City of High Point

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

Meeting Agenda

Monday, June 22, 2020

5:30 PM

3rd Floor Lobby Conference Room #302

Special Called Meeting

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

As part of the City of High Point's COVID-19 Mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the city will be live streaming the meeting. Please click on the following link to listen to the meeting live once the City Council is in session. www.HighPointNC.gov/VirtualPublicMeeting.

CALL TO ORDER

PRESENTATION OF ITEMS

FINANCE COMMITTEE- Council Member Moore, Chair

2020-218 Adoption-City of High Point FY 2020-2021 Annual Budget & Related Documents

Council is requested to adopt the City of High Point's FY 2020-2021 Annual Budget and related documents.

Attachments: FY 2020-2021 Budget and Related Documents.pdf

2020-219 Approval- FY 2020-2021 Annual Budget for the Market Authority

Council is requested to approve the FY 2020-2021 Annual Budget for the Market Authority.

Attachments: 20-21 Market Authority memo.pdf

2020-220 Approval- FY 2020-2021 Annual Budget and Contract for the High Point Convention & Visitors Bureau

Council is requested to approve the FY 2020-2021 Annual Budget and Annual Contract for the High Point Convention & Visitors Bureau.

Attachments: 20-21 CVB Forwarding Memo Budget and Contract.pdf

2020-221 Approval-Accela 5-Year Cloud Hosting Services Agreement (Sole Source)

Council is requested to approve the Accela 5-Year Cloud Hosting Services Agreement (Sole Source).

Attachments: Accela Cloud Hosting Services Agreement Agenda Item.pdf

COMMUNITY DEVELOPMENT COMMITTEE- Mayor Pro Tem Williams, Chair

2020-224 Approval of Substantial Amendments to the City of High Point 2019-2020 Annual Action Plan & the 2015-2019 Consolidated Plan

The City Council held the required public hearing (virtual public hearing) on this matter on Monday, June 15, 2020 at 5:30 p.m. No comments were submitted for the public hearing. Pursuant to newly adopted legislation regarding public hearings conducted at remote meetings, a 24-hour waiting period was required before action could be taken on this matter. Council is requested to approve the Substantial Amendments to the City of High Point 2019-2020 Annual Action Plan and the 2015-2019 Consolidated Plan, and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: Substantial Amendment for 2020 CDBG-CV Special Allocation 6-15-20.pdf

GENERAL BUSINESS

2020-223

Grant of Easement between the City of High Point and the Nido & Mariana Qubein Children's Museum

Council is requested to approve the Grant of Easement between the City of High Point and the Nido & Mariana Qubein Children's Museum for shared parking opportunities at the Culler Senior Center, as well as the most efficient means of providing solid waste service to the two facilities.

Attachments: Agenda Item Childrens Museum 6-22-20.pdf

ADJOURNMENT

CITY OF HIGH POINT
AGENDA ITEM

Title: Approval of FY 2020-2021 Convention and Visitors Bureau budget

From: Eric Olmedo, Assistant City Manaager

Meeting Date: June 22, 2020

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Convention and Visitors Bureau budget and annual contract

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PURPOSE:
To approve the FY 2020-2021 Convention and Visitors Bureau budget and annual contract.

BACKGROUND:
The Convention and Visitors Bureau requests that the City Council approve its annual budget and contract.

BUDGET IMPACT: N/A

RECOMMENDATION / ACTION REQUESTED:
Staff recommends the Council to consider the FY 2020-2021 Convention and Visitors Bureau budget and annual contract.

May 8, 2020

Mr. Greg Demko
City Manager
City of High Point
P. O. Box 230
High Point, NC 27261

Dear Greg,

On behalf of the board and staff at the High Point Convention & Visitors Bureau, we look forward to working with the City of High Point and High Point City Council in partnership to build a destination that visitors will enjoy as well as a city that locals are proud to promote. Enclosed are the following documents for your consideration:

- Contract for FY 2020-2021
- Overview of Plan of Work FY 2020-2021
- Budget for FY 2020-2021
- Budget Notes FY 2020-2021
- Occ Tax Comparison 2019-2020
- Financial Statement April 2020
- Event Booking Incentives FY 2019-2020
- Board of Directors, Organizational Chart, Organizational Involvement

I look forward to presenting our strategy for the upcoming year. As always, feel free to reach out if you need any clarification.

Sincerely,

Melody Burnett

Melody Burnett
HPCVB President
Enclosures

AGREEMENT FOR THE CONVENTION & VISITORS BUREAU

BETWEEN THE

CITY OF HIGH POINT

AND THE

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

FY 2020-2021

CONTENTS:

NORTH CAROLINA

GUILFORD COUNTY

AGREEMENT FOR PROVISION OF CONVENTION AND VISITORS BUREAU

THIS AGREEMENT, made and entered into the ___ day of July, 2020 by and between the **CITY OF HIGH POINT,** a North Carolina municipal corporation located at 211 South Hamilton Street, High Point, North Carolina ("City") and the **HIGH POINT CONVENTION AND VISITORS BUREAU, INC.,** a North Carolina non-profit corporation, located at 1634 North Main Street, High Point, NC 27262 ("HPCVB"), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of an allocation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds of $1,210,177 received by the City of High Point from the Guilford County 3% Room Occupancy and Tourism Development Tax projected at $1,210,177, the HPCVB named hereinabove does hereby agree to provide Convention and Visitors Bureau Services for the City of High Point in accordance with the terms of this Agreement as set forth herein.

In consideration of the above, the parties do hereby agree as follows:

(1) The HPCVB agrees to expend the funds, which are the subject of this Agreement and perform services in consideration of the receipt of funds in accordance with the Overview of Program of Work as attached to this Agreement as "Exhibit A" and incorporated herein by reference. HPCVB further agrees to expend the funds in accordance with an Annual Budget for said funds attached hereto as "Exhibit B" and which is incorporated herein by reference. Funds made available to the HPCVB pursuant to this Agreement shall be expended only in accordance with applicable federal, state, and local laws. The HPCVB may amend the budget from time to time in order to conform with the actual amount of funds received under this agreement.

(2) The HPCVB agrees that it will supply such records, reports, information, and verification relating to the expenditures of the funds or the operations of the HPCVB on a monthly basis and as may be requested by the City. This shall include monthly reports

on the receipts and expenditures, as well as an annual audit completed within six months of the HPCVB's fiscal year end, performed in accordance with generally accepted accounting principles of the revenues and expenditures of the HPCVB. The HPCVB shall maintain written accounting and documentation of all of its receipts and disbursements relating to the receipt of allocation, which are subject to this Agreement. The HPCVB agrees to subject itself to the provisions of Article 33c of Chapter 143 of the North Carolina Statutes entitled "Meetings of Public Bodies," to the same extent as the City.

(3) Funds will be distributed to the HPCVB on a monthly basis in accordance with the attached budget. Further, should expenditures overspend the revenues under this Agreement; the City shall have no obligation to reimburse the HPCVB for such expenditures.

(4) This Agreement will automatically terminate on June 30, 2021 at which time a new Agreement will be considered.

(5) Upon termination of this Agreement by either party all non-expendable property purchased under this Agreement shall revert to the City or its assigns.

(6) A High Point Convention and Visitors Bureau Board of Directors shall be appointed, which shall have the authority to oversee the Convention and Visitors Bureau's implementation of the program of work, and the expenditures of the receipt of allocation, which are the subject of this Agreement. The Convention and Visitors Bureau Board shall be composed of a minimum of the following twelve (12) members:

(a) One member of the Guilford County Board of Commissioners appointed by the Board of County Commissioners.

(b) One member of the High Point City Council appointed by the City Council.

(c) Two owners or operators of hotels, motels, or other taxable tourist accommodations in the local metropolitan area, one of whom owns or operates hotels, motels, or other tourist accommodations with more than 100 rental units, and one of whom owns or operates hotels, motels, or other tourist accommodations with I 00 or fewer rental units, both appointed by the Board of County Commissioners.

(d) One individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, and is a Board member of the High Point Chamber of Commerce, appointed by the Chamber of Commerce.

(e) One individual involved in the local restaurant or food service business who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(f) One individual involved in the cultural arts or tourist attraction business, who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(g) One at-large individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(h) One individual who has demonstrated an interest in tourism development and is a representative of a High Point public convention/trade show center, appointed by the High Point Chamber of Commerce.

(i) Two at-large individuals who have demonstrated an interest in tourism development and do not own or operate hotels, motels, or other tourist accommodations, appointed by the Board of County Commissioners.

(j) The President of the High Point Convention and Visitors Bureau, Inc., who shall be a non-voting, ex-officio member.

