



City of High Point

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

Meeting Agenda

City Council

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, June 17, 2024

5:30 PM

Council Chambers

ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

RECOGNITIONS AND PRESENTATIONS

- [2024-257](#) Proclamation - National Pollinator Week
Mayor Jefferson will present a Proclamation declaring the week of June 17-23, 2024, as "National Pollinator Week"
Attachments: [Proclamation - National Pollinator Week](#)
- [2024-258](#) Proclamation - Juneteenth Independence Day
Mayor Jefferson will present a Proclamation declaring June 19, 2024, as "Juneteenth Independence Day"
Attachments: [Proclamation - Juneteenth 2024](#)
- [2024-259](#) Recognition of Financial Service Director, Bobby Fitzjohn
Financial Services Director, Bobby Fitzjohn, has earned the Certified Public Finance Officer Certification from the Government Finance Officers Association.
Attachments: [Recognition - Financial Services Director](#)

CONSENT AGENDA ITEMS

- C-1 [2024-236](#) Consideration of a Contract with the Bradley Group and Workforce Unlimited, LLC
City Council is requested to consider a contract with the Bradley Group and Workforce Unlimited, LLC in the combined estimated annual amount of \$180,000.00 for temporary workers within the Solid Waste Division, specifically the Material Recycling Facility and Landfill and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)
Attachments: [Bradley Group & Workforce Unlimited, LLC](#)

- C-2** [2024-237](#) Consideration of a Contract with Harper General Contractors Inc. City Council is requested to consider a contract with Harper General Contractors Inc. in the amount of \$161,695 for the replacement of the outside chemical feed lines at the Ward Water Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)
Attachments: [Ward WTP Chemical Feed Lines- Harper Construction](#)
- C-3** [2024-238](#) Consideration of a Resolution Ratifying and Authorizing the Execution of a Contract with Guilford County Board of Education for the School Safety Resource Officer Program
City Council is requested to consider a resolution ratifying and authorizing the execution of a contract with Guilford County Board of Education for eight School Resource Officers and one Supervisor and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)
Attachments: [PD Guilford County School Resource Officers Contract](#)
- C-4** [2024-239](#) Consideration of a Resolution to Direct the Expenditure of Opioid Settlement Funds
City Council is requested to consider a Resolution directing the expenditure of Opioid Settlement Funds for the City of High Point and approve a Budget Ordinance Amendment. (Recommended by the Finance Committee.)
Attachments: [Opioid Resolution](#)
- C-5** [2024-243](#) Consideration of Agreements Regarding Enterprise Resource Planning System Procurement
City Council is requested to consider an Agreement for Services with Avaap, a Subscription Agreement with Workday, and a Software as a Service Agreement with CanAm to manage day-to-day financial and human resource activities and authorize the appropriate City Official(s) execute all necessary documents pending the final negotiations. (Recommended by the Finance Committee.)
Attachments: [ERP Procurement](#)
- C-6** [2024-244](#) Consideration of a Proposal from ClientFirst Technology Consulting
City Council is requested to consider a proposal from ClientFirst Technology Consulting in the amount of \$432,000 for Implementation Project Management to assist with the Enterprise Resource Planning (ERP) system implementation and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)
Attachments: [ClientFirst Technology Consulting - Implementation Project Manager](#)
- C-7** [2024-245](#) Consideration of a Contract with Breece Enterprises, Incorporated
City Council is requested to consider at contract with Breece Enterprises, Incorporated in the amount of \$542,600.00 to supplement

the Storm Water Services Division in maintenance, repair, and installation of storm water infrastructure and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Attachments: [Breece Enterprises - Storm Water Maintenance 2024-2025](#)

C-8 [2024-246](#)

Consideration of a Contract with Breece Enterprises, Incorporated
City Council is requested to consider a contract with Breece Enterprises, Incorporated in the amount of \$2,256,620.00 to supplement the Water and Sewer Mains Division in maintenance and repair of existing water and sewer utilities and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Attachments: [Breece Enterprises - Water Sewer Maintenance Emergency Contract 2024-202](#)

C-9 [2024-227](#)

Consideration of the Revised 2024 Annual Action Plan
City Council is requested to consider the Revised 2024 Annual Action Plan. (Recommended by the Community Development Committee.)

Attachments: [2024 Annual Action Plan Draft Revisions](#)

C-10 [2024-247](#)

Consideration of a Contract with Oakwood Community Development Corporation
City Council is requested to consider a contract with Oakwood Community Development Corporation in the amount of \$217,556.00 to provide a safe place for individuals and families without permanent living arrangements and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Attachments: [Oakwood CDC Day Center](#)

C-11 [2024-252](#)

Consideration of Approval of Minutes
City Council is requested to approve the following minutes:
Special Meeting of the High Point City Council Minutes - May 20, 2024, at 4:00 p.m.
Regular Meeting of the High Point City Council Minutes - May 20, 2024, at 5:30 p.m.
Special Meeting of the High Point City Council Minutes - May 22, 2024, at 4:00 p.m.
Special Meeting of the High Point City Council Minutes - May 29, 2024, at 4:00 p.m.
Finance Committee Minutes - May 30, 2024, at 4:00 p.m.
Special Meeting of the High Point City Council Minutes - June 3, 2024, at 4:00 p.m.
Regular Meeting of the High Point City Council Minutes - June 3, 2024, at 5:30 p.m.
Community Development Committee Minutes - June 4, 2024, at 4:00 p.m.

Attachments: [Approval of Minutes](#)

[Special Meeting Minutes - May 20, 2024](#)

[Regular Meeting Minutes - May 20, 2024](#)

[Special Meeting Minutes - May 22, 2024](#)

[Special Meeting Minutes - May 29, 2024](#)

[Finance Committee Meeting Minutes - May 30, 2024](#)

[Special Meeting Minutes - June 3, 2024](#)

[Regular Meeting Minutes - June 3, 2024](#)

[Community Development Committee Minutes - June 4, 2024](#)

GENERAL BUSINESS AGENDA

- G-1** [2024-240](#) Resolution of Intent, Annexation 24-01
Approval of a Resolution of Intent (ROI) to establish a public hearing date of July 15, 2024, to consider a voluntary contiguous annexation petition for approximately 25 acres (2513 & 2501 Willard Dairy Road). The site is located northeast of the intersection of Willard Dairy Road and Southwest School Road, and also known as Guilford County Tax Parcels 169927 and 169949.
Attachments: [Resolution of Intent \(ROI\) AN-24-01.pdf](#)
- G-2** [2024-241](#) Resolution of Intent, Annexation 24-02
Approval of a Resolution of Intent (ROI) to establish a public hearing date of July 15, 2024, to consider a voluntary contiguous annexation petition for an approximate 1.03 acre parcel (2009 Deep River Road). The site is located along the west side of Deep River Road, approximately 340 feet south of Running Cedar Trail, and also known as Guilford County Tax Parcel 195646.
Attachments: [Resolution of Intent \(ROI\) AN-24-02.pdf](#)
- G-3** [2024-242](#) Consideration of a Budget Ordinance Amendment
City Council is requested to consider a Budget Ordinance Amendment to appropriate additional occupancy tax revenues to High Point Convention and Visitor's Bureau, Inc (Visit High Point) and to High Point International Home Furnishings Market Authority Corporation (High Point Market Authority). (This item was presented at the Finance Committee.)
Attachments: [Occupancy Taxes - Budget Ordinance Amendment](#)
- G-4** [2024-248](#) Consideration of Amendments to the Fair Housing Ordinance
City Council is requested to amend the Fair Housing Ordinance in the areas suggested by HUD to increase the ordinance's substantial equivalence to federal fair housing laws.
Attachments: [Ordinance Amendment - Fair Housing](#)
- G-5** [2024-249](#) Consideration of Reappointments to the Planning and Zoning Commission

City Council is requested to confirm the reappointments of Steven Galanti, Tom Kirkman, and Mark Morgan to the Planning & Zoning Commission with terms effective June 30, 2024, and expiring on June 30, 2027.

Attachments: [Reappointments to Planning & Zoning Commission](#)

G-6 [2024-250](#)

Consideration of an Appointment and Reappointments to the Citizens Advisory Council

City Council is requested to confirm the appointment of Katie Nance to the Citizens Advisory Council; term effective immediately and expiring on May 31, 2025, and confirm the reappointments of Orel Henry and Jessica Wynn with both terms effective immediately and expiring on May 31, 2026.

Attachments: [Appointment & Reappointments to the Citizens Advisory Council](#)

G-7 [2024-251](#)

Consideration of a Reappointment to the Piedmont Triad Airport Authority

City Council is requested to confirm reappointment of Williams S. Bencini, Jr. to the Piedmont Triad Airport Authority; term effective immediately and expiring April 20, 2027.

Attachments: [Reappointment - Piedmont Triad Airport Authority](#)

G-8 [2024-253](#)

Consideration of Reappointments to the Historic Preservation Commission

City Council is requested to confirm the reappointments of Janet Cantania and Mary Powell DeLille to the Historic Preservation Commission with terms effective June 30, 2024, and expiring on June 30, 2027.

Attachments: [Reappointments to Historic Preservation Commission](#)

ADJOURNMENT



City of High Point

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

Master

File Number: 2024-257

File ID: 2024-257

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/13/2024

File Name:

Final Action:

Title: Proclamation - National Pollinator Week
Mayor Jefferson will present a Proclamation declaring the week of June 17-23, 2024, as "National Pollinator Week"

Notes:

Sponsors:

Enactment Date:

Attachments: Proclamation - National Pollinator Week

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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**Office of the Mayor
City of High Point
North Carolina**

Proclamation...

WHEREAS, thanks to the more than 3,600 species of native bees in the United States, along with introduced honeybees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides, parasites, diseases, and climate change; and

WHEREAS, pollinators provide significant environmental benefits that are necessary for maintaining healthy, diverse ecosystems in towns and cities; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, the City of High Point manages parks, public landscaping, and other public lands that include greenways and wildlife habitats; and

WHEREAS, the City of High Point provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats; and

THEREFORE, BE IT RESOLVED that I, Cyril Jefferson, Mayor of High Point, North Carolina, do hereby proclaim the week of June 17 – 23, 2024, as our city’s observance of

NATIONAL POLLINATOR WEEK

And, as the City of High Point is an affiliate of Bee City USA®, do urge all citizens to recognize this observance.

**IN WITNESS WHEREOF, I have hereunto
set my hand and caused to be affixed the
Seal of the City of High Point, North
Carolina this 17th day of June, 2024.**

Cyril Jefferson, Mayor



City of High Point

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

Master

File Number: 2024-258

File ID: 2024-258

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/13/2024

File Name:

Final Action:

Title: Proclamation - Juneteenth Independence Day
Mayor Jefferson will present a Proclamation declaring June 19, 2024, as "Juneteenth Independence Day"

Notes:

Sponsors:

Enactment Date:

Attachments: Proclamation - Juneteenth 2024

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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**Office of the Mayor
City of High Point
North Carolina**

Proclamation...

WHEREAS, Juneteenth National Freedom Day is the oldest African American holiday observance in the United States. Also known as "Emancipation Day," "Emancipation Celebration," "Freedom Day," and "Juneteenth." Juneteenth National Freedom Day commemorates the survival, due to strength and determination, of African Americans who were first brought to this country as slaves; and

WHEREAS, Juneteenth commemorates June 19, 1865, the day freedom was proclaimed to all slaves in the south by Union General Granger in Galveston, Texas, more than two and a half years after the signing of the Emancipation Proclamation by President Abraham Lincoln; and

WHEREAS, Americans of all types share in a common love of and respect for freedom and equal opportunity. "Until All are Free, None are Free" is an often repeated maxim that can be used to highlight the significance of the end of the era of slavery in the United States; and

WHEREAS, we recognize the significance of Juneteenth as an occasion to recognize this country's movement towards "One America," advanced by a sincere dialogue of the realization of what Juneteenth historically means to all Americans, promoting racial healing, equal opportunity, and justice for all.

THEREFORE, BE IT RESOLVED that I, Cyril Jefferson, Mayor of High Point, North Carolina, do hereby proclaim the June 19, 2024 as

JUNETEENTH INDEPENDENCE DAY

In the City of High Point and encourage the community to participate in the activities planned to commemorate this historical event.

**IN WITNESS WHEREOF, I have hereunto
set my hand and caused to be affixed the
Seal of the City of High Point, North
Carolina this 17th day of June, 2024.**

Cyril Jefferson, Mayor



City of High Point

Municipal Office Building
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High Point, NC 27260

Master

File Number: 2024-259

File ID: 2024-259

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/14/2024

File Name:

Final Action:

Title: Recognition of Financial Service Director, Bobby Fitzjohn
Financial Services Director, Bobby Fitzjohn, has earned the Certified Public Finance Officer Certification from the Government Finance Officers Association.

Notes:

Sponsors:

Enactment Date:

Attachments: Recognition - Financial Services Director

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:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Recognition of Certified Public Finance Officer Certification	
FROM: Eric Olmedo, Assistant City Manager	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: n/a	

PURPOSE: To recognize Financial Services Director Bobby Fitzjohn for earning the Certified Public Finance Officer (CPFO) certification from the Government Finance Officers Association.

BACKGROUND: Financial Services Director Bobby Fitzjohn recently earned the Certified Public Finance Officers (CPFO) certification from the Government Finance Officers Association

GFOA's Certified Public Finance Officers (CPFO) program is designed to prepare individuals for leadership positions in local governments by enhancing fundamental skills and increasing knowledge of best practices and standards in public finance. The CPFO program began in 1997 with the offering of five exams, each on a different discipline of public finance. The CPFO program supports the core beliefs of GFOA, including ethics, leadership and competencies in various finance matters and recognize members who have made the commitment to both obtain necessary knowledge and skills and remain current with industry best practices.

Mr. Fitzjohn is one of only eight Finance Officers in the State of North Carolina to obtain this certification. We recognize and congratulate Mr. Fitzjohn on this accomplishment.

BUDGET IMPACT: n/a

RECOMMENDATION/ACTION REQUESTED: n/a





City of High Point

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File Number: 2024-236

File ID: 2024-236

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/06/2024

File Name:

Final Action:

Title: Consideration of a Contract with the Bradley Group and Workforce Unlimited, LLC
City Council is requested to consider a contract with the Bradley Group and Workforce Unlimited, LLC in the combined estimated annual amount of \$180,000.00 for temporary workers within the Solid Waste Division, specifically the Material Recycling Facility and Landfill and authorize the appropriate City Official(s) to execute all necessary documents.
(Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Bradley Group & Workforce Unlimited, LLC

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: dona.turner@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Temporary Worker Contract	
FROM: Robby Stone – Public Services Director Melinda King – Asst. Public Services Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Bradley Group and Workforce RFP Submission	

PURPOSE: The City requires the utilization of temporary workers within the solid waste division, specifically the Material Recycling Facility (MRF) and Landfill. This master agreement will allow for the utilization of temporary workers to facilitate the MRF during furniture market and durations with low staffing issues as well as workers to assist in trash collection at the landfill to maintain compliance with NCDEQ.

BACKGROUND: The MRF and Landfill require the assistance of temporary staff during the Furniture Market and to offset low staffing durations. The current contract with The Bradley Group expires July 31, 2024; therefore, proposals were solicited and opened on Thursday, May 16, 2024. Five (5) proposals were received, and two (2) were selected based on the rating matrix evaluation by staff.

BUDGET IMPACT: Funds for this contract are included in the 2024-2025 operating budgets of both the MRF and Landfill.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval of the contract, and that the appropriate City official and/or employee be authorized to execute all necessary documents to award unit prices for the temporary services to The Bradley Group and Workforce Unlimited, LLC in the combined estimated annual amount of \$180,000.00.

BID RECOMMENDATION

DEPARTMENT: **Public Services**

COUNCIL AGENDA DATE:

BID NO.: **46-051624** CONTRACT NO.: DATE OPEN: **5/16/2024**

DESCRIPTION:

The MRF and Landfill require assistance of temporary staff to offset low staffing durations and high-volume durations such as Furniture Market. The current contract with The Bradley Group expires July 31, 2024; therefore, proposals were solicited and opened on Thursday, May 16, 2024. Five (5) proposals were received, and two (2) were selected based on the rating matrix evaluation by staff.

PURPOSE:

The City requires the utilization of temporary workers within the solid waste division specifically the Material Recycling Facility (MRF) and Landfill. This master agreement will allow for the utilization of temporary workers to facilitate the MRF during furniture market and durations with low staffing issues as well as workers to assist in trash collection at the landfill to maintain compliance with NCDEQ.

COMMENTS:

RECOMMEND AWARD TO: **Bradley Group/Workforce** AMOUNT: **180,000.00**

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
661742	527202			120,000.00
661741	527202			60,000.00
TOTAL BUDGETED AMOUNT				180,000.00

DEPARTMENT HEAD: **Robby Stone** Digitally signed by Robby Stone Date: 2024.06.06 13:01:55 -04'00' DATE: **6-6-2024**

The Purchasing Division concurs with recommendation submitted by the **Public Services** and recommends award to the lowest responsible, responsive bidder **Bradley Group and Workforce** in the amount of **\$180,000.00**.

PURCHASING MANAGER: **Candy E. Harmon** Digitally signed by Candy E. Harmon Date: 2024.06.06 21:38:39 -04'00' DATE: **6/6/24**

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn Date: 2024.06.13 09:16:52 -04'00' DATE: **6/13/24**

CITY MANAGER: DATE:
(For City Council Approval Only)



City of High Point

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High Point, NC 27260

Master

File Number: 2024-237

File ID: 2024-237

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/06/2024

File Name:

Final Action:

Title: Consideration of a Contract with Harper General Contractors Inc.
City Council is requested to consider a contract with Harper General Contractors Inc. in the amount of \$161,695 for the replacement of the outside chemical feed lines at the Ward Water Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Ward WTP Chemical Feed Lines- Harper Construction

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: dona.turner@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Ward Water Treatment Plant (WTP) Chemical Feed Line Replacement Project - Harper General Contractors Inc	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: April 26, 2024
ATTACHMENTS: Certified Bid Tabulation	

PURPOSE: To contract with Harper General Contractors Inc. for the replacement of the outside chemical feed lines at the Ward Water Treatment Plant (WTP).

BACKGROUND: There are 13 chemical feed lines that run along the chemical containment wall and the side of the building at the Ward WTP. The lines are in poor condition. The scope of the project will consist of demolition and replacing the lines. To limit disruption to the WTP, each line must be demolished and replaced one at a time. There were two (2) contractors who submitted bids and Harper General Contractors Inc. was the lowest responsive and responsible bidder.

BUDGET IMPACT: Funds for this project are available in the 2024-2025 Budget.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval of the contract, and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the project to Harper General Contractors Inc. in the amount of \$161,695.



Chemical feed lines along the bulk chemical containment wall



Chemical feed lines along chemical containment wall and water plant building

**Bid Tabulation
City of High Point, North Carolina
Ward Water Treatment Plant Chemical Feeds
Bid 1115-060424**

Contractor	Bid Bond	MWBE	Addendum 1	Total Bid
Harper General Contractors	Yes	Yes	Yes	\$161,695.00
Laughlin-Sutton Construction Co	Yes	Yes	Yes	\$322,000.00



City of High Point

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Master

File Number: 2024-238

File ID: 2024-238

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/06/2024

File Name:

Final Action:

Title: Consideration of a Resolution Ratifying and Authorizing the Execution of a Contract with Guilford County Board of Education for the School Safety Resource Officer Program
City Council is requested to consider a resolution ratifying and authorizing the execution of a contract with Guilford County Board of Education for eight School Resource Officers and one Supervisor and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: PD Guilford County School Resource Officers Contract

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	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Interlocal Agreement Between the City of High Point and the Guilford County Board of Education for the Provision of School Resource Officers	
FROM: C. H. Cheeks, III, Interim Chief of Police	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Resolution Contract	

PURPOSE: To request approval to execute an Interlocal Agreement between the City of High Point and the Guilford County Board of Education for the provision of School Resource Officers for the 2024-25 school year.

BACKGROUND: The Guilford County Board of Education contracts with the City of High Point for SRO coverage at the four high schools and four middle schools which are located within High Point. The proposed contract for 8 officers and 1 supervisor is being requested to cover school year 2024/2025.

BUDGET IMPACT: The funding for salary and equipment expenses was considered/calculated into our proposed budget for Fiscal Year 2024.

RECOMMENDATION/ACTION REQUESTED: The Police Department is requesting that City Council approve this request to contract with the Guilford County Board of Education for eight School Resource Officers and 1 Supervisor.



**RESOLUTION RATIFYING AND AUTHORIZING THE EXECUTION OF CONTRACT WITH
GUILFORD COUNTY BOARD OF EDUCATION FOR THE SCHOOL SAFETY RESOURCE
OFFICER PROGRAM**

WHEREAS, the Guilford County Board of Education (“the Board”) desires assistance of the City of High Point (“City”) in providing School Safety Resource Officers (“SROs) for additional police services to create safe and crime free educational campuses; and

WHEREAS, there is a need to maintain the School Safety Resource Officer Program (“SRO Program”) jointly operated by the City and the Board in select public schools; and

WHEREAS, the City and the Board believe that the continued operation of the SRO Program is vital in protecting and safeguarding these campuses and seeks to memorialize the continued operation through a written contract; and

WHEREAS, under this contract, the City agrees to provide eight (8) officers and one (1) supervisor for a period of one year to the SRO Program and the Board shall reimburse the City for \$710,855.00 for the salaries and equipment of the officers assigned to the SRO Program for a period beginning on the date of contract signature through June 30, 2025; and

WHEREAS, the City and the Board shall continue to work together to ensure the successful protection of those educational campuses; and

WHEREAS, the City would like to enter into a contract with the Board for providing SROs.

NOW THEREFORE, BE IT RESOLVED by the High Point City Council that the attached contract between the City and the Board for the SRO Program in the amount of \$710,855.00 is hereby ratified as required by N.C.G.S. 160A-461, and the City Manager is hereby authorized to execute the attached contract on behalf of the City, and that this resolution ratifying the interlocal cooperation between the City and the Board is hereby spread upon the minutes of the High Point City Council.

Adopted this the ___ day of _____, 2024.

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk

STATE OF NORTH CAROLINA

CITY OF HIGH POINT

CONTRACT – SRO Program

THIS CONTRACT, entered into this 1st day of August, 2024, by and between the CITY OF HIGH POINT, hereinafter referred to as “City”; and the GUILFORD COUNTY BOARD OF EDUCATION, hereinafter referred to as “Board”;

WITNESSETH:

THAT WHEREAS, the Board desires special law enforcement services to be rendered by the City of HIGH POINT, namely the providing of School Safety Resource Officers (SROs) and

WHEREAS, the City of HIGH POINT has agreed to provide such special law enforcement services to the Board upon certain terms and conditions provided hereinafter; and

NOW, THEREFORE, in consideration of the mutual promises contained herein and pursuant to the authority of the General Statutes of the State of North Carolina, and the acts and things done and performed, and to be done and performed by the parties hereto, one with the other, the parties mutually agree as follows:

SECTION 1. DUTIES AND RESPONSIBILITIES OF THE CITY

1.01 The City shall provide eight (8) sworn police officers to be assigned to specific middle/high schools as School Safety Resource Officers (SROs) by the Chief of Police. The City shall also provide one (1) supervisor for the SRO unit. The selection of the individual officers shall be at the discretion of the Chief of Police. During the term of this agreement, the primary duty and responsibility of the SROs shall be to the schools. The SROs are expected to be on duty at school on regular school days and available for special assignments during the weeks when school is not in session. SRO assignments may be adjusted based on needs identified by the Chief of Police or the Police Department’s SRO Supervising Officer upon consultation with the Board’s Administrator for School Safety. The normal duty hours for SROs at their school(s) are 8:00 a.m. to 4:00 p.m. Changes to these hours can be made by agreement with the Program

Administrators for School Safety, the principal of the school, and the Chief of Police or the Police Department's SRO Supervising Officer.

- 1.02 It is understood that, in the event of Police Department emergencies, the School Safety Resource Officers may be required, for short periods of time, to attend such emergencies in lieu of their duties under this Contract. In the event that such a need arises, the Chief of Police or his designee may notify the Board's Program Administrator for School Safety as soon as practical. For purposes of this Contract, "emergency" is defined as an event that involves an imminent threat of death or serious bodily injury or a threat to the wellbeing and safety of the citizens of High Point which requires immediate action. The emergency assignment shall be completed in a timely manner so as not to create unnecessary jeopardy to school safety.
- 1.03 It is understood that the School Safety Resource Officers are employees of the High Point Police Department and will be subject to the vacation and holiday schedule of the department. In the event an SRO is absent from work, the SRO shall notify both their police department supervisor and the principal of the school to which the SRO is assigned. It is understood and agreed that time spent by SROs attending court for juvenile and/or criminal cases arising from or out of their assignment as an SRO shall be considered as hours worked under this Contract.
- 1.04 The City shall ensure that the exercise of any law enforcement powers by the SROs is in compliance with the authority granted by law and that they receive basic and in-service training necessary to properly maintain their law enforcement certification.
- 1.05 SROs shall coordinate and communicate with the principal or his or her designee as necessary to effectively perform their duties.

- 1.06 The City agrees to provide each SRO with the necessary law enforcement supplies and forms required in the performance of their duties.

SECTION 2. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 2.01 The Superintendent of the Board has designated the Board's Program Administrator for School Safety as the person to work with, coordinate activities of, and otherwise communicate with the School Safety Resource Coordinator and the City on behalf of the Board.
- 2.02 For the fiscal year covered by this agreement (FY 2024-2025), the Board shall pay to the City the amount needed to pay 75% of the actual salaries and benefits for the eight SROs and one supervisor plus \$2,000.00 per officer and supervisor for equipment, vehicle, and other expenses as set out in the attached cost sheet incorporated herein by reference.
- 2.03 The Board shall also reimburse the City for the amount paid for SROs and the SRO supervisor to attend the annual SRO Training Conference.
- 2.04 The Board shall make biannual (twice a year) payments to the City to cover the costs set out in 2.02 and 2.03 above. Invoices shall be sent to the Board in January and June and Board shall have thirty (30) days from the invoice date to make payment. Payments to the City should be sent to the City of High Point Finance Department.
- 2.06 The Board through its principals or their designees shall provide and maintain, to the extent resources are available, office space, furniture and/or telephone to SROs through the duration of this contract.

SECTION 3. SCHOOL RESOURCE OFFICER PROGRAM

- 3.01 The general outline of the Program shall be as provided in the previously executed agreement entitled "School Resource Officer Program Memorandum of Understanding (MOU)," which is incorporated herein by reference.
- 3.02 School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information such as yearbooks. However, law enforcement officials may not inspect and/or copy confidential student education records except in emergency situations. If some information in a student's cumulative record is needed in an emergency situation to protect the health and/or safety of the student or other individuals, school officials may disclose to the SRO the information that is needed to respond to the emergency situation based on the seriousness of the threat to someone's health and/or safety. This disclosure is based upon the immediacy of the need and the impact of the delay in obtaining said information from other sources. If confidential student records information is needed, but no emergency situation exists, the information may be released only upon a signed notarized consent of a parent or guardian, the issuance of a search warrant or a subpoena to produce the records.

SECTION 4. TERM OF AGREEMENT

- 4.01 This Agreement shall be made for a one-year period beginning on the date of signature, and ending on June 30, 2025, with the intent to renew the Agreement, contingent upon the availability of the necessary funding through the appropriation of state and/or local funding or designated grants for SROs, for successive terms beginning on August 1.
- 4.02 Upon expiration, this Agreement shall continue from year to year without re-execution subject to the amount budgeted by the Board each year and the right of either party to terminate as set out below.

SECTION 5. TERMINATION

5.01 Either party may terminate this Agreement early by serving written notice upon the other party at least thirty (30) days in advance of such termination.

SECTION 6. INVALID PROVISION

6.01 Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion, which shall remain in full force and effect as if the invalid portion was never a part of this Agreement when it was executed.

6.02 Should the severance of any part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties. Failing agreement on such amendment, either party may, by notice in writing, terminate this Agreement forthwith, subject to the provisions of this Agreement relating to termination.

SECTION 7. ASSIGNMENT

7.01 Neither party to this Agreement shall, directly or indirectly, assign or propose to assign this Agreement or any of its rights or obligations in whole or in part to any third party without the prior written consent of the other party.

SECTION 8. NO WAIVER

8.01 The failure of either party to enforce at any time any of the provisions, rights or elections shall not in any way affect the validity of this Agreement. The failure to exercise by either part any of its rights herein or any of its elections under the terms and conditions herein contained shall not preclude or prejudice it from exercising the same or any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

SECTION 9. COMPLETE AGREEMENT

9.01 This Agreement is the complete Agreement of the parties; may be amended or modified only in writing; and supersedes, cancels and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the specific subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day, month, and year first above written.

ATTEST:

CITY OF HIGH POINT

BY: _____
Sandra Keeney, City Clerk

Tasha Logan Ford, City Manager

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Bobby Fitzjohn, City Finance Office

Approved as to Legality and Form:

Brian T. Beasley
Police Attorney

Approved as to Content:

C. H. Cheeks, III
Interim Chief of Police, City of High Point

ATTEST:

GUILFORD COUNTY
BOARD OF EDUCATION

Clerk to the Board

By:

This instrument has been preaudited in the
Manner required by the School Budget and
Fiscal Control Act.

Approved as to Legality and Form:

Guilford County Board of Education
Chief Financial Officer

Attorney for Guilford County
Board of Education

**City of High Point
High Point Police Department
School Resource Officer Contract**

COST SHEET FOR FISCAL YEAR 2024-2025

75% of Salary and Benefits for 8 Police Officers	\$	587,256.00
75% of Salary and Benefits for 1 Supervisor	\$	95,792.00
\$2,000 per Officer and Supervisor for Equipment:	\$	18,000.00
Cost of SRO Training Conference:	\$	9,807.00
TOTAL	\$	710,855.00



City of High Point

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

Master

File Number: 2024-239

File ID: 2024-239

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/06/2024

File Name:

Final Action:

Title: Consideration of a Resolution to Direct the Expenditure of Opioid Settlement Funds
City Council is requested to consider a Resolution directing the expenditure of Opioid Settlement Funds for the City of High Point and approve a Budget Ordinance Amendment. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Opioid Resolution

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	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Opioid Funding Resolution for Caring Services, Inc.	
FROM: Eric Olmedo, Assistant City Manager	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Resolution Budget Amendment	

PURPOSE: Consider approval of a resolution directing the expenditure of Opioid Settlement Funds for the City of High Point.

BACKGROUND: The City of High Point City Council approved a resolution approving the Memorandum of Agreement (MOA) regarding proceeds related to the Settlement of the Opioid Litigation on June 21, 2021. A supplemental resolution and agreement for “Wave Two” settlements was approved on April 3, 2023. The City of High Point has received \$537,293 to date and is expected to receive \$2,404,065 through fiscal year 2039.

These funds can be used to create, expand, or sustain programs or services that serve persons with Opioid Use Disorder (OUD), or any co-occurring substance use disorder (SUD) or mental health conditions. Funded programs or services may include evidence-based addiction treatment, recovery support services, recovery housing support, employment-related services, early intervention, Naloxone distributions, post-overdose response team, syringe service program, criminal justice diversion programs, addiction treatment for incarcerated persons, and/or reentry programs.

Before funds can be disbursed, it is required under the NC Memorandum of Agreement for Opioid Settlement Funds that cities need to approve an authorizing resolution that includes information on the selected strategy.

The selected strategy for the City of High Point is Naloxone distribution, with funds supporting Caring Services, Inc. for \$33,400. The attached resolution authorizes staff to obligate and disburse Opioid Settlement under the NC Memorandum of Agreement.

BUDGET IMPACT: A budget ordinance amendment appropriating \$33,400 from Opioid Settlement Funds is included with this item.

RECOMMENDATION / ACTION REQUESTED: Staff recommends and requests that the City Council approve the resolution and budget ordinance amendment.



**RESOLUTION BY THE CITY OF HIGH POINT
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

WHEREAS, the City of High Point has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids; and

WHEREAS, the allocation, use, and reporting of funds stemming from these national settlement agreements and bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”) and the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation (“SAAF”); and

WHEREAS, the City of High Point has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA; and

WHEREAS, section E.6 of the MOA states that, before spending opioid settlement funds, the local government’s governing body must adopt a resolution that:

- (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
- (ii) states the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy; and,
- (iii) states the amount dedicated to each strategy for a specific period of time.

NOW, THEREFORE BE IT RESOLVED, in alignment with the NC MOA and SAAF, the City of High Point authorizes the expenditure of opioid settlement funds as follows:

- 1. Strategy authorized:
 - a. Name of strategy: Naloxone distribution
 - b. Strategy is included in Exhibit A
 - c. Item letter and/or number in Exhibit A : 7
 - d. Amount authorized for this strategy: \$33,400
 - e. Period of time during which expenditure may take place:
Start date 6/4/24 through End date 6/30/25
 - f. Description of the program, project, or activity: The City of High Point intends to direct the funds to Caring Services, a private, non-profit providing state licensed mental health and outpatient substance use disorder treatment in High Point, NC. The Caring Services clinic will operate by prescribing naloxone products to those participants who are seeking medication to treat an Opioid Use Disorder.
 - g. Provider: Caring Services

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$33,400.

