

City of High Point

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



Minutes

Wednesday, August 11, 2021

4:30 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)

FINANCE COMMITTEE - Mayor Pro Tem Britt W. Moore, Chair**CALL TO ORDER****CALL TO ORDER**

Chairman Moore called the meeting to order at 4:30 p.m.

Following roll call by Chairman Moore, the following Committee Members were **Present (3)**:

Chairman Britt W. Moore
Committee Member Michael Holmes
Committee Member Victor Jones

Absent (1) Committee Member Monica Peters

Staff Members Present:

Tasha Long Ford, City Manager; Randy McCaslin, Deputy City Manager; JoAnne Carlyle, City Attorney; Eric Olmedo, Assistant City Manager; Greg Ferguson, Assistant City Manager; Jeron Hollis, Managing Director; Stephen Hawryluk, Budget & Performance Manager; Bobby Fitzjohn, Financial Services Director; Travis Stroud, Chief of Police; Thomas Reid, Fire Chief; Terry Houk, Public Services Director; Derrick Boone, Public Services Assistant Director; Adam Ward, IT Network & Security Manager, Information Technology Services Angela Kirkwood, Human Resources Director; Kim Thore, ROW Coordinator; Bob Martin, Customer Service Director; Annette Smith, Senior Customer Service Analyst; Steve Lingerfelt, IT Services Director; Robby Stone; Deputy Public Services Director; Ashley Grindstaff, Treasury Manager; Nawfal Shujaa, P/S Projects Engineer; Roslyn McNeill, Budget Analyst; Lisa B. Vierling, City Clerk; and Mary S. Brooks, Deputy City Clerk

PRESENTATION OF ITEMS**[2021-350](#)****Contract - MobileDoc - High Point Police Department - Annual Physicals**

City Council is requested to award a 3-Year Agreement for Services Contract to MobileDoc in the amount of \$260,898 for High Point Police Department employee annual physicals.

Attachments: [1. MobileDoc Contracted Services FY22_HPPD](#)
[Recommendation Form - MobileDoc PD_SIGNED](#)

Travis Stroud, Chief of Police, reported that the contract was a three-year Agreement for Services with MobileDoc medical services to include on-site/as-needed physicals for the Police Department. Physicals would be conducted on annual schedules as needed. This contract would also include services for the Parks & Recreation Department's Park Rangers and Chief. MobileDoc had been under contract to provide these services to the City for several years. This contract was not bid since service

contracts such as this were not subject to competitive bidding laws and the Purchasing Manager declared this a non-biddable service. Staff is recommending approval for a 3-year Agreement for Services contract with MobileDoc in the amount of \$260,898.00.

Chairman Moore inquired on backup plans in the event that COVID-19 restrictions would increase preventing in person visits. Chief Stroud replied that there would be discussions with the provider on that matter; and said that physicals would be scheduled starting in 2022.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

2021-351

Sole Source Contract - United Systems - Itron 100W ERT's (Encoder Receiver Transmitter)

City Council is requested to award a sole source contract to United Systems in the amount of \$468,000 for the purchase of Itron software for the Customer Service Department.

Attachments: [3. United Systems Itron ERT's](#)
[United Systems ERT's Sole Source SIGNED](#)

Bob Martin, Customer Service Director reported that the Customer Service Department used Itron software to collect both electric and water meter readings; said that the department had recently upgraded from Itron's MVRS to their FCS; explained how the devices worked; said that Itron ERT's were the only encoder compatible with our meter reading software; and that United Systems was the only distributor for Itron in North Carolina. Staff is recommending the approval of the contract with United Systems in the amount of \$468,000.00.

Committee Member Jones inquired on a water meter that would notify the city of any leaks. Mr. Martin replied that the city was working on a project called AMI regarding that; and that there would be further discussion on said project at a later date.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

[2021-352](#)

Primary Banking Services Provider 2021-2022

Council is requested to award the contract for Primary Banking Services to Bank of America for the period of January 1, 2022 to December 31, 2026 and authorize the appropriate city officials to execute all necessary documents.

