



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Meeting Agenda Special Called Meeting

*Cyril Jefferson, Mayor
Michael Holmes, Mayor Pro Tempore (Ward 6),
Britt W. Moore (At Large), Amanda Cook (At Large), Vickie M.
McKiver (Ward 1), Tyrone Johnson (Ward 2), Monica L. Peters
(Ward 3), Dr. Patrick Harman (Ward 4), and Tim Andrew (Ward 5)*

Monday, August 5, 2024

4:00 PM

3rd Floor Conference Room

CALL TO ORDER, ROLL CALL

ADOPTION OF AGENDA

PRESENTATION OF ITEMS

1. [2024-317](#) Human Resources Departmental Overview
Staff will provide an overview of the Human Resources Department.
Attachments: [Human Resources Department Overview](#)
2. [2024-316](#) Regional Water Resources Update
Staff will provide information on City participation in regional discussions regarding water and sewer infrastructure planning and studies.
Attachments: [PTRWA Regional Water Update](#)
3. [2024-318](#) Closed Session Attorney-Client Privilege
City Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(3) Attorney-Client Privilege.

ADJOURNMENT



City of High Point

Municipal Office Building
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Master

File Number: 2024-317

File ID: 2024-317

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Special Called Meeting

File Created: 07/31/2024

File Name:

Final Action: 08/05/2024

Title: Human Resources Departmental Overview
Staff will provide an overview of the Human Resources Department.

Notes:

Sponsors:

Enactment Date:

Attachments: Human Resources Department Overview

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Special Called Meeting	08/05/2024	For Information Only				

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Human Resources Departmental Overview	
FROM: Angela Kirkwood, Director of Human Resources	MEETING DATE: August 5, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Human Resources Department Presentation	

PURPOSE: Staff will provide an overview of the Human Resources Department.

BACKGROUND: N/A

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: None



Human Resources Department

Angela Kirkwood, Director of Human Resources
August 5, 2024





Our Motto – “Recruit/Reward/Retain/Retire”

By effectively managing our HR programs, we can attract and retain top talent, enhance employee satisfaction, and promote a healthy work-life balance. HR is committed to driving organizational success and fostering employee well-being through a diverse range of roles and services.

Department Overview

- Talent Acquisition
- Learning & Organizational Development
- HR Information Systems
- Employee Relations/Engagement
- Benefits Administration
- Safety/Health and Wellness
- Employee Health Clinic



Who We are:



Talent Acquisition:

- Identify, attract, and acquire new talent
- Improve candidate onboarding experience
- Build a high performing workforce
- Foster collaboration with partners i.e., Chamber, NC Works, Goodwill, Handshake, CPE and DEI.
- Implement innovative recruitment strategies for diverse candidates
- Adapt to market changes
- Posted 180 jobs, filled 171



Learning and Development:

- Identify skill gaps via surveys and interviews
- Design training programs focused on skill enhancement, career advancement, and leadership development
- Promote training that supports a diverse and inclusive workplace
- Annual LMS Compliance Training for continuous improvement
- Build strong relationships with the departments to enhance trainings offered



HR Information Systems:

- HRIS management: employee data storage/retrieval
- Employee record accuracy and security
- HR analytics reporting
- Technical support and training for HR software
- Performance Management process
- Employee recognition software support
- Compensation oversight - Class & Comp Study facilitation and Salary Plan updates



Employee Relations/Engagement:

- Grievance handling and conflict mediation
- Disciplinary action management
- HR guidance for employees and managers
- Annual Friends/Family Baseball Day/PSRW activities
- Annual Employee Appreciation Luncheon
- Electronic Service Award Platform - gift options or charitable donations
- New Service Pins and Milestone Certificates
- 1st Milestone Appreciation Ceremony (Fall)



Benefits Administration:

- Health and Dental Benefits
- Supplemental Insurance
- Flexible Spending/Health Savings Accounts
- Tuition Reimbursement
- Payroll and Personnel Services
- Retirement Processing
- Employee Assistance Program
- Self-funding model to reduce our healthcare and administrative costs
- Budget Benchmarking: Compare with 15 similar size agencies to remain competitive