Adopted by High Point City Council, this the 17th day of June, 2024.

ATTEST

Cyril Jefferson, Mayor

Sandra Keeney, City Clerk

"AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO OPIOID SETTLEMENT FUNDS

Be it ordained by the City Council of the City of High Point, North Carolina, as follows:

Section 1. The proposed amendment appropriates Opioid Settlement Funds totaling \$33,400. The funds will be used for naloxone treatment strategies by Caring Services, Inc.

Section 2. The 2023-2024 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following Opioid Settlement Fund revenues be amended as follows:

Opioid Settlement Funds	\$33,400
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(B) That the following Opioid Settlement Fund expenditures be amended as follows:

Operating Expenses	\$33,400
--------------------	----------

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage."

Adopted by High Point City Council, this the 17th day of June 2024.

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk



City of High Point

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

Master

File Number: 2024-243

File ID: 2024-243

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/07/2024

File Name:

Final Action:

Title: Consideration of Agreements Regarding Enterprise Resource Planning System Procurement
City Council is requested to consider an Agreement for Services with Avaap, a Subscription Agreement with Workday, and a Software as a Service Agreement with CanAm to manage day-to-day financial and human resource activities and authorize the appropriate City Official(s) execute all necessary documents pending the final negotiations. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: ERP Procurement

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	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Recommendation on Enterprise Resource Planning (ERP) System Procurement	
FROM: Bobby Fitzjohn, Financial Services Director Adam Ward, Information Technology Director Angela Kirkwood, Human Resources Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Recommendation memo	

PURPOSE: The City Council is requested to approve the Steering Committee’s recommendation on Enterprise Resource Planning (ERP) System Procurement.

BACKGROUND: The City’s ERP system is used to manage day-to-day financial and human resource activities. These activities include but are not limited to accounting, billing, payables, procurement, payroll, onboarding, recruitment, and position control. The current ERP system has been in place for more than 15 years and has exceeded its useful life.

A Request for Proposal (RFP) process was used to solicit proposals for the next generation ERP system. The RFP is documented in the attached memo. Based on the RFP and demonstrations, extensive reference checks, and follow-up discussions the steering committee unanimously recommends the Avaap/Workday solution. The implementation plan for the ERP system will be to implement the financial and human capital modules simultaneously in approximately 12-15 months. Planning will begin upon the execution of the agreements between the City, Avaap, Workday, and CanAm (third-party cashiering system). The Steering Committee also recommends hiring an implementation project manager.

The estimated costs for this project are \$3,288,700 for implementation services with Avaap, \$205,765 for Workday training and delivery assurance, \$168,782 for the CanAm cashiering system, and \$432,000 for implementation project management services from ClientFirst Technology Consulting. The total estimated cost of implementation is \$4,095,247.

Staff also recommends entering into a 10-year subscription agreement with Workday for a total of \$8,845,000 and a 10-year subscription agreement with CanAm for approximately \$1,045,972. These long-term agreements allow the City to lock in our subscription rates with an annual increase of 2% and 4% respectively rather than adjusting annually based on CPI. The system will be updated continuously over the 10-year period, allowing us to take advantage of innovations in technology.

BUDGET IMPACT: Funding has been set aside in previous years and in the FY 2024-25 budget.

RECOMMENDATION/ACTION REQUESTED: Council is requested at this time to authorize the appropriate city officials to enter into an Agreement for Services with Avaap, a Subscription Agreement with Workday, and a Software as a Service Agreement with CanAm pending the final negotiations of the ERP Steering Committee and approval of the documents by the City Attorney.

To: Tasha Logan Ford, City Manager
Eric Olmedo, Assistant City Manager

From: Bobby Fitzjohn, Financial Services Director
Adam Ward, Information Technology Director
Angela Kirkwood, Human Resources Director

Date: June 5, 2024

Subject: Recommendation on Enterprise Resource Planning (ERP) System Procurement

The City's ERP system is used to manage day-to-day financial and human resource activities. These activities include but are not limited to accounting, billing, payables, procurement, payroll, onboarding, recruitment, and position control. The current ERP system has been in place for more than 15 years and has exceeded its useful life.

An ERP Steering Committee was formed with senior staff from IT, Finance, HR, and an executive sponsor from the Manager's Office. In December 2019, the city entered into an agreement with ClientFirst Technology Consulting to develop a Request for Proposal (RFP) for a replacement ERP system. The project was delayed due to the COVID-19 pandemic, and the Steering Committee began meeting again in late 2022.

The ERP selection process began with extensive planning sessions with ClientFirst to identify the business requirements of the City which were then used as the backbone of the RFP. An RFP was sent out and proposals were received from ten interested vendors in June 2023. The City narrowed this group to two proposals and had scripted demos over several days with each group in August. These demonstrations were presented to numerous city employees that will be involved in the use and implementation of the new system. Based on the evaluations from these demonstrations, extensive reference checks, and follow-up discussions the steering committee unanimously decided to recommend the Avaap/Workday solution. With the assistance of ClientFirst, the Steering Committee entered into contract negotiations.

The implementation plan for the ERP system will be to implement the financial and human capital modules simultaneously in approximately 12-15 months. Planning will begin upon the execution of the agreements between the City, Avaap, Workday, and CanAm (third-party cashiering system). The Steering Committee also recommends hiring an implementation project manager. The estimated costs for this project are \$3,288,700 for implementation services with Avaap, \$205,765 for Workday training and delivery assurance, \$168,782 for the CanAm cashiering system, and \$432,000 for implementation project management services from ClientFirst Technology Consulting. The total estimated cost of implementation is \$4,095,247.

Staff also recommends entering into a 10-year subscription agreement with Workday for a total of \$8,845,000 and a 10-year subscription agreement with CanAm for approximately \$1,045,972. These long-term agreements allow the City to lock in our subscription rates with an annual increase of 2% and 4% respectively rather than adjusting annually based on CPI. The system will be updated continuously over the 10-year period, allowing us to take advantage of innovations in technology.



The City has over the past several years been setting aside funds for the procurement of an ERP system, budget is available for this contract. Staff will continue to provide updates to Council on the status of this project.

Council is requested at this time to authorize the appropriate city staff to enter into an Agreement for Services with Avaap, a Subscription Agreement with Workday, and a Software as a Service Agreement with CanAm pending the final negotiations of the ERP Steering Committee and approval of the documents by the City Attorney.



City of High Point

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

Master

File Number: 2024-244

File ID: 2024-244

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/07/2024

File Name:

Final Action:

Title: Consideration of a Proposal from ClientFirst Technology Consulting
City Council is requested to consider a proposal from ClientFirst Technology Consulting in the amount of \$432,000 for Implementation Project Management to assist with the Enterprise Resource Planning (ERP) system implementation and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: ClientFirst Technology Consulting - Implementation Project Manager

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	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Recommendation on Enterprise Resource Planning (ERP) Implementation Project Manager	
FROM: Bobby Fitzjohn, Financial Services Director Adam Ward, IT Services Director Angela Kirkwood, Human Resources Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Proposal	

PURPOSE: City Council is requested to approve the Steering Committee’s recommendation for an Implementation Project Manager (IPM) to assist with the Enterprise Resource Planning (ERP) system implementation.

BACKGROUND: The City’s ERP system is used to manage day-to-day financial and human resource activities. These activities include but are not limited to accounting, billing, payables, procurement, payroll, onboarding, recruitment, and position control. The current ERP system has been in place for more than 15 years and has exceeded its useful life.

The City has decided to move forward with the implementation of a new ERP system. Based on feedback from recent implementations and discussions with city staff and the ERP vendor, the City’s ERP Steering Committee has recommended hiring an IPM to assist with the ERP system implementation. The IPM will coordinate the project implementation with City staff and the ERP vendor acting as an extension of the IT Department.

Proposals were solicited from project management firms that are currently engaged in other City projects. Based on their proposal and their experience implementing ERP systems in comparable communities, the Steering Committee recommends contracting with ClientFirst Technology Consulting. They bring expertise and experience to the implementation that cannot be matched by City staff. The team assigned to the project is familiar with the City and its operations and they bring experience working with the ERP vendor on similar implementations. The proposed cost of \$432,000 assumes a 40-hour work week for the year of implementation and will be monitored closely by the Steering Committee.

BUDGET IMPACT: Funding has been set aside in previous years and in the FY 2024-25 budget.

RECOMMENDATION/ACTION REQUESTED: Staff recommends approval of the proposal for Implementation Project Management and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the project to ClientFirst Technology Consulting in the amount of \$432,000.

Proposal for

ERP System Implementation Project Management Oversight

May 20, 2024



Client Locations
Coast-to-Coast

Practice Locations
**North Carolina
Texas
California
Illinois**

800.806.3080
www.clientfirstcg.com

May 20, 2024

Mr. Adam Ward
IT Services Director
City of High Point
211 South Hamilton Street
High Point, NC 27260

Re: Proposal for ERP System Implementation Project Management Oversight

Dear Mr. Ward:

ClientFirst appreciates the opportunity to present the City of High Point with our proposal for *ERP System Implementation Project Management Oversight*. Our consultants have implementation project management and oversight experience, including numerous ERP implementations.

We believe the primary differentiators between ClientFirst and other similar firms include the following:

- **Experience** – ClientFirst’s professional consultants are experienced in local government systems implementation projects. We do not use trainees or unqualified consultants to support our clients.
- **Adaptable Methodology** – Our implementation methodology is proven, thorough, and adaptable to help us better meet our clients’ needs. We tailor our method to meet the implementation situation without sacrificing quality, increasing risk, or incurring unnecessary costs.
- **Track Record of Success** – While a third of systems implementation projects reportedly fail, and another third produce disappointing results, our success rate is high. We help our clients achieve the results they expect.

Our clients say we excel in these areas:

- Client Satisfaction
- Value for Services
- Risk Mitigation
- Communication and Visibility
- Thoroughness of Methodology
- Quality of Results
- Experienced Consultants

If you have any questions, feel free to contact us at 951.739.7989 or via email at dkrout@clientfirstcg.com for additional information. We appreciate the continued opportunity of serving the City of High Point.

Sincerely,

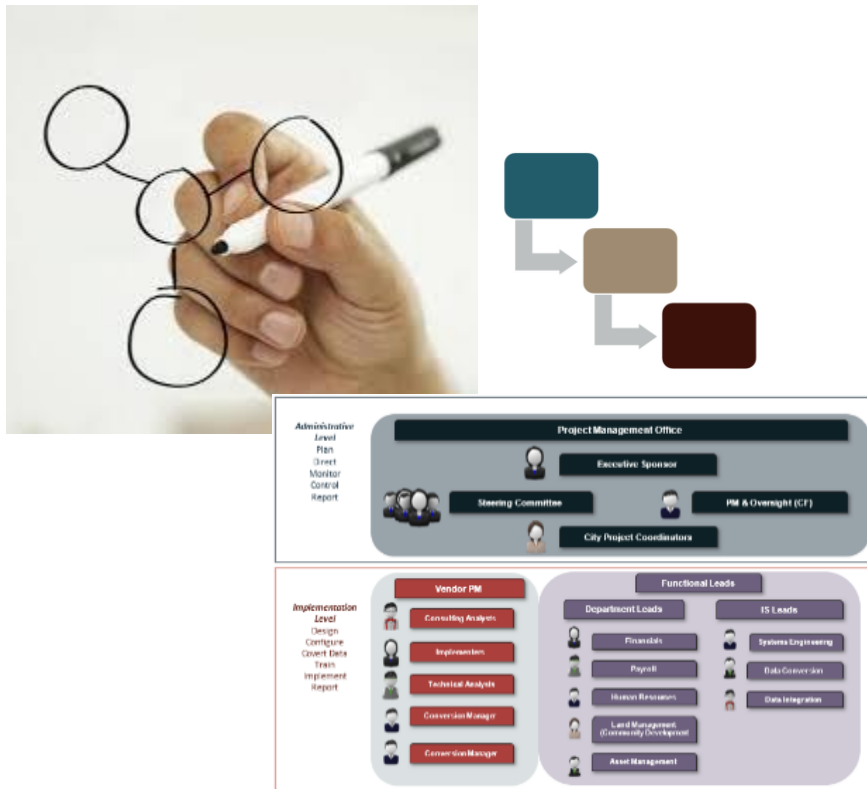


David W. Krout, CPA (*inactive*)
Partner
Management Consulting Practice Leader

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The following section describes project organization, roles and responsibilities, and escalation issue processes. Our methodology is designed to keep the project on track, with a best practices approach that helps assure a successful implementation that mitigates risk.



Industry Implementation Background and Risk Issues

Enterprise Systems Implementation Findings – Independent Sources

A recent customer survey shows that Enterprise Implementation Projects:^[1]

- Have only a 7% chance of on-time implementation
- Will likely cost more than estimated
- Will likely deliver unsatisfying results (only 21% will realize half or more of expected benefits)
- Have a 50% chance that users will use the applications

Another recent customer survey shows that:^[2]

- Only 32% of projects are on time and budget, deliver all required features and functions, and achieve measurable business and stakeholder benefits.
- Approximately 44% of projects are “challenged” (late, over budget, and/or with less than the required features and functions).
- 24% of these projects failed (were canceled before completion or were delivered and never used).

Reasons for the problems:^[1]

- Nearly 40% of those surveyed said that a “*lack of employee buy-in and executive support*” was the biggest challenge.
- One-third identified “*lack of internal expertise*” as a problem.

A recent KPMG survey of 252 organizations found that:

- 69% of project failures are due to a lack of and/or improper implementation of project management methodologies, including:
 - ◆ Inadequate project management: 32%
 - ◆ Lack of communication: 20%
 - ◆ Lack of familiarity with the scope and complexity of project management: 17%

The Gartner Group

- “... more than 80 percent of IT projects are conceived of and funded in a fragmented manner, with little in the way of overall planning.”

CFO Magazine

- “Perhaps an even more serious problem [than troubled IT projects] — and one that is even more impossible to measure — involves IT projects misaligned with organizational strategy. Even if these projects succeed ... they can be fiascos that consume massive quantities of money, talent, and time unless they truly help the organization.”

¹ Panorama Group, Based on a survey of more than 1,300 online respondents and focus group participants who had implemented ERP within the last three years.

² Standish Group, CHAOS Summary.

Our Experience

We have provided project management and implementation assistance for many projects throughout our careers. Some of the issues we have encountered include:

- People Issues
 - ◆ Executive and/or user commitment and support
 - ◆ Resistance to change (e.g., process changes, new ways of doing things, etc.)
 - ◆ Providing the *right* people with enough *time* when needed
 - ◆ Overestimation of people's abilities, availability, and/or support needs
 - ◆ "Challenged" third-party support (i.e., under-qualified, "compromised" agendas, availability, conflicting commitments, "Go-Live" syndrome, etc.)
- Project Management Issues
 - ◆ Under-qualified PM resources (i.e., knowledge, experience, etc.)
 - ◆ Inadequate planning (i.e., project requirements, bad estimates of time, people, and budget)
 - ◆ Poor communication (i.e., unclear goals and objectives, improper expectations, timely project information, etc.)
 - ◆ Poor project monitoring and controlling (i.e., scope, production, cost, and velocity)
 - ◆ Inadequate product training and knowledge transfer
 - ◆ Inadequate product testing
 - ◆ Conflicting duties and reports (i.e., objectivity, loyalty, etc.)
 - ◆ Lack of time (i.e., regular job vs. project duties — the focus should be on Enterprise project responsibilities)
- Systems Issues
 - ◆ Software functionality (i.e., wrong system, missing components, etc.)
 - ◆ Systems performance (e.g., undersized servers, communications equipment, etc.)
 - ◆ Infrastructure issues and failures (i.e., incompatibility with other systems components)

Approach

Project Management Office Defined

Project Management Office (PMO), as defined by the Project Management Institute (PMI), is the application of knowledge, skills, tools, and techniques to project activities to meet project requirements. Project management is accomplished through the appropriate application and integration of 42 project-related processes comprising the five process groups of (1) initiating, (2) planning, (3) executing, (4) monitoring and controlling, and (5) closing.

PMO typically includes:

- Identifying and documenting project requirements
- Addressing the needs, concerns, and expectations of the stakeholders
- Balancing competing project constraints, including scope, quality, schedule, budget, resources, and risk

To be successful, tasks must be done in the proper order, as skipping steps, re-sequencing, or lack of focus all reduce the chances of success. Creativity may be allowed within the general structure but is based on specific circumstances.

Organization Structure

The following PMO information is a *guide*. Every project is unique, and the method must be tailored to the situation, people, time, money, scope, and other constraints.

An Enterprise implementation is **not a technology project**. It is an investment in an “organizational transformation and process improvement” project.

Technology can help **enable and accelerate** the transformation, but it cannot **cause** a transformation.

Project Initiation

The components of Project Initiation are outlined below:

- Project Organization
- Stakeholder Identification
- Develop Project Charter
 - ◆ The Project Charter is a clear and shared understanding and authorization to complete the project. It includes:
 - A statement of business needs and objectives
 - An agreement on the deliverables
 - An overview of the plan to accomplish the project on time and within budget
 - Clear accountability for realizing the benefits
 - Relevant metrics
 - An effective benefits realization process
 - Project Kick-Off Meeting
 - Defined PMO Roles

Project Planning

- Confirm Project Scope, Deliverables, Work Plan, Resources, and Budget
- Plan for:
 - ◆ Project Governance
 - ◆ Quality Assurance
 - ◆ Risk Mitigation
 - ◆ Project Communication and Information Management
 - ◆ Project Reporting
 - ◆ Project Document
 - ◆ Project Team
 - ◆ Organizational Change Management
 - ◆ Post-Implementation Support

Project Monitoring, Controlling, and Reporting

- Scope Management
- Work Plan and Production Monitoring and Management
- Budget Monitoring
- Quality Assurance Management
- Application Design and Configuration
- Infrastructure Deployment
- Training and Knowledge Transfer
- Data Conversion
- Reports, Queries, Forms, and Analytics

- Interfaces and Integrations
- Modifications and Enhancements
- Testing and Systems Validation
- Documentation Production
- Deliverables Assurance

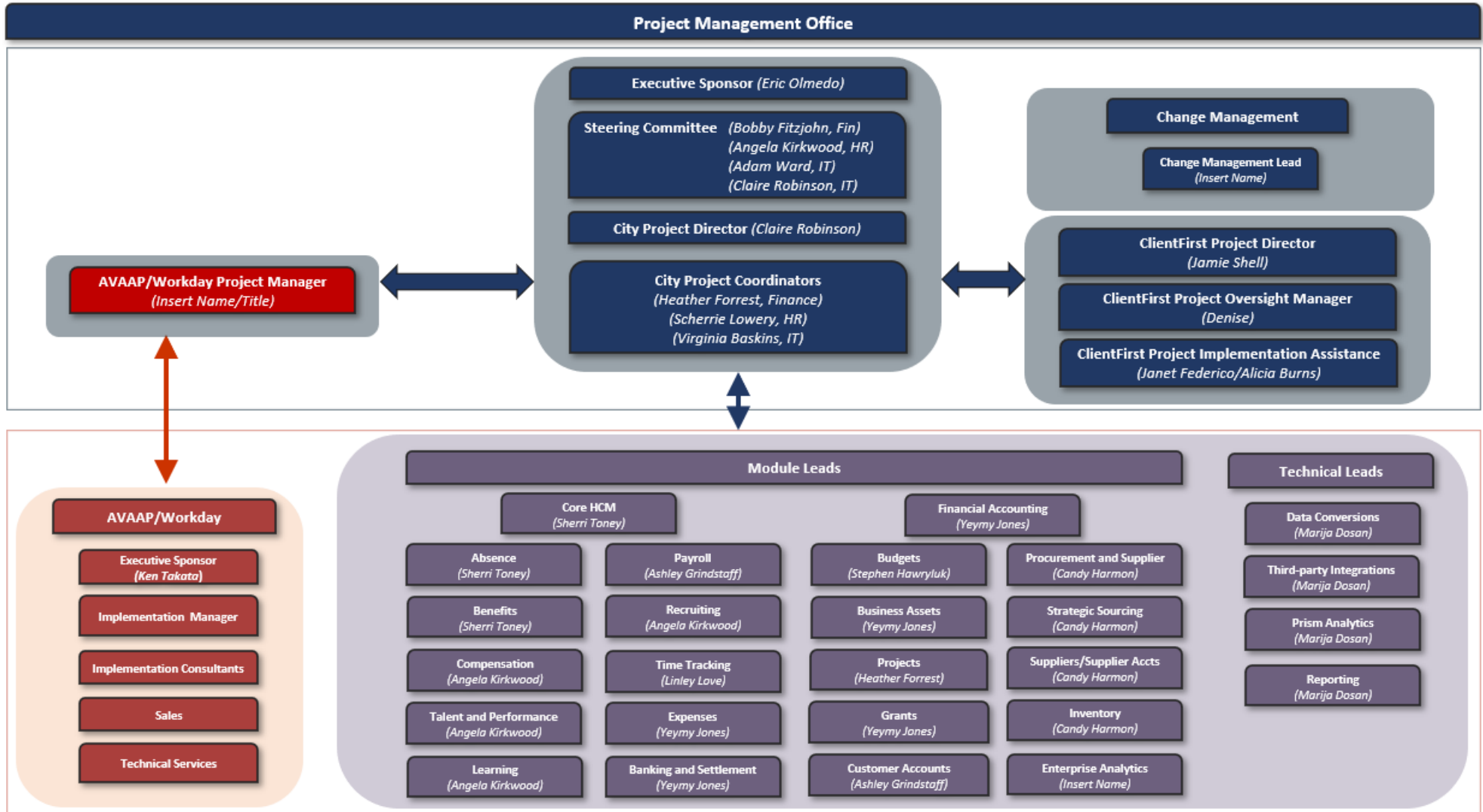
Additional Project Monitoring, Controlling, and Reporting Responsibilities

- Risk Management and Mitigation
- Project Communication and Information Management
- Status Reporting
- Status Meetings
- Information Repository and Sharing
- Project Team Management
- Change and Issue Management
- Post-Implementation Support Readiness
- Organizational Change Management

Project Completion and Assessment

- Post-Implementation Assessment (optional)
- Support, Growth, and Maintenance Planning

SAMPLE: Project Management and Oversight Organization Chart



Methodology for Decision-Making

Below, we have included the methodology that we use for escalation. Change orders can present challenges, so we have included a brief overview of our recommended approach.

Escalation Process

The escalation chain below allows sufficient time (given the specific circumstances) at each level for the individual(s) designated to determine a resolution before escalating an issue to the next level. Our firm also assists at these levels, including background and, in some cases, potential resolution options.

- Level 1 – Implementation Functional Area Leads
- Level 2 – Project Management Team (Vendor, City Project Manager, ClientFirst Project Technical Advisor)
- Level 3 – Project Executive Sponsor

The City must document the specific issue escalating in the form of an email message, written memo, or a letter if it is a matter to be addressed by a third party or the vendor. The email message, memo, or written letter should be addressed and directed to the individual at the next level. Following this protocol will help ensure that the communication is effectively received and that no time is lost due to misunderstanding what issue is being escalated.

Change Order Process

The process to evaluate and approve a proposed change will require the final review and approval of the Project Sponsor, Executive Sponsor, and/or the Project Committee (or all of the above, based on City policy) for final review and approval. Such changes will likely significantly impact project scope, time, and/or cost.

Conceptual Plan and Approach

Project Background

The City requires assistance with project implementation services, project coordination, communication, and advisory tasks for the implementation of the new ERP system. In this role, ClientFirst will perform project implementation assistance services as an extension of the IT division.

The system implementation is expected to take 12 months and include multiple financial modules and professional services performed by the vendor project team. At a high level, for each module, the following steps will be required: design, design documentation, setup, configuration, data conversion, data conversion testing, user acceptance, end-user training, Go Live, and post-Go Live support. Reporting requirements will also be included.

City Project Managers/Coordinators will lead the City Finance, Human Resources, and Information Technology teams. The City's Module Leads serve as co-project managers and coordinators for the implementation of software modules within their respective areas of expertise. The ERP vendor will provide a project manager responsible for coordinating all vendor tasks. The Vendor Project Manager will primarily interface with the City Project Managers/Coordinators and Module Leads.

ClientFirst Technology Consulting will provide project implementation assistance and long-range project continuity. The ClientFirst methodology and approach are defined in more detail within this proposal.

In the *Approach* section, we describe the typical project implementation assistance process and the organization required for a project of this scope.

Roles and Responsibilities

One of the most important aspects of successful implementation is allocating sufficient resources across the team. Implementation of an enterprise (multi-department systems is an incredibly time-consuming task, requiring a significant commitment with IT and the departmental user community). ClientFirst will supplement the City’s Project Managers/Coordinators, users, and some IT tasks to reduce the number of committed hours that are normally required by City staff. The ClientFirst implementation assistance team will be working closely with Module Leads on their implementation tasks. By working closely with the user community, this effort will significantly reduce departmental users’ customary required hours by approximately 50-75%.

Project Team Role	Key Responsibilities
Executive Sponsor (City)	<ul style="list-style-type: none"> • Establish and communicate target vision and goals for project • Secure pre-implementation buy-in from management and users • Secure senior management (department heads) commitment for implementation resources • Attend monthly meetings, as necessary • Update policies as needed • Approve escalation procedures
Project Managers/ Coordinators (City)	<ul style="list-style-type: none"> • Work in conjunction with the Vendor Project Manager and the ClientFirst Project Management/Oversight Manager • Co-manage project plans, resources, schedules, budgets, and deliverables with the Vendor Project Manager • Communication planning • Communicate project information to users and management • Coordinate internal customer project activities • Escalate issues that require management decisions • Manage transition from system development to operational support • Track open City and vendor tasks • Generate Project Status Report for Project Management implementation team • Prepare for and participate in the vendor’s periodic Project Management implementation status meetings • Distribute Project Management implementation team meeting minutes • Prepare for and facilitate internal City staff meetings • Distribute internal City status meeting minutes • Help resolve delayed tasks • Review and approve escalation procedures • Review and approve test plans • Communicate training plans • Review and approve Go Live plans • Communicate Go Live plans

Project Team Role	Key Responsibilities
Module Leads (City)	<ul style="list-style-type: none"> • Work in conjunction with the City Project Managers/ Coordinators and the ClientFirst Project Management/Oversight Manager • Co-manage module-based project plans, resources, schedules, budgets, and deliverables with the City Project Managers/ Coordinators • Participate in vendor and internal project meetings as needed • Communicate project information to users and City Project Managers/Coordinators • Coordinate internal customer project activities for their respective module(s) • Escalate issues that require management decisions to the City Project Managers/Coordinators • Manage the transition from module development to operational support • Track open City and vendor tasks specific to their respective module(s) • Provide input to City Project Managers/Coordinators for the Project Status Report • Prepare City Project Managers/Coordinators for the vendor’s periodic Project Management implementation status meetings • Distribute Project Management implementation team meeting minutes • Distribute internal City status meeting meetings • Resolve delayed tasks • Manage the execution of module-based tasks and activities • Develop Go Live plans for City Project Managers/Coordinators to review and approve • Lead project within module area user groups, including the development and execution of: <ul style="list-style-type: none"> ◆ Business process and workflow automation ◆ System configuration, including user security ◆ Data conversion mapping ◆ Department forms/reports development ◆ Testing plans and scripts ◆ Training plans ◆ Process documentation ◆ Go live cutover plans ◆ Initial post-go-live support

Project Team Role	Key Responsibilities
<p>Project Management/Oversight Manager (ClientFirst)</p>	<ul style="list-style-type: none"> • Work in conjunction with the Vendor Project Manager and City Project Managers/Coordinators as a liaison • Prepare for and participate in the vendor project kick-off meeting • Assist with communication planning • Attend vendor discovery needs assessment workshops • Assist with tracking, escalating, and documenting issues that require management decisions • Assist with the tracking of open City and vendor tasks • Prepare for and participate in the vendor's periodic implementation status meetings • Review vendor status meeting reports • Prepare for and participate in internal City status meetings • Prepare for and participate in post internal City staff debriefs with the City Project Managers/Coordinators • Assist the City Project Managers/Coordinators with the preparation of period status summary reports • Prepare and present monthly status reports to the City Project Managers/Coordinators and Executive Team • Escalate issues that require management decisions • Help resolve delayed tasks • Provide subject-matter expertise for implementation, conversions, integrations, etc. • Mediate escalation issues between City and vendor • Assist with the review of the testing plans • Assist with the review of the training plans • Assist with project communications

Project Hours Allocation (Work Plan/Schedule)

The components of an implementation work plan are variable, and, as a result, we have separated the work plan into three groups, summarized below.

Project Initiation/Coordination

The “Project Initiation Component” of the proposed Project Implementation Services is a set of defined step/task deliverables.

Recurring Project Assistance

“Recurring Project Assistance” activities represent an average weekly number of hours for project implementation service deliverable activities. We will bill for these weekly hours accumulatively monthly.

The City will assign its own Implementation Project Managers/Coordinators, who will be the City’s primary lead project implementation resource. To assist, ClientFirst will augment the City’s Project Managers/Coordinators by monitoring and overseeing the project process, as well as providing subject matter expertise and advisory services. ClientFirst responsibilities would include:

- Using our experience to assist, make recommendations, and counsel the City’s Project Managers/Coordinators and Implementation Project Team as they maneuver through and conduct their implementation activities
- Observing and reporting any anomalies, risks, or red flags that may harm the project schedule, project/system quality, or financial budget
- Providing recommended action plans to resolve or mitigate any of the above anomalies, risks, or red flags
- If requested, mediating disputes or disagreements between the vendor and the City
- Making any other observations or recommendations that may improve implementation
- Acting as an observer in any performance or acceptance testing

The following pages include tables containing the detailed steps/activities for each component of the work plan.

Additional As-Needed Activities (optional)

“Additional As-Needed Activities” represent optional services that our firm will or can deliver if needed and approved by the City. This list of activities is provided as a summary of services and is not meant to limit any other activities or services you may wish to have us perform.

The work plan and schedule are detailed in the following section, showing the steps, associated hours per consultant, and the estimated schedule in weeks in a concise, easy-to-use format that our clients say they appreciate.

The image shows a project work plan spreadsheet for 'City of Rolling Meadows ERP System Selection - Phases 1-3'. The spreadsheet includes columns for 'Task ID', 'Task Name', 'Estimated Timeline (Weeks)', 'Total Estimate Hours', and 'Consultant' (with sub-columns for 'Senior', 'Project Lead', and 'Assist').

