

City of High Point

*Britt Moore, Chair
Jason, Ewing, Wesley Hudson
Victor Jones*



Minutes

Thursday, May 30, 2019

4:00 PM

3rd Floor Conference Room

Finance Committee

*Britt Moore, Chair
Jason, Ewing, Wesley Hudson
Victor Jones*

FINANCE COMMITTEE**FINANCE COMMITTEE***Chaired by Council Member Moore**Members: Moore, Hudson, Ewing, and Jones***May 30, 2019 - 4:00 p.m.****3rd Floor Lobby Conference Room**

Present (3): Chairman Britt Moore, Committee Member Wesley Hudson, and Committee Member Victor Jones

Absent (1): Committee Member Jason Ewing

Staff Present:

Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; Eric Olmedo, Managing Director; Laura Altizer, Budget and Performance Manager; Tyler Berrier, Assistant Director of Electric Department; Robby Stone, Assistant Director of Public Services; Nawfal Shujaa, Project Engineer; Bobby Fitzjohn, Director of Financial Services; Jeron Hollis, Communications and Public Engagement Director; JoAnne Carlyle, City Attorney; Kim Thore, Right-of-Way Coordinator; Roslyn McNeill, Budget Analyst; Lisa Vierling, City Clerk; and Mary S. Brooks, Deputy City Clerk

Chairman Moore called the meeting to order at 4:03 p.m.

Present 3 - Moore, Council Member Wesley Hudson, and Council Member Victor Jones

Absent 3 - Council Member Jason Ewing, Alternate Member Jay Wagner, and Alternate Member Christopher Williams

2019-232**Contract - MobileDoc - Fire Department Employees**

Council is requested to award an agreement for a services contract to MobileDoc Medical Services to include on-site/as needed physicals for the Fire Department employees in the amount of \$98,000.

Attachments: [1. Agreement - MobileDoc 2019 - Fire Department Employees](#)

Assistant Fire Chief Tim Wright advised this contract with MobileDoc is for medical services to include on-site/as needed physicals for the Fire Department which are conducted on schedules as needed to ensure employees are medically cleared to perform their duties. He noted that MobileDoc is very well-informed on the standards that are required and are able to certify the results.

A motion was made by Chairman Moore, seconded by Committee Member Hudson, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

2019-233

Resolution - High Point University - Radio Donation

Council is requested to adopt a resolution approving the donation of sixty (60) surplus radios to High Point University that were slated to be sold on the GovDeals online auction service.

Attachments: [2. HPU Radio Donation](#)
[RES Donation of Radios](#)

Eric Olmedo, Managing Director, explained that High Point University approached the city about the possibility of acquiring these surplus radios. He noted that these 60 handheld radios were slated to be sold on the GovDeals website through an online auction; however, it was determined that the city would make a donation to High Point University in the spirit of cooperation. The university has been made aware that they will need to contract directly with Guilford County and pay a per radio fee to use these units on the Guilford County Radio network. The estimated value of the handheld unit is \$3,269 based on previous GovDeals online auction pricing.

Chairman Moore questioned why these radios are surplus to the city, but usable to the university. Mr. Olmedo replied the radios have less intensive uses than what our police officers use. City Manager Greg Demko pointed out they won't be used on the city's communication system.

Mr. Olmedo reported that this required a 5-day posting notice and it was posted on the Electronic Board in the 3rd Floor Lobby.

A motion was made by Chairman Moore, seconded by Committee Member Jones, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-234](#)

Change Order - J&J Underground Utilities

Council is requested to approve a change order to the J&J Underground Utilities contract in the amount of \$197,869 to close the project and process final payment to the vendor for work performed under the contract for boring conduits for primary power in the Carol Bay subdivision.

Attachments: [3. Change Order - Carol Bay Conduit](#)

Tyler Berrier, Assistant Director of Electric Utilities, explained that the underground cable in the Carol Bay subdivision has reached the end of its service life as most of the cable was installed as underground in the early 1980s. After several attempts by city staff, the Electric Utilities Department was unable to install conduits by digging due to the large rock quantifies. Approximately 1,673 linear feet of rock was encountered during construction resulting in the overrun for this bid item. Mr. Berrier advised that this change order will close out the project and allow the electric Utilities department to process final payment to the selected vendor for work performed under the contract for boring conduits for primary power in the Carol Bay subdivision.

A motion was made by Committee Member Hudson, seconded by Committee Member Jones, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-235](#)

Contract - Guy M. Turner, Inc. - Crane & Rigging Services

Council is requested to award a contract to Guy M. Turner, Inc. to establish unit pricing for Crane and Rigging work on an as needed basis. These prices will be locked in for three years with options for additional years of renewal if agreeable with vendor.

Attachments: [4. Guy Turner, Inc - Crane and Rigging - 3 year contract](#)

Tyler Berrier, Assistant Director of Electric Utilities, advised that the Electric Department solicited bids to establish unit pricing for crane and rigging work that will allow for quick utilization of crane services when needed. He pointed out this contract will only establish unit price cost and noted emergency mobilization was also included in the contract. He explained that these prices will be locked in for three years with options for additional years of renewal if agreeable with the vendor. The Electric Department is recommending award of a contract to Guy M. Turner for crane and rigging services.

