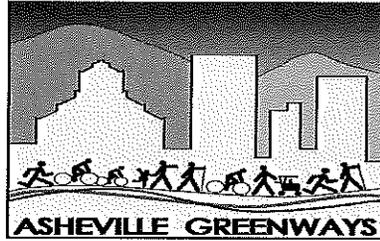


# GREENWAY COMMITTEE AGENDA

August 6, 2015

3:30-5:00 pm

1<sup>st</sup> Floor Conference Room – City Hall



## 3:30 pm - Opening Meeting

- Introductions
- August 6, 2015 Agenda - review and approval
- July 2, 2015 Minutes– no minutes due to field trip

## 3:40pm Public Comment

## 3:45 pm New Business

## 4:00 pm Old Business

- New member recruitment: Mary
- Goat trails: Subcommittee
- Rhododendron greenway follow up: Mary
- East Asheville Greenway Feasibility Study – next steps: Mary, Kim
- Outreach: Amy
- Greenway map update: Lucy
- Website update: Lucy

## 4:10 pm Staff Updates

- Transportation – List of Projects – Lucy
- Planning – List of Projects

## 4:15 pm - Greenway Committee Updates:

- Multimodal Transportation Commission Update – Jim
- Friends of Connect Buncombe: Kim
- Collaborative Greenway Partners: Mary
- Asheville Parks & Greenway Foundation: Lucy
- City of Asheville Parks and Recreation: Forrest
- Friends of Hominy Creek: Amy
- Friends of Canie Creek: Rich

## 3:55pm – Discuss next Greenway Committee Meeting agenda items

## 4:00 pm - Adjournment

- Next Meeting: Thursday September 3, 2015.

City of Asheville  
**BOARDS & COMMISSIONS**  
Application Form

**Applicants are strongly urged to attend several meetings of a board prior to applying**

Name of board or commission: Multimodal Commission, Greenway Commission

Your name: Meredith Gregory Home Phone #: 828-773-1680

Street address: 175 S. Lexington Ave., #103C City: Asheville Zip Code: 28801

Mailing address (if different): same

Employer: Legal Aid of NC, Inc--Senior Law Project

Your position: Attorney Office Phone #: 239-2986

Resident of City Asheville County Buncombe Race white \*  Male  Female \* Age 35

Residence location (check one):  Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: I own my condo, which is located downtown

\_\_\_\_\_, Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.

Please see attached resume and cover letter.

Return to:

Maggie Burleson, City Clerk  
Post Office Box 7148  
Asheville, N.C. 28802-7148

E-Mail: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 259-5601  
Fax #: 259-5499

Signature: Meredith Gregory

Date: July 4, 2015

E-Mail: mergregHT@yahoo.com

Fax #: 239-2995

\* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

Meredith K. Gregory, Esq.  
175 S. Lexington Ave., #103C  
Asheville, NC 28801

Maggie Burlison  
City Clerk  
PO Boc 7148  
Asheville, NC 28802-7148  
*Sent via fax to 259-5499*

Dear Ms. Burlison:

I am writing in order to apply for a position on one of the Boards and Commissions for the City of Asheville. I am most interested in serving on the Greenway Commission or the Multimodal Commission, but I would consider serving on another committee if that is where I am most needed.

I am interested in serving on the Multimodal or Greenway Commissions because I actively pursue multimodal transportation myself. I live in downtown and live in West Asheville. I try to bike to work as often as possible, averaging two to three times per week. As a resident of South Lexington Avenue, I am lucky to be within walking distance of all that downtown has to offer. I regularly walk to my gym and yoga studio; to grocery-shop and run errands; and to the countless restaurants, bars and theaters in downtown. There are many weekends during which I do not use my car at all.

As a recreational runner and cyclist, I also regularly use Asheville's greenways. Carrier Park lies close to where I live and work, and I run or bike on this greenway multiple times per week. I believe that greenways help people stay fit and have fun, and that greenways foster a greater sense of community among residents. I believe that greenways make a better city.

As someone who regularly uses multimodal transportation, I hope to serve on a committee that promotes greenways and alternative transportation. Walking and biking enhance my own life, and I would jump at the opportunity to help make these modes of transportation safer and more accessible to other residents.

I can bring some important expertise to a City of Asheville Commission. I currently work as an Attorney for Legal Aid of North Carolina, Inc. I have been practicing law for almost eight years, and have worked in a wide range of areas of civil law. As an attorney, I can bring legal expertise to a board on which I serve. I also have experience serving on boards, as I currently serve on the boards of Girls on the Run of WNC and the Mountain Sports Festival.

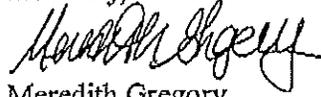
Also, Legal Aid is a non-profit law firm that serves low-income individuals. I have worked at Legal Aid since I began practicing, so I can bring a familiarity with poor communities and the unique struggles that they face. I have a professional degree like many high-income individuals; my salary at a non-profit agency can (optimistically) be considered middle class; and I have extensive experience working with low-income individuals. With this background, I would bring a unique economic perspective to a committee or board.

Also, I currently work with seniors (people aged sixty years or older) at the Senior Law Project of Legal Aid, so I have an understanding of the strengths and challenges of our older citizens.

I love Asheville and feel so lucky to live here. I hope to get the opportunity to give back to my city through service on a commission, and to make the city even better than it already is.

Enclosed please find my resume for your review. Please let me know if you need any additional information or materials. Thank you in advance for your consideration.