Task ID	Task Name	Estimated Timeline (Weeks)	Total Estimate Hours	Consultant		
				Senior	Project Lead	Assist.
1	Project Coordination Project Coordination - Work with the City's Project Manager to finalize the project work plan and arrange communications, logistics, and support. Schedule various meetings and determine non-charge functional area, with the Project Manager assistance to review and discuss existing and future enterprise information system needs. Provide ongoing project coordination and status updates. Act as a liaison between the executive leadership and the project team, vendors, and other stakeholders. Develop project plan and schedule.	1-14	16	16		
1	Phase 1 - Needs Assessment					
1	16					
1	17					
1	18					
1	19					
1	20					
1	21					
1	22					
1	23					
1	24					
1	25					
1	26					
4	Business Analysis - Review current systems, personnel and operations, systems, and systems look-around. Management and Related Interviews City Management Interviews Information Technology Interview Needs Assessment - Functional Area Interviews Financial Management General Ledger (rouzes Bank Reconciliation) Budgeting Project and Grant Accounting Procurement and Requisitions Accounts Payable Accounts Receivable					

Work Plan and Schedule

Project Initiation/Coordination and Recurring Project Oversight

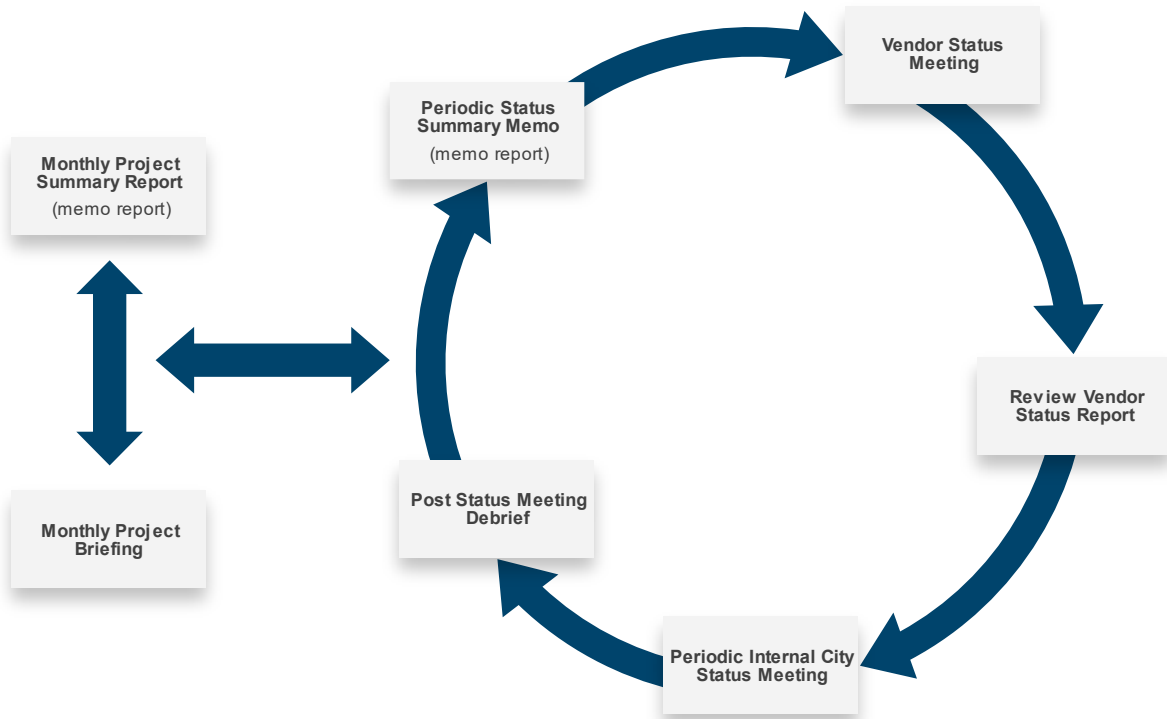
Activity	ERP System Project Implementation Assistance Services
Project Initiation/Coordination	
Description: These Project Initiation activities are a set of defined step/task deliverables. These activities will be conducted at the beginning of each Project Phase. The activities defined below will be invoiced as they are fulfilled.	
1	Project Coordination and Planning - Work with the City Project Managers/Coordinators to finalize the project management plan and arrange communications, logistics, and support.
2	Develop/Review Baseline Project Documents and Plans - Review or develop a baseline of the project plan, including the following:
	Scope Definition
	Statement of Work
	Project Team (PMO - Project Management Office) Staffing and Operation Guidelines
	Resources w/ Roles and Responsibilities
	Project Timeline/Schedule
	Project Budget
	Subsidiary Plans as needed (Change Management, Training, Data Conversion, Interfaces, Modifications, Technology Requirements, etc.)
	Risk Matrix Dashboard
3	Vendor Project Kick-Off Meeting - Participate in the Vendor Project Kick-Off Meeting with Vendor and City stakeholders and City Project Team members.
4	Vendor Discovery Needs Assessment Process - Attend vendor discovery module walkthroughs, assessment, analysis workshops (as-is/to-be), and assist with review of vendor deliverables.

Recurring Project Oversight

Description: These “Recurring Project Oversight” activities represent an average weekly number of hours for the deliverables defined below. Our firm’s policy is to bill monthly as the project proceeds. We will review and present the progress billing on a quarterly basis to the City. The average billing is for the project-to-date. If the estimated average billing for the remainder of the project should exceed the weekly average presented below, we will promptly notify the City, and the two parties will agree upon how to proceed with future billings.

Periodic Activities - These typically occur weekly, although the frequency will vary based on project status at any point within implementation schedule and on agreed-upon vendor arrangements.

5	Vendor Status Meeting - Participate in the vendor’s periodic status meeting as an advocate for the City and: Ask questions to clarify and make suggestions as necessary Assist and support the City in presenting their points Note points of interest or concern from meeting discussion/outcomes (ClientFirst to email notation to City Project Managers/Coordinators, as necessary)
6	Review Vendor Status Report - Review the Vendor’s post-status meeting report and provide comments. (ClientFirst to email comments to City Project Managers/Coordinators, as necessary)
7	Periodic Internal City Status Meetings - Support the City Project Manager, prepare for and attend the periodic Internal City status meeting to include: <i>Status Meeting Agenda Preparation</i> - Support the City Project Manager in preparing the Status Meeting Agenda using the provided ClientFirst template. This will include a review of the agenda by ClientFirst and finalization and distribution of the agenda by the City Project Managers/Coordinators. <i>Internal City Project Status Meeting</i> - Participate and support the City Project Managers/Coordinators by attending the periodic status meeting with Module Leads and any Project Team Staff as needed. The main ClientFirst tasks in this meeting are to: Assist the City Project Managers/Coordinators in ensuring the tasks/next steps assigned to both the Vendor and the City from the previous Vendor’s Status Meeting have been achieved. Assist the City Project Managers/Coordinators in discussing any issues or items that have occurred or have been experienced since the previous Vendor’s Status Meeting. Assist the City Project Managers/Coordinators in presenting upcoming tasks and deliverables, including any control points/milestones that require acceptance/sign-off by the City. This will also include the identification of individuals/parties assigned to these tasks. Review any relevant risks, concerns, and other observations that may affect the timeline or budget or impact the potential success of any upcoming task/event.
8	Project Manager/ClientFirst Debrief - A post-Internal Status Meeting debrief between the City Project Managers/Coordinators and ClientFirst to sync up on project status, upcoming tasks, activities, and responsibilities, as well as discuss options for risk mitigation and issues resolution.
9	Periodic Status Summary Report (Memo) - Support the City Project Managers/Coordinators in preparing the Status Memo using the ClientFirst provided template. This Status Memo will include a summary of observations and recommendations as an outcome of the Internal Status Meeting and post-Status Meeting Debrief.
10	Weekly Project Oversight/Management Assistance Activities - General assistance, including miscellaneous oversight activities and email communications. Also, provide a vendor invoice review (if/or as necessary).
Monthly Activities - Note: Monthly hours below are displayed in “weekly equivalents” for calculation purposes.	
11	Monthly Status Summary Report (Memo) - Provide the City with a monthly status report memo, including: A list of critical milestones completed Status of project schedule (ahead, on schedule, or behind) with relative notation Status of project budget (under, on budget, or over) with relative notation Comments and recommendations related to any observed anomalies, red flags, or obvious risks that may have a negative impact on the project schedule, the quality of project deliverables, or the budget List of critical upcoming project steps with any necessary preparation recommendations
12	Monthly Project Briefing - Monthly meetings, as necessary, with the City Project Managers/Coordinators and City Executive Team to present the monthly status report.



Additional “As-Needed” Activities

Activity	ERP System Project Implementation Services Additional As-Needed Activities
Additional As-Needed Activities (Time & Materials)	
Description: These “Additional Activities” represent services that ClientFirst can or will deliver if/when needed. Although numbered, the activities are not sequential and are not a full representation of all the services that can be provided.	
Business Processes and Workflows	
1	Conduct review meetings/workshops with the City to document business workflows and configuration improvements that will be used to improve system utilization.
System Configuration	
2	Hands-on assistance with system configuration and configuration validation.
3	Hands-on assistance with public portal configuration and configuration validation.
Data Conversion	
4	Hands-on assistance with data conversion.
5	Hands-on assistance in legacy data clean-up or scrubbing.
6	Hands-on assistance in data conversion validation.
Testing	
7	Assist with hands-on testing of existing and/or new configurations, migrated data, integrations, etc.
Interface/Integration	
8	Develop Interface/Integration design documents and advise delivery and testing schedules.
Modifications/Enhancements	
9	Develop Modification/Enhancement design documentation.

Activity	ERP System Project Implementation Services Additional As-Needed Activities
Reporting	
10	Identify and document all unique custom reporting requirements and identify the tools (Advanced Search, Merge Document, SSRS, Vendor analytics application) and means by which these reports will be generated.
Project Quality Control and Acceptance Testing	
11	Execute acceptance test plan reviews.
12	Cutover hour-by-hour planning.
Go-Live Readiness Review and Cutover Planning	
13	Vendor Readiness Review Demonstration
14	Acceptance Test Completion
15	Cutover Plan Finalization
16	End-User Training Plan and Custom Documentation/Materials
Go-Live and Issue Resolution	
17	Hands-on Go-Live preparations
18	After Go-Live support
Project Closeout	
19	Project Closure - Final issue resolutions. Monthly team meetings may be desirable post-Go-Live.
20	Project Closure Report - Final accounting, future recommendations, and lessons learned.
Post-Implementation Review	
21	Conduct lessons learned sessions one month after Go-Live.
22	Conduct post-implementation interviews and workshops (6-12 months after Go-Live).
23	Provide post-implementation Review Report highlighting fulfillment, gaps, and gap closure strategies.
Executive Communication	
24	Provide updates and presentation meetings to elected officials, as necessary, in addition to monthly briefing meetings.
25	Assist the City's Public Information Officer in preparing communications to the media, elected officials, other outside agencies, and community members related to the system implementation, as deemed appropriate by the City Executive Stakeholders.

The fee information for the project is summarized in this section. We structure our fees to be affordable and match them to the Work Plan so the hours and deliverables are clearly understood.



Fee Summary

Our fees are based upon actual time spent on a project at our standard rates, plus travel expenses. Our fee estimate is based on the scope, approach, and work plan(s) outlined in this proposal. Our estimated fees are based on the current project schedule. Should the project be delayed or extended, our fees may change. If City staff change significantly during a project, our fees may change based on the additional work required to maintain project continuity (see component 3). Additional days or hours required by the City will be approved in advance and billed at the agreed hourly rate. A summary of the fees is outlined in the tables below.

Hours Summary	Weekly Hours
Hours	40

12-Month Project Implementation Oversight Estimate		
Cost Category	Comments	Budgetary Estimates
Project Initiation/Coordination and Recurring Project Oversight	Project initiation, vendor analysis/ discovery, and recurring project implementation assistance.	\$432,000
Additional "As-Needed Activities"	Optional - These items are optional and dependent on the City's needs and will only be delivered with the City's prior confirmation and approval.	To be delivered only per the Agency's request
Travel Expenses	Not included.	If desired by the Agency, travel expenses will be billed at cost.
TOTAL 12-Month Budget Estimate		\$432,000

Note: The City will need to appropriate additional funding if additional months are required and additional project implementation assistance from ClientFirst is required. ClientFirst reserves the right to increase hourly rates after each 12-month incremental period, not to exceed 5%.

Summary Rates	
Consultant Level	Hourly Rate
Partner/Project Director	\$225
Project Manager/Implementation Assistance	\$225

Project Start

We can begin the initial activities related to this project, such as project coordination and scheduling, within 1-2 weeks of finalizing an agreement regarding this proposal.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

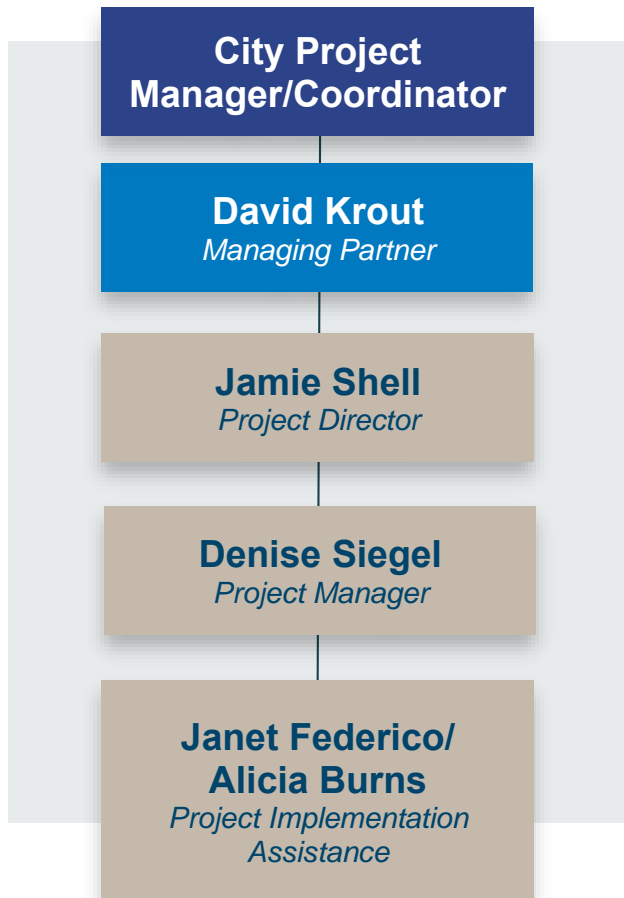
Payment Terms

We invoice monthly as work proceeds. ClientFirst will provide detailed accounting of all consulting time and expenses on the invoice. Payments are due within 30 days of receipt via check or ACH.

Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to “piggyback” under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract or proposal. ClientFirst has the option to agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make payments, and be liable directly to ClientFirst. The agency shall in no way be involved or responsible to ClientFirst for other entities’ purchases.

The personnel selected for this engagement are experts in their given disciplines, chosen according to the specific needs of this project, working as an integrated team to provide end-to-end consulting and support services. Detailed profiles for each Project Team member are found in this section.



Team Member Roles

Project Director

The Project Director oversees client relationships and directs high-level project activities and general project coordination. This individual is typically a partner or senior manager within the firm. This individual plays an important role in quality control and quality assurance (QA). In this QA role, this person reviews the project status on a regular basis and reviews the project deliverables.

Jamie Shell (**former municipal Finance Director**) has 25 years of public sector experience, including 10 years working in local government finance. He has successfully managed and implemented projects for **over 50 public-sector agencies** throughout the United States. He will serve as the Project Director.

Project Manager

The Project Manager oversees the day-to-day ClientFirst project activities and management of the deliverables. This person also directs the other ClientFirst project team members assigned to the project and is the primary day-to-day contact for the client and the client's assigned internal project manager.

Denise Siegel (**former county Accounting Manager**) has 21 years of finance and accounting experience, including 5 years Workday software implementation projects. She will serve as the Project Manager.

Project Implementation Technical Advisors

Janet Federico has over 20 years of IT experience and over 12 years with government agency software implementations. She has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

Alicia Burns has over 17 years of IT experience and 15 years of experience implementing ERP systems. She also has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

City-Assigned Project Manager(s)/Coordinator(s)

The City will also be responsible for assigning a Project Manager who will work together with the ClientFirst Project Implementation Technical Advisors. This person will also be responsible for coordinating City resources during the conduct of the project and will ensure that City responsibilities are fulfilled per the project schedule and work plan.

Jamie T. Shell, PMP

Director, Enterprise Applications Consulting

Jamie Shell has over 25 years of public sector experience, including 10 years working in local government finance (Finance Director) and over 15 years assisting local governments with various information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

Jamie's background in local government finance, project management, and software implementation has given him the ability to work jointly with C-level executives, agency/department heads, and staff to maximize their technology utilization.

Having worked in government and as an enterprise software provider, Jamie brings a unique understanding of the perspectives of both the agency and software vendors.

Highlights

- Former municipal Finance Director
- Served as President of the Eastern Kansas Government Finance Officers Association (2005)
- Former manager of Client Services with one of the largest government ERP vendors
- Former manager of Professional Services with another major government ERP vendors
- Successfully managed onsite and remote projects for over 50 public-sector agencies throughout the United States

Agency Experience

County of Clermont	City of Henderson	City of West Sacramento	State of Virginia Dept of Rail & Public Transportation
County of Cook	City of High Point	City of Wilmington	Ewing Marion Kauffman Foundation
County of Denton	City of Hoover	City of Wilton Manors	Castaic Lake Water Agency
County of Douglas	City of Indianapolis/ Marion County	City of Woodside	Coachella Valley Water District
County of Kauai	City of Kansas City	Town of Cary	Commodities Futures Trading Commission
County of Lassen	City of Medford	Town of New Canaan	Cucamonga Valley Water District
County of Mendocino	City of Memphis	Town of Isle of Palms	Four Rivers Sanitation Authority
County of Nassau	City of Mesa	Town of Prescott Valley	West County Wastewater District
County of New Castle	City of Miami	Town of Vail	Jurupa CSD
County of Ramsey	City of Minden	Town of Windsor	
County of San Juan	City of Naperville	Village of Lincolnwood	
County of San Mateo	City of New Port Richey	State of New Jersey	
City of Alpharetta	City of Norco	State of New Mexico	
City of Atlanta	City of Oviedo	California State Auditor's Office	
City of Barrie	City of Pacifica	California State Controller's Office	
City of Batavia	City of Palm Desert	California Office of Emergency Services	
City of Battle Ground	City of Pearland	Ewing Marion Kauffman Foundation	
City of Bentonville	City of Piedmont	Province of Nova Scotia	
City of Branson	City of Port Angeles	State of Hawaii	
City of Carlsbad	City of Poughkeepsie	Campaign Spending Commission	
City of Cedar Hill	City of Prescott	State of Massachusetts	
City of Chattanooga	City of Richmond	Comptroller's Office	
City of Clovis	City of Salinas	State of Maine Treasurer's Office	
City of Coronado	City of San Bernardino	State of Michigan	
City of Dubuque	City of Simi Valley	Administrative Office of Courts	
City of East Point	City of St. Petersburg	State of Rhode Island	
City of Edmonton	City of South Gate	Treasurer's Office	
City of Elgin	City of Stockton		
City of Elmhurst	City of Tyler		
City of Evanston	City of Vacaville		
City of Flagstaff	City of West Covina		
City of Fort Collins	City of West Hollywood		
City of Gallup	City of West Lafayette		
City of Glendora			
City of Grand Rapids			



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Project Management Professional (PMP)
- Bachelor of Science in Business Administration and Accounting – Missouri Western State University

SPECIALTIES

- Certified Prosci Change Management Practitioner
- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Denise Siegel, CPA, MBA

Management Consultant

Denise Siegel has over 21 years of finance and accounting experience, including managing multiple ERP implementation projects and five years as an accounting manager for a county agency. She specializes in the development of complex business requirements, functionality and fit-gap analysis, security configuration, testing and defect resolution, data conversion, third-party integrations, as well as communications and change management.

Denise's background in software implementations has given her the ability to work jointly with C-level executives, agency/department heads, and staff to maximize their technology utilization.

Having worked in government and as an enterprise software project manager, Denise brings a unique understanding of the perspectives of both the agency and software implementor.

Highlights

- Former public sector Accounting Manager
- Managed multiple full ERP implementation projects, including Workday, PeopleSoft and Oracle implementations
- Highly experienced CPA and MBA with expertise in Financials and Adaptive Planning, driving digital transformations, SOW analysis, negotiation, and SOX-compliant best practices deployment.
- Proficient in functionality and reporting fit-gap analysis, FDM/BP/security configuration, leading testing & defect resolution cycles, and system optimization, including AI & ML functionality.
- Skilled in data conversion activities, third-party integrations, reducing client customization footprint, and designing/deploying communication and change management strategies
- Led and co-managed Workday Financials implementation projects for various organizations, including a \$1B publicly traded food distributor, a \$695M non-profit entity, a \$9B comprehensive healthcare organization, and an \$857M financial regulatory organization
- Engaged with internal and external stakeholders, managed SOWs, developed business requirements, and updated configuration workbooks
- Facilitated testing, defect triage, job aid development, end-user training, and post-production support

CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Masters Business Administration – University of Maryland
- Bachelor of Science in Accounting – University of Maryland

SPECIALTIES

- Workday Implementation Project Management
- Business Requirements Development
- Fit – Gap Analysis
- Security Configuration
- Testing and Defect Resolution
- Data Conversion
- Third-party Integration
- Change Management
- End-user Training and Job Aid Development
- Post Production Support



Certified Public Accountant

Janet Federico, MBA

Management Consultant

Janet Federico has over 20 years of information technology experience and twelve years of experience with local and federal government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows her to successfully oversee project implementations of standard and customized software.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

Ms. Federico also has over six years of experience in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

Additionally, having worked for a leading local government enterprise software provider, Ms. Federico brings a strong understanding of software implementation, consulting, process knowledge, and functional knowledge, along with the customers' needs and concerns throughout and post-implementation.

Highlights

- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes pertaining to enterprise applications

Agency Experience

County of Collin
County of Denton
County of Lassen
County of Mendocino
County of Minnehaha
County of St. Joseph
City of Batavia
City of Bartlesville
City of Bentonville
City of Carlsbad
City of Clovis
City of Coronado
City of Corvallis
City of Decatur
City of Fort Smith
City of Glendora
City of High Point
City of Highland Park

City of Hutchinson
City of Hutto
City of San Bernardino
City of Tulsa
City of Westmont
City of West Sacramento
City of Wichita
City of Wilton Manors
City of Wisconsin Springs
City of Wood Dale
Village of Hinsdale
Village of Orland Park County of Champaign
Town of Windsor
Town of Woodside
East Bay Regional Park District
Jurupa Community Services District
Los Angeles County Development Authority
State of Texas (DFPS)



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Ellis College, Old Westbury, NY
– Master of Business Administration
- Kaplan University, Davenport, IA
– BS, Applied Management

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation



I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thank you so much!

—Account Clerk
CA Municipality

Alicia Burns, PMP, CSP-PO, CSM

Management Consultant

Alicia Burns has over 15 years of experience implementing ERP systems for both the private and public sectors. Her education and experience in the realm of implementation have allowed her to obtain knowledge in implementation planning, business process analysis and consulting, system analysis and design, user acceptance testing planning and assistance, end-user training planning, go-live planning, and technical and functional specifications.

Alicia's career in implementations began as a payroll functional lead on the client side of an ERP implementation for a company that had 6,000 employees spread across multiple states. She made the jump to software implementations full-time for a major private enterprise distributor and transitioned to supporting the public sector thereafter.

As she is skilled in the Agile methodologies of project management, Alicia values client involvement and open communication about projects and is also able to navigate through the twists that a software implementation can bring.

Alicia's tenure at a major government enterprise software provider allows her to assess business needs, track project flow, and assist clients in developing best practice solutions.

Alicia is committed to delivering high-quality work that meets or exceeds client expectations.

Highlights

- Multi-phased ERP application implementations
- In-depth knowledge of various payroll/HR platforms
- Well-versed in Agile project management methodologies

Agency Experience

County of Lassen
County of Mendocino
City of Alameda
City of Burlingame
City of Cathedral City
City of Coronado
City of Diamond Bar
City of Dublin
City of Dublin
City of Farmers Branch
City of Fontana
City of Gilroy
City of Great Falls
City of Hanford
City of Independence
City of Lancaster
City of Lemoore
City of Long Beach
City of Long Beach Harbor
City of Oxnard
City of Petaluma
City of Piedmont
City of Port Hueneme
City of Redlands
City of Richland

City of Richmond
City of Rohnert Park
City of Yorba Linda
East Side Union Highschool District
Muskogee Creek Nation
Muskogee Creek Nation Tribal Health
Maricopa Association of Governments
San Diego Association of Governments
City of Nampa
Helix Water District
Santa Margarita Water District
San Bernardino Municipal Water District
Desert Water Agency
Golden Gate Bridge, Highway, and Transportation District



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science Information Technology Management – Cal State East Bay
- Bachelor of Science Business Operations and Resource Management Cal State- East Bay
- Project Management Professional (PMP)-PMI
- Certified Product Owner Scrum Professional (CPOSP)-Six Sigma
- Certified Scrum Master

SPECIALTIES

- Project Management
- Business Process Review
- Implementation planning
- Go-live planning
- Best Practice
- Creative Solutions



David W. Krout, CPA *(Inactive)*

Partner – Enterprise Applications Consulting Practice Leader

David Krout has 27 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David's unique and diversified background in business management, accounting, and management consulting has given him the ability to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 100 public-sector agencies throughout the United States

Agency Experience

County of Butte	City of Lomita	Village of Oswego	Rosamond Community
County of Buncombe	City of Manassas Park	Village of River Forest	Services District
County of Denton	City of Menlo Park	CA-NV American Water	Salisbury-Rowan Utilities
County of Mendocino	City of Mission Viejo	Works Association	San Bernardino
County of Orange	City of Murrieta	Castaic Lake Water	Municipal Water
County of Riverside	City of Pacifica	Agency	Southern California
County of San Bernardino	City of Palm Desert	Castro Valley Sanitary	Coastal Water
City of Batavia	City of Palmdale	District	Research (SCCWRP)
City of Bloomington	City of Pelham	Colton Joint Unified	Walnut Valley Water
City of Brentwood	City of Piedmont	School District	District
City of Brisbane	City of Rancho Mirage	Cucamonga Valley	West County
City of Burbank	City of Redlands	Water District	Wastewater District
City of Burlington	City of Rialto	Gastonia Water & Power	Western Municipal
City of Carlsbad	City of Riviera Beach	Glendale Water and	Water District
City of Camarillo	City of Rosemead	Power	Mechoopda Indian Tribe
City of Chino	City of Salisbury	HIP Housing	Eastern Band of
City of Clovis	City of Sandpoint	Lake Elsinore Unified	Cherokee Indian
City of Colton	City of San Gabriel	School District	
City of Corona	City of San Jacinto	Menifee Unified	
City of Coronado	City of Shawnee	School District	
City of Dublin	City of Sierra Madre	Mesa Water District	
City of Foster City	City of Simi Valley	Midpeninsula	
City of Gastonia	City of South Gate	Regional Open	
City of Healdsburg	City of Tustin	Space District	
City of Hemet	City of West Covina	Ramona Municipal	
City of Highland Park	City of West Des Moines	Water District	
City of Indio	Town of Danville	Rincon del Diablo	
City of La Habra	Town of Groton	Municipal Water	
City of La Puente	Town of Hillsborough	District	
City of Laguna Niguel	Town of Truckee	Rock River	
City of Lake Forest	Village of Glencoe	Reclamation	
City of Larkspur	Village of Lincolnwood	District	
	Village of Northfield		



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant

(Inactive)

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations and its opportunities.

—Director of Administrative Services
CA Municipality

Our consultants have been assisting local governments with innovative technology solutions with ClientFirst for 19 years, bringing with them many more years of experience in this field. Our risk-averse technology planning and the quality of service we provide our clients have resulted in numerous long-term business relationships. Our subject-matter experts offer a wide range of technology services that our clients often leverage to resolve specific issues.



ClientFirst was extremely knowledgeable, and I felt I have learned more from my work with ClientFirst than anyone else I've worked with in that capacity. I haven't met anyone else who's even close to ClientFirst in their level of expertise.

—Director of Administrative Services
CA Municipality

Enterprise Applications Consulting Practice Profile

ClientFirst’s enterprise applications consulting team has been conducting these specific types of assessments, process reviews, procurements, and implementation assistance for over 20 years.

ClientFirst leverages this experience to the client’s advantage through a unique approach to software selection, which considers the vendor’s perspective while working with clients to navigate the complexities of software assessment, selection, contract negotiation, and implementation.

We identify an organization’s strategy, organizational, application, and functional requirements—specific to the client’s business processes—to determine which solutions are the best fit for both customer and vendor. Our clients appreciate the honesty and diligence with which we conduct our projects, and many clients continue relying on our services after their first project with us.

The level of risk and the probability of achieving a successful implementation are directly related to the amount of proper due diligence employed. At ClientFirst, we take every possible step to decrease this risk level through best practices.

Because of the level of due diligence that we require, software vendors welcome the opportunity to respond to our RFP documents, giving your organization the chance to find the best functionality fit by evaluating an adequate number of qualified vendor responses.

Applications Consulting Services

PROCESS REVIEWS
Business Case Analysis
Assessment and Recommendations
Process Analysis and Improvement

SOFTWARE SELECTION
Feature/Function Requirements
Implementation Risk Assessment
Change Management
Vendor Analysis and Evaluation
Contract Review and Negotiation

PROJECT OVERSIGHT
Implementation Project Management
Conversion Assistance
Integration / Interface Assistance

APPLICATIONS IMPROVEMENT
Assessment of Current Needs & Gaps
Assessment of Features, Training, Support, & Reporting Issues
Vendor Proposal Review & Demonstration Management
Change Management
Risk Assessments

Applications Experience	
General Ledger	CIS & Utility Billing
Budgeting	Tax Billing
Project Accounting	Backflow
Grant Accounting	Service Orders
Accounts Receivable	Work Orders/Preventative
Cash Receipts	Maintenance
Purchasing & Receiving	Inventory Management
Bids Management	Fleet Management
Contract Management	Planning
Accounts Payable	Permitting
Fixed Assets	Inspection
Loans	Code Enforcement
Special Assessments	Land/Parcel/Address
Financial Reporting	Management
Ad Hoc Reporting	Computer-Aided Dispatch
Business Licensing	(CAD)
Applicant Tracking	Records Management
Human Resources	Mobile Computing
Employee Self-Service	Citizen Request Management
Benefits Tracking	GIS
Time & Attendance	Adjudication
Payroll	Citation Management



[Enterprise Application Consulting Services](#)

Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical in all respects. Our management team's career experience includes over 3,500 projects for more than 500 local government agencies.

Local Presence and Practice Locations

ClientFirst is a national firm with practices located in California, Illinois, Texas, and North Carolina.



Corona, CA



Schaumburg, IL



San Antonio, TX



Charlotte, NC

Business Management Approach

We understand that not all government executives are versed in the latest technology issues and opportunities. Therefore, our approach and deliverables provide a business-management perspective that **allows the layperson the ability to understand the technology issues, strategies, and potential solutions required to make more informed business decisions.**

Practical Recommendations

We believe in using technology as a tool to meet the agency's business objectives; we do not apply technology just for technology's sake. We are serious in our quest to provide clients with practical solutions that meet their individual requirements. Sometimes, the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.



True Independence

ClientFirst believes in practicing **true independence**. We do not resell products nor maintain relationships that would result in any add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at the lowest competitive cost) to meet their needs.



National Recognition

Our consultants are recognized nationally for their work by many of the industry's leading vendors. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.

Industry Recognition

CIO Review

ClientFirst has been featured in *CIO Review* as one of the “20 Most Promising Government Technology Solution Providers”.



National Speakers

ClientFirst personnel has conducted educational sessions at national and local conferences such as CSMFO, MISAC, and GFOA, among others.



ClientFirst has such a broad and well-rounded experience with cities that they already have a good idea of what will or won't work. Other vendors we have worked with don't have this depth of experience and suggest solutions that are unrealistic in a city government environment.

— IT Director
CA Municipality

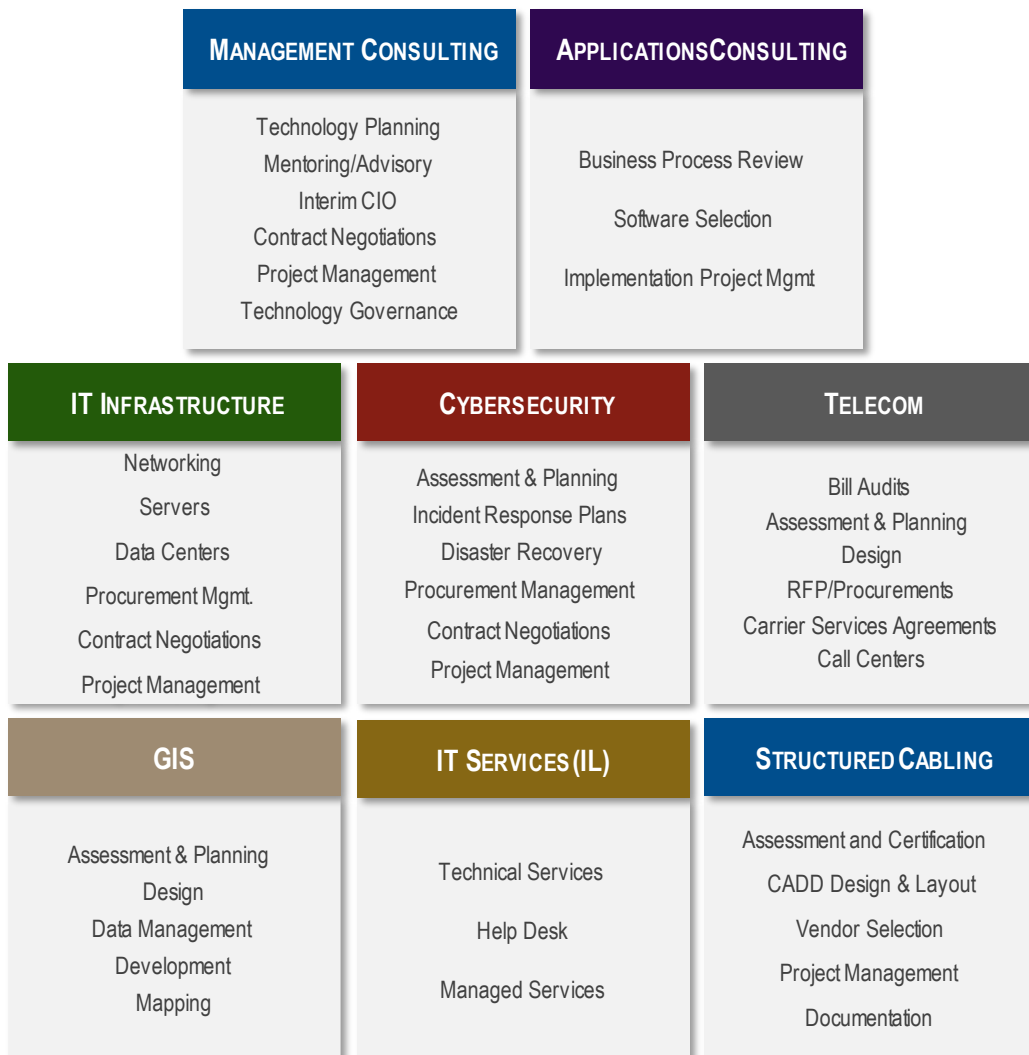
Diversified Experience

We have **extensive experience with a wide variety of organizations and technology and processing environments** and have worked with over 500 agencies on over 3,500 projects. In addition, we have significant market knowledge regarding software and hardware providers and are well-informed with respect to vendor and industry developments.