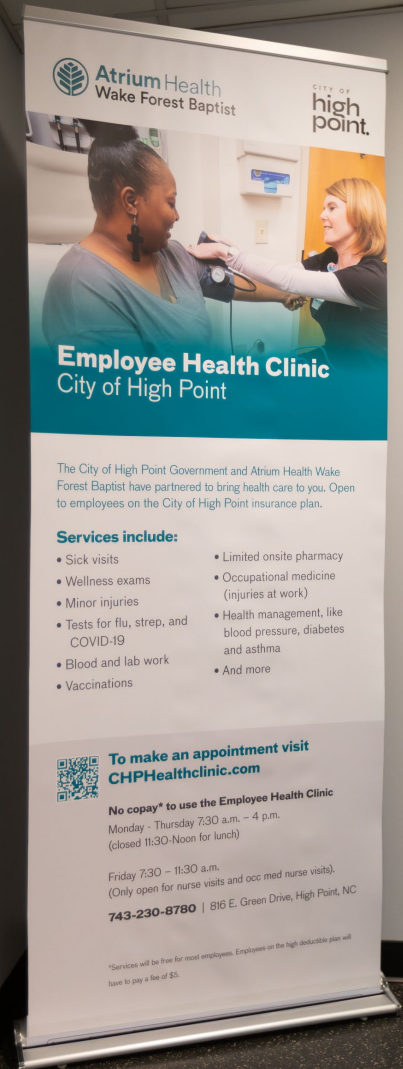
• Safety/Health & Wellness:

- Safety Program – Risk assessments, safety training sessions, safety audits, and emergency plans to minimize workplace hazards to ensure a safe work environment
- Wellness Program- offers fitness classes, health workshops for physical and mental well-being
- Worker's Comp Program - management of claims related to workplace injuries ensuring rehabilitation back to work.



Employee Health Clinic:

- Atrium Health Contract – provides low to no cost primary and acute care including:
 - Minor injury care
 - Vaccinations
 - Occupational medicine (injuries at work)
 - Health management (BP, Diabetes and Asthma)
 - Flu, strep and COVID-19 tests
 - Blood work and drug screens for new hires/randoms
- Stats: 519 visits (262 primary and acute care) with an avg. 86.5 visits per month, saving employees \$9,170
- Benchmarking: Onsite clinics reduce absenteeism, time loss from work and overall productivity



QUESTIONS?





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Final Action: 08/05/2024

Title: Regional Water Resources Update

Staff will provide information on City participation in regional discussions regarding water and sewer infrastructure planning and studies.

Notes:

Sponsors:

Enactment Date:

Attachments: PTRWA Regional Water Update

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

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AGENDA ITEM



TITLE: Regional Water Resources	
FROM: Damon Dequenne, Assistant City Manager	MEETING DATE: August 5, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Regional Water Resources Presentation	

PURPOSE: Provide City Council information on city participation in regional discussions regarding water and sewer infrastructure planning and studies.

BACKGROUND: In May, the State of North Carolina Department of Environmental Quality completed the Regional Water and Wastewater Infrastructure Concept Plan for the US 421 Corridor. The study was designed to evaluate current and future utility needs in the corridor and to provide estimates and options for meeting those needs in the future. Prior to the report being completed, and since its completion, regional providers have been working to collaborate and evaluate interim and long term solutions to various challenges associated with water and sewer service provision such as capacity, contaminants, and coordinated planning.

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: Presentation and information item only.