Attachments: 4. Primary Banking Services Provider-Bank of America
Letter from Mark Walsh (re 2021 352 Primary Banking Services Provider).pd
[FINAL Banking Services-Bank of America](#)

Bobby Fitzjohn, Financial Services Director reported that the City Council was required by General Statute 159-31 to authorize depositories for official receipts and transactions of the local government. As a matter of practice, the Financial Services staff periodically solicits Requests for Proposals from financial institutions who had a branch presence within the city limits and who are registered with the State Treasurer's Office. The City's current primary banking services provider, Bank of America (BOA), was originally approved in a competitive solicitation process in 2004. Both the Financial Services Department and Customer Services Department were satisfied with BOA. The renewal of the city's contract would allow Treasury staff to immediately implement ACH payments, reducing costs and improving the vendor experience. While BOA was not the lowest cost proposal, implementation and conversion costs have previously been estimated at \$25-30 thousand and would put additional strain on Finance, Customer Service, and IT resources. The selection committee recommended a 5-year contract with BOA. In addition to maintaining current rates, BOA had agreed to waive our first year of analysis fees (approximately \$80,000-\$90,000) and credit the cost of a courier service (up to \$7,000 per year). BOA had enhanced their services over the life of our partnership and had additional improvements on the horizon. The Financial Services Department is recommending awarding a contract with Bank of America for the City's primary banking service for the period of January 1, 2022 to December 31, 2026.

Chairman Moore inquired on the calculation comparison cost difference for BOA-\$320,476 and Pinnacle Bank-\$270,000. Mr. Fitzjohn replied that staff calculated and extended those unit prices in a 5-year comparison, using the most recent annual volume.

Committee Member Holmes inquired on the efficiency for ACH payments to vendors if the city were to change banks; and asked for a justification for taking a higher bid with BOA. Mr. Fitzjohn replied that switching banks would not slow down payments to vendors, said that if the city used Pinnacle bank, the city would have to use a third party

for this process, changing banks would add additional work for staff; and that the ACH process was already set up with BOA.

Chairman Moore commended staff for their incredible work; and spoke to local banks in the community compared to BOA.

Committee Holmes moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 2-1 vote:

Aye (2): Committee Member Holmes, and Committee Member Jones

No (1): Chairman Moore,

Absent (1): Committee Member Peters

Note: Due to the 2-1 split vote, this matter will appear on the city council's regular agenda for further discussion.

[2021-353](#)

Contract - Graybar Inc. - High Point City Lake Park

City Council is requested to award an Omnia US Communities Purchasing Contract # EV2370 in the amount of \$160,687.68 to Graybar Inc. for the purchase of network infrastructure equipment as part of the High Point City Lake Park Renovation and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [5. Graybar Network Infrastructure - City Lake Park](#)

[Recommendation Form - Graybar-Network Infrastructure City Lake Park P&F](#)

Adam Ward, IT Network & Security Manager, Information Technology Services reported that the purchase would provide structured optical network cabling, rack equipment, battery backup, and paging speakers. The equipment would be installed at City Lake Park as part of the renovation occurring at 602 West Main Street, Jamestown, NC. Information Technology Services is recommending the City of High Point purchase network infrastructure equipment from Graybar Inc. for a purchase price of \$160,687.68.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

[2021-354](#)

Contract - Motorola Solutions Inc. - Radio Purchase High Point Fire Department

City Council is requested to award a contract to Motorola Solutions Inc. in the amount of \$449,049.90 for the purchase of one hundred and two (102) portable radios as part of the annual eight (8) year radio replacement cycle and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [5a. Motorola Radio Purchase - High Point Fire Department Recommendation Form - Council Approval Motorola SIGNED](#)

Steve Lingerfelt, Information and Technology Services Director reported the Department of IT Services was recommending the City of High Point purchase one hundred and two (102) portable radios as part of the annual eight (8) year radio replacement cycle. The radios purchased would be replacing radios in the Fire Department. The City of High Point would use existing funds in the FY 21-22 budget to purchase the radios from Motorola Solutions, Inc. Staff is recommending the approval of a contract with Motorola Solutions, Inc. in the amount of \$449,049.90.

