



City of High Point

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

Meeting Agenda

Finance Committee

Britt Moore, Chair
Committee Members:
Monica Peters
Michael Holmes
Tim Andrew

Cyril Jefferson, Mayor (Alternate)
Michael Holmes, Mayor Pro Tem (Alternate)

Thursday, December 12, 2024

4:00 PM

Council Chambers

FINANCE COMMITTEE - Britt W. Moore, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

[2024-450](#) Consideration of Resolutions to Approve Piedmont Triad Regional Water Authority Financing
City Council is requested to approve (1) the Resolution Authorizing and Approving Bond Anticipation Notes and the Amendment and Restatement of a Joint Governmental Agreement and (2) the Resolution Concerning the City's Obligations under its "Joint Governmental Agreement" among the City, Piedmont Triad Regional Water Authority and other Local Governments.

Attachments: [PTRWA Resolutions](#)

[2024-451](#) Consideration of a Contract with Inspire Placemaking Collaborative, Inc. City Council is requested to consider a contract with Inspire Placemaking Collaborative, Inc. in the amount of \$253,650 for updating the City of High Point Development Ordinance and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [Inspire Placemaking Development Ordinance Update](#)

[2024-452](#) Consideration of a Final Adjusting Change Order to Breece Enterprises, Inc.
City Council is requested to consider a Final Adjusting Change Order to Breece Enterprises, Inc. in the amount of \$111,809.06 for additional costs associated with the Kensington Drive and Dovershire Place improvements stormwater project and authorize the appropriate City Official(s) to execute all necessary documents. This will bring the new contract amount to \$1,469,906.99.

Attachments: [Final Adjusting Change Order - Breece Enterprises, Inc.](#)

- [2024-455](#) Consideration of a Sole Source Purchase from Tarpomatic, Inc. City Council is requested to consider a sole source purchase from Tarpomatic, Inc. in the amount of \$50,000 for replacement of the existing Tarpomatic tarp and machine at the Kersey Valley Landfill and authorize the appropriate City Official(s) to execute all necessary documents
Attachments: [Sole Source Purchase - Tarpomatic, Inc.](#)
- [2024-453](#) Consideration of a Contract with Shaver Roofing Services, LLC City Council is requested to consider a contract with Shaver Roofing Services, Inc. in the amount of \$103,795 for replacement of the roofs on the Operations building and the Solids building at the Eastside Wastewater Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [WWTP Roof Replacement - Shaver Roofing Service, LLC](#)
- [2024-454](#) Consideration of a Task Order with CDM Smith, Inc. City Council is requested to consider a task order with CDM Smith, Inc. in the amount of \$139,800 for professional engineering services to perform Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) updates and authorize the appropriate city staff or officials to execute all necessary documents.
Attachments: [Task Order - CDM Smith, Inc.](#)
- [2024-456](#) Consideration of a Contract with Yates Construction Company, Inc. City Council is requested to consider a contract with Yates Construction Company, Inc. in the amount of \$99,125 for the Qubein Sidewalk Remediation project and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [Contract - Yates Construction Company, Inc.](#)
- [2024-457](#) Consideration of a Budget Ordinance Amendment City Council is requested to consider a Budget Ordinance Amendment to record the issuance of Series 2024 CES Revenue Refunding Bonds.
Attachments: [Budget Ordinance Amendment RB 2024](#)
- [2024-460](#) Consideration of a Resolution Regarding Policy Updates to Comply with S.L. 2024-26
Staff recommends City Council approve the Resolution to ensure compliance with S.L 2024-26 and to direct staff to update the appropriate policies accordingly.
Attachments: [Policy Update Resolution](#)
- [2024-466](#) Consideration of a Contract with IHFC Properties SPE, LLC City Council is requested to consider a contract with IHFC Properties SPE, LLC in the amount of \$95,000 annually for HVAC services for the High Point Theatre and authorize the appropriate City Official(s) to

execute all necessary documents.

Attachments: [Theatre HVAC services](#)

ADJOURNMENT



City of High Point

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

Master

File Number: 2024-450

File ID: 2024-450

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/04/2024

File Name:

Final Action:

Title: Consideration of Resolutions to Approve Piedmont Triad Regional Water Authority Financing
City Council is requested to approve (1) the Resolution Authorizing and Approving Bond Anticipation Notes and the Amendment and Restatement of a Joint Governmental Agreement and (2) the Resolution Concerning the City's Obligations under its "Joint Governmental Agreement" among the City, Piedmont Triad Regional Water Authority and other Local Governments.

Notes:

Sponsors:

Enactment Date:

Attachments: PTRWA Resolutions

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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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Resolutions to approve Piedmont Triad Regional Water Authority Financing	
FROM: City Manager's Office	MEETING DATE: December 16, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Resolutions	

PURPOSE: Consider resolutions to approve the Piedmont Triad Regional Water Authority ("PTRWA") financing for upcoming expansion and treatment upgrades. This item was originally heard in September and includes changes to the bond series year from 2024 to 2025.

BACKGROUND: In 1987, the City entered into a Joint Governmental Agreement ("JGA") along with other local governments to provide funds to the PTRWA to acquire land to construct the Randleman Dam and related facilities. The JGA also provided that financing of the first phase of a water treatment plant and related facilities would be financed with revenue bonds of the PTRWA and that debt service on these bonds, as well as PTRWA's operating costs would be funded through payments from the members to PTRWA. The Agreement was amended and restated to provide for this. In 2016, the Agreement was amended and restated again in connection with an expansion of the treated water production capacity of the water treatment plant.

PTRWA has now decided to issue revenue bonds designated as the Water System Revenue Bond Anticipation Note, Series 2025 (the "2025 Note") and to use the proceeds thereof to finance the expansion of the water treatment plant and to accomplish the removal and elimination of per- and polyfluoroalkyl substances ("PFAS") and other emerging compounds. The 2025 Note shall be in an amount not to exceed \$130,000,000. To facilitate the issuance of the 2025 Note, it is necessary for members of PTRWA to pass a resolution authorizing and approving the bond anticipation notes in an amount not to exceed \$130,000,000 and approving an amended and restated interlocal agreement setting forth, among other things, the debt service obligations of the members with respect to the 2025 Note. Each member must also pass a resolution acknowledging its obligations under the 2025 Note.

BUDGET IMPACT: The city's portion of advanced treatment costs are currently estimated at \$16,150,00.00. 30-year bond payments on this estimated amount are \$1,045,014.00 annually. To support this debt, staff is anticipating an approximate 2% rate increase will be required after the final bond sale numbers and expenses are compiled.

RECOMMENDATION/ACTION REQUESTED: City Council is required to approve (1) the Resolution Authorizing and Approving Bond Anticipation Notes and the Amendment and Restatement of a Joint Governmental Agreement and (2) the Resolution Concerning the City's Obligations under its "Joint Governmental Agreement" among the City, Piedmont Triad Regional Water Authority and other Local Governments.



EXTRACTS FROM MINUTES OF CITY COUNCIL

The City Council for the City of High Point, North Carolina held a regular meeting in in the Council Chambers located on the 3rd floor of 211 South Hamilton Street, High Point, North Carolina 27261 at 5:30 P.M. on December 16, 2024. The following Council Members were:

Present:

Absent:

* * *

RESOLUTION AUTHORIZING AND APPROVING BOND ANTICIPATION NOTES AND THE AMENDMENT AND RESTATEMENT OF A JOINT GOVERNMENTAL AGREEMENT

WHEREAS, the City of High Point, North Carolina (the “City”) previously entered into an Amended and Restated Joint Governmental Authority dated August 4, 2016 (as amended and supplemented from time to time, the “Interlocal Agreement”), among the Piedmont Triad Regional Water Authority (the “Authority”) and the following local governments: the City, the City of Archdale, North Carolina, the City of Greensboro, North Carolina, the Town of Jamestown, North Carolina, the City of Randleman, North Carolina and the County of Randolph, North Carolina (collectively, the “Members”);

WHEREAS, the Interlocal Agreement sets forth, among other things, the Debt Service Obligations (as defined in the Interlocal Agreement) of Members with respect to Revenue Bonds (as defined in the Interlocal Agreement), as well as the other Payment Obligations (as defined in the Interlocal Agreement) of Members;

WHEREAS, pursuant to Article 5 of Chapter 159 of the North Carolina General Statutes, as amended (the “Act”), a Bond Order Authorizing the Issuance of Water System Revenue Bonds adopted on June 10, 2008 (as amended and supplemented from time to time, the “Bond Order”) and a series resolution adopted June 10, 2008 (the “2008 Series Resolution”), the Authority previously issued its \$22,178,485 Piedmont Triad Regional Water Authority Water System Revenue Bond dated June 12, 2008 (the “2008 Bond”) for the purpose of providing funds, together with other available funds, to construct a 12 MGD water treatment plant and facilities related thereto (the “2008 Project”);

WHEREAS, pursuant to the Act, the Bond Order and a series resolution adopted June 8, 2012 (the “2012 Series Resolution”), the Authority previously issued its \$22,178,485 Piedmont Triad Regional Water Authority System Revenue Refunding Bond dated June 14, 2012 (the “2012 Bond”) for the purpose of providing funds, together with other available funds, to prepay and

refund the entire outstanding principal amount of the 2008 Bond and pay certain expenses of issuing the 2012 Bond;

WHEREAS, pursuant to the 2012 Series Resolution, Article III of the Bond Order was amended to provide for the issuance, from time to time, of Additional Bonds (as defined in the Bond Order) payable from the same funds as previously-issued Bonds (as defined in the Bond Order) for the purpose of providing funds, with any other available funds, for paying the cost of System Improvements (as defined in the Bond Order);

WHEREAS, pursuant to Section 7 of Article III of the Authority’s bylaws (the “Bylaws”), alterations of the allocation of water or the level or percentage of financial participation of Members must be approved by the governing boards of each Member;

WHEREAS, the Authority has determined to finance the costs of the acquisition, construction, reconstruction, improvement, enlargement and betterment of a 26.7 MGD water treatment plant and facilities related thereto (the “2025 Project”), and such 2025 Project will constitute System Improvements under the Bond Order;

WHEREAS, the Authority has determined to authorize the issuance of its Piedmont Triad Regional Water Authority Water System Revenue Bond Anticipation Note, Series 2025 (the “2025 Note”), to be issued in anticipation of water system revenue bonds, in an amount not to exceed \$130,000,000, pursuant to Section 159-161 et. seq. of the North Carolina General Statutes, as amended, the Act and the Bond Order, for the purpose of (a) financing a portion of the cost of the 2025 Project and (b) paying certain costs and expenses incurred in connection with the issuance of the 2025 Note;

WHEREAS, the 2025 Note will constitute Additional Bonds under the Bond Order and Revenue Bonds under the Interlocal Agreement;

WHEREAS, the Authority and some or all of the Members are involved in litigation and other disputes or claims concerning per and polyfluoroalkyl substances (PFAS) and other emerging compounds (collectively, the “PFAS Claims”);

WHEREAS, pursuant to Section 7 of the Interlocal Agreement, the Authority has determined to amend and restate the Interlocal Agreement (a) in connection with the issuance of the 2025 Note and (b) in order to provide that any proceeds resulting from the settlement or other disposition of PFAS Claims related to the Authority’s source water and water treatment facilities are the property of the Authority and shall be paid and delivered to the Authority whether or not initially received by any Member;

