



FINANCE COMMITTEE

Chaired by Council Member J. Davis

Members: J. Davis, Alexander, C. Davis, and Hill

NOVEMBER 3, 2016 – 4:00 P.M.

3rd FLOOR CONFERENCE ROOM

MINUTES

Present:

Committee Chairman Jim Davis and Committee Members Cynthia Davis and Alyce Hill

Absent:

Committee Member Latimer Alexander

Staff Present:

Randy McCaslin, Deputy City Manager; JoAnne Carlyle, City Attorney; Eric Olmedo, Budget and Performance Manager; Terry Houk, Director of Public Services; Jeff Moore, Director of Financial Services; Robby Stone, Public Services Assistant Director; Greg Venable, Transportation Planner; Police Chief; Major Kenneth Shultz; Garey Edwards, Director of Electric Utilities; Glenda Barnes, Public Services Analyst; Glenn Clapp, Emergency Manager; Maria Smith, Deputy City Clerk; and Lisa Vierling, City Clerk

Others Present:

Judy Stalder (TREBIC)

News Media:

No News Media Present

Chairman J. Davis called the meeting to order at 4:00 p.m.

Chairman J. Davis gave a brief update on the Main Street construction. As he explained the traffic went smoothly until he proceeded to the Dog House and then it became backed-up. Randy McCaslin, Deputy City Manager, advised that they would look into adjusting the traffic signal timing or as Chairman J. Davis suggested a left turn lane. Judy Stadler, TREBIC, also experienced a back-up today at lunch near Westwood trying to get to the Dog House as traffic was trying to turn right on Main Street. Committee Member C. Davis commented behind Hamilton going into 3M, she suggested making that stretch instead of one lane making it into two lanes, then moving it over and picking it up at Hamilton over to the other side. Chairman J. Davis did notice cars turning into Huffman Paint going into Pizza Hut.

Contract - Everbridge Notification System

Council is requested to adopt a Resolution authorizing a Memorandum of Agreement (MOA) between the City of Greensboro, City of High Point and Guilford County for the shared use of community notification system.

Glenn Clapp, Emergency Manager, filling in for Steve Lingerfelt, pointed out this current Genie System notification system used for emergency's and other events and reverse 911 that is used. They are currently looking at a new system that would upgrade them and continue a relationship with the City of Greensboro and Guilford County to allow the capabilities with both and be user friendly. He explained that with this new system, it would allow to send a text to opt in for events for a High Point Market if something were to occur.

Chairman J. Davis recognized that they shared the cost for the Guilford County and Mr. Clapp confirmed that each of the participating entities would pay a third of the cost. Mr. McCaslin advised this would be an upgrade. Committee Member C. Davis shared that the police department had been handling the cost and the volume and would be turning it over to somebody else by the first year would be \$44 and thereafter would be \$40,000 and would take the load off the Police Department. Police Chief, Major Kenneth Shultz commented this would be great for the water issue and solicit information in a geographic area. He explained how this would be an upgraded system that would be than the prior system and recovered it from the city side and piled in from emergency management. Mr. Clapp shared with a lot of citizens having the use of voice mail or using cell phones instead of landlines in those areas and would be an upgrade.

Chairman J. Davis asked whose budget would this come out of and Mr. Clapp confirmed it would come out of IT's.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member C. Davis made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member Alexander was absent]

Agreement - Level 3 Communications, LLC

Council is requested to approve a Pole Attachment Agreement with Level 3 Communications which will allow attachment of their lines/equipment to the City's overhead distribution system.

Director of Electric Utilities Garey Edwards reported a few months ago, Fibertech came to the city and requested an agreement to allow them to attach their equipment to the City's overhead poles and noted this request was very similar, just a different company. Chairman J. Davis asked how many poles would be used. Mr. Edwards replied one dozen. Mr. McCaslin pointed out that the State informed the city that if there is room on our poles, then we have no choice but to allow their request to attach and if we did not have room, then they would have to pay the additional cost associated with the City putting larger poles in and replacing it.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member Alexander was absent]

Supplemental Agreement - HDR - E. Lexington Avenue Phase I Feasibility Study

Council is requested to approve a Supplemental Agreement with HDR for a transportation study to determine the feasibility of proposed improvements for the E. Lexington Avenue / Greensboro Road corridor, between I 74/US311 and N. Centennial Street, Phase I.

