

City of High Point

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



Minutes

Thursday, June 17, 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 - Mayor Pro Tem Britt W. Moore, Chair

CALL TO ORDER

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

Following a virtual roll call by Acting Chairman Jones, the following Committee Members were Present (3):

Chairman Britt W. Moore
Committee Member Michael Holmes (remote participation)
Committee Member Victor Jones

Absent (1) Committee Member Monica Peters

Staff Members Present:

Randy McCaslin, Interim City Manager; JoAnne Carlyle, City Attorney; Eric Olmedo, Assistant City Manager; Greg Ferguson, Assistant City Manager; Jeron Hollis, Managing Director; Lee Tillery, Parks and Recreation Director; Stephen Hawryluk, Budget & Performance Manager; Bobby Fitzjohn, Financial Services Director; and Mary S. Brooks, Deputy City Clerk

Staff Members Remotely Present:

Travis Stroud, Chief of Police; Sandy Dunbeck, Economic Development Director; Terry Houk, Public Services Director; Derrick Boone, Public Services Assistant Director; Robby Stone, Public Services Deputy Director; Trevor Spencer, Engineering Services Director; Tyler Berrier, Electric Utilities Assistant Director; Reggie Hucks, Inspection Services Director; and Lisa Vierling, City Clerk

PRESENTATION OF ITEMS

2021-228

Resolution - GuilfordWorks Lease Agreement

City Council is requested to adopt a resolution approving a five-year lease of 607 Idol Street agreement with the City of Greensboro for the purpose of continuing to operate GuilfordWorks (formerly Guilford County Workforce Development Board) and authorize the City Manager to execute any and all necessary documents.

Attachments: [1. Guilfordworks Lease Agreement](#)
[Resolution Lease Guilford Works](#)

Eric Olmedo, Assistant City Manager reported that a five-year lease of 607 Idol Street with the City of Greensboro for the purpose of continuing to operate at this site The City of High Point entered into a ten-year lease with the City of Greensboro for the building located at 607 Idol Street in November 2009. The City of Greensboro would like to continue leasing the facility for GuilfordWorks and had indicated the desire to enter into a five-year lease. Staff is recommending approval for the five-year term lease in the amount of \$551,366 and authorize the city manager to execute any and all necessary documents.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

[2021-229](#)

Contract (Resolution) - Guilford County Board of Education- School Resource

Officers (SRO)

City Council is requested to approve a contract and adopt a resolution with Guilford County Board of Education for eight (8) School Resource Officers and one (1) supervisor. The City agrees to provide eight (8) officers and (1) supervisor for a period of one year to the SRO Program and the Guilford County Board of Education shall reimburse the City for \$699,463.38 for the salaries and equipment of the officers assigned to the SRO Program for a period beginning on the date of contract signature through June 30, 2022.

Attachments: [2. Guilford County Board of Education SRO Contract](#)
[Resolution Guilford Co SRO Program](#)

Travis Stroud, Chief of Police reported the Guilford County School System contracts with the City of High Point for SRO coverage at the four high schools and four middle schools which are located within High Point. The proposed contract for eight (8) officers and one (1) supervisor was being requested to cover school year 2021/2022. The funding for salary and equipment expenses was considered/calculated into our proposed budget for Fiscal Year 2022. The Police Department is recommending approval for the contract with Guilford County for eight (8) School Resource Officers and one (1) Supervisor.

Chairman Moore thanked Chief Travis for their work; asked if the schools were going back to their regular schedule (open full time); and if the funds for the SRO be refunded by the Guilford County Board of Education. Chief Stroud replied yes, that the schools would go back to their regular schedules of being open full time; and yes that the Guilford County Board of Education would reimburse the city in the amount of \$699,463.38.

Chairman Moore moved to forward this matter to the City Council with a

favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-230

Contract - Allied Universal, Inc. - Security Guard Service - MOC

City Council is requested to award a contract to Allied Universal, Inc. in the amount of \$93,674.88 for security guard services at the Municipal Operations Center (MOC) and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [3. Security Guard Services - Allied Universal Inc. - MOC](#)

Tyler Berrier, Electric Utilities Assistant Director reported the Electric Utilities Department contracts with a private security firm for security guard services at the Municipal Operations Center. This service benefits not only Electric, but also the Warehouse, Safety & Health, Water/Sewer, Streets and Stormwater departments. This contract was originally bid by purchasing (Bid # 32-022719) and staff is requesting renewal for an additional year of services. Staff is recommending approval of the contract with Allied Universal, Inc. in the amount of \$93,674.88.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-231

City Lake Park Renovation Phase 1 - Samet (CMAR) GMP Construction

City Council is requested to approve the GMP construction package with Samet Corporation (CMAR) in the amount of \$19,893,743 to allow the renovations to continue with the City Lake Park Phase 1 Renovation project.