A motion was made by Committee Member Jones, seconded by Committee Member

Hudson, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-236](#)

Contract - On-Call Professional Services - Supervisory Control & Data Acquisition Systems (SCADA) & Integration Support - Piedmont Automation/ Citi, LLC/ Revere Control Systems/ Lord & Co

Council is requested to award Master Professional Service Agreements for SCADA Design & Integration Support with four (4) firms: Piedmont Automation, CITI LLC, Revere Control Systems and Lord & Co to provide professional services for Public Services facilities control systems such as Wastewater, Water Treatment, Material Recovery Facility, as well as all remotely controlled located systems.

Attachments: [5. SCADA Agenda Item](#)

Terry Houk, Director of Public Services, advised that the city's plants are fully automated and although staff feels there are resources internally for this, staff is very limited as to the time required. Staff would like to establish an on-call service contract with multiple firms that can be utilized as needs arise related to SCADA design and integration. Public Services is recommending the award of Master Professional Service Agreements for SCADA Design & Integration Support with the following four (4) firms to provide professional services for Public Services facilities control systems such as Wastewater Treatment, Water Treatment, Material Recovery Facility, as well as remotely controlled located systems.

1. Piedmont Automation
2. CITI LLC
3. Revere Control Systems
4. Lord & Co.

A motion was made by Chairman Moore, seconded by Committee Member Hudson, that this matter be recommended for approval and placed on the June 3, 2019 consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-237](#)

Contract - Ward WTP Caustic & Alum Pump Replacement - Brushy Mountain Builders

Council is requested to award a contract to Brushy Mountain Builders in the amount of \$245,000 to demolish the existing alum and caustic chemical feed system at the Ward Water Plant and to replace the pumps, valves, accessories and related electrical and control work. The project also includes the rehabilitation and coating application of both the caustic and

alum containment areas.

Attachments: [6. Ward WTP Chemical Feed Pumps](#)

Terry Houk, Director of Public Services, advised that staff solicited bids for replacement and installation of pumps, etc... because of age, added maintenance, and difficulty in locating replacement parts. He noted that this includes all conduits, plumbing, electrical conduit and instrument control work and includes the rehabilitation and coating application of both the caustic and alum containment areas needed to install a new chemical feed system. Staff is recommending award of the contract to Brushy Mountain Builders, Inc. in the amount of \$245,000.00.

A motion was made by Chairman Moore, seconded by Committee Member Hudson, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-238](#)

Contract - TransLōc, Inc.

Council is requested to award an amended contract to TransLōc, Inc. in the amount of \$94,400 for access to the real-time bus information platform for the City's Hi-Tran buses.

Attachments: [Contract - TransLoc Contract Amendment](#)

Angela Wynes, Transit Manager, advised this platform provides the public real-time information on bus arrival and departure information and provides a management platform to provide system-side announcements and instant replay viewer to address vehicle issues or customer concerns. She explained it was initially for \$90,000, but two new buses were added bringing the amount to \$94,400. Staff recommends approval of the amended contract to TransLoc, Inc. in the amount of \$94,400.

A motion was made by Committee Member Hudson, seconded by Committee Member Jones, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-239](#)

Resolution - Revised Reimbursement Agreement - BSC Holdings, Inc.

Council is requested to adopt a Resolution to amend the Reimbursement Agreement with BSC Holdings, Inc. and authorize the appropriate City Staff to execute all documents to execute the same.

Attachments: [Reimbursement Agreement - BSC Holdings](#)
 [RES Agreement BSC Holdings](#)
 [BSC Agreement Amendment-Executed](#)

Deputy City Manager Randy McCaslin advised that in September 2017, Council approved a reimbursement agreement with Barry Segal (BSC Holdings, Inc.) for his development off of Sandy Ridge Road and at that time, they were working purely with an engineering estimate. At that time, the estimate to extend the sewer line from the city's outfall to the new development was \$358,000 and the city agreed to reimburse Mr. Segal for that. Since that time, bids were solicited and received and the costs are now over \$220,000 more than the reimbursement agreement allows. Mr. McCaslin noted the amount budgeted in the Capital Improvement Project for this project is \$500,000 and after negotiations with the developer, staff is recommending Council approve the amendment to the Reimbursement Agreement with BSC Holdings, Inc. up to \$500,00 with the developer responsible for all of the costs. Staff anticipates the additional amount for the project will be another \$100,000 to \$200,000 and reiterated that the developer would be responsible for all the costs.

Chairman Moore asked what documentation would be required from the developer to prove the project was done appropriately. Mr. McCaslin explained the developer is required to submit plans, specifications, As-Built plans, and inspections are done by city staff throughout the process.

A motion was made by Committee Member Hudson, seconded by Committee Member Jones, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-132](#)

Financial Software Technology Initiative- NC Treasurer's Office

Council is requested to approve memorandums of understanding and contract documents between the and City of High Point and the North Carolina State Treasurer's Office to partner in a financial software technology initiative; and, authorize the appropriate city official to execute all necessary documents.