Greg Venable, Transportation Planner, advised this is a Supplemental Agreement with HDR to conduct transportation, planning and engineering services to do a feasibility study for East Lexington Drive from North Centennial to I-74. Mr. McCaslin reported that Business High Point would be presenting a check at the beginning of the meeting for \$90,000 and they have also looked at other transportation projects and have been able to reduce those by \$45,000. Chairman J. Davis reiterated that this would be I-74 to Main Street, and Mr. Venable confirmed that Phase I would be to Centennial.

Chairman J. Davis asked if this moves forward would it be a State funded project or a City of High Point project. Mr. McCaslin replied that it would probably be a jointly funded project. Chairman J. Davis pointed out that it could potentially be millions of dollars and wanted to know what this could mean for the Sandy Ridge, Johnson Street, Corridor, Triangle Lake Road, etc... Mr. McCaslin advised that this would be the first of a long process and Johnson and Sandy Ridge would not be affected as those were already budgeted for and some of those other projects such as Triangle Lake and others, those would need to be considered in the next bond package should Council decide to move forward. Mr. Venable shared that they did submit a project to North Carolina Department of Transportation (NCDOT) to try to get it funded with the TIP and they would know something in January if it scores high enough. Mr. McCaslin stated that even if it does make the draft TIP, it would still be in the late stages. Committee Member C. Davis asked about the capital projects fund where it showed the Sandy Ridge Road (33,000 / I-74 – 10,000 / South Main / 5,000) and asked if those were residual dollars or if those were dollars that we were going to use. Mr. McCaslin replied that those were the dollars that Mr. McDonald and Mr. Olmedo worked together to determine at this point we could shift the dollars and it should not affect the projects.

Mr. McCaslin pointed out for motion purposes, one is for the budget amendment and the other is the contract. JoAnne Carlyle, City Attorney, recommended two separated motions.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member C. Davis made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member Alexander was absent]

Budget Ordinance Amendment - E. Lexington Avenue Phase I Feasibility Study

Council is requested to adopt an ordinance amending the 2016 Annual ordinance to appropriate funds in the amount of \$135,511 for the East Lexington Avenue Phase I Feasibility Study.

Mr. McCaslin reiterated why this amount is different from the previous because \$45,000 of it had already been budgeted and it is just new and moving money.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member Alexander was absent]

Comprehensive Fee Schedule FY 2016-2017 for the City of High Point

Monday, November 7, 2016 at 5:30 p.m. is the date and time established to receive public comments on the adoption of the City of High Point Comprehensive Fee Schedule for FY 2016 2017. Newly proposed fees and changes to existing fees will be effective January 1, 2017.

Eric Olmedo, Budget and Performance Manager, advised that the intent was to create one document that would list all fees and schedules citywide and the majority of the fees and rates that were listed had been approved by previous Council actions and there was no approval process. He continued with the intent moving forward that a Comprehensive Fee Schedule be adopted with every annual budget. Mr. Olmedo reported that they would bring this to Council today with a few fees and an attachment for a separate document that would list and explain that these are fees that have already been discussed and approved by

Council in the past such as development fees, public services, water/sewer fees. Staff is asking for Council's approval with an effective date of January 1, 2017.

Committee Member C. Davis pointed out to give feedback to the stakeholders was very important and giving them six months to get acclimated to give the estimates to their clients. Chairman J. Davis wanted to confirm as to we do not charge a fee currently for General Contractors for residential and wanted to know if this was just for a swimming pool or if we were going to start charging contractors for residential plan review. Mr. McCaslin replied that it would be just for swimming pools.

