



FINANCE COMMITTEE

Chaired by Council Member Moore

Members: Moore, Hudson, Ewing, and Jones

February 1, 2018 – 4:00 P.M.

3rd FLOOR CONFERENCE ROOM

MINUTES

Present: Chairman Britt Moore, and Committee Members, Jason Ewing, and Victor Jones

Absent: Committee Member Wesley Hudson (father's funeral)

Staff Present:

Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; Eric Olmedo, Budget & Administrative Director; Jeff Moore, Director of Financial Services; Terry Houk, Director of Public Services; Derrick Boone, Assistant Director of Public Services; Mark McDonald, Director of Transportation; Jeron Hollis, Director of Communications & Public Engagement; JoAnne Carlyle, City Attorney; and Lisa Vierling, City Clerk

News Media:

None Present

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

Agenda Items:

2018-30 Master Service Agreements - Transportation Engineering and Planning Services

Council is requested to execute Master Professional Service Agreements for Transportation and Planning Services on an as needed basis with Atkins North America, Inc., HDR Engineering Inc., of the Carolinas, Kimley-Horn and Associates, Inc., Moffatt & Nichol, Inc. and STV Engineers, Inc.

Mark McDonald, Director of Transportation, reported that the City issued a Request for Qualifications (RFQ) in September 2017 for on-call transportation engineering and planning services. Twenty-four proposals were submitted and reviewed by the selection committee comprised of staff from Planning, Engineering, the High Point MPO, and Transportation.

These firms will be offered a Master Agreement to provide professional services in the following areas: 1) traffic engineering; 2) transportation and environmental planning; and 3) roadway, structural, and other general civil and transportation engineering. Each assigned project will be defined by a Supplemental Agreement incorporating a Scope of Services and a negotiated fee. Project proposals exceeding the \$90,000 threshold as specified by state statutes will be brought back to the City Council for approval.

Staff is recommending the following five qualified firms to serve as on-call consultants for transportation engineering and planning services:

- 1. Atkins North America, Inc.*
- 2. Kimley-Horn and Associates, Inc.*
- 3. STV Engineers, Inc.*
- 4. HDR Engineering, Inc. of the Carolinas*
- 5. Moffatt & Nichol, Inc.*

Committee Member Ewing asked how staff would select which ones for specific projects. Mr. McDonald explained they would look at each project as it comes up and assignment would depend on an assessment of the strengths of the firm, availability, as well as rate structure.

Deputy City Manager McCaslin advised this basically allows pre-selecting of the firms on an on-call basis which speeds up the process.

Committee Member Jones inquired about giving preference to local firms and Mr. McCaslin replied that the statutes do not allow for this.

Responding to a question posed by Committee Member Jones regarding whether the terms of these would be for three or five years, Mr. McDonald explained the advice from the Purchasing Department is they could be for five years.

Committee Member Ewing moved to forward this matter to the City Council with a favorable recommendation for approval of Master Agreements with these firms for an initial term of five years. Committee Member Jones made a second to the motion, which carried by a unanimous 3-0 vote. [Committee Member Hudson was absent]

2018-31 NCDOT Construction Agreement - Construction of Tarrant Road Sidewalk

Council is requested to authorize the appropriate city official to execute a construction agreement with the North Carolina Department of Transportation (NCDOT) for the construction of the Tarrant Road Sidewalk.

Mr. McDonald advised that NCDOT approached staff in 2017 about making improvements to this intersection using State safety dollars. The improvements are needed to address a crash problem on Tarrant Road approaching W. Wendover Avenue. NCDOT asked if the city would be interested in them installing a sidewalk in this area, the city concurred. The sidewalk will be installed at the City's expense and is estimated at \$25,000-\$30,000. Per the agreement, the city will reimburse NCDOT for approximately \$29,000 in sidewalk improvements.

