

City of High Point

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



Meeting Agenda

Monday, December 16, 2019

5:30 PM

Council Chambers

City Council

*Jay W. Wagner, Mayor
Christopher Williams, Mayor Pro Tem
Michael A. Holmes, S. Wesley Hudson,
Cyril Jefferson, Tyrone E. Johnson, Victor Jones,
Britt W. Moore, Monica L. Peters,*

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE**STRATEGIC PLAN UPDATE**[2019-534](#)

Strategic Plan Update

Council will receive an update on the Strategic Plan from Mayor Pro Tem Williams, Chair of the Community Development Committee.

PUBLIC COMMENT PERIOD[2019-535](#)

Public Comment Period

A Public Comment Period will be held on the first Monday of the regular City Council meeting schedule at 5:30 p.m. or as soon thereafter as reasonably possible following recognitions, awards and presentations. Our policy states persons may speak on any item not on the agenda.

* Persons who have signed the register to speak shall be taken in the order in which they are listed. Others who wish to speak and have not signed in will be taken after those who have registered.

* Persons addressing City Council are asked to limit their comments to 3 minutes.

* Citizens will be asked to come to the podium, state their name and address and the subject(s) on which they will comment.

* If a large number of people are present to register concerns about the same subject, it is suggested that they might be acknowledged as a unified group while a designated speaker covers the various points. This helps to avoid repetition while giving an opportunity for people present with the same concerns to be recognized.

Thanks to everyone in the audience for respecting the meeting by refraining from speaking from the audience, applauding speakers, or other actions that distract the meeting.

CONSENT AGENDA ITEMS**FINANCE COMMITTEE - Council Member Moore, Chair**[2019-536](#)

Contract - Yates Construction - N. Main Street/E. Lexington Ave Intersection Improvements

City Council is requested to approve the award of a contract to Yates Construction Company in the amount of \$2,042,266.50 for the North Main Street and Lexington Avenue Intersection and Utility Improvements.

Attachments: [Contract - North Main Street and Lexington Avenue Intersection Improvements](#)

[2019-537](#)

Agreement - Samet Corporation - New High Point Police Headquarters & Communication Center

City Council is requested to approve an agreement between the City of

High Point and Samet Corp (CMAR) in the amount of \$14,149,734.00 for construction services for the new High Point Police Department Headquarters and Communications Center and authorize the appropriate city official to execute all necessary documents.

Attachments: [Agreement - Samet Corporation - New HPPD New Construction & Renovations](#)

[2019-538](#)

Capital Project Amendment - High Point Police Headquarters & Communication Center

City Council is requested to adopt a Capital Project Ordinance Amendment for the acquisition and renovations of a Municipal Facility (High Point Police Headquarters & Communication Center) located at 1730 Westchester Drive.

Attachments: [Capital Project Amendment HPPD](#)

[2019-539](#)

Consulting Agreement - ClientFirst Technology Consulting

City Council is requested to approve Consulting Agreement with ClientFirst Technology Consulting in the amount of \$ 95,719.00 to develop an RFP (request for proposal) for the current ERP (Enterprise Resources Planning) system which is near end of life. This system is used for Finance and Human Resource functions.

Attachments: [Contract - Client First ERP Consulting Agreement](#)

[CF Proposal - High Point ERP SW Sel Asst 2018-08-15b \(CF\)](#)

REGULAR AGENDA ITEMS

FINANCE COMMITTEE - Council Member Moore, Chair

[2019-540](#)

Resolution - Results of the Bond Referendum - November 5, 2019

City Council is requested to approve a resolution declaring the results of the Bond Referendum held on November 5, 2019, and the publication of a notice thereof.

Attachments: [Resolution on Results of Bond Referendum](#)

[Resolution certifying results - City of High Point - 2019 GO Referendum](#)

[2019-548](#)

Continuance of Public Hearing - 201 W. English Road

Council is requested to continue the December 16th Public Hearing for the lease of 201 W English Road, High Point NC to the January 21, 2020 meeting as requested by the client.

Attachments: [Affidavit of Publication - 201 W English Road](#)

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](#)

REGULAR AGENDA ITEMS

PLANNING DEPARTMENT ITEMS - Mayor Wagner

[2019-541](#)

Resolution of Intent - Annexation 19-12

Approval of a Resolution of Intent to establish a public hearing date of Tuesday, January 21, 2020, at 5:30 p.m. to consider a voluntary noncontinuous annexation of approximately 31.15 acres located along the north side of Gallimore Dairy Road, approximately 3,000 feet west of Pegg Road. The property is also known as Guilford County Tax Parcels 169780 and 169762.

Attachments: [Resolution of Intent AN-19-12](#)

PUBLIC HEARINGS

[2019-542](#)

Ordinance - The Arden Group, Inc. - Zoning Map Amendment 19-22

A request by The Arden Group, Inc. to rezone an approximate 28.3-acre parcel from a Conditional Use Residential Single Family - 5 (CU R-5) District to a Conditional Zoning Residential Multifamily - 5 (CZ RM-5) District. The site is located along the east side of Horneytown Road, approximately 500 feet north of Panther Ridge Road.

Attachments: [Staff Report ZA-19-22a](#)

[2019-543](#)

Ordinance - Peters Holdings, LLC - Zoning Map Amendment 19-23

A request by Peters Holdings, LLC to rezone an approximate 6.3-acre parcel from a Conditional Use Office Institutional (CU-OI) District to a Conditional Zoning Office Institutional (CZ-OI) District. The site is located along the south side of Skeet Club Road, opposite Fountain Grove Drive (1564 & 1568 Skeet Club Road).

Attachments: [Staff Report ZA-19-23](#)

GENERAL BUSINESS AGENDA

[2019-544](#)

Reappointment - High Point Housing Authority - Dr. N'Tuma

Mayor Wagner is requesting that City Council confirm the reappointment of Dr. N'Tuma Jah to the Housing Authority Board. Reappointment will be effective immediately and will expire December 22, 2024.

Attachments: [Reappointment of Dr. N'Tuma Jah to HPHA \(FINAL\)](#)

[2019-546](#)

Appointment - Citizens Advisory Council - Jessica Wynn

Council is requested to confirm the appointment of Jessica Wynn to the Citizens Advisory Council as Council Member Hudson's Ward 4 appointment. Ms. Wynn will be filling an unexpired term which will end May

31, 2020.

Sponsors: Committee of the Whole

Attachments: [Appointment CAC - Jessica Wynn](#)

[2019-547](#)

Reappointment - Guilford County/City Insurance Advisory Committee - Lynwood Roach

Mayor Wagner is requesting that City Council confirm the reappointment of Lynwood Roach to the Guilford County/City Insurance Advisory Committee. Reappointment will be effective immediately and will expire December 21, 2022.

Attachments: [Reppointment - Guilford County.City Insurance Advisory Committee - Lynwood](#)

[2019-549](#)

Appointment - Human Relations Commission - Courtland Price
Council is requested to confirm the appointment of Courtland Price to the Human Relations Commission as Council Member Jefferson's Ward 1 appointment. Appointment will be effective immediately and will expire November 1, 2021.

Attachments: [PRICE Courtland 2018](#)

[Appointment - Human Relations Commission - Courtland Price](#)

[2019-545](#)

Minutes To Be Approved

Regular Meeting of Council; Monday, December 2nd @ 5:30 p.m.

Installation/Organizational Meeting; Monday, December 2nd @ 6:00 p.m.

Special Meeting of Council; Friday, December 6th @ 2:30 p.m.

Special Meeting of Council; Tuesday, December 10th @ 3:30 p.m.

Attachments: [1. December 2 2019 High Point City Council Regular Meeting Minutes](#)

[2. December 2 2019 Installation & Organizational Meeting Minutes](#)

[3. December 6 2019 Special Meeting Minutes](#)

[4. December 10 2019 Special Meeting Minutes](#)

ADJOURNMENT

EXTRACTS FROM MINUTES OF CITY COUNCIL

* * *

A regular meeting of the City Council of the City of High Point, North Carolina (the “*City Council*”) was duly held in the Council Chambers of the Municipal Building located at 211 South Hamilton Street in High Point, North Carolina, the regular place of meeting, at 5:30 p.m. on December 16, 2019:

Members Present:

Members Absent:

* * * * *
* * *

Councilmember _____ introduced the following resolution, a summary of which had been provided to each Councilmember, a copy of which was available with the City Clerk and which was read by title:

RESOLUTION CERTIFYING AND DECLARING THE RESULTS OF THE SPECIAL BOND REFERENDUM ON THE BOND ORDERS AUTHORIZING THE ISSUANCE OF \$22,000,000 GENERAL OBLIGATION STREETS AND SIDEWALK BONDS, AUTHORIZING THE ISSUANCE OF \$21,500,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS AND AUTHORIZING THE ISSUANCE OF \$6,500,000 GENERAL OBLIGATION HOUSING BONDS HELD FOR THE CITY OF HIGH POINT, NORTH CAROLINA ON NOVEMBER 5, 2019

WHEREAS, the City Council of the City of High Point, North Carolina has considered the Certificate of Canvass of the Guilford County Board of Elections, the Forsyth County Board of Elections, the Davidson County Board of Elections and the Randolph County Board of Elections canvassing the referendum held for the City of High Point, North Carolina on November 5, 2019 and certifying the result thereof to the City Council and has canvassed the result of said Referendum.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA that it be and hereby is certified and declared that the number of voters registered and qualified to vote at said Referendum was 64,906 in Guilford County, 6 in Forsyth County, 3,870 in Davidson County and 1 in Randolph County, for a total of 68,783.

BE IT FURTHER RESOLVED, that it be and hereby is certified and declared that the total number of voters who voted “Yes” in answer to the question

“*SHALL* the order authorizing \$22,000,000 of bonds plus interest to provide funds to pay capital costs of providing streets and sidewalks, including without limitation bridges, viaducts, causeways, overpasses, underpasses, alleys and bicycle lanes; paving, grading,

resurfacing, and widening streets; sidewalks, curbs and gutters, culverts, and drains; traffic controls, signals, and markers; lighting; and grade crossings and the elimination thereof and grade separations; streetscaping, landscaping and pedestrian improvements; transit stop improvements; and the acquisition of land therefor, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?";

was 7,991 in Guilford County, 0 in Forsyth County, 376 in Davidson County and 0 in Randolph County, for a total of 8,367. The total number of voters who voted "**No**" in answer to such question was 2,414 in Guilford County, 0 in Forsyth County, 115 in Davidson County and 0 in Randolph County, for a total of 2,529. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

BE IT FURTHER RESOLVED, that it be and hereby is certified and declared that the total number of voters who voted "**Yes**" in answer to the question

"*SHALL* the order authorizing \$21,500,000 of bonds plus interest to provide funds to pay capital costs of providing for the acquisition, construction, renovation, improvement, expansion, furnishing and equipping of parks and recreation facilities, including without limitation senior centers, athletic fields, parks, playgrounds, recreation centers, shelters and pool facilities and the acquisition of land therefor, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?";

was 7,933 in Guilford County, 0 in Forsyth County, 370 in Davidson County and 0 in Randolph County, for a total of 8,303. The total number of voters who voted "**No**" in answer to such question was 2,467 in Guilford County, 0 in Forsyth County, 120 in Davidson County and 0 in Randolph County, for a total of 2,587. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

BE IT FURTHER RESOLVED, that it be and hereby is certified and declared that the total number of voters who voted "**Yes**" in answer to the question

"*SHALL* the order authorizing \$6,500,000 of bonds plus interest to pay capital costs of providing housing projects for the benefit of persons of low income, or moderate income, or low and moderate income, including without limitation construction or acquisition of projects to be owned by the City or a housing authority, and loans, grants, interest supplements and other programs of financial assistance to persons of low income, or moderate income, or low and moderate income, and developers of housing for persons of low income, or moderate income, or low and moderate income, and the acquisition of land therefor, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?";

was 7,411 in Guilford County, 0 in Forsyth County, 307 in Davidson County and 0 in Randolph County, for a total of 7,718. The total number of voters who voted "**No**" in answer to such question was 2,985 in Guilford County, 0 in Forsyth County, 182 in Davidson County and 0 in Randolph County, for a total of 3,167. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

BE IT FURTHER RESOLVED, that a statement substantially in the form hereinafter set forth declaring the result of said referendum will be filed in the City Clerk's office and inserted in the City Council minutes and published in accordance with law.

BE IT FURTHER RESOLVED, that this Resolution shall become effective on the date of its adoption.

PASSED, ADOPTED AND APPROVED this 16th day of December, 2019.

STATE OF NORTH CAROLINA)
)
CITY OF HIGH POINT) ss:

I, Lisa B. Vierling, City Clerk of the City of High Point, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of so much of the proceedings of the City Council as it relates to a resolution entitled “**RESOLUTION CERTIFYING AND DECLARING THE RESULTS OF THE SPECIAL BOND REFERENDUM ON THE BOND ORDERS AUTHORIZING THE ISSUANCE OF \$22,000,000 GENERAL OBLIGATION STREETS AND SIDEWALK BONDS, AUTHORIZING THE ISSUANCE OF \$21,500,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS AND AUTHORIZING THE ISSUANCE OF \$6,500,000 GENERAL OBLIGATION HOUSING BONDS HELD FOR THE CITY OF HIGH POINT, NORTH CAROLINA ON NOVEMBER 5, 2019**” duly adopted by the City Council of the City of High Point, North Carolina, at a meeting held on the 16th day of December, 2019 and that such proceedings are to be recorded in the minute books of said City Council.

WITNESS my hand and the seal of the City of High Point, North Carolina, this the ____ day of _____, 2019.

City Clerk
City of High Point, North Carolina

(SEAL)

CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution on Results of the November 5, 2019 Bond Referendum

From: Bobby D. Fitzjohn, Financial Services Director **Meeting Date:** December 16, 2019

Public Hearing: No

Advertising Date / N/A

Advertised By: -

Attachments: Resolution Certifying Referendum Results

PURPOSE:

Following the certification by the Guilford, Davidson, Randolph, and Forsyth County Boards of Elections of the results of the General Obligation Bond Referendum held on November 5, 2019 on Housing Bonds, Parks and Recreation Bonds, and Transportation Bonds, the City Council must adopt a resolution declaring the results of the referendum and direct the filing of the results of the referendum with the City Clerk and the publication of a notice thereof.

BACKGROUND:

The City Council authorized a Bond Referendum at a public hearing held on August 19, 2019 for the purpose of issuing debt to finance \$6.5 million Housing, \$21.5 million Parks and Recreation, and \$22 million Transportation improvements. On November 5, 2019 voters approved issuing bonds to finance the proposed improvements, totaling \$50 million.

BUDGET IMPACT:

Following public notice of the results of the referendum the City Council may establish capital project bond funds and subsequently authorize issuing debt to fund the improvements.

RECOMMENDATION / ACTIONS REQUESTED:

It is recommended by Financial Services Department that City Council approve the attached resolution declaring the results of the Bond Referendum held on November 5, 2019, and the publication of a notice thereof.

CITY OF HIGH POINT

AGENDA ITEM



Title: Appointment – Citizens Advisory Council

From: City Clerk's Office

Public Hearing: N/A

Attachments: Application/Resume

Meeting Date: December 16, 2019

Advertising Date /
Advertised By: N/A

PURPOSE:

To confirm the appointment of Jessica Wynn to the Citizens Advisory Council.

BACKGROUND:

Council Member Hudson is recommending the appointment of Jessica Wynn to the Citizens Advisory Council as his Ward 4 appointee. Ms. Wynn will be filling an unexpired term. Appointment will be effective immediately and will expire May 31, 2020.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to confirm the appointment of Jessica Wynn to the Citizens Advisory Council.

Profile

Jessica

First Name

Wynn

Last Name

jessica@highpointmarket.org

Email Address

750 YOUNGER PL

Street Address

Suite or Apt

HIGH POINT

City

NC

State

27265

Postal Code

Business: (336) 888-3261

Primary Phone

Mobile: (336) 601-3724

Alternate Phone

High Point Market Authority

Employer

Which Boards would you like to apply for?

Citizens Advisory Council: Submitted

Ward you reside in?

4

Interests & Experiences

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.

[Resume -](#)[Jessica Giardullo Wynn.pdf](#)

Upload a Resume

Have you participated in Leadership High Point?☒ Yes ☐ No**If yes, please list the year in which you participated in Leadership High Point:**

2017

Gender☒ Female

Jessica Giardullo Wynn
750 Younger Place
High Point, NC 27265
jessica@highpointmarket.org
336-601-3724

EDUCATION

The University of North Carolina at Greensboro – Greensboro, NC
Bachelor of Arts, Communication Studies, May 2016

Guilford Technical Community College – Jamestown, NC
Associates of Arts, Communication Studies, December 2013

WORK EXPERIENCE

High Point Market Authority, High Point, NC

Director of Operations, November 2017 - Present

- Oversee operations for the tradeshow High Point Market.
- Strategize and implement new initiatives and guest services.

Special Project Manager, July 2016 - November 2017

- Assisted with general operations for the trade show High Point Market including temporary staff management and training, Market transportation and event and guest services management.

Participatory Budgeting Project, Greensboro, NC

Project Intern, February 2016 – May 2016

- Respond to and liaise with government officials and staff, community members, volunteers, and donors.
- Develop and maintain project management tools that support staff in getting the most important work done on time.
- Assist with development, revision, and design of promotional and informational materials, including reports and online content.

Elizabeth's Pizza, Greensboro, NC

Manger, 2008 – 2016

- Directing staff members in an effective way that permits optimal customer service and a smooth running shift
- Coordinating staff schedules and keeping track of inventory
- Implemented effective strategies to organize tasks in a stressful environment

VOLUNTEER EXPERIENCE

High Point Young Professionals

Steering Committee, May 2018 - Present

Greensboro Participatory Budgeting, Greensboro, NC

District 5 Committee Facilitator, April 2019 - September 2019

High Point Young Professionals

Steering Committee, May 2018 - Present

Greensboro Participatory Budgeting Project, Greensboro, NC

Budget Delegate, May 2017 - October 2017

Participatory Budgeting Project, Greensboro, NC

Facilitator, November 2015 – December 2015

EXTRACURRICULAR ACTIVITIES

High Point Toastmasters Club, November 2018 - Present

Leadership High Point, Class of 2017

WUAG Radio DJ, University of North Carolina Greensboro January 2015-May 2016

ACCOMPLISHMENTS

Home Furnishings Business

Forty Under 40, Class of 2019

Leadership High Point

Valedictorian, Class of 2017

SKILLS

Computer: MS Office (Word, Excel, PowerPoint)

Personal: Public Speaking, Operations Management, Event Management, Facilitation, and Organization

REFERENCES

Tammy Nagem

Chief Operating Officer
High Point Market Authority
164 S Main St., High Point, NC 27260
336-888-3222 (Office)
tammy@highpointmarket.org

Sarah Tate, MA, IOM

Senior Director of Events & Marketing
Business High Point Chamber of Commerce
1634 N Main St, High Point, NC 27262
336-882-5000, ext. 3901 (Office)
sarah@bhpchamber.org

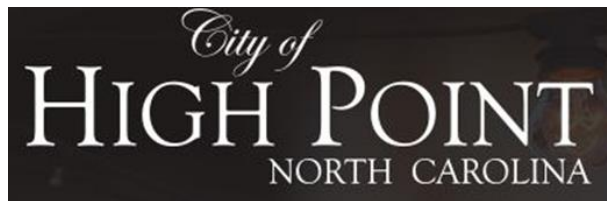
Rebecca Coplin

High Point Beautification Supervisor
City of High Point
3940 Kivett Dr., Jamestown, NC 27282
336.883.3520 (Office)
rebecca.coplin@highpointnc.gov

Proposal for

ERP Software Selection Assistance

August 15, 2018



Client Locations

Coast-to-Coast

Practice Locations

North Carolina

California

Illinois

Texas

800.806.3080

www.clientfirstcg.com

Optimal Technology Guidance

CLIENTFIRST
TECHNOLOGY CONSULTING

August 15, 2018

Steve Lingerfelt, IT Director
Eric Olmedo, Budget Director
Jeff Moore, Finance Director
Angela Kirkwood, Human Resources Director
Bob Martin, Customer Service Director
City of High Point
211 S Hamilton
High Point, NC 27261

RE: Proposal for ERP Software Selection Assistance

Dear Steering Committee Members:

CLIENTFIRST appreciates the opportunity to present the City of High Point with our *Proposal for ERP Software Selection Assistance*. Our consultants have many years of experience in providing software needs assessment and selection services to municipalities throughout the United States. Key factors of our qualifications include:

Similar Organizations – CLIENTFIRST Technology Consulting specializes in local government. Our objective is to evaluate the needs of the City to assist in finding the solution that best fits your specific business process requirements, foster buy-in and consensus across the organization, and provide the best value proposition.

True Independence – CLIENTFIRST is completely independent and unbiased in its analysis and recommendations. We do NOT resell software or employ third-party implementers, trainers, or programmers for software solutions.

Expertise and Experience – CLIENTFIRST has worked with hundreds of municipalities. The proposed project team has over a 20-year track record of successful municipal software assessment, evaluation, and selection projects in North Carolina and throughout the United States.

Our clients say we excel in these areas:

- Following best practices
- Customizing the business process review and new system feature/function requirements to meet specific business process needs
- Building consensus throughout the organization
- Educating staff and transferring knowledge
- Effective change management and buy-in at all levels
- Improving implementation readiness and reducing risk
- Helping gain management and support of elected officials through education and business-case development

If you have any questions, feel free to contact us at 919.883.4223 or via email at dkrout@clientfirstcgc.com or srobichaud@clientfirstcgc.com for additional information. We look forward to the opportunity of serving the City of High Point as one of our many satisfied clients.

Sincerely,



David W. Krout, CPA (inactive)
Managing Partner
Management Consulting Practice Leader

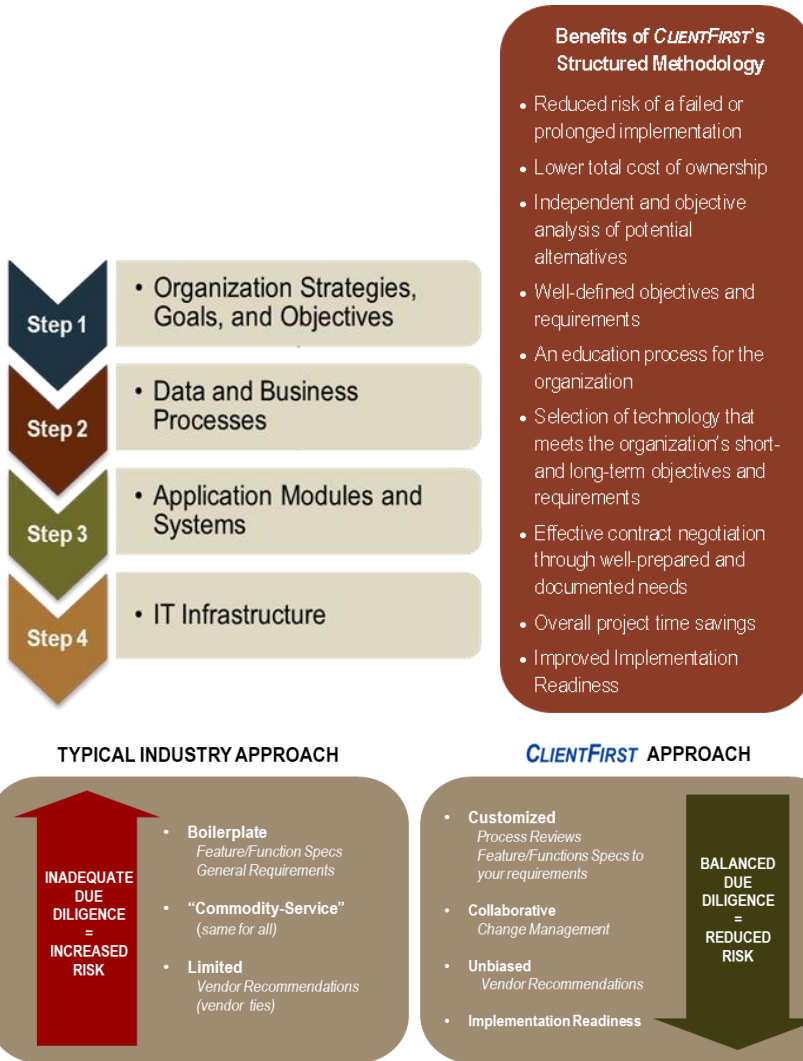


Steve Robichaud
Partner
Applications Consulting Practice Leader

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While we do provide specialized software selection and implementation services, we pride ourselves on our well-rounded practice and approach to this type of project.



Applications Consulting Practice Profile

Applications Consulting Practice Profile

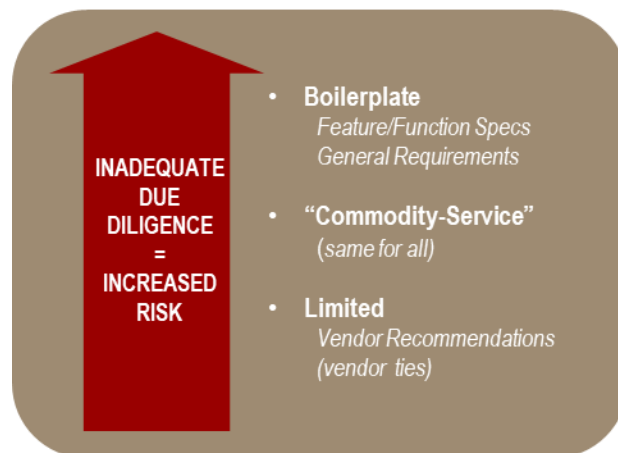
Our Applications and Process Consulting Practice Leaders, David Krout and Steve Robichaud, have been in the application software assessment, selection, and implementation consulting field for over 20 years, originally from the fifth-largest CPA, consulting firm in the United States. During this time, they worked with over a hundred local government agencies, as well as working for one of the foremost local government ERP software vendors. *CLIENTFIRST* leverages this experience to the client's advantage through a unique approach to software selection, which considers the vendor's perspective while working with you to navigate the waters of software needs assessment, selection, contract negotiation, and implementation.

From the beginning, I was impressed with how inclusive the process has been. I've never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

—City Manager
Software Selection

CLIENTFIRST specializes in working to identify an organization's strategic, organizational, application, and functional requirements—specific to your business processes (not a boilerplate)—to determine which solutions are the best fit for both customer and vendor. Our clients appreciate the honesty and diligence that we apply in conducting our projects, and many clients continue relying on our services after their first project with us.

TYPICAL INDUSTRY APPROACH



CLIENTFIRST APPROACH



As illustrated above, your level of risk and the probability of achieving a successful implementation is directly related to the amount of proper due diligence employed. Typical industry approaches fail in this regard. At *CLIENTFIRST*, we take every possible step to decrease your risk level by ensuring you are employing proper best-practices due diligence. We work with your organization to identify *your* specific needs and find the best overall solution to suit *your* unique requirements.

While we do provide specialized software selection and implementation services, we pride ourselves on our well-rounded practice and approach to these types of projects.

Because of the level of due diligence that we require, software vendors welcome the opportunity to respond to our RFP documents. This gives your organization the chance to find the best functionality fit by evaluating an adequate number of qualified responses.

In contrast, the same software vendors are sometimes less likely to respond to the boilerplate approach of other consulting firms. Lack of vendor responsiveness limits your opportunity to review a variety of options and alternatives, while decreasing your chances of achieving a successful and cost-effective implementation.

I have never seen such professionalism and thoroughness in managing an RFP as I have with CLIENTFIRST. Whether or not we win this contract, I would be happy to provide a reference if you ever need it.

—Vendor
Vendor Selection Assistance

APPLICATION CONSULTING SERVICES

PROCESS REVIEW

Business Case Analysis
Preliminary Needs Assessment & Recommendations
Process Analysis and Documentation

SOFTWARE SELECTION

Feature/Function Requirements Definitions
Implementation Risk Assessments
Change Management
RFI/RFP Development
Vendor Analysis & Evaluations
Demonstration Facilitation
Contract Negotiations

IMPLEMENTATION ASSISTANCE

Project Oversight
Implementation Project Management
Conversion Assistance
Ad Hoc Report Writing Assistance
Integration/Interface Assistance

APPLICATION IMPROVEMENT

Assessment of Current Needs & Gaps
Assessment of Features, Training, Support, & Reporting Issues
RFI Documentation
Vendor Proposal Review & Demonstration Management
Contract Negotiations
Change Management
Risk Assessments
Implementation Assistance

DEPARTMENTAL/FUNCTIONAL AREA EXPERIENCE

- Council
- Administration
- Building & Safety
- City Clerk
- Finance
- Fire
- Library
- Utility Billing
- Customer Service/Call Centers
- Payroll
- Human Resources
- Planning
- Police
- Purchasing
- Public Works
- Parks & Recreation
- Engineering
- GIS
- Water & Waste Water
- Sanitation
- Field Operations
- Laboratories
- Environmental Sciences
- Facilities
- Treatment Plants
- Fleet Management
- Engineering
- Warehousing
- SCADA
- Information Systems

APPLICATION EXPERIENCE

- General Ledger
- Budgeting
- Project Accounting
- Grant Accounting
- Accounts Receivable
- Cash Receipts
- Purchasing & Receiving
- Bids Management
- Contract Management
- Accounts Payable
- Fixed Assets
- Loans
- Special Assessments
- Financial Reporting
- Ad Hoc Reporting
- Business Licensing
- Applicant Tracking
- Human Resources
- Employee Self-Service
- Benefits Tracking
- Time & Attendance
- Payroll
- CIS & Utility Billing
- Customer Service/Call Centers
- Backflow
- Service Orders
- Work Orders/Preventative Maintenance
- Inventory Management
- Fleet Management
- Planning
- Permitting
- Inspection
- Code Enforcement
- Land/Parcel/Address Management
- Computer-Aided Dispatch (CAD)
- Records Management
- Mobile Computing
- Citizen Request Management
- GIS
- Adjudication
- Citation Management
- Database Management

We have worked with many software vendors throughout the life of our practice. Vendor research, proposal evaluations, demonstration facilitation, and/or contract negotiations have included vendors such as:

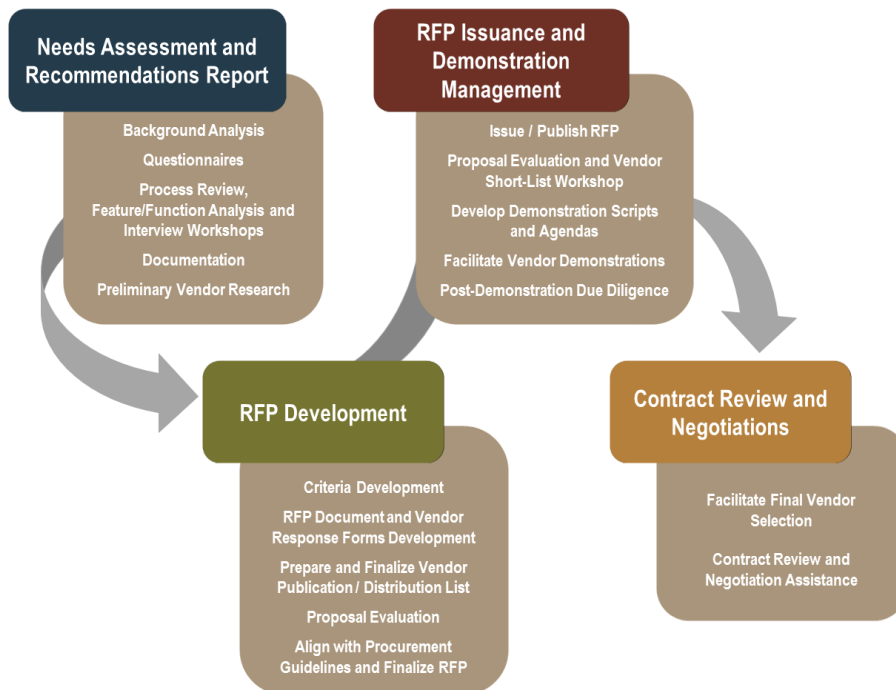
Accela	KVS
AccuFund	Lawson
ADP	Laserfiche
Advanced Utilities	Legistar
Incompass	Lucity
Agresso	Maintenance Connection
AppliTracks	MaintStar
AssetWorks	ManagerPlus
Bi-Tech	Microsoft Dynamics
BS&A	Mitchell Humphrey
Cartegraph	Municipal Software
Caselle	MyStaffingPro
Cayenta	Navision
CitiTech	New World
Citizenserve	Northstar Utilities
CityView	Novus
Cityworks	Munis
Cogsdale	NuView
DataStream	OnBase
DocuWare	OneSolution
Eden	Oracle
Edge Soft	Pentamotion
Edmunds	PeopleSoft
Empower	Permit Soft
EnerGov	Practical Software
ExecuTime	ProjectDox
Fortis/FortisBlue	Public Stuff
GBA	Questys
GEMS	SAP
Gov Outreach	Springbrook
GovPartner	SunGard
Granicus	Superion
Hansen	SymPro
Harris	Systems and Software
High Line	Ultimate Software
HTE	Tax-Wise
IFAS	Trakit
Incode	Tyler
Infor	UtilityTrakR
inHANCE	Viewpoint
Innoprise	Workday
IQM2	WSD
JD Edwards	
Kronos	

Benefits of *CLIENTFIRST's* Structured Methodology

- Reduced risk of a failed or prolonged implementation
- Lower total cost of ownership
- Independent and objective analysis of potential alternatives
- Well-defined objectives and requirements
- An education process for the organization
- Selection of technology that meets the organization's short- and long-term objectives and requirements
- Effective contract negotiation through well-prepared and documented needs
- Overall project time savings
- Improved Implementation Readiness

We have developed a four-phase approach to our software needs assessment and selection projects, which serves as the cornerstone of the project.

Scope and Approach



I was extremely pleased with the product *CLIENTFIRST* delivered and the process used in their consulting. The city didn't have any leadership for the IT department, and I was looking for a company that could develop a roadmap for the city. I felt *CLIENTFIRST* kept everyone engaged and informed.

– Director of Finance and Administrative Services
IT Master Planning

Our Understanding of Project Background

The City is seeking consultant advisory services to prepare for a future enterprise system software evaluation and selection project. The scope of services is identified below.

Project Objectives

1. Improve or replace systems that meets both the current and future needs of the City.
2. Adopt use of best business practices.
3. Strengthen operational effectiveness and efficiencies.
4. More online functionality, dashboards, online payments, open data, transparency, etc.