Sincerely,



Meredith Gregory

Enclosures: Application  
Resume

## Meredith K. Gregory, Esq.

175 S. Lexington Ave., #103C  
Asheville, NC 28801

MeredithG@legalaidnc.org  
(828) 773-1680

### EDUCATION AND BAR STATUS

Admitted to North Carolina and New York Bars (Inactive Status in New York)

Syracuse University College of Law, Syracuse, NY

Juris Doctor, *magna cum laude*, 2006

Class Rank: Top 10%, ranked 26/279

Certificate in Family Law

Honors and Activities: *Syracuse Law Review*, Student Editor, Committee on Note Publication;

Dean's List; College of Law Chancellor's Scholarship; Justinian Honor Society

University of North Carolina—Chapel Hill, Chapel Hill, NC

Bachelor of Arts, English, 2002

### WORK AND LEGAL EXPERIENCE

Legal Aid of North Carolina

Asheville, NC

Supervising Attorney

Aug. 2014 – present

- Supervise the legal work of two Staff Attorneys.
- Ensure compliance with the case-reporting requirements set out by our funders.
- Evaluate cases that come in through intake and determine which cases the office will accept for representation.

Legal Aid of North Carolina

Asheville, NC

Senior Law Project Attorney

Dec. 2012 – present

- Advise senior-age clients (60+) in all areas of civil law, particularly mortgage foreclosure, estate-planning, estate administration, real estate, consumer law, and landlord/tenant.
- Assist home-buyers facing foreclosure. Represent clients at foreclosure hearings. Draft applications for loan modifications. Negotiate with banks for resolutions outside of foreclosure, such as repayment plans and forbearance. Assess clients' financial situations to determine if bankruptcy would be appropriate.
- Represent clients in estate-planning. Meet with clients to discuss their end-of-life wishes and goals. Analyze their family make-up and financial situation. Draft wills, advance directives, and powers of attorney.
- Represent debtors in bankruptcy.
- Advise debtors in consumer cases and draft motions to claim property as exempt from civil judgments.

Legal Aid of North Carolina

Sylva, NC and Boone, NC

Staff Attorney

Sept. 2007 – Dec. 2012

- Represented low-income clients in all areas of civil law, particularly domestic violence and mortgage foreclosure.
- Petitioned the District Court for Domestic Violence Orders of Protection. Handled a high volume of domestic violence cases, appearing in court approximately two to four days per week, often handling four to five cases per day. Litigated weekly, often with very little advance notice. Coordinated client assistance with domestic violence agencies and sheriffs' departments. Negotiated consent orders with opposing counsel.
- Represented victims of domestic violence in custody cases. Drafted custody pleadings. Prepared clients for custody mediation. Negotiated custody and visitation schedules with opposing counsel. Litigated custody trials.
- Fought evictions on behalf of tenants. Represented tenants in summary judgment hearings.
- Assisted in training new attorneys and supervising interns, especially in litigation.
- Taught *pro se* custody and divorce clinics. Explained to *pro se* litigants how to draft and file pleadings and represent themselves in District Court.

Legal Aid of North Carolina

Boone, NC

Acting Managing Attorney

Aug. – Nov. 2009

- Served as Managing Attorney for the Boone Office of Legal Aid of NC while Managing Attorney on sabbatical.
- Supervised a staff of two attorneys and two support staff.
- Led case acceptance meetings. Had final say on whether to accept particular cases and assigned cases to individual attorneys. Led meetings with local Advisory Board to review and amend case-acceptance guidelines.
- Set staff attorneys' schedules to ensure that all court hearings in our seven-county district were covered.
- Ensured that local office followed statewide protocol and served as liaison between Administrative Office and local office.

*Meredith K. Gregory*

**Superior Court of New Jersey, Family Part**  
*Judicial Clerkship*

Jersey City, NJ  
Sept. 2006 – Sept. 2007

- Determined parents' child support obligations: interviewed parents, determined their incomes, and applied the NJ Child Support Guidelines to reach a child support amount for non-custodial parents.
- Researched family law issues such as international parental kidnapping and grandparent visitation.
- Reviewed procedural histories and wrote case summaries of family court cases.

**VOLUNTEER ACTIVITIES**

Mountain Sports Festival, *Treasurer; Permitting & Events Manager*  
WNC Chapter of Girls on the Run, *Board Member; Chair of Board Governance Committee*  
WNC Chapter of the NC Association of Women Attorneys, *Secretary*



**CITY OF ASHEVILLE  
TRANSIT and GREENWAY COMMITTEE  
APPLICATION FORM**

**DEADLINE FOR APPLICATION: OPEN**

Application for? (Check one)  TRANSIT COMMITTEE or  GREENWAY COMMITTEE

Your name: Anthony S. Mitchell Home/cell #: 828-713-7999  
Street address: 606 River Ridge Dr. City: ASHEVILLE Zip Code: 28803  
Mailing address (if different): -same- E-Mail: amitchell@isa-avl.com  
Employer: Insurance Service of Asheville Your position: PL Manager Office Phone #: 828-350-3322  
*Successful applicants must be City of Asheville Residents.*

**Applicant demographics / Title VI Requirement:**

The City of Asheville may not, on the grounds of race, color, or national origin, deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the transportation program. Additionally, the City of Asheville must report and track the racial make-up of transportation related committees.