WHEREAS, there have been available at this meeting, forms of the following:

- (1) a series resolution to be adopted by the Authority in connection with the issuance of the 2025 Note (the “2025 Series Resolution”), including the form of 2025 Note contained therein; and
- (2) an Amended and Restated Joint Governmental Agreement to be dated as of January 1, 2025 (the “Amended and Restated Interlocal Agreement”), including the exhibits thereto; and

WHEREAS, the City Council (the “City Council”) for the City wishes to approve (a) the issuance of the 2025 Note, (b) the corresponding alterations of allocation of water and level or percentage of participation of the City pursuant to the Interlocal Agreement and (c) the amendment and restatement of the Interlocal Agreement;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City as follows:

1. The City Council hereby approves the issuance and sale of the 2025 Note, to be issued in anticipation of water system revenue bonds, by the Authority. The 2025 Note shall mature in such amounts at such times and shall bear interest at such rates as provided in the 2025 Series Resolution; provided, however, that the aggregate principal amount of the 2025 Note shall not exceed \$130,000,000. The 2025 Note shall be issued in fully registered form in such denominations as set forth in the 2025 Series Resolution and payments of principal and interest with respect to the 2025 Note shall be made by the Authority to the registered owner of the 2025 Note at such times and in such manner as is set forth in the 2025 Series Resolution.
2. The Amended and Restated Interlocal Agreement, including the exhibits thereto, in the form submitted to this meeting, is hereby approved, and the Mayor, the City Manager, the City Clerk and the Finance Officer for the City (each, an “Authorized Officer”) are hereby authorized and directed to execute and deliver such document, on behalf of the City, with such changes, insertions or omissions as may be approved, the execution thereof by an Authorized Officer to constitute conclusive evidence of such approval.
3. The 2025 Series Resolution, in the form submitted to this meeting, is hereby approved in substantially such form, with such changes, insertions or omissions as may be approved by the Authority.
4. The Mayor, the City Manager, the Finance Officer, the City Clerk and the City Attorney are each hereby authorized to take any and all such further action and to execute and deliver such other documents as may be necessary or advisable to carry out the intent of this Resolution.
5. All actions of the City effectuating the purposes of this Resolution are hereby approved, ratified and authorized pursuant to and in accordance with the transaction contemplated by the documents referred to above.
6. This Resolution shall become effective immediately upon its adoption.

Council Member _____ seconded the motion and the motion was adopted by the following vote:

AYES: _____

NAYS: _____

Cyril Jefferson, Mayor

ATTEST:

Sandra Keeney, City Clerk

STATE OF NORTH CAROLINA)

COUNTY OF GUILFORD)

I, SANDRA KEENEY, City Clerk of the City of High Point, DO HEREBY CERTIFY as follows:

1. A meeting of the City Council of the City of High Point, located in the State of North Carolina, was duly held December 16, 2024, such meeting having been noticed, held and conducted in accordance with all requirements of law (including open meetings requirements), and minutes of that meeting have been or will be duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of the City Council.

2. The attached extract accurately reflects the actions taken by the City Council with respect to the matters therein.

3. That extract correctly states the time when the meeting was convened and the place where the meeting was held and the members of the City Council who attended the meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the seal of the City as of _____, 2024.

Sandra Keeney, City Clerk

EXTRACTS FROM MINUTES OF CITY COUNCIL

The City Council for the City of High Point, North Carolina held a regular meeting in the Council Chambers located on the 3rd floor of 211 South Hamilton Street, High Point, North Carolina 27261 at 5:30 P.M. on December 16, 2024. The following Council Members were:

Present:

Absent:

* * *

RESOLUTION OF THE CITY OF HIGH POINT CONCERNING THE CITY'S OBLIGATIONS UNDER ITS "JOINT GOVERNMENTAL AGREEMENT" AMONG THE CITY, PIEDMONT TRIAD REGIONAL WATER AUTHORITY AND OTHER LOCAL GOVERNMENTS

WHEREAS, the City of High Point, North Carolina (the "City") previously entered into an Amended and Restated Joint Governmental Agreement dated August 4, 2016 (the "2016 Interlocal Agreement"), among the Piedmont Triad Regional Water Authority (the "Authority") and the following local governments: the City, the City of Archdale, North Carolina, the City of Greensboro, North Carolina, the Town of Jamestown, North Carolina, the City of Randleman, North Carolina and the County of Randolph, North Carolina (collectively, the "Members"); and

WHEREAS, the Authority is preparing to issue its up to \$130,000,000 Water System Revenue Bond Anticipation Note, Series 2025 (the "2025 Note") to Truist Commercial Equity, Inc., as the purchaser thereof (the "Purchaser"), and such 2025 Note constitutes "Revenue Bonds" within the meaning of the 2016 Interlocal Agreement; and

WHEREAS, the proceeds of the 2025 Note will be used to finance the costs of the acquisition, construction, reconstruction, improvement, enlargement and betterment of a 26.7 MGD water treatment plant and facilities related thereto (the "2025 Project") and pay certain expenses in connection with the issuance of the 2025 Note; and

WHEREAS, in connection with the issuance of the 2025 Note and the financing of the 2025 Project, the Authority has determined to amend and restate 2016 Interlocal Agreement (as amended and restated, the "Interlocal Agreement"), and such Interlocal Agreement has been approved by the City Council and shall be executed and delivered in connection with the issuance of the 2025 Note;

BE IT RESOLVED by the City Council of the City of High Point, North Carolina, as follows:

1. At the request of the Purchaser, and to induce the Purchaser to purchase the 2025 Note, the City confirms its approval of the Interlocal Agreement and confirms its commitment to the Interlocal Agreement.

2. At the request of the Purchaser, and to induce the Purchaser to purchase the 2025 Note, the City acknowledges the following aspects of its obligations under the Interlocal Agreement:

(a) Total estimated interest cost payable by the Authority over the life of the 2025 Note is \$5,408,462. The City is required to pay a percentage of this debt service. The City's share of the 2025 Note interest cost under the Interlocal Agreement is 9.16%, or a total of \$495,177 with respect to the 2025 Note (assuming the entire \$130,000,000 principal amount of the 2025 Note is issued). The average annual interest cost payable by the Authority on the 2025 Note is approximately \$2,237,984; the City's 9.16% share of average annual interest cost is approximately \$204,901. This is only an estimate; the actual annual payments may be higher or lower. It is anticipated that payment of the outstanding principal amount of the 2025 Note will be financed with revenue bonds. In the event such revenue bonds are not issued, the City would be responsible for 9.16% of the net debt service (including principal and interest) of the 2025 Note.

(b) In addition, the City is contingently liable to pay up to 150% of its annual debt service requirement on the 2025 Note upon a failure to pay by any other Member. Increasing the City's average annual interest cost on the 2025 Note to 150% produces the annual amount of approximately \$307,351. This is only an estimate; the actual annual payments may be higher or lower.

(c) The Interlocal Agreement also calls for the City to pay other amounts toward the operation and maintenance of the Authority's water utility facilities, as more fully defined in the Interlocal Agreement.

(d) The Interlocal Agreement provides that the City cannot make a pledge or other commitment of its water and sewer system revenues to other debt service that would take precedence over the commitment of those revenues to payments under the Interlocal Agreement.

(e) Under the Interlocal Agreement, the City is required to operate its water and sewer system as an enterprise fund, to charge rates and fees related to the water and sewer system such that sufficient revenues are generated to pay all costs of operating and financing the City's own water and sewer system and to satisfy the City's Payment Obligations (as defined in the Interlocal Agreement) to the Authority. Under the Interlocal Agreement, the City's Payment Obligations include both the requirements for debt service on the 2025 Note as described above, and also payments to provide for the Authority's operating expenses.

(f) The Purchaser, as the owner of the 2025 Note, is authorized as a third-party beneficiary under the Interlocal Agreement to enforce the City's covenants and obligations under the Interlocal Agreement, including those described in the preceding paragraph. This means, for example, that the Purchaser could require the City to raise rates, fees and charges for the City's water and sewer system if the City was not operating the system as required by the Interlocal Agreement.

3. This resolution shall become effective immediately upon its adoption.

Council Member _____ seconded the motion and the motion was adopted by the following vote:

AYES: _____

NAYS: _____

Cyril Jefferson, Mayor

ATTEST:

Sandra Keeney, City Clerk

STATE OF NORTH CAROLINA)

COUNTY OF GUILFORD)

I, SANDRA KEENEY, City Clerk of the City of High Point, DO HEREBY CERTIFY as follows:

1. A meeting of the City Council of the City of High Point, located in the State of North Carolina, was duly held December 16, 2024, such meeting having been noticed, held and conducted in accordance with all requirements of law (including open meetings requirements), and minutes of that meeting have been or will be duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of the City Council.

2. The attached extract accurately reflects the actions taken by the City Council with respect to the matters therein.

3. That extract correctly states the time when the meeting was convened and the place where the meeting was held and the members of the City Council who attended the meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the seal of the City as of _____, 2024.

Sandra Keeney, City Clerk



City of High Point

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

Master

File Number: 2024-451

File ID: 2024-451

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 12/04/2024

File Name:

Final Action:

Title: Consideration of a Contract with Inspire Placemaking Collaborative, Inc.
City Council is requested to consider a contract with Inspire Placemaking Collaborative, Inc. in the amount of \$253,650 for updating the City of High Point Development Ordinance and authorize the appropriate City Official(s) to execute all necessary documents.

Notes:

Sponsors:

Enactment Date:

Attachments: Inspire Placemaking Development Ordinance Update

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: Contract with Inspire Placemaking Collaborative Inc.	
FROM: Planning & Development Department	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: August 13, 2024 / Purchasing Division
ATTACHMENTS: Development Ordinance Update - Project Approach Synopsis Bid Recommendation Form	

PURPOSE: To update the City of High Point Development Ordinance to ensure it is consistent with the High Point 2045 Comprehensive Plan.

BACKGROUND: City Council authorized creation of a comprehensive plan in 2022. A 23-member Steering Committee comprised of a cross-section of the community guided the process for creation of the plan. Numerous community outreach sessions were held with various stakeholders and the general public over the course of the project to gather input on the desired community vision, core values, priorities, preferred growth scenario and strategic initiatives. On May 6, 2024, the City Council adopted the High Point 2045 Comprehensive Plan as recommended by staff, the Steering Committee and the Planning & Zoning Commission.

The High Point 2045 Comprehensive Plan established implementation timelines for the strategic initiatives to be undertaken to achieve the community's vision for growth and development. Updating the Development Ordinance is one of the most critical steps toward implementing the growth framework and the associated activity centers and other place types.

The City solicited proposals to update the Development Ordinance through a Request for Proposals (RFP) and received four proposals on September 26, 2024. Upon evaluation by City staff, Inspire Placemaking Collaborative Inc. was selected as the lowest responsible, responsive bidder.

BUDGET IMPACT: Funds are available in the FY 2024-25 budget.

RECOMMENDATION/ACTION REQUESTED: City Council is requested to consider a contract with Inspire Placemaking Collaborative Inc. in the amount of \$253,560 to update the City's Development Ordinance to ensure consistency with the High Point 2045 Comprehensive Plan and to authorize the appropriate City Official(s) to execute all necessary documents.

