

City of High Point

*Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260*



Minutes

Thursday, May 28, 2020

4:00 PM

3rd Floor Conference Room

Finance Committee

Britt Moore, Chair

Committee Members:

Michael Holmes

Monica Peters

Victor Jones

Jay Wagner, Mayor (Alternate)
Christopher Williams, Mayor Pro Tem
(Alternate)

FINANCE COMMITTEE - Council Member Britt W. Moore, Chair

FINANCE COMMITTEE

(Virtual Meeting)

Chaired by Council Member Moore

Members: Moore, Holmes, Peters, and Jones

May 28, 2020 - 4:00 p.m.

3rd Floor Lobby Conference Room

Present (3): Committee Member Victor Jones; and Committee Member Monica Peters

Participating

Remotely (1): Committee Member Jay Wagner; and Committee Member Michael Holmes
[Joined Meeting at 4:21 p.m.]

Absent (1): Chairman Britt Moore

Staff Present:

Randy McCaslin, Interim City Manager; Greg Ferguson, Assistant City Manager; Eric Olmedo, Assistant City Manager; Terry Houk, Director of Public Services; Tyler Berrier, Electric Utilities Assistant Director; Steve Lingerfelt, Information Technology Services Director; Mary S. Brooks, Deputy City Clerk

Staff Participating

Remotely: Kenneth Shultz, Chief of Police; JoAnne, Carlyle, City Attorney; Lisa B. Vierling, City Clerk; Bobby Fitzjohn, Director of Financial Services; Laura Altizer, Senior Budget Analyst

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.

Present 4 - Michael Holmes, Monica Peters, Victor Jones, and Jay Wagner

Absent 1 - Chair Britt Moore

As part of the City of High Point's COVID-19 Mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the city will be live streaming the meeting.

Please click on the following link to listen to the meeting live once the Finance Committee is in session.

www.HighPointNC.gov/VirtualPublicMeeting

CALL TO ORDER

Acting Chairman Jones called the meeting to order at 4:12 p.m.

PRESENTATION OF ITEMS

[2020-171](#)

Municipal Lease Agreement - Motorola Solutions

City Council is requested to approve a Municipal Lease Agreement with Motorola Solutions for WatchGuard 4RE/VISTA In-car camera / body-worn camera systems to be utilized by first responders for Information Technology Services and the High Point Police Department, in amount of \$1,380,436.

Attachments: [1. Motorola Municipal Lease Agreement Proposal 2020 In-car Cameras + BV](#)

Kenneth Shultz, Chief of Police, reported the lease agreement with Motorola Solutions was for in-car camera/body-worn camera systems; said the payments would not begin until July 2021; spoke to designated JAG funds to apply toward payments; said he briefed the Public Safety Committee of the successes with camera systems. The Department of Information Technology Services and the High Point Police Department requested Council approve the municipal lease agreement with Motorola Solutions in the amount of \$1,380,436.

Acting Chairman Jones, voiced appreciation that the cameras would have a five year warranty; said it would help with maintenance cost; and spoke to the positives of how the cameras would be beneficial for everyone.

Chief Shultz continued discussion regarding the current cameras' warranties; and spoke to the rising cost of their maintenance each year because they were beyond the warranty lifespan.

Committee Member Peters inquired on the policy for viewing footage from the body cameras worn by police officers. Chief Shultz replied that there were guidelines and policies used that included going through the chain of command; and that if city council wanted to view the footage there would have to be a court order.

Committee Member Peters asked if the City Manager could view footage if questions arise. Chief Shultz replied yes, since they would be a part of the chain of command.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 1, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 vote:

Aye: 3 - Peters, Jones, and Wagner

Absent: 2 - Chair Moore, and Holmes

[2020-172](#)

Ordinance - Budget Amendment - Motorola Lease Agreement In Car/Body Worn Cameras

City Council is requested to approve a budget amendment in the amount of \$1,380,436.00 for a lease agreement with Motorola Solutions for WatchGuard 4RE/VISTA In-car camera / body-worn camera systems to be utilized by first responders for Information Technology Services and the High Point Police Department.

Attachments: [1a. Motorola In Car-Body Camera Lease Budget Ordinance](#)

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 1, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 vote:

Aye: 3 - Peters, Jones, and Wagner

Absent: 2 - Chair Moore, and Holmes

[2020-173](#)

Contract - Construction Concepts & Design - Sidewalks Curbing Replacement

City Council is requested to award a contract to Construction Concepts & Design Inc. in the amount of \$160,510.00 for the removal and replacement of City of High Point maintained sidewalks & curbs.

Attachments: [2. Concrete Sidewalks-Curbing Removal Replacement](#)

Terry Houk, Director of Public Services, reported the contract with Construction Concepts & Design was for routine maintenance for city sidewalks; said locations of sidewalk and curbs had been identified to be replaced; and the Public Services Department is recommending approval for the contract in the amount of \$160,510.00.

Acting Chairman Jones asked if there were multiple locations throughout the city for be repaired. Mr. Houk replied yes; and noted that the city does not have a concrete repair crew.