Attachments: [4. City Lake Park Phase 1 Renovation - Samet \(GMP\) Guaranteed Maximum Price](#)

Greg Ferguson, Assistant City Manager reported that Council approved Samet Corporation, as the Construction Manager at Risk (CMAR) for the City Lake Park Phase 1 Renovation project at the April 5, 2021 meeting. In order for renovations to begin immediately and to stay on schedule for a Memorial Day 2022 opening, an early

construction agreement in the amount of \$6,376,513, was approved by City Council. The project is estimated to cost approximately \$23.15 million in total. Voter approved general obligation bonds totaling \$9.5 million have been previously appropriated. The proposed capital project ordinance appropriated the remaining funds, split between \$5,300,000 in two-thirds general obligation bonds, and up to \$8,352,748 in an interfund loan from the Landfill Post Closure Fund. Staff recommending approval of the GMP construction package with Samet Corporation (CMAR) in the amount of \$19,893,743 to allow the renovations to continue with the City Lake Park Phase 1 Renovation project.

Chairman Moore spoke to the history of the City Lake; and said that it was a gem for the City of High Point.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-245

Ordinance - City Lake Park Renovation Phase 1 - GMP Construction Budget

City Council is requested to approve a capital project ordinance for the City Lake Park renovation to appropriate an additional \$13,652,748 for the City Lake Park renovation. The project will be funded by 2019 general obligation bonds, two-thirds general obligation bonds, and an interfund loan from the Landfill Post Closure Fund.

Attachments: [4a. Capital Project Ordinance City Lake Park Renovation Samet GMP Ordinance City Lake Park GMP Construction Budget](#)

Stephen Hawryluk, Budget & Performance Manager reported that a capital project ordinance was needed to appropriate an additional \$13,652,748 for the City Lake Park renovation. The project would be funded by 2019 voter approved general obligation bonds, two-thirds general obligation bonds, and an interfund loan from the Landfill Post Closure Fund. Debt service payments for the general obligation bonds would be paid from the city's general debt service fund. Payments for the interfund loan will be appropriated in future budget years, as needed. The Financial Services Department is recommending approval for the capital project ordinance for the City Lake Park renovation.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Holmes

Absent (1): Committee Member Peters

[2021-233](#)

Ordinance - Demolition of Structure - 304 West Russell Avenue

Council is requested to adopt an ordinance ordering the building inspector to effectuate the demolition of a condemned structure located at 304 West Russell Avenue.

Attachments: [Ordinance to demolish 304 West Russell](#)
 [5. Demolition of Structure 304 W Russell](#)

Greg Ferguson, Assistant City Manager reported to request an ordinance to demolish a condemned structure; said that the city had been working with the current owners for over a year to demolish the structure at 304 West Russell. The new owners have not responded to our notices. Funds are available in the adopted budget. Staff recommends council approval of the ordinance to demolish 304 West.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

[2021-234](#)

Ordinance - Demolition of Structure - 2138 Surrett Drive

Council is requested to adopt an ordinance ordering the building inspector to effectuate the demolition of a condemned structure located at 2138 Surrett Drive.

Attachments: [6. Demolition of Structure 2138 Surrett](#)
 [Ordinance to Demolish - 2138 Surrett Drive](#)
 [Ordinance Demolition 2138 Surrett Drive](#)

Reggie Hucks, Inspection Services Director reported to request an ordinance to demolish a condemned structure; said that the city had been working with the current owners for over a year to demolish the structure at 2138 Surrett Drive. The owners have not responded to any notices. Funds are available in the adopted budget. Staff is recommending approval of the ordinance to demolish the structure at 2138 Surrett Drive.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

[2021-235](#)

Authorize Write-Off Delinquent Utilities Accounts Receivables

City Council is requested to authorize the Financial Services Director to write-off \$836,382 for original billings from the fiscal year 2016-2017.