As proposed by Inspire Placemaking Collaborative Inc., the overall project cost for the Development Ordinance (Ordinance) Update is \$253,650. A synopsis of the project scope is included below:

- **PHASE 1 – INITIATION AND KICK-OFF:** Includes a staff kick-off and organizational meeting, project branding, and a series of initial community events to generate awareness of the project.
- **PHASE 2 – REVIEW & ASSESSMENT:** Includes a review of existing documents and an assessment report with matrix identifying how the ordinance will need to be updated to ensure consistency with policy documents.
- **PHASE 3 – COMMUNITY ENGAGEMENT:** Includes Social Pinpoint website development, Steering Committee meetings, meetings with a Users Group, public information sessions, joint City Council and Planning and Zoning Commission workshops, and public open houses.
- **PHASE 4 – DRAFT ORDINANCE AND MAP:** Includes creating a draft Ordinance document and zoning map, virtual work sessions between staff and the consultants to review and revise draft language, project testing to ensure the Ordinance produces the intended outcomes, a final Steering Committee meeting, and a public unveiling workshop.
- **PHASE 5 – ADOPTION:** Includes public hearings before the Planning and Zoning Commission and City Council to present the final draft and delivery of the adopted Ordinance for publication.
- **PHASE 6 – IMPLEMENTATION TOOLS:** Includes updating application forms, staff report templates and the Development Guidebook to create a consistent user experience.

UPDATED APPROACH (11/26)

NOT TO EXCEED COST:

The scope as described below is not to exceed \$253,650 in cost. Task 5.2 is an optional \$18,000 task the City may opt into, which is included in the overall not-to-exceed cost. A price schedule of additional visits at the end of the document are for visits not included in the not-to-exceed cost, and require authorization through separate action.

PHASE 1: INITIATION [Month 1]

Task 1.1: Kick-Off Meeting

To provide the highest quality product to the City of High Point, we will facilitate a kick-off meeting to clarify the project management, schedule, and deliverables prior to initiating work for the Development Ordinance update. This meeting may include Planning & Development and administrative staff, as well as any other key staff relevant to the ordinance update. This meeting will be an opportunity to discuss the scope, schedule, and overall goals for the project; establish preferred communication channels and organizational responsibilities; and identify a community engagement strategy and schedule.

Task 1.2: Recurring Meetings

Inspire values transparency and constructive conversations with our clients. Therefore, in addition to the initial kick-off meeting, we propose to facilitate virtual bi-weekly meetings with planning staff. At these meetings, Inspire will update High Point staff on the progress of the project and staff will have the opportunity to provide feedback and ask questions. We may also invite other City staff to these meetings as necessary to discuss technical aspects of the code. We will establish the schedule for these recurring meetings at the initial kickoff meeting.

Task 1.3: Branding

Our team includes inhouse graphic designers who will develop a unique project brand and identity to use throughout the planning process. Our team will work with High Point staff to develop a brand that accurately reflects the City and the goals of the project. We will use this branding on communication and marketing materials, community engagement websites and materials, and on final deliverables. We understand that High Point just recently completed the High Point 2045 Comprehensive Plan. Our team can implement a design for the development ordinance update that complements the branding of the Comprehensive Plan but has its own unique identity to differentiate the projects.

Task 1.4: Pop-Up Events or Community Visits

A successful planning project is one that keeps the public informed and doesn't have surprises. Introducing citizens to the project in a relaxed way is a great opportunity to keep them in the loop and engaged throughout the process. In an effort to meet High Point residents where they are,

Inspire proposes to participate in three or four local events or festivals or similar local touchpoints. Community visits scheduled specifically for us to interface with members of the community (meeting with a particular interest group, speaking to high school students in a government class, presenting at a chamber of commerce or rotary, or faith based community group, etc) may be substituted for pop-up events as desired. These "popup events" and "community visits" would be informal to inform community members of the project, drive them to visit the project website (further described in Task 3) and garner feedback in a relaxed and fun environment. Inspire will provide digital versions of material used for these pop-up events and community visits that can then be printed by staff or volunteers to provide a presence at additional local events.

Phase 1 Deliverables:

- Kick-Off Meeting
- Written summary of kick-off meeting
- Schedule of community engagement events
- Schedule of recurring meetings
- Project brand and related marketing materials
- Pop-up or community visit digital materials

PHASE 2: REVIEW & ASSESSMENT [Months 2 through 4]

Task 2.1: Literature Review of Existing Documents

Inspire will perform a comprehensive literature review of all relevant planning documents to ensure that the updated High Point Development Ordinance aligns with the City's current goals and ordinances, and all applicable State and Federal regulations. Such documents may include the High Point 2045 Comprehensive Plan, 2017 Pedestrian Plan, 2019 Complete Streets Manual, the City's small area plans, identified nonprofit or city plans such as the Southwest Mill District Area Plan, if available, and/or any other relevant planning documents provided by staff.

Task 2.2: Assessment Report of Relevant Documents

The principal purpose of this project is to align the development ordinance with the High Point 2045 Comprehensive Plan. Therefore, while reviewing relevant planning documents, the Inspire team will create a matrix to identify, section-by-section, how we will update the regulatory documents to ensure consistency with other City documents. The matrix will also identify proposed new or modified districts and [required documents.

Phase 2 Deliverables:

- Written literature review report
- Assessment matrix

PHASE 3: COMMUNITY ENGAGEMENT [Months 1 through 11]

Inspire understands that a meaningful community engagement process is essential to building trust within the community, keeping the community informed of project details, and gathering feedback that will inform the content of the updated development ordinance. We also understand that High Point recently completed a thorough community engagement process for the Comprehensive Plan, which included over 20 open houses and drop-in information sessions for citizens. In turn, Inspire will ensure that we do not duplicate engagement efforts or contribute to “engagement fatigue” by creating a fun, unique, and specific community engagement strategy for the development ordinance update.

Task 3.1: Project Website

Inspire has substantial experience in providing branded project websites that both inform and engage residents, allowing residents to interact with the planning process at a time that is convenient for them. We will utilize Social Pinpoint, an online engagement platform, throughout the development ordinance update process. This platform is customizable to High Point’s needs and has a variety of interactive tools to implement, including surveys, discussion forums, interactive maps, and more. Our team can also upload project documents and summaries to Social Pinpoint to keep residents informed throughout the planning process. If requested, we can provide regular reports of Social Pinpoint data and feedback received.

Task 3.2: Steering Committee and User Group (Five Meetings Proposed in Phase 3)

Prior to the Kick-off Meeting, Inspire asks that the City identify candidates for two advisory entities, a Steering Committee and a User Group. In an effort to capture the voices of all residents, a Steering Committee should include members from a diverse cross section of High Point’s community. Members might include property owners, business owners, developers, community leaders, and anyone else the City feels will foster a productive planning process. They should be willing to be highly engaged in the development ordinance update process and be able to provide thoughtful feedback. They may also act as ambassadors for the process and we will work with them to identify ways to engage disenfranchised residents.

A User Group should include representatives of City departments and divisions that have a connection to administration of the development ordinance but that are not necessarily involved in the core project group primarily pulled from Planning & Development (such as community development & housing, parks & recreation, the TRC, and the Fire Marshall’s office), and could include representatives of neighboring jurisdictions as a courtesy.

Our Planning team has extensive experience working with steering committees in fast-growing communities and has a proven track record of successful facilitations. This Committee serves an incredibly important role in the process as a citizen advisory group that will help guide our team on the goals for the project.

At the Kick-off Meeting, Inspire and City staff will finalize the Committee and identify a date and time for an initial Committee meeting. User Group meetings will be the same day as Steering Committee meetings and cover the same general items or sections of ordinance. The initial meeting for each body will be in-person and a member of the Inspire team will facilitate it. This meeting will introduce the Committee (and Group) to the update process and we will discuss the roles in the process. Inspire will lead an initial discussion on the opportunities and challenges that the update should address.

At later meetings, we have the opportunity to discuss specific issues, such as expanded housing types, urban design, parking, incentive programs, and more as identified in the review and assessment phase. A sixth steering committee meeting will be to review the draft prior to review by the public at the final workshop, both of which will be part of Phase 4.

Three-day Embedded Community Visits (2)

Aligned with two of the Steering Committee and User Group meetings, Inspire will share information more broadly across the High Point community. Over the course of the visit, in addition to leading the Steering Committee and User Group meetings, Inspire will hold public information sessions (Task 3.3), provide joint or separate briefings for the City Council and Planning Commission (Task 3.4), and/or meet with different stakeholder groups or forums. The same stage of work will be the subject of all meetings during these visits, with the general expectation the presentations contribute toward updating the community about project progress and any available drafts, Tasks 3.3 & 3.4 anticipate each visit include a public information session and joint Council/Planning Commission workshop, however it will be the responsibility of staff to schedule these events or alternative activities using the three days. Inspire will work with staff to identify potentially valuable avenues for feedback.

Task 3.3: Public Information Sessions (2)

This task accounts for one of the expected elements of the Three-day Embedded Community Visits described above.

Task 3.4: Joint Council / Planning Commission Workshops (2)

This task accounts for one of the expected elements of the Three-day Embedded Community Visits described above.

Task 3.5: Public Open Houses (2)

The Inspire team will facilitate two public visioning open houses. We will prepare several activities and boards to engage community members and solicit feedback on specific topics, such as preferences on housing types, urban design, and open space. The information collected at this public open house will inform the content of the updated development ordinance. We will hold these open houses at a central location and for a period of at least three hours in order to capture the most attendance possible. Our in-house graphic design team will create materials to advertise these open houses and our team will then work with the City and Steering Committee to distribute these materials to the community.

Examples of activity stations may include:

Station 1: Greeters

We will create a sign-in sheet for attendees to provide their contact information. One of our team members will greet community members and explain the organization of the room, though all present Inspire staff will be available to clarify activity instructions or answer questions. We will also provide children's activities because we encourage all members of the community to attend and participate in this open house.

Station 2: Tell us where you live, work, shop, and play!

This station will include a blank map of High Point for attendees to indicate where they live, where they work, where they shop, and where they participate in recreational activities using colored stickers. This station will help our team understand where High Point residents spend their time and will identify where development standards and uses may need updating.

Station 3: Development and Design Standards

This activity allows people to rank their preferences regarding development standards including landscaping, setbacks, design, open spaces, and parking. This exercise can help identify the overall look of the community as identified by the public.

Station 4: Use Preferences

In this activity, the team will ask participants what kind of land uses they would like to see in High Point by placing colored stickers on a board under topics. We can also ask about specific uses, such as expanded housing types. Feedback from this activity will help Inspire update the use table in the ordinance.

Station 5: Idea Wall

Inspire will post a prompt for participants to contribute to what they see as their vision for the next 20 years for the City of High Point. This activity will help guide the overall vision for the ordinance update.

Phase 3 Deliverables:

- Social Pinpoint (SP) Website
- SP data analysis reports as requested
- Four Steering Committee meetings
- Two Public Open Houses
- Written summaries of Steering Committee meetings and open houses

PHASE 4: DRAFT ORDINANCE & MAP [Months 5 through 16]

Task 4.1: Draft Development Ordinance Document and Zoning Map

Inspire will begin drafting sections of the development ordinance based on the assessment and review from Phase Two and community feedback from Phase Three. We have found that the most efficient way to facilitate the rewrite of each section of the development ordinance is through logical “blocks” or “modules” which are then given to staff for review. This ordinance is by its nature a lengthy document and splitting into modules adds efficiency to staff review, limiting the volume that must be reviewed at once, and it allows drafting to move forward on the second module during review of the first. The split is temporary. We will combine the modules back into the complete UDO for adoption and use. As the code changes become more definitive, we will develop a draft map to identify areas that may need rezoning along with a comparative analysis of the resulting changes and the impact on properties. We will work with Staff to prepare a GIS zoning map that is consistent with the Future Land Use Map.