Integrated Technology Solutions Groups

Whatever the agency's technology needs are, we offer a unique combination of experts in their given disciplines who can guide technology decisions, planning, implementation, and management, chosen according to the specific needs of each project, working as an integrated team to **provide end-to-end consulting and support services**.

ClientFirst Integrated Technology Solutions Groups



Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

North Carolina

City of Burlington
City of Gastonia
City of High Point
City of Kinston
City of Mount Airy
City of Salisbury
Arc of Stanley County
County of Buncombe
County of Cabarrus
County of Davie
County of Orange
St. Augustine College
Wake Forest University
Eastern Band of Cherokee Indians
Salisbury Rowan Utilities

Alabama

City of Pelham

Arizona

County of Maricopa

California

City of Albany
City of Azusa
City of Big Bear Lake
City of Brentwood
City of Brisbane
City of Burbank
City of Calabasas
City of Camarillo
City of Carlsbad
City of Chico
City of Chino
City of Clovis
City of Colton
City of Corona
City of Coronado
City of Downey
City of Dublin
City of Escondido
City of Foster City
City of Glendora
City of Healdsburg
City of Hemet
City of La Habra
City of La Puente
City of Laguna Niguel
City of Larkspur
City of Lathrop
City of Lomita
City of Menlo Park
City of Mission Viejo
City of Montclair
City of Murrieta
City of Pacifica
City of Pacific Grove
City of Palm Desert
City of Palmdale
City of Piedmont
City of Pismo Beach
City of Port Hueneme
City of Rancho Cucamonga
City of Rancho Mirage
City of Redlands
City of Rialto
City of Rohnert Park
City of Rosemead
City of Sacramento
City of San Clemente
City of San Gabriel
City of San Jacinto
City of San Pablo
City of San Rafael
City of Seal Beach

City of Sierra Madre
City of Simi Valley
City of South Gate
City of South Pasadena
City of South San Francisco
City of Tustin
City of Upland
City of Vacaville
City of West Covina
County of Butte
County of Lassen
County of Mariposa
County of Mendocino
County of Riverside
County of San Bernardino
County of Tuolumne
County of Yolo
Town of Danville
Town of Hillsborough
Town of Truckee
Town of Yucca Valley

CA-NV American Water Works Association
Castaic Lake Water Agency
Castro Valley Sanitary District
Cucamonga Valley Water District
Glendale Water and Power
Hayward Area Recreation and Park District
Irvine Unified School District
Jurupa Community Services District
Livermore Area Recreation and Park District
Midpeninsula Regional Open Space District
Newhall County Water District
Piedmont Police and Fire
Ramona Municipal Water District
Rincon del Diablo Municipal Water District
Rosamond Community Services District
San Bernardino Municipal Water
San Mateo Fire District
San Marino Unified School District
Southern California Coastal Water Research
Sweetwater Authority
Walnut Valley Water District
West County Wastewater District
Western Municipal Water District
Colton Joint Unified School District
Irvine Unified School District
Lake Elsinore Unified School District
Menifee Unified School District
Mesa Water District
Mountain View School District
Romoland School District
West Covina Unified School District
Ohlone Community College
San Jose Community College
University of California Berkeley

University of California San Francisco
UCSF Medical Center
Stanislaus Council of Governments
Mechoopda Indian Tribe

Connecticut

City of Bristol
City of New Haven
Groton Police and Communications Dispatch
Town of Groton

Florida

City of Cape Coral
City of Deerfield Beach
City of Dunedin
City of Fort Lauderdale
City of Pompano Beach
City of Port St. Lucie
City of Riviera Beach

Idaho

City of Sandpoint
Illinois
City of Bloomington
City of Champaign
City of Countryside
City of Crystal Lake
City of Highland Park
City of Joliet
City of Lake Forest
City of Moline
City of Morton Grove
City of Naperville
City of Oakbrook Terrace
City of Orland Park
City of Prospect Heights
City of Rockford
City of Rock Island
City of St. Charles
City of Waukegan
City of Wood Dale
County of DuPage County
County of Peoria County
County of Sangamon County
County of Winnebago County
Village of Arlington Heights
Village of Cary
Village of Glencoe
Village of Kenilworth
Village of Lake Barrington
Village of Libertyville
Village of Lincolnwood
Village of Matteson
Village of Norridge
Village of Northbrook
Village of Northfield
Village of Oak Brook
Village of Oak Park
Village of Oswego
Village of Palos Park
Village of River Forest
Village of Riverside
Village of Westmont
Village of Wheeling
DuPage County Health Dept.
Batavia Public School District
Central Community Unit School District 301
Champaign County Forest Preserve District
Civitas Schools
Community High School District 99

Community Unit High School District 205
Community Unit School District 300
Community Unit School District 308
Consolidated High School District 230
Consolidated School District
Gower School District
Hampton School District 29
Harlem School District 122
Harrison School District 36
Harvard Community Unit School District
Harvey School District 152
Hinsdale Township High School District 86
Indian Prairie Community Unit School District 204
J. Sterling Morton High School District 201
Lake Zurich Community Unit School District 95
Mount Prospect School District 57
Naperville Community Unit School District 203
Naperville Park District
Norridge Park District
Oswego School District 308
Pace Suburban Bus Division
Park Ridge Schools
Port Byron Central School District
Posen-Robbins SD 143.5
Prospect Heights School District
Riverside Public School District 96
Rockford Public Library
Rock River Water Reclamation District
Sherard Community Schools
St. Charles School District
Sunset Ridge School District
Township High School District 214
Wheaton-Warrenville School District 200
Winnetka Public Schools District 36
Lake Forest College
Lincolnwood Public Library
Oak Park Library
Oswego Library District
Park District of Highland Park
Indiana
The University of Notre Dame
Indianapolis Public Library
Indianapolis Public Schools
Iowa
City of Ankeny
City of Bettendorf
City of Burlington
City of Cedar Rapids
City of New Hampton
City of West Des Moines
County of Johnson
County of Linn
State of Iowa
Burlington Community School District

Cedar Rapids Community School District
Davenport School District
Diocese of Davenport
Catholic Schools
Dubuque Community School District
Knoxville Community School District
Mason City School District
North Scott School District
Des Moines Area Community College
Cedar Falls Utilities
Kansas
City of Shawnee
Michigan
University of Michigan
Lake Superior State University
Minnesota
County of Anoka
Nevada
County of Nye
Town of Pahrump
New York
City of Batavia
Village of Ossining
Ohio
County of Cuyahoga
County of Montgomery
South Dakota
Rapid City Area Schools
Texas
City of Dallas
City of Pflugerville
City of University Park
County of Denton
Corpus Christi Fire
Highland Park Police and Fire
International Bank of Commerce
River Oaks Country Club
State Bank of Texas
University of Texas Health Science Center
Westwood Country Club
Utah
Washington County School District
Virginia
Commonwealth of Virginia
City of Manassas Park
Wisconsin
City of Appleton
City of Brookfield
City of Eau Claire
City of Wauwatosa
City of West Allis
County of Brown
County of Kenosha
County of Milwaukee
County of Waukesha
HIDTA Milwaukee
Diocese of Madison Catholic Schools
Madison School District
Shorewood School District
Whitnall School District
West Allis School District

Government Agency Case Studies

The following case studies are California agencies that ClientFirst has worked with to digitally transform their technology environments. These case studies began with Technology Master Planning. The cities' technology governance and commitment at all levels, including their city councils, has since resulted in significant digital transformation that has improved internal business department processes, management decision-making, transparency, citizen services, and citizen engagement. Also provided separately is a sample Information Technology Plan recently completed for another California municipality.



Mendocino County

Project Background

ClientFirst started with a County-wide Technology Master Plan and Roadmap to digitally transform the County and its operations. Other following projects have included:

- Technology Plan development and funding
- Technology Plan management and semi-annual plan updates in conjunction with mid-year and annual Board of Supervisors budget workshops
- Initial risk mitigation projects to increase resiliency of critical systems
- Emergency Operations Center redesign and refresh of EOC technology and equipment (Phase 1 & 2)
- Public Safety Cabling and Fiber Optic Improvements
- Public Safety and Radio Data Center Space Planning
- Detailed public safety county-wide radio assessment, cost analysis, and successful funding request
- Fiber Optic Systems Upgrades
- Procurement Business Process Review and Improvements
- Cannabis Permit and Licensing Process Improvements Efficiency Study
- Budgeting Process Improvements
- Point Arena Radio & Microwave Project Management (Improved Public Safety Radio Resiliency)
- County-Wide Radio and Broadband Upgrade Project Management
- Property Tax System Assessment and Project Restart
- Property Tax System Implementation Oversight
- Cannabis Permits & License Business Process Review and Improvements
- Cannabis E-Permitting
- Cybersecurity Roadmap and Board Presentation
- Network Upgrade RFP & Project Management Assistance
- IT Strategic Advisory Services
- IT staffing and staff roadmap to support digital transformation and Board goal of increased efficiency

Description of Services Performed and Outcomes

ClientFirst was initially engaged to develop a multi-year Technology Master Plan and Roadmap. The initial five-year plan is budgeted at over \$20 million. The initial assessment also uncovered several high-risk areas. County management placed the project on hold but immediately allocated \$605K to mitigate many of those high-risk items. ClientFirst provided oversight and project management services for the implementation of these risk mitigation measures. The Board appropriated \$1MM for Phase 1 projects and has subsequently appropriated over \$1MM every six months for additional project work. ClientFirst provides oversight for approximately twenty-five Technology Master Plan projects. ClientFirst is also managing the Master Plan budget and project portfolio, with project additions and subtractions based on Board and Executive Office priorities.

In addition to managing the Technology Master Plan, ClientFirst provides detailed project management and vendor selection assistance for a wide range of projects. Implementation assistance is provided to augment staff for critical or high-profile projects such as E-Permitting (now implemented for about 65% of permit types), Cannabis business process improvements, public safety and emergency operations projects, preparations and replacement of a fragile end-of-life tax system, and others.

Also, ClientFirst and Mendocino County jointly presented at the California Society of Municipal Finance Officers (CSMFO) on process improvements resulting from these digital transforming projects.



City of Piedmont

Project Background

ClientFirst started with a citywide Technology Master Plan and have continued to assist the City to digitally transform the City and City operations. Projects have included:

- Technology Plan development and successful funding
- Technology Plan management, annual plan updates, and Council updates on status of plan
- Fiber optic systems upgrades
- Ongoing Technology Governance Committee participation as their senior IT advisor
- CAD/RMS vendor strategy and roadmap upgrade
- Wide area network improvements
- Initial IoT wireless network deployment
- ERP software selection and business process improvements analysis
- ERP software implementation project management
- Land Management Assessment & Improvement Plan
- Ongoing Land Management process improvements
- Cloud computing strategy analysis
- Public Safety Verizon Private Cloud analysis, implementation, and resiliency
- Public Safety Scheduling and Time and Attendance Procurement Management
- Cybersecurity Incident Response
- Telecommunications System Design and Procurement Management
- Website constituent survey, redesign, and social media rollout
- Coordination of 5G cellular tower including Council briefings
- Cybersecurity improvement and roadmap, and Cybersecurity Council briefings
- Hyperconverged system selection and project oversight
- Ongoing IT Strategic Advisory services

Description of Services Performed and Outcomes

Digital transformation has been a key strategy of the City of Piedmont's Council. This was initiated with the selection of ClientFirst to develop a Technology Strategic Plan in conjunction with a Citizen Advisory Committee. Unsurprisingly, as a Bay Area community, the Citizen Advisory Committee has strong technologists, including the first US employee of Skype (now an "angel investor"). ClientFirst worked collaboratively with the Citizen Advisory Committee to develop and prioritize the Plan and then jointly presented the Plan and budget to Council. ClientFirst continues to oversee implementation of the plan as the City's technology advisor, presenting ongoing updates to Council.

ClientFirst is also the primary technology consultant for the City, assisting with the implementation of recommended initiatives, including best practices, departmental applications, smart technologies, civic engagement, IT infrastructure, day-to-day IT staffing and operations, cybersecurity, and communications.

Prior to the plan, the City's overall systems were largely siloed, legacy, and end-of-life. Some previously implemented systems were implemented in a manner that provided little opportunity to take advantage of the improved technology. Automation was limited, and resident services were mostly manual, with limited use of technology to automate business processes. Overuse of shadow systems and manual processes was still the norm.



City of Rancho Mirage

Project Background

ClientFirst started with a citywide Technology Master Plan. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference. Also, see attached published article on the City's digital transformation efforts, *City of Rancho Mirage Published Digital Transformation Article*.

Other following projects have included:

- Technology Master Planning
- IT Organization Improvement Assistance
- Enterprise Software Needs Assessment
- ERP Selection and Contract Negotiations
- Audio Visual System Design, RFP, and Implementation Oversight
- Contract Management Process Review and Improvements
- Disaster Recovery Planning Services
- Cybersecurity Assessment and Risk Mitigation
- EDMS Needs Assessment Services
- Electronic Mail Implementation Consulting Services
- IT Management Mentoring and Advisory Services
- Wireless Network Design – Amphitheater, Library, Park Spaces
- Network Improvement Vendor Procurement
- Work Order/Asset Management Preliminary Assessment

Description of Services Performed and Outcomes

ClientFirst developed a Technology Master Plan to address City's desire to integrate and automate business applications in a secure manner. This project included working with ongoing City Council sub-committee. ClientFirst presented the Plan to Council, and Council approved funding of the plan in its entirety. ClientFirst worked with City staff to upgrade technology infrastructure, resident connectedness, and applications improvement and integration. The Master Plan also included a comprehensive analysis of the IT human resources to ensure the City had the resources to maintain existing technology, implement new technology projects, and maintain the environment that would be put in place as part of the implementation of the Technology Master Plan. A significant piece of the future IT organizational structure included an increase in business analyst talent to help implement and support critical enterprise applications.

ClientFirst assisted with the ERP system selection, which was concluded on time and within budget. Departmental assistance was also provided for the selection of a new Contract Administration system.

Technical assistance was provided for the development of a Disaster Recovery Plan. ClientFirst worked with Departments to develop a prioritized recovery plan that met the needs of the City.

City of Rancho Mirage Published Digital Transformation Article

ClientFirst has assisted the City of Rancho Mirage with various Technology Projects, starting with a citywide Technology Master Plan and Roadmap to digitally transform the City and its operations. The following article was published by the City to showcase these digital transformation improvements. ClientFirst also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference.



City of High Point

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

Master

File Number: 2024-245

File ID: 2024-245

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/07/2024

File Name:

Final Action:

Title: Consideration of a Contract with Breece Enterprises, Incorporated
City Council is requested to consider at contract with Breece Enterprises, Incorporated in the amount of \$542,600.00 to supplement the Storm Water Services Division in maintenance, repair, and installation of storm water infrastructure and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Breece Enterprises - Storm Water Maintenance
2024-2025

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	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Contract Award – Storm Water Maintenance-Emergency Repairs 2024-2025	
FROM: Robby Stone, PE Public Services Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: May 3, 2024
ATTACHMENTS: Bid Recommendation Form	

PURPOSE: The City of High Point routinely uses an outside contractor to supplement the Storm Water Services Division in maintenance, repair, and installation of storm water infrastructure. Staff is recommending award approval of the Storm Water Maintenance-Emergency Repairs 2024-2025 contract. This contract consists of furnishing personnel, equipment, and materials for maintenance of storm water utilities and completion of various storm water projects.

BACKGROUND: On Tuesday, June 11, 2024, the City of High Point held the re-bid opening for the contract. One qualified bid was received:

- Breece Enterprises, Incorporated in the amount of \$542,600.00

This contract has an availability date upon a notice to proceed, with a contract completion date of June 30, 2025.

BUDGET IMPACT: Funding is available in the FY 2024-2025 budget.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the contract to Breece Enterprises, Incorporated in the amount of \$542,600.00.



BID RECOMMENDATION

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPEN:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
671731	527101	00000000	00000000	\$542,620.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Digitally signed by Trevor Spencer Date: 2024.06.11 15:28:21 -04'00' DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends award to the lowest responsible, responsive bidder in the amount of

PURCHASING MANAGER: Digitally signed by Candy E. Harmon Date: 2024.06.11 15:40:44 -04'00' DATE:

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: Digitally signed by Bobby Fitzjohn Date: 2024.06.13 09:27:23 -04'00' DATE:

CITY MANAGER: DATE:

(For City Council Approval Only)



City of High Point

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

Master

File Number: 2024-246

File ID: 2024-246

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/07/2024

File Name:

Final Action:

Title: Consideration of a Contract with Breece Enterprises, Incorporated
City Council is requested to consider a contract with Breece Enterprises, Incorporated in the amount of \$2,256,620.00 to supplement the Water and Sewer Mains Division in maintenance and repair of existing water and sewer utilities and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Breece Enterprises - Water Sewer Maintenance
Emergency Contract 2024-2025

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	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Contract Award - Water and Sewer Maintenance-Emergency 2024-2025	
FROM: Robby Stone, PE Public Services Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: May 3, 2024
ATTACHMENTS: Bid Recommendation Form	

PURPOSE: The City of High Point routinely uses an outside contractor to supplement the Water and Sewer Mains Division in maintenance and repair of existing water and sewer utilities. Staff is recommending award approval of the Water and Sewer Maintenance-Emergency 2024-2025 contract.

This contract consists of furnishing personnel, equipment, and materials for scheduled maintenance and emergency repairs of water and sewer utilities. Typical work includes point repairs, manhole reconstruction, hydrant repairs, main break repairs, replacement of deteriorated/collapsed lines, replacement of valves, and other maintenance work items.

BACKGROUND: On Tuesday, June 11, 2024, the City of High Point held the re-bid opening for the contract. One qualified bid was received:

- Breece Enterprises, Incorporated in the amount of \$2,256,620.00

This contract has an availability date upon a notice to proceed, with a contract completion date of June 30, 2025.

BUDGET IMPACT: Funding is available in the FY 2024-2025 budget.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the contract to Breece Enterprises, Incorporated in the amount of \$2,256,620.00.

BID RECOMMENDATION

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPEN:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	533701	421001012805	40201	\$1,128,310.00
421779	533701	421001010205	40201	\$1,128,310.00
TOTAL BUDGETED AMOUNT				2,256,620.00

DEPARTMENT HEAD: Digitally signed by Trevor Spencer
Date: 2024.06.11 15:29:42 -04'00' DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends
award to the lowest responsible, responsive bidder in the amount of

PURCHASING MANAGER: Digitally signed by Candy E. Harmon
Date: 2024.06.11 15:37:34 -04'00' DATE:

Approved for Submission to
Council

FINANCIAL SERVICES DIRECTOR: Digitally signed by Bobby Fitzjohn
Date: 2024.06.13 09:26:59 -04'00' DATE:

CITY MANAGER: DATE:

(For City Council Approval Only)



City of High Point

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

Master

File Number: 2024-227

File ID: 2024-227

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 05/30/2024

File Name:

Final Action:

Title: Consideration of the Revised 2024 Annual Action Plan
City Council is requested to consider the Revised 2024 Annual Action Plan. (Recommended by the Community Development Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: 2024 Annual Action Plan Draft Revisions

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: alison.glynn@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Committee	06/04/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: 2024 Annual Action Plan Draft Revisions	
FROM: Thanena Wilson, Director Community Development & Housing	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: 2024 Annual Action Plan Draft Revisions	

PURPOSE: The Annual Action Plan (AAP) outlines the strategic plan for addressing community needs identified in the 5-year Consolidated Plan, with an emphasis on low to moderate income and special needs populations. The AAP details the projects and programs that will be undertaken during the program year using funding received through the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs.

BACKGROUND: The AAP is required by the U.S. Department of Housing and Urban Development (HUD) for the receipt of entitlement funding. On an annual basis the City of High Point receives CDBG and HOME funds to carry out specific activities within the City. The revised draft AAP will be made available for a second 30-day public review and comment period that began May 17, 2024.

BUDGET IMPACT: The City will receive \$799,042 in CDBG funding, and \$429,477 in HOME funds.

RECOMMENDATION / ACTION REQUESTED: The Community Development and Housing Department requests approval of submission of the 2024 Annual Action Plan to HUD on or about June 30, 2024.

CITY OF HIGH POINT
Draft 2024 Annual Action Plan Revisions
Community Development Committee Review – June 4, 2024

Executive Summary

The City of High Point, Guilford County, North Carolina has prepared a draft FY2024 Annual Action Plan. This document is required by the U.S. Department of Housing and Urban Development (HUD) for the receipt of entitlement funding. On an annual basis the City of High Point receives Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) funds to carry out specific activities within the City.

The Annual Action Plan identifies community development and housing needs, funding priorities, and a strategic plan for addressing those needs, with an emphasis on low to moderate income and special needs populations. **For FY2024, the City will receive \$799,042 in CDBG funding, and \$429,477 in HOME funds.**

The draft document will be available to the public for review and comment for a period of thirty (30) days beginning on **May 17, 2024, through June 17, 2024**, at the City of High Point's website: <https://www.highpointnc.gov/cd>. Copies will also be placed in the following locations for public review: Community Development & Housing Office-City Hall, Community Development Resource Center, 201 Fourth Street, and at the High Point Public Library – Heritage Research Center.

After receiving notice of the final allocations from HUD, the original draft document has been revised as follows:

AP-15 Expected Resources – 91.220(c)(1,2)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	799,042	62,000	0	861,042	0	Projects/activities to be undertaken include public services, emergency repairs, fair housing, debt service, program delivery and administration during PY2024.

HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA							Projects/activities to be undertaken include homebuyer assistance, CHDO activities and program administration during PY2024.
			429,477	29,800	0	459,277	0		

AP-20 Annual Goals and Objectives

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	HNS-2 New Housing Development	2024	2025	Affordable Housing	Core City Citywide- Other	Housing	CDBG: \$71,339 HOME: \$313,649	Rental units constructed: Section 108 Debt Service Homeowner Housing Added: 10 Household Housing Unit
11	APM-1 General Administration	2024	2025	Administration	Core City Citywide- Other	Administration, Planning, and Management	CDBG: \$123,870 HOME: \$45,628 General Fund: \$681,278	Other: 13 Other

Explanation:

Item #2 revised as follows: 1) CDBG funding reduced from \$97,781 to \$71,339 for Rental units constructed – Section 108 Debt Service. 2) HOME funding reduced \$414,500 to \$313,649 for Homeowner Housing Added – reduced from 14 units to 10 units.

Item #11 revised as follows: 1) CDBG funding reduced from \$135,065 to \$123,870. 2) HOME funding reduced from \$56,200 to \$45,628. 3) General Fund increased from \$677,133 to \$681,278.

AP- 38 Project Summary

5	Project Name	CHDO Activities
	Target Area	Core City Citywide-Other
	Goals Supported	HNS-1 Increase Home Ownership HNS-2 New Housing Development
	Needs Addressed	Housing
	Funding	HOME: \$298,649
	Description	Funds for affordable homeowner housing development.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Habitat for Humanity: 3 Homeowner Housing Units. Community Housing Solutions: 3 Homeowner Housing Units. Black Lamb CDC: 2 Homeowner Housing Units. Empowerment Headquarters: 2 Homeowner Housing Units.
	Location Description	1) Vail Ave and Amos St (Southside Community); other locations TBD
	Planned Activities	CHDO Set-aside for the HOME Investment Partnership Program.
10	Project Name	Section 108 Loan Repayment
	Target Area	Core City Citywide-Other
	Goals Supported	HNS-2 New Housing Development
	Needs Addressed	Housing
	Funding	CDBG: \$71,339
	Description	Funds for the repayment of Section 108 Loan for Housing Development.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1 Other.
	Location Description	211 S. Hamilton Street, Suite 312 High Point, NC 27260
	Planned Activities	The Matrix Codes are 24A Payment of Interest on Section 108 Loans and 24B Payment of Costs of Section 108 Financing.

11	Project Name	Program Administration
	Target Area	Core City Citywide-Other
	Goals Supported	APM-1 General Administration
	Needs Addressed	Administration, Planning, and Management
	Funding	CDBG: \$123,870 HOME: \$45,628 General Fund: \$681,278
	Description	Funds for general program planning, management, and operational costs.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	13 Other.
	Location Description	211 S. Hamilton Street, Suite 312 High Point, NC 27260
	Planned Activities	The Matrix Code is 21A General Program Administration.

Proposed Public Services Agency Funding

Applicant	Proposed Allocation
Housing Authority of the City of High Point	\$ 4,200
Senior Resources of Guilford	\$ 18,000
Helping Hands High Point	\$ 8,000
The Salvation Army Boys & Girls Club	\$ 15,500
The ARC of High Point	\$ 14,000
Operation Xcel	\$ 6,000
TAG Art Club	\$ 4,000
Heroes Center, INC.	\$ 5,300
Total	\$ 75,000



City of High Point

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

Master

File Number: 2024-247

File ID: 2024-247

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/07/2024

File Name:

Final Action:

Title: Consideration of a Contract with Oakwood Community Development Corporation
City Council is requested to consider a contract with Oakwood Community Development Corporation in the amount of \$217,556.00 to provide a safe place for individuals and families without permanent living arrangements and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Oakwood CDC Day Center

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	Finance Committee	06/13/2024	Committee Recommended Approval	City Council	06/17/2024		Pass

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Oakwood Community Development Corporation Day Center (Revised)	
FROM: Thanena Wilson, Director Community Development & Housing	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Floor Plan	

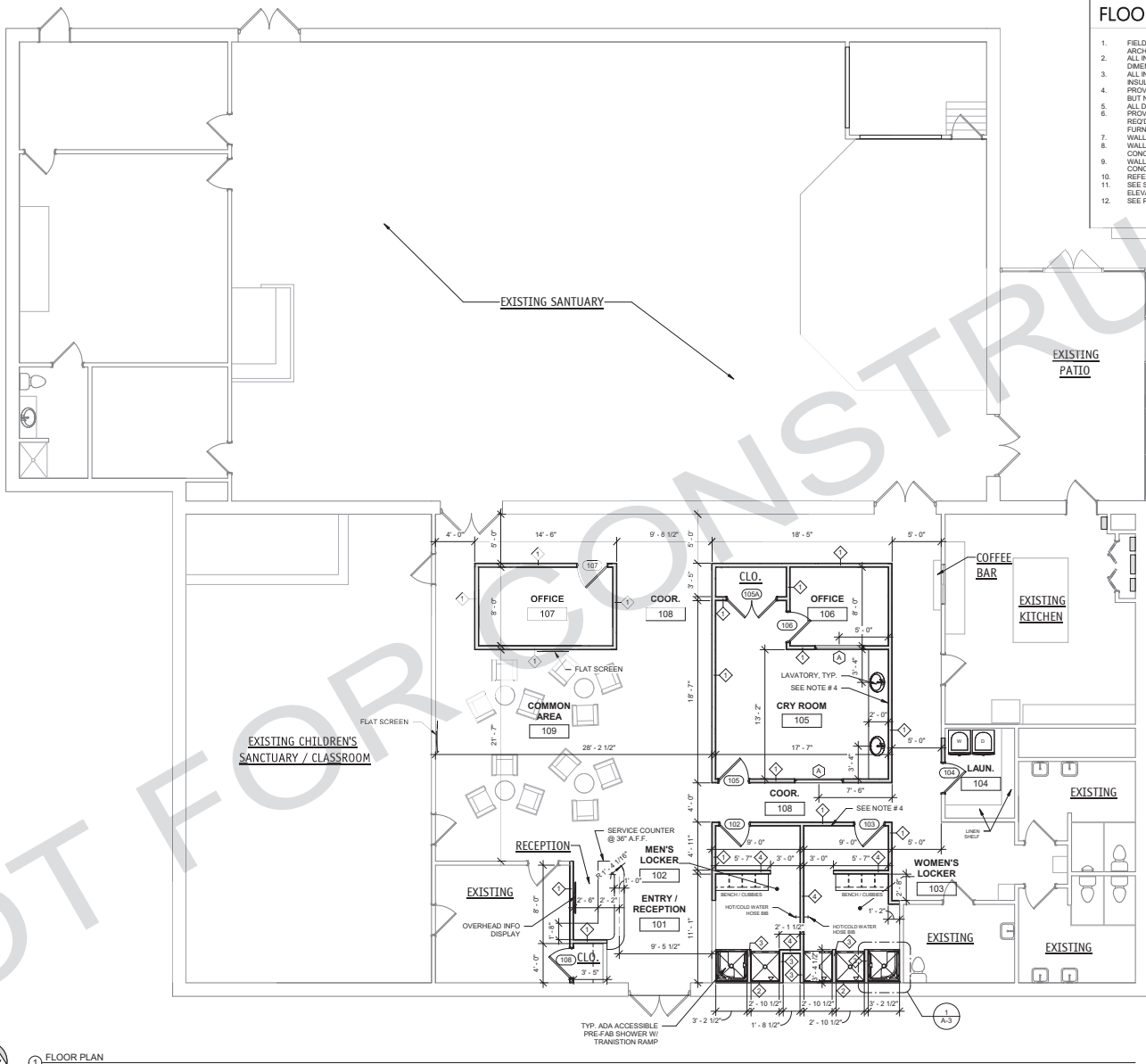
PURPOSE: The objective of a Day Center is to provide a safe place for individuals and families without permanent living arrangements, including the most fragile and chronically homeless, and those with mental illness and/or physical disabilities. The Oakwood CDC Day Center will provide access to bathrooms, showers, toiletries, clean clothing, computer/phone/mail service, and meals. Limited case management services (including assistance obtaining identification documents), on-site medical services, and referral to needed community resources such as mental health counseling, substance abuse treatment, and transitional or permanent supportive housing. The proposed project is a construction upfit activity in an existing building built in 1986, and improvements will be made within the existing building structure. The project developer is Oakwood Community Development Corporation, and the project location is 2018 W. Green Drive, High Point, North Carolina 27260.

BACKGROUND: Currently, High Point does not have a day center. The Oakwood CDC Day Center is a project that would address a pressing need in our community. The project is also in keeping with the objectives and purposes of Oakwood CDC, which are to serve low-income, homeless, and unemployed persons in the Guilford County, NC community through various programs and services. Oakwood CDC has served the homeless community since 2017 providing food, clothing, blankets, toiletries, and transportation.

The agency is part of the Guilford County Continuum of Care on Homelessness, and Community Development and Housing staff will provide technical assistance for organizational capacity building.

BUDGET IMPACT: CDBG and CDBG-CV funds in the amount of \$217,556.00 will be provided, and there are sufficient funds in the FY2023-24 budget.

RECOMMENDATION /ACTION REQUESTED: Community Development and Housing staff recommends approval of the contract with Oakwood Community Development Corporation, and that the appropriate City official and/or employee be authorized to execute all necessary documents.



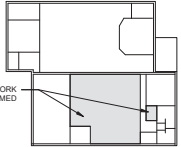
- ### FLOOR PLAN NOTES
1. FIELD VERIFY ALL EXISTING CONDITIONS BEFORE CONSTRUCTION BEGINS AND NOTIFY ARCHITECT OF ANY DISCREPANCIES.
 2. ALL INTERIOR DIMENSIONS ARE FROM WALL FACE TO WALL FACE, U.N.O. ALL DIMENSIONS REFERENCED HEREIN ARE IMPERIAL STANDARD, U.N.O.
 3. ALL INTERIOR WALLS TO RECEIVE BATT INSULATION. PROVIDE SOUND BATT INSULATION @ LOCKER ROOMS.
 4. PROVIDE WATER RESISTANT GYPSUM WALL BOARD AT ALL WET WALLS INCLUDING, BUT NOT LIMITED TO, WALLS AT LOCKER ROOM & CRY ROOM SQUATTER. ALL DOORS ARE TO BE SPACED MIN. 4" FROM ALL ADJACENT WALLS U.N.O.
 5. PROVIDE SUPPLEMENTAL FRAMING, METAL BLOCKING/STRAPPING AND BRACING AS REQ'D FOR SUPPORT OF FIXTURES, EQUIPMENT, TOILET ACCESSORIES, FURNISHINGS, FURNITURE, EQUIPMENT, AND SIMILAR CONSTRUCTION.
 6. WALL TILE @ MEN'S & WOMEN'S LOCKER TO RUN 4'-0" HIGH.
 7. WALL TILE @ STANDARD SHOWER STALLS TO RUN UP TO CLO. HT. PROVIDE 1/2" CONCRETE BOARD BEHIND ALL WALL TILE @ STANDARD SHOWER STALLS.
 8. WALL TILE TO BE PROVIDED ABOVE ADA PRE-FABRICATED SHOWER UNIT. PROVIDE 1/2" CONCRETE BOARD BEHIND PORTION OF TILE ABOVE PRE-FABRICATED SHOWER UNIT.
 9. REFER TO PLUMBING SHEETS FOR PROPER LOCATION OF FLOOR DRAINS & DETAILS.
 10. SEE SHEET A-3 FOR WINDOW/DOOR SCHEDULE, FINISH SCHEDULE, WALL TYPES, & ELEVATIONS.
 11. SEE P.M.E. SHEETS FOR LOCATION OF HOT/COLD HOSE BIBS IN LOCKER ROOMS.
 - 12.



