

## **FINANCE COMMITTEE**

*Chaired by Council Member Moore*

*Committee Members: Moore, Holmes, Jones, and Peters*

*June 1, 2023 – 4:00 P.M.*

*Council Chambers*

*211 S Hamilton Street*

### **CALL TO ORDER**

*Chairman Moore called the meeting to order at 4:00 p.m.*

**Present:** Chair Britt Moore, Committee Member Michael Holmes, and Committee Member Victor Jones

**Absent:** Committee Member Monica Peters

### **PRESENTATION OF ITEMS**

#### **2023-245 Resolution - 2022 Local Water Supply Plan (LWSP)**

City Council is requested to adopt a resolution for the 2022 Local Water Supply Plan and that the appropriate official execute the resolution. This is an assessment of the water system's current and future water needs and is required for the City to be compliant with the requirements of the NC General Statute 143-355(1).

*Robby Stone, Public Service Director, stated North Carolina General Statutes require that all units of local government prepare an annual local water supply plan. He noted the plan has been reviewed and does not have an impact on the budget.*

**Council Member Holmes made a motion, seconded by Committee Member Jones, to approve agenda item 2023-245.**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

#### **2023-246 Sole Source Contract - Machinex Technologies Inc. - Material Recycling Facility (MRF)**

City Council is requested to award a sole source contract to Machinex Technologies Inc. in the amount of \$1,300,000 for the replacement of the original 1972 Mosley Dual Ram Baler to maintain operations.

*Robby Stone, Public Service Director, stated traditionally there are dual balers at the recycling facility and in 2015 there was a major upgrade, but the balers were not included. He explained this is a sole source contract because all the other equipment is Machinex and purchasing the equipment from Machinex would provide consistency. He noted that Mahinex is a local company and funds are available in the Solid Waste Capital Project. Staff is requesting approval of the award of the sole source contract to Machinex Technologies Inc. in the amount of \$1,300,000.00.*

**A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-246. Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-247 Contract - Lease Agreement - Andritz Separation - Westside Wastewater Treatment Plant (WWTP) - Centrifuge**

City Council is requested to approve the emergency purchase order for Andritz Separation in the amount of \$195,812 to replace the rental mobile screw press at the Westside Wastewater Treatment Plant with a rental centrifuge.

*Robby Stone, Public Service Director, stated this item is to replace a rental mobile screw press at the Westside Wastewater Treatment Plant with a rental centrifuge. Council approved an emergency lease agreement with SBI Rents Inc. for a mobile screw press, but the screw press has difficulty processing the sludge and the residuals management division cannot properly maintain the sludge tank levels at the plant. Approval is requested for a purchase order to enter into a lease agreement for a centrifuge with Andritz Separation for approximately eight months until a replacement centrifuge can be installed. Funds for this project are available in the FY 22/23 and FY 23/24 budget which are \$195,812.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-247. Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-253 Contract - Sole Source - Nexus 33 Group, LLC - Transit - Drug & Alcohol Management & Compliance Software**

City Council is requested to award a (3) three-year sole source contract to Nexus 33 Group, LLC in the amount of \$288,000 for the purchase of Drug & Alcohol Management & Compliance Software.

*Angela Wynes, Transit Manager, stated this item is for drug and alcohol program management and compliance software in which the city must have to be compliant with the condition of the federal transit funding. She explained this software allows the information to be kept digitally and eliminates many of the manual processes used to collect the data for an annual report.*

*In response to Chairman Moore, Ms. Wynes explained the current process for drug and alcohol testing.*

*In response to Council Member Holmes, Ms. Wynes explained what drugs are being tested for and how the current tests are in compliance with the United States Department of Transportation.*

**Chairman Moore made a motion, seconded by Committee Member Holmes, to approve agenda item 2023-253. Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-254** **Sole Source Contract - Top Stone - High Point Public Library - Granite Rolling Sphere Fountain**

City Council is requested to award a sole source contract to Top Stone in the amount of \$78,500 for the purchase of a 48” polished granite rolling sphere fountain, base, and related equipment for the sensory garden at the High Point Public Library.

*Mary Sizemore, Library Director, provided the staff report for this item and stated this request is for a sole source purchase of a 48" polished granite rolling sphere fountain in which Top Stone was the only vendor the met the requirements and could deliver the fountain in a time frame that was consistent with the project timeline. She stated funds for this project were raised by the Library Foundation and funded by a primary donor.*

*Chairman Moore thanked the donors for their contributions.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-254. Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-255** **Contract - Breece Enterprises, Inc. - Stormwater Services Maintenance Div.**

City Council is requested to award a contract to Breece Enterprises Inc. in the amount of \$497,650 for maintenance, repair, and installation of storm water infrastructure and that the appropriate City official and/or employee be authorized to execute all necessary documents.