Project Services

- Conduct a need assessment to document unmet system needs, business process objectives, future ERP software system needs, which will include identifying data conversion and integration requirements.
- Provide an analysis of the functional requirements of all City departments as it pertains to the new ERP software.
- Assist with the development of RFP documents.
- Evaluate software vendors and assist in contract negotiations

It is understood that the City is looking to improve or replace the following functionalities:

Financial Management

- General Ledger
- Bank Reconciliations
- Budgeting (General, Personnel and Capital)
- Project/Cost Accounting
- Grant Accounting
- Requisitions/Purchasing
- Travel & Reimbursements
- Inventory
- Bids Management
- Contract Management
- Accounts Payable
- Accounts Receivable/Misc. Billing
- Treasury Management
- Cashiering
- Fixed Assets

People Management

- Human Resources
 - ♦ General HR and Risk Management
 - ♦ Benefits Administration
 - ♦ Employee Self-Service
 - ♦ Recruitment and Onboarding
 - ♦ Talent Management
- Time and Attendance
- Payroll

CIS/Utility Billing

- Customer Information/Service
- Billing
- Service/Work Order Management
- Meter Management

Reporting

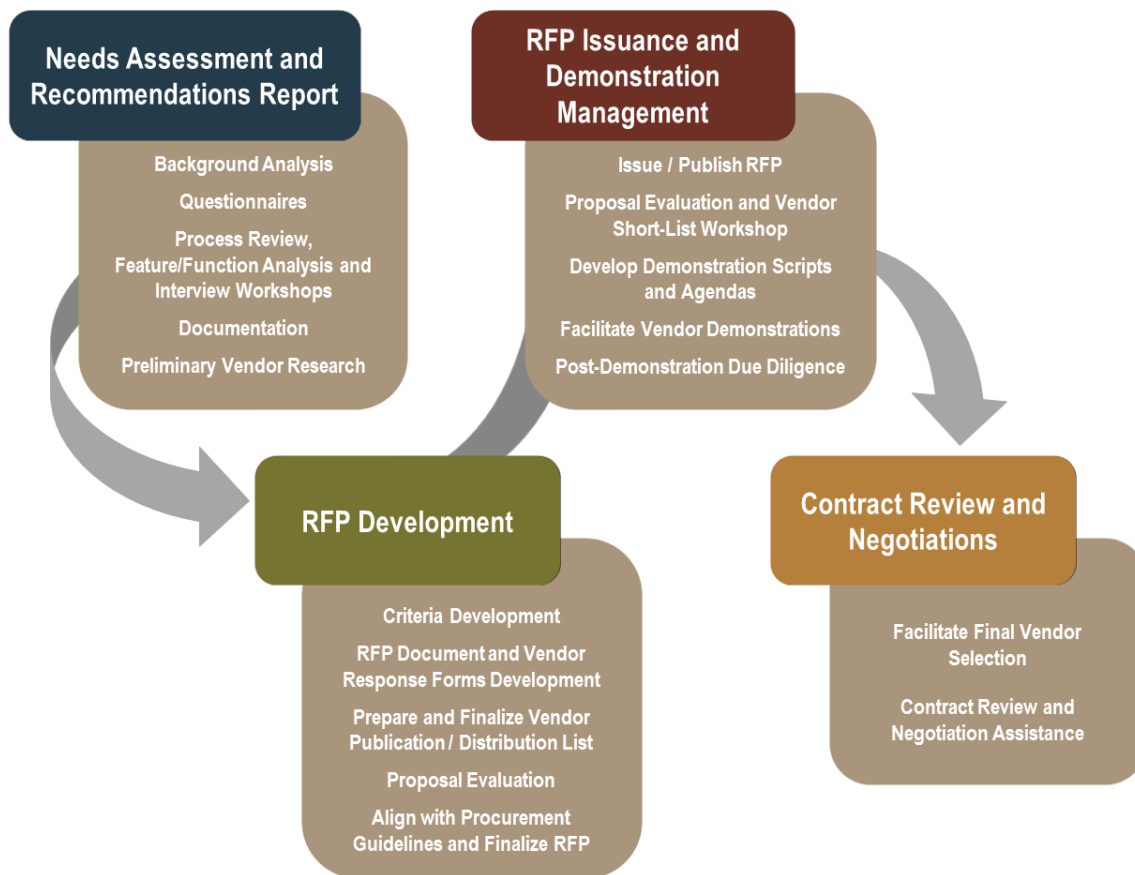
- Ad Hoc Reporting
- Business Analytics
- Financial Reporting/CAFR Preparation

A detailed understanding of the above and any additional requirements will be identified during the needs assessment and business process review phase of the project. *CLIENTFIRST* prides itself in the review process we employ for analyzing workflow and gathering and documenting all necessary system requirements.

Our experience and practice will allow us to deliver these tasks with added value and benefit. It is important to understand that the process steps and best practices are critical to preparing the City to build a base of understanding to properly prepare for a successful implementation.

Methodology

We have developed a four-phase approach to our software needs assessment, process review, and selection projects, which serves as the cornerstone of our projects. It allows the collaborative process to shape and develop our recommendations and approach, enabling us to tailor each step to fit your unique needs and specifications. We view this as a partnership with you to improve the IT and ERP environments to better meet the needs of leadership, management, staff, and your constituents.



Phase 1: Needs Assessment and Business Process Analysis

We perform a needs assessment and to evaluate current business processes, define the vision of the organization for the future system, and compare various market options with other applicable vendors. The steps taken include:

Project Kick-Off and Project Team Development

We conduct a formal kick-off meeting and then work with the Project Manager from the organization to finalize the makeup of the Project Committee (Project Management Office or PMO). We also document required roles and responsibilities by developing application module teams according to Enterprise Application Management and Support Best Practices.

Needs Assessment Questionnaires

We develop a personalized Needs Assessment Questionnaire/Survey to be used during the discovery process with staff. These documents relate to existing and future information system needs and process improvements opportunities.

Phase 1: Needs Assessment and Process Analysis Deliverables

- Project Team Roles and Responsibilities Workshop and Matrices according to Enterprise Applications and Support Best Practices
- Business Process Questionnaires and Information Request Worksheets and Forms
- Functional Assessment and Business Process Analysis Workshops
- Functional Requirements/Specifications (Features/Functions)
- ERP Needs Assessment Report (optional)

Information Requests and Background Analysis

In addition to the questionnaire and forms, we obtain and analyze the following background information, as available:

- Organization charts
- Documented processes
- Key reports
- Forms and correspondence
- All utilized software and systems
- All utilized software and systems interfacing with other functions
- Other applicable information

The level of detail *CLIENTFIRST* explored was extremely valuable. We had attempted to do the same effort a few years ago, and there was no comparison. Through the needs assessment process, *CLIENTFIRST* collected a tremendous number of valuable details.

– IT Coordinator
Software Selection

Process Review and Feature/Function Analysis Interview Workshops

We will meet with the personnel identified in the step above to review existing manual and automated systems and business processes and operations. We will review current and future requirements, including existing application issues, change management, and implementation requirements. Our process reviews are more comprehensive than most firms and are designed explore different options for streamlining and increase the knowledge of the various users regarding what is possible with modern enterprise systems, while also setting realistic expectations.

Our cross-function/department teams also learn from each other and gain a greater understanding of overall agency workflows and business processes. Special attention is paid to the organization's use of inefficient workarounds, shadow systems, manual processes, and reporting gaps that can be fulfilled by the new system. These workshops are one of the most critical aspects of a successful implementation, as the departments and users are working out ways they are going to change and improve processes before implementation ever begins.

Future System Requirements Documentation

Review information gathered during the business process reviews and develop system requirement specifications (feature/functions) by module and/or process.

CLIENTFIRST'S upfront efforts with the needs assessment and RFP really put us on a path to success that led to us achieving a positive implementation.

– Professional Services Manager
Software Selection

Process Review and Needs Assessment Report (Optional)

We review the information gathered during the business process review workshops and develop a Needs Assessment and Business Case Justification Report. This document includes, but is not necessarily limited to:

- Expectations of future system to meet current and future needs/requirements
- Business process improvement and automation opportunities
- New-versus-existing vendor considerations
- General risk and readiness
- Integration requirements
- Conversion requirements
- Estimated budget and implementation time frames
- System requirements (feature/functions), as described in the above Systems Requirements Documentation

Thank you, CLIENTFIRST, for the job walks, last-minute spec changes, guidance, and just rock-solid RFPs!

– Director of IT Services
Systems Evaluation, Design, Specifications,
and RFP Development

Phase 2: RFP Development and Issuance

Preliminary Vendor Research

We prepare a list of prescreened information system vendors and their contact information. Our objective will be to identify vendors specializing in government agencies that have the applications for the future system needs that are already in use in the industry.

Develop Request for Proposals (RFP) with Electronic Response Forms

We create criteria, business objectives, and instructions documentation for the development of RFP documents with Electronic Vendor Response Forms. We generate the following document materials, as applicable:

- Application Software: Processing and Reporting Requirements
 - ♦ Average Processing Volumes
 - ♦ Conversion Requirements
 - ♦ Interface Requirements
 - ♦ Other Application Considerations
- Systems Software
 - ♦ Operating System
 - ♦ Languages
 - ♦ Productivity Aids
 - ♦ Database
 - ♦ Other Systems Software
- Hardware
 - ♦ Platform Architecture Preferences
 - ♦ Minimum Workstation Requirements
 - ♦ Service and Support Requirements
 - ♦ Other Technical Requirements
- Documentation
 - ♦ System Software
 - ♦ Application Software
- Technical and User Training
 - ♦ System Software
 - ♦ Application Software
- Other Required Proposal Elements
 - ♦ Vendor Instructions
 - ♦ Pre-Formatted Total-Cost-of-Ownership Forms:
 - Acquisition Costs
 - Maintenance Costs
 - Other Relevant Cost Considerations

Phase 2: RFP Development and Issuance Deliverables

- Preliminary Vendor Research and Communications
- RFP Documents and Electronic Vendor Response Forms

- ◆ Vendor-Related Information:
 - Number, Type, and Size of Users
 - Financial Condition
 - Size
 - Expertise
 - Other Vendor Considerations
 - Other Relevant Materials

Phase 3: Proposal Evaluation, Demonstration Management, and Selection

Issue RFP and Facilitate Vendor Response Activities

We assist you in communicating with vendors, according to appropriate procurement requirements, during preparation of their proposals. Written questions and answers are utilized to answer questions and respond to information requests. If necessary, a bidder's conference is conducted.

Proposal Evaluation (Vendor Comparison Worksheets)

We obtain any additional information necessary to analyze and evaluate proposal responses. This ensures that vendors can provide the desired services. We will provide Summary Vendor Comparison Worksheets to allow side-by-side analysis of vendor capabilities. We also work with the module/functional area teams to review the software vendors noncompliant feature/function responses and the negative impact they will have on actual business operations. Prioritizing these vendor weaknesses at this level is what differentiates the vendors ability to be a close fit for the agency's desired process improvements.

Phase 3: Proposal Evaluation, Demonstration Management, and Selection Deliverables

- RFP Issuance Response Management
- Vendor Comparison Worksheets
- Executive Summary Vendor Analysis and Finalist Recommendations Discussion Guide
- Vendor Demonstration Guides/Scripts
- User Demonstration Evaluation Forms
- Due Diligence/Outstanding Issues Tracking Matrices
- Finalist Analysis and Finalist Workshop

Analysis Results Workshop to Determine Finalist Vendors (Short-List Workshop)

We provide an Executive Summary Vendor Analysis and Finalist Recommendations Discussion Guide for facilitating a vendor short-list determination workshop, to include:

- Statistical feature and function compliance
- Cost comparisons
- Module capabilities comparison
- Vendor comparisons
- Advantages and disadvantages of each proposal
- Technology comparisons
- Pricing comparisons

Develop Demonstration Documents

We prepare agendas with scripts/guidelines for vendor demonstrations to be sent to vendor finalists for their advance preparation. We will assist the City with preparing additional examples and scripts where necessary.

Reference and Site-Visit Forms Preparation

Prepare forms to be used by Project Team members to conduct finalist reference checks/calls and prepare a Site-Visit Form for City personnel to use during site visit(s).

***CLIENTFIRST* approached projects with a good strategy and delivered real-world insights and suggestions for solutions.**

– Assistant IT Director
Software Selection

Facilitate Vendor Demonstrations

Facilitating and directing vendor demonstrations will ensure that the vendors are complying as requested. The software demonstrations should ensure that all key and pertinent requirements defined by the organization are addressed.

The organization's personnel will evaluate the vendor demonstrations using Demonstration Evaluation Forms. These forms use a rating system to assist with the comparison of vendors. These forms also assist in identifying the specific strengths and weaknesses of each vendor from the agency staff's perspectives.

Post-Demonstration, Reference Checks, Site Visits, and Due Diligence/Follow-Up

We assist with due diligence of the vendor finalist, including the management of post-demonstration follow-up issues, as needed. Follow-up issues may include, but are not limited to:

- Memoranda regarding follow-up requirements
- Vendor communications
- Conversion and potential modification issues
- Facilitation of additional demonstrations
- Reviewing hardware requirements
- Site-visit preparation assistance and site visit checklist forms

When *CLIENTFIRST* sees a unique situation, they don't try to dictate a response based on previous experiences. *CLIENTFIRST* is open to listen and find creative solutions.

– IS Director
Software Selection

Facilitate Final Vendor Selection (Workshop)

We assist with the selection of the most appropriate vendor. The Vendor Evaluation Forms, in combination with additional analysis, are used to facilitate the selection of a finalist. Also under consideration is the capability to add additional components and future flexibility to meet agency's future needs not included in the initial implementation.

Phase 4: Implementation Planning, Contract Review, and Negotiation Assistance

Implementation Plan (SOW) Review

We work with the organization, along with the selected vendor to review the statement of work (SOW), which will include the implementation plan, project management team, resource requirements, vendor-versus-agency staff responsibilities, and timelines.

Implementation Risk Assessment

Provide an implementation risk assessment memorandum.

Implementation Team Organization

Work with City to refine the Implementation Project Team, based on Project Management Office (PMO) principles and application management best practices.

Contract Review and Negotiation Assistance

We begin any contract review and negotiations by providing an Observations/Recommendations Memorandum and Matrix. We will assist in reviewing vendor contract(s), as well as the vendor's statement of work (SOW), and provide recommendations for negotiating more favorable contract provisions. As applicable, these may include the following considerations:

- An acceptable implementation schedule covering all phases
- A significant portion of the software costs, payable for each application module upon testing and demonstration on the delivered hardware
- Hardware and/or software payments withheld as a retainer amount to ensure an acceptable and timely installation of the listed deliverables
- Certain RFP and vendor proposal responses which are made part of the contract to govern disputes
- Hardware and software acceptance criteria
- Other potentially important issues include:
 - ◆ Third-party products and relationships
 - ◆ Business termination provisions
 - ◆ State and federal regulatory changes
 - ◆ Source code escrow arrangements

Phase 4: Implementation Planning, Contract Review, and Negotiation Assistance Deliverables

- Implementation Plan/SOW Reviews
- Develop/Review Baseline Project Plans
- Implementation Risk Assessment
- Implementation Team Organization (PMO)
- Contract Review and SOW Matrices/Memorandum

CLIENTFIRST rose to the top, largely because of their experience. I face a pretty tough City Council and wanted to be confident in the consultants he was going to be putting in front of the Council.

—Director of Finance and Administrative Services

CLIENTFIRST rose to the top, largely because of their experience. I face a pretty tough City Council and wanted to be confident in the consultants he was going to be putting in front of the Council.

—Director of Finance and Administrative Services

CLIENTFIRST has excellent communication, and their team is very responsive.

—IS Director

The personnel selected for this engagement are experts in their given disciplines, chosen according to the specific needs of this project, and working as an integrated team to provide end-to-end consulting and support services. Detailed profiles for each Project Team member are found in this section.

Project Team

Project Role: **Project Director and Management Consultant**
ClientFirst Title: Managing Partner, Business & Management Consulting Practice Leader

David Krout

Project Role: **Practice Manager and Applications Consultant**
ClientFirst Title: Partner, Application and Business Process Practice Leader

Steve Robichaud

Project Role: **Applications Consultant**
ClientFirst Title: Management Consultant – Application and Business Process Practice

Tam Ly

Project Role: **Applications Consultant**
ClientFirst Title: Management Consultant – Application and Business Process Practice

Alex Mercado

Project Role: **Applications Consultant**
ClientFirst Title: Management Consultant – Application and Business Process Practice

Mike Crowell

CLIENTFIRST was extremely knowledgeable, and I felt I have learned more from my work with **CLIENTFIRST** than anyone else I've worked with in that capacity.

—Director of Administrative Services
CA Municipality

David W. Krout, CPA *(Inactive)***Managing Partner – Management Consulting Practice Leader**

David Krout has nearly 20 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the customer and the vendor.

Mr. Krout's unique and diversified background in business management, accounting, and management consulting has given him the ability to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their IT utilization.

Having worked for a leading local government enterprise software provider, Mr. Krout brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between customers and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO) and Municipal Information Systems Association of California (MISAC)
- Project lead with dozens of public-sector agencies throughout the United States

It has been absolutely key to this project that *CLIENTFIRST*, especially Dave, knows the governmental environment, its limitations and its opportunities.

—Director of Administrative Services
CA Municipality

Specialties

- Business Process Reviews
- Application Requirements Definition
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Strategic Master Technology Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations

**Credentials, Degrees, and Affiliations**

- Certified Public Accountant (CPA) *(Inactive)*
- Bachelor of Science in Business Administration – Accounting, CSU San Bernardino

Agency Experience

City of Burlington
City of Gastonia
City of Salisbury
City of Shawnee
County of Buncombe
County of Orange
Eastern Band of Cherokee Indians
City of Batavia
City of Bloomington
City of Brentwood
City of Burbank
City of Camarillo
City of Chino
City of Colton

City of Corona
City of Coronado
City of Dublin
City of Foster City
City of Healdsburg
City of Hemet
City of Highland Park
City of La Habra
City of La Puente
City of Laguna Niguel
City of Lake Forest
City of Lomita
City of Menlo Park
City of Murrieta
City of Palm Desert

City of Palmdale
City of Piedmont
City of Rancho Mirage
City of Redlands
City of Rialto
City of Riviera Beach
City of Rosemead
City of San Gabriel
City of San Jacinto
City of Sierra Madre
City of Simi Valley
City of South Gate
City of Tustin
City of West Covina
City of West Des Moines

Village of Glencoe
Village of Lincolnwood
Village of Northfield
Village of Oswego
Town of Danville
Town of Groton
Town of Pahrump
Town of Truckee
Mechoopda Indian Tribe
County of Nye
County of Mendocino
County of Riverside
County of San Bernardino

Steve Robichaud

Partner – Applications Consulting Practice Leader



Steve Robichaud has been advising local governments on their information technology needs for over 25 years. He specializes in business processes, operations, and implementation oversight with the objective of applying technology to meeting mission-critical goals and objectives, and the ability to measure these achievements.

Mr. Robichaud's executive leadership experience, operational turnaround success and long-term involvement with numerous local governments across the country has equipped him with the foundation to advise organizations at all levels, from executive leadership to staff.

Having worked in government and the private sector, Mr. Robichaud also brings an understanding, perspective, and ability to manage all the parties necessary for delivering lasting operational success using technology.

Highlights

- Former Director of National Government IT Consulting for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Regional Government Manager for a national recovery/availability services vendor providing hot-site, collocation, managed services, and disaster recovery consulting services
- Former President & General Manager for a leading national provider of justice software solutions
- Featured speaker for the Illinois/Wisconsin Joint GFOA Annual Conference on the topic of "Strategic Information Technology Master Planning"
- National leader in delivering new government solution implementations for a top-name hardware manufacturer and software-solution company
- More than 20 years of working with hundreds of public-sector agencies nationally

Specialties

- Executive Management Technology Advisement
- Information Technology Master Planning
- Business Process Review and Improvement
- Existing System Needs Analysis and Improvement
- Application Requirements Definition
- Software System Selection Assistance
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations
- Disaster Recovery Planning



Steve Robichaud's presentation skills and ability to work in the government environment were excellent, and crucial to the success of the project. It was valuable that Steve could communicate with the council at their level.

—Director of Finance and Administrative Services
FL Municipality

Steve, your efforts never cease to amaze any of us—very much appreciated!

—Chief Building Official
CA Municipality

Credentials, Degrees, and Affiliations

- Business Continuity Certified Planner (BCCP)
- Bachelor of Arts, Political Science and Business Administration, Moorhead State University

Agency Experience

City of Burbank
City of Chino
City of Colton
City of Corona
City of Dublin
City of Foster City
City of Fresno
City of Glendale
City of Glendora
City of Healdsburg
City of Hemet
City of Indio
City of Joliet

City of La Habra
City of Menlo Park
City of Miami Springs
City of Palm Desert
City of Palmdale
City of Piedmont
City of Rancho Mirage
City of Redlands
City of Rialto
City of Riviera Beach
City of San Gabriel
City of San Jacinto
City of San Pablo

City of Sierra Madre
City of Sioux Falls
City of South Gate
City of South San Francisco
City of West Covina
City of West Des Moines
City of West St. Paul
City of Wood Dale
County of Anoka
County of Buncombe
County of Maricopa
County of Mariposa
County of Mendocino

County of Nye
County of Orange
County of Pinal
Eastern Band of Cherokee Indians
Town of Groton
Town of Truckee
Town of Wallingford
Village of Northbrook
Village of Oswego
Village of Westmont

Tam Ly, MPA

Management Consultant



Tam Ly's expertise covers 20 years in the public sector and 10 years in management and information technology consulting. His expertise includes business analysis and project management in the areas of public administration and finance, in which he holds a master's degree. He has worked with elected officials, executives, and department-level staff in business applications systems selection, risk mitigation, fiscal planning, and business process analysis for implementing practical technology strategies and solutions in the local government and public education environments.

Having worked closely with stakeholders and groups of various sizes in these environments, Mr. Ly (pronounced "LEE") knows and understands the issues they face and is well-versed in the collaborative process to implement best-practice strategies in finding optimal solutions to serve their constituents.

Highlights

- Project manager for systems selection/acquisition and implementations
- Conducted business/needs assessment analyses
- Facilitated gap analyses
- Developed business systems functional and technical requirements and definitions
- Lead feasibility and operations efficiency studies
- Provided go-live related user-acceptance testing (UAT) and readiness assessments
- Former municipal budget planner with a triple-A bond-rated agency

Specialties

- Business Process Reviews
- Application Requirements Definition
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Project Management and Oversight
- Conversion Assistance and Planning

Credentials, Degrees, and Affiliations

- MPA Government Administration/Finance, Suffolk University
- PMP Candidate, Alamo-Project Management Institute
- Bachelor of Arts, Anthropology, Bates College

Agency Experience

City of Benbrook
City of Boca Raton
City of Cedar Hills
City of Coral Springs
City of Corpus Christi
City of Dover
City of Farmers Branch
City of Fredericksburg
City of Gahanna
City of Gloucester
City of Grants Pass
City of Irving
City of Lauderdale Lakes
City of Lawrence
City of Lewiston
City of Lowell
City of Middleborough
City of Midland
City of Ormond Beach
City of Piedmont

City of San Bernardino
City of Santa Fe
Albany County
Town of Andover
Town of Brunswick
Town of Freeport
Town of Middleborough
Town of Sharon
Town of Wellesley
Town of Westwood
Dane County
Gallatin County
Steuben County
Tompkins County
California Air Resources Board
California Environmental
Protection Agency
Cherry Creek School District
Maine Office of Public Advocate

Maine Public Utilities
Commission
Massachusetts Department of
Telecommunications and
Energy (now Public Utilities
Commission)
Massachusetts Energy Facilities
Siting Board
Minnehaha County
Montgomery County Public
Schools
Mt. Lebanon Township
Round Rock Independent
School District
Spokane Public Schools
US Federal Energy Regulatory
Commission
US Nuclear Regulatory
Commission
Wellesley Municipal Light Plant

Alex Mercado, CAPM , CCBA, ITIL Foundation

ERP Consultant



Alex specializes in business process reviews and ERP application consulting. His experience includes assessment, planning, implementation, configuration, integration, upgrades, customization, testing, documentation, and project management assistance related to enterprise applications. In addition to his ERP implementation experience, Alex also has experience as a business analyst in assisting public sector clients with their

needs assessment and software selection and applications requirements.

Alex has been a tremendous help on this project and I would hate to lose his help and expertise.

—IT Manager
CA Municipality

Specialties

- Understanding of public sector departmental operations and application systems
- Process reviews and improvements to streamline operations
- Workflow analysis and mapping
- Gathering and analyzing functional business requirements
- Prepared project implementation plans for initial and recurring project phases
- Planned for items required pre- and post-system go-live
- Implementation assistance experience includes analysis workshops, change control, conversions, setup and configurations, testing, reporting, and troubleshooting

The visits with Alex were extremely helpful, and we have made huge progress.

—CIO
CA Municipality

Credentials, Degrees, and Affiliations

- California State University, Fullerton, CA - Bachelor of Arts in Business Administration
- Concentrations: Accounting and Information Systems and Decisions Sciences
- Project Management Institute Member - California Inland Empire Chapter
- Certified Associate in Project Management (CAPM)®
- Certified ITIL Foundation V3
- Certification of Competency in Business Analysis (CCBA)



Agency Experience

City of Batavia
City of Bloomington
City of Burbank
City of Colton
City of Corona
City of Coronado
City of Dublin
City of Foster City
City of Healdsburg
City of Joliet
City of La Puente
City of Lake Forest
City of Menlo Park
City of Pacific Grove
City of Palm Desert

City of Palmdale
City of Piedmont
City of Rancho Cucamonga
City of Rancho Mirage
City of Redlands
City of Redlands
City of Rialto
City of Riviera Beach
City of Rohnert Park
City of San Gabriel
City of Seal Beach
City of Sierra Madre
City of Simi Valley
City of Tustin
City of West Covina

City of West Des Moines
City of Yucca Valley
Village of Oswego
Town of Danville
Town of Groton
Town of Truckee
Eastern Band of Cherokee Indians
Buncombe County
Davie County
Marion County/Indianapolis
Public Library
Orange County

Mike Crowell, CGCIO

IT Consulting Practice Leader



Mike Crowell focuses on assisting clients in formalizing the tools and processes needed to understand how IT resources and programs create business value and how to improve IT resource allocation to maximize value. He has over 25 years of invaluable experience in managing technology services for a municipality in North Carolina and is active with NCLGISA.

Highlights

- Former President and current member emeritus for North Carolina Local Government Information Systems Association (NCLGISA)
- Recognized as MIS Professional of the Year by GMIS International, an association of governmental IT leaders
- Awarded Data Processing Professional of the Year by North Carolina Local Government Information Systems Association (NCLGISA)
- Currently serving on the Board of Directors for South Eastern Association of Telecommunications Officers and Advisors (SEATO)
- Former Technology Services Manager for a municipality in North Carolina, where he successfully managed a staff of 12, and successfully held responsibility for all computers, phones, radios, networks, network and physical security, and a government access channel
- Former Director of Broadband Services for a municipality in North Carolina
- Hands-on experience in the implementation and daily operations of multiple technologies, as well as contracts, sales, installation, and customer services

Specialties

- IT Operations Management
- Interim CIO/IT Management
- IT Procurement, Implementation, and Oversight
- Contract Negotiations

Credentials, Degrees, and Affiliations

- Certified Government Chief Information Officer (CIO), School of Government, University of North Carolina at Chapel Hill
- MCSE
- Municipal Administration Certification, School of Government, University of North Carolina at Chapel Hill
- Bachelor of Science in Engineering, Analysis, and Design from University of North Carolina, Charlotte, concentrating on Electrical Engineering and Computer Science



We believe our clients are our best salespeople. The references listed are examples of clients with similar needs. As seen on the following pages, each of these clients has been happy with our performance and retained our services many times. We pride ourselves on client satisfaction and strive to maintain long-term relationships with our clients as partners.



Engagement References

CLIENTFIRST has been providing these types of ERP and Land Management Needs Assessment, Process Review and Selection services since the founding of our Firm 14 years ago. A majority of *CLIENTFIRST* partners, managers and consultants have been on average providing these services for 20 years at *CLIENTFIRST* and with prior national consulting organizations.



Buncombe County

200 College St., Asheville, NC 28801

Eric T. Hardy, Controller

828.250.4811

eric.hardy@buncombecounty.org



City of Simi Valley

2929 Tapo Canyon Road, Simi Valley, CA 93063

Garry Boswell, Director Information Systems

805.583.6330

gboswell@simivalley.org



City of Palmdale

38300 Sierra Highway, Palmdale, CA 93550

Anne Ambrose, Director of Administrative Services

661.267.5100

aambrose@cityofpalmdale.org



City of Burlington

425 S. Lexington Ave., Burlington, NC 27215

Rodger Burden, Director of Information Technology

336.222.5042

rburden@ci.burlington.nc.us



City of Gastonia

1300 N. Broad St., Gastonia, NC 28053-1748

Matt Bernhardt, Director for Public Works and Utilities

704.866.6777

mattb@cityofgastonia.com

Our consultants have been assisting local governments with innovative technology solutions with *CLIENTFIRST* for over 14 years, bringing with them many more years of experience in this field. Our risk-averse technology planning and the quality of service we provide our clients have resulted in numerous long-term business relationships. We are confident that no other consulting firm focusing on local governments offers the wide range of IT services that we do.



Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical in all respects.

Local Presence and Practice Locations

We have a local presence with extensive experience in North Carolina. *CLIENTFIRST* is a national firm, with practices located in North Carolina, Illinois, Texas, and California.



Charlotte, NC



Schaumburg, IL



San Antonio, TX



Corona, CA

Business Management Approach

We understand that not all government executives are versed in the latest technology issues and opportunities. Therefore, our approach and deliverables provide a business-management perspective that **allows the layperson the ability to understand the technology issues, strategies, and potential solutions required to make more informed business decisions.**

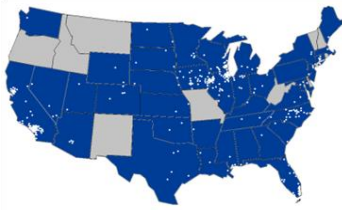
Practical Recommendations

We believe in using technology as a tool to meet your business objectives; we do not apply technology just for technology's sake. We are serious in our quest to provide clients with practical solutions that meet their individual requirements. Sometimes the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.

Save	Increase
Time	Expertise
Money	Service
Resources	Efficiency

True Independence

CLIENTFIRST believes in practicing **true independence**. We do not resell products, nor maintain relationships that would result in any add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at lowest competitive cost) to meet their needs.



National Recognition

Our consultants are nationally recognized for their work by many of the industry's leading vendors. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.

Industry Recognition

CIO Review

CLIENTFIRST was featured in *CIO Review* as one of the "20 Most Promising Government Technology Solution Providers 2016".



National Speakers

CLIENTFIRST personnel have conducted educational sessions at national and local conferences such as CSMFO, MISAC, and GFOA, among others.



Diversified Experience

We have **extensive experience with a wide variety of organizations and technology and processing environments**. In addition, we have significant market knowledge regarding software and hardware providers and are well-informed with respect to vendor and industry developments.

Areas of Expertise

The consultants assigned to this engagement have direct experience in a broad range of products and services.



Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

North Carolina

City of Burlington
City of Gastonia
City of Kinston
City of Mount Airy
City of Salisbury
Arc of Stanley County
(Monarch)
Buncombe County
Cabarrus County
Davie County
Orange County
St. Augustine College
Wake Forest University
Eastern Band of Cherokee
Indians
Salisbury Rowan Utilities

Arizona

Maricopa County

California

City of Azusa
City of Brentwood
City of Burbank
City of Calabasas
City of Camarillo
City of Chico
City of Chino
City of Colton
City of Corona
City of Coronado
City of Downey
City of Dublin
City of Escondido
City of Foster City
City of Glendora
City of Healdsburg
City of Hemet
City of La Habra
City of La Puente
City of Laguna Niguel
City of Lathrop
City of Lomita
City of Menlo Park
City of Montclair
City of Murrieta
City of Pacific Grove
City of Palm Desert
City of Palmdale
City of Piedmont
City of Port Hueneme
City of Rancho Cucamonga
City of Rancho Mirage
City of Redlands
City of Rialto
City of Rohnert Park
City of Rosemead
City of Sacramento
City of San Clemente
City of San Gabriel
City of San Jacinto
City of San Pablo
City of San Rafael
City of Seal Beach
City of Sierra Madre
City of Simi Valley
City of South Gate
City of South Pasadena

City of South San Francisco
City of Tustin
City of Upland
City of West Covina
Town of Danville
Town of Truckee
Town of Yucca Valley
Mariposa County
Mendocino County
Riverside County
San Bernardino County
Tuolumne County
Yolo County
CA-NV American Water Works
Association
Castaic Lake Water Agency
Castro Valley Sanitary District
Cucamonga Valley Water
District
Glendale Water and Power
Jurupa Community Services
District
Livermore Area Recreation
and Park District
Midpeninsula Regional Open
Space District
Newhall County Water District
Ramona Municipal Water
District
Rincon del Diablo Municipal
Water District
Rosamond Community
Services District
San Bernardino Municipal
Water Department
San Marino Unified School
District
Southern California Coastal
Water Research
Walnut Valley Water District
Western Municipal Water
District
Colton Joint Unified School
District
Irvine Unified School District
Lake Elsinore Unified School
District
Menifee Unified School District
Mesa Water District
Mountain View School District
Romoland School District
West Covina Unified School
District
Ohlone Community College
San Jose Community College
Berkeley
University of California San
Francisco
UCSF Medical Center
Stanislaus Council of
Governments
Mechoopda Indian Tribe

Glendale Water and Power
Jurupa Community Services
District
Livermore Area Recreation
and Park District
Midpeninsula Regional Open
Space District
Newhall County Water District
Ramona Municipal Water
District
Rincon del Diablo Municipal
Water District
Rosamond Community
Services District
San Bernardino Municipal
Water Department
San Marino Unified School
District
Southern California Coastal
Water Research
Walnut Valley Water District
Western Municipal Water
District
Colton Joint Unified School
District
Irvine Unified School District
Lake Elsinore Unified School
District
Menifee Unified School District
Mesa Water District
Mountain View School District
Romoland School District
West Covina Unified School
District
Ohlone Community College
San Jose Community College
Berkeley
University of California San
Francisco
UCSF Medical Center
Stanislaus Council of
Governments
Mechoopda Indian Tribe

Connecticut

City of Bristol
City of New Haven
Town of Groton

Florida

City of Cape Coral
City of Deerfield Beach
City of Dunedin
City of Fort Lauderdale
City of Pompano Beach
City of Port St. Lucie
City of Riviera Beach

Illinois

City of Bloomington
City of Champaign
City of Countryside
City of Highland Park
City of Joliet
City of Lake Forest
City of Moline
City of Morton Grove
City of Naperville
City of Oakbrook Terrace
City of Orland Park
City of Prospect Heights
City of Rockford
City of Rock Island
City of St. Charles
Village of Arlington Heights
Village of Cary
Village of Glencoe
Village of Kenilworth
Village of Libertyville
Village of Lincolnwood
Village of Matteson
Village of Norridge
Village of Northbrook
Village of Northfield
Village of Oak Brook
Village of Oak Park
Village of Oswego
Village of Palos Park
Village of River Forest
Village of Riverside
Village of Wheeling
DuPage County
DuPage County Health Dept.
Peoria County
Sangamon County
Winnebago County
Batavia Public School District
Central Community Unit
School District 301
Civitas Schools
Community Unit School District
300
Community Unit School District
308
Consolidated High School
District 230
Consolidated School District
158
DeKalb Community Unit
School District 428
Geneva Community Unit
School District 304
Glenview Schools
Gower School District
Hampton School District 29
Harlem School District 122
Harrison School District 36

Harvard Community Unit
School District
Indian Prairie Community Unit
School District 204
J. Sterling Morton High School
District 201
Marmion Academy
Mount Prospect School District
57
Naperville Community Unit
School District 203
Naperville Park District
Norridge Park District
Oswego School District 308
Park Ridge Schools
Port Byron Central School
District
Posen-Robbins SD 143.5
Prospect Heights School
District
Riverside Public School
District 96
Rockford Public Library
Sherrard Community Schools
St. Charles School District
Sunset Ridge School District
Township High School District
214
Wheaton-Warrenville School
District 200
Illinois State University
Lake Forest College
Northern Illinois University
The University of Chicago
Lincolnwood Public Library
Oak Park Library
Oswego Library District
Park District of Highland Park
American Association of
Diabetes Educator
Chicago Theological Seminary
Illinois Action for Children
Illinois Municipal Retirement
Fund
Jensen IT

Indiana

The University of Notre Dame
Indianapolis Public Library

Iowa

City of Ankeny
City of Bettendorf
City of Burlington
City of Cedar Rapids
City of New Hampton
City of West Des Moines
Johnson County
Linn County
State of Iowa
Assumption Catholic High
School
Archdiocese of Dubuque
Catholic Schools
Burlington Community School
District
Cedar Rapids Community
School District
Davenport School District

Diocese of Davenport Catholic
Schools
Dubuque Community School
District
Knoxville Community School
District
Mason City School District
North Scott School District
Wahlert Catholic High School
Des Moines Area Community
College
Loras College
St. Ambrose University
Cedar Falls Utilities

Maryland

State of Maryland

Michigan

Lake Superior State University
University of Michigan

Minnesota

Anoka County

Nevada

County of Nye
Town of Pahrump

New York

City of Batavia
State of New York
Hudson Valley Community
College

Ohio

Cuyahoga County
Montgomery County

South Dakota

Rapid City Area Schools

Utah

Washington County School
District

Virginia

Commonwealth of Virginia

Wisconsin

City of Appleton
City of Brookfield
City of Eau Claire
City of Wauwatosa
City of West Allis
Brown County
Kenosha County
Milwaukee County
Waukesha County
HIDTA Milwaukee
Diocese of Madison Catholic
Schools
Madison School District
Shorewood School District
Whitnall School District
West Allis School District
Southwest Technical Institute
St. Beloit College
St. Norbert College
University of Wisconsin
State of Wisconsin

Wyoming

State of Wyoming

The fees, work plan, and schedule are detailed in the following section, showing the steps, associated hours per consultant, and the estimated schedule in weeks, in a concise, easy-to-use format that our clients say they appreciate. We structure our fees to be affordable and match them to the work plan so the hours and deliverables are clearly understood.