For this purpose, please identify your back ground: (White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian, Pacific Islander or any other.) White

Sex:  Male  Female Age 41

**Applicant expertise:**

Please indicate the area(s) of expertise you will bring to the committee(s):

- Expertise:  Legal  Technical  Fundraising  Community Contacts  Regular Bus Rider  
 Bicycle Commuter  Pedestrian Commuter  Business Management (Financial)  Business Management (Operational)  
 Public/Health  Public Speaking  Marketing/messaging  Working with Disabled population  Working with Minority population  Working with limited English population  Working with Senior population

**Additional information:**

Please answer the following questions on a separate sheet of paper:

1. Are you aware of any potential conflicts of interest that may arise during your service on this board? If so, please explain. (Potential conflicts of interest do not preclude appointments.)
2. Why do you want to serve?
3. What would you bring to the Committee?

You are encouraged to provide any of the following:

1. Resume
2. Cover Letter
3. References

**Applicant Signature:** Anthony Mitchell

**Date:** 7/13/15

**If you have questions about the application process, please contact the Committee chairs.**

Greenway Committee Chair - Sue Barlow - [suebarlow@charter.net](mailto:suebarlow@charter.net)  
Transit Committee Chair - Julie Mayfield - [julie@wnca.org](mailto:julie@wnca.org)

**Return applications to:** Janet GeorgeMurr, City Hall  
Post Office Box 7148, Asheville, N.C. 28802-7148  
Telephone: (828) 232-4531

E-Mail: [jgeorgemurr@ashevillenc.gov](mailto:jgeorgemurr@ashevillenc.gov)  
Fax #: (828) 232-4525

Anthony Mitchell

**Application process**

Applications will be reviewed by either the Transit Committee or the Greenway Committee. Then recommendations will be made to the Multimodal Transportation Commission, whose members will choose the applicant(s). Due to a wealth of strong candidates, please do not be discouraged if you are not appointed. Applications will be kept on file for future committee openings.

**Committee Descriptions**

The Transit and Greenway Committees each consists of at least seven members and up to eleven members. All are appointed by the Multimodal Transportation Commission. The terms of office are three years.

**GREENWAY COMMITTEE**

The mission of the City of Asheville's Greenway Committee is to advise the Multimodal Transportation Commission and City staff on implementation of a system of greenways within Asheville by integrating City and County Parks and Transportation plans while educating and engaging the public and advocating for funding. The Committee meets the 2nd Thursday of each month at 3:30 p.m. in the 1st floor conference room of City Hall. The normal length of the meeting is one to two hours.

**TRANSIT COMMITTEE**

The Committee functions as an advisory board to the Multimodal Transportation Commission and to the City staff on matters affecting the transit system and its operation. The Asheville Transit Committee will meet the first Tuesday of every month from 3:30 to 5:30 PM. The meetings will be held at City Hall in the first floor conference room.

(over)

# ANTHONY S. MITCHELL

606 RIVER RIDGE DR ASHEVILLE, NC 28803

828.713.7999 • amitchell@isa-avl.com • www.isa-avl.com

## Community Volunteer Resume

I am seeking a position as a Transit or Greenway Committee member. Building upon 9+ years of Asheville civic participation, I am committed to promoting & expanding Asheville's dedication to improving infrastructure and natural transportation/ recreational areas.

## Personal Summary

- Current downtown business professional / manager with Insurance Service of Asheville
- Avid runner, utilizing Asheville greenways on a regular basis

## Skills Summary

- Creative management and leadership skills
- Exceptional interpersonal skills
- Thoughtful, and detail oriented
- Strong verbal and written communication skills
- Well-developed organizational and planning skills

## Current Community Experience

- City Council appointed board member – Asheville-Buncombe CrimeStoppers
- Board member– United Way Hands On Advisory Committee
- Member – United Way Highland Circle & Peaks Society member
- Currently developing student mentoring opportunities with UNC-Asheville
- Participant – various individual project promoted by Insurance Service of Asheville (Relay for Life, ABCCM blanket drive, etc.)

## Previous Community/Professional Experience

- Former board president – Swan Educational Center, Asheville NC
- Leadership counselor – Camp Horizon, Down Syndrome Assoc. Charlotte
- Founding/board member – Asheville Strategic Alliance
- Member – Asheville Rotary
- Risk Management seminar teacher – Appalachian State University

## Education

University of North Carolina at Chapel Hill  
Degrees in Education & Psychology

The American College  
Life Underwriting and Training Council Fellow



**CITY OF ASHEVILLE  
TRANSIT and GREENWAY COMMITTEE  
APPLICATION FORM**

**DEADLINE FOR APPLICATION: OPEN**

Application for? (Check one)  TRANSIT COMMITTEE or  GREENWAY COMMITTEE

Your name: Audra Gaiziunas Home/cell #: 919-538-4404  
Street address: 4410 Verde Vista Circle City: ASHEVILLE Zip Code: 28805  
Mailing address (if different): \_\_\_\_\_ E-Mail: audra.gaiziunas@gmail.com  
Employer: Brewed For Her Ledger, LLC Your position: Owner Office Phone #: 919-538-4404  
*Successful applicants must be City of Asheville Residents.*

**Applicant demographics / Title VI Requirement:**

The City of Asheville may not, on the grounds of race, color, or national origin, deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the transportation program. Additionally, the City of Asheville must report and track the racial make-up of transportation related committees.