All voting members of the High Point Convention and Visitors Bureau Board shall serve without compensation. All members shall serve two-year terms. Members may serve no more than two consecutive terms. Members appointed to fill the at-large designations shall serve a full term and have all voting rights and privileges. The members shall elect a chairperson, who shall also serve a two-year term if eligible. Members appointed to fill vacancies shall first serve for the remainder of the unexpired term for which they are appointed to fill, and then are eligible for appointment for a regular term. The Board shall meet at the call of the Chairperson and shall adopt rules of procedure to govern its meetings. The Board shall appoint such ex-officio members as it deems appropriate.

(7) The attached Exhibits are:

(A) Overview & Program of Work
(B) Amended FY 19-20 Budget, Proposed New Budget and Budget Notes
(C) Occupancy Tax Comparison Current Year and 20-21 Projections
(D) Financial Statement through March Current Year
(E) Event Booking Incentives for Current Year
(F) Board of Directors, Organizational Chart, and Chart of Staff Organizational Involvement
(G) Occupancy Tax Policy Signed February 4, 2019

These exhibits are incorporated herein by reference and shall have the same force and effect as if set forth herein.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its behalf; and the HPCVB has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NORTH CAROLINA

____
Randy E. McCaslin, Interim City Manager

ATTEST:

____
Lisa Vierling, City Clerk

Approved as to form:

____
JoAnne Carlyle, City Attorney

This instrument has been pre-audited in the manner required by the Local government Budget and Fiscal Control Act.

____
Bobby Fitzjohn, Director of Financial Services

Date: ____________________________

HIGH POINT CONVENTION &VISITORS BUREAU, INC.

____
Melody Burnett, President

ATTEST:

____
Cliff Mann, Board Chair

OVERVIEW & PROGRAM OF WORK FY 2020 - 2021

1. NEW BUDGET

The Proposed Budget for the High Point Convention & Visitors Bureau (HPCVB) is for FY 20-21. Occupancy tax projections for FY 19-20 is $1,411,829 remaining conservative in estimating the two unknown months for May and June. This amount reflects 18% below last year's approved budget occupancy tax of $1,729,489. At the start of the year, we were projecting $1,753,574 where we have projected a 19% decrease or $341,745 less than originally estimated. For FY 20-21, we are budgeting $1,210,177, which is 14% less than the end of year projections ending June 2020 and 31% or $543,397 less than last year's approved budget. Of course, these amounts were drastically adjusted once the economic downturn of COVID-19 was realized Mid-March. Before March, we were hitting our forecasted budget marks of 3% over last year's occupancy tax projections that we reported to our stakeholders.

Remaining conservative, the new budget reflects **$1,210,177 tax receipts** plus $700 interest. Also, sponsorship revenues earmarked for tourism development grants is $50,000. This amount has been conservatively estimated since the impacts of COVID-19 and is earmarked to directly fund the DRIVE High Point Destination Development Grants Program. This grants program, managed by DRIVE High Point (CVB Foundation), will be used to fund impactful projects in High Point that complement the 10-year Master Plan for Tourism. The Regional Preferred Member Revenue for Marketing is projected at $550. Business High Point Chamber of Commerce has satisfied their loan balance to build-out the board room at 1634 N. Main St. A copy of the March Financial Statement and Balance Sheet for FY 19-20 is also attached. We paid the final balance on the floating dock at Oak Hollow Lake in April 2020 where the rest of the designated funds will go towards the purchase of buoys used for organized sports and recreation.

The Marketing and Program Budget is **$626,153**. This includes outside Group Tourism Business as well as Leisure/Furniture Travel Tourism Promotions. We have also budgeted for messaging and programs to drive local awareness and usage of High Point products and overall branding. **The Event Booking Incentive (EBI)** Line Item is **$75,000**. The timeline of the events center is not in the foresight of pre-sale opportunities yet. We have increased support the furniture market by funding the **Market Authority** at the level of **$150,000,** a $75,000 increase over last year.

2. PARTNERSHIPS

Tourism Development Grants Program:

As stated previously, tourism development grants are budgeted at $50,000 from HPCVB. The DRIVE High Point Foundation implemented the Destination Development Grants Program in November 2019 with a deadline of January 2020. The DRIVE Board approved $200,000 of approved projects in early March. Currently, we are connecting with the recipients to see if these projects will be realized after the impacts of COVID-19. Grant dollars should complement the 10 Year Master Plan for Tourism and should fund impactful projects that build destination to increase overnight stays and overall experience in High Point.

staycations while the nation recovers from COVID-19. Expect to see more deliberate packaging that caters to local messaging and engagement.

CVB will have a strong focus on more **industry partner engagement** with more visible meetings, private fb group page platform, more advocacy, stronger packaging, and discounting. Our efforts in the last 60 days have been well received by our partners. **Restaurants** will be a niched focus as we have well over 200 restaurants that will need a lot of attention and care as they prime themselves for re-opening. More certifications are expected from the health department and NCRLA and cvb will have to help with the messaging to alert the users that is safe to visit these establishments again. CVB is assisting the **Triad Food and Beverage Coalition** to organize a chapter of the NCRLA to better serve and advocate for this industry. Because of increased expectations of the consumers, we will need to make sure that our **Partners of Excellence Program** reflects these new standards of safety and cleanliness. We will work on a local and state level to make sure that we have utilized and promoted these new standards to our partners and visitors. CVB is leading an effort to implement a **community calendar** that will be user friendly to all. This will be implemented by the start of the fiscal year. This is a priority as calendar management is more critical after the impacts of COVID-19, local users will need to find more engagement opportunities with the community for staycation, and industry partners will need a platform for promotion that does not disrupt their capacity. CVB is also launching a new website by June 1 that will be the stories behind the google listings. You should expect rich photography, user-generated content, and more videos to tell High Point's story and be a catalyst for more resources and engagement with the brand. CVB will continue to manage visithighpoint.com and liveinhighpoint.com to recruit newcomers and relocation opportunities.

5. SUMMARY

The Bureau has always recognized its role to fill the City between the High Point Markets, thereby keeping a year-round healthy hospitality environment. We look forward to working with our partners at the City of High Point and all community leaders to build a High Point that visitors can enjoy as well as a city that locals will be proud to promote.

OCCUPANCY TAX COMPARISON 2019-2020 to PAST YEAR 2018-2019

Month	Month	Total Amt. Received by the City	Total Amt. Received by the City	Total Amt. Received by the City	Total Amt. Received by the City	% Change	Diff.from Last Yr.	Diff.from Last Yr.	% Change
Received	Collected	Rec'd 19-20	YTD 19-20	Rec'd 18-19	YTD 18-19	by Month	by Month	YTD	YTD
Jul-19	May-19	$151,069	$151,069	$153,971	$153,971	-2	($2,902)	($2,902)	-2
Aug-19	Jun-19	$151,417	$302,486	$136,266	$290,237	11	$15,151	$12,249	4
Sep-19	Jul-19	$186,327	$488,813	$136,686	$426,923	36	$49,641	$61,890	14
Oct-19	Aug-19	$111,738	$600,551	$138,802	$565,725	-19	($27,064)	$34,826	6
Nov-19	Sep-19	$140,756	$741,307	$143,385	$709,110	-2	($2,629)	$32,197	5
Dec-19	Oct-19	$196,430	$937,737	$203,410	$912,520	-3	($6,980)	$25,217	3
Jan-20	Nov-19	$133,925	$1,071,662	$129,632	$1,042,152	3	$4,293	$29,510	3
Feb-20	Dec-19	$95,671	$1,167,333	$102,627	$1,144,779	-7	($6,956)	$22,554	2
Mar-20	Jan-20	$104,329	$1,271,662	$95,278	$1,240,057	9	$9,051	$31,605	3
Apr-20	Feb-20	$120,167	$1,391,829	$120,040	$1,360,097	0	$127	$31,732	2
May-20	Mar-20	$20,000	$1,411,829	$156,745	$1,516,842	-87	($136,745)	($105,013)	-7
Jun-20	Apr-20	$0	$1,411,829	$212,647	$1,729,489	-100	($212,647)	($317,660)	-18