Task 4.2: Project Testing

We test our codes and regulations on real world applications to ensure that we are providing our clients with a highly functioning, user-friendly code. This approach builds trust with the development community, as well as civic leaders, as they recognize our goal is to provide robust, creative regulations that are easily interpreted and applied. An example we have used previously is to review projects that are both desirable and undesirable to understand how the regulations affect the ultimate development in both scenarios. This process allows us to modify regulations as needed to result in the preferred built condition. We will test up to three projects.

Task 4.3: Final Steering Committee Meeting

After staff reviews the final document, we will hold a fifth Steering Committee meeting to review the draft with the committee.

Task 4.4: Public Unveiling Workshop

Inspire will unveil the draft to the public at a workshop. This workshop will include a PowerPoint of the major changes with an opportunity to discuss and comment.

Task 4.5: Virtual Work Sessions (4)

Inspire will work with the core staff project team and any other invited staff to walk through key aspects of ordinance drafts. Four two-hour sessions will be held at mutually agreed times in the drafting process.

Phase 4 Deliverables:

- Final draft Development Ordinance
- Updated draft zoning map
- Testing of up to three projects
- Steering Committee report
- Public workshop presentation

PHASE 5: ADOPTION [Months 17 -19]

Task 5.1: Recommendation & Adoption Meetings

Inspire will present the final draft to High Point's Planning & Zoning Commission for a recommendation and to the City Council for adoption. This presentation will include a PowerPoint slideshow describing major changes, any zoning map amendments, and a summary of public engagement.

Task 5.2 Adopted Ordinance Enhanced Formatting (Optional)

Inspire will deliver a high quality PDF document of the development ordinance with cross reference links, enhanced visibility of in-text definitions and pop up details as well as all Word, InDesign, GIS, image, and model documents used in production. This optional task is \$18,000 if the City elects to use it, which is included in the not-to-exceed amount.

Phase 5 Deliverables:

- Updated Zoning Map
- Public presentation
- Final adopted Development Ordinance in PDF and web-based formats
- Enhanced PDF with pop up detail functionality

PHASE 6: IMPLEMENTATION TOOLS [Months 18-20]

Task 6.1 Develop Application Forms

Inspire will work with staff to identify applications that are a part of the development guide (or available on buildhighpoint.com) that need to be updated to match the standards of the new development ordinance. Inspire will produce needed revised checklists and applications as pdfs.

The pdfs will be functional “fillable forms” that can be typed into on a computer, but Inspire will not connect the fields to any online database or automated online submission system. The applications and checklists will reflect a uniform brand that matches the development ordinance.

Task 6.2 Staff Report Template

Inspire will generate a staff report template for development orders that addresses the needs of the review and decision making bodies of the development process, appears visually consistent with the new zoning ordinance application forms, and clearly connects to the development ordinance.

Task 6.3 Format Development Guidebook

Inspire will revise the full Development Guidebook building on recent efforts. The Development Guidebook will be visually and substantially consistent with the updated development regulations.

Phase 6 Deliverables:

- Updated Application Forms
- Updated Staff Report Template
- Reformatted Development Guidebook materials

Additional Visits – Schedule of fees for additional visits to the City and related work not a part of the initial not-to-exceed contract

Throughout the process the City may determine a need or desire for additional meetings to dive deeper into a subject or topic, or to address an emerging issue. Through the term of the project upon mutual agreement Inspire will provide additional meetings of the following types per specific-type rates. These additional meetings are not included in the not-to-exceed total and require separate authorization.

AV1 Embedded Community Visit

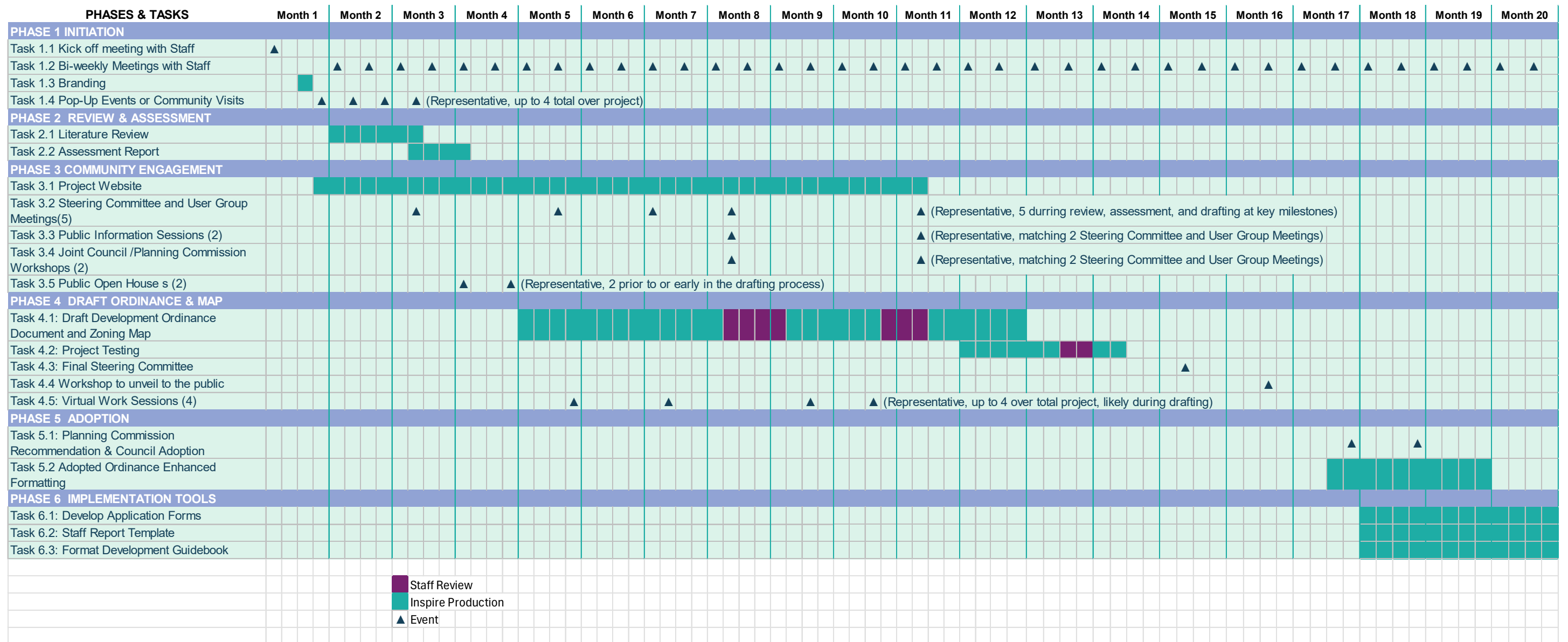
This additional visit type accounts for a level of interaction in the other Embedded Community Visits – Steering Committee/User Group, Public Information Session, and Joint Council/Planning Board Workshop, or similar activities attended by multiple Inspire professionals scheduled over 3 days. An additional AV1 Visit is \$15,000.

AV2 Steering Committee/User Group and Public Planning Board or City Council Meeting

This additional visit type accounts for attendance at a Steering Committee/User Group meeting pair and Public Meeting of the City Council, Planning Board or a joint meeting. The AV2 Visit occurs over 2 consecutive days. An additional AV2 Visit is \$7,000.

AV3 In-Person Attendance at a Single Public Planning Board or City Council Meeting

This additional visit type accounts for travel and labor for attendance at a single additional board or council meeting without additional activities. An additional AV3 Visit is \$2,500.



BID RECOMMENDATION

DEPARTMENT: **Planning & Development Department**

COUNCIL AGENDA DATE: **December 16, 2024**

BID NO.: **RFP-07-092624** CONTRACT NO.: DATE OPENED: **9-26-24**

DESCRIPTION:
This RFP was solicited for an 18-month contract with a possibility of a two month extension for updating the City of High Point Development Ordinance (Ordinance). The Ordinance is the primary tool to help implement the 2045 Comprehensive Plan and the community's vision for growth and development.

PURPOSE:
Update the City of High Point Development Ordinance to ensure that it is consistent with the 2045 Comprehensive Plan.

COMMENTS:

RECOMMEND AWARD TO: **Inspire Placemaking Collaborative Inc.** AMOUNT: **\$253,650**

JUSTIFICATION:
The City received four responsive proposals on September 26, 2024. Upon evaluation by city staff, Inspire Placemaking Collaborative Inc was selected as the lowest responsible, responsive bidder.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101521	527101			\$253,650
TOTAL BUDGETED AMOUNT				\$253,650

DEPARTMENT HEAD: **Sushil Nepal** Digitally signed by Sushil Nepal Date: 2024.11.22 16:56:42 -05'00' DATE: **11/22/2024**

The Purchasing Division concurs with recommendation submitted by the **Planning & Development Dept** and recommends award to the lowest responsible, responsive bidder **Inspire Placemaking Collaborative Inc** in the amount of \$ **253,650**.

PURCHASING MANAGER: **Candy E. Harmon** Digitally signed by Candy E. Harmon Date: 2024.12.03 08:31:36 -05'00' DATE: **12/3/2024**

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn Date: 2024.12.03 08:37:51 -05'00' DATE: **12/3/2024**

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: 2024-452

File ID: 2024-452

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/05/2024

File Name:

Final Action:

Title: Consideration of a Final Adjusting Change Order to Breece Enterprises, Inc.
City Council is requested to consider a Final Adjusting Change Order to Breece Enterprises, Inc. in the amount of \$111,809.06 for additional costs associated with the Kensington Drive and Dovershire Place improvements stormwater project and authorize the appropriate City Official(s) to execute all necessary documents. This will bring the new contract amount to \$1,469,906.99.

Notes:

Sponsors:

Enactment Date:

Attachments: Final Adjusting Change Order - Breece Enterprises, Inc.

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: Consideration of a Final Adjusting Change Order to Breece Enterprises, Inc.	
FROM: Robby Stone – Public Services Director Melinda King – Asst. Public Services Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: October 5, 2023 Purchasing
ATTACHMENTS: Final Adjusting Change Order Soils Report	

PURPOSE: The Public Services Department seeks approval of the Final Adjusting Change Order in the amount of \$111,809.06 associated with the Kensington Drive and Dovershire Place Improvements project.

BACKGROUND: This project involved stormwater improvements along Kensington Dr. and stream restoration along Payne Creek tributary. This contract was awarded to Breece Enterprises Inc. by City Council on February 5, 2024, in the amount of \$1,337,803.00. Except for plantings and landscaping, all storm improvements were completed October 18, 2024.

Change Order 1 was approved by city staff and encompassed additional work related to a sanitary manhole with an outside drop at Ashley Pl., additional rebar in the stormwater junction box top slab, and sanitary sewer manhole 1A relocation changes. Change Order 1 totaled \$20,294.93 and the contract amount was increased appropriately.