1 FLOOR PLAN
3/16" = 1'-0"



KEY PLAN
1/2" = 1'-0"



OWNER:
PASTOR KEVIN SANDERS
2011 WEST GREEN DR.
HIGH POINT, NC
211219

CAROLINA EAST DESIGNS
1602 TOMMY'S ROAD
GOLDSBORO, NC 27534
Phone: (919) 98-8012
Email: cedesigns100@gmail.com



REV.	DATE	DESCRIPTION

FLOOR PLAN
PROJECT:
ALTERATION FOR CREATED FOR HIS
GREATER GLORY MINISTRIES
2011 WEST GREEN DR.
HIGH POINT, NC

Date: 08-29-22
Scale: AS NOTED
Project Number: 211219
Sheet: A-2



City of High Point

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

Master

File Number: 2024-252

File ID: 2024-252

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/11/2024

File Name:

Final Action:

Title: Consideration of Approval of Minutes
City Council is requested to approve the following minutes:
Special Meeting of the High Point City Council Minutes - May 20, 2024, at 4:00 p.m.
Regular Meeting of the High Point City Council Minutes - May 20, 2024, at 5:30 p.m.
Special Meeting of the High Point City Council Minutes - May 22, 2024, at 4:00 p.m.
Special Meeting of the High Point City Council Minutes - May 29, 2024, at 4:00 p.m.
Finance Committee Minutes - May 30, 2024, at 4:00 p.m.
Special Meeting of the High Point City Council Minutes - June 3, 2024, at 4:00 p.m.
Regular Meeting of the High Point City Council Minutes - June 3, 2024, at 5:30 p.m.
Community Development Committee Minutes - June 4, 2024, at 4:00 p.m.

Notes:

Sponsors:

Enactment Date:

Attachments: Approval of Minutes, Special Meeting Minutes - May 20, 2024, Regular Meeting Minutes - May 20, 2024, Special Meeting Minutes - May 22, 2024, Special Meeting Minutes - May 29, 2024, Finance Committee Meeting Minutes - May 30, 2024, Special Meeting Minutes - June 3, 2024, Regular Meeting Minutes - June 3, 2024, Community Development Committee Minutes - June 4, 2024

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Approval of Minutes	
FROM: City Clerk's Office	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Yes	

PURPOSE: Minutes to be approved.

BACKGROUND: N/A

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: City Council is requested to approve the following minutes:

- Special Meeting of the High Point City Council Minutes - May 20, 2024, at 4:00 p.m.
- Regular Meeting of the High Point City Council Minutes - May 20, 2024, at 5:30 p.m.
- Special Meeting of the High Point City Council Minutes - May 22, 2024, at 4:00 p.m.
- Special Meeting of the High Point City Council Minutes - May 29, 2024, at 4:00 p.m.
- Finance Committee Minutes - May 30, 2024, at 4:00 p.m.
- Special Meeting of the High Point City Council Minutes - June 3, 2024, at 4:00 p.m.
- Regular Meeting of the High Point City Council Minutes - June 3, 2024, at 5:30 p.m.
- Community Development Committee Minutes - June 4, 2024, at 4:00 p.m..

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
May 20, 2024 – 4:00 P.M.
3rd Floor Conference Room – Municipal Building**

CALL TO ORDER, ROLL CALL

Mayor Pro Tempore Holmes called the Special Meeting of the High Point City Council to order at 4:00 p.m. noted that Mayor Jefferson is absent, and Council Member Vickie McKiver would be participating virtually.

ADOPT AGENDA

Council Member Amanda Cook made a motion, seconded by Council Member Andrew, to adopt the agenda as presented.

Motion carried with the following vote:

Present: Mayor Pro Tempore Michael Holmes, Ward 6; Council Member Amanda Cook, At Large; Council Member Monica L. Peters, Ward 3; Council Member Patrick H. Harman, Ward 4; and Council Member Tim Andrew, Ward 5

Absent: Mayor Cyril Jefferson Council Member Britt W. Moore, At large

Abstained: Council Member Vickie M. McKiver, Ward 1 (virtual)

2024-199 Engineering and Facilities Departmental Overview

Staff will provide an overview of the Engineering and Facilities Department.

Trevor Spencer, Engineering and Facilities Director, provided an organizational chart and explained that Facilities Services performs maintenance for 11 city-owned facilities and provided details of the maintenance responsibilities.

Council Member arrived at 4:05 p.m.

He outlined project management for facility upgrades and new construction such as Truist Point Stadium Renovations, 300 Oak Renovations and 607 Idol Street Renovations.

Tasha Logan Ford, City Manager, commended Mr. Spencer's leadership.

Mr. Spencer provided information regarding the Engineering Service Division and noted they are responsible for Engineering Design & Surveying, Engineering Plan Review, Project Management, Construction Inspections, and Erosion Control Program. He explained the Engineering staff performs land surveying and prepares designs for various capital improvement projects, and plans reviews for the City's Technical Review Committee. He noted the role of the Project Manager and provided a list of completed, current, and upcoming projects. He reviewed construction inspections, capital projects, and erosion control.

A discussion ensued regarding quantity and timeliness of bids and compliance with the state. Mr. Spencer thanked the City Council for adding an Inspection position to his department.

2024-200 Closed Session-Attorney Client Privilege

Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(3) for Attorney-Client Privilege.

Council Member Peters made a motion, seconded by Council Member Harman, to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(3) for Attorney-Client Privilege.

Motion carried with the following vote:

Aye: Mayor Pro Tem Michael Holmes, Ward 6; Council Member Britt W. Moore, At Large; Council Member Amanda Cook, At Large; Council Member Tyrone E. Johnson, Ward 2; Council Member Monica L. Peters, Ward 3; Council Member Patrick H. Harman, Ward 4; and Council Member Tim Andrew, Ward 5

Absent: Mayor Cyril Jefferson

Abstained: Council Member Vickie M. McKiver, Ward 1 (virtual)

Closed Session began at 4:46 p.m.

Council Member Peters made a motion, seconded by Council Member Cook, to end Closed Session and resume Regular Session.

Motion carried with the following vote:

Aye: Mayor Pro Tem Michael Holmes, Ward 6; Council Member Britt W. Moore, At Large; Council Member Amanda Cook, At Large; Council Member Tyrone E. Johnson, Ward 2; Council Member Monica L. Peters, Ward 3; Council Member Patrick H. Harman, Ward 4; and Council Member Tim Andrew, Ward 5

Absent: Mayor Cyril Jefferson

Abstained: Council Member Vickie M. McKiver, Ward 1 (virtual)

Regular Session began at 5:20 p.m.

ADJOURNMENT

There being no further business to come before the Special Meeting. The meeting adjourned at 5:20 p.m.

Respectfully Submitted,

Michael Holmes, Mayor Pro Tempore

Attest:

Sandra Keeney, City Clerk

DRAFT

**HIGH POINT CITY COUNCIL
REGULAR MEETING
May 20, 2024 – 5:30 P.M.
Council Chambers – Municipal Building
211 South Hamilton Street**

ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE

Mayor Pro Tempore Holmes called the Regular Meeting of the High Point City Council to order at 5:30 p.m. and stated Mayor Jefferson and Council Member McKiver were absent, with all other members present. He called for a moment of silence and the Pledge of Allegiance followed.

Present: Mayor Pro Tem Michael Holmes, Ward 6; At-Large Council Member Britt Moore, At-Large Council Member Amanda Cook, Council Member Tyrone Johnson, Ward 2; Council Member Monica Peters, Ward 3; Council Member Patrick Harman, Ward 4 and Council Member Tim Andrew, Ward 5

Absent: Mayor Cyril Jefferson and Council Member Vickie McKiver

ADOPTION OF AGENDA

Council Member Moore made a motion, seconded by Council Member Andrew, to adopt the agenda.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Absent: Mayor Cyril Jefferson and Council Member Vickie McKiver

RECOGNITIONS AND PRESENTATIONS

2024-185 Proclamation – Public Works Week

Mayor Jefferson will present a Proclamation declaring May 19-25, 2024, as "Public Works Week."

Mayor Pro Tempore presented the Proclamation to Robby Stone, Public Services Director.

2024-192 Proclamation – Stand for Our Children Day

Mayor Jefferson will present a Proclamation declaring June 1, 2024, as "Stand for Our Children Day".

Mayor Pro Tempore Holmes presented the Proclamation to Greg Commander, Lloyd Leonard, Alina Tate, Albert “Pops” Lambert, Tony Graham, Clarence Sutton, and Jeremiah Jett.

2024-198 Proclamation – National Travel and Tourism Week

Mayor Jefferson will present a Proclamation declaring May 19-25, 2024, as “National Travel and Tourism Week.”

Mayor Pro Tempore Holmes presented the Proclamation to Melody Burnett, Dana East, and Nancy Bowman from Visit High Point.

2024-194 Branding Award Recognition for the City of High Point

The North Carolina City and County Communicators (NC3C) will present the 2024 NC3C Excellence in Communications Award for Branding Initiative.

Kaisha Brown, President of the NC3C Board of Directors, presented the award to Ryan Ferguson, Marketing Manager.

CONSENT AGENDA ITEMS

A motion was made by Council Member Peters, seconded by Council Member Johnson, to approve the Consent Agenda.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Absent: Mayor Cyril Jefferson and Council Member Vickie McKiver

2024-119 Consideration of an Ordinance Amending and Restating the Solid Waste Franchise of WI High Point Landfill, LLC (“WI High Point”). (Second Reading)

City Council is requested to approve adoption of this Ordinance Amending and Restating the Solid Waste Franchise of WI High Point Landfill, LLC and authorize appropriate city officials to execute all necessary documents. (Public Hearing and First Reading was held at the May 6, 2024, City Council Meeting).

Approved by the consent vote.

2024-177 Consideration of 2024 Urgent Repair Program (URP24) Policies and Procedures

City Council is requested to consider the URP24 Assistance Policy and the URP24 Procurement and Disbursement Policies, and that the appropriate City Official(s) be authorized to execute all necessary documents. (Recommended by the Community Development Committee).

Approved by the consent vote.

2024-178 Consideration of a Conditional Commitment for Flats at Old Winston

City Council is requested to consider a Conditional Commitment Letter for Flats at Old Winston and that the appropriate City Official(s) be authorized to execute all necessary documents. (Recommended by the Community Development Committee).

Approved by the consent vote.

2024-187 Consideration of a Resolution of Shared Alignment of Guilford County Transportation Stakeholders in the Promotion and Development of Transportation Services

City Council is requested to consider a Resolution Supporting Shared Alignment of Guilford County, The City of Greensboro, The City of High Point, and Regional Transportation Stakeholders in the Promotion and Development of Transportation Services in a More Unified Manner. (Recommended by the Prosperity, Livability, and Safety Committee).

Approved by the consent vote.

GENERAL BUSINESS AGENDA**2024-155 Public Hearing Date - 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Funding**

City Council is requested conduct a public hearing to receive public comments on funding, adopt a Resolution ratifying an Interlocal and Sub-recipient Agreements with Greensboro and Guilford County to accept the 2023 Byrne Justice Assistance Grant (JAG) and authorize the appropriate City Official(s) to execute all necessary documents. (Presented at the Finance Committee).

Mayor Pro Tempore Holmes opened the public hearing and asked if there was anyone that wished to speak regarding this item. Seeing none, he closed the public hearing and called for the vote.

A motion was made by Council Member Cook, seconded by Council Member Moore, to approve agenda item 2024-155.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Absent: Mayor Cyril Jefferson and Council Member Vickie McKiver

2024-191 Public Hearing - Proposed FY 2024-25 City of High Point Annual Budget

Monday, May 20, 2024, at 5:30pm is the date and time established to receive public comments on the proposed FY2024-2025 City of High Point Annual Budget.

Mayor Pro Tempore Holmes opened the public hearing.

Stephen Hawryluk, Budget & Performance Director, gave an overview of the budget.

Kenneth Orms, 3525 Sainsbury Ln., Greensboro, NC expressed his disappointment with the three-minute speaking limit and outlined different alternatives to budget cuts without a tax increase.

Victor Jones, 2512 Burch Pt. expressed his disappointment with the budget and spoke on how it created division.

Debbie Darby 1813 Futrelle Dr. said she was opposed to the city raising property taxes and suggested the city consider educating citizens on municipal government.

Shiela Dorset, 1644 Westchester Dr. expressed her opposition to the proposed tax increase and its effect on the senior citizen and young families considering moving to High Point.

Kimberly Volkman, 503 Steele St. stated that she opposed the proposed tax increase and its effect on the low-income community.

Lewis Thibodeaux, 1242 Kensington Dr. voiced his opposition to the proposed tax increase and warned of comparisons to other cities like Greensboro and Winston-Salem.

Viola Long, 2680 Ingleside said she opposed the proposed tax increase and worried about the effect the increase could have on vulnerable members of the population.

Jim Adams, 1617 Heathcliff expressed his opposition to the proposed tax increase and said the city should look to the furniture industry for more money instead of increasing taxes.

Greg Painter, 173B Old Mill Rd. said he was in favor of police and fire pay increases but thinks the city should cut spending in other areas.

Aiden Keys, 3215 Rockingham Rd., a recent High Point University graduate and homeowner, expressed concern about the proposed tax increase.

Mayor Pro Tempore Holmes closed the public hearing and reminded everyone there were several other budget sessions where citizens could voice concerns before the budget was passed.

2024-184

Consideration of a Contract with Utility Services Company Inc.

City Council is requested to consider at contract with Utility Services Inc. in the amount of \$313,200 for the rehabilitation of the I-74 elevated storage tank at the Ward Water Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents.

Robby Stone, Public Services Director, provided the staff report for this item.

A motion was made by Council Member Peters, seconded by Council Member Johnson, to approve agenda item 2024-184.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Absent: Mayor Cyril Jefferson and Council Member Vickie McKiver

2024-189 Consideration of a Contract with Utility Services Company Inc.

City Council is requested to consider at contract with Utility Services Inc. in the amount of \$222,808, for the coating rehabilitation of the 10 MG (million gallon) concrete water tank at the Ward Water Treatment Plant and authorize the appropriate city officials to execute all necessary documents.

Robby Stone, Public Services Director, provided the staff report for this item.

A motion was made by Council Member Harman, seconded by Council Member Peters, to approve agenda item 2024-189.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Absent: Mayor Cyril Jefferson and Council Member Vickie McKiver

2024-197 Consideration of an Ordinance Amending Section 11-11-1 Social Districts of the High Point Code of Ordinances

City Council is requested to consider an Ordinance amending Section 11-11-1 Social Districts of the High Point Code of Ordinances to establish an Uptowne Social District.

Greg Ferguson, Deputy City Manager, provided the staff report for this item.

A discussion ensued regarding the map boundaries and Council suggested a working evaluation of the district once it is established.

Mr. Ferguson mentioned the changes to original Catalyst Social District and said they could amend the Uptowne Social District ordinance in the future if directed by Council.

A motion was made by Council Member Moore, seconded by Council Member Peters, to approve agenda item 2024-197.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Nay: At-Large Council Member Cook

Absent: Mayor Cyril Jefferson and Council Member Vickie McKiver

ADJOURNMENT

Council Member Moore thanked everyone that came out to speak on the budget. He emphasized that the budget could be amended and thanked staff for their work and ability to make tough decisions.

Council Member Peters asked everyone to stand up who came to advocate for the Uptowne Social District.

Council Member Cook said that she supports local businesses and clarified that she was not against the social district. She said she was concerned about safety.

Council Member Andrew asked everyone to take a moment to remember what Memorial Day is about. He mentioned some local residents who were killed in action.

Mayor Pro Tempore Holmes said to remember those who sacrificed all for our freedom and suggested thanking veterans for their service and sacrifice. He said he appreciated all of the people who came out to speak on the budget and emphasized that tax increases will affect everyone and that all of the citizens of High Point share a collective benefit of city services.

There being no further business to come before the City Council, the meeting was adjourned at 6:47 p.m.

Respectfully Submitted,

Cyril Jefferson, Mayor

Attest:

Alison Glynn, Deputy City Clerk

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
May 22, 2024 – 4:00 P.M.
3rd Floor Conference Room – Municipal Building**

CALL TO ORDER, ROLL CALL

Mayor Pro Tempore Holmes called the meeting to order at 4:00 p.m. and stated that Mayor Jefferson and Council Member McKiver would be participating virtually.

Mayor Cyril Jefferson (virtually), Council Member Michael Holmes, Council Member Britt Moore, Council Member Amanda Cook, Council Member Vickie McKiver (virtually), Council Member Tyrone Johnson (arrived at 4:13), Council Member Monica Peters, Council Member Patrick Harman, and Council Member Tim Andrew

ADOPT AGENDA

A motion was made by Council Member Peters, seconded by Council Member Cook, to adopt the agenda as presented.

The motion carried with the following vote:

Aye: Council Member Holmes, Council Member Moore, Council Member Cook, Council Member Peters, Council Member Harman, and Council Member Andrew

Mayor Jefferson and Council Member McKiver did not vote as they were attending virtually.

Absent: Council Member Johnson

PRESENTATION OF ITEMS

2024-203 Presentation of Fiscal Year 2024-25 Budget - Downtown High Point, Inc.

Staff from Downtown High Point, Inc. will present information on the Fiscal Year 2024-2025 budget.

Rebekah McGee, President and CEO of Forward High Point, provided a PowerPoint presentation and stated a strategic plan was completed in October of 2023, and as a result, two new events were created which are Social Saturdays and Carolina Brew Festival. She noted a new development team has been engaged for Show Place West and highlighted some partnerships.

She provided four goals that resulted from the strategic plan which are:

- *Downtown focused marketing,*
- *Business development, recruitment, and retention*
- *Placemaking*
- *Clean and Safe*

Ms. McGee spoke to projects & partnerships and noted how those correlated with the four strategic goals; Showplace West/One Plaza Center being designated as an historic

building and that a developer is interested in the property; and a possible future project regarding the creation of a Small Business Downtown Grant.

She explained that the Downtown Business Owners/partners meetings are held in various locations and provided logistics of Social Saturdays noting there are 14-17 businesses participating and there were over 200 trolley riders in May. Carolina Core Brews Festival was a success with 1.6k attendees and 35 Breweries participated.

Council Member Johnson arrived at 4:13 p.m.

Ms. McGee reviewed the budget and stated there were not significant changes and it is staying the same as the previous year. She noted expenses are staying the same minus staff expenses noting a part time position has not been filled and that position is now a full-time position.

A discussion ensued regarding the budget, trolley ridership, small business grant, and branding.

Mayor Pro Tempore Holmes thanked Ms. McGee for her presentation.

2024-204 Presentation of Fiscal Year 2024-25 Budget - Visit High Point

Staff from Visit High Point will present information on the Fiscal Year 2024-2025 budget.

Melody Burnett, President of Visit High Point, provided a PowerPoint presentation. She explained the occupancy tax overview noting there is some anticipation of 1% growth at the end of the fiscal year and said projections were coming in fairly strong.

She provided the revenues for Visit High Point, noting most of the funding comes from the occupancy tax. She reviewed new revenues thanking the Mayor and City Council for the ARPA funds which will be used for interactive art installation. Mr. Burnett provided an organizational chart and explained the need for an Event Manager. She provided an overview of the expenses and noted that operational cost expenses will increase by 18%. She spoke to direct booking expenses, increases in tourism promotion expenses and provided information regarding High Point being a certified destination for travelers with autism.

A thorough discussion ensued regarding autism, interactive art, community partners, tourism promotion expenses, and the progression in the diversity of events.

2024-205 Presentation of Fiscal Year 2024-2025 Budget - Market Authority

Staff from the Market Authority will present information on the Fiscal Year 2024-25 budget.

Tammy Nagem, President and CEO, provided a PowerPoint presentation. She reviewed areas of focus which are: cultivating new buyer targets, ensuring a frictionless guest experience, long range technology improvements that are customer focused, and nourishing the next generation of home furnishings professionals.

She reviewed the budget noting the FY24-25 budget includes infrastructure dollars and provided an expense analysis highlighting no increase in staff, a change in registration contractor, and continuing with one night of national act concert each market.

A discussion ensued regarding residents' access to the market, apprenticeships, as well as market dates and attendance.

2024-206 FY 2024-25 Proposed Budget - City of High Point

To continue discussion on the City of High Point proposed Fiscal Year 2024-2025 budget.

Tasha Logan Ford, City Manager, stated this budget session is for staff to answer questions and address concerns by the Mayor and City Council, and introduced Stephen Hawryluk, Budget and Performance Director.

Mr. Hawryluk spoke to salary increases, travel increases, the City of Greensboro property reevaluation, last year's budget, and provided clarification regarding capital projects.

Bobby Fitzjohn, Finance Services Director, spoke to the general fund and using fund balance to balance the budget as well explained the bond ratings.

A thorough discussion ensued regarding capital expenses, salaries, electric fund, and past and future capital projects.

Mayor Jefferson spoke to employee operational cost and ensuring the City's job market remains competitive, downtown revitalization, greenways, and bond ratings.

A discussion ensued regarding the effects of lowering the tax increase, economic development trends, private partnerships, the shared use kitchen, and water and sewer funds.

ADJOURNMENT

There being no further business to come before the City Council, the meeting adjourned at 6:28 p.m.

Respectfully Submitted,

Michael Holmes, Mayor Pro Tempore

Attest:

Sandra Keeney, City Clerk

**HIGH POINT CITY COUNCIL
SPECIAL BUDGET MEETING
May 29, 2024 – 4:00 P.M.
3RD FLOOR CONFERENCE ROOM – MUNICIPAL BUILDING**

CALL TO ORDER, ROLL CALL

Mayor Jefferson called the Special Meeting to order at 4:00 p.m.

Present: Mayor Cyril Jefferson; Mayor Pro Tempore Michael Holmes, Ward 6; Council Member Britt W. Moore, At large; Council Member Amanda Cook, At Large; Council Member Vickie M. McKiver, Ward 1; Council Member Monica L. Peters, Ward 3; Council Member Patrick H. Harman, Ward 4; and Council Member Tim Andrew, Ward 5

Absent: Council Member Tyrone E. Johnson, Ward 2

ADOPTION OF AGENDA

A motion was made by Council Member Moore, seconded by Council Member Cook, to approve the Agenda as presented.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tempore Holmes, Council Member Cook, Council Member Moore, Council Member McKiver, Council Member Harman, Council Member Peters, and Council Member Andrew

Absent: Council Member Johnson

PRESENTATION OF ITEMS

2024-047 City of High Point Proposed FY 2024-25 Budget

To Continue Discussion on the City of High Point Proposed 2024-2025 Budget

Stephen Hawryluk to address some of the questions asked by Council at the last budget session. He pointed out that the staff presentation was short to make room for discussion and any questions presented by Council.

Mr. Hawryluk introduced the topics for the budget work session. He spoke on capital prioritization and indicated it was listed from highest to lowest. He mentioned prior discussions regarding the shared use kitchen project and exploring the option to eliminate the budget item. He shared a little background on the project and indicated the estimated construction start for the project was March of 2025 with an estimated construction completion of April of 2026. He explained the project was still in the design phase and said the \$350,000 included in the budget was intended to be the first of two planned installments around the same amount. He said the strategy was to break this out over two budget years. He spoke on the implications if the project was reduced or eliminated.

Ms. Logan Ford explained the project also had some Federal funding allocation and that there were time restrictions tied to the funding.

A discussion ensued on the timeline and funding of the project.

Mr. Hawryluk spoke on the suggestion of a one-time usage of the fund balance for capital projects and the impact that could have on future budgets and the city's bond rating. He explained that another suggestion they looked at was the use of a one-time fund balance for the stadium internal loan payment and said the implications would be similar to using a one-time fund balance for capital projects.

A discussion ensued on the stadium revenue. Bobby Fitzjohn, Financial Services Director, explained the different types of revenue generated by the City.

Mr. Hawryluk spoke on the parking funds subsidy and implications if eliminated. He said if capital comes up the city would have to think about how to restore it down the road. He spoke on future topics for discussion including housing fund initiatives and distribution of sales tax.

A discussion took place on the prioritization of projects, ways to reduce the tax increase, and better communication strategies to inform the public about the budget.

ADJOURNMENT

There being no further business to come before the City Council, the meeting was adjourned at 5:18 p.m.

Respectfully Submitted,

Cyril Jefferson, Mayor

Attest:

Alison Glynn, Deputy City Clerk

FINANCE COMMITTEE
Chaired by Council Member Moore
Committee Members: Moore, Peters, Holmes, and Andrew
May 30, 2024 – 4:00 P.M.
Council Chambers – Municipal Building
211 S. Hamilton Street

FINANCE COMMITTEE - Britt W. Moore, Chair

CALL TO ORDER

Chairman Moore called the meeting to order at 4:00 p.m. and stated all Committee Members were present.

Present: Chairman Britt W. Moore
Committee Member Tim Andrew
Committee Member Michael Holmes
Committee Member Monica Peters

PRESENTATION OF ITEMS

2024-201 Consideration of a Sole Source Purchase from Leica Microsystems Inc.

City Council is requested to consider a Sole Source Purchase from Leica Microsystems Inc. in the amount of \$83,810 for a Comparison Microscope and authorize the appropriate City Official(s) to execute all necessary documents.

Curtis Cheeks, Interim Police Chief, provided the staff report for this item. He explained this microscope is utilized by Firearm Examiners to make critical decision on whether two pieces of ballistic evidence can be associated and linked with each other. He noted it will be one of the most regularly used pieces of equipment within the Ballistics Office.

In response to Mayor Pro Tem Holmes, Chief Cheeks stated last year they confiscated approximately 500 fire arms and shell casings.

A motion was made by Chairman Moore, seconded by Committee Member Andrew, to approve agenda item 2024-201.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-213 Consideration of a Resolution Authorizing the Sale of Retired K-9 Lumin

City Council is requested to consider a resolution to retire Police K-9 Lumin and declare as surplus property and authorize the purchase of K-9 Lumin by Detective Josh Wolfe who will assume all liability and responsibility for the animal's care for the remainder of its life.

Curtis Cheeks, Interim Police Chief, provided the staff report for this item. He explained K-9 Lumin served as a single-purpose narcotic canine from February 2023 until May 2024. Lumin, who is a Labrador, has developed severe anxiety while attempting to execute her duties as a single-purpose narcotics canine. Detective Josh Wolfe, who is Lumin's handler, has agreed to purchase retired K-9 Lumin from the City of High Point for \$1.00 and upon accepting custody of the dog, will assume all liability and responsibility for the animal's care for the remainder of its life.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-213.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-207 Consideration of a Task Order with CDM Smith

City Council is requested to consider a Task Order for Professional Engineering Services with CDM Smith in the amount of \$115,000 and authorize appropriate City Official(s) to execute all necessary documents.

Robby Stone, Public Services Director, provided the staff report for this item. He stated the Ensley Creek sanitary sewer line was constructed in 1958. It is located on the south side of High Point and is one of three major sanitary sewer outfalls that discharge to the Westside Wastewater Treatment Plant. The length of the Ensley Creek Outfall is 28,000 linear feet and there are 17 aerial sections. Phase 1 of the alternative's evaluation will include the following:

- *Visual and structural inspection of the aerial sewers and supports.*
- *CCTV (closed-circuit television) inspection of the 17 aerials.*
- *Determination of the appropriate replacement size for the Ensley Creek aerial sewers based on the current and future flow projections from the sanitary sewer hydraulic model.*
- *Quality assurance (QA) and Quality Control (QC) of the model, results, and deliverables.*
- *Final report of the alternative's evaluation and recommendations for project extents and sizing.*

Phase 2 is not included in this contract but would include a preliminary engineering report that would be based on the number and extent of the sewer lines to be upsized as determined by Phase 1.

In response to Chairman Moore, Mr. Stone stated this type of project has not been done in a while noting that the sewer lines last 60-80 years and his goal is to be more proactive regarding maintenance schedules.

In response to Committee Member Andrew, Mr. Stone stated the City has an agreement with the town of Trinity to receive their sewer.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-207.

Motion carried unanimously.

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-208 Consideration of Master Agreements for Professional Services

City Council is requested to authorize the execution of Master Agreements for SCADA Design and Integration Support Services with CITI, Revere Control Systems, Piedmont Automations, Lord and Company, and DSI Innovations and authorize the appropriate City Official(s) to execute all necessary documents.

Robby Stone, Public Services Director, provided the staff report for this item. He stated submittals were received from eight consultants to provide Professional Services for Public Services facilities control systems such as wastewater and water treatment, Material Recovery Facility, and all remotely controlled located systems within the city departments when required. He noted funds are included in the budget and would be allocated when needed.

In response to Committee Member Andrew, Mr. Stone explained these consultants will submit a proposal for the needed repairs.

In response to Mayor Pro Tempore Holmes, Mr. Stone stated one company may have more expertise in a certain area, noting the need for multiple consultants.

A motion was made by Chairman Moore, seconded by Committee Member Andrew, to approve agenda item 2024-208.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-209 Consideration of a Sole Source Contract with Pavement Technology, Inc.

City Council is requested to consider a sole source contract to Pavement Technology, Inc in the amount of \$793,351.20 to apply Reclamite® Asphalt Rejuvenator to approximately 661,126 square yards of roadway at various locations within the City of High Point and authorize the appropriate City Official(s) to execute all necessary documents.

Robby Stone, Public Services Director, provided the staff report for this item. He stated this project will consist of applying Reclamite® Asphalt Rejuvenator to approximately 661,126 square yards of roadway at various locations within the City of High Point.

Specific roads were selected for this application, targeting recently paved roads within the last 1-4 years.

In response to Chairman Moore, Mr. Stone stated a pavement study was conducted and a matrix will be provided on the effectiveness of the product in a couple of years.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-209.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-210 **Consideration of a Task Order with Tetra Tech**

City Council is requested to consider a Task Order with Tetra Tech for Professional Engineering Services in the amount of \$150,000 and authorize appropriate City Official(s) to execute all necessary documents.

Robby Stone, Public Services Director, provided the staff report for this item. He stated this Task Order will provide Professional Engineering Services to perform Phase 3 of the IWAF (Integrated Watershed Assessment Framework Implementation) for Water Supply Protection. Phase 3 will involve application and maintenance of the IWAF. Experts will apply the watershed, lake, stormwater, and flood assessment models as directed to support City planning and operations.

In response to Committee Member Andrew, Mr. Stone stated if the amount exceeds \$150,000, the item would come back to Council for approval.

A motion was made by Chairman Moore, seconded by Council Member Andrew, to approve agenda item 2024-210.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-211 **Consideration of a Sole Source Purchase from Radian Research, Inc.**

City Council is requested to consider a Sole Source Purchase from Radian Research, Inc. in the amount of \$102,653.20 for two three-phase Meter Site Analyzers and authorize the appropriate City Official(s) to execute all necessary documents.

Tyler Berrier, Electric Utilities Director, provided the staff report for this item. He stated this is procuring testing equipment in anticipation of the Electric 'post AMI' processes. He explained Electric Utilities will be performing QA/QC testing on installations and existing metering sites, and these units are sole source because they interface with the existing test boards in the metering lab.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-211.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-212 **Consideration of a Purchase from Wesco, Inc.**

City Council is requested to consider a purchase from Wesco, Inc. in the amount of \$1,066,334.12 for various pole mounted and pad mounted transformers for warehouse stock items not associated with a specific project and authorize the appropriate City Official(s) to execute all necessary documents.

Tyler Berrier, Electric Utilities Director, provided the staff report for this item. He stated this if for the purchase of various pole mounted and pad mounted transformers for warehouse stock items not associated with a specific project. He noted the Warehouse Division of the Finance Department is utilizing a Sourcewell contract and there are 67 total transformers being encumbered under this quote.

A motion was made by Chairman Moore, seconded by Committee Member Andrew, to approve agenda item 2024-212.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-222 **Consideration of a Contract with Guy M. Turner, Inc.**

City Council is requested to consider a contract with Guy M. Turner for emergency mobilization of cranes for after-hours work.

Tyler Berrier, Electric Utilities Director, provided the staff report for this item. He stated this contract will allow the city to quickly utilize crane services when needed and allow for emergency mobilization of cranes for after-hours work. He noted these prices will be locked in for three years with options for additional years of renewal if agreeable with vendor.

A motion was made by Chairman Moore, seconded by Committee Member Andrew, to approve agenda item 2024-212.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-215 **Consideration of a Contract with Allegiant**

City Council is requested to consider a contract with Allegiant in the amount of \$1,009,800.84 for meter installations services and authorize the appropriate City Official(s) to execute all necessary documents.