OCCUPANCY TAX COMPARISON 2020-2021 to PAST YEAR 2019-2020 ROUGH PROJECTIONS

Month Received	Month Collected	Total Amt. Received by the City Rec'd 20-21	Total Amt. Received by the City YTD 20-21	Total Amt. Received by the City Rec'd 19-20	Total Amt. Received by the City YTD 19-20	% Change by Month	Diff.from Last Yr. by Month	Diff.from Last Yr. YTD	% Change YTD
Jul-20	May-20	$0	$0	$151,069	$151,069	-100	($151,069)	($151,069)	-100
Aug-20	Jun-20	$0	$0	$151,417	$302,486	-100	($151,417)	($302,486)	-100
Sep-20	Jul-20	$139,746	$139,746	$186,327	$488,813	-25	($46,581)	($349,067)	-71
Oct-20	Aug-20	$83,804	$223,550	$111,738	$600,551	-25	($27,934)	($377,001)	-63
Nov-20	Sep-20	$112,605	$336,155	$140,756	$741,307	-20	($28,151)	($405,152)	-55
Dec-20	Oct-20	$157,144	$493,299	$196,430	$937,737	-20	($39,286)	($444,438)	-47
Jan-21	Nov-20	$107,140	$600,439	$133,925	$1,071,662	-20	($26,785)	($471,223)	-44
Feb-21	Dec-20	$81,321	$681,760	$95,671	$1,167,333	-15	($14,350)	($485,573)	-42
Mar-21	Jan-21	$88,680	$770,440	$104,329	$1,271,662	-15	($15,649)	($501,222)	-39
Apr-21	Feb-21	$108,036	$878,476	$120,040	$1,391,702	-10	($12,004)	($513,226)	-37
May-21	Mar-21	$140,325	$1,018,801	$20,000	$1,411,702	602	$120,325	($392,901)	-28
Jun-21	Apr-21	$191,376	$1,210,177	$0	$1,411,702	#DIV/0!	$191,376	($201,525)	-14

HIGH POINT CONVENTION & VISITORS BUREAU

No.	ITEM	FY 19-20 Budget Approved	FY 19-20 Budget Adjusted March - June	FY 20-21 DRAFT Budget	Change from Adjusted	Percentage from Adjusted	Change 19-20 APPROVED	Percentage from 19-20 APPROVED
INCOME								
OCCUPANCY TAX COLLECTION								
4101.0	Transient Occupancy Tax	1,753,574	1,411,829	1,210,177	-201,652	-14	-543,397	-31
	City of High Point's allocation earmarked for Stadium debt (Year 3) FY 20-21							
OTHER INCOME								
4102.0	Interest Income	1,000	1,290	700	-590	-46	-300	-30
4105.0	Reserve EBI Carry Over	100,300			0		-100,300	-100
4106.1	Sponsorship Revenue Earmarked for 501 c 3 Foundation Tourism Development	100,000	40,000	50,000	10,000	25	-50,000	-50
4107.0	Regional Preferred Member Revenue for Marketing	4,000	550	550	0	0	-3,450	-86
4108.0	Reserve Earmarked for Dest. Development Grants DRIVE	548,946	548,946		-548,946	-100	-548,946	-100
	Market Concert Balance			45,000				
	Reserve Earmarked for Oak Hollow Updgrades	98,000	98,000		-98,000	-100	-98,000	-100
4109.0	Building Rental Credit Earmarked for Reserves	9,955						-100
TOTAL BUDGET		2,615,775	2,100,615	1,261,427	-839,188	-40	-1,354,348	-52
GRANT PROGRAM								
	Total Restricted Income for Tourism Development Grants	*271,800*	40,000	50,000	10,000	25	-221,800	-82
INCOME (-1.26% grants)=Oper. Budget		2,343,975	2,060,615	1,211,427	-849,188	-65	-1,132,548	-48
EXPENSES								
ADMINISTRATIVE EXPENSES								
5201.0	Salaries (6 full-time staff positions)	369,000	298,862	325,890	27,028	9	-43,110	-12
5202.0	Retirement	20,055	13,465	9,000	-4,465	-33	-11,055	-55
5203.0	Life/Hosp/Dent. Ins.	72,319	49,392	60,000	10,608	21	-12,319	-17
5204.0	Soc. Security	32,000	23,361	30,000	6,639	28	-2,000	-6
5205.0	Unemployment Ins.	800	868	800	-68	-8	0	0
ADMINISTRATIVE EXPENSES TOTAL		494,174	385,948	425,690	39,742	18	-68,484	-14
OPERATING EXPENSES								
5301.0	Memberships/Subscriptions	3,027	1,313	1,550	237	18	-1,477	-49
5302.0	Admin Travel/Meetings/Convention/PR	10,000	5,069	3,000	-2,069	-41	-7,000	-70
5303.0	General & Admininistrative Operations	120,549	115,968	90,800	-25,168	-22	-29,749	-25
5304.0	Postage/General	4,000	1,113	1,200	87	8	-2,800	-70
5306.0	Telephone	11,000	9,554	11,000	1,446	15	0	0

34% CVB 40% DI

No.	ITEM	FY 19-20 Budget Approved	FY 19-20 Budget Adjusted March - June	FY 20-21 DRAFT Budget	Change from Adjusted	Percentage from Adjusted	Change 19-20 APPROVED	Percentage from 19-20 APPROVED	
5307.0	Rent/Utilities	83,219	83,219	84,664	1,445	2	1,445	2	
5308.0	Comm/Board Expenses	9,400	9,264	4,000	-5,264	-57	-5,400	-57	
5309.0	Equipment	13,570	20,663	13,370	-7,293	-35	-200	-1	
OPERATING EXPENSES TOTAL		254,765	246,163	209,584	-36,579	-15	-45,181	-18	17% CVB 12% DI
5401.0	Convention Advertising	8,535	7,000	7,000	0	0	-1,535	-18	
5402.0	Convention Services	328,905	136,535	251,255	114,720	84	-77,650	-24	
5402.1	Convention Services, Registrars, etc.	20,305	12,035	13,375	1,340	11	-6,930	-34	
5402.5	Event Booking Incentives (includes $100,300 roll over)	220,000	49,500	75,000	25,500	52	-145,000	-66	
5402.7	HP Market Authority	75,000	75,000	150,000	75,000	100	75,000	100	
5402.8	Partners of Excellence Program & Customer Service Programs	3,600	0	2,880	2,880	0	-720	-20	
5402.9	Special Services/Assessments	10,000	0	10,000	10,000	0	0	0	
5403.0	Entertainment	1,000	1,652	1,000	-652	-39	0	0	
5404.0	Literature/Printing	17,206	357	16,400	16,043	4,494	-806	-5	
5405.0	Memberships - Convention	7,950	8,124	6,770	-1,354	-17	-1,180	-15	
5406.0	Postage - Convention	200	11	200	189	1,718	0	0	
5407.0	Conv. - Special Promotional Projects	126,116	46,885	40,620	-6,265	-13	-85,496	-68	
5408.0	Subscription/Publications	250	202	250	48	24	0	0	
5409.0	Travel - Convention	13,000	7,000	7,000	0	0	-6,000	-46	
5410.0	Trade Shows - Convention	0	0	0	0	0	0	0	
5411.0	Sponsorship Program	15,000	139	500	361	260	-14,500	-97	
5412.0	Audiovisuals	0	9,857	7,500	-2,357	-24	7,500	0	
5413.0	Intern(s)	0	0	0	0	0	0	0	
CONVENTION PROMOTIONS EXPENSES TOTAL		518,162	217,762	338,495	120,733	55	-179,667	-35	
TOURISM PROMOTION EXPENSES									
5501.0	Advertising	82,100	70,622	38,044	-32,578	-46	-44,056	-54	
5502.0	Audiovisuals	6,000	6,000	7,500	1,500	25	1,500	25	
5503.0	Tourism - Literature/Printing	24,815	13,322	26,565	13,243	99	1,750	7	
5504.0	Memberships/Subscriptions - Tourism	400	1,346	400	-946	-70	0	0	
5505.0	Postage - Tourism	21,000	5,130	15,000	9,870	192	-6,000	-29	
5506.0	Special Projects	34,500	28,868	23,599	-5,269	-18	-10,901	-32	
5507.0	Travel/Entertainment	500	679	250	-429	-63	-250	-50	
5508.0	Travel Shows	2,000	1,754	0	-1,754	-100	-2,000	-100	
5509.0	Visitor Information Center	35,000	21,750	15,000	-6,750	-31	-20,000	-57	
5510.0	NCTIA & Governor's Council & BHHP Chamber Vision Investor	29,000	28,300	29,000	700	2	0	0	