Attachments: [7. Write-Off Delinquent Utilities Accounts Receivables 2021](#)

Bobby Fitzjohn, Financial Services Director reported that the Financial Services Department is recommending that the City Council authorize staff to write-off the delinquent miscellaneous receivables remaining, in the amount of \$836,382.00, from several prior fiscal years up to Fiscal Year 2016-2017 from the General Ledger for accounting purposes.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

[2021-236](#)

Authorize Write-Off Delinquent Miscellaneous Accounts Receivables 2021

City Council is requested to authorize the Financial Services Director to write-off \$4,666 for prior years original billings through the fiscal year 2016-2017.

Attachments: [8. Write-Off Delinquent Miscellaneous Account Receivables 2021](#)

Bobby Fitzjohn, Financial Services Director reported that the Financial Services Department is recommending that the City Council authorize staff to write-off the delinquent miscellaneous receivables remaining, in the amount of \$4,666.00, from several prior fiscal years up to Fiscal Year 2016-2017 from the General Ledger for accounting purposes.

Chairman Moore moved to forward this matter to the City Council with a

favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

[2021-237](#)

Budget & Capital Project Ordinance - Year-End Technical Adjustments

City Council is requested to approve budget amendments for year-end technical adjustment appropriations for the General Fund, Transit Grants, Transit Capital, and Landfill Development and Post Closure Fund.

Attachments: [9. Budget & Capital Project Ordinance Year-End Technical Adjustments 2021](#)
[Ordinance Budget Amendment Transit Grant Funds](#)
[Ordinance Budget Amendment Transit Capital Funds](#)

Stephen Hawryluk, Budget & Performance Manager reported that there was no budget impact for this request; said the request was to approve budget amendments to make year-end technical adjustment appropriations for the General Fund, Transit Grants, Transit Capital, and Landfill Development and Post Closure Fund. Staff is recommending approval for the budget amendments for year-end technical adjustment appropriations.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

[2021-238](#)

Change Order #07 - Breece Enterprises, Inc. - Water/Sewer Emergency Repairs

City Council is requested to approve change order #07 in the amount of \$500,000.00 to increase of the contract amount for Breece Enterprises, Inc. to assist the Water and Sewer Mains Division with the emergency repair of water and sanitary sewer utilities.

Attachments: [10. Water Sewer Emergency Repairs - Breece Change Order #07](#)

Derrick Boone, Public Services Assistant Director reported that a contract was awarded to Breece Enterprises, Inc for \$650,725.00 by City Council on June 15, 2020. The Water/Sewer Mains Division had exhausted the funds allocated by the contract

due to division staffing impacts and a high volume of emergency repair needs. Previously, Change Order #04 was approved by Council on February 15, 2021 for an additional \$500,000.00, which increased the contract amount to \$1,150,725.00. The Public Services and Engineering Services Departments is recommending approval for an additional change order in the amount of \$500,000.00 to cover costs for emergency repairs occurring through the end of the current fiscal year.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-239

Reimbursement - Leoterra Development, Inc.- Amada Sewer Outfall

City Council is requested to approve a reimbursement of \$110,362 to Leoterra Development, Inc. for the cost to construct a sanitary sewer outfall to serve parcel 169942.

Attachments: [11. Amada Sewer Outfall Reimbursement - Leoterra Skeet Club, LLC](#)
[Resolution Reimbursement Leoterra Development Inc](#)
[LeoTerra Reimbursement Agreement \(executed\).pdf](#)

Terry Houk, Public Services Director reported that this request was to reimburse Leoterra Skeet Club, LLC for the cost incurred to construct a sanitary sewer outfall to serve parcel

169942. In order to get sanitary sewer service to the property adjacent to the Amada site located at 3789 Amada Drive, a sanitary sewer outfall had to be constructed across the Amada site. Leoterra Skeet Club, LLC installed a sanitary sewer outfall that will serve the future Waterford Springs Subdivision. Funds for this project are available in the 2020-2021 Budget. Staff is recommending approval for the reimbursement in the amount of \$110,362.00 to Leoterra Skeet Club, LLC.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-240

Contract - Brushy Mountain Builders Inc. - Riverdale Lift Station Odor Control

Improvements

City Council is requested to award a contract to Brushy Mountain Builders, Inc. in the amount of \$274,000 to demolish and safely dispose of the existing non-operational odor control system and install a new packaged odor control system.