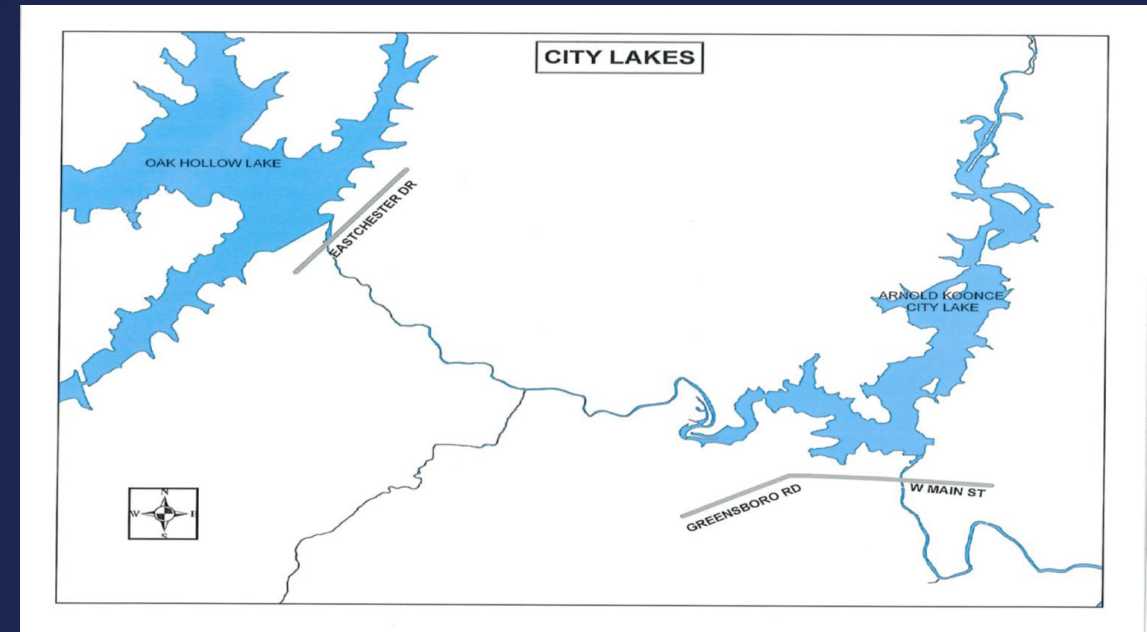
CITY OF
**high
point.**

Regional Water Resources

August 5, 2024

High Point Water

- **Source Water**
 - Arnold Koonce City Lake
 - Oak Hollow Lake
- **2 Raw Water Pump Stations**
- **3 Elevated Water Storage Tanks**
- **1 Ground Level Water Storage Tank**
- **Piedmont Triad Regional Water Authority (PTRWA) – Average of 2.28 MGD**



Ward Water Treatment Plant



**Annual Average 13.4 Million
Gallons per Day (MGD)**

Permitted for 24 MGD

Began Operation 1980

Eastside Wastewater Treatment Plant



Permitted for 26 MGD

Average Flow 14.75
MGD

5 Stage Biological
Nutrient Removal
(BNR)

Interlocal Agreements

Archdale – 2.5 MGD

Jamestown – 2 MGD

Sedgefield - 0.225 MGD

Began Operating - 1920's

Major Upgrade - 2005

Westside Wastewater Treatment Plant



Permitted 10 MGD

Average Flow 3.5 MGD

5 Stage BNR

Interlocal Service Agreement

Trinity - 1 MGD

Began Operating
1930's

Major Upgrade 2018



The Region

- **PTRWA History**

- Founded in the late 80's
- Construction of Randleman Lake Dam
- Water Treatment Plant – 12 MGD

- **Founded by six communities**

- Greensboro – 53.08% - 6.37 MGD
- High Point – 19.00% - 2.28 MGD
- Randleman – 8.33% - 1.00 MGD
- Randolph County – 10.42% - 1.25 MGD
- Jamestown – 3.33% - 0.4 MGD
- Archdale – 5.83% - 0.7 MGD