No.	ITEM	FY 19-20 Budget Approved	FY 19-20 Budget Adjusted March - June	FY 20-21 DRAFT Budget	Change from Adjusted	Percentage from Adjusted	Change 19-20 APPROVED	Percentage from 19-20 APPROVED
5512.0	Web	71,200	81,570	20,000	-61,570	-75	-51,200	-72
5513.0	Visitor Center Marketing	11,300	11,300	14,000	2,700	24	2,700	24
5514.0	Visitor Programming	22,300	15,293	11,300	-3,993	-26	-11,000	-49
5515.0	Tourism Research and Data	40,000	15,530	12,000	-3,530	-23	-28,000	-70
TOURISM PROMOTION EXPENSES TOTAL		380,115	301,464	212,658	-88,806	-29	-167,457	-44
EVENT CENTER/DESTINATION PLAN/ BRANDING EVENTS								
EVENT CENTER/DESTINATION PLAN /MARKET CONCERT/CONSUMER EVENTS EXPENSES TOTAL		160,000	100,340	25,000	-75,340	-75	-135,000	-84
TOTAL EXPENSES BEFORE GRANT EXPENSES		1,807,216	1,251,677	1,211,427	-40,250	-3	-595,789	-33
GRANT EXPENSES								
5800.1	Reserve Earmarked for Dest. Development Grants DRIVE	*600,604*	*548,946*	*0*	*-548,946*	*-100*	*-600,604*	*-100*
	Reserve Earmarked for Destination Development Grants - Sponsorship	*100,000*	*40,000*	*50,000*	*10,000*	*25*	*-50,000*	*-50*
	Reserve Earmarked for Oak Hollow Lake	*98,000*	*98,000*		*-98,000*	*-100*	*-98,000*	*-100*
							0	
TOTAL GRANT EXPENSES		798,604	686,946	50,000	-636,946	-93	-748,604	-94
TOTAL EXPENSES		2,605,820	1,938,623	1,261,427	-677,196	-35	-1,344,393	-52
	Total Marketing Expense	1,856,881	1,306,512	626,153	-680,359	-52	-1,230,728	-66
Subtotal of Income over Expenses		9,955	161,992	0	-161,992	-100	-9,955	-100
	Earmarked for Reserves	9,955	161,992		-161,992	-100	-9,955	-100
Total Earmarked for Reserves		9,955	161,992	0	-161,992	-100	-9,955	-100
Excess of Income over Expenses		0	0	0	0	0	0	0

49% CVB 48% DI

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MARCH FY 19/20

No.	Item	ACTUAL MONTH March 19-20	LAST YEAR March 18-19	ACTUAL YTD 19-20	LAST YEAR YTD 18-19	Operational Budget HPCVB ADJUSTED	9 Month Estimate Adjusted	YTD Adjusted Variance
INCOME								
4101	Transient Occ. Tax (Jan)	104,329	95,278	1,271,663	1,240,169	1,411,829	1,058,872	212,791
4102	Interest Income	89	101	979	693	1,290	968	12
4104	Other Income	-	-	-	-	-	-	-
4105.1	Reserve Carry Over EBI	-	-	-	-		-	-
4105.2	Reserve Budget Amendment	-	-	-	-	-	-	-
4106.1	Sponsorship Revenue Earmarked for Grants Program	3,125	250	33,180	36,420	40,000	30,000	3,180
4106.2	Sponsorship Revenue Earmarked for Reserves	-	250	-	36,420	-	-	-
4107	Regional Preferred Member Revenue for Marketing			2,550	3,850	550	413	2,138
4108	HPCVB Foundation - Earmarked for Destination Development Grants from reserves	-	-	548,946	-	548,946	411,710	137,237
4109	Building Rental Credit Earmarked for Reserves	-	-	-	-		-	-
5515.3	Ball Park Contribution	-	-	-	-	-	-	-
1002	Approved to come out of reserve	-	-	-	-	98,000	73,500	(73,500)
TOTAL INCOME		107,543	95,879	1,857,318	1,317,552	2,100,615	1,575,461	281,857
	Restricted Destination Development Grants (Foundation)	3,125	1,920	33,180	17,280	40,000	30,000	3,180
UNRESTRICTED INCOME		104,418	93,959	1,824,138	1,206,313	2,060,615	1,545,461	278,677
EXPENDITURES								
Administrative								
5201	Salaries	35,644	45,509	217,801	306,045	298,862	224,147	(6,346)
5202	Retirement	1,636	2,298	9,266	17,636	13,465	10,099	(833)
5203	Life/Hosp/Dent. Ins.	3,806	4,433	35,198	43,676	49,392	37,044	(1,846)
5204	Soc. Security	2,978	3,491	18,339	23,301	23,361	17,521	818
5205	Unemployment Ins.	46	63	435	432	868	651	(216)
TOTAL ADMINISTRATIVE EXP.		44,110	55,794	281,039	391,090	385,948	289,461	(8,422)
Operations								
5301	Memberships - General		100	1,163	3,745	1,313	985	178
5302	Travel Local	44	892	3,956	18,145	5,069	3,802	154
5303	General & Administrative	8,180	8,159	99,733	73,872	115,968	86,976	12,757
5304	Postage/General	(3,468)	4,029	813	20,355	1,113	835	(22)
5305	Business High point Inc. & Vision Investor	-	-	20,000	20,000	20,000	15,000	5,000
5306	Telephone	1,046	942	6,569	8,609	9,554	7,166	(597)
5307	Rent/Utilities - Bureau	7,009	6,882	62,190	60,151	83,219	62,414	(224)
5308	Comm/Board Expenses	2,507	1,240	8,457	6,088	9,264	6,948	1,509
5309	Equipment	1,743	1,077	17,320	10,752	20,663	15,497	1,823
TOTAL OPERATIONS EXPENSE		17,061	23,321	220,201	221,717	266,163	199,622	20,579
Convention Promotion								
5401	Advertising	500	3,497	5,035	12,078	7,000	5,250	(215)
5402	Convention Services - General	1,072	-	7,636	7,244	12,035	9,026	(1,390)
5402.5	Convention Services - Event Booking Incentive		2,000	32,796	35,700	49,500	37,125	(4,329)
5402.7	IHFMA Furn. Market Support	6,250	6,250	56,250	56,250	75,000	56,250	-
5402.8	Partners of Excellence Program	-	21	-	45	-	-	-
5402.9	Special Services	-		-	119	-	-	-
5403	Entertainment	703		1,582	1,113	1,652	1,239	343
5404	Literature/Printing	-	605	357	10,470	357	268	89
5405	Memberships - Convention	299	-	4,215	3,706	8,124	6,093	(1,878)

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MARCH FY 19/20

No.	Item	ACTUAL MONTH March 19-20	LAST YEAR March 18-19	ACTUAL YTD 19-20	LAST YEAR YTD 18-19	Operational Budget HPCVB ADJUSTED	9 Month Estimate Adjusted	YTD Adjusted Variance
5406	Postage	11	-	11	-	11	8	3
5407	Special Projects	3,619	4,185	32,028	38,471	46,885	35,164	(3,136)
5408	Subscription/Publ.	-	-	202	112	202	152	51
5409	Travel	1,373	2,586	8,155	10,743	7,000	5,250	2,905
5410	Trade Shows	-		-	5,445		-	-
5411	Sponsorship Program	-	1,250	195	17,247	139	104	91
5412	Audio-Visuals	-	-	9,857	-	9,857	7,393	2,464
5413	Systems/Intern	-	-	-	-	-	-	-
TOTAL CONVENTION PROM.		13,827	20,394	158,319	198,743	217,762	163,322	(5,003)
Tourism Promotion								
5501	Advertising	10,187	1,497	63,009	46,255	70,622	52,967	10,043
5502	Audio Visuals	-	-	-	-	6,000	4,500	(4,500)
5503	Literature/Printing	1,511	-	6,822	12,635	13,322	9,992	(3,170)
5504	Memberships - Tourism	-	-	846	737	1,346	1,010	(164)
5505	Postage	3,510	48	3,840	632	5,130	3,848	(8)
5506	Special Projects	3,195		25,868	25,266	28,868	21,651	4,217
5507	Travel/Entertainment	-	-	593	107	679	509	84
5508	Travel Shows	-	-	1,754	3,095	1,754	1,316	439
5509	Visitor Info Ctr	4,414	1,632	19,292	10,984	21,750	16,313	2,980
5510	NCTIA & Governor's Council	-	-	8,300	8,300	8,300	6,225	2,075
5512	Web	13,523	988	68,983	8,011	81,570	61,178	7,806
5513	Visitor Center Marketing	675	4,765	3,632	45,651	11,300	8,475	(4,843)
5514	Visitor Center Programming	206	110	13,573	8,244	15,293	11,470	2,103
5515	Tourism Research & Data	5,430	-	15,530	-	15,530	11,648	3,883
TOTAL TOURISM PROMOTION		42,651	9,040	232,042	169,917	281,464	211,098	20,944
Event Center Promotion								
5900.1	Event Center Marketing	-		-	27,593	90,000	67,500	(67,500)
5900.2	Event Center Pro-Forma	-	-	-	-	-	-	-
5900.3	Event Center (5-year commitment)	-	-		-	-	-	-
5900.4	Dest. Plan Master	-	6,750	10,341	59,632	10,340	7,755	2,586
TOTAL EVENT CENTER PROMOTION		-	6,750	10,341	87,225	100,340	75,255	(64,914)
Subtotal unrestricted expenses		117,649	108,549	891,601	981,467	1,251,677	938,758	(36,816)
Net unrestricted income after expenses		(13,231)	(14,590)	932,537	336,085	808,938	606,704	315,493
DESTINATION DEVELOPMENT GRANTS PROGRAM								
	Restricted Destination Development Grants (Foundation)	3,125	1,920	33,180	17,280	40,000	30,000	3,180
5800	Restricted Destination Development Grants Expense & Oak Hollow Lake			548,946		548,946	411,710	137,237
6000	Restricted Destination Development Grants + designated sponsor rev	-	-	-	-	40,000	30,000	(30,000)
6001	Oak Hollow Festival Park Upgrades			40,950		98,000	73,500	(32,550)
Net restricted income after expenses		3,125	(48,080)	(556,716)	(37,720)	686,946	515,210	74,687
	TOTAL EXPENDITURES	117,649	165,299	1,491,838	1,123,692	1,938,623	1,453,967	37,871
	Total Earmarked for Reserves					161,992	121,494	(121,494)
						2,100,615	1,575,461	(83,623)
	Excess Receipts over Expenses	(10,106)	(69,420)	365,480	193,860	-	-	365,480