Committee Member Jones asked if this purchase of the new radios were to replace the old ones. Mr. Lingerfelt replied yes; and that the radios were replaced on an eight-year cycle to fit in the city's budget.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

[2021-355](#)

Contract - (NCLM) NC League of Municipalities - TPA Worker's Compensation

City Council is requested to award a contract to North Carolina League of Municipalities (NCLM) as the third-party administrator for workers' compensation services in the amount of \$109,362 and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [2. Contract NCLM NC League of Municipalities TPA Worker's Compensation Recommendation Form - NCLM Workers Comp SIGNED](#)

Angela Kirkwood, Human Resources Director reported that the City of High Point was currently under contract with Compensation Claims Solutions (CCS) to provide third

party workers' compensation claims administration for an annual fee of \$60,900 from September 1, 2020 to August 31, 2021. Based upon the analysis of the Proposals, a recommendation was made that the City of High Point begin a new partnership with the North Carolina League of Municipalities (NCLM) as the overall lowest bidder. The NCLM cost for a three-year contract was \$109,362. Contract effective date would be September 1, 2021 to August 31, 2022, renewable on a year-to-year basis. Vendors were known within the industry and for working with local governments and municipalities. Each vendor provided a proposal and presentation of services. If approved, it would save the city \$73,492 over a three-year period. Staff is recommending approval of a contract with (NCLM) NC League of Municipalities in the amount of \$109,362.00.

Committee Member Holmes inquired on services that was offered from the highest bidder. Ms. Kirkwood replied that the city was currently under contract with the highest bidder; and explained how the competition with other providers were.

Chairman Moore asked when was the last time that the city sent out bids for this contract; and if the NCLM was a government entity. Ms. Kirkland replied that the city typically bids it out every three years; however due to limited staff, the current contract was extended; that it had been six years since the last bid was put out; and replied "yes", that NCLM is a government entity.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

[2021-356](#)

Resolution - Sale of City Owned Property - 521 W. English Road

City Council is requested to adopt a resolution authorizing the sale of 521 W. English Road at a purchase price of \$275,000 to VanDessel Properties, LLC and authorize the Mayor, City Attorney, City Manager or designee to execute any and all documents associated with the sale pursuant to the provisions of N.C.G.S. 158-7.1.

Attachments: [6. Sale of City Owned Property - 521 W English Road](#)
[Resolution 521 W. English Road](#)
[Quitclaim Deed 521 W English Rd](#)

JoAnne Carlyle, City Attorney reported that this item would not go under the consent

agenda; a notice was sent out regarding the Public Hearing that was required pursuant to N.C.G.S. 158-7.1, that would be held along with the adoption of a resolution authorizing the sale of 521 at English Road on Monday, August 16, 2021 at 5:30 p.m.; and that this item was for informational purposes only for today's Finance Committee meeting.

Kim Thore, Right of Way Coordinator reported that On April 3, 2017 City Council adopted the implementation of procedures relating to the Downtown Catalyst Project ("Project") which included the purchase of land, site and multi-use stadium design. On March 4, 2019 City Council approved the purchase of 521 W. English Road ("Property") in the amount of \$275,000 as part of the Project. VanDessel Properties, LLC ("Company") owns 515 W. English Road (Adjoining Parcel") and operates NC Splashworks, which is a year-round showroom and complete production facility located in a 100-year old hosiery warehouse. The warehouse has been made over giving it a fresh modern vibe through an \$850,000 investment. The Company would like to purchase the property to expand its business. The Company plans to invest \$750,000 to \$1,000,000 into the expansion of their current facility located at 515 W. English Rd. conditioned on the conveyance of the property. The expansion of Splashworks, an already established and thriving business, will further enhance the revitalization efforts and help transform a key corridor and intersection in the multi-use stadium district. Surplus of \$275,000. Staff recommends adoption of the resolution authorizing the Mayor, City Attorney, City Manager or designee to execute any and all documents associated with the sale of property located at 521 W. English Road pursuant to the provisions of N.C.G.S. 158-7.1.

[2021-359](#)

Property Acquisition - 3538 Running Cedar Trail - Foxwoode Meadows Stormwater Alternate Access Project

City Council is requested to approve the purchase of property located at 3538 Running Cedar Trail in the amount of \$275,000 for the Foxwoode Meadows Stormwater Alternate Access Project.

Attachments: [7. Aquisition - 3538 Running Cedar Trail](#)

Kim Thore, Right of Way Coordinator reported that the Foxwoode Meadows Stormwater Alternate Access Project is to provide an alternative access road for residents of the subdivision located off Eastchester Drive across to the Williams Grove subdivision, which leads out to Deep River in the event of flash flooding that has been a continuing problem. The owner has agreed to accept a fair market offer of \$275,000 for the property. Staff recommends approval to proceed with the purchase of 3538 Running Cedar Trail for the Project.