Attachments: [State Technology Initiative](#)
 [Consultant Contract](#)
 [Contract Administrator MOU](#)
 [Steering Committee MOU](#)
 [Consultant Contract - Signed](#)
 [MOU - Contract Administrator - Signed](#)
 [MOU - Steering Committee - Signed](#)

Eric Olmedo, Managing Director, reported that the NC Treasurer's Office approached the City of High Point regarding the possibility of partnering with them in a financial software technology initiative that will bring a standard chart of accounts and technology to be offered to small governments within the state. He advised there would be two Memorandums of Understanding associated with the agreement: one that sets up the parameter of the project steering committee; and two, one that sets up the understanding that High Point will be the administrator for the project.

He further advised that this is a state funded project with no city money involved and noted the city's Legal Department has reviewed the agreement and agrees with it. Mr. Olmedo explained that the city will not actually use the software and that the city's role is part of the steering committee to review and vet the financial software technology.

Chairman Moore inquired about the length of the agreement and Mr. Olmedo replied the term date is 2020, but noted it could stretch past that date.

A motion was made by Chairman Moore, seconded by Committee Member Hudson, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-242](#)

Contract - High Point Convention & Visitors Bureau - 2019-2020 Annual Budget/Contract

City Council is requested to approve the annual budget for the High Point Convention & Visitors Bureau (CVB) for FY 2019-2020 and authorize the City Manager to execute contract between the High Point Convention and Visitors Bureau for FY 2019-2020.

Attachments: [8. 19-20 CVB memo](#)

Laura Altizer, Budget & Performance Manager, advised that this will be on the June 3, 2019 City Council Agenda as part of adoption of the FY 2019-2020 Annual Budget.

[2019-243](#)

International Home Furnishings Market Authority - 2019-2020 Annual Budget

City Council is requested to approve the FY 2019-2020 annual budget for the Market Authority.

Attachments: [7. 19-20 Market Authority memo](#)

Laura Altizer, Budget & Performance Manager, advised that this will be on the June 3, 2019 City Council Agenda as part of adoption of the FY 2019-2020

Annual Budget.

[2019-254](#)

Contract Renewal - The Ferguson Group

Council is requested to authorize the renewal of contract with The Ferguson Group (TFG) for the period of July 1, 2019 - June 30, 2020.

Attachments: [Contract Renewal - The Ferguson Group](#)
 [High Point Contract July 2019](#)
 [Signed Contract](#)

City Manager Greg Demko advised that the city has enjoyed a great relationship with The Ferguson Group for many years and they have done an outstanding job lobbying on behalf of the city in Washington. Staff recommends approval of the renewal of the contract with The Ferguson Group for the period of July 1, 2019 - June 30, 2020.

A motion was made by Chairman Moore, seconded by Committee Member Hudson, that this matter be recommended for approval and placed on the June 3, 2019 City Council consent agenda. The motion carried by the following unanimous 3-0 vote:

Aye: 3 - Council Member Moore, Council Member Hudson, and Council Member Jones

Absent: 3 - Council Member Ewing, Alternate Member Wagner, and Alternate Member Williams

[2019-240](#)

Public Hearing - 2019-2020 City of High Point Annual Budget

Monday, June 3, 2019 at 5:30 p.m. is the date and time established to receive public comments on the proposed 2019-2020 City of High Point Annual Budget.

Attachments: [Public Hearing memo for council](#)

No action is needed by the Finance Committee on this item. The public hearing for the proposed FY 2019-2020 Annual Budget is scheduled for Monday, June 3, 2019 at 5:30 p.m.

[2019-241](#)

Ordinance - City of High Point 2019-2020 Budget Ordinance and Related Documents

City Council is requested to adopt the FY 2019-2020 Budget Ordinance for the City of High Point and associated fee schedules.

Attachments: [19-20 Budget Ordinance](#)
 [FY2020 Proposed Revised](#)
 [ORD Budget 2019 thru 2020](#)
 [Letter Louis Thibodeaux Budget](#)

No action is needed by the Finance Committee on this item. The public hearing for the proposed FY 2019-2020 Annual Budget is scheduled for Monday, June 3, 2019 at 5:30 p.m. The proposed FY 2019-2020 Annual Budget may be adopted following the public hearing.

PENDING ITEMS[2018-169](#)**Amendment to License Agreement - Cingular Wireless PSC, LLC (AT&T)**

City Council is requested to approve an Amendment to the License Agreement with Cingular Wireless PCS, LLC (AT&T) which allows the location of communication equipment at the City's Ward Water Plant; and authorize the City Manager to execute the agreement.

Attachments: [7. Amendment to Lease Agreement - Crown Castle](#)

ADJOURNMENT

There being no further business to come before the Finance Committee, the meeting adjourned at 4:30 p.m. upon motion duly made and seconded.

Respectfully Submitted,

Lisa B. Vierling, MMC
City Clerk

Britt W. Moore, Chairman