Committee Member Jones questioned a sidewalk at this location because there doesn't seem to be as much foot traffic as in other areas that need sidewalks. Mr. McDonald pointed out sidewalks would be put along Wendover Avenue in the future and this would provide some connectivity within proximity to the site.

Mr. McCaslin pointed out putting the sidewalk in at the time the intersection improvements are being done would keep the cost at a minimum.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation. Committee Member Jones made a second to the motion, which carried by a 3-0 unanimous vote. [Committee Member Hudson was absent]

2018-32 Contract Renewal - Pro-Active Storm Debris Removal Services

Council is requested to approve a renewal of the contract with Crowder Gulf, LLC for storm debris removal services in the event of any potential storms resulting in large quantities of vegetative debris.

Mr. Houk reported that the most recent ice storm that occurred in March 2014 left over 16,000 tons of vegetative debris that had to be picked up and disposed of. As a result, the pick-up efforts spanned over several months to get the city cleaned up following the storm. He explained that in order to participate in eligible FEMA and NC Division of Emergency Management cost-sharing, contracts must be competitively bid and pointed out bids were accepted and opened by the Purchasing Department on February 2, 2015.

Staff is recommending the approval of the contract renewal with Crowder Gulf, LLC to be on standby should the need arise in the future for vegetative debris pick-up after a storm.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation for approval. Chairman Moore made a second to the motion, which carried by a unanimous 3-0 vote. [Committee Member Hudson was absent]

2018-33 Contract Extension - Chemtrade Chemicals, USA - Purchase of Alum

Council is requested to approve an extension to the Chemtrade Chemicals USA, LLC contract in the amount of \$399,894.00 for the purchase of Alum, a chemical product used at the City's Water and Wastewater Treatment Facilities for treatment plant processes.

This chemical is used at the city's water and wastewater treatment facilities for treatment plant processes. Mr. Houk advised this would be the last year for an extension to the contract and noted that they are only asking for a very small increase. Staff feels this is a competitive renewal and recommends approval.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Jones made a second, which carried by a unanimous 3-0 vote. [Committee Member Hudson was absent]

2018-34 Contract - Improvements to Tanglewood Pump Station

Council is requested to award contract in the amount of \$608,000.00 to State Utility Contractors, Inc. for improvements to the Tanglewood Pump Station located at Oak Hollow Lake Campground.

Staff reported that this project is part of the overall upgrade of pump stations throughout the city and this pump station requires replacement due to the age and condition of the structure and equipment. Mr. Houk advised that it had to be rebid because only one bid was received. Jeff Moore, Director of Financial Services, reported that staff has starting using the State's interactive purchasing system to head off some of the rebid situations. It was noted that the low bidder is an experienced, properly licensed contractor by the State of North Carolina. Staff is recommending approval.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Ewing made a second to the motion, which carried by a unanimous 3-0 vote. [Council Member Hudson was absent]

2018-35 Resolution - Interlocal Agreement - City of High Point/Guilford County - Family Justice Center

Council is requested to adopt a Resolution approving authorizing the appropriate city official to execute an interlocal agreement between the City of High Point and Guilford County for the development of a Family Justice Center in High Point.

Police Chief Kenneth Shultz advised that it was determined the location at Southside was not conducive and for the past two years, they consolidated resources at Family Services of the Piedmont. All along, the city has been partnering with Guilford County to bring a Family Justice Center to High Point similar to the one in Greensboro that has been very successful. Chief Shultz explained it would be a one-stop center for victims of domestic violence, child and senior abuse and other agencies would also be housed and located in the center once constructed. Guilford

County has agreed to put the Family Justice Center on the 2nd floor of the Guilford County Courthouse in High Point and have agreed to pay for the director's salary, four positions, and the operation of the Center if High Point pays for renovation of the space. Four to Five police officers will also be stationed at the Family Justice Center.

As part of the Interlocal Agreement, the City of High Point will provide a one-time contribution not to exceed \$500,000 to aid in renovation and upstart costs for the Family Justice Center to be located at the Guilford County Courthouse, 505 E. Green Drive. Chief Shultz advised when the Interlocal Agreement between the City of High Point and Guilford County expires, a Memorandum of Understanding would be drafted for the operation. A fall opening is projected.