For this purpose, please identify your back ground: (White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian, Pacific Islander or any other.) White

Sex:  Male  Female Age 38

**Applicant expertise:**

Please indicate the area(s) of expertise you will bring to the committee(s):

Expertise:  Legal  Technical  Fundraising  Community Contacts  Regular Bus Rider  
 Bicycle Commuter  Pedestrian Commuter  Business Management (Financial)  Business Management (Operational)  
 Public/Health  Public Speaking  Marketing/messaging  Working with Disabled population  Working with Minority population  Working with limited English population  Working with Senior population

**Additional information:**

Please answer the following questions on a separate sheet of paper:

1. Are you aware of any potential conflicts of interest that may arise during your service on this board? If so, please explain. (Potential conflicts of interest do not preclude appointments.)
2. Why do you want to serve?
3. What would you bring to the Committee?

You are encouraged to provide any of the following:

1. Resume
2. Cover Letter
3. References

Applicant Signature: \_\_\_\_\_

Date: 7/22/2015

**If you have questions about the application process, please contact the Committee chairs.**

Greenway Committee Chair - Sue Barlow - [suebarlow@charter.net](mailto:suebarlow@charter.net)

Transit Committee Chair -- Julie Mayfield - [julie@wnca.org](mailto:julie@wnca.org)

Return applications to: Janet GeorgeMurr, City Hall  
Post Office Box 7148, Asheville, N.C. 28802-7148  
Telephone: (828) 232-4531

E-Mail: [jgeorgemurr@ashevillenc.gov](mailto:jgeorgemurr@ashevillenc.gov)  
Fax #: (828) 232-4525

(over)

# AUDRA GAIZIUNAS

4410 Verde Vista Circle • Asheville, NC 28805  
Audra.Gaiziunas@gmail.com • 919.538.4404

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## SENIOR FINANCIAL AND MARKETING MANAGEMENT

*Business Strategy / Financial Analysis & Merchandising / Training, Coaching & Mentoring*

Versatile, creatively dexterous, results-driven professional offering successful financial management career and background in sales, marketing, and both public and private accounting. Demonstrated exemplary leadership qualities, keen analytical skills, and business mindset in providing sound fiscal management for rapidly growing companies. Contributed vitally to executing business strategy, upholding financial integrity, and bolstering efficiency and profitability. Readily forge strong working relationships and collaborative environments. Proactive and adaptive to change; work diligently to resolve issues and deliver results. Able to parlay MBA in Global Business Administration, AMA membership, and thirst for artistic design to help guide marketing strategy, including product positioning, branding and public relations efforts.

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## PROFESSIONAL EXPERIENCE

BREWED FOR HER LEDGER, LLC – ASHEVILLE, NC

### **Owner** (2013-Present)

*Own and operate this management consulting firm whose clientele include craft breweries, brewpubs, state agencies, and a brewers guild.*

Provide accounting, accounting information systems, finance, operations, and marketing guidance to craft breweries and their affiliated community. Services include business plan development (including pro formas), costing modeling, budgeting, financial/regulatory reporting assistance, compensation plan review/analysis, internal controls review, process audits, fixed asset management, inventory management, financial management system/enterprise resource planning software implementation and training.

Have worked with 30+ craft breweries to date; spoke at the first North Carolina Craft Brewers Conference.

MOTHER EARTH BREWING COMPANY, LLC – KINSTON, NC

### **Chief Financial Officer** (2011-2014)

*Designed and implemented financial and operational infrastructure from the ground up for this second-stage craft brewery.*

Fully immersed in accounting, enterprise resource planning solution procurement and implementation, finance, operations, and marketing initiatives to position craft brewery for rapid, sustainable growth. Activities included financial/cost modeling, financial/regulatory reporting, inventory management, process development and improvement, cash flow management, budgeting, forecasting, and cash flow projections.

Due to nature and size of business, activities also included tap room sales and maintenance, sales analysis and variable compensation creation, event planning/hosting, and designing a women's line of sustainable clothing for the brewery.

DOGFISH HEAD CRAFT BREWERY – MILTON, DE

### **Controller** (2009-2010)

*Kept an off-centered team financially sound through bright-eyed daily oversight of the Accounting/Compliance department.*

Directed the general ledger, subsidiary accounting, accounts payable/receivable, reconciliation processes and ensured thorough documentation and necessary reporting of all financial activities and controls. Oversaw the annual budget process and provided data to assist management's adherence to targets. Directed month-end and year-end closing processes and resulting regulatory reporting. Preserved and supported a safe working environment for employees, vendors and guests.

- ♦ Developed reporting for Packaging to use to ensure accuracy in transfer of finished goods to Warehouse.
- ♦ Planned, led, and oversaw the brewery's first formal year-end physical inventory count.

...continued...

- ♦ Instituted cycle counts in February 2010 for raw materials, packaging, supplies, and merchandise.
- ♦ Created financial templates and associated recommendations for Merchandising Manager to use to monitor and manage the financial health of the Merchandise/POS department.
- ♦ Updated brewery's internal control documentation.

CATERPILLAR INC. – CARY, NC

**Commercial Consultant, Brand Advocate** (2008-2009)

*Served as the pivotal communications hub of comprehensive merchandising and pricing analysis between the marketing and finance arms of the Building Construction Products division.*

Analyzed key B2B pricing and merchandising strategies with simultaneous focus on optimizing market growth and profitability within arenas of penetration and expansion. Researched market opportunities, trends, and competitive environments to provide subsequent business planning for the North American region. Created, maintained, and enhanced financial models used for business analysis and the decision-making process. Engaged with Commercial, Sales, Operations, and Finance partners to gather feedback and implement new ideas and processes. Partnered with Global Brand Management and Corporate Identity to help raise Caterpillar brand awareness and resolve brand issues within the Building Construction Products division.