Jeremy Coble, Customer Service Director, provided the staff report for this item. He stated the city is currently making a strategic upgrade to its utility services through the implementation of Advanced Metering Infrastructure (AMI). This comprehensive initiative entails the systematic replacement of all electric meters within the city's electrical grid. To ensure the project's success and adherence to the projected timeline, Allegiant has been selected as the vendor of choice. Leveraging Allegiant's extensive experience in meter installations, the city is poised to efficiently complete the AMI deployment, enhancing service delivery and operational efficiency.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-215.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-216 Consideration of Tax Collection Orders for the Forsyth County Tax Administration

City Council is requested to consider the Tax Collection Orders as requested by the Forsyth County Tax Administration for collection of Fiscal Year 2024 Taxes and collection of 2023 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County, and to authorize the appropriate City Official(s) to execute the Tax Collection Orders.

Eric Olmedo, Assistant City Manager, provided the staff report for this item. He stated this resolution is required by the Forsyth County Tax Department for the administration and collection of property taxes for City of High Point parcels located in Forsyth County during the 2025 fiscal year.

A motion was made by Chairman Moore, seconded by Council Member Andrew, to approve agenda item 2024-216.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-218 Consideration of a Purchase from West Chatham Emergency Equipment

City Council is requested to consider a purchase from West Chatham Emergency Equipment in the amount of \$126,795 for emergency vehicle equipment and authorize the appropriate City Official(s) to execute all necessary documents.

Kevin Rogers, Fleet Director, provided the staff report for this item. He stated the Fleet Services Department worked with the Purchasing Division to solicit proposals for emergency vehicle equipment. He noted staff can perform the installation, but parts need to be ordered now for the new units that will be arriving in mid-2024.

A motion was made by Chairman Moore, seconded by Committee Member Andrew, to approve agenda item 2024-218.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-219 **Consideration of a Budget Ordinance Amendment**

City Council is requested to consider a Budget Ordinance Amendment in the amount of \$408,033 to appropriate federal grant dollars awarded for Transit which will be utilized for parking lot repairs and paratransit scheduling and dispatching software.

Stephen Hawryluk, Budget and Performance Director, provided the staff report for this item. He stated the High Point mass transit system is awarded state and federal grants on an annual basis. Last year, an additional \$408,033 in federal funds was awarded compared to the budget estimate. This budget amendment appropriates these funds, which will be utilized for parking lot repairs and paratransit scheduling and dispatching software. He noted the funds are all federal funds.

In response to Mayor Pro Tempore Holmes, Mr. Hawryluk explained there is flexibility regarding when the money must be spent.

In response to Committee Member Andrew, Mr. Hawryluk confirmed these are current year funds.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-219.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-220 **Consideration of a License Agreement between the North Carolina Railroad (NCRR) and the City of High Point**

City Council is requested to consider a License Agreement with NCRR which will provide the City use of the property to maintain the High Point Depot for Amtrak passenger rail service and authorize the appropriate City Official(s) to execute all necessary documents.

Greg Venable, Transportation Director, provided the staff report for this item. He stated the North Carolina Railroad (NCR) and the City of High Point have had an agreement since April 30, 1998, which provides the City use of the property to maintain the High Point Depot for Amtrak passenger rail service. There is currently a one-year extension in place of the original agreement that expired on April 30, 2023. This License shall continue in effect from the effective date until the City's rights are terminated by either party. The City will pay to NCR an annual fee of three thousand dollars (\$3,000.00). The annual fee will increase each year by three percent (3%). The City shall also pay a late payment charge of one percent (1%) or \$25.00 per month, whichever is greater, for each month the payment is late.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-220.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Andrew, Council Member Holmes, and Council Member Peters

2024-232 *This item was added to the agenda during the Finance Committee. - Consideration of a Resolution Authorizing the Upset Bid Process for the Sale of City Properties Located at 516 White Oak St. High Point, NC*

City Council is requested to approve a resolution accepting the offer of \$11,000 from Sterling Real Estate Development of North Carolina, LLC for a city-owned vacant lot through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Greg Ferguson, Deputy City Manager, provided the staff report for this item. He stated this property was originally part of a group of 10 properties offered for purchase by Sterling in November of 2023. The Finance Committee approved all 10 properties, however this lot was pulled prior to City Council action because of an existing lease for a community garden. That lease ends in June 2024, and the lot is eligible for purchase, as no garden was established. He noted this item would be on the consent agenda for Monday night. This item was for information only.

ADJOURNMENT

There being no further action to come before the City Council, the meeting adjourned at 4:20 p.m.

Respectfully Submitted,

Britt W. Moore, Chairman
Finance Committee

Attest:

Sandra Keeney, City Clerk

DRAFT

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
June 3, 2024 – 4:00 P.M.
3rd Floor Conference Room – Municipal Building**

CALL TO ORDER, ROLL CALL

Mayor Jefferson called the Special Meeting to order at 4:00 p.m.

Present: Mayor Cyril Jefferson; Mayor Pro Tempore Michael Holmes, Ward 6 (arrived at 4:03 p.m.); Council Member Britt W. Moore, At Large (arrived at 4:06 p.m.); Council Member Amanda Cook, At Large; Council Member Vickie M. McKiver, Ward 1; Council Member Tyrone E. Johnson, Ward 2 (arrived at 4:06 p.m.); Council Member Monica L. Peters, Ward 3 (arrived at 4:06 p.m.); Council Member Patrick H. Harman, Ward 4; and Council Member Tim Andrew, Ward 5

ADOPTION OF AGENDA

A motion was made by Council Member Harman, seconded by Council Member Cook, to adopt the agenda.

Motion carried with the following vote:

Aye: Mayor Jefferson, Council Member Cook, Council Member McKiver, Council Member Harman, and Council Member Andrew

Absent: Council Member Holmes, Council Member Moore, Council Member Peters, and Council Member Johnson

PRESENTATION OF ITEMS

2024-223 Fleet Services Departmental Overview

Staff will provide and overview of the Fleet Services Department

Kevin Rogers, Director of Fleet Services, gave the presentation and an overview of the department. He indicated the department provides services for over 1,000 pieces of equipment city wide. He stated that a big goal of the department over the past three years is to reduce outsourcing costs. He explained the department revenue comes from a rental program consisting of internal customers who use and operate the equipment and that the departments pay a monthly rental fee allowing them to budget a fixed amount for vehicles and equipment.

He shared some details about the facility and staff and said the department had a 24/7 line for emergencies with mobile emergency service, fuel, and tire repairs. He spoke on some other features of the facility, including 18 work bays, full police equipment installation, all wireless mobile lifts, service for off road and construction vehicles, and an all-purpose tire shop. He explained that the department hired internally for the police equipment installation, greatly reducing cost to the city and adding the ability to get vehicles on the road again quicker.

He spoke on the future fleet motor pools at City Hall and the Maintenance and Operations Center that will provide increased vehicle availability and utilization of vehicles at a lower overall cost. He talked about the two fully automated fuel sites and a fuel truck that dispenses over 1 million gallons of fuel annually.

He outlined the Fleet management year long process starting in July with a review of specifications and preparing for orders. He spoke on the January meeting with departments to ensure that the proper equipment is being discussed and outlined the end of fiscal year plan. He talked about the auction process where surplus equipment is sold through an online auction and shared that the auctions generate \$650,000 to \$900,000 annually.

Mr. Rogers shared the department was recognized by the North Carolina Department of Labor for Safety and Health efforts and received the first Gold Award in June of 2024.

Mayor Jefferson thanked Mr. Rogers for the presentations and asked about donations. Mr. Rogers said they sell items rather than donate.

Committee Member Harman asked about electric vehicles. Mr. Rogers said the return on investment was not quite there yet but said that electric vehicles were on the horizon. He mentioned they were looking into purchasing a vehicle for the electric department and shared that they just purchased an asphalt repair vehicle primarily powered by electric.

Mayor Pro Tempore Holmes asked if there had been any improvement in procurement of vehicles. Mr. Rogers said it had improved somewhat and they had been able to lock in pricing to cut the delivery time on some vehicles. He said the delivery for larger equipment was longer and they had to use rentals for some equipment.

Committee Member Moore asked about the price of the rentals. Mr. Rogers said they were not cheap and said the department was making monthly rentals on those.

Mayor Pro Tempore Holmes praised Fleet Services for the fantastic job they have been doing in the post-COVID environment.

2024-224

Closed Session-Acquisition of Real Property and Attorney-Client Privilege

Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(5) and §143-318.11(a)(3) for acquisition of real property and attorney-client privilege.

Mayor Pro Tempore Holmes made a motion, seconded by Council Member Johnson, to go into closed session pursuant to N.C.G.S. §143-318.11(a)(5) and §143-318.11(a)(3) for acquisition of real property and attorney-client privilege.

Motion carried with the following vote:

Aye: Mayor Jefferson, Council Member Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Closed Session began at 4:17 p.m.

A motion was made by Council Member Peters, seconded by Council Member Andrew, to end Closed Session and return to Regular Session.

Motion carried with the following vote:

Aye: Mayor Jefferson, Council Member Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Regular Session resumed at 5:24 p.m.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 5:25 p.m.

Respectfully Submitted,

Cyril Jefferson, Mayor

Attest:

Alison Glynn, Deputy City Clerk

**HIGH POINT CITY COUNCIL
REGULAR MEETING
June 3, 2024 – 5:30 P.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING
211 South Hamilton Street**

ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE

Mayor Jefferson called the Regular Meeting of the High Point City Council to order at 5:30 p.m. and stated all members are present. He called for a moment of silence and the Pledge of Allegiance followed.

Present: Mayor Cyril Jefferson, Mayor Pro Tem Michael Holmes, Ward 6; At-Large Council Member Britt Moore, At-Large Council Member Amanda Cook, Council Member Vickie McKiver, Ward 1; Council Member Tyrone Johnson, Ward 2; Council Member Monica Peters, Ward 3; Council Member Patrick Harman, Ward 4 and Council Member Tim Andrew, Ward 5

ADOPTION OF AGENDA

Mayor Pro Tempore Holmes made a motion, seconded by Council Member Andrew, to adopt the agenda as presented.

Motion carried with the following votes:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

RECOGNITIONS AND PRESENTATIONS

2024-221 Recognition - High Point 911 Telecommunicators

High Point 911 Telecommunicators (Baker Team) was awarded the 2024 Communications Team of the Year award at the North Carolina Association of Public-Safety Officials (APCO) conference.

Mayor Jefferson presented the 2024 Communications Team of the Year Award.

PUBLIC COMMENT PERIOD

2024-235 Public Comment Period

A Public Comment Period will be held on the first Monday of the regular City Council meeting schedule at 5:30 p.m. or as soon thereafter as reasonably possible following recognitions, awards, and presentations. Our policy states persons may speak on any item not on the agenda.

* Persons who have signed the register to speak shall be taken in the order in which they are listed. Others who wish to speak and have not signed in will be taken after those who have registered.

* Persons addressing City Council are asked to limit their comments to 3 minutes.

- * Citizens will be asked to come to the podium, state their name and address and the subject(s) on which they will comment.
- * If a large number of people are present to register concerns about the same subject, it is suggested that they might be acknowledged as a unified group while a designated speaker covers the various points. This helps to avoid repetition while giving an opportunity for people present with the same concerns to be recognized.

Thanks to everyone in the audience for respecting the meeting by refraining from speaking from the audience, applauding speakers, or other actions that distract the meeting.

Kenneth Orms, 3525 Sansbury Lane, spoke to the proposed tax increase and budget, and discontent over decisions made by the current and past City Councils.

Matt Thiel, 1018 Emery Circle, spoke to the city being a finalist for the All American City Award, past and present leadership of the City, positive aspects of the city, and noted his support for the proposed budget.

Louis Thibodeaux, 1242 Kensington Dr. spoke to the needs of citizens, recently assessed property, and his discontent regarding the proposed budget.

Karly Hairston, President of the High Point Youth Council, invited everyone to the You and I Transforming Youth Unity Rally on Saturday, June 22, 2024, from 3-5 p.m. at Williams Memorial CME Church 3400 Triangle Lake Road.

Dr. Elma Hairston, President of the High Point NAACP, spoke to the proposed tax increase and noted her support of the proposed budget.

Maria Palmer, 1239 Franklin Avenue, spoke to vandalism to her vehicle and crime in her neighborhood.

Kenneth Brown, 2701 Hage Street, spoke to difficulties being a city employee regarding pay and workload and requested pay raises for city employees.

Debbie Gunn, spoke to her history of living in High Point, experience as an insurance agent, and offered guidance regarding the City insurance rates.

Kimberly Volkman, spoke to her discontent over the proposed budget, eviction rates, and unfair comparisons between the City of High Point and the City of Greensboro.

CONSENT AGENDA ITEMS

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member Andrew, to approve the Consent Agenda.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

2024-201 Consideration of a Sole Source Purchase from Leica Microsystems Inc.

City Council is requested to consider a Sole Source Purchase from Leica Microsystems Inc. in the amount of \$83,810 for a Comparison Microscope and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-213 Consideration of a Resolution Authorizing the Sale of Retired K-9 Lumin

City Council is requested to consider a resolution to retire Police K-9 Lumin and declare as surplus property and authorize the purchase of K-9 Lumin by Detective Josh Wolfe who will assume all liability and responsibility for the animal's care for the remainder of its life. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-207 Consideration of a Task Order with CDM Smith

City Council is requested to consider a Task Order for Professional Engineering Services with CDM Smith in the amount of \$115,000 and authorize appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-208 Consideration of Master Agreements for Professional Services

City Council is requested to authorize the execution of Master Agreements for SCADA Design and Integration Support Services with CITI, Revere Control Systems, Piedmont Automations, Lord and Company, and DSI Innovations and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-209 Consideration of a Sole Source Contract with Pavement Technology, Inc.

City Council is requested to consider a sole source contract to Pavement Technology, Inc in the amount of \$793,351.20 to apply Reclamite® Asphalt Rejuvenator to approximately 661,126 square yards of roadway at various locations within the City of High Point and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-210 Consideration of a Task Order with Tetra Tech

City Council is requested to consider a Task Order with Tetra Tech for Professional Engineering Services in the amount of \$150,000 and authorize appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-211

Consideration of a Sole Source Purchase from Radian Research, Inc.

City Council is requested to consider a Sole Source Purchase from Radian Research, Inc. in the amount of \$102,653.20 for two three-phase Meter Site Analyzers and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-212

Consideration of a Purchase from Wesco, Inc.

City Council is requested to consider a purchase from Wesco, Inc. in the amount of \$1,066,334.12 for various pole mounted and pad mounted transformers for warehouse stock items not associated with a specific project and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-222

Consideration of a Contract with Guy M. Turner, Inc.

City Council is requested to consider a contract with Guy M. Turner for emergency mobilization of cranes for after-hours work. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-215

Consideration of a Contract with Allegiant

City Council is requested to consider a contract with Allegiant in the amount of \$1,009,800.84 for meter installations services and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-216

Consideration of Tax Collection Orders for the Forsyth County Tax Administration

City Council is requested to consider the Tax Collection Orders as requested by the Forsyth County Tax Administration for collection of Fiscal Year 2024 Taxes and collection of 2023 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County, and to authorize the appropriate City Official(s) to execute the Tax Collection Orders. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-218

Consideration of a Purchase from West Chatham Emergency Equipment

City Council is requested to consider a purchase from West Chatham Emergency Equipment in the amount of \$126,795 for emergency vehicle equipment and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-219 Consideration of a Budget Ordinance Amendment

City Council is requested to consider a Budget Ordinance Amendment in the amount of \$408,033 to appropriate federal grant dollars awarded for Transit which will be utilized for parking lot repairs and paratransit scheduling and dispatching software. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-220 Consideration of a License Agreement between the North Carolina Railroad (NCRR) and the City of High Point

City Council is requested to consider a License Agreement with NCRR which will provide the City use of the property to maintain the High Point Depot for Amtrak passenger rail service and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Approved by the consent vote.

2024-232 Consideration of a Resolution Authorizing the Upset Bid Process for the Sale of City Properties Located at 516 White Oak St. High Point, NC

City Council is requested to approve a resolution accepting the offer of \$11,000 from Sterling Real Estate Development of North Carolina, LLC for a city-owned vacant lot through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269. (This item was originally approved at the November 2, 2023, Finance Committee.)

Approved by the consent vote.

2024-225 Consideration of Approval of Minutes

City Council is requested to approve the following minutes:

Finance Committee Minutes - May 2, 2024, at 4:00 p.m.

Special Meeting of the High Point City Council Minutes - May 6, 2024, at 4:00 p.m.

Regular Meeting of the High Point City Council Minutes - May 6, 2024, at 5:30 p.m.

Community Development Committee Minutes - May 7, 2024, at 4:00 p.m.

Prosperity, Livability & Safety Committee Minutes - May 9, 2024, at 9:00 a.m.

Transparency, Engagement & Communication Committee Minutes - May 15, 2024, at 9:00 a.m.

Special Meeting of the High Point City Council Minutes - May 15, 2024, at 4:00 p.m.

Approved by the consent vote.

GENERAL BUSINESS AGENDA**2024-202 Consideration of an Oakwood Memorial Park Cemetery Historic Marker**

City Council is requested to consider a request by the High Point Preservation Society for approval of a historic marker to recognize Oakwood Memorial Park Cemetery on the south side of Qubein Avenue near the cemetery entrance.

David Fencl, Senior Planner, provided the staff report for this item. He stated this is a request by the High Point Preservation Society for approval of a historic marker to

recognize Oakwood Memorial Park Cemetery on the south side of Qubein Avenue near the cemetery entrance. He noted that the Preservation Society would pay for the marker.

In response to Mayor Jefferson, Mr. Fencil clarified that this item is for approval for the placement of the marker and there is no budget impact.

A motion was a made by Council Member Moore, seconded by Council Member Johnson, to approve agenda item 2024-202.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

2024-229 Consideration of the FY 2024-2025 Annual Budget Ordinance for Forward High Point, Inc.

City Council is requested to consider the adoption of the City of High Point's FY 2024-2025 Annual Budget Ordinance for Forward High Point, Inc.

Mayor Jefferson offered his recusal from voting on agenda item 2024-229 Forward High Point and 2024-230 High Point International Home Furnishings Market Authority.

Council Member Peters offered her recusal from voting on 2024-231 Visit High Point.

Council Member Harman offered his recusal from voting on agenda item 2024-229 Forward High Point.

A motion was made by Council Moore, seconded by Mayor Pro Tempore Holmes, to accept the recusals as offered.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Johnson, and Council Member Andrew

Recused: Mayor Jefferson, Council Member Peters, and Council Member Harman

A motion was made by Council Member Moore, seconded by Council Member Johnson, to approve agenda item 2024-229.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Andrew

Recused: Mayor Jefferson and Council Member Harman

2024-230 Consideration of the 2024-2025 High Point International Home Furnishings Market Authority Corporation Budget

City Council is requested to consider the adoption of the FY 2024-2025 High Point International Home Furnishings Market Authority Corporation (High Point Market Authority) budget and the FY 2024-2025 Annual Budget Ordinance for the High Point International Home Furnishings Market Authority Corporation (High Point Market Authority).

A motion was made by Council Member Harman, seconded by Council Member Moore, to approve agenda item 2024-230.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Recused: Mayor Jefferson

2024-231 Consideration of FY 2024-2025 High Point Convention and Visitors Bureau, Inc. (Visit High Point) Budget

City Council is requested to consider the approval of the FY 2024-2025 High Point Convention and Visitors Bureau, Inc. (Visit High Point) budget and adopt the FY 2024-2025 Annual Budget Ordinance for High Point Convention and Visitors Bureau, Inc. (Visit High Point).

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member Cook, to approve agenda item 2024-231.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Harman, and Council Member Andrew

Recused: Council Member Peters

2024-228 Consideration of the City of High Point's FY 2024-2025 Annual Budget Ordinance

City Council is requested to consider the adoption of the City of High Point's FY 2024-2025 Annual Budget Ordinance for the City of High Point, including proposed changes to the fee schedule.

Council Members Moore, Andrew, Cook, Harman, Johnson, and Mayor Pro Tempore Holmes, provided their thoughts regarding the proposed budget.

Mayor Jefferson thanked everyone that showed civic democracy and provided his thoughts regarding the proposed budget.

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member Peters, to approve agenda item 2024-228.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, and Council Member Peters

Nay: Council Member Harman and Council Member Andrew

2024-226 Closed Session- Personnel

City Council is requested to go into Closed Session pursuant to N.C. General Statute 143-318.11(a)(6) for personnel.

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member Johnson, to go into Closed Session pursuant to N.C. General Statute 143-318.11(a)(6) for Personnel.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Closed session began at 6:44

A motion was made by Council Member Peters, seconded by Mayor Pro Tempore Holmes, to end Closed Session and resume Regular Session.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, Council Member Harman, and Council Member Andrew

Closed Session ended at 8:44 p.m.

Mayor Jefferson stated no action will be taken as a result of the Closed Session.

ADJOURNMENT

There being no further business to come before the City Council, the meeting adjourned at 8:42 p.m.

Respectfully Submitted,

Cyril Jefferson, Mayor

Attest:

Sandra Keeney, City Clerk

DRAFT

COMMUNITY DEVELOPMENT COMMITTEE
Chaired by Council Member Johnson
Committee Members: Johnson, Andrew, Cook, McKiver
June 4, 2024 – 4:00 P.M.
Council Chambers – Municipal Building
211 S. Hamilton Steet

CALL TO ORDER

Chair Johnson called the meeting to order at 4:00 p.m. and indicated all members were present.

Present: Chair Tyrone Johnson, Committee Member Tim Andrew, Committee Member Amanda Cook, and Committee Member Vickie McKiver

Community Development Committee - Council Member Johnson, Chair

PRESENTATION OF ITEMS

2024-277 Consideration of the Revised 2024 Annual Action Plan

City Council is requested to consider the Revised 2024 Annual Action Plan.

Nena Wilson, Community Development Director, presented the item. She indicated the department had received the final allocations for the programs and said she wanted to present the line items that were adjusted due to the reduced allocation. She indicated they would be receiving \$799,042 in CDBG (Community Development Block Grant) funds and \$429,477 in home funds. She explained due to the reduction in allocations they put the draft plan back out for public review on May 17 until June 17. She spoke on the expected resources and stated the total for CDBG would be \$861,042 and \$459,277 for HOME (Home Investment Partnership Program) funds. She emphasized the amounts were based on the projected program income from loan payments, payoffs, and other income.

She spoke on the annual goals and objectives and explained some of the line items that were affected by the reduction in funding. She explained CHDO (Community Housing Development Organizations) funding was reduced, as well as reductions in both the HOME and administration line items. She said they received the proposed budget from the budget office and adjusted the general fund allocation. She explained some more areas affected by the reduced funding. She spoke on the home funds for CHDO activities and explained the actual funds for construction were affected but that they did not change the \$15,000 allocation for operations.

She went over the public services activities for nonprofits and explained the Citizen's Advisory Council reviewed the applications and made recommendations for funding. She said the proposed agencies for potential funding include The Housing Authority of the City of High Point, Senior Resources of Guilford, Helping Hands, The Salvation Army Boy's and Girl's Club, The Arc of High Point, Operation Xcel, Tag Art Club, and The Heroes Center.

Committee Member said he thought some of the public services funding came from the General Fund.

Ms. Wilson explained that they only present funds specific to CDBG and they were separate accounting units and budgets.

Greg Ferguson, Deputy City Manager, clarified the funding was separate.

Chair Johnson asked about the home funds and if the \$15,000 for operations was included in that amount.

Ms. Wilson indicated it was included in the annual goals and objectives section because operations is a separate contract and activity.

Committee Member Andrew asked if loan repayments had traditionally been steady.

Ms. Wilson explained that due to shifting to deferred loans, loan repayments have decreased. She said those deferred loans ultimately become grants as long the individuals maintain the home as their primary residence.

She said if the Committee makes a recommendation to approve, they will be looking to submit the 2024 Action Plan at the June 30th Council meeting.

A motion was made by Committee Member Cook, seconded by Committee Member Andrew, to approve agenda item 2024-277.

Aye: Chair Johnson, Committee Member Andrew, Committee Member Cook and Committee Member McKiver

2024-178 Consideration of an Internship Program

City Council is requested to consider an internship program for high school students.

Committee Member Cook presented the item and spoke on the proposed Internship Program. She indicated the proposal was written by a high school student and reviewed by her and other community partners. She emphasized it would not be one-to-one matching and interested students could apply to be matched with a Council Member who had interest in acquiring an intern.

She mentioned some concerns that were voiced about the impact on staff. She said a community partner was interested in handling the process to ensure there was no extra burden on staff. She said she did not want to disclose the name of the community partner now, because the proposal had not gone through the approval process within the organization.

She emphasized she did not want the program to add a burden to Council Members who were not interested in participating. She said she wanted to gauge the interest of the committee before moving it forward to the full Council.

Chair Johnson asked about the process. A discussion ensued about some of the details, including the process, accreditation, and competition with other organizations who employ student interns.

Greg Ferguson, Deputy City Manager, suggested one-on-one conversations offline with members of Council to gauge interest.

Committee Member Cook asked about the timeline and how a vote in August would impact the program start time at the beginning of the school year. She indicated she could continue to investigate to see how many members of Council would be interested in the program.

Chair Johnson asked how it would look if Council voted against the internship if brought to Council.

Meghan Maguire, City Attorney, said it was up to the discretion of the Committee how they wanted to move forward.

Committee Member Cook said she appreciated the conversation and hoped they could get the details hammered out in the future. She said that even if only a few Council Members elect to have interns, it would be worth it. She emphasized she did not want to force or shame anyone for not wanting to opt in.

She indicated that the Committee should not vote on the item at this time to give her some more time to see if there is more interest.

For Information Only.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 4:34 p.m.

Respectfully Submitted,

Tyrone Johnson, Chairman
Community Development Committee

Attest:

Alison Glynn, Deputy City Clerk



City of High Point

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

Master

File Number: 2024-240

File ID: 2024-240

Type: Resolution

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/06/2024

File Name:

Final Action:

Title: Resolution of Intent, Annexation 24-01
Approval of a Resolution of Intent (ROI) to establish a public hearing date of July 15, 2024, to consider a voluntary contiguous annexation petition for approximately 25 acres (2513 & 2501 Willard Dairy Road). The site is located northeast of the intersection of Willard Dairy Road and Southwest School Road, and also known as Guilford County Tax Parcels 169927 and 169949.

Notes:

Sponsors:

Enactment Date:

Attachments: Resolution of Intent (ROI) AN-24-01.pdf

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: genine.solis@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Resolution of Intent for a Voluntary Contiguous Annexation Annexation 24-01 (<i>Frances W. Marshall and Joan W. Behrens</i>)	
FROM: Sushil Nepal, AICP Planning & Development Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: No	ADVERTISED DATE/BY: Not Applicable
ATTACHMENTS:	A. Resolution of Intent (AN-24-01) B. Map of proposed annexation site

PURPOSE:

Approval of a Resolution of Intent to establish a public hearing date of July 15, 2024, to consider a voluntary contiguous annexation of approximately 25 acres. The proposed annexation site is located northeast of the intersection of Willard Dairy Road and Southwest School Road. The site is addressed as 2513 and 2501 Willard Dairy Road and also known as Guilford County Tax Parcels 169927 and 169949.

BACKGROUND:

Resolution of Intent for Annexation 24-01 is enclosed.

BUDGET IMPACT:

There is no budget impact associated with the adoption of this resolution.

RECOMMENDATION / ACTION REQUESTED:

Staff requests City Council set a public hearing date of Monday, July 15, 2024 for this request.

PUBLISH ONCE: Thursday, June 27, 2024

**RESOLUTION TO ESTABLISH A
PUBLIC HEARING DATE FOR
VOLUNTARY CONTIGUOUS ANNEXATION
(AN-24-01)**

WHEREAS, the City Council has been petitioned to annex the property of Frances W. Marshall and Joan W. Behrens. The proposed annexation site is approximately 25 acres, lying northeast of the intersection of Willard Dairy Road and Southwest School Road (*2513 and 2501 Willard Dairy Road*), and is also known as Guilford County Tax Parcel 169927 and 169949.

WHEREAS, the City Clerk is in receipt of said petition and has determined its sufficiency in accordance with G.S. 160A-31;

NOW, THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL establishes Monday, July 15, 2024, at 5:30 p.m., in the Council Chambers in the Municipal Building at 211 South Hamilton Street, High Point, North Carolina, as the date for the public hearing regarding the requested annexation.

Any interested party will be permitted to be heard at the public hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need special accommodations, please call (336) 883-3124 or 711 for the Telecommunications Relay Service.

Following the public hearing, the City Council shall have authority to adopt an ordinance annexing the territory described in the petition. The City Council shall have authority to make the annexing ordinance effective immediately. Further information pertaining to this request is available at the Planning and Development Department in Room 316 of the Municipal Office Building, 211 South Hamilton Street, High Point, North Carolina, (336) 883-3328.