Work Plan

ERP Software Selection Assistance

Step	City of High Point ERP Software Selection Assistance Work Plan	Estimated Timeline Week(s)	Total Billable Hours	David / Steve	Tam / Alex
Project Coordination					
1	Project Coordination - Work with the City Project Managers to finalize the project work plan and arrange communications, logistics, and support. Schedule various meetings with personnel from each functional area to review and discuss existing and future financial information system needs. Provide ongoing project coordination and status updates.	Duration of Project	28	8	20
	Act as a liaison between the executive stakeholder team, project team, vendor(s), and City staff.			included	
	Develop and manage a comprehensive project plan, detailing project, stages, milestones, and resources.			included	
	Manage the change management process with oversight from the City Project Manager.			included	
Phase 1: Needs Assessment					
2	Kick-Off and Project Team Development - We will hold a formal Kick-Off Meeting, work with the City Project Manager to finalize the makeup of the selection Project Team, and document required roles and responsibilities. This will include the following steps:	1-3	14	8	6
	Conduct formal Kick-Off Meeting to officially start the project and provide an overview of the project to Project Team members, City stakeholders, and other engagement participants.			included	
	Project Team organization to include setting up a PMO office, per Project Management Institute best practices.			included	
	Develop module and functional area teams based on Enterprise Application Management and Support Best Practices. These teams will also be utilized during implementation.			included	
	Assist in educating Project Team members and stakeholders on defined roles and responsibilities. This will be accomplished by providing forms to complete for use in workshops, including background concepts, instructions, and finalization.			included	
Needs Assessment and Process Review Workshops					
3	Needs Assessment Questionnaires/Information Requests - Develop a tailored needs assessment questionnaire related to existing and future information system needs to be used during the discovery process with staff.	1-4	6	2	4
4	Background and Analysis - Obtain and analyze background information, including internal surveys.	4-5	4	2	2

Step	City of High Point ERP Software Selection Assistance Work Plan	Estimated Timeline Week(s)	Total Billable Hours	David / Steve	Tam / Alex
5	Business Process Review and Requirements Workshops - Meet with the module teams to review existing manual and automated systems and operations, including any custom-developed work-around systems/processes. Change Management and Best Practices for vendor selection and implementation preparation will be addressed throughout all workshops.	4-5			
	City Executive Management Team Interview		2	1	1
	Financial Management				
	General Ledger		3	1.5	1.5
	Bank Reconciliations		1	0.5	0.5
	Budgeting (General, Personnel and Capital)		4	2	2
	Project/Cost Accounting		4	2	2
	Grant Accounting		2	1	1
	Requisitions/Purchasing		5	2.5	2.5
	Travel & Reimbursements		2	1	1
	Inventory		1	0.5	0.5
	Bids Management		2	1	1
	Contract Management		3	1.5	1.5
	Accounts Payable		4	2	2
	Accounts Receivable/Misc. Billing		3	1.5	1.5
	Treasury Management		2	1	1
	Cashiering		3	1.5	1.5
	Fixed Assets		3	1.5	1.5
	Financial Reporting, CAFR Builder, and Ad Hoc Reporting		3	1.5	1.5
	People Management				
	Time and Attendance		5	2.5	2.5
	Human Resources		6	3	3
	General HR and Risk Management			included	included
	Benefits Administration			included	included
	Employee Self-Service			included	included
	Recruitment and Onboarding		3	1.5	1.5
	Talent Management		2	1	1
	Payroll		5	2.5	2.5
	CIS/Utility Billing				
	Customer Information/Service		2	1	1
	Billing		2	1	1
	Service/Work Order Management		2	1	1
	Meter Management		1	0.5	0.5
	Integrations/Interfaces and Conversion Requirements		8	4	4
	Information Technology - Technical Issues		4	2	2

Step	City of High Point ERP Software Selection Assistance Work Plan	Estimated Timeline Week(s)	Total Billable Hours	David / Steve	Tam / Alex
	Workflow Documentation and Diagramming (Optional) <i>Additional discussion required to determine specific processes level of documentation desired.</i>			Optional	Optional
6	System Requirements Documentation - Review information gathered during the process reviews and develop system requirement specifications (feature/functions).	6-9	62	12	50
7	Revisions - We will work with City staff and module teams to review module feature/function and system requirements and revise as necessary.		10	2	8
Phase 2: Request for Proposals Development					
8	Preliminary Vendor Communication/Research - We will prepare a list of pre-screened information system vendors and their contact information. Our objective will be to identify vendors specializing in government agencies that have the applications for future needs that are already in use in the industry.	6-8	10	2	8
9	Develop Request for Proposals (RFP) with Electronic Response Forms - We will prepare Request for Proposal (RFP) documents. RFP will include, but will not be limited to, the following:	7-9	20	4	16
	Comprehensive list of feature/function requirements			included	included
	New system hardware/network/system software requirements			included	included
	System improvement scope document for existing ERP vendor			included	included
	Cost, including purchase or other financial payment plan options			included	included
	Migration/conversion from existing to new system (cost and timeline)			included	included
	Review technical specifications			included	included
	Training cost and training schedule			included	included
	Implementation estimated costs and timelines			included	included
10	Issue RFP and Facilitate Vendor Response Activities - Assist the City in issuing the RFP and facilitate pre-proposal activities, including:	12	6	2	4
	Manage vendor questions and answers during established proposal response timelines.			included	included
	If necessary, assist with required RFP addenda.			included	included
Phase 3: Proposal Evaluation, Demonstration Management, and Selection					
11	Proposal Evaluation - Analyze and evaluate proposal responses. Provide an initial Summary Vendor Comparison Worksheet and Vendor Executive Summary Analysis Memorandum.	16-17	20	4	16
12	Analysis Results Workshop to Determine Vendor Finalists (Short-List) - Conduct a workshop, including the review of the Vendor Comparison Worksheet and Vendor Executive Summary Analysis. We will use a Finalist Decision Guide to conduct this workshop and determine a vendor short-list.	18	10	8	2

Step	City of High Point ERP Software Selection Assistance Work Plan	Estimated Timeline Week(s)	Total Billable Hours	David / Steve	Tam / Alex
13	Develop Demonstration Documents - Prepare an agenda and demonstration scripts/guides for vendor demonstrations. These will be sent to vendor finalists for their advance preparation. Also, prepare Vendor Demonstration Evaluation Forms for use by all participating City staff during demonstration sessions.	16	14	2	12
14	Reference Check and Site-Visit Forms Preparation - Prepare a form to be used by Project Team members to conduct finalist reference checks/calls and prepare a Site-Visit Form for City personnel to use during site visit(s).	16	1		1
15	Facilitate Vendor Demonstrations - Assist the City in scheduling demonstration dates and facilitate initial vendor demonstrations to ensure that pertinent requirements are addressed. City personnel will evaluate the vendor demonstrations using Demonstration Evaluation Forms. These forms use a rating system to assist with the comparison of vendors. Hours estimate based on two vendors at three days each. <i>Additional vendor demonstration assistance will be billed on a pre-approved time and materials basis.</i>	20-21	72	16	56
16	Post Demonstration/Visit/Reference Check Due Diligence and Follow-up - Assist with additional finalist vendor(s) follow-up issues and due diligence. This may include additional demonstrations, Q&A facilitation, reference checking, and site-visit assistance, etc. <i>Additional required and/or requested hours will be billed on a pre-approved time-and-materials basis.</i>	22-26	32	8	24
17	Facilitate Final Vendor Selection - Conduct a meeting with the City's Project Team to facilitate discussion and finalize the vendor selection. The Vendor Demonstration Evaluations in combination with additional analysis, will be used to facilitate the selection of a finalist.	26	6	2	4
Phase 4: Implementation Planning, Contract Review, and Negotiation Assistance					
18	Implementation Plan (SOW) Review - Work with the City and the selected vendor to review and finalize Statement of Work, Implementation Schedule/Plan, Project Management Office, resource requirements, and timelines.	26-27	8	8	
19	Implementation Risk Assessment - Provide an implementation risk assessment memorandum.	26-27	4	4	
20	Implementation Team Organization - Work with City to refine Implementation Project Team, based on Project Management Office (PMO) principles and Enterprise Application Management and Support Best Practices.	26-27	6	4	2
21	Contract Review and Negotiation Assistance - Assist with contract review and negotiation assistance (in a non-legal capacity). Assumes contract review and negotiations with single, primary vendor. <i>Additional required and/or requested hours will be billed on a pre-approved time-and-materials basis.</i>	26-30	24	24	
Hours			444	166	279
Hourly Rates				\$ 195	\$ 150
Total Fees			\$ 74,048		
Travel and Related Expenses (not-to-exceed 14%)			\$ 9,916		
Total Project Costs			\$ 83,964		

ERP Needs Assessment Report (OPTIONAL)

Step	City of High Point Optional - ERP Needs Assessment Report Work Plan	Estimated Timeline Week(s)	Total Billable Hours	David / Steve	Tam / Alex
Process Review and Need Assessment Report					
1	Process Review and Needs Assessment Report - Based on the information gathered and analysis performed, prepare a report documenting current processes, with recommended improvements and future needs, including:	9-10	22	6	16
	New system opportunities and existing system challenges				
	Solution requirements (Feature/Functions - see above)				
	New versus existing vendor considerations				
	Integration needs				
	Conversion requirements				
	Vendor research				
	Estimated project costs				
	Estimated project plan/timelines				
	Return-on-Investment considerations				
	Implementation readiness and risks assessment				
2	Present Process Review and Needs Assessment Report - Prepare materials and present the report to the City Project Manager, Project Team, and key stakeholders in a workshop format.	11	4	2	2
3	Process Review and Needs Assessment Report Modifications - Finalize the reports by incorporating feedback from the City following the report presentation/workshop.	12	4	2	2
Hours			30	10	20
Hourly Rates				\$ 195	\$ 150
Total Fees			\$ 4,950		
Travel and Related Expenses (not-to-exceed 10%)			N/A		
Total Project Costs			\$ 4,950		

Selection Assistance (OPTIONAL)

Step	City of High Point OPTIONAL - Selection Assistance Work Plan	Estimated Timeline Week(s)	Total Billable Hours	David / Steve	Tam / Alex
1	Facilitate Third Vendor Demonstration - Assist the City in scheduling demonstration dates and facilitate initial vendor demonstrations to ensure that pertinent requirements are addressed.	15-16	32	8	24
Hourly Rates				\$ 195	\$ 150
Total Fees			\$ 5,160		
Travel and Related Expenses (not-to-exceed 10%)			\$ 1,645		
Total Project Costs			\$ 6,805		

Project Start

We can begin the initial activities related to this project, such as project coordination and scheduling, within 1-2 weeks of finalizing an agreement regarding this proposal.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we would discuss such matters and their effect on our fees and obtain written approval before proceeding.

Payment Terms

We invoice monthly as progress proceeds. *CLIENTFIRST* will provide detailed accounting of all consulting time and expenses as a part of the invoice. Payments are due within 30 days of receipt, via check or ACH.

Additional Services/Purchases by Other Seeking Public Agencies

CLIENTFIRST acknowledges that other public agencies may seek to “piggy-back” under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract. *CLIENTFIRST* has the option to agree or disagree to allow contract piggy-backs on a case-by-case basis. Before a seeking public agency can piggy-back any contract, the seeking agency must first obtain *CLIENTFIRST*’s written approval.

**HIGH POINT CITY COUNCIL
INSTALLATION & ORGANIZATIONAL MEETING
DECEMBER 2, 2019 – 6:00 P.M.
COUNCIL CHAMBERS – HIGH POINT MUNICIPAL BUILDING**

INSTALLATION OF 2019-2023 MAYOR AND CITY COUNCIL

The Honorable Judge John O. Craig administered the Oaths of Office to the Mayor and each individual Council Member as follows:

*Mayor **Jay W. Wagner** (standing with him was his wife, Leigh, who held the Bible).*

***At Large Council Member Britt Moore** (standing with him was his wife, Karen, who held a special Bible given to him from special friends, Steven and Jennie).*

***At Large Council Member Tyrone Johnson** (standing with him was his mom, Henrietta Johnson, who held his dad's Bible; his dad passed away last year. Also standing with him were family members Pamala Turner, Markisha Johnson, Ronald Johnson, Katina Johnson, Ja'Quentin L. Harris, Bobby Green, and Dr. Gwendolyn Johnson Green).*

***Ward 1 Council Member Cyril Jefferson** (standing with him was his wife, Raven, who held a special Bible belonging to his grandmother, Gertrude Walker, who received it as a gift from his great-grandmother, Gertrude Hooks. Other family members standing with him were: Cynthia R. Davis (mother); Aaron Davis (stepfather); Gertrude Walker (grandmother); and Freddie B. Walker (grandfather).*

***Ward 2 Council Member Christopher Williams** (standing with him was his wife, Jan, who held the Bible).*

***Ward 3 Council Member Monica Peters** (standing with her was Alan (husband); Claire (daughter) who held her mother's special Life Application Study Bible; Sandra (mother-in-law); and Carola (special aunt who is 88 years old).*

***Ward 4 Council Member Wesley Hudson** (standing with him was his wife, Allison, who held a special Bible given to him by his lodge when he became a Master Mason).*

***Ward 5 Council Member Victor Jones** (standing with him was his older brother, Dupre, who held the Bible).*

***Ward 6 Council Member Michael Holmes** (standing with him was his wife, Daria, who held a special Bible; his 13-year-old daughter, Cameron; and his 15-year-old daughter Nasia).*

Once all Oaths were administered, the 2019-2023 Mayor & City Council took their respective seats at the dais to conduct the business of the Organizational Meeting.

[applause, standing ovation]

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE

Mayor Wagner officially called the Organizational Meeting of the 2019-2023 City Council to order at 6:20 p.m.

Upon call of the roll, the following Council Members were Present (9):

Mayor Jay W. Wagner, Council Member Britt W. Moore (At Large); Council Member Tyrone E. Johnson (At Large); Council Member Cyril A. Jefferson (Ward 1); Council Member Christopher Williams (Ward 2); Council Member Monica L. Peters (Ward 3); Council Member S. Wesley Hudson (Ward 4); Council Member Victor A. Jones (Ward 5); and Council Member Michael A. Holmes (Ward 6)

Reverend Frank Thomas, Pastor, Mt. Zion Baptist Church, offered the invocation; the Pledge of Allegiance followed.

GENERAL BUSINESS AGENDA**2019-522 Election of Mayor Pro Tem**

Consideration of the election of Mayor Pro Tem. Term to be effective December 2, 2019 and will expire on December 20, 2021.

Mayor Wagner opened up the floor for nominations for Mayor Pro Tem.

Council Member Moore nominated Council Member Williams to serve as Mayor Pro Tem.

The Mayor asked if there were any additional nominations. There were none.

A motion was made by Council Member Moore, seconded by Council Member Peters, to elect Council Member Christopher Williams as the Mayor Pro Tem for the period of December 2, 2019 - December 20, 2021. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams, Council Member Moore, Council Member Johnson, Council Member Jefferson, Council Member Peters, Council Member Hudson, Council Member Jones, and Council Member Holmes

2019-523 Appointments to Committees of City Council (2019-2023)

A motion was made by Council Member Moore, seconded by Council Member Hudson, that the appointments to the Standing Committees of the 2019-2023 City Council be approved as recommended by Mayor Wagner. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams, Council Member Moore, Council Member Johnson, Council Member Jefferson, Council Member Peters, Council Member Hudson, Council Member Jones, and Council Member Holmes

2019-524 Appointments of Council Liaisons to the Various Boards/Commissions/Agencies (2019-2023)

A motion was made by Council Member Johnson, seconded by Council Member Jones, that the Appointments of the Council Liaisons to the various boards/commissions/agencies be approved as recommended by Mayor Wagner. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams, Council Member Moore, Council Member Johnson, Council Member Jefferson, Council Member Peters, Council Member Hudson, Council Member Jones, and Council Member Holmes

2019-525 Ordinance Establishing Dates and Times for Official Sessions of the High Point City Council

A motion was made by Council Member Peters, seconded by Council Member Hudson, that the Ordinance establishing the dates and times for the Official Sessions of the High Point Council be adopted. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams, Council Member Moore, Council Member Johnson, Council Member Jefferson, Council Member Peters, Council Member Hudson, Council Member Jones, and Council Member Holmes

**Ordinance No. 7583/19-100
Ordinance Book Volume XX, Page 212**

2019-526 High Point City Council Rules and Procedures

A motion was made by Council Member Peters, seconded by Council Member Jefferson, to adopt the High Point City Council Rules and Procedures. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams, Council Member Moore, Council Member Johnson, Council Member Jefferson, Council Member Peters, Council Member Hudson, Council Member Jones, and Council Member Holmes

Introduction of Greg Ferguson, Assistant City Manager

City Manager Greg Demko introduced Greg Ferguson, who has been recently appointed as Assistant City Manager responsible for community services. Mr. Ferguson comes to High Point with over 25 years of experience, most recently having served as town manager for the Town of Waxhaw and Town of Huntersville.

Remarks from Incoming 2019-2023 City Council Members

Transcript of Remarks

Mayor Wagner: *I'll start just by welcoming all our new members, welcoming back the returning members and welcoming all of our new members. This is a historic night for our city. So, I want to welcome all of you for taking the effort, giving forth the commitment to serve your city. Like I said at the end of the last one, we don't do this for the money. You do it because you love your city and you're willing to work hard on behalf of your city. So, I want to thank all of you for committing and recommitting and I look forward to serving over the next four years with each of you. I know that the last City Council really, really functioned well together as a team and I have no doubt that that will continue with our new Council. I look forward to getting to know all of you and I look forward to serving with all of you again.*

Council Member Jefferson: *Mr. Mayor, I'd like to thank everyone who came out this evening, especially I'd like to thank those who are friends and family and loved ones and supporters who came out. We do not take it lightly and we do not take it for granted. When I was getting ready for today, a friend told me what Bible were you going to use, or that was his question. I just thought a regular Bible and he said, no, it should be a special Bible. So, I reached out to my grandmother, who has been the matriarch of our family and who has always been a woman of faith. I'm not saying this just to carry on and to be verbose, but to be intentional that as a woman of faith she has always believed in the power of prayer. So, I don't think that it's a mistake that we are here right now. I believe that we are called for this and I'm excited for the next four years. I appreciate you inviting Rev. Frank Thomas to come and pray for us. I say that because even though many folks, they like to say separation of church and state, I was reading something by George Washington that was really interesting. Councilman Britt Moore sent it to us and I thank you for it. The first resolution for Thanksgiving actually highlighted that we were a nation thankful to God for where we are. And, I say that very boldly and unapologetically because the next four years we are going to be led by God. I believe that. I believe that we are going to allow our hearts and our minds to be consecrated and with the spirit of agreement, we will do what's best for every citizen in High Point. High Point is at a critical time. Revitalization is good, but for a tide to truly lift our boats we have to remove the holes that keep some boats from rising. So, I thank you God for this opportunity and we appreciate you all. I mean that.*

[applause]

Council Member Jones: *I echo what Cyril says. I never speak publicly without letting it slip that I'm a man of faith myself. Since my mom's here, I've got to get some brownie points. I wouldn't be here, I wouldn't be alive, I wouldn't be the man that I have grown to be if it wasn't for having a praying mom. And, those don't always happen right away, but the years down the road, we see that behind the scenes she was there praying for you. You didn't just get here by accident. I wouldn't be willing to go through with this for another couple of years if I didn't feel like we actually have the ability to accomplish what we say we do. If it was a lip*

service, I've got better things to do. But, we're actually accomplishing what we said we would do. We're seeing brick and mortars pop up. We're seeing opportunities. We're seeing real jobs that people are able to step into because we're thinking the right way and we're working together to make High Point more successful, economically safer. Everything that you guys come to us and say, represents us. We take it seriously. I know I do. I respond and I want to make sure that you know we've got a great group up here with the incumbents. I'm proud to serve with you guys again. It's been a joy the last couple of years. I'm excited to help out the rookies, get their feet wet. With all the committees that we're going to be working on, I just know it's going to be another few more years of positive vibes in High Point.

[applause]

Council Member Hudson: *This is a milestone night and I'll tell you where I was two years ago this same night. Sitting down there for the first time, where Cyril is sitting for the first time. My father was in the hospital and died of cancer a month later. So, he never got to see me sit here. In the last two years, my mother has moved here and actually bought a house in my ward. So, my mother got to vote for me this time. My son voted in his first election this year and he got to vote for me for the first time. That's pretty awesome; a really awesome experience. So, it's great to sit here at the beginning of another term. The last Council was fantastic. I can't imagine a more unified, successful, agreeable Council. I know that we will be working off of the foundation that they laid and I know we're going to do great things. The new members of Council, I have all the faith in you all. I'm looking forward to good things and I'm looking forward to working with you all. Thank you. I look forward to four years with you.*

[applause]

Mayor Pro Tem Williams: *Well, this election actually took a whole lot less convincing for my wife to agree with me to run. But, without Henry James Williams and Dot Williams-my parents-and the foundation they laid in me when it comes to being a public servant, there wouldn't be a Chris Williams. But, without a doubt, without Jan L. Williams, there wouldn't be a Councilman Williams sitting here. [applause] She does so much. Anybody that has followed the campaign knows they see more of her stuff than me. With that said, I'm grateful for the service and the connections and the talent in High Point. Y'all really don't understand how much talent we've got in this city in the people that serve and do good things here. I think we hear so much.....it could be one small thing bad that happens and it gets blown up huge, but when it comes to the huge amount of work that's been put in by the people of High Point, it gets minimized and I don't think that's fair. I think that if we actually knew the kindness, the compassion, and the love that goes across this city and that people do thankless things all the time, you would really appreciate what High Point actually is. I'm grateful to be of service to this city. I'm grateful to be able to serve on this board and serve on the past few boards. We've got a lot of things going well and moving forward in our city and I just hope that you could take the time when you see it for yourself, share with your friends and neighbors how good High Point is and how grateful we are, we ought to be, to know that we live here. Thank you for the opportunity to serve. Thank you to the members on this board and the work that we're going to be putting in. I hope to see you out there on the trail.*

[applause]

Council Member Moore: *I've championed High Point my whole life. I love the place with all its warts and scars, but it's an amazing place. I knew my mom wouldn't come up and get her picture taken, but if any of you know me, I can certainly echo what these folks said. I think that actually the people that voted for me were hoping somehow that she would be up here. I appreciate her and my family. I've been very blessed and I look to the left and the right and I'm afraid that I might have to admit that I'm the eldest member of this Council. I feel very fortunate to be here representing my hometown. I think y'all for breaking away from Cyber Monday to come to something halfway important. When we had the groundbreaking for the new building getting ready to go up at the stadium, the mayor made a point, which I think is one that I've been trying to make for a long, long time. We can build these things, we can set policies, we can do whatever on a local level, a national level, and everything else, but the mayor made the point in the depiction of the picture that was up at the groundbreaking that the most important part of that picture were the people walking in between and in and out of the buildings. It's true. Because if we're not participating actively in whatever it is that we're doing and that includes our city, then it's only going to go as far as we all take it together. So, I'm thankful to be up here playing this role, but I hope you realize that each and every day we all play a role in the way that we spend our time and our efforts and our talents and our monies. I look forward to working along with these folks and each of you as we go forward. Thank you.*

[applause]

Council Member Peters: *So, I want to thank everyone for being here. There's lots of people out in the crowd and a few I want to acknowledge. My sister, Karin, is here. My aunt who I love so much, Tata, who is 88 is here. And my mother-in-law, Sandra Peters, I love you so much. And my husband is here, Alan Peters and my daughter, Claire, and my sister and brother-in-law, Norm and Beth. I hate to say it but I forgot to invite my family to come tonight. Luckily, Victor posted on Facebook and I said, Oh, gosh, I forgot to invite my family. So, thank y'all for coming at the last minute. So, two years ago, I had no idea what I was getting myself into. I knew that I had a really strong passion for the community, and I wanted to serve, but I really didn't know what that looked like and now I do, and I love it! I do feel like I've been called to serve this community and I just cannot wait for the next four years to continue to grow, to learn, to give back the things that I've learned with networking and relationships that I've built. I just thank you all and thank you for your votes. I see several people, too, that helped me. They either worked poles, they did phone banking for me. Thank y'all so much from the bottom of my heart. I really appreciate it. God bless you all.*

[applause]

Council Member Johnson: *First and foremost, I have to thank God because I would not be here without him. I also have to recognize my dad, who is not here physically, but spiritually he is here. He passed last year and I wanted him here so I used his Bible. So, this is a very special moment to me. I recognize my beautiful mother in the back because she has pushed me, has pushed me, has pushed me. And, to my family. My humongous family who has pushed me from Day One. To my Pamela, as I call her, thank you for always pushing me. I do believe this is a calling definitely to serve all. To serve all of our people. All of our High Point. And I just thank you for those who voted for me. Thank you for the ones that did not vote for me, but we are going to do this together. This Council, I do believe I'm looking*

forward to working with each and every one of us and getting to know us better. But, most importantly, again, I just thank you all and just continue to look for great things out of this Council. Thank you.

[applause]

Council Member Holmes: *To my wife and to my kids, so, for a long time my wife, Daria, she has kind of embodied my overwhelming need to serve. Early mornings when I would get up and go out of the house, she supported me in that. My kids, the times I was away. So, I wouldn't be here without their love and support. As I sat in front of the Board of Elections at 11:00 a.m. on filing day on the phone with her deciding whether or not to run, she said, it's in your heart. God placed it there! So, I went in and I ran because you had my back like you always have. To my mother, who is not here, she passed a few years ago, she put into me the heart for service. And, I've said this many times on the campaign trail, she would say to me that the hand that you lift to point the finger at what's wrong should be the hand that you lift to fix the problem. So, I've carried that with me. As I drag my wife into the "Y" early in the morning at 5 o'clock, there's a quote on the wall that says, "If service is beneath you, then leadership is beyond you." I appreciate your faith, but I ask that you continue to hold this Council accountable for making sure that we serve every single member of High Point regardless of stature, regardless of race, regardless of gender, regardless of socio-economics. You....we are here for you, you are not here for us. We are called to serve, and we are your servants. Please hold us accountable. And, I thank you all for your votes. I thank you all for your support and I look forward to serving you over the next four years.*

[applause]

Mayor Wagner: *I'm going to take a moment to finish this up, but before I do that, I'd like to recognize one person in the audience, our former mayor, Bill Bencini. I'm going to put him on the spot.*

[applause]

The room is so full, are there any other former council members here?

Council Member Jefferson: *There's Mayor Sims.*

Mayor Wagner: *Yes, Mayor Sims.*

[applause]

And, I would also like to take the time to recognize my opponent in the mayor's race, Carlvena Foster, who is here. She is our representative on the Guilford County Board of Commissioners.

Any other elected officials here who we have not recognized? [none] I'll finish up by saying that I want to thank my mother, my wife, and my son for being here. My daughter is home with a stomach or nose something tonight so she couldn't be here. But I'd like to thank my mother and my late father for making the man that I've become today, and to my wife for making me the man that I am today. She is my biggest advocate and I wouldn't be sitting here without all the doors that she knocked during the campaign and all the work that she put in and all the general reminders that she gives me. I'd like to thank my son for being here as well; I wish his sister was here with us. This job takes a lot out of you and folks up here who have served I think will echo this, but, I'm probably not as good of a father that I could be because of this job. I'm probably not as good of a son or a husband as I can be because of this job. But, yet, they allow me to do it because it's something that I have a passion for and because I love our city. So, I want to take this time to recognize all of them for what they've done to make the person that I am today and for all of their help in getting me where I am. I have a lot of great goals for this Council. When I first came on Council, I had a long list of things I wanted to get done and I've gotten most of those done. I've kind of looked back at my 2010 campaign information and kind of went down the list and I've been able to do most of those things. But, when you first come on Council and you've got a long list of things to do and maybe they don't happen as fast as you might want, don't give up. There's still more time. Now, I've kind of gotten where I've tempered those expectations of wanting to change the whole city overnight to where I feel like if we could just do one great transformational thing every year, that we're going to carry this city forward. Two would be great, but if we could do one-that's a great year. I look forward to serving with all of you in the next four years. And, I want to repeat that if we can work together there's nothing that we can't do. I truly believe that. All nine of us together, but there's a bigger together out there, there's all the citizens of High Point. There are our entities, our businesses, our civic groups, our charities, our universities. All of those things....we're at a magical time right now. All of those entities are pulling together and when everybody is pulling together, we can do great things. So, I look forward to serving with you and to leading with you. You will hold me accountable as well as we go forward because we are all in this together. I do want to thank our staff for all the hard work. While we're up here dreaming and pursuing transformational things, they are the ones that make those things happen. And, by the way, while we're making transformational things, they're still making sure that the garbage gets picked up and your water is on and your sewage goes where it's supposed to go and the streets are clean and so on and so forth. All of those things that we take for granted every single day. I wanted to take the time to tell them thank you.

[end of transcript]

ADJOURNMENT AND RECEPTION

The meeting was adjourned at 6:41 p.m. upon motion duly made by Council Member Moore and second by Council Member Hudson. The motion carried unanimously.

A reception was held in honor of the outgoing Council Members and the incoming Council Members immediately following the adjournment of the Installation and Organizational Meeting.

Respectfully submitted,

Jay W. Wagner, Mayor

Attest:

Lisa B. Vierling, City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: Zoning Map Amendment 19-22
(The Arden Group, Inc.)

From: Lee Burnette, Planning & Development
Director

Meeting Date: December 16, 2019

Public Hearing: Yes

Advertising Date: December 4, 2019, and
December 11, 2019

Advertised By: Planning & Development

Attachments: A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:

A request by The Arden Group, Inc. to rezone an approximate 28.3-acre parcel from a Conditional Use Residential Single Family - 5 (CU R-5) District to a Conditional Zoning Residential Multifamily - 5 (CZ RM-5) District. The site is located along the east side of Horneytown Road, approximately 500 feet north of Panther Ridge Road.

BACKGROUND:

The staff report and the Planning & Zoning Commission's recommendation are enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

- A. Staff recommended **approval** of this request as outlined in the attached staff report.
- B. On November 12, 2019, a public hearing was held before the Planning and Zoning Commission regarding Zoning Map Amendment 19-22. The Planning & Zoning Commission recommended **approval** of this request, as outlined in the staff report and recommended by staff, by a vote of 9-0.

PLANNING AND ZONING COMMISSION RECOMMENDATION

The Arden Group, Inc.

Zoning Map Amendment 19-22

At its November 12, 2019 public hearing, the Planning and Zoning Commission reviewed a request to rezone an approximate 28.3-acre parcel to a Conditional Zoning Residential Multifamily - 5 (CZ RM-5) District. All members of the Commission were present. Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking on the request:

Ms. Judy Stalder, applicant's representative, 665 N. Main Street, High Point, spoke in favor of the request. Ms. Stalder provided an overview of the proposal to rezone this site in order to develop a mixed residential development that will consist of approximately 28 twin-homes and 51 single-family homes. She noted that the allowable density of development on the site will not be changed by the rezoning, the proposed RM-5 District will allow more flexibility within the development to maintain required buffers from environmentally sensitive areas.

Speaking in opposition was Ms. Cindy Kee, 1317 Bayswater Drive, High Point (she lives in the Laurel Oak Ranch development to the southeast). Ms. Kee expressed concern about the amount of traffic along Horneytown Road and N. Main Street. She noted that the roads can only hold so much traffic, and she is concerned the proposed development will create traffic and safety issues.

Commissioners commented that the requested rezoning from the CU R-3 District, for 77 single family homes, to the CZ-RM-5 District, to allow a 79-unit mixed residential development, will have minimal impact on traffic because the density of development will not change.

No one spoke in opposition of the request.

Planning & Zoning Commission Action

Zoning Map Amendment

The Commission recommended **approval** of Zoning Map Amendment 19-22, as recommended by staff, by a vote of 9-0.

Consistency & Reasonableness Statements

The Commission voted 9-0 to approve the following statement: That the Zoning Map Amendment is consistent with the City's adopted policy guidance because similar to the current CU R-5 District, the proposed CZ RM-5 District allows residential development up to five units to the acre and is supported by the Land Use Plan's Low Density Residential designation of the site. Furthermore, the request is reasonable and in the public interest because the proposal would allow residential development of the zoning site similar to that approved for adjacent residential development in the City, while mitigating impacts to the rural residential subdivision to the north.

**CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT**

**STAFF REPORT
ZONING MAP AMENDMENT ZA-19-22
November 12, 2019**

Request	
Applicant: The Arden Group, Inc.	Owner: M&P Developers, LLC
Zoning Proposal: To rezone approximately 28.3 acres	From: CU R-5 Conditional Use Residential Single Family - 5 District
	To: CZ RM-5 Conditional Zoning Residential Multifamily - 5 District

Site Information	
Location:	The site is located along the east side of Horneytown Road, approximately 500 feet north of Panther Ridge Road.
Tax Parcel Number:	Davidson County Tax Parcel 01-007-0-000-0065
Site Acreage:	Approximately 28.3 acres
Current Land Use:	Undeveloped
Physical Characteristics:	The site has a moderate to severely sloping terrain and is heavily wooded. A perennial stream with an associated 100-year floodplain lies along the eastern portion of the site. Approximately 31% of the site consists of terrain with a slope greater than 15% and approximately 7.5% of the site is in a floodplain area.
Water and Sewer Proximity:	A 12-inch City water line lies to the south at the intersection of Horneytown Road and Panther Ridge Road. A 12-inch City sewer line lies to the east along the Richford Creek stream corridor.
General Drainage and Watershed:	The site drains in a general easterly direction and is within the Yadkin Pee-Dee (non-water supply) watershed. Development of the site will likely require installation of stormwater control devices.
Overlay District:	Yadkin Pee-Dee (non-water supply) watershed

Adjacent Property Zoning and Current Land Use			
North:	RA-3	Residential Agriculture-3 District (Davidson County)	Single family dwellings
South:	RA-3	Residential Agriculture-3 District (Davidson County)	Single family dwellings
	CU R-5	Conditional Use Residential Single Family-5 District	
	CU PDR	Conditional Use Planned Unit Development Residential District	Multifamily dwellings (Laurel Oak Ranch apartment complex)
East:	CU PDR	Conditional Use Planned Unit Development Residential District	Open space/common area of Laurel Oak Ranch and Delmar subdivisions
West:	RA-3	Residential Agriculture-3 District (Davidson County)	Single family dwellings

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement	This request is neither consistent nor inconsistent with the goals and objectives of the Community Growth Vision Statement.
Land Use Plan Map Classification:	The site has a Low-Density Residential land use designation. This classification is primarily intended for single family detached dwellings on individual lots. Development densities in these areas shall not exceed five dwelling units per gross acre.
Land Use Plan Goals, Objectives & Policies:	The following goals and objective of the Land Use Plan are relevant to this request: Goal #1: Ensure that development respects the natural environment. Goal #3: Provide a wide range of housing opportunities for families of all income levels. Obj.#5. Maintain an appropriate balance between the size, location and density of new development and the availability and demands upon the public services and facilities required to serve that development.
Relevant Area Plan:	<u>Northeast Davidson Plan:</u> Area plan policies that are relevant to this request are as follows: • Protecting environmentally sensitive areas • Minimizing land disturbance (preserving steep slopes of 15% or greater) • Stream protection • Roadway corridor appearance • Street connectivity
Zoning History:	The following zoning requests have been approved in this general area: • <u>Zoning Map Amendment 07-02:</u> In 2007, the current site was annexed and granted zoning approval to establish a CU R-5 District to develop a 77-lot single-family subdivision. This development proposal did not come to fruition. • <u>Zoning Map Amendment 98-12:</u> In 1998, a 360-acre site lying to the south and east of this current zoning request was annexed and granted zoning approval to develop a mixed residential development under the CU-PDR District. This is a planned development, known as Laurel Oak Ranch, has been completed and consists of a mixture of single family, townhome and multifamily dwellings.

Transportation Information			
Adjacent Streets:	Name	Classification	Approx. Frontage
	Horneytown Road	Minor Thoroughfare	460 ft.
Vehicular Access:	Via public street connection to Horneytown Road		
Traffic Counts: (Average Daily Trips)	Horneytown Road	4,600 ADT (NCDOT 2018 traffic count)	
Estimated Trip Generation:	A 79-unit subdivision is proposed to be developed consisting of 28 twin homes and 51 single family homes. Such a development is anticipated to generate approximately 756 daily trips (during a 24-hour time period) with approximately 61 AM peak-hour trips and approximately 81 PM peak-hour trips.		

Traffic Impact Analysis (TIA):	Required		TIA Comments
	<u>Yes</u>	<u>No</u> X	
			A TIA is not required. This analysis is only required for residential developments that generate more than 150 trips within the AM or PM peak hours.
Conditions:	The zoning site shall have two (2) point of access to Horneytown Road. The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points and improvements.		
Pedestrian Access:	Development of the site is subject to the sidewalk requirements of the Development Ordinance.		

School District Comment				
Davidson County School District				
Local Schools:	Enrollment: 2019 – 2020 (20 th day of class)	Maximum Design/ Built Capacity: (2019 – 2020)	Mobile Classrooms:	Projected Additional Students:
Wallburg Elementary	790	685	7 Classroom pods 2 mobile classrooms	*See note below
Ledford Middle	703	650	7 Classroom pods 6 mobile classrooms	*See note below
Ledford High	903	967	3 mobile classrooms	*See note below
<u>School District Remarks:</u> Thank you for sharing this proposal and seeking our input on the potential impacts on our schools in the northeast corner of Davidson County. When families with school age children move into the proposed new homes, they would attend school in the Ledford feeder pattern. Please note that Wallburg Elementary School is currently at 115% capacity with students being taught in a seven classroom pod and having lunch in part, in a mobile unit. Ledford Middle School is also over crowded at 108% capacity. Ledford High School has just undergone a reduction in student population due to the opening of Oak Grove High School. *Projected additional students would depend on how many families with school aged children moved into the new houses.				

Details of Proposal

The subject site was annexed and obtained initial City of High Point zoning in 2007 to support the development of a 77-lot single family subdivision. Due to the steep topography of the site, this zoning approval included a binding conditional use site plan to ensure concerns pertaining to stormwater controls and impact to steep slope areas were addressed.

The applicant has applied to rezone the site to a Conditional Zoning Residential Multifamily – 5 (CZ RM-5) District to reduce the amount of site grading and to allow some flexibility in site design. A mixed residential development is proposed that would consist of approximately 28 twin homes and 51 single family homes. In conjunction with this request, the applicant has submitted a conditional zoning ordinance in which they have offered conditions pertaining to building setbacks and vehicular access.

Staff Analysis

Section 2.4.6.C of the Development Ordinance states that the advisability of a conditional zoning is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. In determining whether to approve or deny a conditional zoning, the City Council shall weigh the relevance of and consider the following issues outlined below.

Based on the applicant's submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these ordinance considerations.

Consistency with Adopted Policy Guidance

Whether and the extent to which the proposed conditional zoning district is appropriate for its proposed location, and is consistent with the City's adopted policy guidance.

Similar to the current CU R-5 District, the proposed CZ RM-5 District allows residential development up to five units to the acre and is supported by the Land Use Plans Low Density Residential designation of the site.

Reasonableness/Public Interest:

Why a decision to approve, or to deny, the proposed conditional zoning would be reasonable and in the public interest.

The proposal would allow residential development of the zoning site similar to that approved for adjacent residential development in the City, while mitigating impacts to the rural residential subdivision to the north.

Compatibility with Surrounding Areas

- Whether the proposed conditional zoning district will result in a development that is compatible with the character of surrounding existing or proposed development and land uses.
 - Where there are issues of compatibility, the proposed conditional zoning district shall provide for appropriate transition areas that address incompatibility through increased buffering, landscaping, fencing, building height, mass and scale or other means designed to promote a complimentary character of development.
 - Determination of complimentary character may be based on densities/intensities, use types, lot sizes and dimensions, building height, mass and scale, exterior lighting, siting of service areas, or other aspects that may be identified by the City Council.
- ❖ The zoning site abuts a mixed residential development (Laurel Oak Ranch) that consists of single family, townhome, and multifamily dwellings. The southern boundary of the zoning site abuts a multifamily tract in the Laurel Oak Ranch development.
 - ❖ Stream buffers separate the zoning site from single family homes to the east in the Laurel Oak Ranch development.
 - ❖ If multifamily structures (apartments or condominiums) are developed, conditions offered by the applicant require such structures to be set back a minimum of 100 feet from lots developed with single family homed along the northern property line of the zoning site.

Mitigation of Impacts

Whether the applicant's proposed conditional zoning district, including the proposed use(s), written conditions, and conditional zoning plan (if applicable), will satisfactorily:

Mitigation #1	Minimize or effectively mitigate any identified adverse impact on adjacent and nearby land, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc. The Development Ordinance provides standards for exterior lighting, perimeter landscaping and open space for townhome and multifamily developments. Furthermore, the Development Ordinance provides standards for the screening of solid waste collection areas and ground based mechanical equipment associated with a townhome or multifamily development.
Mitigation #2	Minimize or effectively mitigate any identified adverse environmental impact on water and air resources, minimize land disturbance, preserve trees and protects habitat. ❖ The site is within the Yadkin Pee-Dee (non-water supply) watershed. If development, grading, or site improvements exceeds one acre in area, environmental regulations require stormwater controls be provided to mitigate stormwater runoff. ❖ Stream buffer standards must be met where any classified stream crosses or is adjacent to the site. ❖ To reduce soil erosion and minimize excess stormwater runoff, environmental standards of the Development Ordinance require a wider stream buffer width be provided where a classified stream abuts steep slopes area in excess of 15%.
Mitigation #3	Minimize or effectively mitigate any identified adverse impact on municipal facilities and services, such as streets, potable water and wastewater facilities, parks, police and fire. ❖ The site is within an area adequately served by City of High Point utilities and municipal services. ❖ This zoning map amendment is not projected to increase traffic impacts on adjacent streets. The Transportation Departments analysis of both the 2007 and this current zoning submittal indicates that a Traffic Impact Analysis is not required as estimated trips with be under 150 trips during peak hours. The Transportation Department estimates development of the site, under the requested CZ RM-5 District, will produce no more than 81 trips during peaks hours.
Mitigation #4	Minimize or effectively mitigate any identified adverse effect on the use, enjoyment or value of adjacent lands. ❖ Environmental features of the site, which consist of steep slopes and stream buffer areas, will sufficiently buffer adjacent lands to the east and northeast. ❖ The Development Ordinance and the RM-5 District contain standards to ensure the character of development is compatible with adjacent residentially developed lands. These standards restrict building heights to 50 feet, limit townhomes structures to six attached units, and restrict the length of multifamily structures to 250 linear feet. ❖ To further minimize adverse impact on adjacent lands, the applicant has offered a condition to provide a greater building setback standard for multifamily

	structures if developed along the northern boundary of the site. This higher setback standard in conjunction with the 50-foot building height limit of the RM-5 District will ensure the height of allowable residential development will not tower over dwellings in the adjacent rural subdivision.
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Supportive Changes in the Area

Whether and the extent to which there have been changes in the type or nature of development in the area of the proposed conditional zoning district that support the application.

The abutting Laurel Oak Ranch development, which began in 1998, contains a variety of residential use types. This 360-acre mixed residential subdivision established the character of development in this portion of the City.

Promotes a Preferred Development Pattern

Whether and the extent to which the proposed conditional zoning district will result in development that promotes a logical, preferred, and orderly development pattern.

Policies of the Land Use Plan and the Northeast Davidson Plan seek to protect environmentally sensitive areas and minimize land disturbance. The requested CZ RM-5 District supports a variety of housing types that will allow for more compact development, which will assist to reduce the amount of grading and land disturbance on the site.

Recommendation

Staff Recommends Approval:

The Planning and Development Department recommends approval of the request to rezone this 28.3-acre parcel to the CZ RM-5 District. As conditioned, the request addresses policies of the Land Use Plan and will ensure development will be compatible with adjacent uses.

Required Action

Planning and Zoning Commission:

The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

City Council:

The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

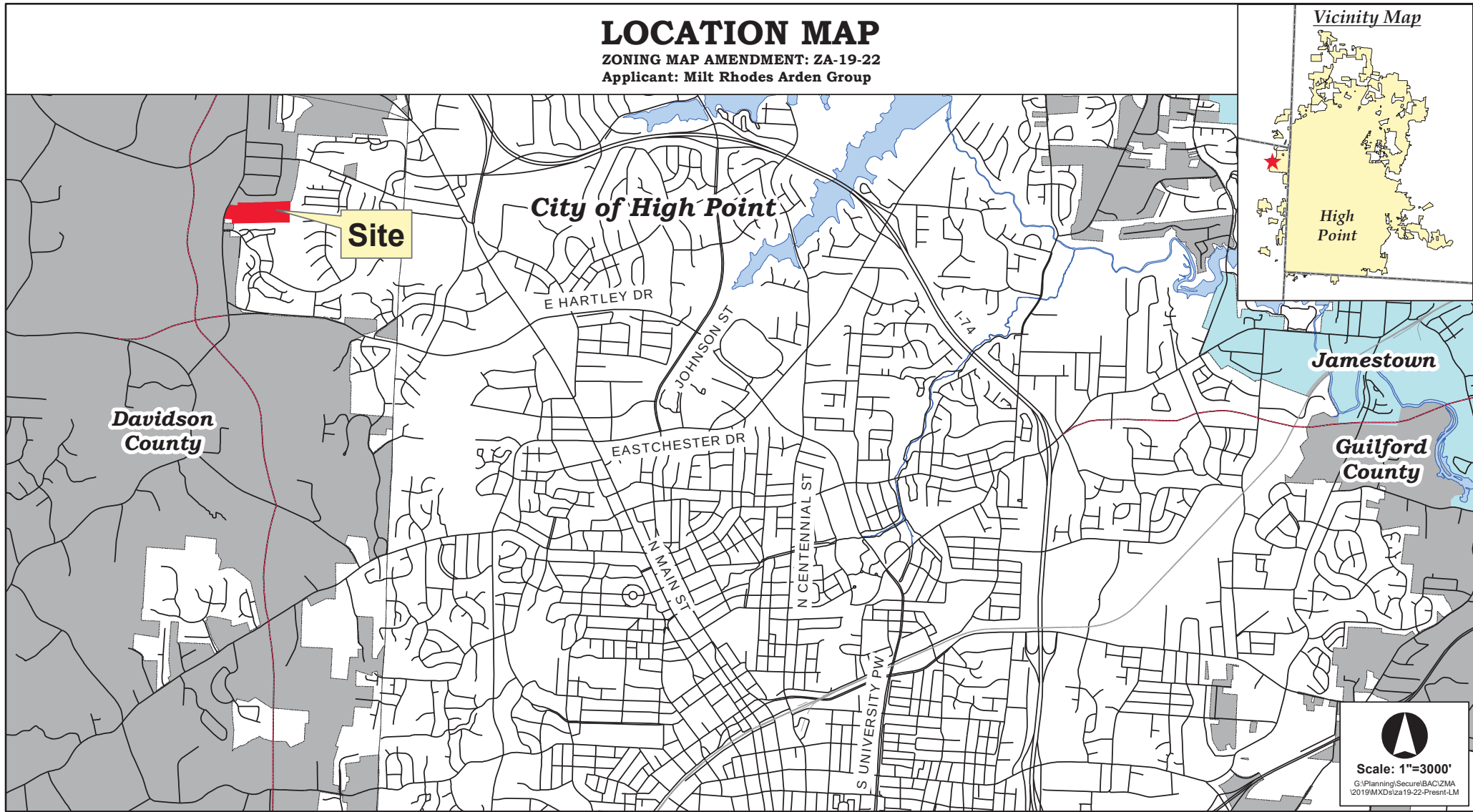
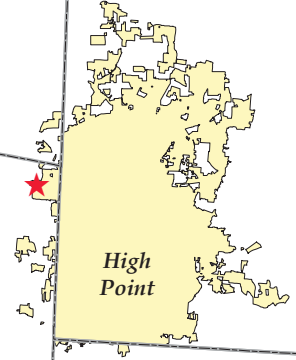
Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner and reviewed by Chris Andrews AICP, Development Administrator and Lee Burnette AICP, Director.

LOCATION MAP

ZONING MAP AMENDMENT: ZA-19-22
Applicant: Milt Rhodes Arden Group

Vicinity Map

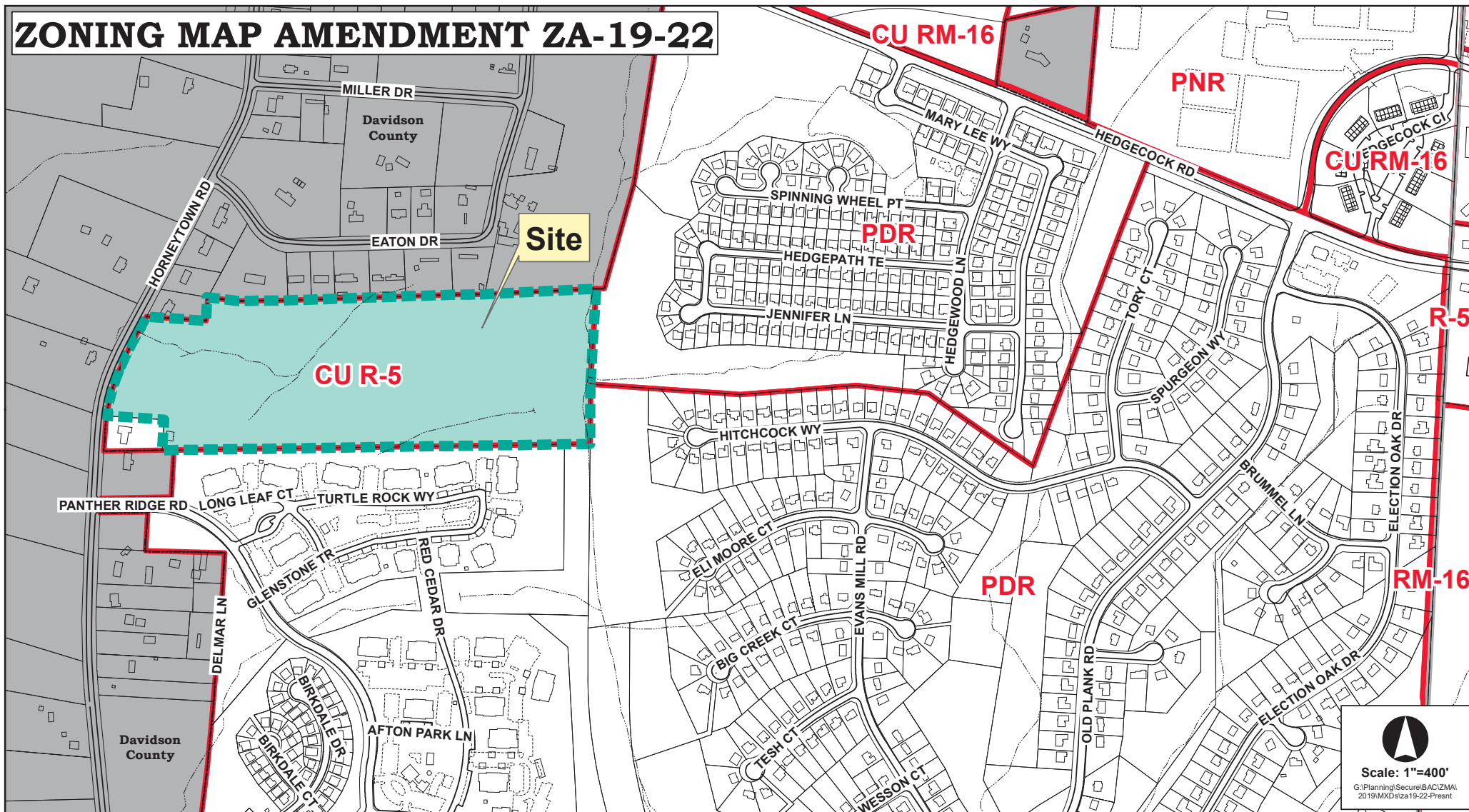



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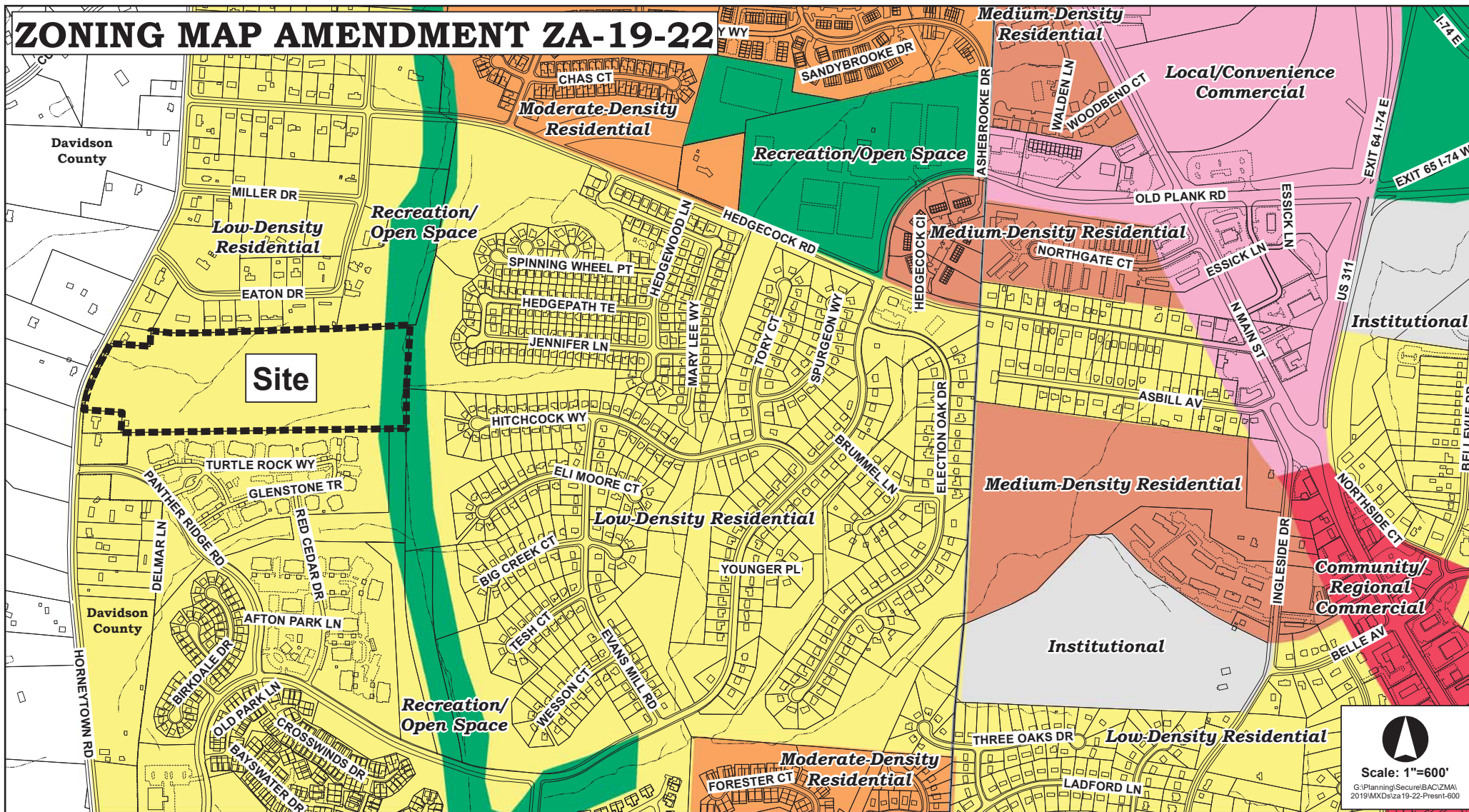
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ZONING MAP AMENDMENT ZA-19-22



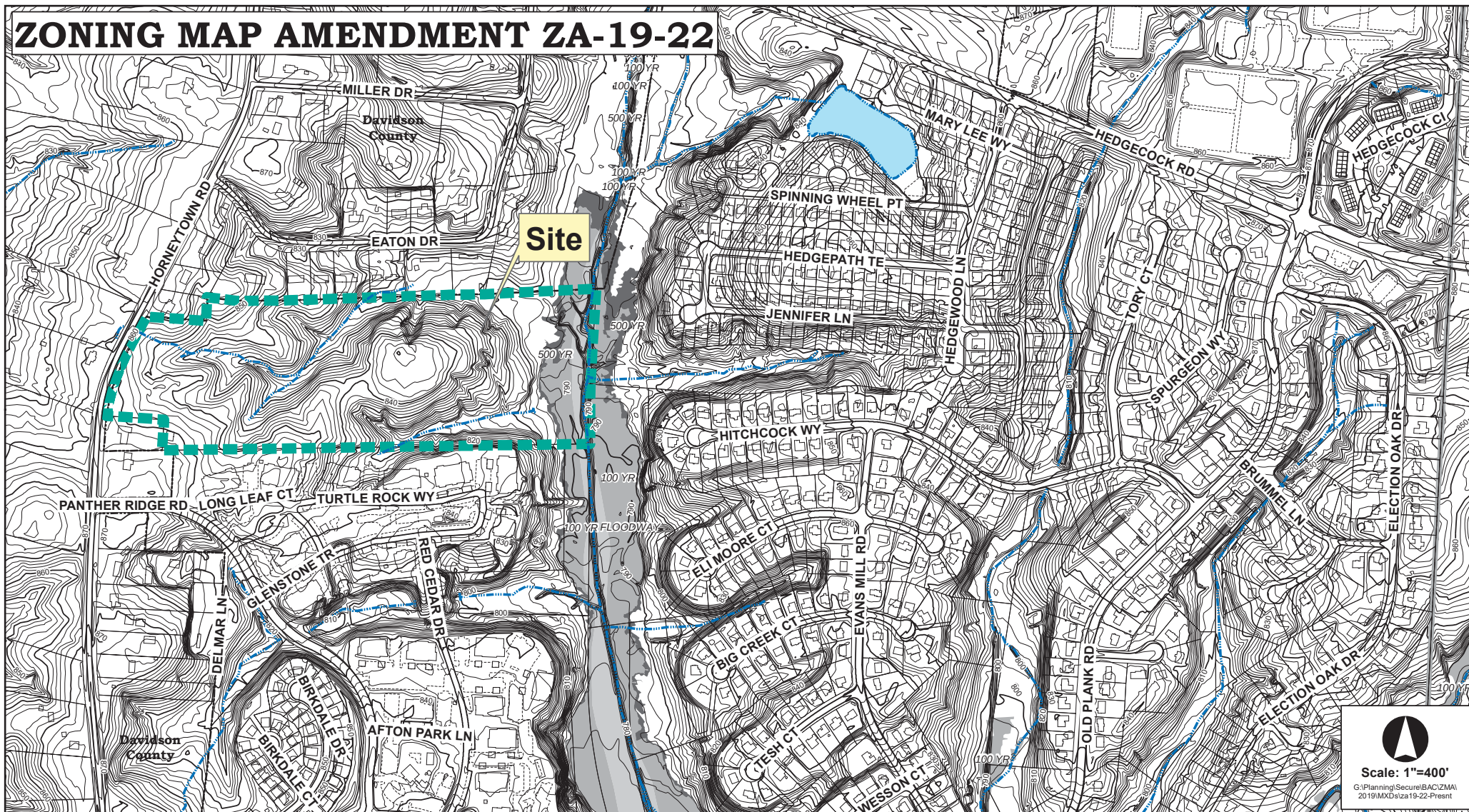
ZONING MAP AMENDMENT ZA-19-22



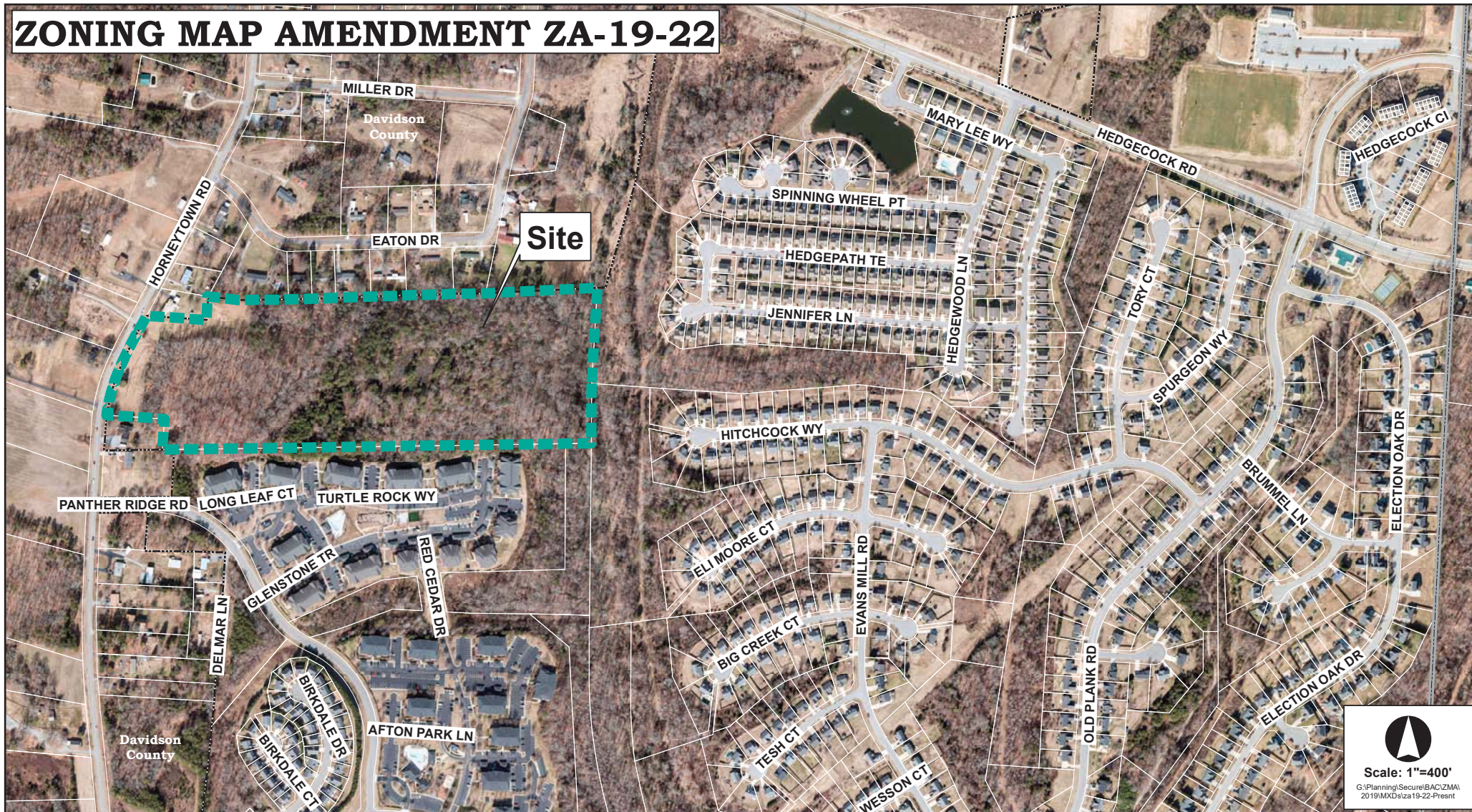
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ZONING MAP AMENDMENT ZA-19-22



ZONING MAP AMENDMENT ZA-19-22



AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on November 12, 2019 and before the City Council of the City of High Point on December 16, 2019 regarding **Zoning Map Amendment Case 19-22 (ZA-19-22)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on November 3, 2019, for the Planning and Zoning Commission public hearing and on December 4, 2019 and December 11, 2019, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on **December 16, 2019**.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1

That the Official Zoning Map of the City of High Point be amended to establish the following described area as a: **Conditional Zoning Residential Multifamily-5 (CZ RM-5) District**. The property is approximately 28.3 acres and located along the east side of Horneytown Road, approximately 500 feet north of Panther Ridge Road. The property is also known as Davidson County Tax Parcel 0100700000065.

SECTION 2

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

Part I. **USES:** Any uses allowed in the Residential Multifamily – 5 (RM-5) District subject to the standards of the Development Ordinance and the specific conditions listed in this ordinance.

Part II. **CONDITIONS:**

A. **Development and Dimensional Requirements.**

1. **Setbacks:** Multifamily structures shall be setback a minimum of one hundred (100) feet from the northern property line of the site zoning site (abutting Davidson County Tax Parcels 0100700000055A, 0100700000001, 0100700000002, 0100700000004, 0100700000005A, 0100700000007,

010070000008, 010070000009 and 0100700000030). This requirement shall only apply where the abutting property has been developed with a single family detached dwelling.

B. Transportation Conditions.

1. Access:

The zoning site shall be limited to two (2) points of access to Horneytown Road. No lot or dwelling unit shall take direct access (driveway access) onto Horneytown Road.

2. Other Transportation Condition: The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points and improvements.

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with this conditional zoning district and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans that are required to be approved by the City of High Point.

SECTION 4

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 5

That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6.

This ordinance shall become effective upon the date of adoption.

Adopted by the City Council
City of High Point, North Carolina
The 16th day of December, 2019

By: _____

Jay W. Wagner, Mayor

ATTEST:

Lisa B. Vierling, City Clerk

Citizens Information Meeting Report Zoning Map Amendment 19-22

Submitted by: Judy Stalder, Development Consultant,
on behalf of The Arden Group

Citizen Information Meeting Report

Zoning Case ZA-19-22

The Citizen Information meeting for Zoning Case ZA-19-22 was held at Laurel Oak Christian Church, 1001 Old Plank Road, High Point NC 27260 on Tuesday, October 15 from 6:00 to 7:00 pm. A notification letter dated October 8 was sent by US Mail to 39 addresses supplied by the City of High Point Planning and Development Department. This mailing included the *City of High Point Conditional Use District Zoning Citizen Information Meetings* statement. A copy of the notification letter and list of addressees is attached.

There were 9 property owners in attendance:

Laura Koonts, 970 Horneytown Road, High Point NC 27265

Alan Koonts, 970 Horneytown Road, High Point NC 27265

George Standifer, 943 Horneytown Road, High Point NC 27265

Cheryl Standifer, 943 Horneytown Road, High Point NC 27265

Michael Hedgecock, 985 Horneytown Road, High Point NC 27265

Lauren Hedgecock, 985 Horneytown Road, High Point NC 27265

James Idol, 1013 Horneytown Road, High Point NC 27265

Donnie Idol, 1013 Horneytown Road, High Point NC 27265

Steven Elliott, 234 Eaton Drive, High Point NC 27265

At the meeting a 24" x 36" illustrative site plan was presented showing how the property might develop under the requested zoning. This same plan was reviewed by High Point TRC on Wednesday, October 16.

Judy Stalder presented the zoning request and the illustrative site plan so that property owners could see how the Arden Group envisions the property developing. She also pointed out the location of the properties owned by those attending the meeting. The following observations were made:

- 1) The requested zoning designation is RM-5 to allow the development of single family homes and twin homes.
- 2) The site plan presented is an illustration of how the property may develop and is not part of the zoning request.
- 3) HPDOT requires two points of access for the development. After discussions with NCDOT, the Arden Group chose to have both access points will be to Horneytown Road.
- 4) The first public hearing is scheduled for the Planning and Zoning Commission at 6:00 pm on Tuesday, November 12. The hearing will be held in Council Chambers, on the third floor at 211 South Hamilton Street.

Questions and comments from the attendees:

1) How many total homes will be developed? *The site plan shows 80, although there could be more.*

2) There is too much traffic on Horneytown Road. Why are there two points of access to Horneytown Road? *Based on projected development, the site is required to have two points of access. The tracts to the north and south of the site are already developed. Richland Creek*

borders the east of the site and is not practical to cross, so access points must be to Horneytown Road.

3) Why not have one wider point of access instead of two points of access? *We are deferring to the guidance of HPDOT and NCDOT as well as fire safety policy. One of the access points will be full movement and one will be right in/right out only.*

4) Will there be turn lanes constructed on Horneytown Road? *We expect a left turn lane at the full access point and possibly a right turn lane.*

5) When will construction start? *Late winter, early spring.*

6) What is the price range for the homes? *The price will be determined by the builder. Twin homes will probably start at \$180,000 and single family homes will range from \$240,000 to \$260,000.*

7) How big of a house can you put on these small lots? *That will be up to the builder, but the lots will support housing sizes typical in this area. We expect a range from 1400 square feet for the twin homes to 2100 square feet in the single family homes.*

8) Will the homes be brick? *Siding will be determined by the builder, but we expect the siding will be a combination of brick and other siding types.*

9) There should be a street identification sign at Panther Ridge Drive. *I agree.*

10) Will there be a reduction in the speed limit on Horneytown Road? *That decision must be made by NCDOT.*

11) Will zoning signs be posted and when? *Yes. Probably the end of next week.*

12) When there is a large concentration of people at least 5% are bad news. *That is an interesting statistic.*

13) When will there be a written report on this request? *The Planning and Development Department produces a staff report the week before the first public hearing, so sometime the week of November 4.*

14) There are trees leaning over on my Eaton Drive property. Can the owners take care of this? *The address of the current owner was provided.*

15) Will the City try to annex us? *Involuntary annexation is not likely. Recent state statutes make the process difficult.*

Submitted by Judy Stalder

The Stalder Group LLC
665 North Main Street
High Point North Carolina 27262
336.688.2204
jstalder@northstate.net

October 8, 2019

Dear Neighbor,

This letter is to notify you of a Citizen Information Meeting concerning a request to rezone a 28 acre tract on the east side of Horneytown Road between Hedgecock Road and Panther Ridge Drive. The meeting will be held on Tuesday, October 15 from 6:00 until 7:00 at Laurel Oak Christian Church, 1001 Old Plank Road, High Point NC 27260 in Room 111. Please refer to the enclosed statement from the High Point Planning and Development Department concerning Citizen Information Meetings.