**Work Tools Accounting Supervisor, Brand Advocate** (2008-2009)

*Responsible for coordinating and supervising the BCP Work Tool financial reporting functions, including the completion of monthly Work Tool financial reporting and forecasting by product line.*

Provided strategic leadership while overseeing accounting and financial management activity for \$200M Work Tools segment of the Building Construction Products division. Communicated financial data and insights to guide segment managers in formulating operating and financial strategies. Earned invitation to join Brand Advocate team through Global Brand Management and Corporate Identity. Passed Six Sigma DMEDI Green Belt exam and collaborated on two transformational projects as the financial representative on both teams. Worked diligently alongside staff and marketing companies in Asia-Pacific and Latin America in developing a more robust reporting process.

DUDA/PAINE ARCHITECTS, LLP – Durham, NC

**Controller** (2004-2008)

*Managed accounting and financial functions for this design-architectural firm and limited liability partnership with an international portfolio of corporate, commercial and institutional commissions.*

Oversaw accounting and financial management activity, from long-term forecasting and investment strategy to journal-keeping and financial statement preparation. Communicated financial data and insights to guide partners in formulating operating and financial strategies. Conferred with clients and vendors in resolving invoicing and accounts payable/receivable discrepancies. Cooperated with Office/Human Resources Manager in monitoring internal controls and resolving employee and third-party issues. Trained and coached bookkeepers and staff accountants. Administered payroll and performed 401(k) contribution calculations. Helped prepare 1065 tax return.

- ♦ Spearheaded acquisition and implementation of Deltek project management-based software; oversaw conversion from QuickBooks and trained 42 staff on using the new software. Incorporated project-profitability reporting capability within the application for use by all 11 of the firm's Project Managers.
- ♦ Formulated a controlled-growth strategy to guide the firm's expansion from 19 to 37 staff in less than three years; counseled staff through a period of significant corporate change, and played a key part in the firm's successful adoption of a proactive approach to facing challenge and achieving business objectives.
- ♦ Revised purchasing, cash management and collection methodologies and systems to streamline operations and promote cost efficiency, contributing to 28% reduction in operating costs, and raising gross margin to an exceptional 32% from 18% in just 12 months.
- ♦ Developed and instituted internal controls and compliance procedures for all areas impacting company finances, including cash management, purchases, payables, receivables and payroll.
- ♦ Organized, adjusted and restated accounting and taxation records to company's inception in resolving discrepancies and inconsistencies.

- ◆ Improved cash management practices by developing cash flow projections and forecasting templates for staff use. Increased accounts receivable collection rate from 74% to 99.5%; improved liquidity ratios by an average of 23% during tenure; and bolstered turnover ratios by as much as 50%.

LIFELINK CORPORATION – Bensenville, IL

**HUD Accounting Supervisor** (2000-2003)

*Served in managerial capacity for this not-for-profit health and human services organization.*

Managed budgeting and accounting functions -- including transaction processing and financial statement preparation -- for 27 residences and two retirement communities subsidized by the U.S. Department of Housing and Urban Development (HUD) in Illinois, Missouri and Florida. Prepared workpapers and coordinated year-end audits for each facility. Presented financial statements, audit findings and statistical analyses to 28 Boards of Directors. Supervised 3 staff accountants.

- ◆ Cooperated closely with departments throughout the organization in developing and implementing reporting systems, internal controls and compliance procedures.
- ◆ Established rapport and built strong working relationships with HUD representatives in the state of Illinois; gained in-depth knowledge of and ensured adherence to HUD regulations.
- ◆ Worked closely with operations staff and facility managers to gather input for the budgeting process and provide monthly updates on financial surpluses/deficiencies.

MCGLADREY & PULLEN, LLP – Rockford, IL

**In-Charge Accountant / Associate Consultant** (1999-2000)

*Conducted audits of partnerships, S and C corporations and not-for-profit organizations for this national CPA firm.*

Supervised compliance audits of 501(c)3 organizations and prepared financial statements and tax returns for individuals, corporations, governmental agencies and not-for-profit organizations using cash-based and accrual accounting methods. Organized fund accounting structures for hospitals, school districts, municipalities and housing authorities.

- ◆ Identified internal reporting deficiencies with client company accounting systems, and revised or implemented new procedures with a focus on bolstering internal controls.
- ◆ Trained client company staff members on proper expense accounting, adding a new service component.

COLEMAN AND WILLIAMS, LTD. – Milwaukee, WI

**Staff Accountant / Associate Consultant** (1997-1998)

*Served as business and financial consultant and auditor for governmental and not-for-profit entities on behalf of this minority-owned CPA firm.*

Prepared proposals for consulting, auditing and accounting engagements. Developed financial forecasts and projections. Performed audits in accordance with OMB Circular A-133.

- ◆ Managed grant reporting, payroll services, general ledger and budgeting for social services agency; reconstructed chart of accounts using American FundWare; instituted accounting policies and procedures.
- ◆ Provided technical support in fund accounting for the Corporation for National Service; trained groups of 18-40 non-accountants and executive directors in classroom settings in various state capitols.

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**EDUCATIONAL BACKGROUND**

**Master of Business Administration (OneMBA), Major in Global Business Administration** (2008)

UNIVERSITY OF NORTH CAROLINA, KENAN-FLAGLER BUSINESS SCHOOL – Chapel Hill, NC

- Coursework included International Finance, Leading and Managing Global Organizations, Global Marketing Management, Global Operations Management, Technology and Business Innovation, Analytical Tools for Decision-Making, International Economics, Mergers and Acquisitions, and Global Strategy.
- Graduated with Beta Gamma Sigma honors (top of the class).