Committee Member Peters inquired on the decision-making process of choosing which sidewalks to repair. Mr. Houk replied that assessments were done throughout the city; and noted the timeframe of completion for this project would be this summer.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 1, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 vote:

Aye: 4 - Holmes, Peters, Jones, and Wagner

Absent: 1 - Chair Moore

[2020-174](#)

Contract - Sole Source - Accela Upgrade (Cloud Migration)

City Council is requested to award a sole source contract to Accela, Inc. in the amount of \$89,980.00 to migrate their Accela Civic Platform program to the Accela Cloud and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [3. Accela Upgrade \(Cloud Migration\)](#)
[REVISED SIGNED Recommendation Form - Council Approval \(Formal Bids](#)
[SIGNED Sole Source Request Form \(Accela Upgrade\) \(002\) \(002\) \(002\)](#)

Steve Lingerfelt, Information Technology Services Director, reported that the Accela upgrade would provide the services for migrating the city's Accela Civic Platform program to the Accela Cloud; said the city would save money with the upgrade; and the Department of Information Technology Services and Development Services Center recommended approval of the Sole Source contract in the amount of \$89,980.00.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 1, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 vote:

Aye: 4 - Holmes, Peters, Jones, and Wagner

Absent: 1 - Chair Moore

[2020-178](#)

Contract - Arcadia - Arc Flash Assessment

City Council is requested to award a contract to Arcadis in the amount of \$143,500 to perform Arc Flash Hazard Assessments as required every five (5) years on electrical panels in all city facilities.

Attachments: [Arc Flash Assessment](#)
[Facilities High Point Additional Arc Flash 2020_04_29](#)
[Public Works High Point Additional Arc Flash 2020_03_31](#)
[Transportation High Point Additional Arc Flash 2020_04_29](#)

Eric Olmedo, Assistant City Manager, reported the city was required to have Arc Flash Hazard Assessments performed on electrical panels in city facilities every five years; said the overall goal was to assure safe operation and maintenance of electrical power distribution equipment; and that staff recommended approval for the contract with Arcadis in the amount of \$143,500.

Acting Chairman Jones inquired on the timeframe of the assessment. Tyler Berrier, Electric Utilities Assistant Director replied and explained the

assessment process; and said inspections would be conducted daily along with a report.

Randy McCaslin, Interim City Manager, provided a history of the initial assessment done five years ago; and said there were no bidding done on this contract because it was considered to be professional services.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 1, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 vote:

Aye: 4 - Holmes, Peters, Jones, and Wagner

Absent: 1 - Chair Moore

[2020-183](#)

Contract - WESCO Distribution, Inc. - MCM Cable

City Council is requested to award a contract to WESCO Distribution, Inc. in the amount of \$532,140 to purchase 42,000 linear feet of 750 MCM underground cable for Catalyst Project (Appling Way, English Road, Elm Street) and re-stock the warehouse.

Attachments: [3b. WESCO 750MCM Ung Cable 6-1-2020](#)

Tyler Berrier, Electric Utilities Assistant Director, reported the contract with WESCO Distribution, Inc. was for standardize underground cable; said it was a regular warehouse stock item; and spoke to using it with the Blairwood project.

Acting Chairman Jones inquired on the status of the Blairwood project. Mr. Berrier replied that the project was 80% completed; said it was delayed due to inclement weather; and spoke to the positive feedback, about the project, from citizens.

Committee Member Holmes asked if left over stock from completed projects were reserved; and if the First in First Out (FIFO) system was used. Mr. Berrier replied yes.

Mr. Berrier continued discussion regarding how they used the FIFO system; and staff recommended that the contract be awarded to WESCO Distributions, Inc. in the amount of \$532,140.00.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 1, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 vote:

Aye: 4 - Holmes, Peters, Jones, and Wagner

Absent: 1 - Chair Moore

[2020-175](#)

Kiwanis - Playground Donation

City Council is requested to accept the donated playground equipment at Washington Terrace Park and other amenities in the amount of \$134,167 to commemorate the 100th anniversary of the Kiwanis Club.

Attachments: [4. Kiwanis Playground Donation](#)

Eric Olmedo, Assistant City Manager; reported as member and former president of the Kiwanis Club of High Point he was pleased to say that funds were raised to make the donation for playground equipment at the Washington Terrace Park possible; extended appreciation and thanked the corporate sponsors, and the community for their support; said that kids of all abilities would be able to use the playground equipment; city crews helped prep the playground area for equipment installed; said no budget amendment was needed because it was a donation; and that staff recommended that Council accept this donation from the Kiwanis Club of High Point.

Committee Member Peters suggested doing a celebration during the Unity Street Festival.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 1, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 vote:

Aye: 4 - Holmes, Peters, Jones, and Wagner

Absent: 1 - Chair Moore

ADJOURNMENT

There being nothing further to come before the Finance Committee, the meeting adjourned at 4:38 p.m. upon motion duly made and seconded.

Respectfully submitted,

Mary S. Brooks, Deputy City Clerk

Victor Jones, Acting Chairman