The property is currently zoned for residential single family homes at 5 units per acre. The Arden Group is asking the City for a zoning district of the same density, 5 units per acre. The difference is that the development will be a combination of single family homes and twinhomes which will allow the developer to preserve environmentally sensitive areas on the tract. A preliminary site plan for illustrative purposes will be presented at the Citizen Information Meeting.

At the meeting you will be able to learn more about our plans and ask any questions you may have. If you are unable to attend or you have questions prior to the meeting, you may contact me at 336.688.2204 or jstalder@northstate.net. If you would prefer to meet at another time more convenient for you, just let me know.

Sincerely,

Judy Stalder
Development Consultant

BEASLEY DONNIE F; BEASLEY MARTHA
1356 HORNEYTOWN RD
HIGH POINT NC 27265

COMER JAMES J
180 EATON DRIVE
HIGH POINT NC 27265

CROSSWINDS TOWNHOME HOA INC
4125-G WALKER AVENUE
GREENSBORO NC 27407

DAVIS JOYCE W
871 HORNEYTOWN ROAD
HIGH POINT NC 27265

DEBUSK BARBARA L; DEBUSK JOHN W
219 EATON DR
HIGH POINT NC 27260

DELMAR HOMEOWNERS ASSOCIATION
PO BOX 29447
GREENSBORO NC 27429

EBSCO LAUREL SPRINGS LLC % MARVIN F POER
& CO
3520 PIEDMONT RD NE SUITE 410
ATLANTA GA 30305

ECKARD SPENCER L; ECKARD SHANNON L
851 HITCHCOCK WAY
HIGH POINT NC 27265

ELLIOTT STEVEN R; ELLIOTT SRAH SPARKS
234 EATON DR
HIGH POINT NC 27265

EMBLER MILDRED GRAY
1095 HORNEYTOWN ROAD
HIGH POINT NC 27265

GRIFFITH ALEXANDER S; GRIFFITH BAILEY J
850 HITCHCOCK WAY
HIGH POINT NC 27265

HAYWORTH RAY W
860 HORNEYTOWN RD
HIGH POINT NC 27265

HEDGECK MICHAEL JR; HEDGECK LAUREN
985 HORNEYTOWN ROAD
HIGH POINT NC 27265

HRUBIK PARTICIA ET AL
192 EATON DR
HIGH POINT NC 27265

IDOL JAMES WILSON JR; IDOL DONNIE
1013 HORNEYTOWN ROAD
HIGH POINT NC 27265

JUDY STALDER *

PO BOX 5581
HIGH POINT NC 27262

KETISON WILLIAM BARRY
270 EATON DRIVE
HIGH POINT NC 27265

KOONTZ ALAN G ET ALS
970 HORNEYTOWN RD
HIGH POINT NC 27265

KOONTZ SHEILA MAE
882 HORNEYTOWN RD
HIGH POINT NC 27265

KRATOVIL MORGAN S
904 JENNIFER LANE
HIGH POINT NC 27265

LAUREL OAK RANCH ASSOC INC
P O BOX 29447
GREENSBORO NC 27429

LAUREL OAK RANCH ASSOCIATION INC
156 MAYFIELD ROAD
WINSTON-SALEM NC 27104

M & P DEVELOPERS LLC *

420 E PARKINS MILL ROAD
GREENVILLE SC 29607

MCLEAN PATRICK; MCLEAN CYDNI
6818 RIVER HILLS DR
GREENSBORO NC 27410

MILT RHODES - ARDEN GROUP *

PO BOX 5323
WINSTON SALEM NC 27113

PENDRY LUTHER M; PENDRY KATE W
605 HORNEYTOWN RD
HIGH POINT NC 27265

PEREZ MICHAEL D
900 JENNIFER LN
HIGH POINT NC 27265

RICHARDSON JOHN DAVID
817 HORNEYTOWN ROAD
HIGH POINT NC 27265

ROBINSON THOMAS M
452 WHITE OAK RD
THOMASVILLE NC 27360

SANDERS DONNA BROWN; SANDERS TONY W
787 HORNEYTOWN RD
HIGH POINT NC 27265

SANDERS EDWINA RENEE; TRANSOU FREDRICK N
148 EATON DRIVE
HIGH POINT NC 27265

SCHOEPPNER GARY C
846 HITCHCOCK WAY
HIGH POINT NC 27265

SILK CYNTHIA ANN
267 EATON DR
HIGH POINT NC 27265

STANDIFER CHERYL B; STANDIFER GEORGE C
843 HORNEYTOWN ROAD
HIGH POINT NC 27265

SWAIM CHARLES WILLIAM
338 EATON DR
HIGH POINT NC 27265

SWAIM CHARLIE EARVIN
295 EATON DRIVE
HIGH POINT NC 27260

TAYLOR RAYMOND C
208 EATON DR
HIGH POINT NC 27265

THE JORDAN FAMILY REV TRUST
916 CONCORD RD
DAVIDSON NC 28036

WAHID ASIF; WAHID CHERYL
905 JENNIFER LN
HIGH POINT NC 27265

City of High Point
Citizen Information Meetings



Persons filing certain development applications with the City of High Point are required to hold a citizen information meeting. This requirement applies to applications for a Conditional Zoning District, Planned Development District, Special Use and a Zoning Map Amendment that proposes to establish a more intense zoning district.

The City of High Point finds that quality development is better achieved through an informed and cooperative process than an adversarial one. The purpose of the citizen information meeting is to allow the person filing an application, otherwise known as the applicant, the opportunity to inform citizens about their development proposal and to provide citizens the opportunity to ask questions and find out more about the proposal prior to any official public hearings.

The applicant's development proposal is officially presented to the Planning & Zoning Commission and City Council at their respective public hearings. At the public hearings, the Commission and Council hear comments and concerns from citizens regarding the proposal prior to making decisions. The public hearings are not the preferred setting for citizens to learn about a development proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The citizen information meeting is important in that it can provide basic information and allow communication with the applicant before the public hearings, so that citizens may informatively develop their comments and any concerns, and later present them at the public hearings for consideration.

Applicants may vary the form and number of citizen information meetings they conduct; however, they are required to contact or otherwise notify owners of property located within 300 feet of the proposed site. Whatever form the meeting takes, those citizens participating are provided with this written statement from the City of High Point, which describes the purpose of the citizen information meeting, the application process and where additional information may be obtained from the City. In addition, the applicant must provide a description of the development proposal and are encouraged to share any other available information that would help citizens to better understand it.

After the application is filed with the City's Planning & Development Department, the applicant submits to the City a written summary of the citizen information meeting(s). At a minimum, this report records:

- The date, time, and location of the meeting;
- The method and date of notification about the meeting;
- A list of landowners notified about the meeting;
- A list of meeting attendees;
- If the meeting was conducted as a series of telephone calls;
- The description of the development proposal presented to the attendees; and
- A summary of attendee comments, ideas, and suggestions from citizens to be incorporated into the development proposal.

Before the public hearings are held, the City's Planning & Development Department mails notices to all owners of property located within 300-feet of the site. This notice provides a brief summary of the application; the time, date and place of the Planning & Zoning Commission public hearing; and contact information. A second notice is mailed prior to the City Council's public hearing with similar information. Also, signs are placed on the site giving notice of the request and the City's public hearings.

After hearing public comments and considering the development proposal, the Planning & Zoning Commission makes a recommendation to the City Council who, after holding their public hearing, decides what action should be taken on the proposal. Changes to the applicant's proposal can occur during this process in order to insure consistency with City policy and development regulations, and to minimize expected impacts that can be generated by the development or use of the site.

Development conditions can be adopted by the City Council for a Conditional Zoning District, Planned Development District, or Special Use. However, no condition can be included that:

- Specifies the ownership status, race, religion, or other characteristics of the development's occupants;
- Establishes a minimum size of a dwelling unit;
- Establishes a minimum value of buildings or improvements;
- Excludes residents based upon race, religion, or income; or
- Obligates the City to perform in any manner relative to the approval of or development of the land.

Citizens are strongly encouraged to contact the City's Planning & Development Department and visit the website below for additional information on the City's zoning process, and for information about specific development proposals.

Contact:

Planning & Development Department 336-883-3328

www.buildhighpoint.com

EXTRACTS FROM MINUTES OF CITY COUNCIL

* * *

A regular meeting of the City Council of the City of High Point, North Carolina (the “*City Council*”) was duly held in the Council Chambers of the Municipal Building located at 211 South Hamilton Street in High Point, North Carolina, the regular place of meeting, at 5:30 p.m. on December 16, 2019:

Members Present: Mayor Jay W. Wagner; Mayor Pro Tem Christopher Williams; Council Member Britt W. Moore; Council Member Tyrone E. Johnson; Council Member Cyril A. Jefferson; Council Member Monica L. Peters; Council Member S. Wesley Hudson; Council Member Victor A. Jones; and Council Member Michael A. Holmes

Members Absent: (none)

* * * * *
* * *

Councilmember Moore introduced the following resolution, a summary of which had been provided to each Councilmember, a copy of which was available with the City Clerk and which was read by title:

RESOLUTION CERTIFYING AND DECLARING THE RESULTS OF THE SPECIAL BOND REFERENDUM ON THE BOND ORDERS AUTHORIZING THE ISSUANCE OF \$22,000,000 GENERAL OBLIGATION STREETS AND SIDEWALK BONDS, AUTHORIZING THE ISSUANCE OF \$21,500,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS AND AUTHORIZING THE ISSUANCE OF \$6,500,000 GENERAL OBLIGATION HOUSING BONDS HELD FOR THE CITY OF HIGH POINT, NORTH CAROLINA ON NOVEMBER 5, 2019

WHEREAS, the City Council of the City of High Point, North Carolina has considered the Certificate of Canvass of the Guilford County Board of Elections, the Forsyth County Board of Elections, the Davidson County Board of Elections and the Randolph County Board of Elections canvassing the referendum held for the City of High Point, North Carolina on November 5, 2019 and certifying the result thereof to the City Council and has canvassed the result of said Referendum.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT, NORTH CAROLINA that it be and hereby is certified and declared that the number of voters registered and qualified to vote at said Referendum was 64,906 in Guilford County, 6 in Forsyth County, 3,870 in Davidson County and 1 in Randolph County, for a total of 68,783.

BE IT FURTHER RESOLVED, that it be and hereby is certified and declared that the total number of voters who voted “**Yes**” in answer to the question

“*SHALL* the order authorizing \$22,000,000 of bonds plus interest to provide funds to pay capital costs of providing streets and sidewalks, including without limitation bridges, viaducts, causeways, overpasses, underpasses, alleys and bicycle lanes; paving, grading, resurfacing, and widening streets; sidewalks, curbs and gutters, culverts, and drains; traffic controls, signals, and markers; lighting; and grade crossings and the elimination thereof and grade separations; streetscaping, landscaping and pedestrian improvements;

transit stop improvements; and the acquisition of land therefor, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?";

was 7,991 in Guilford County, 0 in Forsyth County, 376 in Davidson County and 0 in Randolph County, for a total of 8,367. The total number of voters who voted "**No**" in answer to such question was 2,414 in Guilford County, 0 in Forsyth County, 115 in Davidson County and 0 in Randolph County, for a total of 2,529. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

BE IT FURTHER RESOLVED, that it be and hereby is certified and declared that the total number of voters who voted "**Yes**" in answer to the question

"*SHALL* the order authorizing \$21,500,000 of bonds plus interest to provide funds to pay capital costs of providing for the acquisition, construction, renovation, improvement, expansion, furnishing and equipping of parks and recreation facilities, including without limitation senior centers, athletic fields, parks, playgrounds, recreation centers, shelters and pool facilities and the acquisition of land therefor, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?";

was 7,933 in Guilford County, 0 in Forsyth County, 370 in Davidson County and 0 in Randolph County, for a total of 8,303. The total number of voters who voted "**No**" in answer to such question was 2,467 in Guilford County, 0 in Forsyth County, 120 in Davidson County and 0 in Randolph County, for a total of 2,587. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

BE IT FURTHER RESOLVED, that it be and hereby is certified and declared that the total number of voters who voted "**Yes**" in answer to the question

"*SHALL* the order authorizing \$6,500,000 of bonds plus interest to pay capital costs of providing housing projects for the benefit of persons of low income, or moderate income, or low and moderate income, including without limitation construction or acquisition of projects to be owned by the City or a housing authority, and loans, grants, interest supplements and other programs of financial assistance to persons of low income, or moderate income, or low and moderate income, and developers of housing for persons of low income, or moderate income, or low and moderate income, and the acquisition of land therefor, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?";

was 7,411 in Guilford County, 0 in Forsyth County, 307 in Davidson County and 0 in Randolph County, for a total of 7,718. The total number of voters who voted "**No**" in answer to such question was 2,985 in Guilford County, 0 in Forsyth County, 182 in Davidson County and 0 in Randolph County, for a total of 3,167. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

BE IT FURTHER RESOLVED, that a statement substantially in the form hereinafter set forth declaring the result of said referendum will be filed in the City Clerk's office and inserted in the City Council minutes and published in accordance with law.

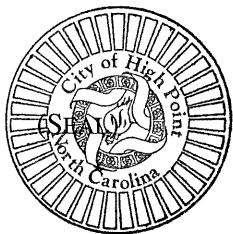
BE IT FURTHER RESOLVED, that this Resolution shall become effective on the date of its adoption.

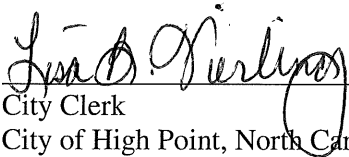
PASSED, ADOPTED AND APPROVED this 16th day of December, 2019.

STATE OF NORTH CAROLINA)
)
CITY OF HIGH POINT) ss:

I, Lisa B. Vierling, City Clerk of the City of High Point, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of so much of the proceedings of the City Council as it relates to a resolution entitled “**RESOLUTION CERTIFYING AND DECLARING THE RESULTS OF THE SPECIAL BOND REFERENDUM ON THE BOND ORDERS AUTHORIZING THE ISSUANCE OF \$22,000,000 GENERAL OBLIGATION STREETS AND SIDEWALK BONDS, AUTHORIZING THE ISSUANCE OF \$21,500,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS AND AUTHORIZING THE ISSUANCE OF \$6,500,000 GENERAL OBLIGATION HOUSING BONDS HELD FOR THE CITY OF HIGH POINT, NORTH CAROLINA ON NOVEMBER 5, 2019**” duly adopted by the City Council of the City of High Point, North Carolina, at a meeting held on the 16th day of December, 2019 and that such proceedings are to be recorded in the minute books of said City Council.

WITNESS my hand and the seal of the City of High Point, North Carolina, this the 16th day of December, 2019.





City Clerk
City of High Point, North Carolina

CITY OF HIGH POINT

AGENDA ITEM

**Title: Reappointment- High Point Housing Authority Board****From:** City Clerk's Office**Meeting Date:** December 16, 2019**Public Hearing:** N/A**Advertising Date /** N/A**Advertised By:****Attachments:** Letter from Angela McGill, CEO, High Point Housing Authority

PURPOSE:

At the recommendation of Angela McGill, Chief Executive Officer, High Point Housing Authority Board, Mayor Wagner is recommending the reappointment of Dr. N'Tuma Jah to the High Point Housing Authority Board. Appointment to be effective immediately and will expire December 22, 2024.

BACKGROUND:

Mayor Jay Wagner is recommending the reappointment of Dr. N'Tuma Jah to the Housing Authority Board. Reappointment to be effective immediately and will expire on December 22, 2024.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to confirm the reappointment of Dr. N'Tuma Jah to the High Point Housing Authority Board.

Angela G. McGill
Chief Executive Officer

HOUSING AUTHORITY OF THE CITY OF HIGH POINT



October 21, 2019

Mayor Jay Wagner
City of High Point
P.O. Box 230
High Point, NC 27261

Ref: The Housing Authority of the City of High Point – Commissioner Reappointment

Dear Honorable Wagner:

On behalf of the Housing Authority of the City of High Point (HPHA), I am requesting the reappointment of Dr. N'Tuma Jah to the HPHA Board. Dr. Jah's appointment will expire on December 22, 2019. We are requesting that she be reappointed for another term at the next Council session. Words could never express how instrumental Dr. Jah is to the HPHA.

This request is based on her extensive experience, training and knowledge of the vital mission of HPHA. There is a tremendous amount of training provided to the Commissioners to effectively and efficiently meet the needs of the HPHA and the community at large. Dr. Jah will provide the crucial experience needed to assist the HPHA in current and future endeavors.

Thank you in advance for considering my request to reappoint Dr. Jah to the HPHA Board of Commissioners.

Respectfully,

A handwritten signature in black ink that reads 'Angela McGill'.

Angela McGill
Chief Executive Officer

"World Class Communities must do World Class Things" – Unknown"

Copy: Greg Demko, City Manager
Chris Williams, Councilman

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
DECEMBER 6, 2019 – 2:30 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM**

MINUTES

Present (8):

Mayor Jay Wagner, Mayor Pro Tem Christopher Williams (Ward 2); Council Member Britt W. Moore (At Large); Council Member Tyrone E. Johnson (At Large); Council Member Cyril A. Jefferson (Ward 1); Council Member S. Wesley Hudson (Ward 4); Council Member Victor A. Jones; and Council Member Michael A. Holmes

Absent (1): Council Member Monica L. Peters (Ward 3)- Participated via telecom

Staff Present:

Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Greg Ferguson, Assistant City Manager; JoAnne Carlyle, City Attorney; Meghan Maguire, Assistant City Attorney; Mary Brooks, Deputy City Clerk, and Lisa Vierling, City Clerk

Others Present: Bruce Ashley, Outside Legal Counsel, Fox Rothschild LLP

Mayor Wagner called the meeting to order at 2:30 p.m.

Council Member Jones moved to go into Closed Session pursuant to N.C. General Statute 143-318.11(a)(3) to preserve the attorney-client privilege and N.C. General Statute 143-318.11(a)(6) for personnel. Council Member Hudson made a second, which carried by a unanimous 8-0 vote.

Note: Separate Closed Session minutes will be drafted for the attorney-client privilege matter and the personnel matter.

Upon reconvening into Open Session at 4:20 p.m., Mayor Wagner announced there would be no action taken as a result of the Closed Session.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 4:20 p.m. upon motion duly made and seconded.

Respectfully Submitted,

Jay W. Wagner, Mayor

Attest:

Lisa B. Vierling, City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: Zoning Map Amendment 19-23
(Peters Holdings, LLC)

From: Lee Burnette, Planning & Development
Director

Meeting Date: December 16, 2019

Public Hearing: Yes

Advertising Date: December 4, 2019, and
December 11, 2019

Advertised By: Planning & Development

Attachments: A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:

A request by Peters Holdings, LLC to rezone an approximate 6.3-acre parcel from a Conditional Use Office Institutional (CU-OI) District to a Conditional Zoning Office Institutional (CZ-OI) District. The site is located along the south side of Skeet Club Road, opposite Fountain Grove Drive (1564 & 1568 Skeet Club Road).

BACKGROUND:

The staff report and the Planning & Zoning Commission's recommendation are enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

- A. Staff recommended **approval** of this request as outlined in the attached staff report.
- B. On November 12, 2019, a public hearing was held before the Planning and Zoning Commission regarding Zoning Map Amendment 19-23. The Planning & Zoning Commission recommended **approval** of this request, as outlined in the staff report and recommended by staff, by a vote of 9-0.

PLANNING AND ZONING COMMISSION RECOMMENDATION

Peters Holdings, LLC

Zoning Map Amendment 19-23

At its November 12, 2019 public hearing, the Planning and Zoning Commission reviewed a request to rezone an approximate 6.3-acre parcel to a Conditional Zoning Office Institutional (CZ-OI) District. All members of the Commission were present. Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking on the request:

Mr. Brian Gavigan, applicant's representative, 212 Shadow Valley Road, High Point, spoke in favor of the request. Mr. Gavigan provided an overview of the applicant's request and noted that the City Transportation Department and the North Carolina Department of Transportation will have to approve the exact location of the proposed access drive to Skeet Club Road. He also explained that as part of the current Skeet Club Road widening project, a median is being installed, thus making this a right-in/right-out only access point.

No one spoke in opposition of the request.

Planning & Zoning Commission Action

Zoning Map Amendment

The Commission recommended **approval** of Zoning Map Amendment 19-23, as recommended by staff, by a vote of 9-0.

Consistency & Reasonableness Statements

The Commission voted 9-0 to approve the following statement: That the Zoning Map Amendment is consistent with the City's adopted policy guidance because the zoning site and immediate area are designated Office by the Land Use Plan and the requested CZ OI District does not change the previous approved land uses. Furthermore, the request is reasonable and in the public interest because the request carries forward relevant zoning conditions intended to mitigate impacts while allowing a second point of access to Skeet Club Road.

**CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT**

**STAFF REPORT
ZONING MAP AMENDMENT ZA-19-23
November 12, 2019**

Request	
Applicant: Peters Holdings, LLC	Owner: HCRI North Carolina Properties III, LP
Zoning Proposal: To rezone approximately 6.3 acres	From: CU-OI Conditional Use Office Institutional District
	To: CZ-OI Conditional Zoning Office Institutional District

Site Information	
Location:	The site is located along the south side of Skeet Club Road, opposite Fountain Grove Drive (1564 & 1568 Skeet Club Road).
Tax Parcel Number:	Guilford County Tax Parcel 204626
Site Acreage:	Approximately 6.3 acres
Current Land Use:	The site is developed with two structures, totaling approximately 60,000 square feet, containing a skilled nursing and assisted living facility.
Physical Characteristics:	The site has no noteworthy physical features.
Water and Sewer Proximity:	A 12-inch City water line and a 16-inch City sewer line lie adjacent to the site along Skeet Club Road.
General Drainage and Watershed:	The site drains in a general southeasterly direction. The eastern two-thirds of the property is within the City Lake General Watershed Area (GWA) and the western one-third is within the Oak Hollow Lake Watershed Critical Area (WCA). Engineered stormwater treatment measures are required for development with a total impervious surface area greater than 24% of the site, and for single family developments with a gross density of two units per acre or more.
Overlay District:	City Lake General Watershed Area (GWA) Oak Hollow Lake Watershed Critical Area (WCA); Tier 3 and 4

Adjacent Property Zoning and Current Land Use			
North:	CU RM-16	Conditional Use Residential Multifamily-16 District	Assisted living facility
South:	CZ-OI R-3	Conditional Zoning Office Institutional District Residential Single Family – 3 District	Undeveloped parcel and single family dwellings
East:	CU-OI	Conditional Use Office Institutional District	Assisted living facility and medical office
West:	R-3	Residential Single Family – 3 District	Single family dwellings

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement:	This request is neither consistent nor inconsistent with the goals and objectives of the Community Growth Vision Statement.
Land Use Plan Map Classification:	The Skeet Club Road frontage of the site has an Office land use designation, with a portion of the rear of the site having a Low-Density Residential designation. Parcels fronting along this segment of the Skeet Club Road corridor are classified as Office and intended to develop for professional, personal and business service uses.
Land Use Plan Goals, Objectives & Policies:	The following objective of the Land Use Plan are relevant to this request: Obj. #9. Where feasible and appropriate, provide a transition in land uses between more and less intensive land uses.
Relevant Area Plan:	Not applicable
Zoning History:	In the mid-1980s, the zoning site and surrounding area consisted of mostly rural undeveloped land at the northern portion of the City's corporate limits. Starting in the mid-1980s through the late 2000s, this area developed via multiple annexation and zoning approvals. Parcels fronting along Eastchester Drive are generally zoned for commercial uses and parcels along this segment of Skeet Club Road are zoned for office and multifamily uses.

Transportation Information				
Adjacent Streets:	Name		Classification	Approx. Frontage
	Skeet Club Road		Major Thoroughfare	830 ft.
Vehicular Access:	Via driveway access from Skeet Club Road			
Traffic Counts: (Average Daily Trips)	Skeet Club Road		16,000 ADT (NCDOT traffic count)	
Estimated Trip Generation:	Not applicable			
Traffic Impact Analysis (TIA):	Required		TIA Comments	
	<u>Yes</u>	<u>No</u> X	Not applicable.	
Conditions:	The zoning site shall have two points of access to Skeet Club Road.			
Pedestrian Access:	Development of the site is subject to the sidewalk requirements of the Development Ordinance.			

School District Comment
Not applicable as the site is developed with an existing skilled nursing and assisted living facility.

Details of Proposal

The primary purpose of this zoning map amendment is to update a 1998 zoning approval for property at 1564 & 1568 Skeet Club Road to allow an additional vehicular access point from Skeet Club Road. This additional access point is not intended to serve the skilled nursing and assisted living facility, but to serve the abutting undeveloped parcel lying to the south of the site.

This undeveloped parcel to the south, owned by Peters Holding LLC, has access to Peters Court which is an improved public street. Peters Holding LLC, the applicant, desires to develop this parcel with a driveway connection to Skeet Club Road. However, due to the property configuration and

driveway standards, such an access drive needs to cross the zoning site. The applicant negotiated an access easement and the property owner authorized this application to amend the access condition (See Figure 1).

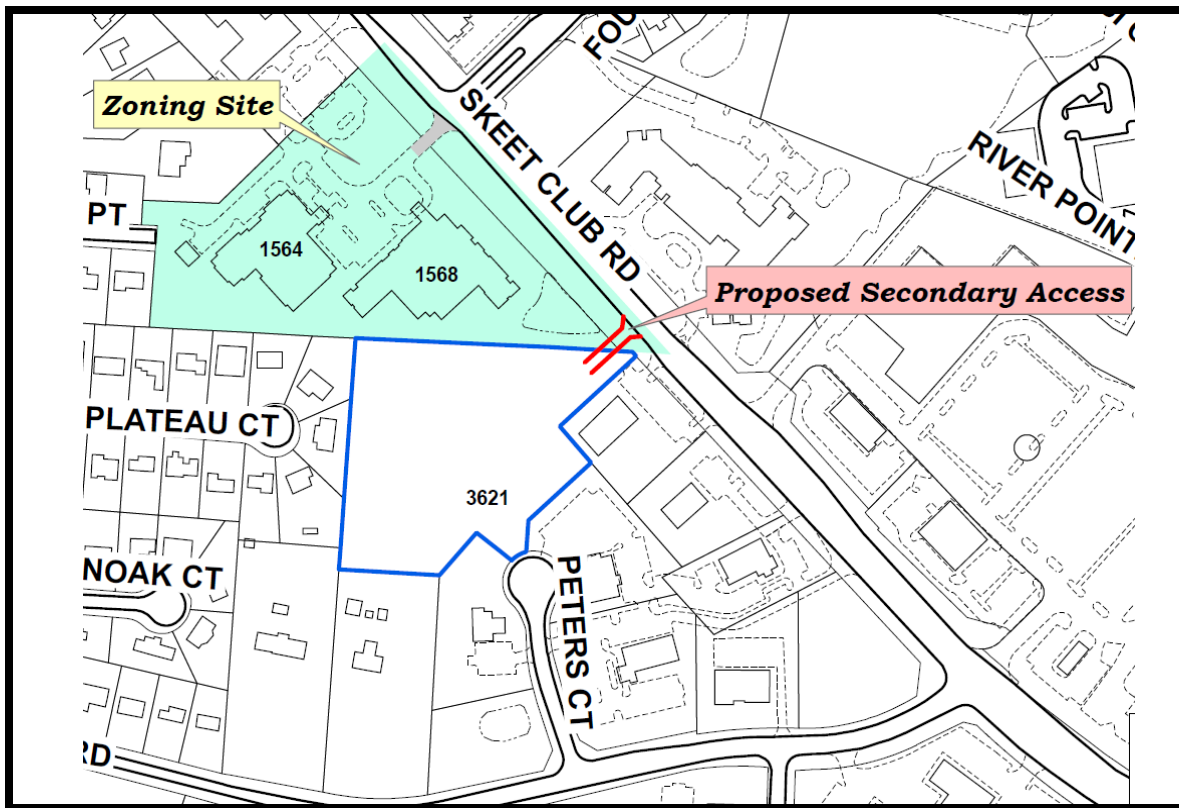


Figure 1. Access Configuration

The request to gain a second access point for the site to Skeet Club Road is part of a modified Conditional Zoning Ordinance, which also includes a number of conditions that are relevant to the site and will be carried forward. Those conditions being carried forward have been updated to meet current Development Ordinance standards.

Staff Analysis

Section 2.4.6.C of the Development Ordinance states that the advisability of a conditional zoning is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. In determining whether to approve or deny a conditional zoning, the City Council shall weigh the relevance of and consider the following issues outlined below.

Based on the applicant's submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these ordinance considerations.

Consistency with Adopted Policy Guidance

Whether and the extent to which the proposed conditional zoning district is appropriate for its proposed location, and is consistent with the City's adopted policy guidance.

The zoning site and immediate area are designated Office by the Land Use Plan and the requested CZ OI District does not change the previous approved land uses.

Reasonableness/Public Interest:

Why a decision to approve, or to deny, the proposed conditional zoning would be reasonable and in the public interest.

The request carries forward relevant zoning conditions intended to mitigate impacts while allowing a second point of access to Skeet Club Road.

Compatibility with Surrounding Areas

- Whether the proposed conditional zoning district will result in a development that is compatible with the character of surrounding existing or proposed development and land uses.
- Where there are issues of compatibility, the proposed conditional zoning district shall provide for appropriate transition areas that address incompatibility through increased buffering, landscaping, fencing, building height, mass and scale or other means designed to promote a complimentary character of development.
- Determination of complimentary character may be based on densities/intensities, use types, lot sizes and dimensions, building height, mass and scale, exterior lighting, siting of service areas, or other aspects that may be identified by the City Council.

The applicant has offered to carry forward previously adopted zoning conditions pertaining to landscaping and building setbacks, as well as prohibiting access to the residential subdivision to the west, ensuring continued compatibility with the surrounding area.

Mitigation of Impacts

Whether the applicant's proposed conditional zoning district, including the proposed use(s), written conditions, and conditional zoning plan (if applicable), will satisfactorily:

Mitigation #1	Minimize or effectively mitigate any identified adverse impact on adjacent and nearby land, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.
	The OI district has standards pertaining to the location of outdoor storage areas and the Development Ordinance governs exterior lighting and screening of solid waste facilities. Furthermore, the application continues to prohibit access to Lakeland Point, a public street lying to the west of the site.
Mitigation #2	Minimize or effectively mitigate any identified adverse environmental impact on water and air resources, minimize land disturbance, preserve trees and protects habitat.
	The site is within both a General Watershed Area and a Critical Watershed Area. Any development on the site is required to meet watershed standards of the Development Ordinance.
Mitigation #3	Minimize or effectively mitigate any identified adverse impact on municipal facilities and services, such as streets, potable water and wastewater facilities, parks, police and fire.
	❖ The site is developed and currently served by City municipal services. ❖ Impacts to Skeet Club Road will be mitigated by the current widening project that will convert the street from two lanes to four lanes abutting the property. This street widen project also includes the installation of a median that will render the proposed second access point to a right-in / right out access only.

Mitigation #4	Minimize or effectively mitigate any identified adverse effect on the use, enjoyment or value of adjacent lands.
	Except for the allowance of an additional access point to Skeet Club Road, all relevant previously adopted zoning conditions are being carried forward.

Supportive Changes in the Area

Whether and the extent to which there have been changes in the type or nature of development in the area of the proposed conditional zoning district that support the application.

Since 1992, this portion of the Skeet Club Road has been designated to support Office-type uses including professional, personal and business service uses.

Promotes a Preferred Development Pattern

Whether and the extent to which the proposed conditional zoning district will result in development that promotes a logical, preferred, and orderly development pattern.

The applicant's request to update the OI District zoning is consistent with the established zoning pattern in this area.

Recommendation

Staff Recommends Approval:

The Planning & Development Department recommends approval of the request to rezone this 6.3-acre parcel to the CZ-OI District. As conditioned, the request will be compatible with the surrounding area and in conformance with adopted plans.

Required Action

Planning and Zoning Commission:

The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

City Council:

The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

Report Preparation

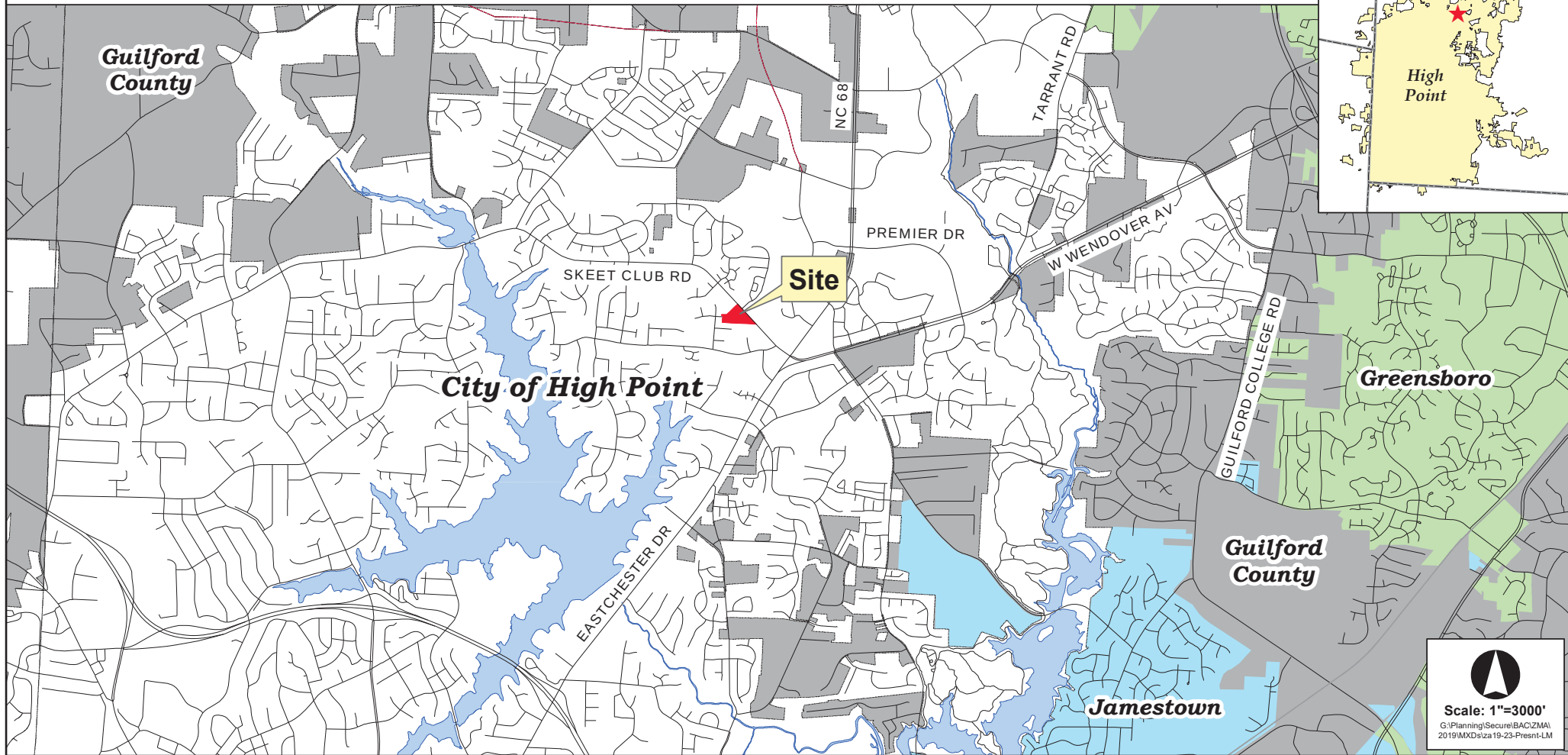
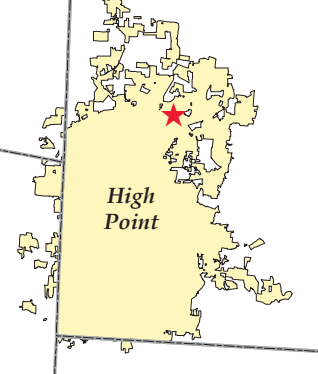
This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner and reviewed by Chris Andrews AICP, Development Administrator and Lee Burnette AICP, Director.