During installation of the 54-inch concrete pipe, 78-inch concrete pipe, headwalls, junction boxes, and related storm and roadway construction, two unutilized water services were discovered, as well as unsuitable soils within the surrounding area. The water services were appropriately abandoned. The soils encountered during construction contained too much moisture and soil compaction could not be achieved. Approximately 2.5” of rain was received in May 2024, 2.6” in July 2024, 2.8” in August 2024, and 2.0” in September 2024. The soils couldn’t dry which resulted in 795.63 cubic yards of dry select soil material being used during the duration of this project.

BUDGET IMPACT: The new contract total will be \$1,469,906.99 and funds for this project are available in the FY 2024-2025 budget.

RECOMMENDATION/ACTION REQUESTED: City Council is requested to consider a Final Adjusting Change Order in the amount of \$111,809.06 for additional costs associated with the Kensington Drive and Dovershire Place Improvements stormwater project and authorize the appropriate City Official(s) to execute all necessary documents. This will bring the new contract amount to \$1,469,906.99.



UNDERGROUND UTILITY CONSTRUCTION
HIGH POINT, NC · Est. 1985

REQUEST NO.: 4
RE: FINAL ADJ. C.O.
DATE: 11/13/2024

REQUEST FOR CHANGE ORDER

PROJECT NAME: KENSINGTON DRIVE AND DOVERSHIRE PLACE IMPROVEMENTS
OWNER: CITY OF HIGH POINT
CONTRACTOR: BREECE ENTERPRISES, INC.

ORIGINAL CONTRACT VALUE: \$ 1,337,803.00
CHANGE ORDERS TO DATE: \$ 20,294.93
THIS CHANGE REQUEST: \$ 111,809.06
REVISED CONTRACT VALUE: \$ 1,469,906.99

CHANGE ORDER REQUEST SUMMARY

Breece Enterprises, Inc. is requesting a change order to cover extra costs incurred from repairing the existing water main on Kensington due to factors outside of our control.

On June 17, BEI crews hit an unmarked water service at 1242 Kensington Dr. and made a repair on the main. On June 25, BEI crews repaired an existing corporation stop that was leaking at 1246 Kensington Dr.

The pricing below includes costs associated with the above repairs. All other additional work associated with these changes to be paid under existing pay items as measured in the field, e.g., foundation conditioning material, select material, etc.

UNIT PRICE BREAKDOWN OF CHANGE ORDER

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
LABOR AND EQUIPMENT	5	HR	\$ 699.02	\$ 3,495.10
6" REPAIR BAND	2	EA	\$ 252.00	\$ 504.00
			TOTAL DIRECT COSTS:	\$ 3,999.10
			OVERHEAD & PROFIT 10%:	\$ 399.91
EXISTING WATER LINE REPAIRS	1	LS	\$ 4,399.01	\$ 4,399.01
ADDITIONAL SELECT MATERIAL	795.63	CY	\$ 135.00	\$ 107,410.05
TOTAL AMOUNT:				\$ 111,809.06



ATLANTIC COAST ENGINEERING AND TESTING, INC.
8 LOCKHEED COURT GREENSBORO, N.C. 27409

PHONE: 336-664-5900

AC-6501

Extra
May 31, 2024

REPORT
OF
MOISTURE TESTS

PROJECT: Kensington Dr & Dovershire Pl, Stream Stabilization and Infrastructure Improvements, High Point, NC

CONTRACTOR: Breece Enterprises, Inc.

REPORT TO: City of High Point, NC Attn: Mr. Allan Hicks

May 16, 2024

As requested an ACET representative performed moisture tests. Moisture contents are 22.7% and are approximately 11% over optimum moisture. Structural fill was not placed on the Structure 5-2 Junction Box.

INSPECTOR: D. Lovette

May 23, 2024

As requested an ACET representative performed moisture tests. Moisture contents are 19.9% and are approximately 8% over optimum moisture. Backfill soils excavated over existing sanitary sewer line near Sta. 13+00 were not reused as backfill material due to high moisture contents.

INSPECTOR: D. Lovette

ATLANTIC COAST ENGINEERING
AND TESTING, INC.

Darren Lovette RD1-3372

add



City of High Point

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

Master

File Number: 2024-455

File ID: 2024-455

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/05/2024

File Name:

Final Action:

Title: Consideration of a Sole Source Purchase from Tarpomatic, Inc.
City Council is requested to consider a sole source purchase from Tarpomatic, Inc. in the amount of \$50,000 for replacement of the existing Tarpomatic tarp and machine at the Kersey Valley Landfill and authorize the appropriate City Official(s) to execute all necessary documents

Notes:

Sponsors:

Enactment Date:

Attachments: Sole Source Purchase - Tarpomatic, Inc.

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: Consideration of a Sole Source Purchase from Tarpomatic, Inc.	
FROM: Robby Stone – Public Services Director Melinda King – Asst. Public Services Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Tarpomatic Quote Sole Source Letter Sole Source Justification Form	

PURPOSE: To replace the existing Tarpomatic tarp and machine utilized for daily cover at the landfill that was damaged beyond repair in a fire on October 20, 2024, through a sole source purchase.

BACKGROUND: On October 20, 2024, at approximately 2:30 a.m. the City of High Point Fire Department was contacted for a fire at the Kersey Valley Landfill. The investigation could not provide an exact cause of the fire; however, it is believed to have originated from a lithium battery improperly disposed of in residential trash. The fire spread to the Tarpomatic tarp machine and tarp that is utilized for daily cover required by the NCDEQ permit. This purchase will replace the damaged tarp and machine with a new system. Tarpomatic is the only company that manufactures the type of tarping that is used on the landfill. The landfill owns other Tarpomatic products. The parts/service and machinery will be interchangeable. The total cost for a new Tarpomatic tarp machine and tarp is \$94,891.03. An insurance claim was submitted with a deductible of \$50,000.00.

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

RECOMMENDATION/ACTION REQUESTED: City Council is requested to consider a sole source purchase from Tarpomatic, Inc. in the amount of \$94,891.03 for replacement of the existing Tarpomatic tarp and machine at the Kersey Valley Landfill and authorize the appropriate city staff or officials to execute all necessary documents.

Date	Estimate #
10/21/2024	2225

Bill To:
CITY OF HIGHPOINT ATTN: ACCOUNTS PAYABLE P.O BOX 230 HIGH POINT, NC 27261

Ship To:
City of High Point Kersey Valley Landfill 3940 Kivett Drive Jamestown, NC 27282

Description	Quantity	Terms	Rep
		Net 30	MKY
		Rate	Amount
40' Automatic Tarping Machine (Gen IV) with one New Spiral Tarp Spool and Hydraulic Top Spool Locks.	1	59,000.00	59,000.00T
Steel surcharge	1	2,850.00	2,850.00T
40' X 100' Tarp with 3/8" chain in 100' side pockets and 10 cable ready crossing pockets. Tarps will be installed on tarp spool.	3	4,100.00	12,300.00T
CK040 - 40ft Cable Assembly for Tarpomatic Tarps with Patented Cable Keepers and Screw Clips. Cables will be installed into 10 crossing pockets per tarp	30	170.00	5,100.00T
Complete Remote II System (Blue Transmitter & Receiver)	1	3,680.00	3,680.00T
Fabricate Adjustable Lifting Brackets	1	2,950.00	2,950.00T
Camera on drive end, to line up spool and engage drive shaft	1	950.00	950.00T
Estimated Shipping	1	2,200.00	2,200.00
Note: Additional Limited Access and Liftgate Charges may apply.			
3% Fee on All Credit Card Transactions			
		Subtotal	\$89,030.00
		Sales Tax (6.75%)	\$5,861.03
		Estimated Total	\$94,891.03

Phone # 330-484-7100
Fax # 330-484-2021
www.tarpomatic.com

Tarpomatic, INC
512 45th Street SW
Canton, OH 44706

Tarpomatic, Inc. Sole Source

Tarpomatic, Inc.
512 45th Street SW
Canton, OH 44706

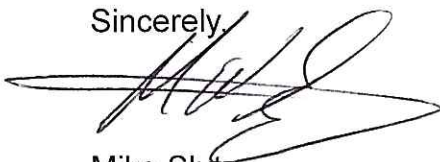
Tarpomatic, Inc. is the manufacturer of all Tarpomatic products including machines, parts and service. Tarpomatic, Inc. is a factory direct sales and support organization. We do not have, or authorize any, outside dealerships for machine sales or parts.

Tarpomatic, Inc. is the distributor for genuine replacement parts and components for Tarpomatic, Inc. machines. Use of unauthorized parts and components will void any warranty.

Tarpomatic, Inc. provides design, build and delivery with training directly to its customers.

For the reasons set forth here, Tarpomatic, Inc. is the sole source for any and all Tarpomatic products.

Sincerely,



Mike Slutz
President
Tarpomatic, Inc.
(800) 500-5069
mikeslutz@tarpomatic.com

FINANCIAL SERVICES
Purchasing Division



SOLE SOURCE JUSTIFICATION FORM

(For Items Costing **\$10,000.00 or More**)
Statutory Reference N.C.G.S. 143-129(e)6

Requisition # **40115**

Vendor: **TARPOMATIC**

Item(s): **AUTOMATIC TARPING MACHINE**

Justification:
Tarpomatic is the only company that manufactures the type of tarping that is used on the Landfill. The 2nd tarp machine we have is also a Tarpomatic product and the parts/service and machinery will be interchangeable.

Estimated expenditure for the above item(s): **\$89,030.00**

Accounting Unit and Account(s): **661741 / 533101**

CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE. ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

- 1. Performance or price competition for a product are not available.
- 2. A needed product is available from only one source of supply.
- 3. Standardization or compatibility is the overriding consideration.
- 4. The parts/equipment are required from this source to permit standardization.
- 5. None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel **Robby Stone** Digitally signed by Robby Stone
Date: 2024.11.07 15:25:19 -05'00'

Department/Division **Public Services - Kersey Valley Landfill** Date **11-7-24**

APPROVAL PROCESS

Purchasing Manager **Candy E. Harmon** Digitally signed by Candy E. Harmon
Date: 2024.11.14 12:28:03 -05'00'

Financial Services Director

City Council (\$30,000 – Up)





City of High Point

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

Master

File Number: 2024-453

File ID: 2024-453

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/05/2024

File Name:

Final Action:

Title: Consideration of a Contract with Shaver Roofing Services, LLC
City Council is requested to consider a contract with Shaver Roofing Services, Inc. in the amount of \$103,795 for replacement of the roofs on the Operations building and the Solids building at the Eastside Wastewater Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents.

Notes:

Sponsors:

Enactment Date:

Attachments: WWTP Roof Replacement - Shaver Roofing Service, LLC

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

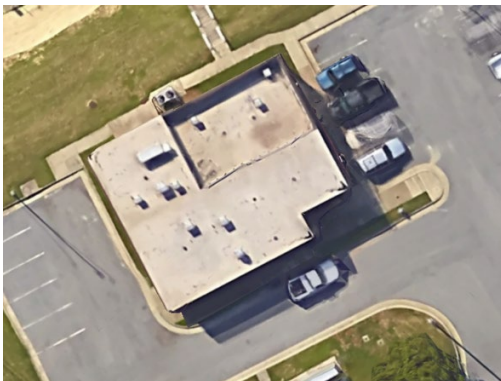
TITLE: Consideration of a Contract with Shaver Roofing Services, LLC	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: October 18, 2024
ATTACHMENTS: Certified Bid Tabulation Bid Recommendation Form	

PURPOSE: To contract with Shaver Roofing Services, LLC for the replacement of the roofs on the Operations building and the solids building at the Eastside Wastewater Treatment Plant (WWTP).