- Completed coursework residencies in Washington, DC; Rotterdam, the Netherlands; Gdansk, Poland; Sao Paulo, Brazil; Monterrey, Mexico; Delhi, India; Shanghai, China.
- Currently completing second MBA focus on Marketing. Classes taken thus far: Pricing, Branding, Customer Relationship Strategy.

**Bachelor of Arts, Double Major: Accounting and Business Management (1997)**

LORAS COLLEGE – Dubuque, IA

- Summa cum Laude; 3.93/4.00 GPA.
  - Awarded Regents' Scholarship; GTE Athletic/Academic All-American; competed in varsity women's soccer and track and field. Participated in Student Life, Advertising and Marketing Association, Habitat for Humanity, Turtle Island Protectors, KLCR as radio deejay, and LCTV as news reporter and journalist.
- 

**PROFESSIONAL AFFILIATIONS**

**Treasurer, Board of Directors (January 2011 – January 2013)**

WEAVER STREET MARKET – Carrboro, NC

- Provided leadership and strategic planning guidance via policy governance for this multi-unit \$25M cooperative grocery. Elected to the board by the community at large in November 2010.
- Custodian for Board's annual budget and spending initiatives.

**Financial Advisor, Director of Programming/Events (July 2010 – April 2013)**

NORTH CAROLINA BREWERS GUILD – Greensboro, NC

- Reconstructed entity's entire chart of accounts in QuickBooks NFP to journalize transactions appropriately and provide meaningful information for growth and membership acquisition/retention.
- Responsible for all aspects of this 501(c)6 entity's finances, from monthly financial reporting and margin analysis to budgeting and forecasting. Complete and file Form 990 annually.
- Plan and oversee quarterly educational events for membership base.

**Treasurer/Vice President of Finance (July 2008 – June 2010)**

AMERICAN MARKETING ASSOCIATION, TRIANGLE CHAPTER – Raleigh, NC

- Elected Board of Directors position for 2008-2009. Reelected for 2009-2010.
- Responsible for all aspects of chapter finances, from monthly financial reporting and margin analysis to budgeting and forecasting. Complete and file Form 990 annually.
- Engineering conversion and migration of all financial data from Excel to Quickbooks for Not-for-Profits.
- Selected to attend annual Leadership Summit to help generate ideas for membership, communications, and programming.

**Finance Committee Board Member (July 2008 – September 2009)**

TEN THOUSAND VILLAGES OF RALEIGH – Raleigh, NC

- Instigated all social media initiatives for future business development and growth. Working with Marketing Manager to update Facebook, Twitter, LinkedIn, and blog. Studying effectiveness using Google Analytics.
- Provide financial commentary and analysis for the monthly financial statements. Other duties include complex scenario and NPV analysis.

**Board Member (September 2008 – August 2011)**

UNIVERSITY OF NORTH CAROLINA KENAN-FLAGLER BUSINESS SCHOOL ONEMBA ALUMNI BOARD – Chapel Hill, NC

- Chaired the Nominations Committee.
- Evaluated financial feasibility of new offerings suggested by the Product Development Committee.

**Board Member (May 2009 – September 2009)**

ORANGE COUNTY ARTS COMMISSION – Hillsborough, NC

**Transportation Planning Division  
Project update  
July 22, 2015**

**On-going**

- **RADTIP**
  - The design process for RADTIP is ongoing.
  - The target date to begin right-of-way acquisition is September of 2015.
  - The start of construction is targeted for 2017.
  - Consultants will deliver 65% complete design plans in August 2015.
  - Staff review of construction plans is ongoing.
  - Public meeting anticipated in late August of 2015.
  
- **East of the Riverway Transportation Network Plan**
  - On hold for Livingston project.
  - Still pending a few final changes, mostly maps.
  
- **JARC Signals Design contract**
  - Locations:
    - Louisiana & Haywood Rd
    - McDowell & Choctaw
    - South Charlotte & Biltmore
  - Firming up funding to move forward with two of three signals. Local match for potential additional FTA funding has been moved to the project from FY 15 operations budget conservation. Still waiting for FTA on the federal portion.
  
- **Asheville in Motion Plan.**
  - POC meeting on June 25
  - Presentation to the MMTC on July 22.
  
- **French Broad River Greenway West-** French Broad River Greenway (Duke Energy property) and connection between FBR Park and Carrier Park
  - The Grilling on Greenways meeting on June 27<sup>th</sup> was a big success. Nearly 100 people attended the drop-in meeting to gather information from the designers who represented their greenway work. There were 6 greenways on display for review. We gathered input via comment sheets. The spreadsheet with the transcribed comments is available upon request.
  - The FBR West Greenway is at 25% completion. We should see the drawings Monday (July 20).
  
- **ISO 14000 - ART**
  - Second audit on August 18-19.
  
- **ADA restructuring**
  - No updates

- **Bike Corral on Haywood**
  - In front of Bledsoe Bldg, between crosswalk and signal pole
  - Encroachment agreement with NCDOT in place for simple corral
  - Racks for simple corral on order.
- **Watch for Me NC Ped/Bike Safety Campaign**
  - Law enforcement training on 7/22 at AB Tech
  - Partners/Supporters Meeting 7/23 (3:30 p.m., 6<sup>th</sup> floor City Hall)
  - Campaign kick-off 8/4 at National Night Out (5:30-7:30 p.m., Pack Square Park)

### **New**

- **Transit Station repairs**
  - Evaluation process.