Ms. Stalder advised that she discussed the swimming pool fee with Lee Burnette, Director of Planning and Development in the spring, and pointed out they added the required electronic gate lock that would have to be inspected to make sure it operates properly. Mr. McCaslin pointed out these development fees were tied directly to Accela software and how it would be important to get these to go into effect by January 1, 2017, and suggested that the Committee table the proposed Public Services fees since there are questions on these and possibly make them effective July 1, 2017 when the next budget is adopted. Chairman J. Davis asked for clarification on residential construction that we would not charge General Contractors for Residential Plan Review. Mr. McCaslin stated that he believed they would not.

Chairman J. Davis had a question on Commercial Permits as to why we went down from \$100 to \$75 and could afford to more on higher fees on commercial than on residential. Mr. McCaslin suggested to follow up with Lee Burnette to send Council an updated email with more information regarding that. He stated how some went up and down with Accela versus with the old system. Ms. Stalder noted how they lowered initial back fee and then each of the trade fees increased.

Committee Member C. Davis had a question regarding the Clerk's Office and the public records fees and welcomed legal advice. She wanted to know if a citizen came in and requested a record but could not afford to pay what would be required by law and if the city would be obligated to give them the information they are seeking or if the city could refuse because they did not pay the fee? JoAnne Carlyle, City Attorney, replied that we would not give them the record upfront and added that the city would have the right to ask the citizen to provide proof of a disability if they are claiming a disability. Mr. McCaslin pointed out they are always permitted to inspect records which would not require a cost. Committee Member C. Davis asked how a citizen would show proof, and Ms. Carlyle replied that if there is an additional expense and their handicap was preventing them from the information, they would be required to submit a doctor's note to that effect.

Chairman J. Davis explained the comprehensive fee change from the Public Service on the water meters and suggested to break that down and put that back into the Committee to get further information and comparisons for other cities. Mr. McCaslin confirmed that Mr. Houk would follow up for the next Finance Committee meeting. Mr. McCaslin suggested to approve the comprehensive fee schedule without the Public Service fees which would include the Planning and Development fees.

Chairman J. Davis moved to forward the Comprehensive Fee Change matter effective January 1, 2017 minus the Public Services proposed fees to the City Council with a favorable recommendation. Committee Member Hill made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member Alexander was absent]

Mr. Olmedo advised that this would be on the agenda as a "stand alone" item. He also stated this would be at the next Council meeting and the statute requires a seven-day notification period.

New Cingular (Crown Castle) License Agreement Fourth Amendment

Council is requested to approve an amendment to the original license agreement held with New Cingular (Crown Castle) allowing installation of a backup generator at the Ward Water plant tower site.

Terry Houk, Director of Public Services, reported that Crown Castle had requested an amendment to the original agreement that was approved in October 1997. This would be the fourth amendment to the agreement and they are requesting to install a generator backup at the Ward Water plant. Public Services is recommending that Council approve the amendment. Committee Member C. Davis had a question if the placement of the generator would create a safety or fire concerns, and Mr. Houk confirmed that it would be within the controlled area.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member C. Davis made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member Alexander was absent]

Cry Wolf - False Alarm Reduction Program

Council is requested to approve the contract with Cry Wolf for the administration of the City's False Alarm Reduction Program.

Chief Shultz explained how they had been working on a false alarm ordinance which has been effective by holding people accountable from keeping officers from responding to the same false alarms. He explained how they use the company named, Cry Wolf where they monitor the software. He explained how that would generate the expense of how that would pay through the expense of him having a part time person or paying someone overtime. He also stated to upgrade the software there would be an increase of \$5,200-6,000. He is proposing a contract to approve Cry Wolf where they would give 60 percent and take 40 percent of what the Police Department would collect. He noted how the Police Department would still have control of the program for the penalty or fees and Cry Wolf would take the collection side of it and work closely with the finance side. Cry Wolf would come in to put a portal in our website and run in through the back and have the capability to access the accounts. Chief Shultz believes that we would get better return results and the mailing expense would be split and after that we would get 60 percent of the profit.