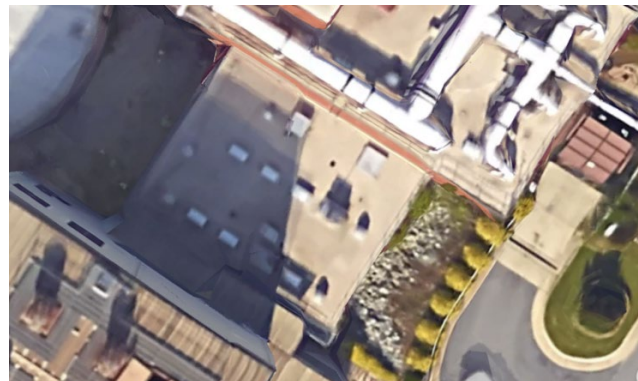
BACKGROUND: The roofing for the Operations building and the solids building at the Eastside WWTP are in poor condition and need to be replaced. There are multiple leaks within each building. The scope of the project is for the removal and disposal of the existing roofing systems. The contractor will install new roofing systems per the specifications. There were four (4) contractors who submitted bids and Shaver Roofing Services, LLC was the lowest responsive bidder.

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

RECOMMENDATION/ACTION REQUESTED: City Council is requested to consider a contract with Shaver Roofing Services, Inc. in the amount of \$103,795 for replacement of the roofs on the Operations building and Solids building at the Eastside Wastewater Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents.



Aerial view of the Operations building roof



Aerial view of the solids building roof

Bid Tabulation 11/20/24
City of High Point, North Carolina
Eastside Roof Projects
Bid 2006-112024

Contractor	MWBE	Addendum	Old Administration	Residuals Building	Total Bid
Shaver Roofing	Yes	Yes	\$ 58,895.00	\$ 44,900.00	\$ 103,795.00
Allied Roofing	Yes	Yes	\$ 67,675.00	\$ 45,220.00	\$ 106,585.00
Frizzell Construction Co Inc	Yes	Yes	\$ 65,000.00	\$ 51,000.00	\$ 116,000.00
Anson Exteriors	Yes	Yes	\$ 89,000.00	\$ 68,000.00	\$ 157,000.00

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
621752	525101			\$58,895.00
621759	525101			\$44,900.00
TOTAL BUDGETED AMOUNT				\$103,795.00

DEPARTMENT HEAD: Digitally signed by Robby Stone Date: 2024.11.20 16:52:48 -05'00' 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: 2024.12.06 09:34:46 -05'00' DATE:

FINANCIAL SERVICES DIRECTOR: Digitally signed by Bobby Fitzjohn Date: 2024.12.06 10:08:13 -05'00' DATE:

Approved for Submission to Council

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



City of High Point

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

Master

File Number: 2024-454

File ID: 2024-454

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/05/2024

File Name:

Final Action:

Title: Consideration of a Task Order with CDM Smith, Inc.
City Council is requested to consider a task order with CDM Smith, Inc. in the amount of \$139,800 for professional engineering services to perform Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) updates and authorize the appropriate city staff or officials to execute all necessary documents.

Notes:

Sponsors:

Enactment Date:

Attachments: Task Order - CDM Smith, Inc.

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: Consideration of a Task Order with CDM Smith, Inc.	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: Master Agreement - Task Order
ATTACHMENTS: Scope of Services	

PURPOSE: To contract with CDM Smith to perform Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) updates for compliance with America’s Water Infrastructure Act (AWIA) of 2018. The City has a master agreement for professional services with CDM Smith.

BACKGROUND: The Safe Drinking Water Act (SDWA) section 1433, which was amended by America's Water Infrastructure Act (AWIA) section 2013, requires community water systems (CWSs) serving more than 3,300 people to prepare or revise risk and resilience assessments (RRAs) and emergency response plans (ERPs) and to certify to the U.S. Environmental Protection Agency (EPA) that this work has been completed. CWSs must review, revise (where applicable), and recertify their RRA and ERP to EPA every five years from the original deadlines specified in the law.

The City of High Point completed and certified the risk and resilience assessments and emergency response plans in 2020. The scope of the project will be for CDM Smith to update the 2020 AWIA RRA and ERP performed for High Point and conduct a current assessment of the existing vertical and horizontal (above-ground and below-ground) assets as well as business enterprise and cybersecurity processes. CDM Smith will combine results from the previous RRA and ERP with any new information or changes to the systems since completion of the initial AWIA compliance cycle.

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

RECOMMENDATION/ACTION REQUESTED: City Council is requested to consider a task order with CDM Smith, Inc. in the amount of \$139,800 for professional engineering services to perform Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) updates and authorize the appropriate city staff or officials to execute all necessary documents.



4600 Park Road, Suite 240
Charlotte, North Carolina 28209
tel: 704-342-4546

November 25, 2024

Mr. Derrick Boone
Assistant Public Services Director
City of High Point
211 S. Hamilton Street
High Point, North Carolina

Subject: Compliance with America's Water Infrastructure Act (AWIA) of 2018
Proposal for Engineering Services

Dear Mr. Boone:

CDM Smith Inc. (CDM Smith) is pleased to submit this Proposal for Engineering Services to the City of High Point (COHP) for providing Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) updates per the Background Section presented below.

A. BACKGROUND

The second compliance cycle for AWIA's RRA and ERP updates is approaching, requiring all water systems serving greater than 3,300 people to comply. COHP has requested support from CDM Smith in compliance with AWIA requirements and updating previously developed RRA and ERPs.

The overall goal of the project is to update the prior AWIA RRA and ERP performed and conduct a current assessment of the existing vertical and horizontal (above-ground and below-ground) assets as well as business enterprise and cybersecurity processes. CDM Smith will combine results from the previous RRA and ERP (completed by others) with any new information or changes to the systems since completion of the initial AWIA compliance cycle.

Potential changes that may impact RRA results include increased asset specific replacement costs, new hazards or critical assets that were not considered previously, or any mitigation activities or system changes implemented over the past five years. Updates to existing RRAs must be certified with the Environmental Protection Agency (EPA) by the deadlines included in **Table 1**. CDM Smith will provide the RRA to the COHP, who will be responsible for certifying the RRA with the EPA once the review and updates have been conducted. The ERP will then be updated to address findings of the RRA within six months following certification of the RRA.



Table 1 AWIA Round Two Deadlines

Population Served	RRA Update Certification Deadline	ERP Update Certification Deadline
≥100,000	March 31, 2025	September 30, 2025

CDM Smith’s proposed scope of services to support COHP’s AWIA compliance updates is detailed below.

B. SCOPE OF SERVICES

Task 1: Project Kickoff and Overall Project Management

This task will include an initial kickoff meeting to orient project team members to the project goals, structure of project execution and expectations from participants. The task also includes initial data reviews, project management duties, and overall coordination with the COHP for the project duration.

Task 1.1 Project Kickoff

CDM Smith will schedule an in-person project kickoff meeting with the COHP to review the project scope, deliverables, schedule, and other pertinent information related to the project. The meeting will include an overview of the initial AWIA RRA and ERP process and provide an opportunity for the team to discuss their experience during the initial AWIA RRA process to identify areas for improvement for this effort. Kickoff meeting minutes will be prepared by CDM Smith and distributed to attendees.

The following items will be discussed during the meeting:

- Identification of project participants and who should be involved in project meetings or workshops,
- Coordination of information flow and the approval process for the project.
- Request of any outstanding data or information gaps to support the RRA update.

Participants should include, but are not limited to, the key management and senior staff in the areas of safety and risk, communications, planning and engineering, finance, human resources, production, transmission/distribution, operations and maintenance, customer service, laboratory, electrical, process control and Information Technology (IT)/Operational Technology (OT). Field staff representation is also helpful on the RRA team.

Task 1.2 Project Management

CDM Smith will regularly coordinate with the COHP throughout the duration of the project.

Mr. Derrick Boone
November 25, 2024
Page 3

Task 1 Deliverables

- Project Kickoff Meeting Agenda
- Project Kickoff Meeting Minutes

Task 2: Data Gathering/Review of Existing Materials

Following the project kickoff, CDM Smith shall continue reviewing existing data and information from the previous RRA and ERPs. CDM Smith will also review other relevant data and information such as updated hazard mitigation plans and local emergency planning committee (LEPC) materials. Upon completion of initial data gathering, CDM Smith will provide a data gap questionnaire to populate. Potential data and information requests may include:

- Summary of infrastructure and operational changes over the past five years
- Updated incident reports (if any)
- Changes in personnel or contact information
- Information about any new mitigation activities implemented over the past five years

Information gathered during this task will be incorporated into CDM Smith's RRA Tool which is a Microsoft Excel based tool that follows the RAMCAP method in the AWWA J100 guidance. Updated threat-asset matrices will be developed under this task and further refined during workshops to be conducted as part of Task 3.

COHP shall be responsible for, and CDM Smith may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by COHP to CDM Smith pursuant to this Agreement. CDM Smith may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement. CDM Smith's scope of work does not include verifying COHP Provided Information for accuracy or completeness. CDM Smith shall be entitled to an adjustment in price and schedule to the extent that any corrective action in CDM Smith's Services arises out of inaccurate COHP Provided Information.

Task 2 Deliverables

- Data Gaps Questionnaire
- Updated Threat-Asset Matrix

Task 3: AWIA RRA Workshops

CDM Smith will facilitate two separate workshops (up to 4 hours each) that will be conducted virtually. Workshop participants should include leadership teams and subject matter experts from

Mr. Derrick Boone
November 25, 2024
Page 4

appropriate departments. These half-day workshops are anticipated to take place after the CDM Smith team has completed initial data reviews of information gathered during Tasks 1 and 2.

At each workshop, management and engineering groups will review existing data and information and qualitatively conduct the initial updates to the RRA threat-asset pairings. Workshops will begin with a review of critical assets evaluated during the first AWIA RRA to confirm all critical assets throughout the water systems are being captured. It is during these workshops that new assets can be added, or old assets can be removed from the analysis.

The teams will also review existing vulnerabilities and potential worst-case consequence scenarios identified during the initial RRA and discuss potential revisions to previous assumptions. CDM Smith will prepare and distribute the agenda and updated threat-asset matrices prior to the workshops and will distribute draft minutes within two weeks of workshop completion. The deliverable from this workshop is a finalized risk matrix for “all-hazards” and critical assets which will provide the basis for updating the RRA that will be further evaluated in subsequent tasks.

Task 3 Deliverables

- Workshop Agenda
- Workshop Minutes
- Final Threat-Asset Matrix

Task 4: Risk Calculations and RRA Update

After the workshops, CDM Smith will update the risk calculations and RRA. This will be conducted within CDM Smith’s RRA Tool which is a Microsoft Excel based tool that follows the facilitated implementation of the RAMCAP method in the AWWA J100 guidance to calculate risk scores in a consistent manner using the data and information gathered under Tasks 1 through 3. The final product will include a draft and final RRA update report detailing the results.

Specific tasks during the assessment include:

- **Step 1** – Finalize updates to the asset and threat characterizations based on COHP priorities and information gathered during data collection and workshops to identify, rank, and record the critical assets. The goal of this step is to validate critical and high-consequence facilities/assets identified in 2020-2021 and the potential threats that may impact them. These “threat-asset pairs”, which are the focus of the RRA, may be revised to include additional threats or assets, or to remove threat-asset pairs as appropriate. The high-priority threat-asset pairs will move on to the Consequence Analysis, Vulnerability Assessment, and Threat Analysis stages described in Step 2.