By order of the City Council,
This the 17th day of June, 2024

ATTEST

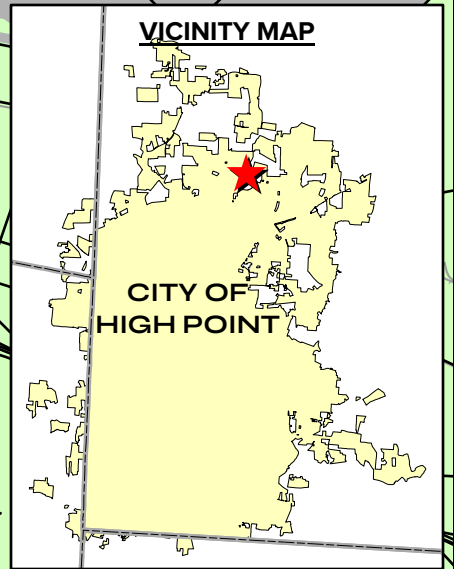
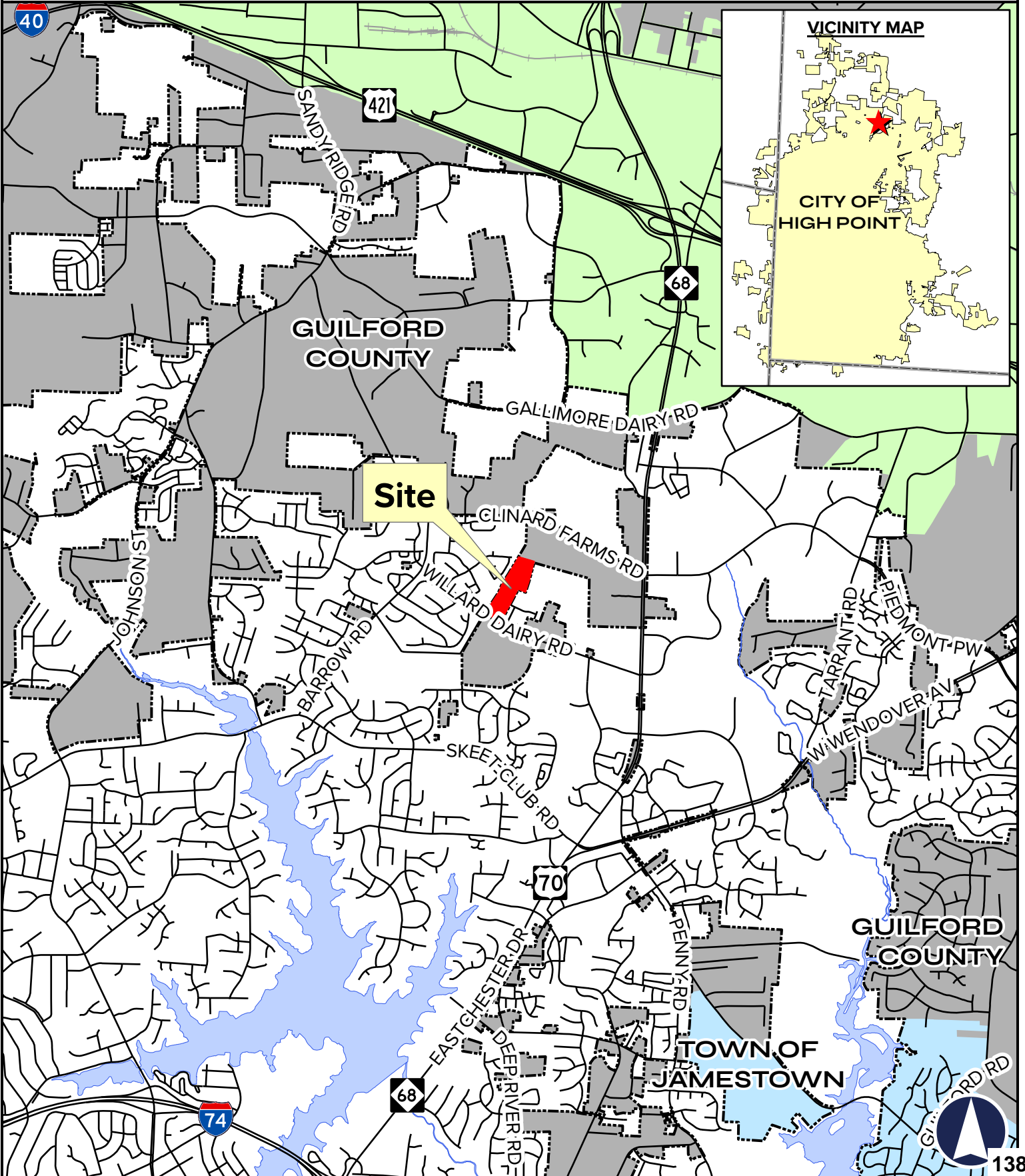
Cyril Jefferson, Mayor

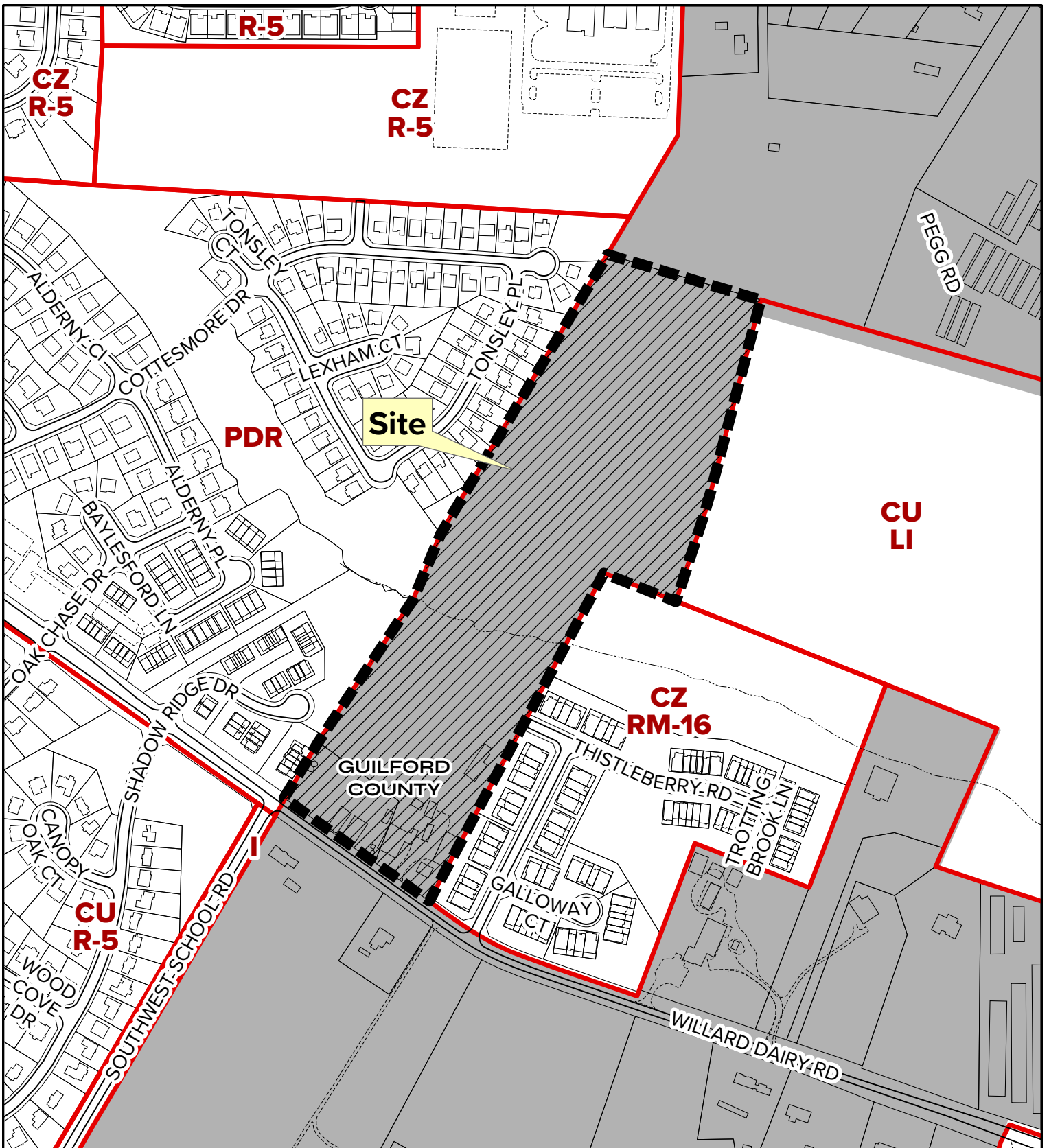
Sandra Keeney, City Clerk

LOCATION MAP

ANNEXATION REQUEST: AN-24-01

Applicant: Frances W. Marshall and Joan W. Behrens





ANNEXATION REQUEST: AN-24-01

Applicant: Frances W. Marshall and Joan W. Behrens
 Area: 25.25 acres (approximate)



PLANNING AND
 DEVELOPMENT



Scale: 1" = 400'

Existing Zoning Boundary
 Subject Property Boundary





City of High Point

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

Master

File Number: 2024-241

File ID: 2024-241

Type: Resolution

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/06/2024

File Name:

Final Action:

Title: Resolution of Intent, Annexation 24-02
Approval of a Resolution of Intent (ROI) to establish a public hearing date of July 15, 2024, to consider a voluntary contiguous annexation petition for an approximate 1.03 acre parcel (2009 Deep River Road). The site is located along the west side of Deep River Road, approximately 340 feet south of Running Cedar Trail, and also known as Guilford County Tax Parcel 195646.

Notes:

Sponsors:

Enactment Date:

Attachments: Resolution of Intent (ROI) AN-24-02.pdf

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: genine.solis@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Resolution of Intent for a Voluntary Contiguous Annexation Annexation 24-02 (Soltani Properties LLC)	
FROM: Sushil Nepal, AICP Planning & Development Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: No	ADVERTISED DATE/BY: Not Applicable
ATTACHMENTS:	A. Resolution of Intent (AN-24-02) B. Map of proposed annexation site

PURPOSE:

Approval of a Resolution of Intent to establish a public hearing date of July 15, 2024, to consider a voluntary contiguous annexation of an approximate 1.03 acre parcel. The proposed annexation site is located along the west side of Deep River Road, approximately 340 feet south of Running Cedar Trail. The site is addressed as 2009 Deep River Road and also known as Guilford County Tax Parcel 195646.

BACKGROUND:

Resolution of Intent for Annexation 24-02 is enclosed.

BUDGET IMPACT:

There is no budget impact associated with the adoption of this resolution.

RECOMMENDATION / ACTION REQUESTED:

Staff requests City Council set a public hearing date of Monday, July 15, 2024 for this request.

PUBLISH ONCE: Thursday, June 27, 2024

**RESOLUTION TO ESTABLISH A
PUBLIC HEARING DATE FOR
VOLUNTARY CONTIGUOUS ANNEXATION
(AN-24-02)**

WHEREAS, the City Council has been petitioned to annex the property of Soltani Properties LLC. The proposed annexation site is an approximate 1.03 acre parcel, lying along the west side of Deep River Road, approximately 340 feet south of Running Cedar Trail. The site is addressed as 2009 Deep River Road and also known as Guilford County Tax Parcel 195646.

WHEREAS, the City Clerk is in receipt of said petition and has determined its sufficiency in accordance with G.S. 160A-31;

NOW, THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL establishes Monday, July 15, 2024, at 5:30 p.m., in the Council Chambers in the Municipal Building at 211 South Hamilton Street, High Point, North Carolina, as the date for the public hearing regarding the requested annexation.

Any interested party will be permitted to be heard at the public hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need special accommodations, please call (336) 883-3124 or 711 for the Telecommunications Relay Service.

Following the public hearing, the City Council shall have authority to adopt an ordinance annexing the territory described in the petition. The City Council shall have authority to make the annexing ordinance effective immediately. Further information pertaining to this request is available at the Planning and Development Department in Room 316 of the Municipal Office Building, 211 South Hamilton Street, High Point, North Carolina, (336) 883-3328.

By order of the City Council,
This the 17th day of June, 2024

Cyril Jefferson, Mayor

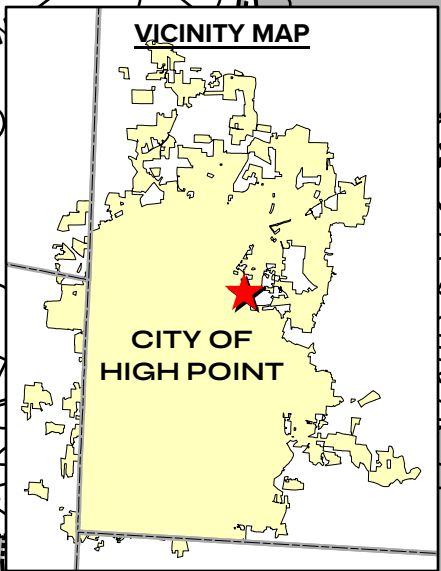
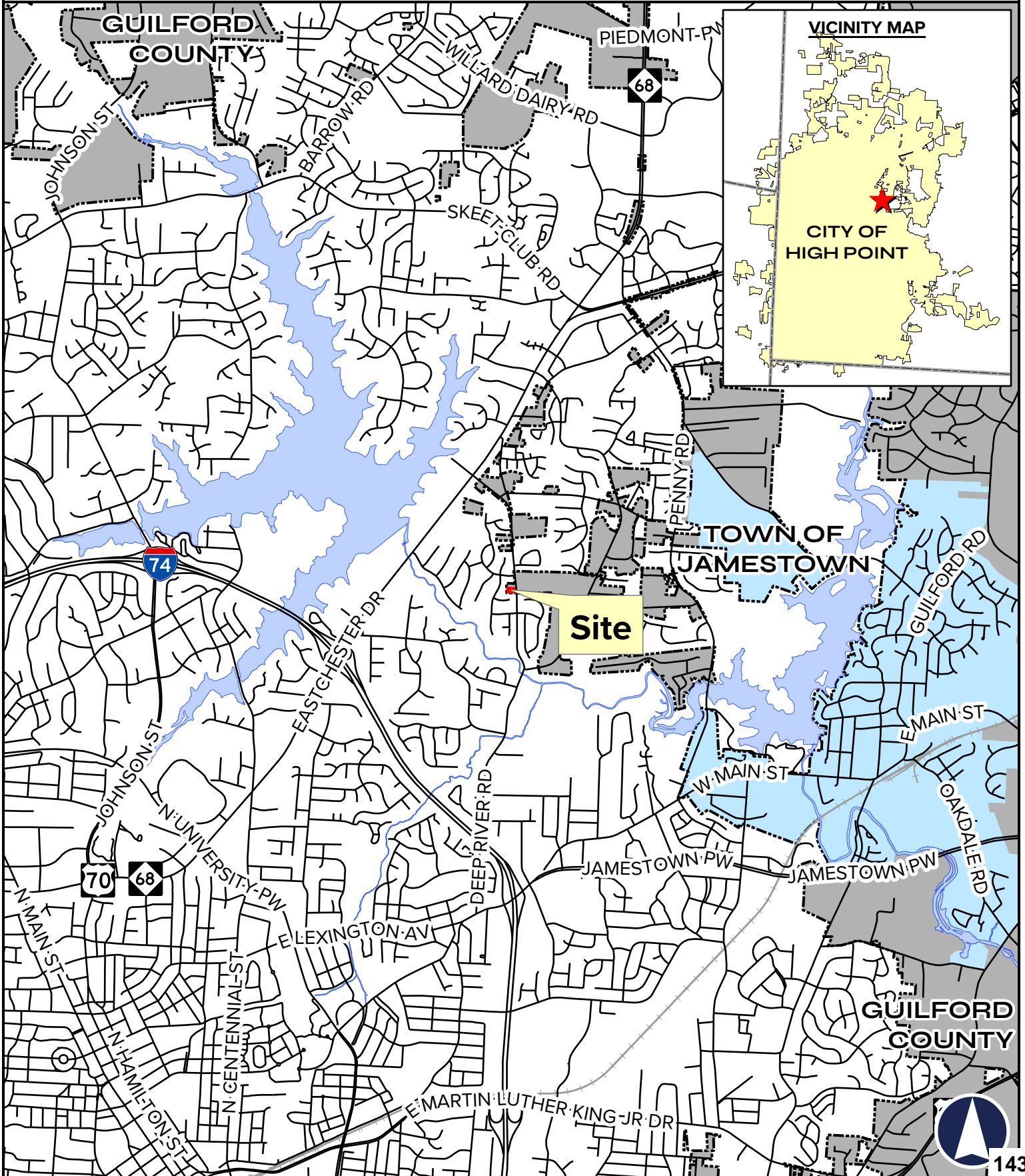
ATTEST

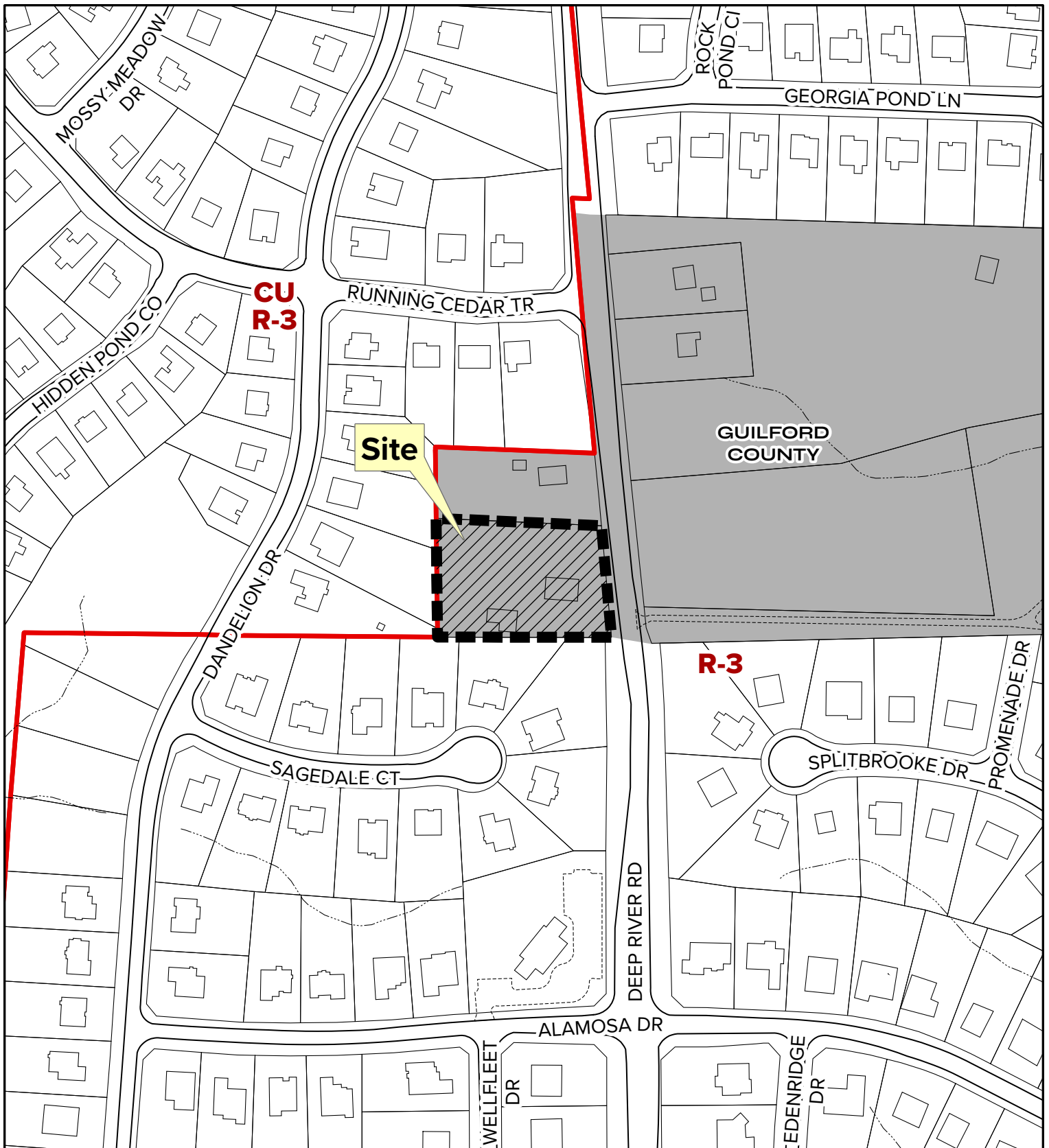
Sandra Keeney, City Clerk

LOCATION MAP

ANNEXATION REQUEST: AN-24-02

Applicant: Soltani Properties





ANNEXATION REQUEST: AN-24-02

Applicant: Soltani Properties
Area: 1.03 acres (approximate)

CITY OF
high point. | **PLANNING AND DEVELOPMENT**



Scale: 1" = 200'

Existing Zoning Boundary
Subject Property Boundary





City of High Point

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

Master

File Number: 2024-242

File ID: 2024-242

Type: Ordinance

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/07/2024

File Name:

Final Action: 06/13/2024

Title: Consideration of a Budget Ordinance Amendment
City Council is requested to consider a Budget Ordinance Amendment to appropriate additional occupancy tax revenues to High Point Convention and Visitor's Bureau, Inc (Visit High Point) and to High Point International Home Furnishings Market Authority Corporation (High Point Market Authority). (This item was presented at the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Occupancy Taxes - Budget Ordinance Amendment

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	Finance Committee	06/13/2024	For Information Only		06/17/2024		

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Occupancy Taxes – Budget Ordinance Amendment	
FROM: Stephen Hawryluk, Budget and Performance Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Budget Ordinance Amendment	

PURPOSE: To appropriate additional occupancy tax revenues that will be passed along to the High Point Convention and Visitor’s Bureau, Inc. (“Visit High Point”) and the High Point International Home Furnishings Market Authority Corporation (“High Point Market Authority”).

BACKGROUND: The City of High Point passes through occupancy tax revenues to Visit High Point and to the High Point Market Authority. Based on revenues received to date, and projections for the remainder of the year, these revenues are estimated to exceed the budget.

The proposed amendment appropriates the additional projected revenues, which will then be passed along to Visit High Point and to the High Point Market Authority, respectively.

An additional \$50,000 in occupancy tax revenue is projected for Visit High Point. An additional \$75,000 in occupancy tax revenues is projected for the High Point Market Authority.

BUDGET IMPACT: There is no net budget impact. The additional revenue received will be passed through to Visit High Point and the High Point Market Authority.

RECOMMENDATION/ACTION REQUESTED: The Budget and Evaluation Department recommends and requests that the City Council approve the budget ordinance amendment for additional occupancy tax revenues.

"AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE ADDITIONAL OCCUPANCY TAX REVENUES

Be it ordained by the City Council of the City of High Point, North Carolina, as follows:

Section 1. The City of High Point passes through occupancy tax revenues to the High Point Convention and Visitor's Bureau, Inc. ("Visit High Point") and to High Point International Home Furnishings Market Authority Corporation ("High Point Market Authority"). An additional \$50,000 in occupancy tax revenue is projected for Visit High Point. An additional \$75,000 in occupancy tax is projected for the High Point Market Authority.

Section 2. The 2023-2024 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following General Fund revenues be amended as follows:

Occupancy Taxes	\$50,000
-----------------	----------

(B) That the following General Fund expenditures be amended as follows:

High Point Convention and Visitor's Bureau, Inc.	\$50,000
--------------------------------------------------	----------

(C) That the following Market Authority Fund revenues be amended as follows:

Occupancy Taxes	\$75,000
-----------------	----------

(D) That the following Market Authority Fund expenditures be amended as follows:

High Point International Home Furnishings Market Authority Corporation	\$75,000
------------------------------------------------------------------------	----------

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage."

Adopted by High Point City Council, this the 17th day of June 2024

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk



City of High Point

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

Master

File Number: 2024-248

File ID: 2024-248

Type: Ordinance

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/10/2024

File Name:

Final Action:

Title: Consideration of Amendments to the Fair Housing Ordinance
City Council is requested to amend the Fair Housing Ordinance in the areas suggested by HUD to increase the ordinance's substantial equivalence to federal fair housing laws.

Notes:

Sponsors:

Enactment Date:

Attachments: Ordinance Amendment - Fair Housing

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:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Fair Housing Ordinance Revision	
FROM: Jeron Hollis, Managing Director	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Amended Fair Housing Ordinance	

PURPOSE: To consider an amendment to the Fair Housing Ordinance that will increase substantial equivalence to federal fair housing laws.

BACKGROUND: On May 16, 2022, Council adopted the Human Relations Commission’s recommendation that High Point become a Fair Housing Assistance Program (FHAP) and directed City staff to undertake the required steps for FHAP certification.

On Feb. 19, 2024, City Council adopted a Fair Housing Ordinance. Staff advised that, as part of the FHAP certification process, the U.S. Department of Housing and Urban Development (HUD) would review the ordinance for “substantial equivalence” to ensure that the ordinance provides the same rights and remedies as federal fair housing laws.

In June, 2024, HUD provided initial feedback on the Fair Housing Ordinance and identified how the ordinance can be clarified for greater substantial equivalence. HUD has requested minor amendments to the ordinance as the next step of FHAP certification.

BUDGET IMPACT: None

RECOMMENDATION/ ACTION REQUESTED: Staff recommends the Council amend the Fair Housing Ordinance in the areas identified by HUD to increase the ordinance’s substantial equivalence to federal fair housing laws. Adopting this ordinance will require an amendment to the City of High Point’s Code of Ordinance amending Sec 4.3.1, Article A, Chapter 3, Title 4.

**AN ORDINANCE AMENDING SECTION 4.3.1, ARTICLE A, CHAPTER 3,
TITLE 4 OF THE CITY OF HIGH POINT CODE OF ORDINANCES
ENTITLED “FAIR HOUSING ORDINANCE”**

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of High Point that Section 4, Article A, Chapter 3, Title 4 of the City of High Point Code of Ordinances is amended as follows:

Sec. 4-3-1. Procedures. Title.

~~The manager will establish a procedure for addressing citizens’ concerns relating to fair housing issues.~~

This article shall be known and may be cited as the “Fair Housing Ordinance” of the City of High Point.

Sec. 4-3-2. Purpose.

The general purpose of this article is to:

- (a) Provide for all individuals within the City of High Point freedom from housing discrimination because of race, color, national origin, religion, sex, familial status, and handicap or disability in real estate transactions, including, but not limited to, the sale, rental, or advertising of dwellings, the provision of brokerage services, and the availability of residential real estate–related transactions; and
- (b) Provide for local resolution of housing discrimination disputes in a timely and effective manner; and
- (c) Provide rights and remedies for violation of the Fair Housing Ordinance that are substantially equivalent to the rights and remedies embodied in Title VIII of the Federal Civil Rights Act of 1968, as amended.

The City of High Point may adopt ordinances prohibiting discrimination on the basis of race, color, national origin, religion, sex, familial status, handicap or disability in real estate transactions. Such ordinances may regulate or prohibit any act, practice, activity or procedure related, directly or indirectly, to the sale or rental of public or private housing, which affects or may tend to affect the availability, accessibility or desirability of housing on an equal basis to all persons; may provide that the City of High Point may apply to the court or the aggrieved persons in a private right of action instituted under the ordinance may apply to the court for appropriate legal and equitable remedies including mandatory and prohibitory injunctions, temporary restraining orders, orders of abatement, actual and punitive damages, the assessment of civil penalties in accordance with the

Fair Housing Amendments Act, and attorney's fees to the prevailing party and the court shall have the power to grant such remedies.

Sec. 4-3-3. Severability.

The provisions of this article are severable, and, if any part or provision of this article is held invalid, the remainder of the article, and the application of the provision to other persons not similarly situated or to other circumstances, shall not be affected or impaired thereby.

Sec. 4-3-4. Definitions.

When used in this article, the following words, terms, and phrases shall have the meanings ascribed to them in this section:

“Aggrieved person” includes any person who:

- (a) Claims to have been injured by a discriminatory housing practice; or
- (b) Believes that such person will be injured by a discriminatory housing practice that is about to occur.

“Broker or Agent” includes any person authorized to perform an action on behalf of another person regarding any matter related to the sale or rental of dwellings, including offers, solicitations, or contracts, and the administration of matters regarding such offers, solicitations, or contracts, or any residential real estate–related transactions.

“Complainant” means a person (including the Director) who files a complaint under this article.

“Conciliation” means the attempted resolution of issues raised by a complaint, or by the investigation of such complaint, through informal negotiations involving the aggrieved person, the respondent, and the Director.

“Conciliation agreement” means a written agreement setting forth the resolution of the issues in conciliation.

“Covered multifamily dwellings” means:

- (a) Buildings consisting of four (4) or more residential units if such buildings have one or more elevators; and
- (b) Ground floor residential units in other buildings consisting of four (4) or more residential units.

“Director” means the Director of the City’s Department overseeing the Human Relations Division, or the designee of the Director.

“Disability” or “Handicap” means, with respect to an individual:

- (a) A physical or mental impairment that substantially limits one or more major life activities of such individual;
- (b) A record of having such an impairment; or
- (c) Being regarded as having such an impairment.
 - (1) This term does not apply to current, illegal use of, or addiction to, a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

“Discriminatory housing practice” means an act that is unlawful under this article.

“Division” means the City’s Human Relations Division.

“Dwelling” means:

- (a) Any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families; and
- (b) Any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof.

“Familial status” means one or more individuals (who have not attained the age of 18 years) being domiciled with:

- (a) A parent or another person having legal custody of such individual or individuals;
or
- (b) The designee of such parent or other person having such custody, with the written permission of the parent or other person.

The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of 18 years.

“Family” includes a single individual.

“Person” includes one or more individuals, political subdivisions of the state and instrumentalities thereof, including the city or any governmental entity or agency thereof, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, bankruptcy trustees, receivers, fiduciaries, or any other legal or commercial entity.

“Prevailing party” has the same meaning as such term has in Section 722 of the Revised Statutes of the United States (42 U.S.C. 1988).

“Race” and “National origin” include hair texture and hairstyles that are commonly associated with race or national origin.

“To rent” includes to lease, to sublease, to let, and otherwise to grant for a consideration the right to occupy premises not owned by the occupant.

“Residential real estate–related transaction” means:

- (a) The making or purchasing of loans or providing other financial assistance:
 - (1) For purchasing, constructing, improving, repairing, or maintaining a dwelling; or
 - (2) Secured by residential real estate.
- (b) The selling, brokering, or appraising of residential real property.

“Respondent” means:

- (a) The person or other entity accused in a complaint of an unfair housing practice; and
- (b) Any other person or entity identified in the course of investigation and notified as required with respect to respondents so identified under Section 16(a) of this article.

“Sex” includes sexual orientation, gender expression, and gender identity.

Sec. 4-3-5. Exemptions – Sales and Rentals.

- (a) Nothing in Section 9 of this Article (entitled “Discrimination in Sale or Rental”) other than Section 9(a)(3) shall apply to:
 - (1) The sale or rental of any single-family house by an owner: Provided that such private individual owner does not own or have any interest in more than three (3) such single-family houses at any one time: Provided further, that in the case of the sale of any such single-family house by a private individual owner not residing in such house at the time of such sale or who was not the most recent resident of such house prior to such sale, the exemption granted by this subsection shall only apply with respect to one such sale within any twenty-four (24) month period: Provided further, that such bona fide private individual owner does not own any interest in, nor is there owned or reserved on his behalf, under any express or voluntary agreement, title to or any right to all or a portion of the proceeds from the sale or rental of, more than three (3) such single-family houses at any one

time: Provider further, that the sale or rental of any such single-family house shall be excepted from the application of this subchapter only if such house is sold or rented:

- (i) Without the use in any manner of the sales or rental facilities or the sales or rental services of any person in the business of selling or renting dwellings, or of any employee of any such broker, agent or salesman, or person; and
- (ii) without the publication, posting or mailing, after notice of any advertisement or written notice in violation of the ordinance.

Nothing in this provision shall prohibit the use of attorneys, escrow agents, abstractors, title companies, and other such professional assistance as necessary to perfect or transfer the title; or

- (2) Rooms or units in dwellings containing living quarters occupied or intended to be occupied by no more than four (4) families living independently of each other, if the owner actually maintains and occupies one (1) of such living quarters as his, her, or their residence.
- (b) For purposes of subsection (a) of this section, a person shall be deemed to be in the business of selling or renting dwellings if:
- (1) He, she, or they have, within the preceding twelve (12) months, participated as principal in three (3) or more transactions involving the sale or rental of any dwelling or any interest therein; or
 - (2) He, she, or they have, within the preceding twelve (12) months, participated as agent, other than in the sale of their own personal residence, in providing sales or rental facilities or sales or rental services in two (2) or more transactions involving the sale or rental of any dwelling or any interest therein; or
 - (3) He, she, or they are the owner of any dwelling designed or intended for occupancy by, or occupied by, five (5) or more families.
- (c) This article does not prohibit conduct against a person because such person has been convicted under federal law or the law of any state of the illegal manufacture or distribution of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Sec. 4-3-6. Exemptions – Religious Organizations and Private Clubs.

Nothing in this article shall prohibit a religious organization, association, or society, or any nonprofit institution or organization operated, supervised, or controlled by or in conjunction with

a religious organization, association, or society, from limiting the sale, rental, or occupancy of dwellings which it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference to such persons, unless membership in such religion is restricted on account of race, color, or national origin. Nor shall anything in this subchapter prohibit a private club not in fact open to the public, which as an incident to its primary purpose or purposes provides lodgings which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its members or from giving preference to its members.

Sec. 4-3-7. Exemptions – Housing for Older Persons.

- (a) The provisions of this article relating to familial status do not apply to housing for older persons.
- (b) “Housing for Older Persons” means housing:
 - (1) Provided under any State or Federal program that the U.S. Department of Housing and Urban Development determines is specifically designed and operated to assist elderly persons (as defined in the State or Federal program); or
 - (2) Intended for, and solely occupied by, persons 62 years of age or older; or
 - (3) Intended and operated for occupancy by persons 55 years of age or older, and:
 - (i) At least 80 percent of the occupied units are occupied by at least one person who is 55 years of age or older;
 - (ii) The housing facility or community publishes and adheres to policies and procedures that demonstrate the intent required under this subsection; and
 - (iii) The housing facility or community complies with rules issued by the U.S. Department of Housing and Urban Development for verification of occupancy, which shall:
 - (A) Provide for verification by reliable surveys and affidavits; and
 - (B) include examples of the types of policies and procedures relevant to a determination of compliance with the requirement of subsection (b)(3)(ii). Such surveys and affidavits shall be admissible in administrative and judicial proceedings for the purposes of such verification.

- (c) Housing shall not fail to meet the requirements for housing for older persons by reason of:
 - (1) The existence of unoccupied units, if such units are reserved for occupancy by persons who meet the age requirements of this section;
 - (2) The existence of units occupied by employees of the housing (and family members residing within the same unit) provided they perform substantial duties directly related to the management or maintenance of the housing.
- (d) A person shall not be held personally liable for monetary damages for a violation of this article if such person reasonably relied, in good faith, on the application of the exemption under this section relating to housing for older persons. A person may only show good faith reliance on the application of this exemption by showing that:
 - (1) Such person has no actual knowledge that the facility or community is not, or will not be, eligible for such exemption; and
 - (2) The facility or community has stated formally, in writing, that the facility or community complies with the requirements for such exemption.

Sec. 4-3-8. Effect on Other Law.

- (a) Nothing in this article repeals any other section of this Code or any other City ordinance relating to discrimination on the basis of race, color, national origin, religion, sex, familial status, handicap, or disability. However, all such ordinances and portions thereof that are in conflict with this article are repealed to the extent of such conflict.
- (b) Nothing in this article limits any right, procedure, or remedy available under the Constitution or any other Act of the Congress.
- (c) Nothing in this article limits any reasonable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy a dwelling.
- (d) Nothing in this article nullifies any provisions of the North Carolina Building Code applicable to the construction of residential housing for persons with disabilities.

Sec. 4-3-9. Discrimination in Sale or Rental and Other Prohibited Acts.

- (a) Except as otherwise exempted by this article, it shall be unlawful to:
 - (1) Refuse to sell or rent after the making of a bona fide offer, or refuse to negotiate for the sale or rental of, or fail to transmit or refuse to receive, consider, or accept a bona fide offer to sell or rent a dwelling, or otherwise

make unavailable or deny, a dwelling to any person because of race, color, national origin, religion, sex, familial status, handicap, or disability;

- (2) Discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, national origin, religion, sex, familial status, handicap, or disability;
- (3) Make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, national origin, religion, sex, familial status, handicap, or disability, or an intention to make any such preference, limitation, or discrimination based on race, color, national origin, religion, sex, familial status, handicap, or disability;
- (4) Represent to any person because of race, color, national origin, religion, sex, familial status, handicap, or disability that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available;
- (5) For profit, induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, national origin, religion, sex, familial status, handicap, or disability;
- (6) Restrict or attempt to restrict the choices of a person by word or conduct in connection with seeking, negotiating for, buying, or renting a dwelling to perpetuate, or tend to perpetuate, segregated housing patterns, or to discourage or obstruct choices in a community, neighborhood, or development on the basis of particular race, color, national origin, religion, sex, familial status, handicap, or disability;
- (7)
 - (i) Discriminate in the sale or rental, or to otherwise make unavailable or deny, a dwelling to any buyer or renter because of a handicap or disability of (a) that buyer or renter, (b) a person residing in or intending to reside in that dwelling after it is sold, rented, or made available, or (c) any person associated with that buyer or renter;
 - (ii) Discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of a handicap or disability of (a) that person, (b) a person residing in or intending to reside in that dwelling after it is sold, rented, or made available, or (c) any person associated with that person.

