

Downtown Advisory Board
AGENDA ITEM SUMMARY



SUBMITTER: Jamie Carpenter, Downtown
Manager

MEETING DATE: April 12, 2022

TITLE OF ITEM: Contract Review Discussion

SUMMARY:

. This meeting (and previous downtown board and committee public meetings) serves the purpose of public input regarding the needs of the service district. The following service district contracts discussed at the April 12 meeting will include: Landscaping and hanging baskets, arborist services, and 7th Avenue visioning/branding.

Pursuant to North Carolina General Statute 160A-536, the below procedures must be followed when awarding contracts from Municipal Service District funds.

(1) The city shall solicit input from the residents and property owners as to the needs of the service district prior to entering into the contract.

(2) Prior to entering into, or the renewal of, any contract under this section, the city shall use a bid process to determine which private agency is best suited to achieve the needs of the service district. The city shall determine criteria for selection of the private agency and shall select a private agency in accordance with those criteria. If the city determines that a multiyear contract with a private agency is in the best interest of the city and the service district, the city may enter into a multiyear contract not to exceed five years in length.

(3) The city shall hold a public hearing prior to entering into the contract, which shall be noticed by publication in a newspaper of general circulation, for at least two successive weeks prior to the public hearing, in the service district.

(4) The city shall require the private agency to report annually to the city, by presentation in a city council meeting and in written report, regarding the needs of the service district, completed projects, and pending projects. Prior to the annual report, the private agency shall seek input of the property owners and residents of the service district regarding needs for the upcoming year.

(5) The contract shall specify the scope of services to be provided by the private agency. Any changes to the scope of services shall be approved by the city council.