- **Step 2** – In order to conduct the Consequence, Vulnerability, and Threat Calculations for high-priority threat-asset pairs, the following will be performed:
 - **Consequence Analysis:** Validate or refine consequence metrics or criteria (such as financial, casualties, loss of revenue, or regional economic impact) using the most up to date information. The RAMCAP methodology is used to define ranges of consequence and analyze based on the consequence metrics for each threat-asset pair. A number of external resources will also be leveraged to evaluate consequences for updated threat-asset pairs, including EPA’s Water Health and Economic Analysis Tool (WHEAT) and data from recent U.S. Census Bureau updates. Consequence scores are measured in dollars.
 - **Vulnerability Assessment:** For each critical threat-asset pair, the vulnerability is determined by evaluating the existing preparation, recovery, and response processes that are currently in place. During the workshops, these processes will be reviewed in more detail and any changes to those processes will be discussed. The output of a vulnerability analysis to malevolent incidents is the likelihood of success of the adversary for each specified attack scenario on each threat–asset pair, given that the attack is carried out. The parallel concept for natural hazards is the likelihood that the hazard will produce the consequences already estimated, given that the hazard occurs. This is expressed in a numerical value from zero (the threat is unlikely to occur and produce the consequence) to one (the threat is very likely to occur and produce the consequence).
 - **Threat Likelihood Analysis:** Conduct the threat analysis using the J100 guidance to estimate the likelihood or frequency of malevolent threats using the proxy measure, best estimate, or conditional assignment and the probability of natural hazards and likelihood of dependency or proximity hazards. The EPA’s 2024 updates to baseline threat likelihoods for malevolent acts will be used for calculations, along with recent climate and weather data from the past five years using local hazard mitigation plans and historical records for natural hazards. This is expressed in a numerical value from nearly zero (the threat is unlikely to occur) to one (the threat is certain to occur).
- **Step 3** – In order to conduct the RRA, the following will be performed:
 - Calculate risk for each threat-asset pair based on the results from updated Consequence, Vulnerability, and Threat Analyses, using the following equation:

$$\text{Risk} = \text{Consequences} \times \text{Vulnerability} \times \text{Threat Likelihood} \mid R = C \times V \times T$$

- Update the Utility Resilience Index (URI) as outlined in J100 as:

- **Operational:** *These indicators reflect the tactical capacity of the utility to react quickly and/or cope with various incidents that have the potential to disrupt services*
- **Financial:** *These indicators reflect the fiscal capacity of the utility and supporting community to react quickly and/or cope with various incidents that have the potential to disrupt revenue*
- Each of these indicators are numerical values from zero (not resilient) to one (highly resilient) designed to reflect the resilience of the utility as a whole. They help to further focus the COHP toward areas that need further attention to reduce risk and improve resilience. This will be presented in easy-to-understand dashboards as it applies to each critical asset.
- **Step 4** – The methodology, findings, costs, and recommendations of the updated RRA process will be documented in a report format. An electronic copy of the draft RRA Update Report will be provided to the COHP for review. CDM Smith will incorporate COHP’s written comments on this draft report into a final RRA Update Report.
- **Step 5** – CDM Smith will assist the COHP in completing the EPA certification process. The certification details are available from EPA, and require the water system name, PWSID#, the date certified, and a statement from that the system has conducted, reviewed (and revised as needed) the RRA. CDM Smith will provide the COHP with the needed documentation for review 30 days prior to the RRA certification deadlines with the understanding that the COHP will review and return a consolidated set of comments and modifications within 14 days to allow time for finalizing any documents to meet final certification deadlines.

Task 4 Deliverables

- Draft RRA Report
- Final RRA Report

Task 5: ERP Updates

As part of this task, CDM Smith will review and update the current ERP for COHP to incorporate findings from the RRA updates and additional items from the AWIA not currently covered in the plans. No new ERPs will be developed. This will build upon existing documentation with a summary of changes included for record. The ERP will be updated based on the most current AWWA and EPA standard and will include updates to:

- Strategies and resources to improve resilience, including physical security and cybersecurity;
- Plans, procedures, and equipment for responding to a malevolent act or natural hazard;



Mr. Derrick Boone
 November 25, 2024
 Page 7

- Actions, procedures, and equipment to lessen the impact of a malevolent act or natural hazard, including alternative source water, relocation of intakes, and flood protection barriers;
- Strategies to detect malevolent acts or natural hazards.

An electronic copy of the updated draft ERP will be provided for COHP review 30 days prior to the designated EPA deadline. COHP will review and return a consolidated set of comments and modifications to CDM Smith within 14 days, and CDM Smith will incorporate written comments on draft ERPs into final ERP formats to be provided to COHP in time to meet EPA certification deadlines.

Task 5 Deliverables

- Draft ERP updates
- Final ERP updates

C. SCHEDULE

Work will begin within 1 week of notice to proceed (NTP). **Table 2** below lists schedule milestones.

Table 2 Project Schedule

System Size	Project Kickoff Meeting	Initial Threat-Asset Matrices	RRA Workshop	Draft RRA Report	Final RRA Report	Draft ERP Updates	Final ERP Updates
≥100,000	1 week from NTP	January 10, 2025	Week of January 13 th	March 1, 2025	March 31, 2025	September 1, 2025	September 30, 2025

D. COMPENSATION

For Tasks 1 through 5 services performed by CDM Smith under Section B of this Task Order, the COHP agrees to pay a lump sum fee of \$139,800. In addition to this compensation, the COHP reserves the right to amend this Contract, so that CDM Smith may furnish additional services as needed. Payments shall be made by the COHP monthly in proportion to the percentage of work completed, with the balance of payment made when the work is complete.

Thank you for the opportunity for CDM Smith to serve the COHP and your customers. We look forward to further discussing this proposal with you. If you have any questions or need any additional information, please let us know.





Mr. Derrick Boone
November 25, 2024
Page 8

Sincerely,

A handwritten signature in blue ink that reads "Laurin B. Kennedy".

Laurin B. Kennedy, PE, PMP
CDM Smith Inc.

cc: Robby Stone, Public Services Director, City of High Point
Glendon Fetterolf, CDM Smith
Larry Mitchell, CDM Smith



City of High Point

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

Master

File Number: 2024-456

File ID: 2024-456

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/05/2024

File Name:

Final Action:

Title: Consideration of a Contract with Yates Construction Company, Inc.
City Council is requested to consider a contract with Yates Construction Company, Inc. in the amount of \$99,125 for the Qubein Sidewalk Remediation project and authorize the appropriate City Official(s) to execute all necessary documents.

Notes:

Sponsors:

Enactment Date:

Attachments: Contract - Yates Construction Company, Inc.

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: Consideration of a Contract with Yates Construction Company, Inc.	
FROM: Trevor Spencer, PE Engineering and Facilities Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: October 18, 2024
ATTACHMENTS: Bid Recommendation Form	

PURPOSE: Engineering Services recommends City Council approve a contract award for the Qubein Sidewalk Gap Remediation project to Yates Construction Company, Inc. Pending relocations of private overhead utilities did not allow for various sections of sidewalk to be completed during the original Qubein Avenue project. This project will complete the outstanding sidewalk gaps now that the private utilities are nearing relocation completion, and the conflicting utility poles will soon be removed. Additionally, a ten-foot-wide concrete multiuse path will be installed along the north side of Sunset Avenue from N. Main Street to Elm Street. This portion of multiuse path will connect the Qubein Avenue corridor and future Elm Street streetscape enhancements as part of the greater RAISE Grant project master plan.

BACKGROUND: On November 20, 2024, the City received bids for contract ENG-2024-006 from the following responsive bidders:

\$99,125.00	Yates Construction Co, Inc.
\$139,625.00	Armen Construction LLC.

The contract time is 45 calendar days to complete the project and is available to commence upon a Notice to Proceed.

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

RECOMMENDATION/ACTION REQUESTED: City Council is requested to consider a contract with Yates Construction Company, Inc. in the amount of \$99,125 for the Qubein Sidewalk Remediation project and authorize the appropriate the appropriate City Official(s) to execute all necessary documents.

BID RECOMMENDATION

DEPARTMENT: **Engineering Services**

COUNCIL AGENDA DATE: **December 16, 2024**

BID NO.: **2009-112024** CONTRACT NO.: **ENG2024-006** DATE OPEN: **11/20/2024**

DESCRIPTION:

Qubein Sidewalk Gaps Remediation

PURPOSE:

The Engineering Services Department recommends approval of contract ENG2024-006 for the Qubein Sidewalk Gaps Remediation project. This includes mobilization and sidewalk installation.

COMMENTS:

We received two responsive bidders:
Yates Construction Co, Inc. \$99,125.00
Armen Construction LLC. \$139,625.00

RECOMMEND AWARD TO: **Yates Construction Co, Inc.** AMOUNT: **\$99,125.00**

JUSTIFICATION:

Lowest responsive bidder is Yates Construction Co, Inc. \$99,125.00

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
401610	533701	401251036505	40202	\$99,125.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Trevor Spencer** Digitally signed by Trevor Spencer Date: 2024.12.04 09:00:34 -05'00' DATE: **12/4/24**

The Purchasing Division concurs with recommendation submitted by the **Engineering Services Dept** and recommends award to the lowest responsible, responsive bidder **Yates Construction Co, Inc** in the amount of **99,125.00**.

PURCHASING MANAGER: **Candy E. Harmon** Digitally signed by Candy E. Harmon Date: 2024.12.06 09:25:43 -05'00' DATE: **12/6/2024**

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn Date: 2024.12.06 10:07:04 -05'00' DATE: **12/6/24**

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: 2024-457

File ID: 2024-457

Type: Ordinance

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/05/2024

File Name:

Final Action:

Title: Consideration of a Budget Ordinance Amendment
City Council is requested to consider a Budget Ordinance Amendment to record the issuance of Series 2024 CES Revenue Refunding Bonds.

Notes:

Sponsors:

Enactment Date:

Attachments: Budget Ordinance Amendment RB 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: Consideration of a Budget Ordinance Amendment	
FROM: Bobby Fitzjohn, Financial Services Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Budget Amendment	

PURPOSE: A budget amendment of \$29,906,000 is needed to recognize funds from the issuance of Series 2024 CES Revenue Refunding Bonds on November 1, 2024.

BACKGROUND: On November 15, 2021 City Council approved a resolution authorizing staff to begin the process of refunding Series 2014 CES Revenue Bonds. On December 6, 2021, City Council approved a bond order authorizing the issuance of Taxable 2021B CES Revenue Refunding Bonds. The Local Government Commission approved the sale at its December 7, 2021 meeting.

Taxable Series 2021B Revenue Refunding Bonds were issued to Truist Bank on December 16, 2021 with a forward purchase agreement to refund the issuance in November 2024 on a tax-exempt basis. Upon conversion to a tax-exempt rate, the 2024 issuance will result in 3.25% NPV savings or cash flow savings of approximately \$1.1 million. The refinancing resulted in a rate reduction from 2.75% to 2.32%.

BUDGET IMPACT: Savings generated by the refunding will reduce debt service commitments in future water and sewer budgets.