Committee Member Ewing expressed concerns that the City of High Point would spend the money and get the Family Justice Center in place and asked what happens if Guilford County feels it is not successful. Deputy City Manager Randy McCaslin felt once the Family Justice Center is up and operating, it would be hard for the County to close it.

Committee Member Ewing moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Jones made a second to the motion, which carried by a unanimous 3-0 vote. [Committee Member Hudson was absent]

2018-36 Budget Ordinance Amendment - Family Justice Center

Council is requested to adopt an ordinance amending the 2017 - 2018 Annual Budget to appropriate funds in the amount of \$250,000 for the Family Justice Center Interlocal Agreement establishing a facility in High Point.

Eric Olmedo, Budget and Administrative Director, explained per the Interlocal Agreement, High Point's share of the project is capped at \$500,000. The first installment of \$250,000 will be paid after the County completes 50% of the renovation. The second installment of \$250,000 upon completion of the project, will be budgeted in the 2018-2019 Budget.

This Budget Ordinance Amendment is needed to provide for the payment of the first installment of \$250,000.

Committee Member Ewing moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Jones made a second to the motion, which carried by a unanimous 3-0 vote. [Committee Member Hudson was absent]

2018-37 Contract - Purchase of Fire Station Alerting System

Council is requested to approve a professional service agreement with Purvis Systems, Inc., to provide the Fire Department with an internet protocol (IP) based fire station alerting system.

Assistant Fire Chief Brian Evans advised that the current system that is being used has dated technology and there are many benefits in moving to an IP based alerting system. The radios will be used as a back-up system. The NC911 Board has agreed to cover \$175,818.05 of the cost.

Mr. Evans noted that fire department personnel will get alerts for calls within a half second by both the radios and IP notification, which will result in a better response and turnout time.

The project was approved in the 2017-2018 budget and will be funded from an installment contract loan to be issued by the Financial Services Department and approved by City Council in the next 90 days.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Ewing made a second to the motion, which carried by a unanimous 3-0 vote. [Committee Member Hudson was absent]

2018-38 Budget Ordinance Amendment - Fire Station Alerting System

Council is requested to adopt an ordinance amending the 2017 - 2018 Annual
Budget to appropriate funds in the amount of \$175,819 for the new Fire
Station Alerting System.

Eric Olmedo, Budget and Administrative Director, advised that this system would interface with the 911 Center, and the cost associated with the equipment, software and services that are necessary for the 911 Center portion will be paid from the NC 911 grant. The NC 911 Board has deemed this to be an eligible expense and has approved the use of these funds.

Committee Member Ewing moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Jones made a second to the motion, which carried by a unanimous 3-0 vote. [Committee Member Hudson was absent]

2018-39 Resolution - Conveyance of Property - Housing Authority of High Point

Council is requested to adopt a resolution approving the conveyance by quitclaim deed of properties located at 1601 Edmonson Place and 1307 West Avenue
to the Housing Authority of High Point.

City Attorney JoAnne Carlyle advised that this is a clean-up item. She explained that although the City Council adopted a Resolution in 1972 abolishing the Redevelopment Commission and title and interests to the properties located at 1601 Edmonson Place and 1307 West Avenue were not properly conveyed to the High Point Housing Authority. The Housing Authority has been treating these properties as public housing properties since that time, and has requested the City issue quitclaim deeds to clear up the interests of title.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation for approval. Committee Member Jones made a second to the motion, which carried by a 3-0 vote. [Committee Member Hudson was absent]

There being no further business to discuss, the meeting adjourned at 4:50 p.m. upon motion by Chairman Moore and second by Committee Member Jones.

Respectfully Submitted,

Lisa B. Vierling, MMC
City Clerk

Britt Moore, Chairman