* Board approved designated amounts in the FY 19-20 budget as well as carry over amounts of from FY 18-19 budgeted to be earmarked for Destination Development Grants managed by the DRIVE High Point Foundation Board totaling $548,946. The funds were transferred in November 2019 from reserves

** CVB issued down payment for Oak Hollow Lake Floating Dock of $40,950 in Feb 2020

***CVB voted in at the Feb 2020 board meeting to earmark $90,000 fo the Market Concert out of 5900.1 Event Center Marketing as funds will not be used for the Event Center this FY

HP Convention Visitors Bureau
Balance Sheet
March 31, 2020
4/14/20 at 17:32:20.85

ASSETS		
Current Assets		
HP Bank & Trust - Chkg - CVB	$ 81,852.12	
HP Bank & Trust - MM - CVB	540,865.80	
Petty Cash	127.64	
CASH CD/ CVB	200,841.01	
PayPal	2,916.71	
Accounts Receivables	348,159.35	
Oak Hollow Lake Designated Funds	57,050.00	
Market Concert	90,000.00	
AR - Chamber Foundation Loan	1,955.45	
		1,323,768.08
		(348,159.35)
		(147,050.00)
TOTAL CURRENT ASSETS		**828,558.73**
Property and Equipment		
FURNITURE / EQUIPMENT	193,680.94	
VIC Improvements	408,689.36	
ACCUMULATED DEPRECIATION	(298,909.29)	
Total Property and Equipment		303,461.01
Other Assets		
Other Assets	7,104.17	
Total Other Assets		7,104.17
Total Assets		$ 1,634,333.26
LIABILITIES AND CAPITAL		
Current Liabilities		
Accounts Payable	$ 22,952.56	
Retirement Withholding	(173.32)	
Health Insurance Withholding	(902.90)	
Dental Withholding	131.04	
Accident Ins.	25.16	
United Way	(14.31)	
Total Current Liabilities		22,018.23
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		22,018.23
Capital		
Retained Earnings	566,757.93	
Fund Balance - CVB	1,229,029.13	
Net Income	(183,472.03)	
Total Capital		1,612,315.03
Total Liabilities & Capital		$ 1,634,333.26

High Point CVB EVENT BOOKING INCENTIVES
PROPOSED/DEFINITE
FY 19-20

GROUP	AMOUNT
High Point Golf Swingers - 40th Amateur Golf Tournament	$700
PSA - Furniture City Classic Tournament	$1,000
9th Annual John Coltrane Int'l. Jazz & Blues Festival	$5,000
HPU Fall Family Weekend	$1,000
HPU Winter Family Weekend	$1,000
Miss NC USA & Miss Teen USA Pageants	$10,000
ITA Showtime Market - Winter	$7,000
NC Youth Soccer - U-10 Academy Showcase	$2,500
ITA Showtime Market - Summer (cancelled)	$7,000
National Senior Amateur Hall of Fame Tournament (cancelled)	$2,000
Central Carolina Bridge Association	$3,000
TOTAL TO DATE	**$40,200**

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CONVENTION & VISITORS BUREAU

Board of Directors

Board Member	Representing	Terms	Appointed By:
Cliff Mann **Chair** High Point Country Club 800 Country Club Dr., HP, NC 27262 Work: 336-889-0818 Cell: 843-267-2085 CMann@hpcountryclub.com	**Voting** At-Large	12/18-11/20	Chamber
Jenni Lynch **Vice-Chair** 1615 Heathcliff Rd., HP, NC 27262 Work: 336-889-8733 Cell: 336-848-2364 Jennilynch58@gmail.com	**Voting** Arts & Tourism Attractions	4/18 – 3/20*	Chamber
Ron Barker **Treasurer** Seven Oaks Bed & Breakfast 833 Old Mill Rd., HP, NC 27265 Work: 336-899-6257 Sevenoaks@triad.rr.com	**Voting** Accommodations with 100 or fewer rooms	12/18-11/20	County
James E. McNeil **Asst. Treasurer** 4208 Brambletye Dr., G'boro, NC 27407 Phone: 336-292-2748 Cell: 941-400-0197 Jmcneil6620@gmail.com	**Voting** **At Large**	12/18 – 11/20*	County
Leah Price **Past Chair** 3921 Wesseck Dr, HP, NC 27265 Cell: 336: 847-1614 Leah.penry.price@gmail.com	**Ex-Officio** **Non-Voting** **Past Chair**	01/20 – 12/20	HPCVB Board
A. Doyle Early Jr. **Chairman Emeritus** Wyatt Early Harris Wheeler 1912 Eastchester Dr., Suite 400 High Point, NC 27265 Work: 336-819-6046 DEarly@WEHWLaw.com	**Ex-Officio** **Chairman Emeritus**	One of HPCVB's Founders Ex-Officio 1996 Ex Officio Emeritus 1998 Chairman Emeritus 2008	HPCVB Board

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 10/30/19

Board Member	Representing	Terms	Appointed By:
Chris Amos International Market Centers 209 S. Main St., HP NC 27260 Work: 336-888-3780 Cell: 336-991-6940 Camos@IMCenters.com	**Voting** Tradeshow/Convention Ctr.	6/18 – 5/20*	Chamber
Commissioner Carlvena Foster 818 Runyon Dr., HP, NC 27260 Phone: 336-365-0692; 336-434-4000 Cfoster@guilfordcountync.gov	**Voting** County Commissioner	12/18-11/20*	County
Councilman Victor Jones 2512 Burch Point, HP, NC 27265 Phone: 336-899-7777 Cell: 336-380-1040 Victor.Jones@highpointnc.gov	**Voting** City Council	1/20-12/21	City Council
Ken Lile General Manager Courtyard by Marriott 1000 Mall Loop Rd., HP, NC 27262 Phone: 336-882-3600 Cell: 336-862-3623 Kenneth.Lile@Marriott.com	**Voting** Accommodations with more than 100 rooms	11/19 – 10/21*	County
Weldon Morris Alderman Company 325 Model Farm Rd., HP, NC 27263 Phone: 336-889-6121 Weldon.Morris@aldermancompany.com	**Voting** At-Large	4/20 – 3/22	County
F. B. Nowlan J & S Cafeterias 110 Westover Drive, HP, NC 27265 Phone: 336-884-0404 Cell: 336-687-8066 FBN@jscafeteria.com	**Voting** Restaurants/Food Service Business	12/18 – 11/20	Chamber
Christi Spangle Barbour Spangle Designs 308 North Lindsay St., HP, NC 27262 Phone: 336-889-3996 Cell: 336-442-2643 cs@barbourspangle.com	**Voting** Chamber	12/18 -11/20*	Chamber