LOCATION MAP

ZONING MAP AMENDMENT ZA-19-23

Applicant: Peters Holdings, LLC

Vicinity Map



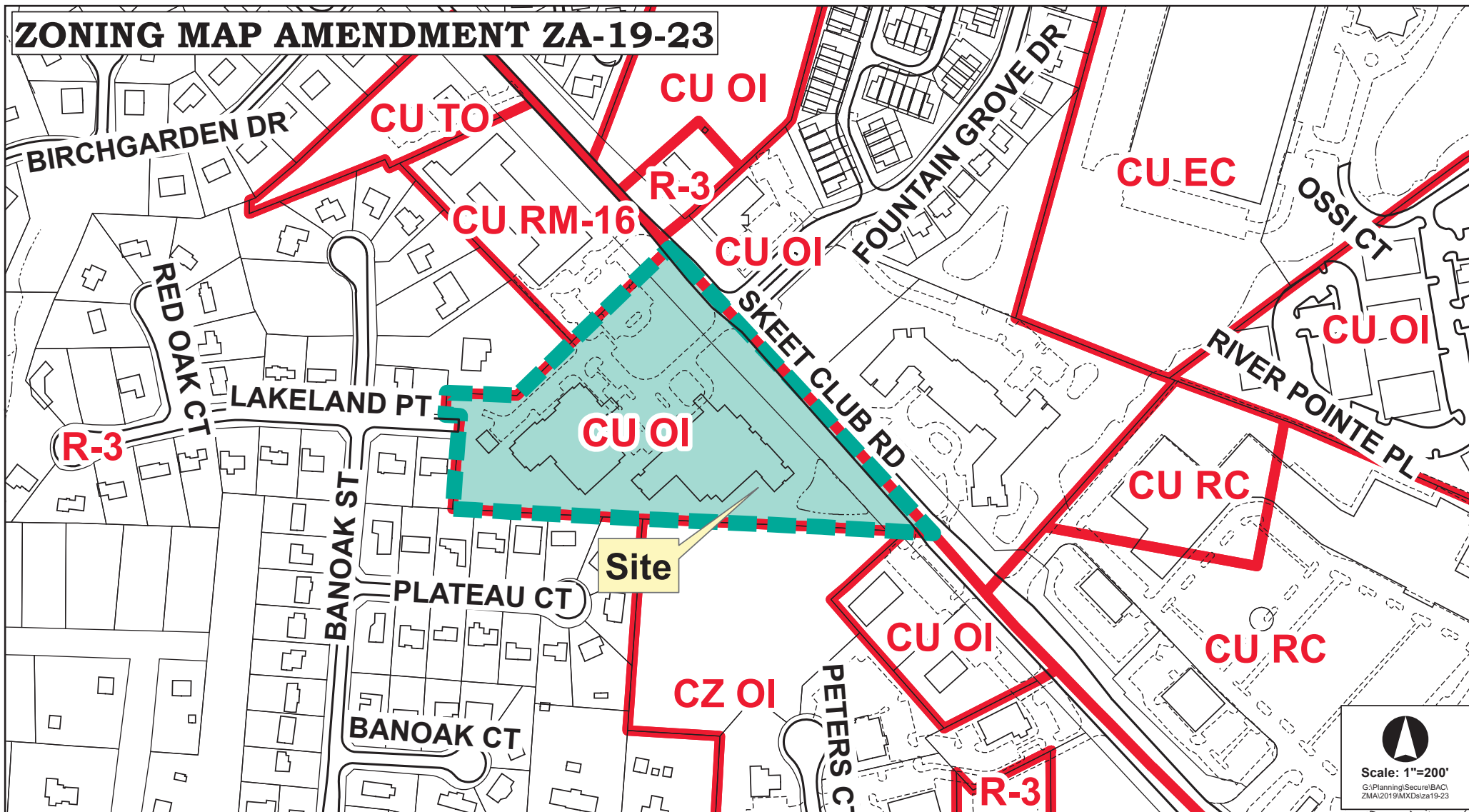
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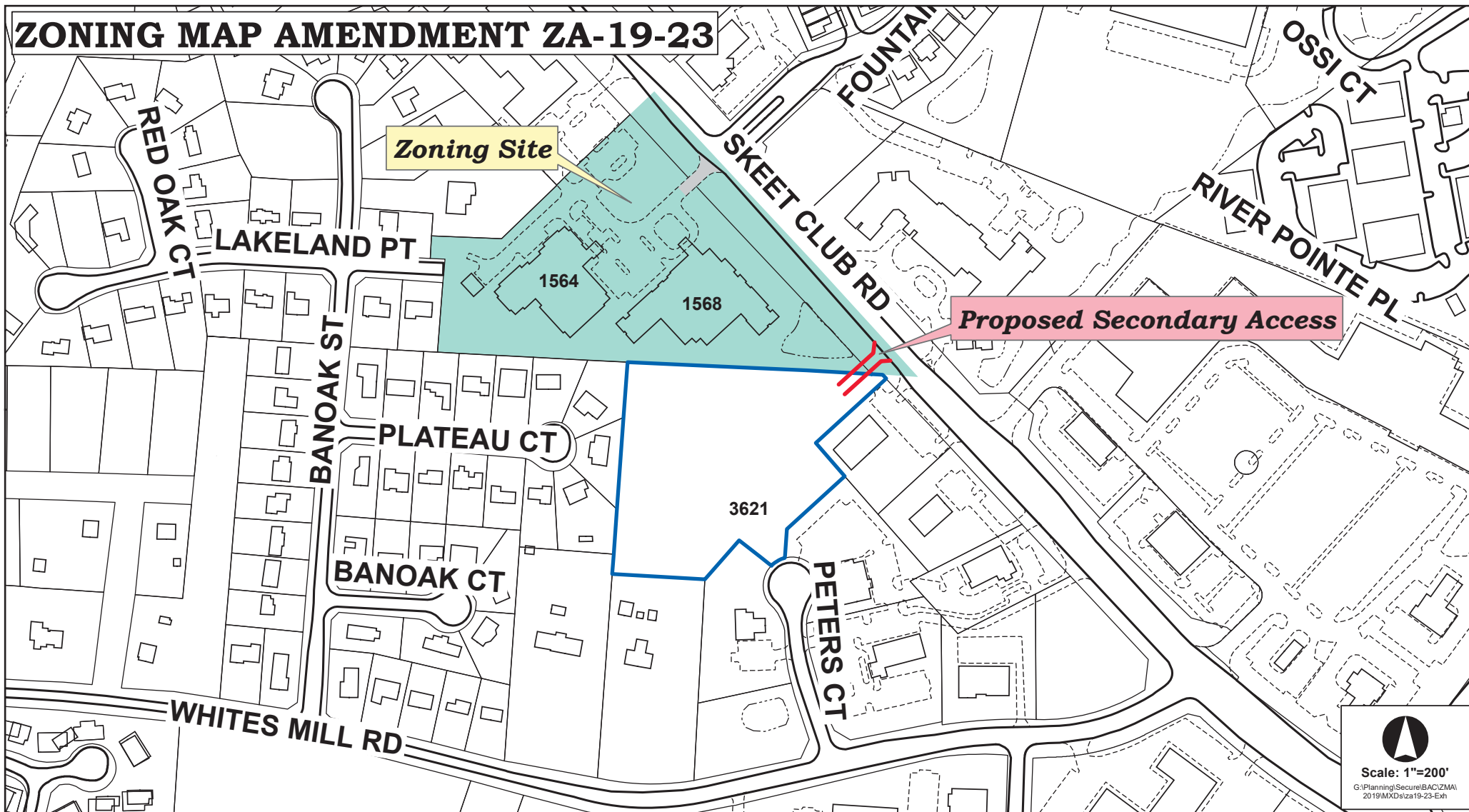
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ZONING MAP AMENDMENT ZA-19-23



ZONING MAP AMENDMENT ZA-19-23



ZONING MAP AMENDMENT ZA-19-23

***Recreation/
Open Space***

SKEET CLUB RD

Low-Density Residential

WHITES MILL RD

***Medium-Density
Residential***

Office

Site

Restricted Industrial

Restricted Industrial

***Medium-Density
Residential***

***Community/
Regional Commercial***

Institutional

Office

PREMIER DR

NC 68

EASTCHESTER DR

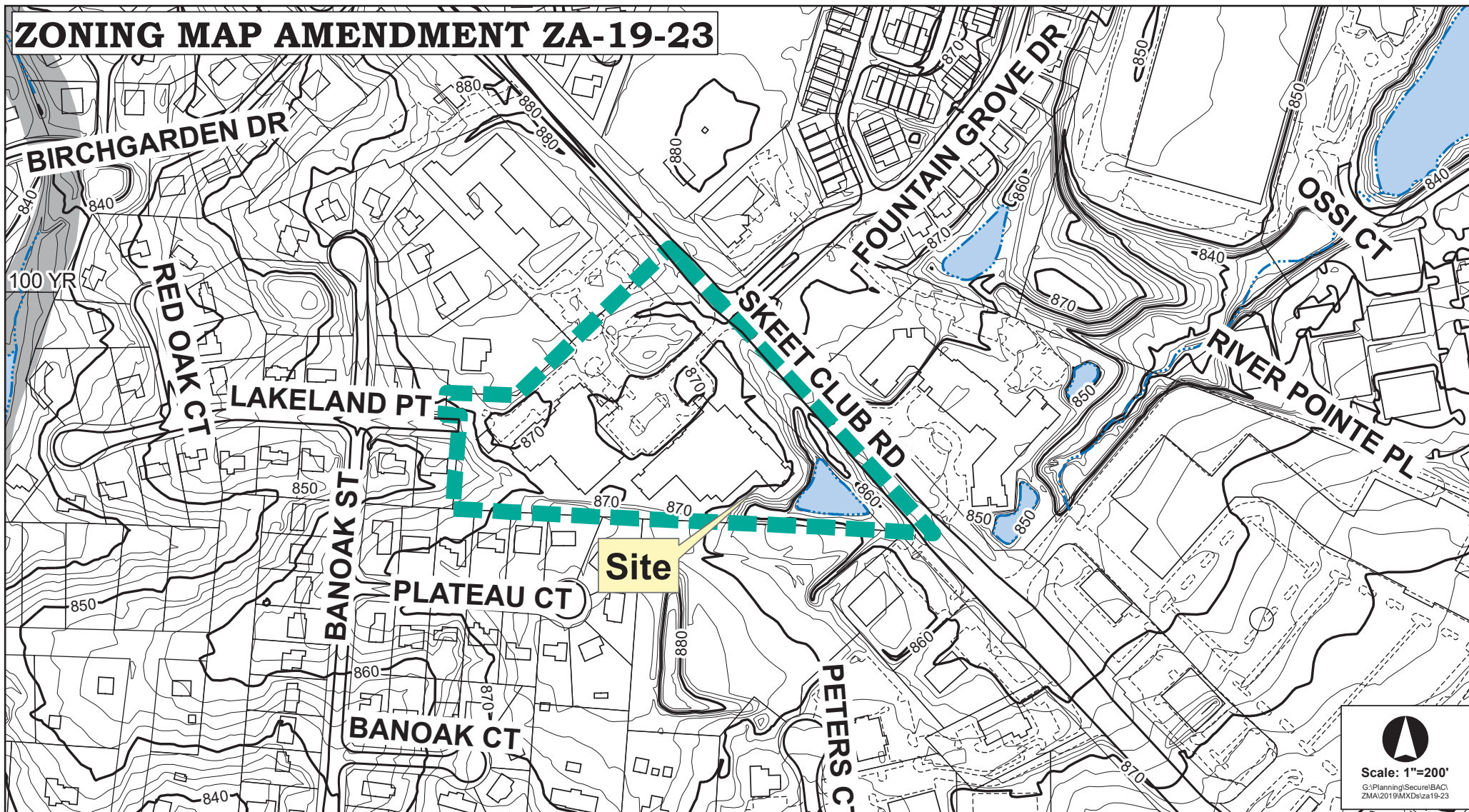
W WENDOVER AV

PENNY RD

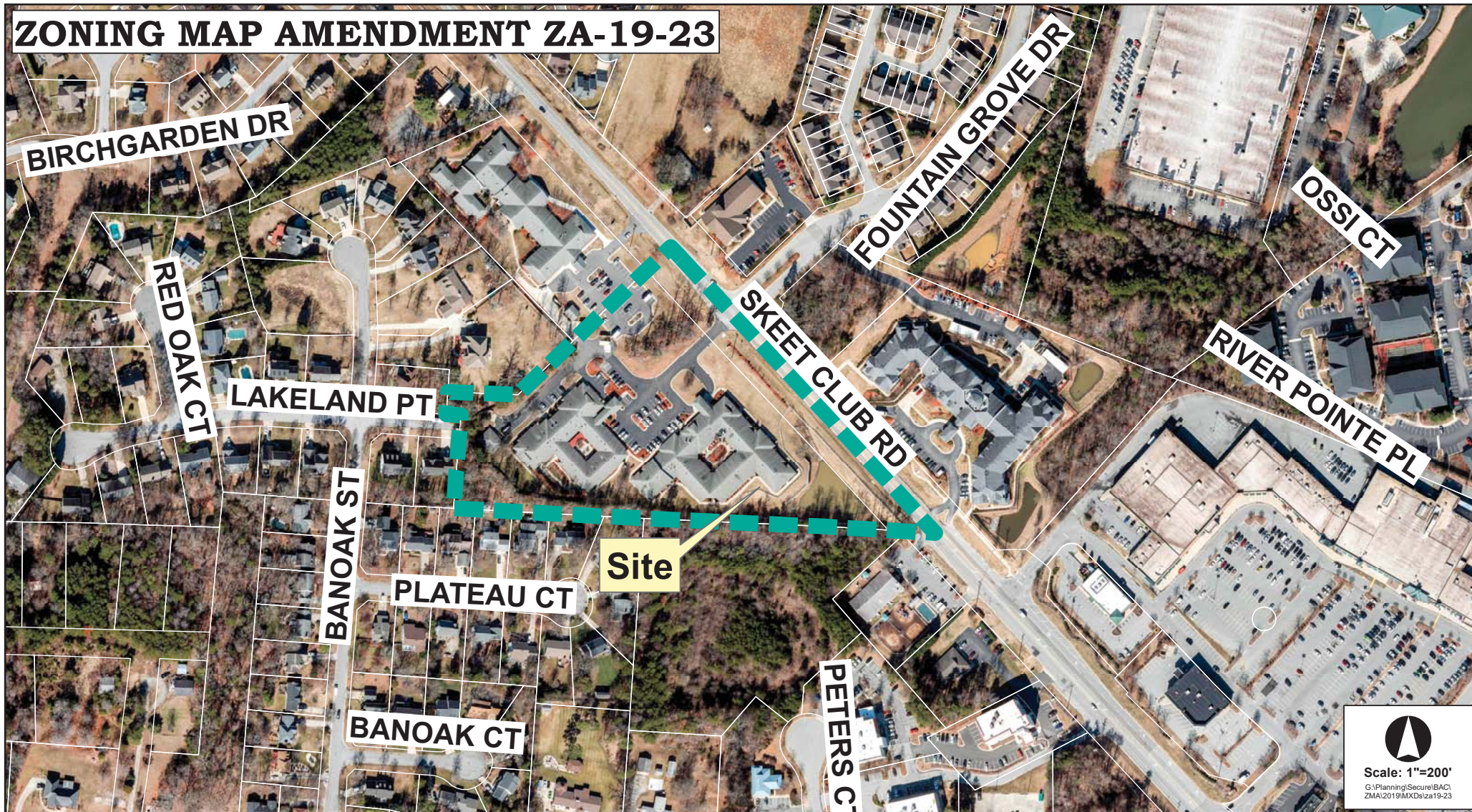


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ZONING MAP AMENDMENT ZA-19-23



ZONING MAP AMENDMENT ZA-19-23



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AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on November 12, 2019 and before the City Council of the City of High Point on December 16, 2019 regarding **Zoning Map Amendment Case 19-23 (ZA-19-23)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on November 3, 2019, for the Planning and Zoning Commission public hearing and on December 4, 2019 and December 11, 2019, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on **December 16, 2019**.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1

That the Official Zoning Map of the City of High Point be amended to establish the following described area as a: **Conditional Zoning Office Institutional (OI) District**. The parcel is approximately 6.3-acres and located along the south side of Skeet Club Road, opposite Fountain Grove Drive (1564 and 1568 Skeet Club Road). The property is also known as Guilford County Tax Parcel 204626.

SECTION 2

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

Part I. USES:

A. Permitted Principal Uses

Only the following principal uses, as permitted in the Office Institutional (OI) District, shall be permitted subject to the development and dimensional requirements of the OI District and the specific conditions listed in this ordinance.

1. All principal uses authorized under the “Residential Use Classification” as listed in Principal Use Table 4.1.9 of the Development Ordinance, except as prohibited below in Part I. B (Prohibited Uses).

2. All principal uses authorized under the “Institutional Use Classification” as listed in Principal Use Table 4.1.9 of the Development Ordinance, except as prohibited below in Part I. B (Prohibited Uses).
3. Major and Minor Office use types authorized under the “Commercial Use Classification” as listed in Principal Use Table 4.1.9 of the Development Ordinance.

B. Prohibited Uses:

1. Multifamily dwelling use type.
2. Single family attached dwelling use type with more than two attached dwelling units per structure.
3. All uses under the Group Living Use category.
4. Park and ride facility use type.
5. Communication or broadcasting facilities use type.

Part II. CONDITIONS:

A. Development and Dimensional Requirements.

1. Building Setbacks:

A minimum forty (40) foot building setback shall be required where the zoning site abuts a parcel developed with a single family detached dwelling.

B. Landscaping, Buffers and Screening.

A Type B Perimeter Landscape Yard is required where the zoning site abuts a parcel developed with a single family detached dwelling.

C. Transportation Conditions.

1. Vehicular Access: The property shall be permitted to have no more than two (2) points of vehicular access to Skeet Club Road. Vehicular access to the Lakeland Point right-of-way shall be prohibited. The rezoning site shall also have internal vehicular access to the parcel to the northwest (Guilford County Tax Parcel 204663).
2. Other Transportation Conditions: The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points and improvements.

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with this conditional zoning district and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans that are required to be approved by the City of High Point.

SECTION 4

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 5

That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6.

This ordinance shall become effective upon the date of adoption.

Adopted by the City Council
City of High Point, North Carolina
The 16th day of December, 2019

By: _____

Jay W. Wagner, Mayor

ATTEST:

Lisa B. Vierling, City Clerk

Citizens Information Meeting Report Zoning Map Amendment 19-23

Submitted by: Andrew Harris, on behalf of
Peters Holdings, LLC



WYATT EARLY HARRIS WHEELER
ATTORNEYS AND COUNSELLORS AT LAW

DAVID B. ASHCRAFT
KIM R. BAUMAN
R. BRUCE LANEY
FREDERICK G. SAWYER
JAMES R. HUNDLEY
JOHN D. BRYSON
STANLEY F. HAMMER
SCOTT F. WYATT
BRIAN P. GAVIGAN
MATTHEW C. JOBE
ARLENE M. ZIPP
CORY A. RAYBORN
LEIGH ANNE KASIAS

LEE C. HAWLEY
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OF COUNSEL:
WILLIAM E. WHEELER
A. DOYLE EARLY, JR.
FRANK BURKHEAD WYATT (RET.)
WILLIAM P. HARRIS (RET.)

October 21, 2019

VIA EMAIL

Herbert K. Shannon, Jr., AICP
City of High Point
211 South Hamilton, Room 316
High Point, NC 27260

RE: HCRI Properties
Case #ZA-19-23

Dear Herb:

I hope you are doing well.

Please find attached the following related to our Community Meeting:

- Meeting Recap;
- Notice letter with attachments;
- Address list;
- Sign-in Sheet

From the meeting and phone calls I have received, the concerns expressed have been from residents in the subdivision located behind the subject property and relate to whether the proposed access was going to connect to their subdivision which they are all against. We have made clear to them that the proposed access would not be connected to their subdivision and they had no other concerns regarding the proposed amendment.

If you have any questions or need any additional information, please let me know.

Sincerely,

R. Andrew Harris

RAH:kb
enclosures

MEETING RECAP

To: City of High Point, North Carolina
Planning and Development Department

From: R. Andrew Harris

Date: October 21, 2019

Re: Rezoning Case #ZA-19-23
Citizens Information Meeting, October 17, 2019

On October 17, 2019, HCRI North Carolina Properties III, Limited Partnership by and through its agent, Peters Holdings, LLC, conducted a Citizen's Information Meeting in support of Rezoning Case #ZA-19-23.

The Rezoning Case #ZA-19-23, seeks to amend the existing Conditional Use zoning for 1564 Skeet Club Road, High Point, North Carolina 27265 to permit an additional point of access onto Skeet Club Road.

The meeting was held at the law offices of Wyatt Early Harris Wheeler, LLP, 1912 Eastchester Drive, Suite 400, High Point, North Carolina 27265. Letters of invitation were mailed to 48 residents on October 14, 2019. The names and addresses of the persons notices were sent along with a copy of the notice is attached.

At the meeting, Mr. Dan Hill informed the attendants what was being proposed as part of the amendment to the current zoning on the parcel. It was a positive meeting and the specific discussions focused on whether the proposed access was going to connect to the residential subdivision located behind the property. The attendants were reassured and had no objection to the proposed amendment once learning that the access would not be connected to their subdivision.

Several phone calls were received from residents in the subdivision located behind the property with similar concerns regarding whether the access was going to lead into their subdivision.

A copy of the Sign-in Sheet for this case is attached to this Memo.

SIGN-IN SHEET

Citizens Information Meeting
Thursday, October 17, 2019
1564 Skeet Club Road Conditional Use Zoning Amendment

NAME

ADDRESS

Synette Tuller

3906 BAN OAK, JF, NC 27265

Todd Needles (call-in) 1711 Plateau Ct.

Steve Drescher 4003 Van Oak St. (call-in)



WYATT EARLY HARRIS WHEELER
ATTORNEYS AND COUNSELLORS AT LAW

DAVID B. ASHCRAFT
KIM R. BAUMAN
R. BRUCE LANEY
FREDERICK G. SAWYER
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BRIAN M. KUPPELWEISER
AARON R. DAVIS
KRISTIN S. CROWE
KATHRYN H. MUHLENBACH

OF COUNSEL:
WILLIAM E. WHEELER
A. DOYLE EARLY, JR.
FRANK BURKHARD WYATT (RET.)
WILLIAM P. HARRIS (RET.)

October 14, 2019

RE: Application to amend Conditional Use Zoning Permit
for 1564 Skeet Club Road, High Point, North Carolina

Dear Property Owner:

My name is Andrew Harris and the purpose of this letter is to invite you to a community meeting to be held on **Thursday, October 17, 2019, from 5:30pm to 6:30pm** (drop-in format), at **1912 Eastchester Drive, Suite 400, High Point, North Carolina 27265**. At the meeting we will be providing information and discussing a proposed amendment to the existing conditional use zoning for the property at 1564 Skeet Club Road in High Point, North Carolina which is where Brookdale Senior living is located (the "Site"). The amendment is seeking to permit a second access onto Skeet Club Road. All remaining terms of the current zoning for the Site will remain the same.

You are receiving this notice because you own property within 300 feet of the Site.

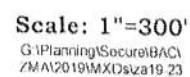
The Application to amend the existing Condition Use zoning was submitted on September 16, 2019 with a scheduled regular meeting of the City of High Point Planning & Zoning Commission to be held on **November 12, 2019 at 6:00pm**. This meeting will be at the City Council Chambers. A Citizen Information Meeting Statement prepared by the City of High Point is also enclosed which outlines the requirements of the rezoning process.

If you are unable to attend this community meeting, please feel free to contact me and we can discuss this request via phone or meet at a later time/date. We want to make sure you are informed and that we hear your opinions.

Thank you for your time and please give me a call if you have any questions.

Sincerely,

Andrew Harris



AMH NC PROPERTIES LP
30601 AGOURA RD SUITE 200
AGOURA HILLS CA 91301

BAN OAK SUBDIVISION SECTION 6 INC
1424 WHITES MILL RD
HIGH POINT NC 27265

BASSOU, MOUNIR;EL-MEKKAoui, NAIMA
3909 FOUNTAIN VILLAGE LN
HIGH POINT NC 27265

BEBAWI, MICHAEL S;SAMAAN, AMANI F
3905 FOUNTAIN VILLAGE LN
HIGH POINT NC 27265

BETHLEHEM LLC
302 LINDSAY ST SUITE D
HIGH POINT NC 27262

BIRCHWOOD CLUSTER HOMES ASSOCIATION INC
1539 SKEET CLUB RD
HIGH POINT NC 27265

BLACK, DOUGLAS A;BLACK, LISA M
1700 LAKELAND POINT
HIGH POINT NC 27265

BRASWELL, GARRY T
4026 BANOAK ST
HIGH POINT NC 27265

CASH, JEFFERY L;CASH, ANGIE B
1709 PLATEAU CT
HIGH POINT NC 27265

CHATMAN, KARRIS
3911 FOUNTAIN VILLAGE LN
HIGH POINT NC 27265

CHAUDHRY, MUHAMMAD IQBAL;CHAUDHRY,
AMINA F
4018 BANOAK ST
HIGH POINT NC 27265

CITY OF HIGH POINT BOARD OF ALCOHOLIC
CONTROL
PO BOX 230
HIGH POINT NC 27261

CLINE, JEFFREY LYNN;CLINE, KRISTY LEE
1713 PLATEAU CT
HIGH POINT NC 27265

COBLE JR, RAY H;COBLE, CHRISTINE T
1702 HEATHGATE PT
HIGH POINT NC 27262

DAVIS, DAVID JOHN;DAVIS, LISA L
1715 PLATEAU CT
HIGH POINT NC 27265

DEGRAFF, ANDREW B;DEGRAFF, ELIZABETH RICE
1702 LAKELAND PT
HIGH POINT NC 27265

DOOLEY, WILLIAM P;DOOLEY, EVELYN C
270 A LAKE POINT DR
SANFORD NC 27332

DRESCHER, GEORGE STEPHEN;DRESCHER,
SHARON G
4003 BANOAK ST
HIGH POINT NC 27265

FAIRWAY OAK HOLLOW LLC
2830 CAHABA RD
BIRMINGHAM AL 35223

FOUNTAIN GROVE OWNERS ASSOCIATION INC
201 N TRYON ST SUITE 2050
CHARLOTTE NC 28202

FOUNTAIN GROVE PROPERTIES LLC
2607 BURCH PT
HIGH POINT NC 27265

GILCHRIST, CHRISTOPHER J;GILCHRIST,
LAUREEN M
1704 PLATEAU CT
HIGH POINT NC 27265

GOHO, HARVEY A;GOHO, LYDIA P
222 MAPLE RIDGE LN
HIGH POINT NC 27262

GOSSETT, ALEX DARREL;GOSSETT, MELISSA ANN
4022 BANOAK ST
HIGH POINT NC 27265

HABIB, IRFAT;HADZIC, ZEMIR
4010 BANOAK ST
HIGH POINT NC 27265

HCRI NORTH CAROLINA PROPERTIES III LP
4500 DORR ST
TOLEDO OH 43615

HCRI SKEET CLUB MANOR PROPERTIES LP *

HEMMING, ASHLEY;HEMMING, SCOTT
1705 PLATEAU CT
HIGH POINT NC 27265

HIGH POINT RETIREMENT RESIDENCE LLC
2235 FARADAY AVE STE O
CARLSBAD CA 92008

KENNEDY, BRANDON T
4001 BANOAK ST
HIGH POINT NC 27265

LADD, ZACK F;LADD, MARY B
1233 LADD RD
YADKINVILLE NC 27055

LE, THAO DOAN;NGUYEN, HUY DINH
3920 FOUNTAIN GROVE DR
HIGH POINT NC 27265

LEWIS, ADAM T;LEWIS, LAUREN M
1701 PLATEAU CT
HIGH POINT NC 27265

MAXIE, ALLISON M
3907 FOUNTAIN VILLAGE LN
HIGH POINT NC 27265

MILLER, JEFFREY DAVID;MILLER, HOPE L
1703 BISCAYNE DR
GREENSBORO NC 27410

MOORE, RODNEY B;MOORE, CYNTHIA G
1708 PLATEAU CT
HIGH POINT NC 27265

MORGAN, ROBIN L
3903 FOUNTAIN VILLAGE LN
HIGH POINT NC 27265

MOZINGO, BRETT;MOZINGO, KATA
1707 PLATEAU CT
HIGH POINT NC 27265

NEEDLES, ARLAN TODD;NEEDLES, SHERYL S
1711 PLATEAU CT
HIGH POINT NC 27265

NGUYEN, BACH
3913 FOUNTAIN VILLAGE LN
HIGH POINT NC 27265

NIFONG, LARRY RICHARD;NIFONG, DEBORAH H
1714 PLATEAU CT
HIGH POINT NC 27265

PETERS HOLDINGS LLC *507 LINDSAY ST
HIGH POINT NC 27262

SANDUSKY, DENNIS R;SANDUSKY, KATHLEEN A
1702 PLATEAU CT
HIGH POINT NC 27265

SIMPSON, VERNON;CLYBURN, ERICA
1712 PLATEAU CT
HIGH POINT NC 27265

STORE MASTER FUNDING VII LLC C/O REE
SOUTHEAST INC
1732 CROOKS ROAD
TROY MI 48084

TATE, STEPHEN WESLEY;TATE, LISA MARIE
1617 LAKELAND PT
HIGH POINT NC 27265

THOMAS, ANTHONY D;THOMAS, PAMELA L
1703 PLATEAU CT
HIGH POINT NC 27265

TULLOS, LYNETTE M
3906 BANOAK ST
HIGH POINT NC 27265

WYATT EARLY HARRIS WHEELER LLP - R.
ANDREW HARRIS *
1912 EASTCHESTER DR
HIGH POINT NC 27265

City of High Point
Citizen Information Meetings



Persons filing certain development applications with the City of High Point are required to hold a citizen information meeting. This requirement applies to applications for a Conditional Zoning District, Planned Development District, Special Use and a Zoning Map Amendment that proposes to establish a more intense zoning district.

The City of High Point finds that quality development is better achieved through an informed and cooperative process than an adversarial one. The purpose of the citizen information meeting is to allow the person filing an application, otherwise known as the applicant, the opportunity to inform citizens about their development proposal and to provide citizens the opportunity to ask questions and find out more about the proposal prior to any official public hearings.

The applicant's development proposal is officially presented to the Planning & Zoning Commission and City Council at their respective public hearings. At the public hearings, the Commission and Council hear comments and concerns from citizens regarding the proposal prior to making decisions. The public hearings are not the preferred setting for citizens to learn about a development proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The citizen information meeting is important in that it can provide basic information and allow communication with the applicant before the public hearings, so that citizens may informatively develop their comments and any concerns, and later present them at the public hearings for consideration.

Applicants may vary the form and number of citizen information meetings they conduct; however, they are required to contact or otherwise notify owners of property located within 300 feet of the proposed site. Whatever form the meeting takes, those citizens participating are provided with this written statement from the City of High Point, which describes the purpose of the citizen information meeting, the application process and where additional information may be obtained from the City. In addition, the applicant must provide a description of the development proposal and are encouraged to share any other available information that would help citizens to better understand it.

After the application is filed with the City's Planning & Development Department, the applicant submits to the City a written summary of the citizen information meeting(s). At a minimum, this report records:

- The date, time, and location of the meeting;
- The method and date of notification about the meeting;
- A list of landowners notified about the meeting;
- A list of meeting attendees;
- If the meeting was conducted as a series of telephone calls;
- The description of the development proposal presented to the attendees; and
- A summary of attendee comments, ideas, and suggestions from citizens to be incorporated into the development proposal.

Before the public hearings are held, the City's Planning & Development Department mails notices to all owners of property located within 300-feet of the site. This notice provides a brief summary of the application; the time, date and place of the Planning & Zoning Commission public hearing; and contact information. A second notice is mailed prior to the City Council's public hearing with similar information. Also, signs are placed on the site giving notice of the request and the City's public hearings.

After hearing public comments and considering the development proposal, the Planning & Zoning Commission makes a recommendation to the City Council who, after holding their public hearing, decides what action should be taken on the proposal. Changes to the applicant's proposal can occur during this process in order to insure consistency with City policy and development regulations, and to minimize expected impacts that can be generated by the development or use of the site.

Development conditions can be adopted by the City Council for a Conditional Zoning District, Planned Development District, or Special Use. However, no condition can be included that:

- Specifies the ownership status, race, religion, or other characteristics of the development's occupants;
- Establishes a minimum size of a dwelling unit;
- Establishes a minimum value of buildings or improvements;
- Excludes residents based upon race, religion, or income; or
- Obligates the City to perform in any manner relative to the approval of or development of the land.

Citizens are strongly encouraged to contact the City's Planning & Development Department and visit the website below for additional information on the City's zoning process, and for information about specific development proposals.

Contact:

Planning & Development Department 336-883-3328

www.buildhighpoint.com

CITY OF HIGH POINT

AGENDA ITEM



Title: ClientFirst ERP Consulting Agreement

From: Steve Lingerfelt, Director of Information
Technology Services

Meeting Date: December 16, 2019

Public Hearing: No

**Advertising Date /
Advertised By:**

Attachments: ClientFirst Consulting Quote

PURPOSE:

The City needs to acquire the services of a consulting firm to develop an RFP (Request for Proposal) for the current ERP (Enterprise Resource Planning) system which is nearing end of life.

BACKGROUND:

Information Technology Services is recommending the City of High Point contract with ClientFirst Technology Consulting to assist in the development of an RFP for a new ERP which is nearing end of life. The current ERP system is Infor/Lawson which is used for Finance and Human Resource functions.

Three quotes were obtained from different vendors and Client First was the lowest responsible bid with a total cost of \$95,719 dollars. The vendors and the proposed costs are as follows:

ClientFirst Technology Consulting	\$95,719
Technology Evaluation Center	\$155,000
Government Finance Officers Association	\$208,175

BUDGET IMPACT:

The City of High Point will use existing funds in the FY 2019-20 budget for the purchase of the contract.