RECOMMENDATION/ACTION REQUESTED: City Council is requested to consider a Budget Ordinance Amendment to record the issuance of Series 2024 CES Revenue Refunding Bonds.

"AN ORDINANCE AMENDING THE 2024-2025 BUDGET ORDINANCE OF
THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE FUNDS IN CONNECTION WITH REFUNDING BONDS

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

Section 1. The City of High Point engaged and completed the Series 2024 Combined Enterprise System Revenue Refunding Bonds during the fiscal year 2024-2025. Current governmental accounting standards require the refunding activities to be recorded in the financial records in addition to the City's financial disclosures.

Section 2. The 2024-2025 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following Water and Sewer Fund revenues be amended as follows:

Water & Sewer Fund-Refunding Bond Proceeds	\$29,906,000
--	--------------

(B) That the following Water and Sewer Fund expenditures are amended as follows:

Payment to Trustee for Refunding Bonds	\$29,906,000
--	--------------

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 16th day of December 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: 2024-460

File ID: 2024-460

Type: Resolution

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 12/06/2024

File Name:

Final Action:

Title: Consideration of a Resolution Regarding Policy Updates to Comply with S.L. 2024-26
Staff recommends City Council approve the Resolution to ensure compliance with S.L 2024-26 and to direct staff to update the appropriate policies accordingly.

Notes:

Sponsors:

Enactment Date:

Attachments: Policy Update Resolution

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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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Resolution – Policy Updates to Comply with S.L. 2024-26	
FROM: Adam Ward, IT Services Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Resolution	

PURPOSE: To approve a resolution to comply with S.L. 2024-26 and update policies accordingly.

BACKGROUND: The North Carolina General Assembly enacted a new statute, N.C. Gen. Stat. § 143-805, in Section 7 of S.L. 2024-26. The new statute requires local governments to prohibit viewing pornography on government networks and viewing pornography on devices owned, leased, or controlled by the local government.

Policies must delineate disciplinary actions and apply to employees, elected officials, and appointees. The policies must be adopted by January 1, 2025, and there are annual reporting requirements to the State Chief Information Officer. S.L. 2024-26 also requires all employees, elected officials, and appointees with pornography saved to a device owned, leased, maintained, or otherwise controlled by the local government to remove, delete, or uninstall the pornography no later than January 1, 2025.

The City's existing policies partially address these requirements, but updates are needed to fully comply with S.L. 2024-26. Current IT controls, including Checkpoint Firewall and Trend Micro Vision One, are in place to enforce restrictions and generate logs for reporting purposes.

BUDGET IMPACT: None.

RECOMMENDATION /ACTION REQUESTED: Staff recommends City Council approve the resolution to comply with S.L. 2024-26 and to direct staff to update the appropriate policies accordingly.

A RESOLUTION OF THE CITY OF HIGH POINT CITY COUNCIL ADOPTING A
POLICY PROHIBITING VIEWING OR SAVING PORNOGRAPHY ON CITY
NETWORKS AND DEVICES

WHEREAS, Section 5.20 of the City of High Point Personnel Resolution contains an Acceptable Use Policy that prohibits employees from accessing sexually explicit websites or sending sexually explicit materials and messages using any of the City's electronic equipment, which is defined in the Acceptable Use Policy to include all computer systems (including, without limitation email systems, network equipment, software programs, electronic files, and data storage), telephones, voicemail, other communication systems, facsimiles, copiers, scanners, and all other forms electronic equipment that are City property; and

WHEREAS, the Acceptable Use Policy in Section 5.20 of the Personnel Resolution provides that a violation of the Acceptable Use Policy may result in disciplinary action, including but not limited to, loss of system privileges, employee reimbursement of personal use expense to the City, disciplinary actions, and/or termination of employment; and

WHEREAS, the North Carolina General Assembly enacted a new statute, N.C. Gen. Stat. § 143-805, in Section 7 of S.L. 2024-26, which prohibits local governments from allowing pornography to be viewed on local government networks or devices; and

WHEREAS, N.C. Gen. Stat. § 143-805 requires local governments to adopt a policy prohibiting employees, elected officials, and appointees from viewing pornography on the local government's networks and devices, and specify what disciplinary action will be taken for a violation of the policy; and

WHEREAS, in order to comply with N.C. Gen. Stat. § 143-805, City staff shall incorporate this policy into the Acceptable Use Policy in the City of High Point Personnel Resolution consistent with N.C. Gen. Stat. § 143-805; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of High Point that:

Section 1. The City Council hereby adopts a policy consistent with N.C. Gen. Stat. § 143-805 prohibiting the viewing or saving of pornography by employees, elected officials, or appointees on or to any device owned, leased, maintained, or otherwise controlled by the City.

Section 2. City staff shall incorporate this policy into the Acceptable Use Policy in the City of High Point Personnel Resolution consistent with N.C. Gen. Stat. § 143-805.

Section 3. The Acceptable Use Policy shall be revised to incorporate the definitions provided in N.C. Gen. Stat. § 143-805(g).

Section 4. The Acceptable Use Policy shall be revised to require all employees, elected officials, or appointees with pornography saved to a device owned, leased, maintained, or otherwise controlled by the City to remove, delete, or uninstall the pornography.

Section 5. The Acceptable Use Policy shall be revised to prohibit all employees from viewing pornography on any of the City' networks, or saving any pornography to a device owned, leased, maintained, or otherwise controlled by the City.

Section 6. This policy shall not apply to an official or employee that is engaged in any of the following activities in the course of that official's or employee's official duties:

- (i) Investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes.
- (ii) Identifying potential security or cybersecurity threats.
- (iii) Protecting human life.
- (iv) Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing this policy.
- (v) Participating in judicial or quasi-judicial proceedings.

Section 7. The Acceptable Use Policy shall be revised to require that the City of High Point IT Services Director report annually, but no later than August 1st of each year, to the State Chief Information Officer, in the format required by the State Chief Information Officer, on the number of incidences of unauthorized viewing or attempted viewing of pornography on the City's network; whether or not the unauthorized viewing was by an employee, elected official, or appointee of the City; and whether or not any of the unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the City.

Section 8. Consistent with Section 5.20 of the Acceptable Use Policy, the Acceptable Use Policy shall be revised to state that a violation of this policy may result in disciplinary action, including but not limited to, loss of system privileges, employee reimbursement of personal use expense to the City, disciplinary actions, and/or termination of employment.

Section 9. This resolution is effective upon adoption.

**Adopted by the City Council
City of High Point, North Carolina
The 16th day of December 2024**

By: _____

Cyril Jefferson, Mayor

ATTEST:

Sandra Keeney, City Clerk

**RESOLUTION OF THE HIGH POINT CITY COUNCIL
PROHIBITING VIEWING OR SAVING PORNOGRAPHY
ON CITY NETWORKS AND DEVICES**

WHEREAS, the North Carolina General Assembly enacted a new law, N.C. Gen. Stat. § 143-805, in Section 7 of S.L. 2024-26, which prohibits local governments from allowing pornography to be viewed on local government networks or devices, establishes a deadline for local government employees and officials to delete any pornography from their government devices, creates reporting requirements for unauthorized viewing or attempted viewing of pornography, and requires local governments to adopt policies governing the use of their networks and devices and what disciplinary action will be taken for violation of these policies; and

WHEREAS, in order to comply with N.C. Gen. Stat. § 143-805, City staff shall update City policy accordingly, consistent with N.C. Gen. Stat. § 143-805.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of High Point that the City Council hereby adopts this Resolution consistent with N.C. Gen. Stat. § 143-805 prohibiting the viewing or saving of pornography by employees, elected officials, or appointees on or to any device owned, leased, maintained, or otherwise controlled by the City and directs City staff to update City policy to comply with N.C. Gen. Stat. § 143-805.

Section 1. City policy shall be updated to require all employees, elected officials, or appointees with pornography saved to a device owned, leased, maintained, or otherwise controlled by the City to remove, delete, or uninstall the pornography.

Section 2. City policy shall be updated to prohibit all employees from viewing pornography on any of the City' networks, or saving any pornography to a device owned, leased, maintained, or otherwise controlled by the City.

Section 3. City policy shall not apply to an official or employee that is engaged in any of the following activities in the course of that official's or employee's official duties:

- (i) Investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes.
- (ii) Identifying potential security or cybersecurity threats.
- (iii) Protecting human life.
- (iv) Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing this policy.
- (v) Participating in judicial or quasi-judicial proceedings.

Section 4. City policy shall be updated to require that the City of High Point Information Technology Services Director report annually, but no later than August 1st of each

year, to the State Chief Information Officer, in the format required by the State Chief Information Officer, on the number of incidences of unauthorized viewing or attempted viewing of pornography on the City’s network; whether or not the unauthorized viewing was by an employee, elected official, or appointee of the City; and whether or not any of the unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the City.

Section 5. City policy shall be updated to state the disciplinary action for violation of this policy.

Section 6. This resolution is effective upon adoption.

Adopted, this the 16th day of December, 2024.

By: _____

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: 2024-466

File ID: 2024-466

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 12/09/2024

File Name:

Final Action:

Title: Consideration of a Contract with IHFC Properties SPE, LLC
City Council is requested to consider a contract with IHFC Properties SPE, LLC in the amount of \$95,000 annually for HVAC services for the High Point Theatre and authorize the appropriate City Official(s) to execute all necessary documents.

Notes:

Sponsors:

Enactment Date:

Attachments: Theatre HVAC services

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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CITY OF HIGH POINT

AGENDA ITEM



TITLE: High Point Theatre - Contract for HVAC Services	
FROM: Dan Barnard, Theatre Director	MEETING DATE: December 16, 2024
PUBLIC HEARING: No	ADVERTISED DATE/BY: n/a
ATTACHMENTS: None	

PURPOSE: To approve a contract with IHFC Properties SPE, LLC for HVAC services for the High Point Theatre.

BACKGROUND: The City of High Point (“Lessor”) and IHFC Properties SPE, LLC’s predecessor-in-interest, Southern Furniture Exposition Building, Inc. (“Lessee”) entered into a Indenture of Lease on June 1, 1973, as amended by that certain Amendment to Lease dated February 21, 1974, that certain Second Amendment to Lease dated July 1, 2014, that certain Third Amendment to Lease dated July 1, 2015, that certain Fourth Amendment to Lease dated July 1, 2016, that certain Fifth Amendment to Lease dated July 1, 2017, that certain Sixth Amendment to Lease dated July 1, 2018, that certain Seventh Amendment to Lease dated July 1, 2019, that certain Eighth Amendment to Lease dated July 1, 2020, that certain Ninth Amendment to Lease dated July 1, 2021, and that certain Tenth Amendment to Lease dated July 1, 2022 (collectively the “Lease”) for real estate more particularly described in Exhibit A to the Lease and recorded at Deed Book 2714 page 483, such real estate generally known as 210-220 E. Commerce Avenue, High Point, North Carolina 27260. Pursuant to the Lease as amended, Lessee, among other things, constructed and tendered to Lessor a theater and office complex (the “High Point Theater”). Lessee provides heating and cooling services to the High Point Theater and, going forward, the parties will address the HVAC services through a service contract.

BUDGET IMPACT: Funds are available in the FY 2024-2025 budget.

RECOMMENDATION /ACTION REQUESTED: Staff recommend that the City Council approve a contract with IHFC Properties SPE, LLC for HVAC services in the amount of \$95,000 annually and authorize the appropriate City official or staff to execute all necessary documents.