Attachments: [12. Riverdale Lift Station Odor Control Improvements - Brushy Mountain Builders](#)

Terry Houk, Public Services Director reported that staff is recommending to demolish and safely dispose of the existing non-operational Odor Control System, and to install a new packaged odor control system for the Riverdale lift station with the required civil, mechanical, and electrical works in the amount of \$274,000.00. Funds are available in the 2021-2022 budget.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-241**Contract - Piedmont Automation, Inc. - Westside Wastewater Treatment Plant (WWTP) SCADA Upgrade**

City Council is requested to award a contract to Piedmont Automation, Inc. in the amount of \$230,400 to replace the SCADA (Supervisory Control and Data Acquisition) system at the Westside Wastewater Treatment Plant (WWTP).

Attachments: [13. Westside WWTP SCADA Upgrade - Piedmont Automation Inc.](#)

Terry Houk, Public Services Director reported that the existing SCADA system is outdated, and it was difficult to find the required parts for the old computers which resulted in an increase in cost and efforts to operate and maintain the system. The scope of the project would include new computer and software installation, programming, modifications, commissioning and testing of Westside WWTP SCADA system, investigation of the existing system, plant hardware communication functionality and limited demolition to the old electrical equipment. The bids were opened on June 2, 2021. The Purchasing Division received five conforming bid packages and Piedmont Automation was the lowest responsive bidder. Funds for the project are available in the 2021-2022 budget. Staff is recommending approval for the contract with Piedmont Automation, Inc. in the amount of \$230,400.00.

Chairman Moore asked if the city worked with this company in the past; and asked why Piedmont Automation, Inc. submit two different bids. Mr. Houk replied yes, the city had worked with this company before; and that the two different bids were due to two different types of computer systems needed.

Chairman Moore moved to forward this matter to the City Council with a

favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-242

Contract - People Ready - Material Recovery Facility (MRF)

City council is requested to award a contract to People Ready in the estimated amount of \$120,000 for full time temporary service employees at the Material Recovery Facility (MRF) and that the appropriate City official be authorized to execute all necessary documents.

Attachments: [14. Material Recover Faciltiy \(MRF\) - People Ready Temp Services](#)

Terry Houk, Public Services Director reported that the city budgeted for full time temporary service employees at the Material Recovery Facility (MRF). The scope of services would authorize the city to utilize temporary labor services for the purpose of assisting with current sorting of recyclable materials. Funds for temporary services are in the Material Recovery Facility operating budget for FY 2021-22. Staff is recommending approval of the contract and that the appropriate City official be authorized to execute all necessary documents to award unit prices for the temporary services to People Ready in the estimated annual amount of \$120,000.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 21, 2021 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 3-0 unanimous vote:

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

Absent (1): Committee Member Peters

2021-243

Consideration of Funding - Outside Non-Profit Agencies

City Council is requested to finalize recommendation for the funding of outside non-profit agency requests.

Attachments: [16. Outside Non-profit Agencies Funding Requests](#)

Chairman Moore advised that this matter would be postponed to a later date.

PUBLIC HEARINGS[2021-244](#)**Public Hearing - Key Risk, a Berkley Company - Performance Based Incentives**

City Council is requested to approve performance-based incentives up to \$1,175,540 for a project with Key Risk, a Berkley Company and authorize the City Manager to execute a performance agreement containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.

Attachments: [15. Public Hearing - Key Risk Performance Based Incentives](#)
[Patrick Chapin \(BHP\) Comment Endorsing Incentives for 275 North Elm.pdf](#)
[Key Risk Presentation City of High Point June 21 2021.pdf](#)

Sandy Dunbeck, Economic Development Director advised that the public hearing for Key Risk, a Berkley Company would be held at the June 21, 2021 meeting of council; and that the company officials would be present to provide additional information, and to answer questions.

ADJOURNMENT

There being no further business to come before the Finance Committee, Acting Chairman Jones asked if there were any objections to adjourn the meeting. There being none, the meeting was adjourned at 4:42 p.m.

Respectfully Submitted,

Britt Moore, Chairman

Attest:

Mary S. Brooks, CMC
Deputy City Clerk