RECOMMENDATION / ACTION REQUESTED:

The Department of Information Technology Services recommends approval of the contract and that the appropriate City official be authorized to execute all necessary documents.

CITY OF HIGH POINT

AGENDA ITEM



Title: Request Approval for New Construction & Renovations for New Police Department Headquarters

From: Randy McCaslin, Deputy City Manager

Meeting Date: 12/16/2019

Public Hearing: N/A

Advertising Date /

Advertised By: N/A

Attachments: Samet Corporation Itemized Statement of Cost

PURPOSE:

The City Council is requested to approve the itemized statement of the Samet Corporation for the new construction and renovations for the new Police Department Headquarters and Communications Center.

BACKGROUND:

At the March 18, 2019 City Council meeting, City Council approved a professional services agreement with Samet Corporation as the Construction Manager at Risk (CMAR) for the renovations and additions to the building located at 1730 Westchester Drive which will house the new High Point Police Department and Communications Center.

At this time, Council is being asked to approve an itemized statement of the Guaranteed Maximum Price (GMP) in the amount of \$19,299,561 (minus the early construction agreement approved by City Council on October 7, 2019 in the amount of \$5,017,482; for a net amount of \$14,149,734.00)

BUDGET IMPACT:

Funds are available in the annual budget, with approval of the General Capital Projects Ordinance on this project.

RECOMMENDATION / ACTION REQUESTED:

Council is requested to approve an agreement between the City of High Point and Samet Corporation (CMAR) in the amount of \$14,149,734.00 for Construction Services for the new High Point Police Department and Communications Center and authorize the appropriate city official to execute all necessary documents.

EXHIBIT A - AMENDMENT
Itemized Statement of the GMP
HP Police HQ - Project GMP

City of High Point
High Point Police Headquarters & 911 Call Center
Samet Project No.: 19-071

12/9/2019
Itemized GMP

ESTIMATED CONSTRUCTION COST**DIRECT COST**

General Conditions & General Requirements
General Conditions
General Requirements
Preconstruction Services including 4th Floor

AMOUNT

\$888,186
\$143,110
\$152,345

Construction Allowances:			Trade Package Award Status	Company	
BP1	01A	General Trades	Awarded	CB&H Contracting	\$147,000
BP2	01B	Final Cleaning	Bid	CB&H Contracting	\$11,000
BP1	02A	Selective Demolition	Awarded	DARI	\$157,260
BP1	03A	Concrete	Awarded	Procon Gileours Construcion	\$674,200
BP2	04A	Masonry	Bid	Davidson Steel Interior Wood Specialties	\$190,800
BP1	05A	Structural & Misc Steel	Awarded		\$1,182,600
BP2	06A	Millwork & Casework	Bid	Strickland	\$285,601
BP2	07A	Damproofing, Waterproofing & Joint Sealants	Bid	Allied	\$87,624
BP2	07B	TPO Membrane Roofing	In Negotiation	SAFE	\$184,183
BP2	07C	Applied Fireproofing	Bid	Martin Roofing	\$268,700
BP2	07D	Metal Panels	In Negotiation	HKS	\$710,820
BP2	08A	Doors, Frames, Hardware & Toilet Partitions	Bid	Quality Glass	\$353,109
BP2	08B	Storefront, Curtainwall & Glazing	Bid	OH Door Co	\$337,313
BP2	08C	Overhead & Coiling Doors	Bid	Shields	\$55,754
BP2	09A	Drywall, Metal Studs & Insulation	Bid	Shields	\$1,808,050
BP2	09B	Carpet, Resilient, Rubber Floor, VCT & LVT	Bid	Shields	\$315,983
BP2	09C	Hard Tile	Bid	Lomax Tile	\$108,739
BP2	09D	Painting	Bid	High Point Paint	\$279,482
BP2	09E	Access Flooring	Bid	Brock Services	\$31,629
BP2	12A	Window Treatment	Bid	Commonwealth	\$32,500
BP1	14A	Elevators	Awarded	Kone	\$241,919
BP2	21A	Fire Protection	Bid	Fire Sprinkler Service	\$276,328
BP2	22A	Plumbing	Bid	Performance Plumbing	\$530,350
BP2	23A	HVAC	Bid	Associated Heating & Air	\$2,645,218
BP2	26A	Electrical	Bid	Watson	\$2,917,218
BP1	31A	Site Prep / Storm / Paving	Awarded	Smith & Jennings	\$629,047
BP1	31B	Micropiles	Awarded	Hayward Baker	\$146,721
BP2	32A	Fencing	Bid	Fence Builders	\$182,605
BP2	32B	Landscaping	Bid	AccuCut	\$68,500
Quantitative Allowances:					
QA 03A	Concrete - Quantitative Allowances		Bid	NA	\$75,000
QA 05A	Steel - Quantitative Allowances		Bid	NA	\$50,000
QA 31A	Grading & Site Quantitative Allowances		Bid	NA	\$75,000

General Allowances:

10A	Metal Lockers	Allowance	\$64,234
10G	Evidence Storage Shelter	Allowance	\$90,570
10J	Awnings/Canopies	Allowance	\$4,100
10K	Wayfinding & Exterior Signage	Allowance	\$22,800
10L	Visual Display Surfaces	Allowance	\$6,800
11A	Kennel Equipment	Allowance	\$5,000
11B	Appliances	Allowance	\$37,361
14A	Existing Elevator - General Allowance	Allowance	\$10,000

Owner Allowances:

10F	High Density Storage	Allowance	\$175,179
26B	Security Card Access	Allowance	\$114,746
26C	Video Surveillance	Allowance	\$265,216
26D	Audio Visual	Allowance	\$291,000
14B	Vehicle Lifts	Allowance	\$8,000
11C	Evidence Processing Equipment	Allowance	\$50,000

Subcontractor Bonding Program	1.40% of	\$16,205,259	\$226,874
Construction Contingency	3.00% of	\$17,615,774	\$528,473

TOTAL "COST OF THE WORK"			\$ 18,144,247
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OTHER "COST OF THE WORK"

Insurance	0.59% of	\$ 19,299,561	\$113,867
Builder's Risk Insurance	0.14% of	\$ 19,299,561	\$27,019
Permit Fees - None Included			\$0
Warranty & Closeout Services	0.20% of	\$ 19,299,561	\$38,599
Performance & Payment Bond	0.75% of	\$ 19,299,561	\$144,747

TOTAL OTHER "COST OF THE WORK"			\$ 324,233
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TOTAL FEE	4.50% of	\$ 18,468,479	\$ 831,081.58
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COMBINED TOTAL GMP AMOUNT:	\$ 19,299,561
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LESS CURRENT CONTRACT AMOUNT FOR EARLY SITE & STRUCTURAL COMPONENT GMP	\$ 5,149,827
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TOTAL GMP CHANGE ORDER PCCO 01 AMOUNT	\$ 14,149,734
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Note: Above "GMP Component" Estimate Summary does not include any of the cost items depicted in the ASSUMPTIONS & CLARIFICATIONS.

CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution of Intent for a Voluntary Contiguous Annexation
Annexation 19-01 (Renaissance Road, Inc.)

From: Lee Burnette, Planning & Development
Director

Meeting Date: February 18, 2019

Public Hearing: No

Advertising Date: Not applicable

Advertised By: Not applicable

Attachments: A. Resolution of Intent for Annexation 19-01
B. Map of property proposed to be annexed

PURPOSE:

Approval of a Resolution of Intent that establishes a public hearing date to consider a voluntary contiguous annexation request.

BACKGROUND:

Resolution of Intent for Annexation 19-01 is enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

Staff requests City Council set a public hearing date of Monday, March 18, 2019, for this request.

PUBLISH ONCE: Friday, March 1, 2018

**RESOLUTION TO ESTABLISH A
PUBLIC HEARING DATE FOR
VOLUNTARY CONTIGUOUS ANNEXATION
(AN-19-01)**

WHEREAS, the City Council has been petitioned to annex the property of Renaissance Road, Inc. The proposed annexation site is approximately 4.9 acres, and lying along the north side of Harvey Road, approximately 700 feet west of Riverdale. The property is addressed as 5114 Harvey Road and also known as Guilford County Tax Parcel 0161150.

WHEREAS, the City Clerk is in receipt of said petition and has determined its sufficiency in accordance with G.S. 160A-31;

NOW, THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL establishes Monday, March 18, 2019, at 5:30 p.m., in the Council Chambers in the Municipal Building at 211 South Hamilton Street, High Point, North Carolina, as the date for the public hearing regarding the requested annexation.

Any interested party will be permitted to be heard at the public hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need a special accommodation, call (336) 883-3298 or the TDD# (336) 883-8517.

Following the public hearing, the City Council shall have authority to adopt an ordinance annexing the territory described in the petition. The City Council shall have authority to make the annexing ordinance effective immediately or on any specified date within six (6) months from date of passage of ordinance.

Further information pertaining to this request is available for public inspection upon request at the Planning and Development Department in the Municipal Office Building, 211 South Hamilton Street, Room 316, High Point, North Carolina, (336) 883-3328 or FAX (336) 883-3056.

By order of the City Council,
This the 18th day of February, 2019

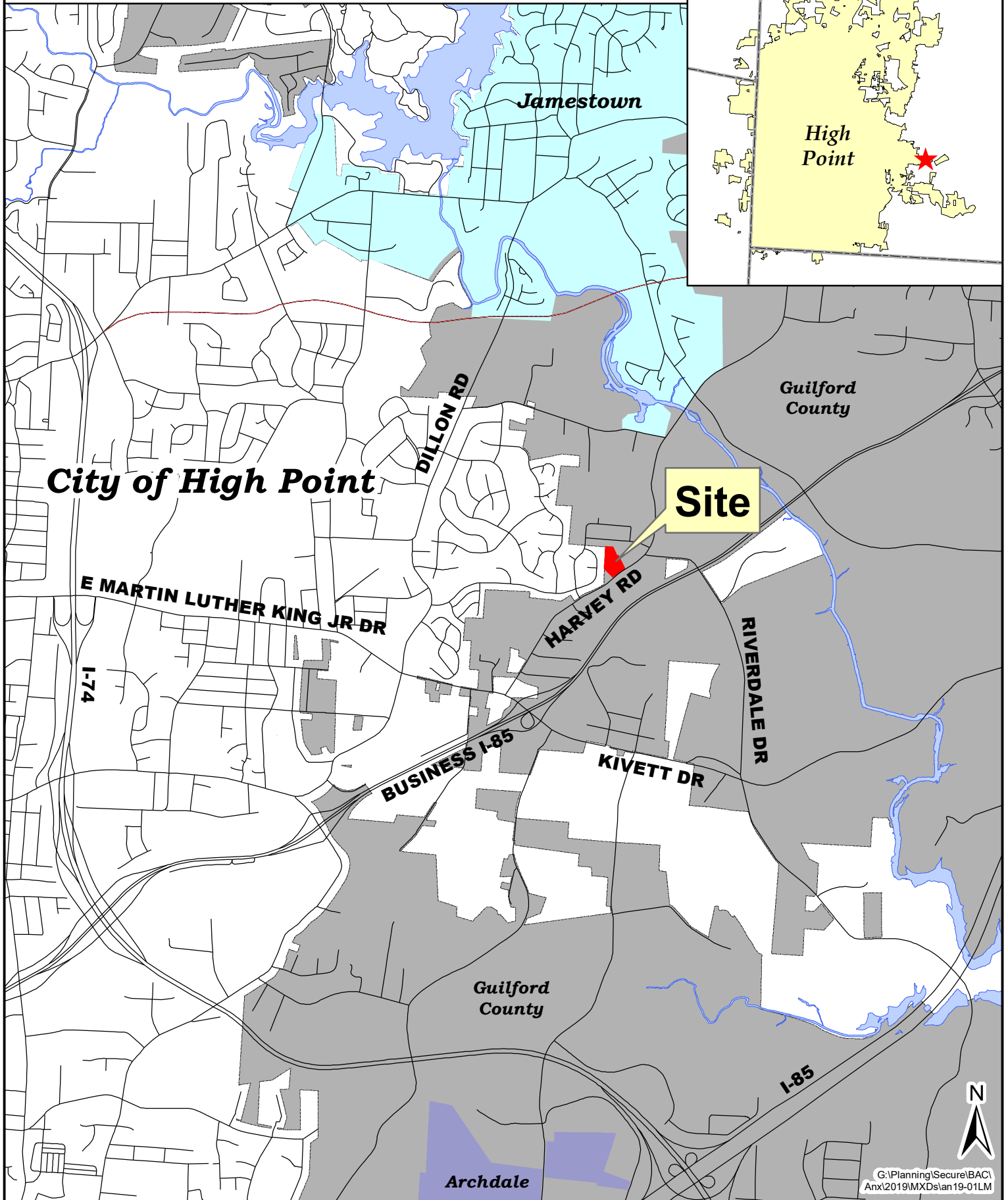
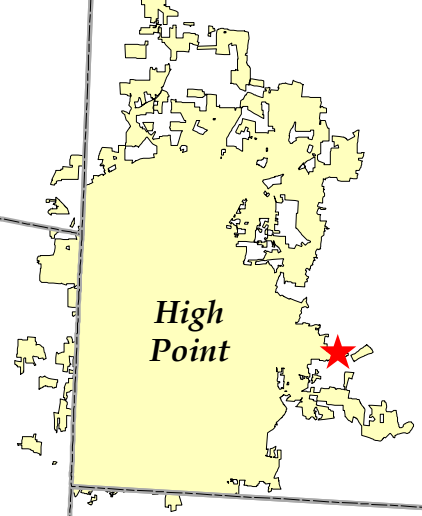
Lisa B. Vierling, City Clerk

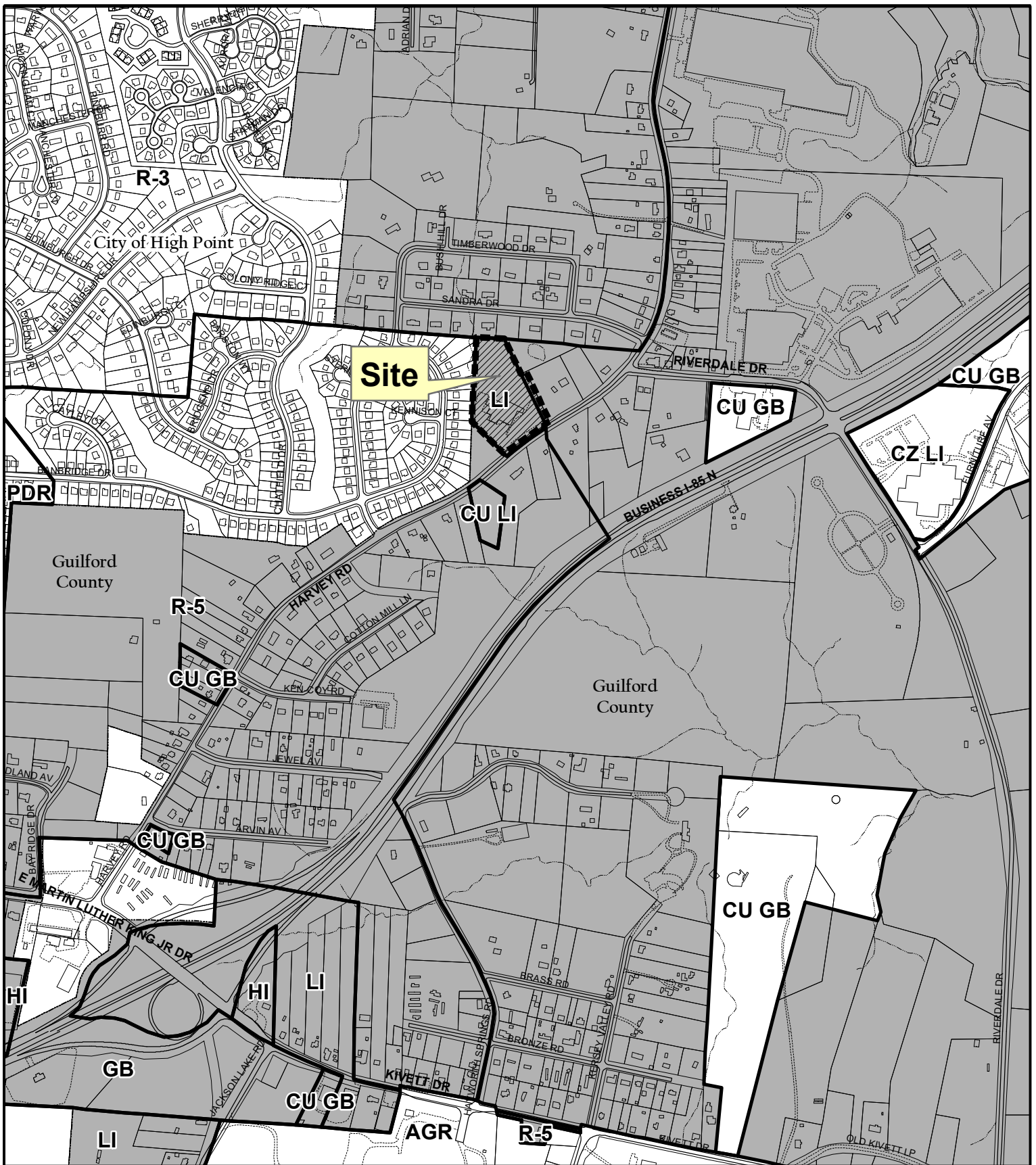
LOCATION MAP

ANNEXATION CASE: AN-19-01

Applicant: Renaissance Road Inc.

Vicinity Map





ANNEXATION REQUEST AN-19-01

Applicant: Renaissance Road Inc.
Area: 4.91 acres (approximate)

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

**Planning & Development
 Department**

City of High Point



Scale: 1"=800'

G:\Planning\Secure\BAC\Anx\2019\MXDs\an19-01

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
DECEMBER 10, 2019 – 3:30 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM**

MINUTES

Present (9):

Mayor Jay Wagner, Mayor Pro Tem Christopher Williams (Ward 2); Council Member Britt W. Moore (At Large); Council Member Tyrone E. Johnson (At Large); Council Member Cyril A. Jefferson (Ward 1); Council Member Monica L. Peters (Ward 3); Council Member S. Wesley Hudson (Ward 4); Council Member Victor A. Jones (Ward 5) [arrived at 3:37 p.m.]; and Council Member Michael A. Holmes (Ward 6)

Staff Present:

Randy McCaslin, Deputy City Manager; Greg Ferguson, Assistant City Manager; Eric Olmedo, Assistant City Manager; JoAnne Carlyle, City Attorney; Meghan Maguire, Assistant City Attorney; Mary Brooks, Deputy City Clerk, and Lisa Vierling, City Clerk

Others Present:

Bruce Ashley, Outside Legal Counsel, Fox Rothschild LLP

News Media Present:

Paul Johnson, *High Point Enterprise*

Mayor Wagner called the meeting to order at 3:30 p.m.

Council Member Moore moved to go into Closed Session pursuant to N.C. General Statute 143-318.11(a)(3) to preserve the attorney-client privilege. Mayor Pro Tem Williams made a second, which carried by a unanimous 8-0 vote. [Council Member Jones had not yet arrived when the vote to go into Closed Session was made]

Upon reconvening into Open Session at 3:59 p.m., Mayor Wagner announced there would be no action taken as a result of the Closed Session.

Prior to adjournment, Council Member Jefferson, mentioned the email he recently sent regarding appointments to the Citizens Advisory Council due to five vacancies and stressed how critical it was that these appointments be made as soon as possible because of the upcoming “public service” grants that require review by the CAC.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 4:00 p.m. upon motion duly made and seconded.

Respectfully Submitted,

Jay W. Wagner, Mayor

Attest:

Lisa B. Vierling, City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: Capital Project Ordinance Amendment

From: Bobby D. Fitzjohn, Financial Services Director

Meeting Date: December 16, 2019

Public Hearing: No

Advertising Date / N/A

Advertised By: -

Attachments: Budget Ordinance

PURPOSE:

A capital project ordinance amendment is needed to appropriate funding for proposed Municipal Facility renovation and construction.

BACKGROUND:

In conjunction with the approval of the High Point Police Headquarters GMP, a capital project amendment in the amount of \$18,700,000 is required to fund the remainder of the project. Series 2020 Limited Obligation Bonds will be issued in Spring 2020.

BUDGET IMPACT:

The construction and renovation of the facility will be funded by Series 2020 Limited Obligation Bond proceeds and will be repaid according to the debt service schedule that is established when the bonds are sold.

RECOMMENDATION / ACTIONS REQUESTED:

The Financial Services Department recommends and asks the Council to approve the budget amendment.

**“A CAPITAL PROJECT ORDINANCE AMENDMENT
OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE
POLICE DEPARTMENT HEADQUARTERS PROJECT**

Be it ordained by the City Council of the City of High Point, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The Project is for acquisition and renovation of a Municipal Facility. The project will serve the citizens of the City of High Point. The Project will be paid by proceeds from limited obligation bonds.

Section 2. The the following revenue is available to the City of High Point

Bond Proceeds	\$18,700,000
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Section 3. The following amounts are appropriated for the Project:

Facility Renovation and Preparation	\$18,700,000
-------------------------------------	--------------

Section 4. The Financial Services Director is hereby directed to maintain a Capital Project with sufficient detail accounting records to allow compliance with G.S. 159-28 Budgetary accounting for appropriations

Section 5. Copies of this capital project ordinance shall be made available to the City Manager and the Financial Services Director for direction in carrying out this project."

Adopted this 16th day of December 2019

Lisa B. Vierling, City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: Contract - North Main Street and Lexington Avenue Intersection and Utility Improvements

From: Terry Kuneff, Engineering Services

Meeting Date: December 16, 2019

Public Hearing: N/A

Advertising Date: October 18, 2019

Advertised By: Purchasing Division

Attachments: Vicinity Map and Plan Sheet

PURPOSE:

City Council is requested to award a construction contract for North Main Street and Lexington Avenue Intersection and Utility Improvements to Yates Construction Company, Inc. in the amount of \$2,042,266.50.

BACKGROUND:

The City of High Point secured funding through NCDOT to make pedestrian crossings and intersection improvements for the North Main Street and Lexington Avenue Intersection. The City will provide funding for water, sanitary sewer, and underground electric updates.

Contract was bid twice and received less than three bids each time. Current bids were opened on November 20, 2019 with the following two responsive bidders:

\$2,042,266.50	Yates Construction Company, Inc.
\$2,289,460.60	Sharpe Brothers, Inc.

The contractor can begin work following concurrence of award from NCDOT and the full contract document execution. The contractor will have 230 days to complete all contract construction work.

BUDGET IMPACT:

Funds are available through agreement(s) with NCDOT and funds from the City.

RECOMMENDATION / ACTION REQUESTED:

The Engineering Services Department requests City Council approval of award of contract to Yates Construction Company in the amount of \$2,042,266.50 for the North Main Street and Lexington Avenue Intersection and Utility Improvements.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Engineering Services**

COUNCIL AGENDA DATE: **December 16, 2019**

BID NO.: **10-112019** CONTRACT NO.: **2019-008** DATE OPENED: **Nov 20, 2019**

DESCRIPTION:

North Main Street and Lexington Avenue Intersection and Utility Improvements

PURPOSE:

Using NCDOT and City funding sources - improve pedestrian crossings, update public water, update public sanitary sewer, install underground electric duct bank, and pavement overlay.

COMMENTS:

The construction work on this contract will start January 2020 and continue until the beginning of the 2020 spring market. Work will cease, and pavement will be patched and marked to allow full traffic flow during the market. Construction work will resume after the spring market is over and will be completed July 2020.

RECOMMEND AWARD TO: **Yates Construction Co., Inc.** AMOUNT: **\$2,042,266.50**

JUSTIFICATION:

**Contract was bid twice and received less than three bids each time. Current bidders are:
Yates Construction Co., Inc. - \$2,042,266.50
Sharpe Brothers, Inc. - \$2,289,460.60**

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
411610	533701	411201010705	40202	\$734,006.50
421779	533701	421201031205	40202	\$398,903.00
421779	533701	421201031205	40202	\$298,863.00
631799	533701	631201024505	40202	\$610,494.00
TOTAL BUDGETED AMOUNT				\$2,042,266.50

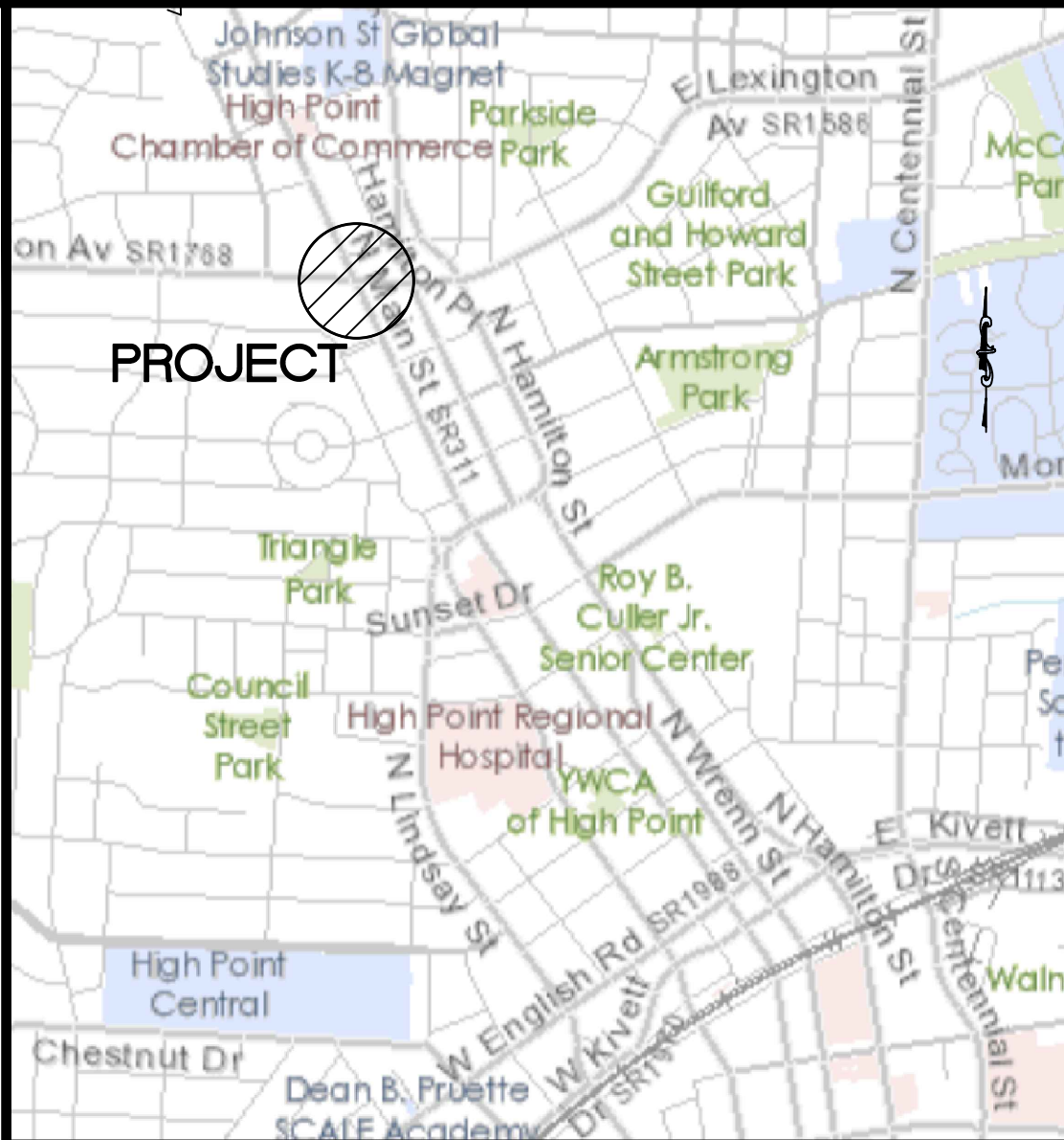
DEPARTMENT HEAD: **Terry Kuneff, P.E., CFM** Digitally signed by Terry Kuneff, P.E., CFM
DN: cn=Terry Kuneff, P.E., CFM, o=City of High Point, ou=Engineering
Services Department, email=terry.kuneff@highpointnc.gov, c=US
Date: 2019.12.04 08:20:48 -05'00' DATE: **12/4/2019**

The Purchasing Division concurs with recommendation submitted by the **Engineering** and recommends award to the lowest responsible, responsive bidder **Yates Construction Co. Inc** in the amount of \$ **2,042,266.50**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
Date: 2019.12.06 09:29:53 -05'00' DATE: **Dec 6, 2019**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn
Date: 2019.12.06 11:10:20 -05'00' DATE: **Dec 6, 2019**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
Date: 2019.12.06 11:43:52 -05'00' DATE: **Dec 6, 2019**



-- VICINITY MAP --

CITY OF HIGH POINT ENGINEERING SERVICES DEPARTMENT NORTH MAIN AT LEXINGTON INTERSECTION UNDERGROUND AND RESURFACING AND PEDESTRIAN PROJECT

CITY OF HIGH POINT: PROJECT NUMBER P00284

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
WBS ELEMENT 43250
CFDA # 20.205

TYPE OF WORK: - UNDERGROUND WATERLINES, REPLACE SANITARY SEWER,
SERVICE RENEWALS, TRAFFIC, RESURFACING AND ASSOCIATED CONSTRUCTION, UNDERGROUND DUCT WORK,
PEDESTRIAN CROSSWALK AND SIGNAL IMPROVEMENTS

INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
TITLE	TITLE SHEET
1	PLAN AND PROFILE
2	PLAN SHEET
3	GENERAL TRAFFIC CONTROL
3A	TRAFFIC CONTROL PHASING DETAILS
3B	TRAFFIC CONTROL - PHASE ONE (S)
3C	TRAFFIC CONTROL - PHASE ONE (N)
3D	TRAFFIC CONTROL - PHASE TWO (S)
3E	TRAFFIC CONTROL - PHASE TWO (N)
	TRAFFIC CONTROL - PHASE THREE
	NOTE IS ON SHEETS 3B - 3E
4	PAVING AND MILLING LIMITS SHEET
5	ELECTRIC UNDERGROUND EXHIBIT
5A	ELECTRIC UNDERGROUND DETAILS
6	CURB RAMP DETAILS: MODIFIED 2A, TYPE 2B DIRECTIONAL CURB RAMP, STANDARD SAFETY HANDRAIL, CURB RAMP DETAIL NCDOT STD 848.06
6A	ROADWAY IMPROVEMENTS
RC-1	ROADWAY IMPROVEMENTS
RC2 -RC5	CURB RAMP DETAILS

(All of the concrete curb and gutter that is damaged will be replaced with new concrete curb and gutter.)

PROJECT LENGTH

PROJECT = 500 LF +/-

CONTRACT NO. ENG-2019-006

BID DATE: XX-XX-2019

*BID DATE IS TO BE DETERMINED AFTER NCDOT APPROVAL

GRAPHIC SCALE

PLANS



(IN FEET)
1 inch = 20 ft.

PLANS



(IN FEET)
1 inch = 30 ft.

PROFILE HORIZONTAL



(IN FEET)
1 inch = 20 ft.

PROFILE VERTICAL



(IN FEET)
1 inch = 4 ft.



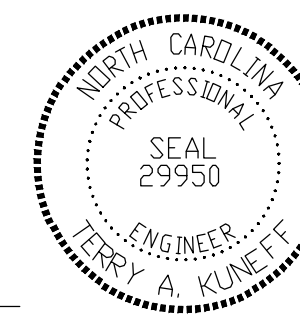
CALL 48 HOURS BEFORE YOU DIG
1-800-632-4949
OFFICE HOURS 7 A.M. TO 7 P.M.
(EXCLUDING WEEKENDS AND HOLIDAYS)

NORTH CAROLINA DEPT. OF TRANSPORTATION, JULY 2018
STANDARD SPECIFICATIONS AND DRAWINGS

CITY OF HIGH POINT, STANDARD SPECIFICATIONS AND DETAILS
FOR ROADS, STRUCTURES AND UTILITIES, (LATEST EDITION)

CITY OF HIGH POINT
PROJECT DESIGN ENGINEER

SIGNATURE DATE



LEGEND

EXISTING	PROPOSED	
		FIRE HYDRANT
		WATER VALVE
		WATER METER
		SEWER CLEANOUT
		EXISTING IRON PIPE
		PERMANENT DRAINAGE EASEMENT
		WATERLINE WITH VALVE MH
		SANITARY SEWER WITH MH
		PROPOSED DITCH
		EXISTING DITCH
		PROPERTY LINE
		TEMPORARY EASEMENT
		CUT - FILL LINE
		RIGHT OF WAY
		TYPE "B" CATCH BASIN
		GRATED INLET
		YARD INLET
		TYPE "A" CATCH BASIN
		DRAINAGE MANHOLE
		GAS VALVE
		CURB & GUTTER
		FENCE
		WOODS LINE
		POWER POLE
		TELEPHONE POLE WITH GUY
		KEYSTONE RETAINING WALL
		EDGE PAVEMENT
		GUARDRAIL
		CENTERLINE
		ROW PARCEL NUMBER
		CABLE TV PEDESTAL
		TELEPHONE PEDESTAL
		DRAINAGE STRUCTURE NUMBER
		EXISTING WELL
		PROP. WHEEL CHAIR RAMP
		EXISTING TREE
		REMOVE EXISTING TREE
		EXISTING SIGN



PLANS PREPARED BY:

CITY OF HIGH POINT
ENGINEERING SERVICES DEPARTMENT
HIGH POINT, N.C. 27261
STANDARD SPECIFICATIONS:

CITY OF HIGH POINT

AGENDA ITEM

**Title: Authorization and Approval for Architectural Services****From:** Jeffrey A Moore, Financial Services Director**Meeting Date:** January 16, 2018**Public Hearing:** No**Advertising Date /** 10/11/2017**Advertised By:** Purchasing**Attachments:** Recommendation / Summary Memo

PURPOSE:

The Financial Services Department recommends that the City Council approve the selection of six (6) Architectural and Design Firms to provide such services for City departments on an as needed basis through master agreements.

BACKGROUND:

On November 8, 2017, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered in to with the selected Consultant(s) to supply services in the following areas of work: basic architecture; landscape architecture; interior design; planning; structural; mechanical, civil; electrical services; and or surveying; consultations; presentations or related services incidental thereto. Tasks to be performed under this Agreement will be assigned by a Scope of Services Supplemental Agreement ("Supplemental Agreement"). Department personnel will have the opportunity to select from the master list the Consultant best qualified to perform individual projects. Fees will be negotiated with the selected Consultant after which a Supplemental Agreement will be prepared for the project.

Proposals were received from eleven (11) qualified Firms/Consultants. A selection committee comprised of staff from Purchasing, Facilities Services, Community Development and the Library reviewed the proposals and determined that six (6) Firms/Consultants were qualified to perform the required services. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements be entered into with the following Firms/Consultants:

ADW, Clark Patterson Lee, Creech & Associates, HH, McAdams and Wright

BUDGET IMPACT:

No additional impact. Funds are budgeted annually as well as in capital project ordinances when adopted.

RECOMMENDATION / ACTIONS REQUESTED:

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for architectural services with ADW, Clark Patterson Lee, Creech & Associates, HH, McAdams and Wright



RFQ RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Financial Services / Purchasing

COUNCIL AGENDA DATE: January 16, 2018

RFQ NO.: RFQ 21-110817

DATE OPENED: Nov. 8, 2017

DESCRIPTION:

On-Call Architectural and Design Services - Award to following six (6) Firms: ADW, Clark Patterson Lee, Creech & Associates, HH, McAdams and Wright.