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 10/30/19

Board Member	Representing	Terms	Appointed By:
Lyndsey D. Ayers Director of Community Partnerships HPU 933 Roberts Hall Ln., HP, NC 27268 Work: 336-841-9399; Fax: 336-888-6330 Lderrow@HighPoint.edu	Ex-Officio High Point University	Term began 6/16 in conjunction with High Point University Role	HPU
Patrick Chapin Business High Point Chamber 1634 N. Main St. High Point, NC 27262 Phone: 336-882-5000 David.Congdon@odfl.com	Ex-Officio Business HP Chamber of Commerce	Term began 1/20 in conjunction with Business High Point Chamber of Commerce	Business High Point Chamber of Commerce
Tom Conley High Point Market Authority 164 S. Main St., Suite 700, HP, NC 27260 Work: 336-869-1000 Tom@HighPointMarket.org	Ex-Officio Market Authority	Term began 8/11 in conjunction with Market Authority Role	HP Market Authority
Dorothy Darr Southwest Renewal Foundation 501 W. High St., HP, NC 27260 Phone: 336-887-5130 Cell: 336-689-8122 Dorothy1@northstate.net	Ex-Officio Southwest Renewal	Term began 12/14 in conjunction with Southwest Renewal Role	Southwest Renewal
Peter Freeman Freeman Kennett Architects 1102 N. Main St., Ste. 102, HP, NC 27262 Phone: 336-869-3464 Freeman@freemankennett.com	Ex-Officio City Architect of Record	Term began 12/14 with Freeman Kennett's involvement in City of High Point's core city planning	HP City
Brian P. Gavigan Wyatt Early Harris Wheeler LLP P.O. Drawer 2086, HP, NC 27261 Phone: 336-819-6039 Bgavigan@wehwlaw.com	Ex-Officio Executive Board Chair	Term began 12/19 in conjunction with Business HP Chamber Chairmanship	Business High Point Chamber
Mark Harris GTCC 901 S. Main St., HP, NC 27260 Cell: 336-854-0424 MEHarris@gtcc.edu	Ex-Officio GTCC	Term began 3/15 in conjunction with GTCC Role	GTCC
Loren Hill High Point EDC 211 S. Hamilton St. Suite 200 High Point, NC 27260 Phone: 336-883-3116 Loren.Hill@highpointnc.gov	Ex-Officio High Point EDC	Term began 12/19 in conjunction with HPEDC Role	HP EDC

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 10/30/19

Board Member	Representing	Terms	Appointed by:
Lee Tillery High Point Parks and Recreation 136 Northpoint Ave., HP, NFC 27262 Work: 336-883-3473 Lee.tillery@highpointnc.gov	Ex-Officio High Point Parks and Recreation	Term began 12/14 in conjunction with HP Parks and Recreation Role	HP Parks and Rec.
Melody Burnett **President** High Point CVB P.O. Box 2273, HP, NC 27261 Work: 336-884-5255 MBurnet@HighPoint.org	HPCVB Ex-Officio President	Term began 10/19 in conjunction with HPCVB role	HPCVB
Nancy Bowman **Director of Sales & Marketing High Point** High Point CVB P.O. Box 2273, HP, NC 27261 Work: 336-884-5255 NBowman@HighPoint.org	HPCVB Director of Sales & Marketing	Term began 7/15 in conjunction with HPCVB role	HPCVB
Casey Hawkins **Creative Content Specialist** High Point CVB P.O. Box 2273, HP, NC 27261 Work: 336-884-5255 CHawkins@HighPoint.org	Board Secretary	Term began in conjunction with HPCVB role 11/19	HPCVB

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 10/30/19

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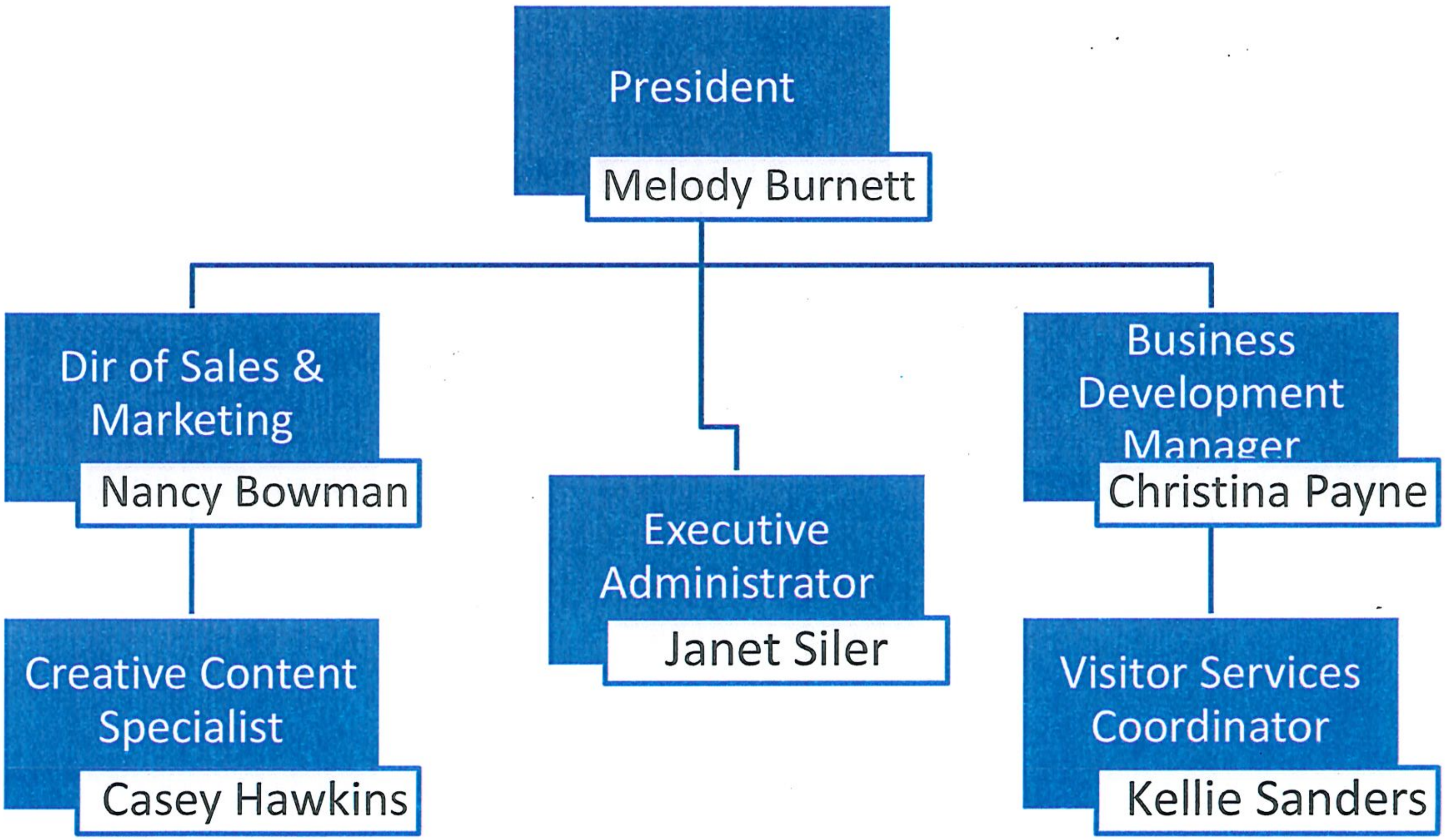

HPCVB INVOLVEMENT
Fiscal Year 2019-2020

CITY REPRESENTATION

Business High Point Inc.	Melody Burnett
Business High Point Inc. - Advisory Board	Melody Burnett
Economic Development Corporation	Melody Burnett
Rotary Club of High Point	Nancy Bowman
Leadership High Point Alumni	Melody Burnett, Nancy Bowman, Christina Payne & Janet Siler
High Point Market Authority Board	Melody Burnett
High Point Showroom Association	Chris Amos - Board Member; Christina Payne
Open Door Ministries	Nancy Bowman
Forward High Point Board	Doyle Early - Chairman Emeritus; Leah Price Past Chair
Forward High Point Marketing Committee	Nancy Bowman
Schools in High Point	Nancy Bowman
Southwest Renewal Foundation	Melody Burnett
Town & Gown Board	Melody Burnett
Young Professionals of High Point	Casey Hawkins
YWCA of High Point	Melody Burnett

COUNTY REPRESENTATION

Guilford County Hotel Association	Melody Burnett

TRIAD REPRESENTATION

Piedmont Triad Film Commission	Melody Burnett
Piedmont Triad Sports Clubs	Nancy Bowman
Piedmont Triad Host DMO Group	Nancy Bowman (Chair)

STATE REPRESENTATION

Association Executives of North Carolina	Nancy Bowman
Governor's Conference - Tourism	Melody Burnett, Nancy Bowman, Casey Hawkins
Governor's Roundtable Tourism Board	Melody Burnett
Meeting Professionals International - Carolinas Chapter	Nancy Bowman
NC Motorcoach Association	Nancy Bowman
National Association of Sports Commissions	Nancy Bowman
NC Tourism Industry Association	Melody Burnett

NATIONAL REPRESENTATION

Destination Marketing Association Intl.	Melody Burnett

p 336.884.5255 | f 336.884.5256
1634 N. Main St., Suite 102
High Point, NC 27262

WWW.HIGHPOINT.ORG

HIGH POINT CITY COUNCIL POLICY FOR ALLOCATION OF OCCUPANCY TAX

PURPOSE:
Allocation of $250,000 per year, for the next 20 years related to the Stadium Project.