Committee Member Jones inquired on the timeframe for the project. Ms. Thore replied that the project would begin at the end of November.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

2021-360

Contract - Garney Inc. - Richland Creek Sanitary Aerial Sewer Pipe Replacement Project

City Council is requested to award a contract to Garney Companies Inc. in the amount of \$16,387,400 to demolish, safely dispose and replace the existing 48-inch diameter Richland Creek sanitary sewer aerial segments.

Attachments: [8. Garney Inc. - Richland Creek Sewer Outfall Pipe Replacement Project Recommendation Form - Richland Creek Sewer Outfall SIGNED](#)

Terry Houk, Public Services Director reported that this request was to demolish, safely dispose of and replace the existing 48-inch diameter Richland Creek sanitary sewer aerial segments. The City of High Point owns and operates the 48-inch diameter Richland Creek sanitary sewer outfall pipe that conveys approximately five (5) million gallons per day of sewage to the East Side WWTP to be treated and safely disposed to the environment. The line includes sixteen (16) aerial segments of steel pipes on concrete pillars. Recent inspections identified over one hundred (100) leaks on the segments which require frequent inspections and temporary repairs to be done by city crews. To protect the environment from a potential future sewage spillage and to reduce the maintenance costs of the gravity sewer replacement; the areal segments of the 48" gravity sewer with the required engineering works to repair the concrete pillars is needed. The Public Services Department recommends approval and asks for Council to award the contract to Garney Companies Inc. in the amount of \$16,387,400.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

[2021-361](#)**Contract CDM-Smith - Engineering Services & Contract Administration - Richland Creek Sewer Outfall**

City Council is requested to amend a contract with CDM-Smith in the amount of \$ 857,291 for Engineering Services and Contract Administration for the aerial sewer pipe replacement of the Richland Creek Outfall.

Attachments: [9. CDM-Smith Engineering and Contract Administration Services Richland](#)

Terry Houk, Public Services Director reported that this request was to amend the contract with CDM-Smith to include Engineering Services and Contract Administration for the aerial sewer pipe replacement of the Richland Creek Outfall. The Richland Creek sewer outfall is one of the two primary sewer lines that discharge into the Eastside Wastewater Treatment Plant. The 48-inch Richland Creek sewer was constructed in the 1970s. It is comprised of concrete buried sections and aerial sections of spiral-weld steel pipe (WSP) elevated on concrete pillars. The aerial sections are in poor condition with many temporary repairs. To protect the environment from a wastewater spill and to reduce the maintenance costs, the 16 aerial crossings (approximately 5,600 feet) are to be replaced with new spiral-weld steel pipe (WSP). The Public Services Department recommends approval and asks for the Council to amend the professional engineering services contract with CDM Smith in the amount of \$ 857,291

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

[2021-362](#)**Capital Project Ordinance - Richland Creek Sewer Outfall**

City Council is requested to adopt a capital project ordinance to appropriate \$18,244,691 for the Richland Creek Sewer Outfall Aerial Sewer Pipe replacement project.

Attachments: [10. Capital Project Ordinance Richland Creek Sewer Outfall Aerial Sewer F](#)

Stephen Hawryluk, Budget and Performance Manager reported that a capital project ordinance was needed to appropriate \$18,244,691 for the Richland Creek Sewer Outfall Aerial Sewer Pipe replacement project. The project would be funded by water

and sewer revenue bonds. Staff is recommending approval to adopt the capital project ordinance to appropriate \$18,244,691.00 for the Richland Creek Sewer Outfall Aerial Sewer Pipe replacement project.

Committee Holmes commended and thanked staff for their hard work and efforts regarding the Foxwoode Meadows Project.

Chairman Moore echoed Committee Member Holmes appreciation toward staff; and thanked staff for all that they do.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the August 16, 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 Holmes, and Committee Member Jones

Absent (1): Committee Member Peters

ADJOURNMENT

ADJOURNMENT

There being no further business to come before the Finance Committee, Chairman Moore asked if there were any objections to adjourn the meeting. There being none, the meeting was adjourned at 5:05 p.m.

Respectfully Submitted,

Britt Moore, Chairman

Attest:

Mary S. Brooks, CMC
Deputy City Clerk