PURPOSE:

On November 8, 2017, proposals were received from qualified Firms to provide professional architectural services to support various City departments on an on-call basis. A Master Agreement will be entered into with the selected Firm(s) to provide architectural and design services.

COMMENTS:

Proposals were received from eleven (11) qualified Firms. A selection committee comprised of staff from Purchasing, Facility Services, Community Development and the Library reviewed and evaluated the proposals and determined that six (6) Firms were the best qualified and the best fit for the City to perform the required services.

RECOMMEND AWARD TO: Six (6) Firms Listed Above

AMOUNT:

JUSTIFICATION:

To retain firms on an "On-Call" basis to expedite needed services for the City departments based on a master agreement whereas supplementals will be utilized off of said master agreements to have such services completed in a timely manner without having to bid and/or advertise on every situation.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
Various				
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:

Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US
Date: 2018.01.04 09:17:03 -05'00'

DATE:

The Purchasing Division concurs with recommendation submitted by the Financial Svcs Dept and recommends award to Six Firms in the amount of \$0.00.

PURCHASING MANAGER: Erik Conti

Digitally signed by Erik Conti
DN: cn=Erik Conti, o, ou,
email=erik.conti@highpointnc.gov, c=US
Date: 2017.12.28 14:59:50 -05'00'

DATE:

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR:

Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US
Date: 2018.01.04 09:18:12 -05'00'

DATE:

CITY MANAGER: Greg Demko

Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US
Date: 2018.01.04 10:36:51 -05'00'

DATE:

Financial Services

Purchasing Division

ERIK CONTI,
PURCHASING MANAGER



DATE: December 28, 2017

TO: Jeff Moore, Financial Services Director

FROM: Erik Conti, Purchasing Manager

SUBJECT: **RFQ 21-110817** - On-Call Architectural & Design Services

Please consider the following item for the January 16, 2018 Council Agenda:

On November 8, 2017, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered in to with the selected Consultant(s) to supply services in the following areas of work: basic architecture; landscape architecture; interior design; planning; structural; mechanical, civil; electrical services; and or surveying; consultations; presentations or related services incidental thereto. Tasks to be performed under this Agreement will be assigned by a Scope of Services Supplemental Agreement ("Supplemental Agreement"). Department personnel will have the opportunity to select from the master list the Consultant best qualified to perform individual projects. Fees will be negotiated with the selected Consultant after which a Supplemental Agreement will be prepared for the project.

Proposals were received from seven (11) qualified Firms/Consultants. A selection committee comprised of staff from Purchasing, Facilities Services, Community Development and the Library reviewed the proposals and determined that six (6) Firms/Consultants were qualified to perform the required services. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements be entered into with the following Firms/Consultants:

ADW Architects
2815 Coliseum Centre Drive, Suite 500
Charlotte, NC 28217

Clark Patterson Lee
328 East Market Street
Greensboro, NC 27401

Creech & Associates
1000 West Morehead Street, Suite 120
Charlotte, NC 28203

HH Architecture, P.A.
3101 Industrial Drive, Suite 100
Raleigh, NC 27609

McAdams
2905 Meridian Parkway
Durham, NC 27713

Wright Architecture, P.A.
201 Buttercup Dr.
Jamestown, NC 27282

Entering in to a Master Agreement does not guarantee a consultant that its professional services will be required. Also the City retains the right to issue future Request for Qualifications as needed, and to solicit responses from consultants not selected to perform under the Master Agreement(s).

The period for these Agreement(s) is for five (5) years. The RFQ also allowed for the City to renew its Request for Statement of Qualifications for On-Call Consultants following the five-year period, as necessary.

Erik Conti, CLGPO
Purchasing Manager
City of High Point, North Carolina
erik.conti@highpointnc.gov
(336) 883-3222

CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution of Intent for a Voluntary Noncontiguous Annexation
Annexation 19-12 (*Triad Industrial Partners III, LLC*)

From: Lee Burnette, Planning & Development
Director

Meeting Date: December 16, 2019

Public Hearing: No

Advertising Date: Not applicable

Advertised By: Not applicable

Attachments: A. Resolution of Intent for Annexation 19-12
B. Map of property proposed to be annexed

PURPOSE:

Approval of a Resolution of Intent that establishes a public hearing date to consider a voluntary contiguous annexation request.

BACKGROUND:

Resolution of Intent for Annexation 19-12 is enclosed.

BUDGET IMPACT:

With the exception of water and sewer, municipal services will be available upon the effective date of annexation. Water and sewer will be available in accordance with City policy.

RECOMMENDATION / ACTION REQUESTED:

Staff requests City Council set a public hearing date of Tuesday, January 21, 2020, for this request.

PUBLISH ONCE: Friday, January 3, 2020

**RESOLUTION TO ESTABLISH A
PUBLIC HEARING DATE FOR
VOLUNTARY NON-CONTIGUOUS ANNEXATION
(AN-19-12)**

WHEREAS, the City Council has been petitioned to annex the property of Triad Industrial Partners III, LLC. The proposed annexation site is approximately 31.15 acres and located along the north side of Gallimore Dairy Road, approximately 3,000 feet west of Pegg Road. The site is addressed as 780 and 800 Gallimore Dairy Road and is also known as Guilford County Tax Parcels 169780 and 169762.

WHEREAS, the City Clerk is in receipt of said petition and has determined its sufficiency in accordance with G.S. 160A-58.2;

NOW, THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL establishes Tuesday, January 21, 2020, at 5:30 p.m., in the Council Chambers in the Municipal Building at 211 South Hamilton Street, High Point, North Carolina, as the date for the public hearing regarding the requested annexation.

Any interested party will be permitted to be heard at the public hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need special accommodations, please call (336) 883-3328 or 711 for the Telecommunications Relay Service.

Following the public hearing, the City Council shall have authority to adopt an ordinance annexing the territory described in the petition. The City Council shall have authority to make the annexing ordinance effective immediately or on any specified date within six (6) months from date of passage of ordinance.

Further information pertaining to this request is available for public inspection upon request at the Planning and Development Department in the Municipal Office Building, 211 South Hamilton Street, Room 316, High Point, North Carolina, (336) 883-3328.

By order of the City Council,
This the 16th day of December, 2019

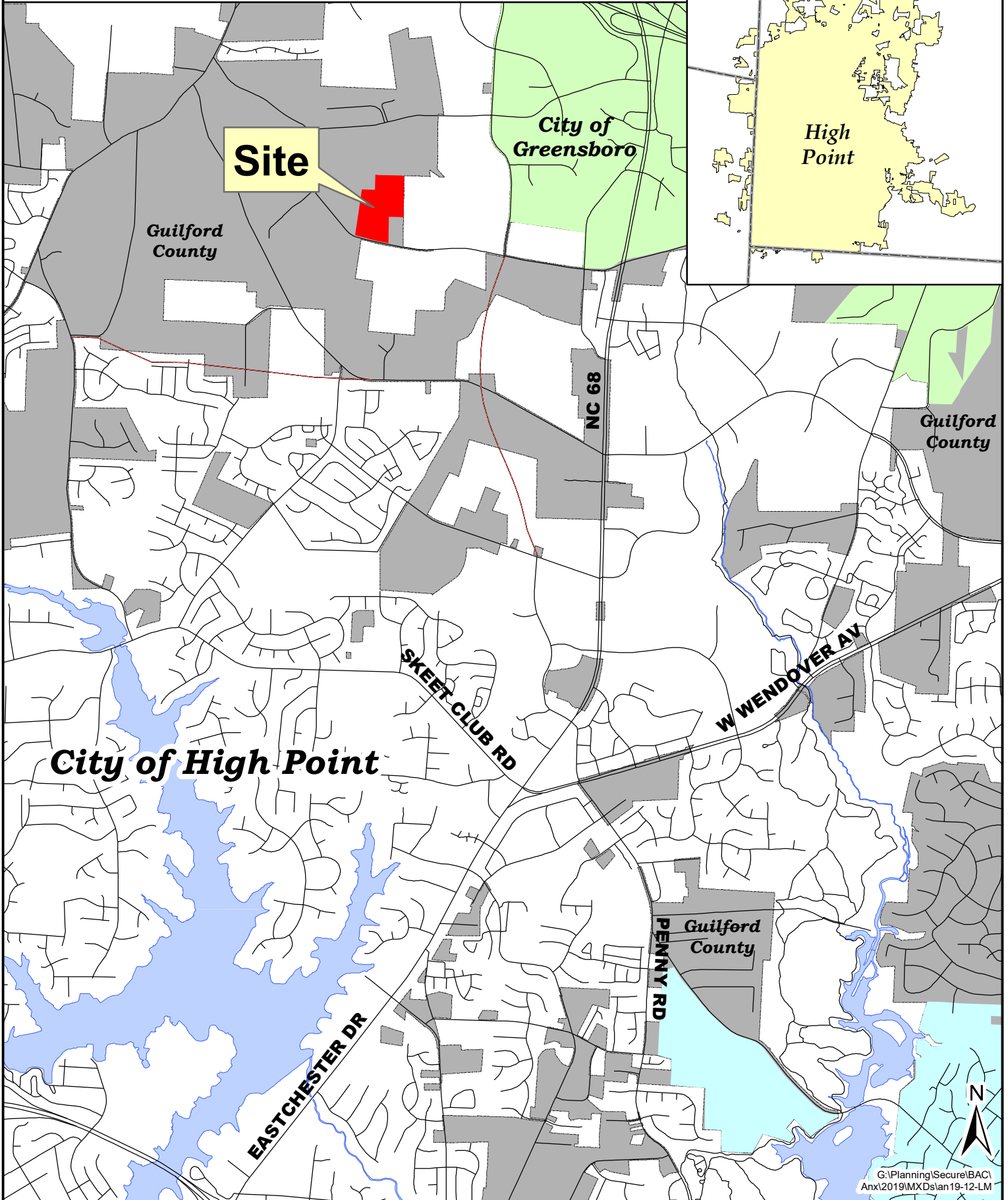
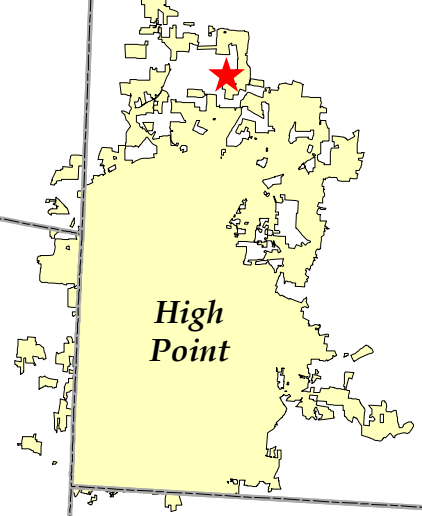
Lisa B. Vierling, City Clerk

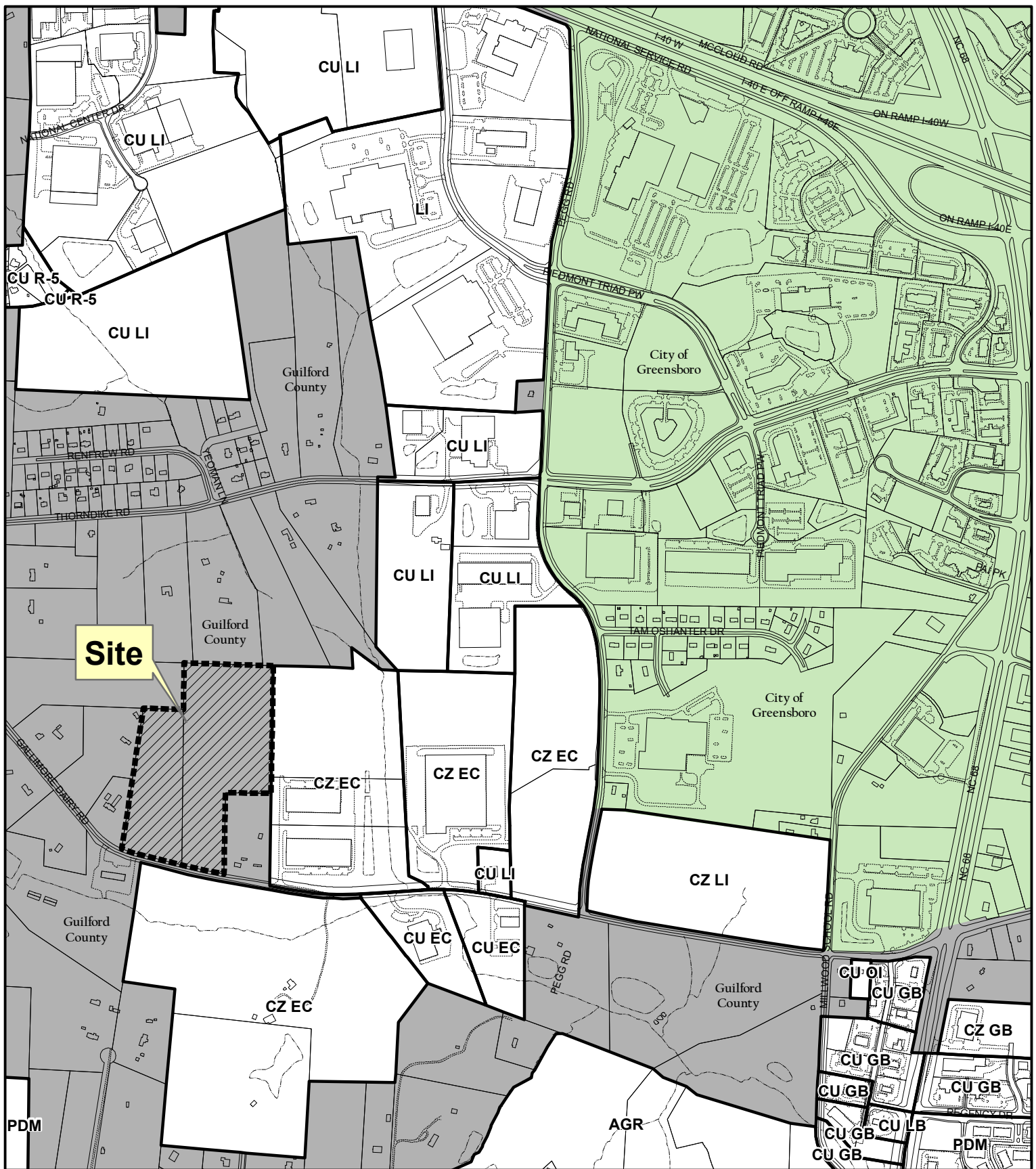
LOCATION MAP

ANNEXATION CASE: AN-19-12

Applicant: TRIAD INDUSTRIAL PARTNERS III LLC

Vicinity Map





ANNEXATION REQUEST: AN-19-12

Applicant: Triad Industrial Partners III LLC
Area: 31.15 acres (approximate)

Existing Zoning Boundary —————
Subject Property Boundary - - - - -

**Planning & Development
 Department**

City of High Point



Scale: 1"=1,000'

G:\Planning\Secure\BAC\ANI2019\MXD\an19-12

CITY OF HIGH POINT

AGENDA ITEM



Title: Reappointment – Guilford County/City Insurance Advisory Committee

From: City Clerk's Office

Meeting Date: December 16, 2019

Public Hearing: N/A

Advertising Date / N/A

Advertised By:

Attachments: none

PURPOSE:

To confirm the reappointment of Lynwood Roach on the Guilford County/City Insurance Advisory Committee.

BACKGROUND:

Mayor Wagner is recommending the reappointment of Lynwood Roach on the Guilford County/City Insurance Advisory Committee. Appointment will be effective immediately and will expire December 21, 2022.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to confirm the reappointment of Lynwood Roach on the Guilford County/City Insurance Advisory Committee.

In accordance with NCGS 160A-382, I consent to these conditions being incorporated into the Conditional Zoning Ordinance.

(sign by property owner or petitioner/applicant)

AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on November 12, 2019 and before the City Council of the City of High Point on December 16, 2019 regarding **Zoning Map Amendment Case 19-23 (ZA-19-23)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on November 3, 2019, for the Planning and Zoning Commission public hearing and on December 4, 2019 and December 11, 2019, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on **December 16, 2019.**

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1

That the Official Zoning Map of the City of High Point be amended to establish the following described area as a: **Conditional Zoning Office Institutional (OI) District.** The parcel is approximately 6.3-acres and located along the south side of Skeet Club Road, opposite Fountain Grove Drive (1564 and 1568 Skeet Club Road). The property is also known as Guilford County Tax Parcel 204626.

SECTION 2

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

Part I. **USES:**

A. **Permitted Principal Uses**

Only the following principal uses, as permitted in the Office Institutional (OI) District, shall be permitted subject to the development and dimensional requirements of the OI District and the specific conditions listed in this ordinance.

1. All principal uses authorized under the “Residential Use Classification” as listed in Principal Use Table 4.1.9 of the Development Ordinance, except as prohibited below in Part I. B (Prohibited Uses).
2. All principal uses authorized under the “Institutional Use Classification” as listed in Principal Use Table 4.1.9 of the Development Ordinance, except as prohibited below in Part I. B (Prohibited Uses).
3. Major and Minor Office use types authorized under the “Commercial Use Classification” as listed in Principal Use Table 4.1.9 of the Development Ordinance.

B. Prohibited Uses:

1. Multifamily dwelling use type.
2. Single family attached dwelling use type with more than two attached dwelling units per structure.
3. All uses under the Group Living Use category.
4. Park and ride facility use type.
5. Communication or broadcasting facilities use type.

Part II. CONDITIONS:

A. Development and Dimensional Requirements.

1. Building Setbacks:

A minimum forty (40) foot building setback shall be required where the zoning site abuts a parcel developed with a single family detached dwelling.

B. Landscaping, Buffers and Screening.

A Type B Perimeter Landscape Yard is required where the zoning site abuts a parcel developed with a single family detached dwelling.

C. Transportation Conditions.

1. Vehicular Access: The property shall be permitted to have no more than two (2) points of vehicular access to Skeet Club Road. Vehicular access to the Lakeland Point right-of-way shall be prohibited. The rezoning site shall also have internal vehicular access to the parcel to the northwest (Guilford County Tax Parcel 204663).

2. Other Transportation Conditions: The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points and improvements.

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with this conditional zoning district and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans that are required to be approved by the City of High Point.

SECTION 4

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 5

That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6.

This ordinance shall become effective upon the date of adoption.

Adopted by the City Council
City of High Point, North Carolina
The 16th day of December, 2019

By: _____

Jay W. Wagner, Mayor

ATTEST:

Lisa B. Vierling, City Clerk



PUBLISH ONCE: Friday, January 3, 2020

**RESOLUTION TO ESTABLISH A
PUBLIC HEARING DATE FOR
VOLUNTARY NON-CONTIGUOUS ANNEXATION
(AN-19-12)**

WHEREAS, the City Council has been petitioned to annex the property of Triad Industrial Partners III, LLC. The proposed annexation site is approximately 31.15 acres and located along the north side of Gallimore Dairy Road, approximately 3,000 feet west of Pegg Road. The site is addressed as 780 and 800 Gallimore Dairy Road and is also known as Guilford County Tax Parcels 169780 and 169762.

WHEREAS, the City Clerk is in receipt of said petition and has determined its sufficiency in accordance with G.S. 160A-58.2;

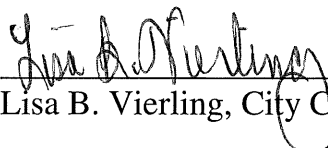
NOW, THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL establishes Tuesday, January 21, 2020, at 5:30 p.m., in the Council Chambers in the Municipal Building at 211 South Hamilton Street, High Point, North Carolina, as the date for the public hearing regarding the requested annexation.

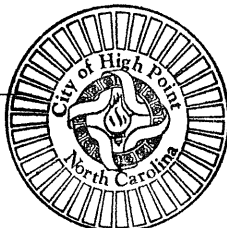
Any interested party will be permitted to be heard at the public hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need special accommodations, please call (336) 883-3328 or 711 for the Telecommunications Relay Service.

Following the public hearing, the City Council shall have authority to adopt an ordinance annexing the territory described in the petition. The City Council shall have authority to make the annexing ordinance effective immediately or on any specified date within six (6) months from date of passage of ordinance.

Further information pertaining to this request is available for public inspection upon request at the Planning and Development Department in the Municipal Office Building, 211 South Hamilton Street, Room 316, High Point, North Carolina, (336) 883-3328.

By order of the City Council,
This the 16th day of December, 2019


Lisa B. Vierling, City Clerk



**HIGH POINT CITY COUNCIL
REGULAR MEETING
DECEMBER 2, 2019 – 5:30 P.M.
COUNCIL CHAMBERS – HIGH POINT MUNICIPAL BUILDING**

ROLL CALL, PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mayor Wagner called the meeting to order at 5:30 p.m. The Pledge of Allegiance followed a Moment of Silence.

*Upon call of the roll, the following Council Members were **Present (9)**:*

Mayor Jay W. Wagner, Mayor Pro Tem Jason P. Ewing (Ward 6); Council Member Donald A. Scarborough (At Large), Council Member Britt W. Moore (At Large), Council Member Jeffrey J. Golden (Ward 1), Council Member Christopher Williams (Ward 2), Council Member Monica L. Peters (Ward 3), Council Member S. Wesley Hudson (Ward 4), and Council Member Victor A. Jones (Ward 5)

GENERAL BUSINESS AGENDA

2019-519 Acknowledge Receipt of Abstract of Votes - High Point Municipal Election

A motion was made by Mayor Wagner, seconded by Council Member Moore, to acknowledge receipt of the Abstract of Votes for the High Point Municipal Election held on Tuesday, November 5, 2019. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Ewing, Council Member Moore, Council Member Scarborough, Council Member Golden, Council Member Williams, Council Member Peters, Council Member Hudson, and Council Member Jones

2019-528 Acknowledge Receipt of Certificate of Canvass for the Bond Referendum held on November 5, 2019

A motion was made by Mayor Wagner, seconded by Council Member Golden, to acknowledge receipt of the Certificates of Canvass for the Bond Referendum held on Tuesday, November 5, 2019. The motion carried by the following unanimous 9-0 vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Ewing, Council Member Moore, Council Member Scarborough, Council Member Golden, Council Member Williams, Council Member Peters, Council Member Hudson, and Council Member Jones

2019-520 Minutes To Be Approved

Finance Committee; Thursday, November 14 @ 4:00 p.m.

Manager's Briefing; Monday, November 18 @ 4:30 p.m.

Regular Meeting; Monday, November 18 @ 5:30 p.m.

Special Meeting (Joint Meeting between the Greensboro City Council and High Point City Council); Thursday, November 21 @ 3:30 p.m.

A motion was made by Mayor Pro Tem Ewing, seconded by Council Member Moore, that the preceding minutes be approved as submitted. The motion carried by the following unanimous 9-0 vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Ewing, Council Member Moore, Council Member Scarborough, Council Member Golden, Council Member Williams, Council Member Peters, Council Member Hudson, and Council Member Jones

2019-521 Approval of Closed Session Minutes of City Council

Minutes to be Approved and Unsealed

January 16, 2018 (1 of 2) (attorney-client privilege)
February 5, 2018 (economic development)
February 19, 2018 (1 of 2) (attorney-client privilege)
February 21, 2018 (economic development)
June 18, 2018 (3 of 3) (attorney-client privilege)
July 16, 2018 (3 of 3) (economic development)
October 1, 2018 (3 of 3) (attorney-client privilege)
November 19, 2018 (1 of 3) (economic development)
January 7, 2019 (1 of 2) (economic development)
January 7, 2019 (2 of 2) (economic development)
April 1, 2019 (1 of 2) (economic development)
April 15, 2019 (economic development)
July 15, 2019 (2 of 6) (attorney-client privilege)
July 15, 2019 (4 of 6) (economic development)
September 16, 2019 (1 of 3) (economic development)
October 7, 2019 (2 of 3) (economic development)

Minutes to be Approved, but Sealed and not released until it no longer frustrates the purpose

December 6, 2017 (to prevent disclosure of privileged information)
January 16, 2018 (2 of 2) (attorney-client privilege)
February 19, 2018 (2 of 2) (attorney-client privilege)
March 7, 2018 (attorney-client privilege)
March 19, 2018 (1 of 2) (to prevent the disclosure of privileged information)
March 19, 2018 (2 of 2) (to prevent the disclosure of privileged information)
May 7, 2018 (attorney-client privilege)
May 21, 2018 (property acquisition)
June 4, 2018 (1 of 3) (attorney-client privilege)
June 18, 2018 (1 of 3) (attorney client privilege)
June 18, 2018 (2 of 3) (attorney-client privilege)
July 5, 2018 (attorney-client privilege)
July 16, 2018 (1 of 3) (attorney-client privilege)
July 16, 2018 (2 of 3) (attorney-client privilege)
September 17, 2018 (1 of 3) (attorney-client privilege)
September 17, 2018 (2 of 3) (attorney-client privilege)
September 17, 2018 (3 of 3) (attorney-client privilege)

October 1, 2018 (1 of 3) (attorney-client privilege)
November 5, 2018 (attorney-client privilege)
November 19, 2018 (2 of 3) (attorney-client privilege)
December 3, 2018 (attorney-client privilege)
December 17, 2018 (1 of 3) (attorney-client privilege)
December 17, 2018 (2 of 3) (attorney-client privilege)
January 14, 2019 (attorney-client privilege)
January 23, 2019 (1 of 2) (attorney-client privilege)
January 23, 2019 (2 of 2) (attorney-client privilege)
March 4, 2019 (1 of 3) (attorney-client privilege)
March 4, 2019 (2 of 3) (attorney-client privilege)
March 18, 2019 (1 of 4) (economic development)
March 18, 2019 (2 of 4) (attorney-client privilege)
March 18, 2019 (3 of 4) (attorney-client privilege)
April 1, 2019 (2 of 2) (economic development)
April 10, 2019 (attorney-client privilege)
May 6, 2019 (attorney-client privilege)
July 15, 2019 (1 of 6) (attorney-client privilege)
July 15, 2019 (3 of 6) (attorney-client privilege)
July 15, 2019 (5 of 6) (economic development)
August 5, 2019 (1 of 3) (attorney-client privilege)
August 5, 2019 (2 of 3) (attorney-client privilege)
August 19, 2019 (attorney-client privilege)
September 16, 2019 (2 of 3) (economic development)
September 16, 2019 (3 of 3) (attorney-client privilege)
October 7, 2019 (1 of 3) (economic development)
October 7, 2019 (3 of 3) (attorney-client privilege)
November 18, 2019 (attorney-client privilege)

Minutes to be Approved, and Permanently Sealed

November 20, 2017 (personnel)
April 11, 2018 (personnel)
April 18, 2018 (personnel)
August 9, 2018 (1 of 2) (personnel)
August 9, 2018 (2 of 2) (personnel)
October 1, 2018 (2 of 3) (personnel)
November 1, 2018 (personnel)
November 5, 2018 (personnel)
November 19, 2018 (3 of 3) (personnel)
December 17, 2018 (3 of 3) (personnel)
February 18, 2019 (personnel)
March 4, 2019 (3 of 3) (personnel)
March 18, 2019 (4 of 4) (personnel)
June 17, 2019 (personnel)
July 15, 2019 (6 of 6) (personnel)
August 5, 2019 (3 of 3) (personnel)

A motion was made by Council Member Jones, seconded by Mayor Pro Tem Ewing, to approve the preceding Closed Session minutes according to the actions indicated. The motion carried by the following unanimous 9-0 vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Ewing, Council Member Moore, Council Member Scarborough, Council Member Golden, Council Member Williams, Council Member Peters, Council Member Hudson, and Council Member Jones

PRESENTATION OF RESOLUTIONS OF APPRECIATION

Mayor Wagner recognized the Council Members that would be completing their terms tonight.

He read resolutions into the record for outgoing Council Member Donald A. Scarborough (At Large); Jeffrey J. Golden (Ward 1); and Jason P. Ewing (Ward 6).

[applause, standing ovation; photo op followed]

Following the presentation of the resolutions to the outgoing Council Members, Mayor Wagner provided an opportunity to the outgoing Council Members for remarks.

REMARKS FROM OUTGOING COUNCILMEMBERS

Outgoing Council Member Scarborough: *High Point was a start over city for me and my son. I grew up in Asheville. I moved to Brevard and got married and along the way, my wife died of breast cancer. After, you know, a fight that lasted over four years. The boys, you know, were 10 and 15 at the time. We had an opportunity to come here because Dr. Martison was here and all of the guys who were at Brevard when I was there came here. It's been a wonderful start over place, a wonderful home, a wonderful place to be with the people that we've met here who have been with us. Most of my boys married girls that they met here and they've given me now a grandbaby who is just down the road from here. But, it's a wonderful city. You know, we all too often look at all the things that are wrong with the city, which we need to do so we can fix, but we tend to somehow forget all of the wonderful things that happened in this city for us as individuals and us as a group. I'm so proud to have been a part of this particular group of people at this particular time and the ladies and gentlemen down here who, without them we wouldn't be able to do anything. But, it's been a wonderful time. I think High Point is ready to explode in very positive ways and I hope that the Council that follows, not only this time but the next time or the next time, keeps that momentum going the way I saw it go from where it was to where it is. I'd like to see where it could be. Thank you so much for giving me the opportunity to be here. Thank you so much for educating my sons, both in high school and at High Point University. And thank you for being friends with me, my boys, and each other. You're wonderful people and I'm glad to be a part of you. Thank you.*

[applause]

Outgoing Council Member Golden: *I'm not going to be long at all. I just wanted to thank everybody, who over the years have supported me and gave me their vote, gave me that vote of confidence to go out and try to make some things happen that, you know, I said I would do*

as I was out on the campaign trail. I hope that I fulfilled enough of them where you guys feel like I did you some justice. I also want to thank this particular Council for the work that we've been able to do, especially for the last four to five years. We've set some high goals and we've reached quite a few of them. So, I'm proud to have been a part of that. I want to thank staff for keeping us up-to-speed and sharing information with us so that we could make decisions that would, you know, benefit the city of High Point. So, as I go out, I just want to say, once again, thank you all for supporting me.

[applause]

Outgoing Council Member Ewing: *It's been an honor to serve the people of High Point over the past seven years. As I've reflected over that time, I recall a lot of meetings and probably thousands of agenda items passed and discussed. I can recall many tight budget decisions that were made so that we could maintain a competitive property tax but still provide quality services. We've had a lot of steep challenges. In my second year on Council, we were faced with a retiring city manager. After dozens of interviews and work sessions that the Council and our consultant went through, we identified Greg Demko as our top candidate. One of Greg's first council-directed priorities was to fix the issues that High Point had become known for in the permitting and inspections departments. If you would have Googled up High Point then, you would have most likely seen complaints about our level of business friendliness. That was probably one of my proudest accomplishments during the last seven years that we were able to completely change that thought. Under the direction of Mayor Bencini, we created a strategic plan that would guide our Council and staff for the next four years. We moved our key initiatives forward at an impressive speed. And, to our peer cities, they watched us go by like gazelles running past. We flew past so many of our peer cities. In my opinion and experience, for the next Council, in order for a body of government such as this to be productive and successful, there has to be cohesiveness amongst its members. It's been an honor to work alongside the lady and gentlemen at this dais. Additionally, from previous Councils I've served with, we haven't always agreed, but we've made compromises along the way to ensure the vision of High Point becomes closer to being achieved. My hope for the nine that will sit in these chairs for the next four years is that they will work collaboratively toward strategic goals that will continue to move the city of High Point forward in greatness. I walk away from this dais with a thankful heart. Thankful for all those that have believed in me and that have supported my campaigns through the years. Thankful for an amazing city staff that is charged with implementing the plans that Council adopts and thankful for new friendships that I've made along this journey. I'd like to close with a quote, I believe that is very fitting from a leadership standpoint, and when you have a body of nine when it comes to compromising. "The centre of gravity of any parallelogram lies on the straight line joining the middle points of opposite sides." I've enjoyed it and I look forward to what's next to come.*

[applause]

[standing ovation for all outgoing council members]

Mayor Wagner: Are there any other council members who would like to speak at this time?

Council Member Moore: *I'd just like to tell those that won't be with us next time, thank you. I've known you all for a good while. Being a local person long before politics, it's been a*

pleasure. It's not been easy, but I appreciate the relationships and I'm sure they will continue. Thank you.

Mayor Wagner: *Anyone else?*

Council Member Hudson: *I'd like to say the same thing. Thank you all. It's been a pleasure working with all three of you. You are very honorable people.*

Council Member Williams: *I say the same thing. I was going to wait until later to say it, but, thank you Jason. Thank you, Don. I appreciate the work that y'all have put in. It's a lot of the things that people are unaware of what you've actually done in the background that will probably come out later. Just by general information sharing, but at that point, just know that these people have done a lot of good work in the background. I will say something, especially to the man to my right, this has been my mentor for years. Jeff took me in and helped me out when I considered Council. We both ran for the first time together. I lost, well actually both of us lost. And he went back the very next one and has been in this seat. So, just to know that some of the ideas, some of the foundational things that I've done has come from the gentleman to my right and I really wanted to let you know I appreciate everything that you've done with me to chat with me during this time.*

Council Member Jones: *I'll say, thanks to Jeff and Don, but Jason you've got to keep your cell phone on because they're going to pick your brain and stuff.*

Council Member Peters: *Thank you, all three of you, very much. And from each one of you I've learned something,, and I will carry that on for the next four years and I really thank you for your leadership, your friendship and your service. Thank you.*

Mayor Wagner: *I'll just close by saying that, you know, Don, I really appreciate you stepping up and taking on this job the last couple of years. You had a very fulfilling, long career in education and were already a man of significance in the city of High Point. You even decided to take this step and step out in service. I've enjoyed serving with you and I just want to thank you for being willing to take that extra step to serve your community.*

Jeff and Jason and I were all elected at the same time, so I feel like it's kind of a changing of the guard around here with you two guys leaving us. Jeff, I would just say that I think that, people would ask me all the time about different councilmen and I would tell them that Jeff Golden is the MVP of the City Council. He's the quiet guy that just grinds it out and gets things done. I truly believe that. I think that your work with our blighted communities has been amazing. That's something that when we came on Council in 2012, you were talking about and pushing and pushing and pushing until the day came that it became a priority of the whole Council and something that was recognized that our city has got to do. I fully hope and anticipate that we will continue that effort with you not with us anymore. I want to thank you for your friendship and for your service to the city as well.

And, Jason, the same with you. We came on at the same time and didn't always agree on things and I think as time went by, we began to agree more and pretty much all the time now actually. So, I think we came together on that. I don't know which one of us moved more, but I do want to thank you for your steadfastness in economic development issues and always

being the guy that digs into the numbers and seems to know what's going on financially with anything that we're doing.

I think that all three of you have made such a contribution to this Council and I just really want to thank you for stepping out in service. We don't do this for the pay. If you do, you're crazy. It's nice but you're not going to get rich doing this. But I want to thank you, all three of you, for what you've done for our city and for what you've done to help us achieve the goals that we have and the vision that we have for our city.

[applause]

[end of transcript]

ADJOURNMENT

Upon motion duly made by Council Member Ewing and second by Council Member Hudson, the meeting adjourned at 5:52 p.m. The motion carried unanimously.

The Installation & Organizational Meeting of the 2019-2023 Mayor & City Council followed at 6:00 p.m.

Respectfully submitted,

Jay W. Wagner, Mayor

Attest:

Lisa B. Vierling, City Clerk