Chairman J. Davis asked what the fee schedule currently is now. Chief Shultz replied that currently it is \$25 per the ordinance for the actual applicant application, a one-time fee and he is looking to restructure where there is an annual payment. Mr. McCaslin asked if this would be for residential and commercial, and Chief Shultz confirmed it was for both. Committee Member Hill questioned the fees when the City would be currently looking at amending the law and ordinance or if it would just be the fee portion of it. Chief Shultz stated how it would be just the same amount and make it more feasible and worthy for the company to do it and the investment for the Police Department.

Chairman J. Davis moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member C. Davis made a second to the motion. The motion carried by a 3-0 unanimous vote. [Committee Member Alexander was absent]

Chairman J. Davis discussed how he planned to go to the meeting at Parks and Recreation regarding the watershed regulations and the lake buffers and wanted some additional information.

Mr. McCaslin explained that tonight it would be mainly for the City Lake area and the meeting for the Oak Hollow area would be next Wednesday night. Terry Houk, Director of Public Services and Robby Stone, Public Services Assistant Director, would be in attendance and could answer specific questions. He further specified that the city has had these regulations in effect since 1990, and many of the property owners thought the these were new regulations because some of the properties have changed hands since then.

Mr. McCaslin advised the city is not concerned about what happens on the private side of the property line, how they are not too concerned on the private side of the line. He explained the city has not been enforcing these regulations because when the Lake Warden positions were cut, the enforcement was stopped around the lakes. He noted how the City owns approximately from 50-200-feet of the buffer around the lake. He pointed out how some people have encroached on the city's property in these buffers, and have been mowing right down to the water, and have put fire pits with chairs, steps, retaining walls on city property which needs to be stopped..

Chairman J. Davis commented that he spoke with David Horne about some concerns he had and was under the impression that he could not build anything on his property. Mr. McCaslin stated they spoke with Mr. Horne and told him it would be fine for him to build on his property. Mr. McCaslin explained the only ones that are affected are the ones that have encroached on City property in the buffer area and how the city needs to take the buffer back. He explained how City Lake is impaired and how Oak Hollow flows into City Lake and invasive species of plants flow into City Lake while we need to keep the water quality higher as we maintain the buffer around the lake. Chairman J. Davis stated that several homeowners had called him and Mr. McCaslin did not know which regulations were in place regarding the Tier I, II, etc... Mr. McCaslin stated that these regulations have been in place since 1990, as well as in Greensboro and Guilford County, but for the most part, it would not affect the use of the private property but would affect the city's property (the buffer area).

Chairman J. Davis had a question regarding Unimark on his lot that he owns on Eastchester beside the shopping center and Apple Rock. He continued that he had heard that the City had put some new restrictions on it and he was unable to develop or sell the property and that the value has now decreased. Mr. McCaslin confirmed that it has been in place since 1990 and these were not new regulations. He pointed out if someone owns property that is undeveloped, they can still build on the property, but may have to do some grade/erosion control, etc... Mr. McCaslin noted that he was assured by Lee Burnette that the city would not be taking anyone's property by taking away their development rights. Committee Member Hill raised the question if any of those regulations were filed somewhere before the property was purchased for people conducting title searches. Ms. Carlyle advised that her staff was researching this. Mr. McCaslin stated he spoke with Council Member Ewing about this and his response was that realtors should have informed the perspective property owner's about this when buying the property.

Chairman J. Davis inquired as to how the kudzu and bamboo would be handled because it rapidly takes over the shoreline. Mr. McCaslin suggested that we would have to come up with a plan and look into it. Chairman J. Davis asked if it would not make more sense to allow the property owners to continue mowing and maintain the buffers. Mr. McCaslin pointed out the State is getting really serious about the enforcement and noted the city is obligated to adopt and follow a Watershed Protection Plan.

There being no further business to discuss, the meeting adjourned at 4:42 pm

Respectfully submitted,

Maria A. Smith
Deputy City Clerk

James C. Davis, Chairman

DRAFT