### **Other efforts**

- **TIGER VI grant application**
  - Awarded and going through the steps to sign the grant agreement.
- **Clingman Forest and Town Branch Greenways and Depot Street Roundabout**
  - Staff is working out the land acquisition in the next months; completing the documents needed for Categorical Exclusion status; and working on construction timelines for 2017 with Capital Projects Team.
- **Livingston St. Complete Streets**
  - Contract awarded to Davenport, Inc.
- **Beaucatcher Greenway:**
  - The construction drawings for the greenway and trailheads are in progress and due to be completed in June. Once the construction documents are complete the permitting and bid process will initiate.
- **Craven Street**
  - Construction activities continue to move along. The arch culvert has been installed and the road is now open between Waynesville Ave and Georgia Ave. Work is currently taking place between Waynesville Ave and Hazel Mill Rd, this section of roadway is closed and is expected to be closed until spring, and the roadway in this section is nearing finished elevation and is expected to be paved by the end of April. The rough grading for the greenway is taking place with the sewer line completed. The fill for the LID parking lot is in with continued work on the sidewalk and stone placement in the parking lot. The reconfiguration of Hazel Mill Road and Emma Road had taken place and is open to traffic currently. The water line construction is complete. With warmer weather, the project is expected to accelerate. The stream restoration work has begun with the wall treatment being constructed currently.

- The City of Asheville is applying for Tourism Product Development Funds (TPDF) through the Buncombe County Tourism Commission. The final application is due the end of August.
- The project scope:
- The River to Ridge: Riverfront Destination Development Project -- 2.0, builds upon a comprehensive set of brick and mortar projects that are transforming the River Arts District and its gateways into a fully-developed destination of interesting attractions for the leisure traveler.
- The vision for this project phase is to create an enjoyable outdoor recreation experience that connects from the scenic Beaucatcher Overlook Park (30 acres of urban greenspace preserved for recreation) to the River Arts District and beyond, arriving at recreation destinations along the French Broad River at Carrier Park, including the City of Asheville's velodrome. Asheville's velodrome -- an outdoor cycling track -- will be resurfaced and renovated as part of the development of this cohesive vision. The specific project elements are:
  - 1. River to Ridge Greenway Trail Connection  
Beaucatcher Greenway – construction of a greenway trail from historic Helen’s Bridge trailhead to recreational facilities at McCormick Field (home of the Asheville Tourists) and Memorial Stadium (used for outdoor play and spectator sports)
  - 2. French Broad River Greenway Network  
French Broad River Greenway West Bank connection -- This one-and-a-half mile multi-use path will connect the city’s most beautiful riverfront park and the three miles of existing riverfront greenways and parks beyond it with the production, visitor’s facilities, and tasting room for the United States third largest craft brewery, New Belgium Brewing - Asheville.
  - 3. Improvements to connect visitors to riverfront recreation
    - o Velodrome rebuild – park and track improvements to the existing Carrier Park velodrome, including complete resurfacing of the track
    - o Crosswalk and river access – development of improved safety features across Amboy Rd. into Carrier Park, as well as construction of a river access point
- By linking multiple cultural and recreational elements, this project gives the leisure traveler a variety of opportunities to exercise, explore, and enjoy at least a day's worth of activities in and around the River Arts District -- an area that is booming with investment and renewed interest.
- This project continues the destination development vision that was partially funded by the TPDF in 2014. The enhancements proposed expand the connections from the RAD, offering a richer experience for leisure travelers. The City of Asheville is happy to discuss this vision with the Tourism Development Association and the Convention and Visitors Bureau, as we work together to stimulate economic development and strengthen place making in Asheville that appeals to leisure travelers.

# CPMD Project Narrative Report

Printed: Wednesday, July 15, 2015

**Department: Public Works**

**PM: Chuck Watson**

**Status: Planning**

## Annual Concrete Maintenance 15-16

### Milestones:

### Right of Way:

Maps are almost complete and they will be given to Streets to determine which work orders to include in

none required

Last Project Update On: 7/13/2015

## Annual Concrete Maintenance FY14

### Milestones:

### Right of Way:

We have approximately \$2,400 left in the budget and we may not be able to find any work orders that can be done for this amount. We are either finished or

Last Project Update On: 7/13/2015

## Annual Downtown Cleaning Contract FY15

### Milestones:

### Right of Way:

The contractor will continue to work this contract

Last Project Update On: 7/13/2015

## Annual Downtown Cleaning Contract FY16

### Milestones:

### Right of Way:

The pre-bid meeting was held on July 7 and the bids are due by July 15. We had 8 companies attend the pre-bid and I believe that we will get at least 3-4 bids.

Last Project Update On: 7/13/2015

**PM: Dewayne Riddle**

**Status: Design**

## Broadway Vaulted Sidewalks

### Milestones:

### Right of Way:

Have a RFQ out, sent to 5 firms.

7/6 Due date to submit qualifications.  
7/7 Start review of submitted packets.  
7/28 Make choice of firm

Will work with DOT for encroachment agreement.

Last Project Update On: 6/25/2015

**PM: Robert Kun**

**Status: Bid Prep/Contracting**

## Annual Street Resurfacing FY15

### Milestones:

### Right of Way:

Rogers Group is ALB. Shooting for 6/23 Council date. Contract complete and project advertised on 04/27/15. Mandatory pre-bid on 05/20/15. Bid opening on 05/27/15.