*Trevor Spencer, Engineering Services Director, stated every year the city uses an outside contractor to supplement the Storm Water Services Division with schedule maintenance and emergency repairs of stormwater infrastructure. He stated only one bid was received which was from Breece Enterprises in the amount of \$497,650.00 and the contract will be available on July 1, 2023, and run through the upcoming physical year.*

*In response to Chairman Moore, Mr. Spencer stated because the amount was under the \$500,000 threshold, staff was able to move forward with the contract even though only one bid was received.*

**A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-255. Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-256** **Contract - Breece Enterprises, Inc. - Water Sewer Maintenance & Emergency Repairs**

City Council is requested to award a contract to Breece Enterprises, Inc. in the amount of \$1,717,210.00 for maintenance and emergency repair of existing water and sewer utilities and that the appropriate City official and/or employee be authorized to execute all necessary documents.

*Trevor Spencer, Engineering Services Director, stated this is the same contractor as in the previous contract but this will help supplement water and sewer maintenance infrastructure such as scheduled maintenance and emergency maintenance. He stated two bids were received with Breece Enterprises being the lowest at \$1,717,210 and noted there was some cost savings with this contract compared to last year.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-256.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-257 Contract - Barrs Recreation - High Point City Lake Park - Playground Equipment**

City Council is requested to award a contract to Barrs Recreation in the amount of \$222,380 for the purchase and installation of composite play structures for High Point City Lake Park.

*Lee Tillery, Parks and Recreation Director, provided a history of the improvements to the City Lake Park Phase 1 project. He stated a request for qualification and proposal was issued by the city and staff met with the youth to determine what amenities they would like to see with the new playground. He said staff recommends the purchase of the 2-5 and 5-12 composite play structure from Barrs Recreation in the amount of \$222,380.00.*

**A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-257.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-258 Contract - Cunningham Recreation - High Point City Lake Park - Playground Equipment**

City Council is requested to award a contract to Cunningham Recreation in the amount of \$123,841.20 for the purchase and installation of a GT Wave Climber, Inclusive See Saw, Spin with Me and Expression Swing for High Point City Lake Park.

*Lee Tillery, Parks and Recreation Director, stated this item is related to the previous agenda item. This item is for the purchase and installation of a GT wave climber, inclusive see saw, and spin with me and expression swing for the High Point City Lake Park. He said staff recommends the purchase of the playground equipment from Cunningham Recreation in the amount of \$123,841.20.*

**Chairman Moore made a motion, seconded by Committee Member Jones, to approve agenda item 2023-258.**

**Motion carried with the following vote:**

*In response to Council Member Jones, Mr. Tillery provided an update regarding the new pool facility at City Lake Park noting that the weather was cool and rainy which hampered the projected turnout but noted it was good training for the lifeguards and other staff. He stated he looks forward to the rest of the summer.*

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-259 Contract - Southeastern Consulting Engineers - Electric System Study-10 Year Plan**

City Council is requested to award a contract to Southeastern Consulting Engineers in the amount of \$121,000 to assist the City of High Point Electric Department with analysis of the current system and in developing departmental goals for our long-term system health.

*Tyler Berrier, Electric Utilities Director, stated this item is for a system study which will help the utility department with analysis of the current system and develop department goals for long-term system health. This consultant is from the city's call list and is used regularly. They will study the system and create a model and make recommendations as needed such as liability improvements, power flow analysis on our networks etc. This will help with the capital plan and help forecast the future.*

*In response to Chairman Moore, Mr. Berrier stated hopefully by summer the city will be utilizing and implementing the plan they provide.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-259.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-260 Contract - Ordinance - Parks Ford - High Point Police Department - Ford Police Interceptor Utility Vehicles**

City Council is requested to award a NC Sheriff's Association Contract# 22-08-0913R in the amount of \$173,032.68 for the purchase of four (4) Ford Police Interceptor Utility Vehicles and to approve the budget ordinance amendment for the vehicle purchase.

*Kevin Rogers, Fleet Director, stated this item is a request to purchase four Ford Police Interceptor Utility Vehicles from Parks Ford. He noted these vehicles are in stock with total cost of \$173,032.68 which includes all fees. He asked that the contract to Parks Ford be approved as well as a budget ordinance amendment for the purchase of the vehicles.*

**Chairman Moore made a motion, seconded by Committee Member Holmes, for approval of agenda item 2023-260.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-261 Ordinance - Budget - Fleet Services Technical Adjustment**

City Council is requested to adopt a budget ordinance to transfer existing appropriations from departmental budgets and re-appropriate funds in the central services fund for vehicle and other rolling stock replacement.

