

City of High Point

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



Minutes

Thursday, January 14, 2021

4:00 PM

3rd Floor Conference Room

Finance Committee

Britt Moore, Mayor Pro Tem, Chair

Committee Members:

Michael Holmes

Monica Peters

Victor Jones

Jay Wagner, Mayor (Alternate)

As part of the city of High Point's on-going COVID-19 mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the meeting will be live-streamed and the public can listen to the meeting as it is being live-streamed by clicking on the following link www.HighPointNC.gov/VirtualPublicMeeting.

FINANCE COMMITTEE - Council Member Britt W. Moore, Chair

Present 3 - Michael Holmes, Monica Peters, and Victor Jones

Absent 1 - Chair Britt Moore

CALL TO ORDER

In the absence of Chairman Moore, Committee Member Jones chaired the Finance Committee meeting.

Acting Chairman Jones called the meeting to order at 4:02 p.m.

Following a virtual roll call by Acting Chairman Jones, the following Committee Members were Present:

Council Member Michael Holmes (remote participation)

Council Member Victor Jones (physically present)

Council Member Monica Peters (physically present)

The following Committee Members were absent:

Chairman Britt Moore

Staff Members Present:

Randy McCaslin, Interim City Manager (physically present); Greg Ferguson, Assistant City Manager (physically present); Eric Olmedo, Assistant City Manager (physically present); JoAnne Carlyle, City Attorney (remote participation); Meghan Maguire (remote participation); Bobby Fitzjohn, Director of Financial Services (remote participation); Travis Stroud, Interim Police Chief (remote participation); Mary Brooks, Deputy City Clerk (physically present); and Lisa Vierling, City Clerk (physically present)

PRESENTATION OF ITEMS

[2021-11](#)

Resolution - Declaration of Surplus Property - Police Canine - Hoss

The High Point Police Department is requesting that City Council declare Canine Hoss as surplus property and adopt a Resolution approving the sale of personal property by private

negotiations and sale pursuant to N.C.G.S. 160A-266.

Attachments: [1. Retire K-9 Hoss](#)
 [Resolution Sale Retired K 9 Hoss](#)
 [Chris DeLong - K9 Hoss bill of sale and report of collection](#)

Interim Police Chief Travis Stroud reported that the Police Department is requesting the retirement of Police Canine, Hoss, who has been in service since late 2013. Canine Hoss has reached retirement age. As a result of the retirement of K-9 Hoss, the Department will need to purchase a replacement canine; the expense of the new purchase is anticipated to be between \$10,000 - \$12,000 and will be evaluated in the 2021 budget. The Police Department is requesting that K-9 Hoss be declared surplus property and be allowed to retire him to Officer Chris DeLong, who will purchase him and assume all responsibility and liability for his upkeep.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the January 19, 2021 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 unanimous vote:

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

2021-12

Contract - HH Architecture - High Point City Lake Park Site Master Plan Phase 1

City Council is requested to award a contract to HH Architecture in the amount of \$474,500 to perform construction documentation and bidding services for the High Point City Lake Park Site Master Plan Phase 1 and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [2. HH Architecture Construction Documentation CLP January 2021](#)

Lee Tillery, Director of Parks & Recreation, advised this is the final phase (construction documentation) of the planning phases that will prepare us to bid Phase I of the City Lake Park project that was identified and included as one of the 2018 approved Municipal Bond projects. the Schematic Design and Design Development have now been completed. The contract with HH Architecture will be for the Construction Document, and it will bring us close to 100% of the total design once complete and will allow the city to move forward with bidding the project in the spring 2021; the estimated time frame to complete this contract is 12 weeks. Staff is recommending approval of the contract with HH Architecture.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the January 19, 2021 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

2021-13

Resolution - Donation of Surplus Radio Equipment - Fair Grove Fire Department

City Council is requested to adopt a resolution approving the donation of ten (10) used surplus Motorola XTS 5000 handheld radios to Fair Grove Fire Department and authorize the appropriate city official to execute all necessary documents.

Attachments: [3. Fair Grove Radio Donation](#)

[Resolution Donation Surplus Computer Equip Fair Grove Fire Dept](#)

Eric Olmedo, Assistant City Manager, advised that Fair Grove Fire Department is a small volunteer Fire Department that covers a 30 square mile area in Davidson and Randolph Counties. They are asking that the city donate 10 used surplus Motorola XTS 5000 radios to them for use within their department. Mr. Olmedo reported that these surplus radios are available and were slated to be sold on the GovDeals online auction service. He noted the last time similar radios were sold on GovDeals for \$25.00 each, which would bring the total value of the units to be donated to Fair Grove Fire Department to \$250.00 based on previous auction pricing.