04/15 Advertised  
05/15 Mandatory Pre-Bid MTG  
05/15 Bid Opening  
06/15 Bids opened Rogers is ALB  
06/23/15 Contract to City Council  
07/13/15 Work Begins

None

Last Project Update On: 7/14/2015

# CPMD Project Narrative Report

Printed: Wednesday, July 15, 2015

## Cedar Street Bridge Rehab

Erin Marie to move money into account for second phase of contract with WSP. Project has been funded in FY15-16. Phase 2 contract has been pulled together. Awaiting July 1 to send to City Manager for execution. Project is being transferred to Robert Kun.

### Milestones:

July 1, 2015 - Begin construction drawings  
TBD - Issue RFQ for Design  
TBD - Est Design Completion  
TBD - Award Construction Contract  
TBD - Notice to Proceed (NTP)  
TBD - Contract Completion Date  
TBD - Est Completion Date

### Right of Way:

Last Project Update On: 7/14/2015

**PM: Vinnie Sullivan**

**Status: Bid Prep/Contracting**

## Annual Median Maintenance FY15 RFQ

Consultant tentatively selected, pending negotiations. Meeting with consultant last week, consultant working on pricing and proposal. Expect proposal week of 6/15/15. Budget numbers to be added once

### Milestones:

4/15 - RFQ Advertised  
5/15 - Proposals Submitted  
6/15 - Award Contract  
6/15 - Begin Construction  
9/15 - Est Contr Completion Date

### Right of Way:

Last Project Update On: 6/9/2015

## Finalee Avenue Retaining Wall

Side wall design issue tentatively solved. Walers installation begun, followed by lowering of bench to access next row of anchors. 'Amount Expended' on Contracts tab includes current pay app, which will not

### Milestones:

9/14 - First Bid Advert  
9/14 - Second Bid Advert  
11/14 - Award Contract  
2/15 - Begin Construction  
5/15 - Contract Completion Date  
8/15 - Est Completion Date

### Right of Way:

1 purchased

Last Project Update On: 6/25/2015

## Leucothoe Lane Retaining Wall Study

Council documents with Director of Multimodal Transportation, to be submitted for Council app'l once docs completed. Work to begin once Council and Finance app'l received.

### Milestones:

8/14 - RFQ Advertised  
2/15 - Contract Signed by Cons  
7/15 - Est. Contract Award  
11/15 - Est. Compl Date

### Right of Way:

Last Project Update On: 6/9/2015

## **Department: Transportation**

**PM: Chuck Watson**

**Status: Construction**

## Montford 5-Points Intersection Improvements

The contractor has completed the project as designed, however the neighborhood has requested that more granite curbing be added. I am attending a meeting Tuesday with Transportation and HRC to discuss

### Milestones:

5/15 - City Approvals  
5/15 - Advertisement  
TBD - Award Contract  
TBD - Notice to Proceed (NTP)  
TBD - Contract Completion Date  
TBD - Est Completion Date

### Right of Way:

N/A

Last Project Update On: 7/13/2015

# CPMD Project Narrative Report

Printed: Wednesday, July 15, 2015

## New Leicester Highway Sidewalk

Funding authorized on July 1, Survey initiated.

### Milestones:

TBD - Survey Completion  
TBD - Begin Design  
TBD - Complete Design  
TBD - Right of Way/Utility Relocation (if necessary)

### Right of Way:

Pending survey and design.

Last Project Update On: 7/15/2015

## Transit Station Fuel Tank Installation

The permits are complete and the contractor is attempting to work us in the schedule. He hopes to be able to give us an ETA the week of July 13.

### Milestones:

TBD - Award Contract  
TBD - Notice to Proceed (NTP)  
xx/xx - Pre-con held  
TBD - Contract Completion Date  
TBD - Est Completion Date

### Right of Way:

N/A

Last Project Update On: 7/13/2015

**PM: Robert Kun**

**Status: Right of Way**

## Haywood Road Multimodal

On-street parking request denied by NCDOT. Continuing with contract as planned, without on-street parking.

Project may begin Summer '15. Revised estimate to \$268k from \$220k due to trend, rise in contractor bids. 8 on-street parking spaces were proposed by property owner. On-street parking reviewed and denied by NCDOT. Preliminary striping for lane shift

### Milestones:

Design Phase Complete.  
All Easements Acquired.  
06/22/15 Plans at NCDOT for approval for on-street parking request by Matt Dyer  
7/8/15 NCDOT rejects parking  
7/14/15 Plans and contract revised  
7/16/15 - RFP Bid Package posted

### Right of Way:

\* 8 Donated - 1  
Condemned  
\* Right-of-entry agreements renewed with property owners.

Last Project Update On: 7/14/2015

**PM: Walter Ear**

**Status: Design**

## RADTIP Design

\* 7/8/15 On site permitting meeting with DENR, USACE, DWQ  
\* 6/19/15 Utility Coordination Meeting held with CDM Smith, So-Deep, and Utility Providers (Duke Energy, PSNC, MSD, AT&T, and COA Water Department)  
\* Weekly Riverfront Coordination meetings on going with staff, Mondays. Now include a weekly phone

### Milestones:

9/15 - Receive ROW plats assoc. w/tenant relocation  
12/15 - 100% Design completion 2016  
Jun - FHWA ROW Deadline  
Aug - End of Federal FY  
Sep - FHWA Funding Obligated  
2017 - Begin Construcion (late 2016 possible)

### Right of Way:

Extensive - see COA Real Estate Department

Last Project Update On: 7/14/2015