Should be first source of new info to citizens	JT	X					
26	Update TB on future mass transit plans	RM	X					
27	Planning/PB to draft list of top 10 infill projects in downtown – keep TB aware of possible areas that are right for infill development	KI		X				
28	Prioritize list of Small Area Plans; consider one for 74 corridor to town line	KI	X					Done. East John Street is top priority identified and to be completed in FY 15-16.
29	Send draft Citizen Survey to TB, see if any questions need to be added	JT	X					
30	Follow up on pavement degradation fee	RM	X					
31	Can town employees sign off on street cuts before utility crew completes project?	RM	X					
32	Staff and CB to work together on list of eligible tourism fund projects	HB		X				
33	Draft list of possible improvements for Stumptown Park related to festivals	CK		X				
34	Get legal language of tourism fund statute to TB	HB	X					Done. Language provided 5/20/15
35	Develop a sportsplex marketing project that promotes Matthews businesses to visitors	JT/JJ		X				
36	Butler greenway: investigate dirtway instead of paved greenway	CK			X			
37	Hwy 51 park: investigate Trailblazers for trail, gravel parking	CK			X			
38	Signal at Crestdale: flip to flashing light – educate drivers ahead of signal relocation	RM	X					Done - flashing nights and weekends.
39	Should library pay anything for façade and facility maintenance?	HB	X					
40	New website = high priority	JT	X					
41	MyMatthews app needs to be improved/made functional	JT	X					
42	Tech: investigate quad screens on each side in Hood Room; monitor in reception area for overflow (primary); monitor in Jordan Room (secondary); preference for petitioners/podium in front center of dias	LC/JJ	X					Done. (funding included in FY 15-16 budget)
43	Orient Planning Board and Board of Adjustment to UDO	KI	X					
44	Paint the roof and floor of Stumptown Park stage and uplight the trees behind the stage	CK	X					Done - painting/floor maintenance (uplighting trees/landscaping funding in FY 15-16 budget)

2015 PLANNING CONFERENCE TO-DO LIST

		ASSIGNED	SHORT 60 days	MEDIUM 61-180 days	LONG 181-300 days	STRATEGIC PLAN	WORK PLAN	Items Completed as of 5-20-15
45	Legislative agenda: add campaign signs issue – give towns authority to enforce regulations	HB	X					Done.

Charles Buckley Way Bids

DATE: May 22, 2015
TO: Mayor and Board of Commissioners
FROM: C.J. O'Neill, PE- Town Engineer 

Background/Issue:

On May 22, 2015, we accepted bids for the full-depth reclamation and resurfacing of approximately 12,000 linear feet of roadway in the Town. These roads included Chipwood Lane, Hartis Lane, Jerry Lane, Marjorie Drive, West Matthews Street, Biltmore Forest Drive, Gifford Drive, Hickory Glen Drive, Hickory Lake Lane, Jamesville Drive, and portions of Oscar Drive, Windsor Square Drive and Independence Pointe Parkway. There was also an alternate bid to include repairs to the road, sidewalk, curblin and storm system on Oscar Drive within Forest Brook Estates. The bids were on a lump-sum basis. We received four bids. The bids received were:

<u>Contractor</u>	<u>Bid Amount</u>	<u>Bid Amount with Alternate</u>
Blythe Brothers Asphalt	\$903,000.00	\$1,003,000.00
Blythe Construction	\$663,025.00	\$766,025.00
Red Clay Industries	\$733,113.80	\$829,109.80
Trull Contracting	\$633,700.75	\$716,410.75

Trull Contracting, LLC was determined to be the lowest responsible bidder. They will be subcontracting Probst Construction to do the full-depth reclamation and grading.

Fiscal Impact:

The Public Works Department has \$587,000 identified for contracted resurfacing. We have the additional \$46,700.75 needed to fund the base bid in the street maintenance line item. In addition, there is a Special Assessment being considered to cover the cost for the repairs to the portion of Oscar Drive within Forest Brook Estates. The cost of the bid alternate was \$82,710.00, which is less than the original estimate.

Related Town Goals and Strategies:

Transportation: to identify, plan, design, fund, and build transportation facilities that efficiently and effectively serve the community in a cost effective and environmentally sensitive manner.

Financial performance: to provide financial resources in a prudent and responsible manner through traditional and alternate sources of revenue, effective budgeting, and cost control with a focus on maintaining a healthy fund balance.

Recommendation Action:

To award the contract for the base bid of the 2015 Resurfacing Program to Trull Contracting, LLC in the amount of \$633,700.75. To authorize the Town Manager to approve a change order of \$82,710.00 to the contract once the Special Assessment for Forest Brook Estates has been completed. It is anticipated that the change order will be authorized after July 1, 2015, at which time the Public Works Department will have the funds to cover the change order in our FY2016 budget.