



FINANCE COMMITTEE
(Virtual Meeting)
Chaired by Council Member Moore
Members: Moore, Holmes, Peters, and Jones
August 13, 2020 – 4:00 p.m.
3rd Floor Council Chambers

Present (2): Chairman Britt Moore; Committee Member Victor Jones
Participating

Remotely (1): Committee Member Michael Holmes;

Absent (1): Committee Member Monica Peters

Staff Present:

Randy McCaslin, Interim City Manager; Greg Ferguson, Assistant City Manager, Eric Olmedo, Assistant City Manager; Lee Tillery, Parks & Recreation Director; Michael McNair, Community Development Director; Kim Thore, Right of Way Coordinator; Lisa B. Vierling, City Clerk; and Mary S. Brooks, Deputy City Clerk

Staff Participating

Remotely: JoAnne, Carlyle, City Attorney; Bobby Fitzjohn, Director of Financial Services; Terry Kuneff, Civil Engineer III; Mark McDonald, Transportation Director; Tyler Berrier, Electric Utilities Assistant Director; Erik Conti, Purchasing Manager; Sandy Dunbek, High Point Economic Development Corporation, Executive Vice President

As part of the city of High Point's COVID-19 mitigation efforts, in-person attendance was not allowed at this meeting. Instead, the meeting was live-streamed, and the public was provided a link to listen to the meeting as it was being live-streamed.

www.HighPointNC.gov/VirtualPublicMeeting

CALL TO ORDER

Chairman Moore called the meeting to order at 4:01 p.m.

PRESENTATION OF ITEMS**2020-303 Contract - KI Furniture - High Point Police Department**

City Council is requested to award a contract to KI Furniture in the amount of \$710,248.28 for the total comprehensive furnishings for the new High Point Police Department. KI is an approved North Carolina State Contract (420A) manufacturer and their proposal was submitted utilizing at or below state contract pricing.

Erik Conti, Purchasing Manager, reported that the City of High Point's new Police Department would be purchasing furniture for the entire facility with a budget of \$750,000; said there were three proposals received and were evaluated by a selection committee comprised of Police Department, Facilities and Purchasing staff. Evaluations were based on; site visit, experience with similar projects, product selection, product quality and warranty. KI scored the highest of the three and was also the lowest in price on the overall proposal. Proposals were obtained from:

- KI: \$710,248.28
- High Point Furniture: \$750,237.97
- Miller At Work: \$825,922.40

Staff is recommending approval of the contract to KI Furniture in the amount of \$710,248.28.

Chairman Moore inquired on the timeframe the furniture would be delivered. Mr. Conti replied that it would be between 4-6 weeks; and it is anticipated that the furniture will be ready when the building is opened.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-304 Contract - Change Order - Sharpe Brothers - Cedrow Subdivision

City Council is asked to approve a change order with Sharpe Brothers, Inc. for the amount of \$18,556.78 to cover costs for clearing fifteen (15) trees, and for an additional 6" gate valve necessary for the installation and testing of the new waterline.

Terry Kuneff, Civil Engineer III, reported that the change order in the amount of \$18,556.78 to cover costs for clearing fifteen (15) trees, and for an additional 6" gate valve necessary for the installation and testing of the new waterline; and that the total amount of the two change orders combined is greater than the authorized \$90,000.00 limit. Staff is recommending approval of the change order with Sharpe Brothers, Inc. in the amount of \$18,556.78.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Chairman Moore made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-305 Contract - Asplundh Tree Expert Co.

City Council is requested to continue a contract in the amount of \$1,161,800 utilizing Asplundh Tree Expert Co. to provide line clearance tree services (tree trimming) for the upcoming fiscal year.

Tyler Berrier, Electric Utilities Assistant Director reported that each year High Point participates in the ElectriCities Joint Purchasing Agreement. This program allowed Cities to bid as a large quantity, usually resulting in lower pricing. Continuation of this contract would allow Asplundh Tree Expert Co. to provide line clearance tree services (tree trimming) for the upcoming fiscal year. Staff is recommending approval of the continued contract in the amount of \$1,161,800.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-306 Contract - James River Equipment - John Deere Wheel Loader

City Council is requested to award a contract to James River Equipment in the amount of \$196,503.70 for the purchase of a John Deere 624L wheel loader and to declare the old loader as surplus and disposing through the online auction process.

Gary Smith Fleet Services Director, reported that the Ingleside compost facility had a John Deere 624K wheel loader in need of replacement based on hours and overall condition; said the contract would include an extended warranty (additional three years, five thousand hours, \$3,600 installment), operator training, and delivery; and that delivery was estimated at 120-150 days. Staff is recommending the approval of a contract with James River Equipment in the amount of \$193,503.70.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-307 Contract - James River Equipment - John Deere Excavator

City Council is requested to award a contract to James River Equipment in the amount of \$255,124 for the purchase of a John Deere 300G excavator from James River Equipment and to declare the old excavator as surplus and disposing through the online auction process.

Gary Smith, Fleet Services Director, reported that The Landfill Division of Public Services had a 2006 Caterpillar 325DL excavator in need of replacement based on hours and overall condition; the contract included an extended warranty, manuals, operator training, and delivery. Delivery is estimated at 120-150 days. Staff is recommending the approval of the contract with James River Equipment in the amount of \$255,124.00; and to declare the old excavator as surplus to be disposed of through the online auction process.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-308 Contract - Alta Planning & Design - Greenway Master Plan

City Council is requested to award a contract to Alta Planning & Design for professional consulting services to assist in the development of a comprehensive Greenway Master Plan.