- (iii) For purposes of this subsection, discrimination includes:
 - (A) A refusal to permit, at the expense of the handicapped or disabled person, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises; except that, in the case of a renter, the landlord may, where it is reasonable to do so, condition permission for a modification on the renter agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted;
 - (B) A refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling; or
 - (C) In connection with the design and construction of covered multifamily dwellings for first occupancy after the enactment of this article, a failure to design and construct those dwellings in a manner that:
 - (I) The public use and common use portions of the dwellings are readily accessible to and usable by handicapped or disabled persons;
 - (II) All the doors designed to allow passage into and within all premises within the dwellings are sufficiently wide to allow passage by handicapped or disabled persons in wheelchairs; and
 - (III) All premises within such dwellings contain the following features of adaptive design:
 - (1) An accessible route into and through the dwelling;
 - (2) Light switches, electrical outlets, thermostats, and other environmental controls in accessible locations;
 - (3) Reinforcements in bathroom walls to allow later installation of grab bars; and

- (4) Usable kitchens and bathrooms so that an individual in a wheelchair can maneuver about the space.
- (iv) The requirements of subsection (a)(7)(iii)(C)(III) of this section can be satisfied through compliance with the appropriate requirements of:
 - (A) The fair housing accessibility guidelines established by the United States Department of Housing and Urban Development; and
 - (B) The American National Standard for Buildings and Facilities Providing Accessibility and Usability for Physically Handicapped People (commonly cited as “ANSI A117.1”).
- (b) Nothing in this article shall be construed to require the Director to review or approve the plans, designs, or construction of covered multifamily dwellings, to determine whether the design and construction of such dwellings are consistent with the requirements of subsection (a)(7)(iii)(C).
- (c) Nothing in this article should be construed to invalidate or limit any law that requires dwellings to be designed and constructed in a manner that affords handicapped or disabled persons greater access than is required by this article.
- (d) Nothing in this section requires that a dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Sec. 4-3-10. Discrimination in Residential Real Estate–Related Transactions.

- (a) It shall be unlawful for any person or other entity whose business includes engaging in residential real estate–related transactions to discriminate against any person in making available such a transaction, or in the terms or conditions of such a transaction, because of race, color, national origin, religion, sex, familial status, handicap, or disability.
- (b) As used in this section, the term “residential real estate-related transaction” means any of the following:
 - (1) The making or purchasing of loans or providing other financial assistance for purchasing, constructing, improving, repairing, or maintaining a dwelling; or secured by residential real estate;
 - (2) The selling, brokering, or appraising of residential real estate property.

- (c) Unlawful residential real estate–related transactions under this section include, but are not limited to:
 - (1) Using a form of application for financial assistance, or making or keeping a record or inquiry in connection with applications for financial assistance, that indicates, directly or indirectly, an intent to make a limitation, specification, or discrimination as to race, color, national origin, religion, sex, familial status, handicap, or disability;
 - (2) Failing or refusing to provide to any person, in connection with a residential real estate–related transaction, information regarding the availability of loans or other financial assistance, application requirements, or procedures or standards for the review and approval of loans or financial assistance, or providing information that is inaccurate or different from that provided others, because of race, color, national origin, religion, sex, familial status, handicap, or disability.
 - (3) Discriminating against the applicant in the sale, brokerage, or appraisal of real property because of race, color, national origin, religion, sex, familial status, handicap, or disability.
- (d) Nothing in this article prohibits a person engaged in the business of furnishing appraisals of real property to take into consideration factors other than race, color, national origin, religion, sex, familial status, handicap, or disability.

Sec. 4-3-11. Discrimination in Provision of Brokerage Services.

It shall be unlawful to deny any person access to, or membership or participation in, any multiple-listing service, real estate brokers' organization, or other service, organization, or facility relating to the business of selling or renting dwellings, or to discriminate against any person in the terms or conditions of such access, membership, or participation, in making available such services, or in the performance of such services, because of race, color, national origin, religion, sex, familial status, handicap, or disability.

Sec. 4-3-12. Interference, Coercion, or Intimidation.

It shall be unlawful to coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or on account of his having exercised or enjoyed, or on account of his having aided or encouraged any other person in the exercise or enjoyment of, any right granted or protected by Section 5, Section 9, Section 10, and Section 11 of this article.

Sec. 4-3-13. Administration, Rules, and Regulations.

- (a) The Director will administer this article in consultation with the City Attorney's Office.

- (b) The Director may delegate any of its functions, duties, and authority to a designee; the Director, or its designee, has the authority to:
 - (1) Initiate, receive, investigate, seek to conciliate, and take action on complaints arising from alleged violations of this article;
 - (2) Make recommendations to the parties to complaints;
 - (3) Approve or disapprove internal policies and procedures to assist in the reduction or elimination of discriminatory housing practices, and to monitor compliance with such policies and plans; and
 - (4) Report, or otherwise manage and engage in any business arising out of, or related to, administration of this article.
- (c) The Director, or its designee, has the authority, but is not obligated, to engage in studies regarding the nature and extent of discriminatory housing practices within the City of High Point.
- (d) The Director, or its designee, may adopt, promulgate, amend, and rescind interpretive and procedural guidelines, rules, and regulations necessary to implement this article, so long as such guidelines, rules, and regulations do not intend to limit, or have the effect of limiting, the protections contained in the Federal and State rules and regulations regarding discrimination because of race, color, national origin, religion, sex, familial status, handicap, or disability. A copy of the text of the rule, amendment, or rescission will be available for public inspection and copying at the office of the Director.

Sec. 4-3-14. Cooperation.

- (a) The City of High Point shall cooperate with Federal and State fair housing agencies and, as appropriate, may provide technical and other assistance to Federal, State, local, and other public or private entities that are formulating or operating programs to prevent or eliminate discriminatory housing practices.
- (b) The City of High Point may apply for recognition by the United States Department of Housing and Urban Development as having adopted an ordinance that provides rights and remedies that are substantially equivalent to those granted under federal law. In furtherance of such cooperative efforts, the City of High Point may enter into written agreement(s) reflecting same.

Sec. 4-3-15. Complaints.

- (a) An aggrieved person may, no later than one year after an alleged discriminatory housing practice occurred or was terminated, file a complaint with the Director alleging such discriminatory housing practice. An authorized representative,

including an organization, may assist an aggrieved person in filing the complaint. The Director, on the Director's own initiative, may also file such a complaint.

- (1) The Director may also investigate housing practices to determine whether a complaint should be brought under this section.
 - (2) The Federal or State government may refer a complaint alleging a discriminatory housing practice, or defer jurisdiction over the subject matter of such a complaint, to the Division.
- (b) A complaint shall be in writing and shall contain such information and be in such form as the Director requires:
- (1) A complaint must be signed and affirmed by the aggrieved person filing the complaint;
 - (2) If the complaint is filed by the Director on behalf of the Division, it must be signed and affirmed by the Director;
 - (3) A complaint may be reasonably and fairly amended at any time.
- (c) Upon the filing of a complaint, the Division shall:
- (1) Serve the aggrieved person with notice that the complaint has been filed;
 - (2) Advise the aggrieved person of the time limits and choice of forums under this article.
- (d) The Director shall, no later than ten days after the filing of the complaint, or the identification of an additional respondent under Section 17 of this article, serve on each respondent:
- (1) A notice identifying the alleged discriminatory housing practice and advising the respondent of the procedural rights and obligations of respondents under this article, together with a copy of the original complaint.
- (e) Documents required to be served under this article may be served as described in Section 20(d) of this article.

Sec. 4-3-16. Answers to Complaints.

- (a) Each respondent may file an answer to the complaint no later than 10 days after receipt of notice from the Director.

- (b) An answer must be in writing, in the form prescribed by the Director, and must be signed and affirmed by the respondent.
 - (1) An answer may be reasonably and fairly amended at any time.
 - (2) The substance of an answer will not inhibit the Director's ability to investigate the allegations contained in the complaint.

Sec. 4-3-17. Additional or Substitute Respondents.

- (a) A person who is not named as a respondent in a complaint, but who is identified as a respondent in the course of investigation, may be joined as an additional or substitute respondent upon written notice from the Director to such additional or substitute respondent.
- (b) Such notice, in addition to meeting the requirements of Section 15(d)(1), shall explain the basis for the Director's belief that such person is properly joined as an additional or substitute respondent.

Sec. 4-3-18. Investigations and Investigative Reports.

- (a) The Director will initiate an investigation within 30 days of a complaint being filed with, or otherwise referred to, the Division. The Director will investigate all complaints.
- (b) Except as provided by subsection (b)(1) of this section, the Director shall, within 100 days after filing the complaint, determine based on the facts whether reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, unless it is impracticable to do so, or unless the Director has approved a conciliation agreement with respect to the complaint.
 - (1) If the Director is unable to make the determination within 100 days after the filing of the complaint, the Director shall notify the complainant and respondent in writing of the reasons for not doing so.
- (c) At the end of each investigation, the Director will prepare a final investigative report showing:
 - (1) The names and dates of contacts with witnesses;
 - (2) A summary and the dates of correspondence and other contacts with the aggrieved person and the respondent;
 - (3) A summary description of other pertinent records;
 - (4) A summary of witness statements; and

- (5) Answers to interrogatories.
- (d) A final report under this section may be amended if additional evidence is discovered.
- (e) Documents required to be served under this article may be served as described in Section 20(d) of this article.

Sec. 4-3-19. Subpoenas.

The Director may issue subpoenas and compel the production of documents and the giving of testimony, as provided by Section 20 of this article.

Sec. 4-3-20. Right to Examine and Copy Evidence; Summoning Witnesses and Documents; Taking Testimony; Right to Counsel; Court Aid; Process; Service and Return; Witness Fees.

- (a) In connection with the investigation of a complaint filed under this article, the Director, or its designee, shall at all reasonable times have access to, for the purpose of examination, and have the right to copy, any evidence of any person being investigated, provided such evidence relates to unlawful practices covered by this article and is relevant to the subject matter of the investigation or hearing.
- (b) For all investigations conducted by the City of High Point under this article:
 - (1) The Director, on his, her, or their own initiative or upon application of any party to the proceeding, may issue subpoenas compelling the attendance and testimony of witnesses or requiring the production for examination or copying of documents, provided such evidence relates to unlawful practices covered by this article and is relevant to the subject matter of the investigation. Within five (5) days after the service of a subpoena on any person requiring the production of evidence in his, her, or their possession or under his, her, or their control, such person may petition the Director to revoke, limit, or modify the subpoena. The Director shall revoke, limit, or modify the subpoena if in his, her, or their opinion, the required evidence:
 - (i) Does not relate to unlawful practices covered by this article;
 - (ii) Is not relevant to the subject matter of the investigation;
 - (iii) Does not describe with sufficient particularity the evidence whose production is required; or
 - (iv) Is unduly burdensome or oppressive.

- (2) The Director may administer oaths or affirmations, examine witnesses, and receive evidence.
 - (3) Any person appearing before the Director, or its designee, has the right to be represented by counsel.
 - (4) The Director, in consultation with the City Attorney, may file a petition in the Superior Court in the County where the discriminatory housing practice allegedly occurred, or the County wherein respondent resides or regularly transacts business, requesting enforcement of a subpoena and other appropriate temporary relief. A copy of the petition must be filed in Superior Court with the relevant record, and a copy must be served on all parties to the proceeding by personal delivery or registered mail.
- (c) The Superior Court, upon application by the Director, its designee, the subpoenaed individual, or its counsel, shall have jurisdiction to issue an order:
- (1) Requiring an individual to appear before the Director, or its designee, to produce evidence relating to the subject matter of the investigation or action;
 - (2) Revoking, limiting, or modifying the subpoena or conditioning issuance of the subpoena upon payment of costs or expenses incurred to comply with the subpoena if in the Court's opinion the required evidence does not relate to unlawful practices covered by this article, is not relevant to the investigation or action, does not describe with sufficient particularity the evidence whose production is required, or is unduly burdensome or oppressive;
 - (3) Finding punishable contempt for the failure to obey an order of the Court issued under this section
- (d) Complaints, notices, charges, orders, and other process and papers of the Director may be served either personally or by registered mail. The verified return by the individual so serving the same, setting forth the manner of such service, will be proof of service. The return post office receipt, when registered and mailed as described in this subsection, will be proof of service.
- (e) Witnesses summoned by a subpoena under this article shall be entitled to the same witness and mileage fees that are paid witnesses in the Superior Court, and witnesses whose depositions are taken, and the persons taking the same, are entitled to the same fees as are paid for like service in the Superior Court.
- (1) Fees payable to a witness summoned by a subpoena issued at the request of a party shall be paid by that party or, where a party is unable to pay the fees, by the Division.

Sec. 4-3-21. Conciliation.

- (a) During the period beginning with the filing of a complaint and ending with the filing of a charge or dismissal by the Director, the Director shall, to the extent feasible, engage in conciliation, including mediation or other alternative dispute resolution methods, with respect to the complaint.
- (b) A conciliation agreement arising out of such conciliation shall be a written agreement between a respondent and the complainant and is subject to approval by the Director.
- (c) A conciliation agreement may provide for binding arbitration of the dispute or another method of alternative dispute resolution. Any such arbitration, or alternative dispute resolution, that results from a conciliation agreement may award appropriate relief, including monetary relief.
- (d) A conciliation agreement will be made public unless all parties otherwise agree and the Director determines that disclosure is not required to further the purposes of this article.
- (e) Nothing said or done in the course of conciliation may be made public or used as evidence in a subsequent proceeding under this article without the written consent of the persons concerned.
- (f) Whenever the Director has reasonable cause to believe that a respondent has breached a conciliation agreement, the Director will refer the matter to the City Attorney with a recommendation that a civil action be filed under Section 26 of this article for the enforcement of such agreement.

Sec. 4-3-22. Confidentiality.

- (a) Materials in the investigative file may be disclosed to any party to the extent reasonably necessary to further the investigation or conciliation discussions.
- (b) Materials in the investigative file may be disclosed to the complainant for the purpose of deciding whether to file a complaint in court and may be disclosed to the respondent for the purpose of formulating its answer.
- (c) Except as prohibited by Section 21(e) of this article:
 - (1) The Division, upon completion of the investigation, will make available to the aggrieved person and the respondent, at any time upon request, information derived from an investigation and any final investigative report relating to that investigation.

- (2) After a court action has been filed, information derived from the investigation and the final investigation report relating to the investigation will be subject to discovery.

Sec. 4-3-23. Temporary or Preliminary Relief.

If the Director and the City Attorney conclude at any time after the filing of a complaint that prompt judicial action is necessary to carry out the purpose of this article, the City Attorney will file a civil action for appropriate temporary or preliminary relief, pending final disposition of the complaint. The commencement of a civil action under this section does not affect the initiation or continuation of administrative proceedings under this article.

Sec. 4-3-24. Dismissal of Complaints.

If the Director determines that no reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the Director will promptly dismiss the complaint and shall make public disclosure of the dismissal, including written notice of the dismissal to the complainant(s) and respondent(s).

Sec. 4-3-25. Reasonable Cause Determinations.

- (a) The Director will consult with the City Attorney regarding any case in which there is evidence that a discriminatory housing practice has occurred or is about to occur. The Director will determine based on the facts whether reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur.
- (b) The Director and the City Attorney will make the determination under subsection (a) of this section within 100 days after the filing of the Complaint unless either:
 - (1) It is impracticable to make the determination; or
 - (2) The Director has approved a conciliation agreement with respect to the complaint.
- (c) If it is impracticable to make the determination within the period prescribed by subsection (b) of this section, the Director must notify the complainant(s) and respondent(s) in writing of the reasons for not doing so.
- (d) If the Director and the City Attorney determine that reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the City Attorney shall file a civil action under Section 26 of this article, absent a conciliation agreement being reached.

Sec. 4-3-26. Civil Action by City Attorney.

- (a) If the Director and the City Attorney determine that reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the City Attorney may attempt conciliation in furtherance of effectuating a conciliation agreement, and the City Attorney shall file a civil action in Superior Court, absent a conciliation agreement being reached.
 - (1) In an action under this subsection, the Court may:
 - (i) Award, on behalf of the complainant, actual and punitive damages;
 - (ii) Except as described in Section 29(b) of this article, issue a permanent or temporary injunction, temporary restraining order, or other order, including an order enjoining the defendant from engaging in the practice or ordering appropriate affirmative action.
 - (iii) Award court costs and reasonable attorney's fees to the aggrieved person if the person incurred such costs and fees. The City Attorney will not be awarded court costs and attorney's fees.

- (b) If the Director and the City Attorney find reasonable cause to believe that a respondent has breached a conciliation agreement, the City Attorney will immediately file a civil action for enforcement of the agreement.
 - (1) In an action under this subsection, the Court may:
 - (i) Award, on behalf of the complainant, actual and punitive damages;
 - (ii) Except as described in Section 29(b) of this article, issue a permanent or temporary injunction, temporary restraining order, or other order, including an order enjoining the defendant from engaging in the practice or ordering appropriate affirmative action.
 - (iii) Award court costs and reasonable attorney's fees to the aggrieved person if the person incurred such costs and fees. The City Attorney will not be awarded court costs and attorney's fees.

- (c) A person aggrieved by the alleged discriminatory housing practice or damaged by the alleged breach of the conciliation agreement may intervene in a civil action brought under this section or commence a civil action under Section 27 of this article.

Sec. 4-3-27. Civil Actions by Private Persons.

- (a) An aggrieved person may commence a civil action in Superior Court, or any appropriate United States District Court or State Court, no later than two (2) years after either of the following, whichever occurs last:

- (1) An alleged discriminatory housing practice occurred or was terminated; or
 - (2) A conciliation agreement entered into under this article was breached.
- (b) The computation of such two-year period does not include any time during which an administrative proceeding under this article was pending with respect to a complaint or the filing of any court proceeding under this article based upon such discriminatory housing practice. This subsection does not apply to actions arising from a breach of a conciliation agreement.
 - (c) An aggrieved person may file a civil action under this section whether or not a complaint has been filed under this article and without regard to the status of any such complaint, but if the Director has obtained a conciliation agreement with the consent of an aggrieved person, such person may not file an action relating to the same alleged discriminatory housing practice(s) which form the basis of such complaint, except to enforce the terms of such agreement.
 - (d) The filing of an action under this section does not affect the Director's power and duty to investigate and make determinations based on such complaint.
 - (e) An aggrieved person may intervene in a civil action filed by the City Attorney if based on such aggrieved person's complaint.
 - (f) Upon timely application, the City Attorney may intervene in such civil action, if the City Attorney certifies that the case is of general public importance. Upon such intervention, the City Attorney may obtain such relief as would be available to the City Attorney under Section 26 in a civil action to which such section applies.
 - (g) Any party aggrieved by any final determination of the Director under this article has the right to petition the Superior Court for any such temporary relief, restraining order, or other order as the Court determines is just and proper, or to affirm, modify, or set aside, in whole or in part, the determination for further proceedings; or to enforce the determination to the extent that the determination is affirmed or modified.
 - (h) The rights granted by 42 U.S.C. §§ 3603, 3604, 3605, and 3606 may be enforced in a civil action brought pursuant to this section.

Sec. 4-3-28. Court-Appointed Attorneys.

- (a) Upon application by a person alleging a discriminatory housing practice or a person against whom a discriminatory housing practice is alleged, the court may:
 - (1) Appoint an attorney for the person; or

- (2) Authorize the commencement or continuation of a civil action under Section 27 of this article without the payment of fees, costs, or security, if in the opinion of the Court such person is financially unable to bear the costs of such action.

Sec. 4-3-29. Relief Which May Be Granted.

- (a) In a civil action under Section 27 of this Article, if the court finds that a discriminatory housing practice has occurred or is about to occur, the court may award to the plaintiff:
 - (1) Actual and punitive damages; and
 - (2) Except as described in subsection (b) of this section, and as the court deems appropriate, a permanent or temporary injunction, temporary restraining order, or other order, including an order enjoining the defendant from engaging in such practice or ordering such affirmative action as may be appropriate; and
 - (3) Court costs and reasonable attorney's fees to the prevailing party, other than the City of High Point, as within the Court's discretion. The City of High Point shall be liable for such fees and costs to the same extent as a private person.
- (b) Relief granted under Section 26, Section 27, and Section 30 shall not affect any contract, sale, encumbrance, or lease consummated before the granting of such relief and involving a bona fide purchaser, encumbrancer, or tenant, without actual notice of the filing of a complaint with the Director or civil action under this article.

Sec. 4-3-30. Pattern or Practice.

- (a) The City Attorney may file a civil action in Superior Court whenever the City Attorney has reasonable cause to believe that either:
 - (1) A person or group of persons is engaged in a pattern or practice of resistance to the full enjoyment of any rights granted by this article; or
 - (2) Any group of persons has been denied any of the rights granted by this article and such denial raises an issue of general public importance.
- (b) In an action under this section, the Court may:
 - (1) Except as described in Section 29(b) of this article, award such preventive relief, including a permanent or temporary injunction, restraining order, or other order against the person responsible for a violation of this article as is necessary to assure the full enjoyment of the rights granted by this article;

- (2) Award such other relief as the court deems appropriate, including monetary damages to persons aggrieved; and
- (3) To vindicate the public interest, assess a civil penalty against the respondent(s) in an amount that does not exceed:
 - (i) \$50,000 for a first violation.
 - (ii) \$100,000 for a second or subsequent violation.
- (c) Upon timely application, any person aggrieved by the alleged discriminatory housing practice or damaged by the alleged breach of the conciliation agreement may intervene in a civil action brought under this section.

Adopted by High Point City Council, this the 17th day of June 2024

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk



City of High Point

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

Master

File Number: 2024-249

File ID: 2024-249

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/10/2024

File Name:

Final Action:

Title: Consideration of Reappointments to the Planning and Zoning Commission
City Council is requested to confirm the reappointments of Steven Galanti, Tom Kirkman, and Mark Morgan to the Planning & Zoning Commission with terms effective June 30, 2024, and expiring on June 30, 2027.

Notes:

Sponsors:

Enactment Date:

Attachments: Reappointments to Planning & Zoning Commission

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:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Reappointments – Planning & Zoning Commission	
FROM: City Clerk's Office	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: none	

PURPOSE: To confirm the reappointments of Steven Galanti, Tom Kirkman, and Mark Morgan to the Planning & Zoning Commission.

BACKGROUND: Council Member Johnson is recommending the reappointment of Steven Galanti, Council Member Moore is recommending the reappointment of Tom Kirkman, and Council Member Peters is recommending the reappointment of Mark Morgan to the Planning & Zoning Commission. All reappointments are effective June 30, 2024, and expire June 30, 2027.

BUDGET IMPACT: none

RECOMMENDATION/ACTION REQUESTED: City Council is requested to confirm the reappointments of Steven Galanti, Tom Kirkman, and Mark Morgan to the Planning & Zoning Commission with terms effective June 30, 2024, and expiring on June 30, 2027.



City of High Point

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

Master

File Number: 2024-250

File ID: 2024-250

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/10/2024

File Name:

Final Action:

Title: Consideration of an Appointment and Reappointments to the Citizens Advisory Council
City Council is requested to confirm the appointment of Katie Nance to the Citizens Advisory Council; term effective immediately and expiring on May 31, 2025, and confirm the reappointments of Orel Henry and Jessica Wynn with both terms effective immediately and expiring on May 31, 2026.

Notes:

Sponsors:

Enactment Date:

Attachments: Appointment & Reappointments to the Citizens
Adivosry Council

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:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Appointment & Reappointments – Citizen Advisory Council	
FROM: City Clerk's Office	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Application	

PURPOSE: To confirm the appointment of Katie Nance and the reappointments of Orel Henry and Jessica Wynn to the Citizens Advisory Council

BACKGROUND: Council Member Andrew is recommending the appointment of Katie Nance to the Citizens Advisory Council; term effective immediately and expiring on May 31, 2025. Council Member Johnson is recommending the reappointment of Orel Henry, and Council Member Harman is recommending the reappointment of Jessica Wynn to the Citizens Advisory Council both terms effective immediately and expiring on May 31, 2026.

BUDGET IMPACT: none

RECOMMENDATION/ACTION REQUESTED: City Council is requested to confirm appointment of Katie Nance to the Citizens Advisory Council; term effective immediately and expiring on May 31, 2025, and confirm the reappointments of Orel Henry and Jessica Wynn with both terms effective immediately and expiring on May 31, 2026.

Profile

Katie _____ Nance _____
First Name Last Name

nance.kathleen@yahoo.com _____
Email Address

3609 Oak Field Ct. _____
Street Address Suite or Apt

High Point _____ NC _____ 27265 _____
City State Postal Code

Mobile: (443) 928-3235 _____
Primary Phone Alternate Phone

High Point Market Authority _____
Employer

Which Boards would you like to apply for?

Citizens Advisory Council: Submitted

Ward you reside in?

5

Interests & Experiences

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.

[Resume_Kathleen_Nance.pdf](#) _____
Upload a Resume

Have you participated in Leadership High Point?

Yes No

If yes, please list the year in which you participated in Leadership High Point:

2023, currently on steering committee 2024

Gender *

Female

KATIE NANCE

PROFESSIONAL SUMMARY

High-performing school administrator and non-profit executive with eleven years of management and senior leadership experience building and maintaining relationships with a diverse range of stakeholders. In-depth knowledge of business operations at all levels. Demonstrated proficiency in strategic planning, staffing, training and development, budgeting and program management.

WORK HISTORY

REGISTRATION COORDINATOR 08/2023 to Present **High Point Market Authority**, High Point, NC

- Responsible for the frictionless preregistration and onsite registration experience for over 75,000 attendees each spring and fall market, the largest home furnishings trade show in the world
- Project manage the transition to a new registration vendor including timeline, stakeholder communication rollout, customized software development, and equipment needs
- Develop student initiatives and cultivate strategic partnerships through a multipronged approach that enhances the interest and knowledge of the home furnishing industry in a wide array of students from diverse backgrounds and experiences
- Implement and ensure effective use of strategic growth programs to increase buyer attendance at market including Insider's Tours, Vacation Rental Design Summit, and New Buyer Webinar
- Train, support and manage 50 onsite staff members to provide excellent customer service while still maintaining the integrity of our database and remaining consistent in qualification of attendees

DIRECTOR OF EDUCATION AND PROGRAMS 08/2021 to 08/2023 **Nido And Mariana Qubein Children's Museum**, High Point, NC

- One of three directors responsible for all aspects of the construction, opening, and ongoing success of the Qubein Children's Museum (2022 NC Visitor Attraction of the Year)
- Directed day-to-day operations of the museum and supervised all staff to delegate assignments and ensure high customer service standards for over 85,000 guests visiting from 42 states in first seven months of operation
- Recruited, hired and trained initial staff, working to establish key internal functions and outline the scope of positions for new organization resulting in a positive, supportive culture
- Designed and implemented all aspects of field trips, parties, rentals and add on programs, generating over \$168,000 in revenue during first seven months of operations
- Developed, implemented and revised operational policies, employee handbooks, emergency protocols, and guidelines
- Maintained accurate expense tracking and reporting
- Engaged donors through donor events and communications
- Ensured accurate tracking and reporting of sales and revenue
- Supported employees in problem-solving measures to ensure all customers received excellent customer service
- Negotiated price and service with vendors to improve profitability

- Represented the Nido and Mariana Qubein Children's Museum at various community-related events facilitating support and partnerships between the museum and multiple organizations

PROJECT DIRECTOR 12/2020 to 06/2021

Boys And Girls Clubs of Greater High Point, High Point, NC

- Responsible for all operations of Forest Hills site including, hiring, supervising and coaching Site Coordinator, all Youth Development Professionals, and NC-Licensed Teacher Tutors
- Redesigned all aspects of operations including scheduling, organization, supplies and layout of site in order to enhance learning opportunities and most effectively utilize staff strengths and experiences
- Created blueprint for effective scaling of Forest Hills 21st Century Community Learning Center (CCLC) model to other Boys and Girls Clubs
- Effectively monitored, documented, and submitted all documentation to required to receive \$400,000 21st CCLC Grant
- Increased enrollment and average daily attendance, thereby ensuring grant funding remained in place and more students benefited from the program
- Implemented club-wide positive behavior management plan to improve student behaviors and learning outcomes

DIRECTOR OF LOWER SCHOOL 08/2017 to 12/2020

High Point Friends School, High Point, NC

- Responsible for student learning, family satisfaction, and teacher support in grades kindergarten through fourth
- Designed and implemented first in-house remedial tutoring program for struggling readers
- Restructured lower school enrichment schedule to allow for common collaboration time for all lower school teachers
- Organized and led professional development programs for all staff members including Protecting All Children, Orton-Gillingham training, SMART Notebook, and CPR training
- Instituted standards for DRA administration to allow for valid data use across grade levels also ensuring all students were considered equally for remedial support
- Observed, evaluated, and coached all lower school and specialist teachers

ADMISSIONS DIRECTOR 08/2017 to 12/2020

High Point Friends School, High Point, NC

- Implemented new online inquiry, application and enrollment program
- Developed new admissions protocols for students in the prospective student pipeline
- Led admissions committee, facilitating group discussions and developed consensus for admissions decisions
- Responsible for the development, marketing and implementation of all admissions activities and open houses
- Developed method for collecting and tracking admissions data
- Instituted first community-wide safety and wellness day

EDUCATION

Appalachian State University, Boone, NC
Master's of School Administration, 08/2018

High Point University, High Point, NC
Bachelor of Arts, 05/2008

SKILLS/ CERTIFICATIONS

- Fiscal Management
 - Program design and implementation
 - Exhibit development
 - Instructional Techniques
 - School and Business Administration
 - Change and Growth Management
 - Leadership and People Development
 - Effective Communicator and Public Speaker
 - Strategic Planning
 - Operational Leadership
 - Customer and donor relations
 - Employee Motivation and Performance
 - Orton-Gillingham
 - Academically Gifted Teaching
-

CERTIFICATIONS AND PROFESSIONAL ORGANIZATIONS

North Carolina Professional Educator's License
Elementary Education (K-6)
Academically or Intellectually Gifted
School Administrator: Principal

Orton Gillingham Trained
Institute for Multi-Sensory Education

Greater Greensboro Reading Council
Past President

Graduate Business High Point Chamber of Commerce Leadership High Point
Class of 2023

CURRENT SERVICE ORGANIZATIONS

Greater High Point Food Alliance Food Security Fund Grant Committee
2023-Present

Business High Point Chamber of Commerce Leadership High Point
Steering Committee
2023-Present

Immaculate Heart of Mary Catholic Church
Lector/Greeter



City of High Point

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

Master

File Number: 2024-251

File ID: 2024-251

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/10/2024

File Name:

Final Action:

Title: Consideration of a Reappointment to the Piedmont Triad Airport Authority
City Council is requested to confirm reappointment of Williams S. Bencini, Jr. to the Piedmont Triad Airport Authority; term effective immediately and expiring April 20, 2027.

Notes:

Sponsors:

Enactment Date:

Attachments: Reappointment - Piedmont Triad Airport Authority

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:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Reappointment – Piedmont Triad Airport Authority	
FROM: City Clerk's Office	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: none	

PURPOSE: To confirm the reappointment of Williams S. Bencini, Jr. to the Piedmont Triad Airport Authority.

BACKGROUND: Mayor Jefferson is recommending the reappointment of Williams S. Bencini, Jr. to the Piedmont Triad Airport Authority; term effective immediately and expiring April 20, 2027.

BUDGET IMPACT: none

RECOMMENDATION/ACTION REQUESTED: City Council is requested to confirm reappointment of Williams S. Bencini, Jr. to the Piedmont Triad Airport Authority; term effective immediately and expiring April 20, 2027.



City of High Point

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

Master

File Number: 2024-253

File ID: 2024-253

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 06/13/2024

File Name:

Final Action:

Title: Consideration of Reappointments to the Historic Preservation Commission
City Council is requested to confirm the reappointments of Janet Cantania and Mary Powell DeLille to the Historic Preservation Commission with terms effective June 30, 2024, and expiring on June 30, 2027.

Notes:

Sponsors:

Enactment Date:

Attachments: Reappointments to Historic Preservation Commission

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:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Reappointments – Historic Preservation Commission	
FROM: City Clerk’s Office	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: none	

PURPOSE: To confirm the reappointments of Janet Cantania and Mary Powell DeLille to the Historic Preservation Commission.

BACKGROUND: Council Member Moore is recommending the reappointment of Janet Cantania and Council Member Harman is recommending the reappointment of Mary Powell DeLille to the Historic Preservation Commission. Both reappointments are effective June 30, 2024, and expire June 30, 2027.

BUDGET IMPACT: none

RECOMMENDATION/ACTION REQUESTED: City Council is requested to confirm the reappointments of Janet Cantania and Mary Powell DeLille to the Historic Preservation Commission with terms effective June 30, 2024, and expiring on June 30, 2027.