Acting Chairman Jones inquired about the savings to the Fair Grove Fire Department if they would have had to purchase the radios. Mr. Olmedo replied that the radios currently sell for about \$1,500 each.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the January 19, 2021 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 unanimous vote:

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

2021-14

Contract - Sole Source - Application Support Infor Lawson - RPI Consultants, LLC

City Council is requested to award a contract to RPI Consultants, LLC in the amount of \$175,500.00 for a three (3) year technical support agreement to continue support for the City's ERP application, *Lawson* by Infor and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [4. Contract ERP Application Support Service Agreement](#)

Eric Xavier, Assistant Director of IT Services, advised that staff is recommending approval of the three-year technical support agreement with RPI Consultants, LLC to continue support for the city's ERP application, *Lawson* by Infor. The total cost of the agreement is \$175,500.00 and the funds will come out of the current budget

and the upcoming three additional fiscal years.

Acting Chairman Jones asked what the Lawson program is used for. Mr. Xavier replied the ERP application is used to perform numerous mission-critical functions including human resource management, benefits & retirement management, payroll processing, vendor management, and execution of nearly all operational aspects of the city's Financial Services Department.

Staff recommends approval of the sole source contract with RPI Consultants, LLC for application support for Lawson by Infor.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the January 19, 2021 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Acting Chairman Jones, the motion carried by the following unanimous 3-0 unanimous vote:

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-15](#)

Contract - CPM (Civic Platform) Accela, Inc. - High Point Fire Department

City Council is requested to award a contract to Accela, Inc. in the amount of \$233,615.32 for five (5) year license agreement with Accela, Inc. to afford the Fire Department access to the City's CPM application, *Civic Platform* by Accela and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [5. CPM Application Licenses Accela](#)

Eric Xavier, Assistant Director of IT Services, advised that the city's civic planning management (CPM) application, Accela Civic Platform, is used by numerous departments within the city to facilitate and manage their civic planning, inspections, permitting & licensing activities. He explained that due to the Fire Department's role in the building inspections workflow, it is necessary for their inspectors to join others within the same CPM application. Mr. Xavier reported this would require an additional 35 licenses. This would be a five-year license agreement with Accela, Inc. with the term commencing on February 1, 2021 and concluding on June 30, 2025; the total cost of the five-year contract with Accela is \$233,615.32. Staff recommends approval of the five-year contract with Accela.

Acting Chairman Jones asked how this would affect the Fire Department. Mr. Xavier explained that the Fire Department has been using another application, and using Accela would bring them together with other departments such as Inspections which would help eliminate the possibility of duplication of errors.

Acting Chairman Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the January 19, 2021 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 unanimous vote:

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

Public Hearing

2021-16

Public Hearing - Fitesa

Tuesday, January 19, 2021 at 5:30pm is the date and time established to receive public comments regarding a request for City Council to approve performance based incentives up to the amount of \$342,720.00 for Fitesa for a project at 200 S West Point Avenue and authorize the City Manager to execute a performance agreement with Fitesa containing benchmarks for the company to achieve and a schedule for the payment of incentives.

Note: The public hearing for this matter was held on Tuesday, January 19, 2021 at 5:30 p.m. Pursuant to adopted legislation regarding remote meetings during a State of Emergency, this public hearing will remain open to allow for the required 24-hour waiting period to receive additional public comments prior to a vote being taken at a Recessed Meeting of City Council on Thursday, January 21st 5:30 p.m.

Attachments: [6. Fitesa Performance Based Incentives Public hearing Fitesa Presentation.pdf](#)

Sandy Dunbeck, Interim Economic Development Director, reported that the public hearing before the City Council for the incentives request by Fitesa is scheduled for Tuesday, January 19, 2021 at 5:30 p.m. The company is proposing an \$18 million investment in building improvements, machinery and equipment and is proposing the creation of 22 new full-time positions. She advised that she would be providing a full presentation of the project during the public hearing on Tuesday, January 19, 2021 at 5:30 p.m.

ADJOURNMENT

There being no further business to come before the Finance Committee, Acting Chairman Jones asked if there were any objections to adjourning the meeting. There being none, the meeting was adjourned at 4:11 p.m.

Respectfully Submitted,

Victor Jones, Acting Chairman

Attest:

Lisa B. Vierling, City Clerk