*Stephen Hawryluk, Budget and Performance Manager, stated this item transfers existing appropriations from departmental operating budgets to the fleet services budget for the purchase of vehicles and other rolling stock. He stated replacement of vehicles and rolling stock are budgeted in the fleet services budget. If there are additions to departments fleet, department budgets pay for the first-year cost and then they are placed in the fleet replacement program He noted additionally, due to higher expected costs in the new fiscal year, the proposed amendment transfers funds from Public Services for the replacement of a skid steer.*

*He stated existing appropriations that are being transferred to the central services fund have no budget impact and staff recommends approval.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-261.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-262 Budget Amendment - City Lake Park Internal Loan - Landfill Reserve Fund**

City Council is requested to adopt a budget amendment and repayment terms to appropriate funding for an internal loan in the amount of \$8,352,748 from the Landfill Reserve Fund.

*Bobby Fitzjohn, Financial Services Director, stated in June 2021 Council approved a funding plan for the City Lake Park renovations which included general obligations bonds, some grant funding, and an internal loan from the Landfill Reserve Fund. Those funds are set aside for the development and closure of the landfill which is planned out into the future and the City is utilizing some of the cash and will replenish it. This item will allow the transfer now that we are at the completion of the project. He stated staff is requesting approval of the budget amendment and repayment terms.*

**A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-262.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-263** **Tax Collection Orders- Forsyth County Tax Administration- for Collection of Fiscal Year 2023 Taxes and Collection of 2022 and Prior Years' Taxes**

City Council is requested to approve the Tax Collection Orders as requested by the Forsyth County Tax Administration for collection of Fiscal Year 2023 Taxes and collection of 2022 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County, and to authorize the appropriate City Official to execute the Tax Collection Orders.

*Bobby Fitzjohn, Financial Services Director, stated Forsyth County assess and collects taxes on properties within the city limits that are in Forsyth County. Forsyth County requires an annual resolution authorizing them to assess and collect on behalf of the city. The attached resolution will give them authority to collect 2023 taxes as well as continue to collect 2022 and prior year taxes.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-263.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-264** **Contract - Sole Source - Core & Main Composite Water Meter Box Lids - Customer Service**

City Council is requested to award a sole source contract to Core & Main in the amount of \$32,349.52 for the purchase of 800 Composite Meter Box Lids to ensure reading accuracy in the future AMI system.

*Andy Osborne, Customer Service Manager, stated Core & Main is the city's provider for water meter boxes and they also have developed custom composite lids that the city is converting to which will replace the concrete and cast-iron lids that the city has currently. These custom lids prevent the city from changing the meter box unless it is needed which decreases material and labor. The advantages for the composite lids will be critical components for the future AMI system and the lids will increase accuracy of the meter reading process. He said staff recommends the purchase of 800 composite meter box lids from Core & Main in the amount of \$32,349.52*

*In response to questions from Committee Members, Mr. Osborne spoke to tampering, durability, quality and longevity, cost, as well as the process for replacing and installing the new meter boxes.*

**Chairman Moore, made a motion, seconded by Committee Member Holmes, to approve agenda item 2023-264.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-265 NCMPA1 - ElectriCities - REPS & RECR-1/2 Rider Updates**

City Council is requested to adopt updated rate riders RECR (Renewable Energy Credits Rider 1 & 2) to remain compliant with NCMPA1.

*Tyler Barrier, Electric Utilities Director, explained there have been updates regarding renewable energy portfolio standard Rider 15 charges that appear on electric utility bills as well as renewable energy credits. He stated these updates have increased the avoided cost credit that the city can pay a customer that is generating their own power. He asked the updated rate riders be adopted to remain compliant with NCMPA1 noting this is revenue neutral for the city.*

**A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-265.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-266 Approval- FY 2023-2024 Annual Budget for the Market Authority**

City Council is requested to approve the FY 2023-2024 Annual Budget for the Market Authority.

*Stephen Hawryluk, Budget and Performance Manager, stated this item is requesting approval of the FY 2023-24 Market Authority annual budget.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones to approve agenda item 2023-266.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**2023-267 Approval-FY 2023-2024 Annual Budget for Visit High Point**

City Council is requested to approve the FY 2023-24 Visit High Point budget and authorize the City Manager to execute a contract with Visit High Point for FY 2023-24.

*Stephen Hawryluk, Budget and Performance Manager, stated this item is requesting approval of Visit High Point's FY 2023-24 annual budget.*

**A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-267.**

**Motion carried with the following vote:**



**Aye:** Chair Moore, Committee Member Holmes, and Committee Member Jones

**Absent:** Committee Member Peters

**ADJOURNMENT**

*There being no further business to come before the Committee, the meeting adjourned at 4:33 p.m.*

Respectfully Submitted,

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Britt Moore, Chairman

Attest:

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Sandra Keeney  
City Clerk