STATEMENT OF POLICY:
Pursuant to Senate Bill 148 [S.L. 1989-389] ("Enabling Legislation") Guilford County levies a 3% room occupancy and tourism development tax and remits 30% of the net proceeds to the City of High Point. The Enabling Legislation sets forth the manner in which the City of High Point must allocate the funds received as follows:

> "The City of High Point shall allocate 85% of its share of the net proceeds of the occupancy tax in a fiscal year for activities and programs promoting and encouraging travel and tourism. The City of High Point shall allocate the remaining 15% of its share of the occupancy tax proceeds in a fiscal year for specific tourism-related events or activities, such as arts or cultural events, or for promoting, improving, constructing, financing, or acquiring facilities or attractions that enhance the development of tourism."

In the past year, the City of High Point commenced construction of a multi-purpose sports and entertainment facility for use as the home venue for a minor league professional baseball team and additional development located in the Church Avenue and Pine Street area ("Stadium Project") with the purpose of encouraging economic development in the downtown core and to create new jobs, enhance the quality of life for its citizens and to enhance the development of tourism in the City. In support of the Stadium Project, and in accordance with the Enabling Legislation, the High Point City Council desires to establish a policy whereby a portion of the occupancy tax received by the City is allocated towards the promotion, improvement, construction and financing of the Stadium Project and to enhance the development of tourism in the City.

THEREFORE, THE HIGH POINT CITY COUNCIL does hereby establish a policy to be implemented by the City Manager to:

1. Allocate Two Hundred Fifty Thousand and 00/100 Dollars ($250,000.00) of the Occupancy Tax proceeds annually for the next twenty years toward the promotion, improvement, construction, and financing related to the Stadium Project, and to enhance the development of tourism in the City; and

2. That all remaining Occupancy Tax funds:

   a. Remain available for allocation in accordance with Section 6(b) of the Enabling Legislation; and

   b. Shall remain subject to the optional contractual provisions of Section 8(a) of the Enabling Legislation.

3. Recognizing their over thirty-year history of cooperation, it shall be the policy of the City to contract for tourism services exclusively with the High Point Convention and Visitors Bureau; and.

4. No additional occupancy tax funds shall be directly allocated by the City of High Point as in Section 1 above except pursuant to the contractual provisions of Section 8(a) of the Enabling Legislation.

This the 4 day of February, 2019.

Mayor Jay W. Wagner

ATTEST:

Lisa B. Vierling, City Clerk

City of High Point
North Carolina

CITY OF HIGH POINT
AGENDA ITEM

Title: Substantial Amendment to the 2019-20 Action Plan and 2015-19 Consolidated Plan

From: Michael E. McNair, Director

Public Hearing: Yes

Meeting Date: 6/15/2020 & 6/22/2020

Advertising Date 6/2/2020

Advertised By: **High Point Enterprise**

Attachments: Allocation letter from the Acting Assistant Secretary for Community Planning and Development
Public Notice
Substantial Amendment to the 2019-20 Action Plan and 2015-19 Consolidated Plan

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PURPOSE:
The City has received a special allocation of CDBG funds to be used to prevent, prepare for, and respond to the coronavirus pandemic. The amendment is needed to satisfy Housing and Urban Development (HUD) requirements.

BACKGROUND:
The passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), authorized a special allocation of CDBG funds to entitlement cities to respond to the growing effects of coronavirus pandemic. The law was signed by President Trump on March 27, 2020.

In order to expedite the availability of these resources, HUD has approved several waivers including the reduction of the public comment to 5-days down from 30-days. Accordingly, the Substantial Amendment was published to receive citizen input from April 23th through April 27th.

A public hearing on the Special Amendment was conducted by the Citizens Advisory Council on April 28, 2020. It was approved unanimously.

BUDGET IMPACT:
The CDBG-CV special allocation is $552,706.00.

RECOMMENDATION / ACTION REQUESTED:
The Community Development and Housing Department recommends Council's favorable consideration to approve the Special Amendment to the 2019-20 Annual Action Plan and 2015-19 Consolidated Plan and that the appropriate City official and/or employee be authorized to execute all necessary documents.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

The Honorable Jay Wagner
Mayor of High Point
211 S Hamilton Street
P.O. Box 230
High Point, NC 27261

Dear Mayor Wagner:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available $5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating $2 billion based on the fiscal year 2020 CDBG formula. The remaining $3 billion shall be allocated based on needs using best available data, in the following tranches: $1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and $2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to $10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is $552,706.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate–income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development

PUBLIC NOTICE
CITY OF HIGH POINT
AMENDMENT TO THE CITIZEN PARTICIPATION PLAN
and
SUBSTANTIAL AMENDMENTS TO THE 2019-2020 ANNUAL ACTION PLAN AND 2015-2019 CONSOLIDATED PLAN
Community Development Block Grant - Coronavirus (CDBG-CV)

In response to the Coronavirus 2019 (COVID-19) pandemic, the U.S. Department of Housing and Urban Development (HUD) has notified the City of High Point that it will receive an allocation of $552,706 to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed into law on March 27, 2020 to respond to the growing effects of this unprecedented public health crisis.

As the City of High Point will receive CDBG-CV funds, Substantial Amendments to the FY 2019-2020 Annual Action Plan and 2015-2019 Consolidated Plan are required. These amendments outline with City's proposed use of the CDBG-CV funds in carrying out eligible activities to address the effects of COVID-19 in our community. In addition, the City is amending its Citizen Participation Plan to: 1) define a Minor Amendment, and 2) include Emergency Amendments. While these amendments usually require a 30-day public review and comment period, HUD has waived this requirement provided that no less than five (5) days are given for public review and comments on each of these amendments.

Public Review and Comment

These documents were made available to the public for review and comment for a period of five (5) days beginning on Thursday, April 23, 2020 through April 27, 2020 at the City of High Point's website: https://www.highpointnc.gov/231/Community-Development-Housing. Or a hard copy could be requested through the City's Public Records Request portal: https://www.highpointnc.gov/1813/Public-Records-Request.

Public Hearing

A virtual public hearing will be held before the City of High Point City Council on June 15th, 2020 at 5:30 p.m. In order to maintain the health, safety, and well-being of our residents, staff, and the City Council, this meeting will be conducted electronically. As part of the City of High Point's COVID-19 mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the City will be live streaming the meeting and public hearing. Once the City Council is in session, please use the following link to listen to the meeting. www.HighPointNC.gov/VirtualPublicMeeting.

In accordance with recently adopted legislation regarding public hearings at remote meetings, after the public hearing is held, the required 24-hour waiting period will be open before a vote can be taken on the matter, and the public can submit any additional comments on the budget during that time.

Public comments on this matter can be submitted by:

1. Calling 336-883-3522 and leaving a message, or by
2. Emailing written comments to publiccomment@highpointnc.gov, or by
3. Dropping written comments off in the City of High Point's utility payment drop-boxes located in the Green Drive and the Commerce Avenue parking lots on both sides of the Municipal Building located at 211 S. Hamilton Street.

All comments must be received by 5:00 p.m., June 12, 2020. Persons with disabilities or who otherwise need assistance should contact Thanena Wilson at 336-883-3351 in advance of the public hearing.

Si necesita esta información en español, por favor póngase en contacto con Thanena Wilson 336-883-3351.

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

City of High Point

Community Development & Housing Department

Substantial Amendments
2019-2020 Annual Action
2015-2019 Consolidated Plan
& Citizen Participation Plan
Amendment

CITY OF HIGH POINT
AMENDMENT TO THE CITIZEN PARTICIPATION PLAN,
THE 2019-2020 ANNUAL ACTION PLAN
AND 2015-2019 CONSOLIDATED PLAN

Executive Summary

In response to the Coronavirus 2019 (COVID-19) pandemic, the U.S. Department of Housing and Urban Development (HUD) has notified the City of High Point that it will receive an allocation of $552,706 to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed into law on March 27, 2020 to respond to the growing effects of this unprecedented public health crisis.

The City of High Point Community Development & Housing (CD&H) Department is proposing to amend the Annual Action Plan for 2019-2020, submitted to the Department of Housing & Urban Development (HUD) on or about May 15, 2019. As revised, the amended 2019-2020 Annual Action Plan is a component of the City's 2015-2019 Consolidated Plan. With the City of High Point receiving CDBG-CV funds, Substantial Amendments to the FY 2019-2020 Annual Action Plan and 2015-2019 Consolidated Plan are required. These amendments outline the City's proposed use of the CDBG-CV funds in carrying out eligible activities to address the effects of COVID-19 in our community. In addition, the City is amending its Citizen Participation Plan to: 1) define a Minor Amendment, and 2) include Emergency Amendments.