Lee Tillery, Parks and Recreation Director reported that The High Point Parks and Recreation Department was seeking professional consulting services to assist in the development of a comprehensive Greenway Master Plan; said the last Plan was completed ten years ago. Staff is recommending approval of this recommendation and for authorization of City Management to execute a contract with Alta Planning and Design for these services.

Chairman Moore inquired on the cost; and timeframe for the request. Mr. Tillery replied the Parks and Recreation budget impact would be \$20,000; and that the services would take 6 to 7 months to complete.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-309 Contract - Spectrum Southeast LLC - Installation & Bulk Service

Agreement - Cable Services - Oak Hollow Campground

City Council is requested to approve a Nonexclusive Installation and Bulk Service Agreement 10-year contract between Spectrum Southeast LLC and the City of High Point effective September 1, 2020.

Lee Tillery, Parks and Recreation Director reported that the proposed contract was to establish a long-term cable contract for Oak Hollow Campground to ensure services for the next ten years, build upon our current infrastructure and limit rate increases over the period of the contract. Staff is recommending approval of the Non-exclusive Installation

and Bulk Service Agreement 10-year contract between Spectrum Southeast LLC and the City of High Point effective September 1, 2020.

Chairman Moore inquired on how Oak Hollow Campground was doing in regard to the impact of COVID-19. Mr. Tillery replied that the Campground suffered the first two months but was continuing to improve.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-310 Resolution - Sale of City Owned Property - 1114 Tipton Street

City Council is requested to adopt a resolution accepting the offer of \$22,000 and authorizing the sale of City owned property located at 1114 Tipton Street, Parcel No. 187490 through the upset bid procedure of N.C.G.S. 160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. 160A-269.

Kim Thore, Right of Way Coordinator, reported MB Enterprises, LLC has offered a bid of \$22,000 for City owned property located at 1114 Tipton Street, Parcel No. 187490. Staff is recommending approval of accepting the offer of \$22,000.00 and authorizing the sale of City Owned Property located at 1114 Tipton Street.

Chairman Moore asked was there a structure on the property. Ms. Thore replied yes, and that it needed repairs.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-311 Interlocal Agreement - Guilford County CARES Act Funding - COVID-19

City Council is requested to approve an interlocal agreement between Guilford County and High Point regarding CARES Act funding and authorize the appropriate city official

to execute all necessary documents.

Eric Olmedo; reported the next three items: 2020-311, 2020-312, and 2020-313 were interrelated and would be combined for presentation; and would need to be voted on separately.

Guilford County: *Cities and Counties with populations of 500,000 or more received funding from the Federal Government under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). Guilford County received approximately \$93,700,000 in funding, since it is a unit of government with a population over 500,000. Under this act, there is no requirement that Guilford County share any of the funds with municipalities within the County, however, they have chosen to do so based on a formula using population. High Point's share of the funding based on population is \$1,113,220.*

Forsyth County: *Counties in North Carolina with populations under 500,000 received funding from the Federal Government under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") as a pass through from the State of North Carolina. Forsyth County received approximately \$3,472,407 in funding, since it is a unit of government with a population under 500,000. Under this act, Forsyth County is required to share a portion of the funding with municipalities within the County. High Point's share of the funding based on population is \$1,281.*

Davidson County: *Counties in North Carolina with populations under 500,000 received funding from the Federal Government under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") as a pass through from the State of North Carolina. Davidson County received approximately \$2,977,053 in funding, since it is a unit of government with a population under 500,000. Under this act, Davidson County is required to share a portion of the funding with municipalities within the County. High Point's share of the funding based on population is \$175,482.*

Committee Member Jones mentioned that there were \$20 million in small business grants; and inquired where the funding would go in the budget. Mr. Olmedo replied that funding would be used for reimbursement for COVID-19 related expenses.

Joanne Carlyle, City Attorney advised the committee that a motion for approval would need to include a resolution as well.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion.

Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-312 Interlocal Agreement - Forsyth County - COVID-19 Relief Funds

City Council is requested to approve an interlocal agreement between Forsyth County and High Point regarding the grant of Coronavirus Relief Funds and authorize the appropriate city official to execute all necessary documents.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-313 Interlocal Agreement - Davidson County CARES Act Funding - COVID-19

City Council is requested to approve an interlocal agreement between Davidson County and High Point regarding CARES Act funding and authorize the appropriate city official to execute all necessary documents.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

2020-320 Ordinance - Economic Development Incentive Fund Budget Ordinance

City Council is requested to adopt an ordinance to appropriate a pass-through grant from the NC Department of Commerce's One North Carolina Fund. The Department of Commerce has notified the City that the requirements of the grant have been satisfied and the city has received \$160,000 to be passed through to Central Square (formerly Superion, LLC). *Eric Olmedo, Assistant City Manager reported that the requirement of the grant had been satisfied and the city had received \$160,000 to be passed through to Central Square (formerly Superion, LLC); and that staff was recommending approval of the budget amendment.*

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the August 17, 2020 City Council Finance Committee Consent Agenda for approval. Chairman Moore made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 3-0 vote:

Aye (3): Chairman Moore, Committee Member Jones, and Committee Member Holmes

Absent (1): Committee Member Peters

ADJOURNMENT

There being nothing further to come before the Finance Committee, the meeting adjourned at 4:31 p.m. upon motion duly made and seconded.

Respectfully submitted,

Mary S. Brooks, Deputy City Clerk

Britt Moore, Chairman