Regional Topics

- **Regulatory Compliance**

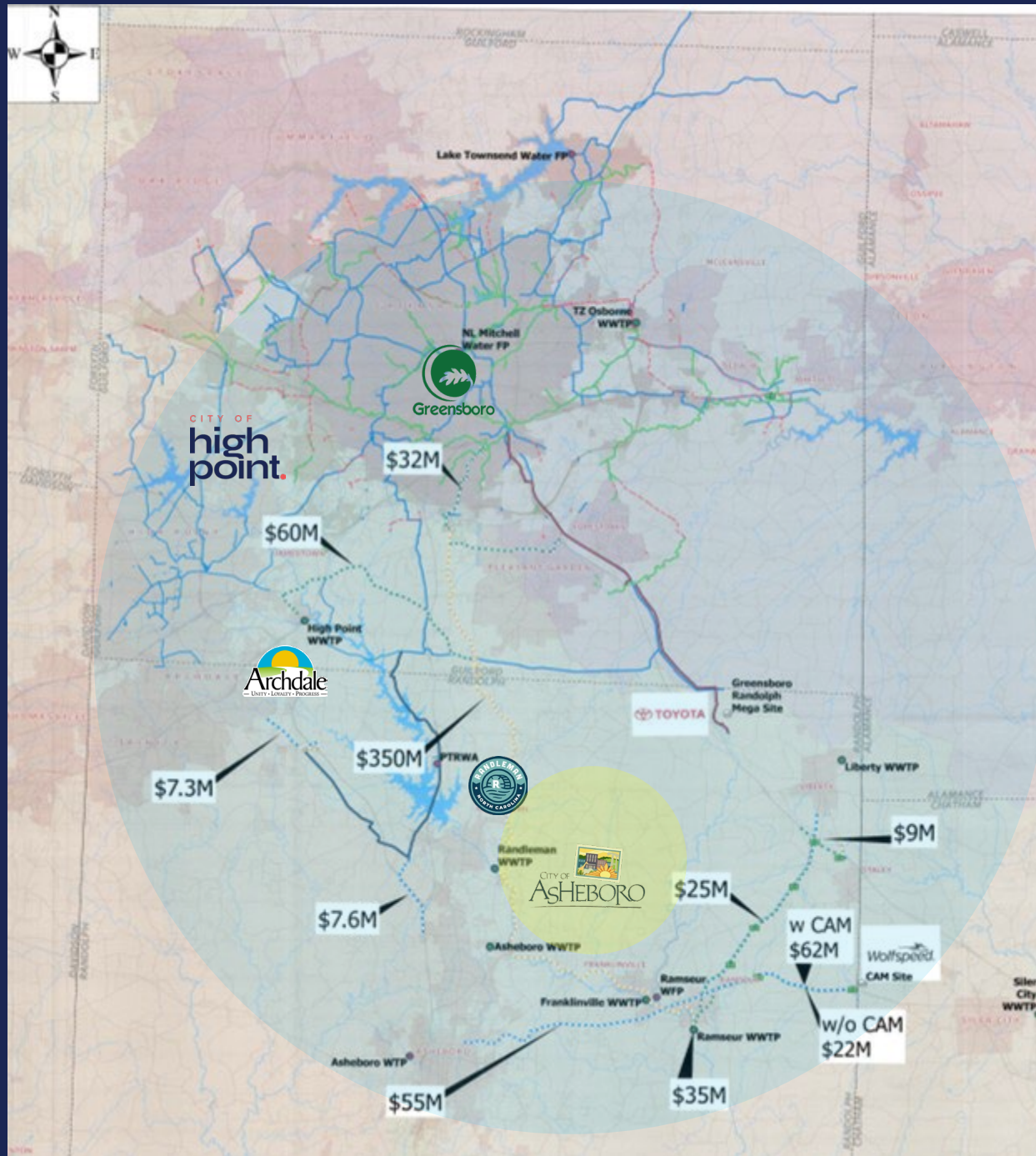
- PFOA/PFAS (Forever Chemicals)
- Nutrient Limits – Effects on receiving waters
- Expansion of PTRWA Water Treatment plant

- **Future / Current Growth Areas**

- Sewer Capacity and Service – PTRWA Leading Discussions

- **Regional Water and Wastewater Conceptual Plan (US 421 Corridor)**

- State funded and completed in May 2024
- Provides various recommendations and options



REGIONALIZATION FOCUS AREAS

• Regional Discussions


- **Regional Wastewater Discussion**
 - PTRWA members
 - Asheboro
 - Liberty
 - Ramseur
 - Franklinville
- **Regional sewer solution(s)**
- **Feasibility of regional facility in Asheboro and membership in PTRWA**



Regional Discussions

- **Upcoming Considerations and Updates**

- Feasibility of Asheboro joining PTRWA - Agenda Item
- City participation in Water Treatment Upgrades
- PFAS
 - Settlements, litigation, treatment
- Other Emerging Contaminants



THANK YOU

QUESTIONS?



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