Receipt of CDBG-CV funds will substantially increase the expected resources available for programming. The City of High Point proposes that the 2019-2020 Annual Action Plan be amended, in accordance with its Citizen Participation Plan, as amended, and the regulations governing the Community Development Block Grant (CDBG) Program. The amendments listed below are proposed for public review and comment.

2019-2020 Annual Action Plan Amendment

- AP-15 Expected Resources
  - New funding source – CDBG-CV $552,706
- AP-38 Project Summary
  - The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities, as allowed under 24 CFR Parts 570.201-570.206, that prevent, prepare for, and respond to the spread of COVID-19. The proposed activities must meet one of the three National Objectives as required by CDBG regulations at 24 CFR Part 570.208: 1) Benefit low-and-moderate income persons, 2) Aid in the prevention or elimination of slums or blight, or 3) Meet an urgent need. The City of High Point will use CDBG-CV dollars to fund projects that are to address, but not be limited to, the following: **(1) Emergency Assistance**, **(2) Homelessness, (3) Economic Disruption, (4) Rental Assistance, and (5) Other Issues that May Be Related to the Coronavirus.** The City is recommending allocating the funds as follows:

SOURCE	Amount	Eligibility
FY 2019-2020 CDBG-CV Allocation	$552,706	
USES		
Administration	$26,353	570.206
Public Service Grants:		570.201(e)
- Open Door Ministries	$28,800	
- Request for Proposals	$271,200	
Capacity Building Technical Assistance	$26,353	570.201(p)
CDBG-CV Eligible Activities	$200,000	570.201 -570.205
TOTAL	***$552,706***	

Citizen Participation

While each of these amendments usually requires a 30-day public review and comment period, HUD has waived this requirement provided that no less than five (5) days are given for public review and comments on each of these amendments. These documents were made available to the public for review and comment for a period of five (5) days beginning Thursday, April 23, 2020 through April 27, 2020 at the City of High Point's website: https://www.highpointnc.gov/231/Community-Development-Housing. Or a hard copy could be requested through the City's Public Records Request portal: https://www.highpointnc.gov/1813/Public-Records-Request.

PUBLIC HEARINGS: A virtual public hearing was held before the Citizens Advisory Council on April 28, 2020 at 6:30 p.m. A second virtual public hearing will be held before the City of High Point City Council on June 15, 2020 at 5:30 p.m. Use the following link for live streaming of the meeting and public hearing: www.HighPointNC.gov/VirtualPublicMeeting. Persons with disabilities or who otherwise need assistance should contact Thanena Wilson at (336) 883-3351 in advance of the public hearing.

WRITTEN COMMENTS: The City of High Point will receive written comments until 5:00 p.m., June 12, 2020. Comments can be sent via email to Thanena Wilson at thanena.wilson@highpointnc.gov, by fax to (336) 883-3355, or mailed to City of High Point Community Development Department, Attn: Thanena Wilson (Public Hearing), P. O. Box 230, High Point, NC 27261. All mailed comments must be received in our office no later than June 12, 2020.

Si necesita esta información en español, por favor póngase en contacto con Thanena Wilson (336) 883-3351.

CITIZEN PARTICIPATION PLAN (CPP)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

HIGH POINT, NORTH CAROLINA

COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT

This printed material will be provided in an alternative format upon request.

Table of Contents

BACKGROUND: THE CDBG AND HOME PROGRAMS

Community Development Block Grant Program

The primary intent of the Community Development Block Grant (CDBG) Program is to support the development of viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities. The emphasis is on assisting low- and moderate-income persons and neighborhoods. Local Community Development activities must be designed to address one or more of the three national objectives:

1. Eliminate slums and blight and blighting influences,
2. Benefit low- to moderate-income persons and neighborhoods,
3. Meet other urgent community needs imposing an immediate threat to safety and health.

High Point is eligible to participate in the CDBG program as an Entitlement city. The City of High Point receives funds automatically upon the approval of its annual Action Plan by the US Department of Housing and Urban Development (HUD). The Action Plan lists the amount of (CDBG and HOME) funds expected to be available for the upcoming program year and lists proposed projects, their location, cost, and their relationship to the priorities of the CDBG and HOME programs that will be used to address the needs and priorities identified in the City's Consolidated Plan. The City's Consolidated Plan, developed at least every five years, identifies strategies and objectives, and sets priorities, for addressing the needs of low- to moderate-income citizens and special populations in High Point.

The amount of the Entitlement grant is determined by HUD based on a formula considering (a) population; (b) extent of poverty; and (c) housing conditions.

The CDBG program is subject to rules and regulations outlined by HUD. The regulations delineate basic eligible and ineligible activities of the program. They also indicate the procedures cities must follow in planning, publicizing, and implementing the program.

HOME Investment Partnerships Program

The HOME Investment Partnerships (HOME) program was created by the National Affordable Housing Act of 1990 and has been amended several times by subsequent legislation. HOME funds are allocated by formula to grantees to operate the program. Grantees must commit and spend their allocated funds within certain time frames, or they lose the funds.

The HOME program is designed to provide decent, safe, and affordable housing and to alleviate the problems of excessive rent burdens and deteriorating housing stock. HOME funds are often used in partnership with local nonprofit groups to fund a wide range of housing activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. Created by the National Affordable Housing Act of 1990 (NAHA), HOME is the largest federal block grant to state and local governments and is designed exclusively to create affordable housing for low-income households. HOME strives to meet both the short-term goal of increasing the supply and availability of affordable housing and the long-term goal of building partnerships between state and local governments and private and nonprofit housing providers.

Every year, the U.S. Department of Housing and Urban Development (HUD) determines the amount of HOME funds that states and local governments—also known as Participating Jurisdictions (PJs)—are eligible to receive using a formula designed to reflect relative housing need. After money has been set aside for America’s insular areas and for nationwide HUD technical assistance, the remaining funds are divided between states (40 percent) and units of general local government (60 percent).

The intent of the HOME Program is to:

- Increase the supply of decent, affordable housing to low- and very low-income households;
- Expand the capacity of nonprofit housing providers;
- Strengthen the ability of state and local governments to provide housing; and
- Leverage private sector participation.

HOME’s flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities. It’s emphasis on consolidated planning, expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing. Technical assistance activities and set-aside funds under the HOME Program for qualified community-based nonprofit housing groups also builds the capacity of these partners. And, HOME’s requirement that participating jurisdictions match 25 cents of every dollar in program funds effectively mobilizes community resources in support of affordable housing; unless the PJ is approved for a match reduction by HUD.

CITIZEN PARTICIPATION IN HIGH POINT

INTRODUCTION

The City of High Point, North Carolina has an estimated population of 115,526 (2020). Its legal representative and policy-making body is a nine-member City Council consisting of the Mayor, six ward representatives and two at-large representatives.

In anticipation of becoming an Entitlement city, the City Council established the Citizens Advisory Council (CAC) in April 1974 to function as the primary citizen participation mechanism for the projects planned and implemented through the City's Community Development Block Grant Program. Subsequently, the City became a participating jurisdiction or PJ in the HOME consortium.

PURPOSE AND PHILOSOPHY

The effectiveness of the Citizen Participation (CP) Plan is enhanced when both citizens and elected officials are aware of its benefits. Elected officials and policy makers benefit from the variety of viewpoints that citizens can bring to local government planning in areas such as affordable housing, neighborhood revitalization, self-help, recreation, transportation, human services, public services and neighborhood organization. Citizens benefit from the knowledge that their opinions and views are considered and contribute to the overall decision-making process.

While the comments and opinions of all citizens are important, it is necessary for the City's low- to moderate-income citizens, those living in slum or blighted areas, residents of public and assisted housing, minorities, non-English speaking persons and persons with disabilities have the opportunity to be heard. These citizens are in most need of supportive services and stand to benefit the most from activities undertaken as part of the CDBG and HOME programs. As such, it is important that the City seek to include these groups in the decision-making process for activities funded through the CDBG and HOME programs. The City's CP Plan provides the means by which citizens can assist with problem identification, propose solutions to problems, set goals and determine priorities, and recommend which projects should become a part of the City's programs.

CITIZENS ADVISORY COUNCIL (CAC)

The Citizens Advisory Council (CAC), one of the primary avenues for public participation related to the CDBG and HOME programs, is a nine-member volunteer council of High Point citizens which serves in an advisory capacity to the High Point City Council concerning the CDBG and HOME programs and other community issues.

The Mayor and each member of City Council appoint one member of the CAC. All potential CAC members must be approved by City Council. All CAC members serve two-year terms with eligibility for reappointment. CAC members are limited to two consecutive terms.

The CAC meets once a month. All CAC meetings will be conducted in an open manner, with freedom of access to all interested persons.

The CAC assists the High Point City Council in the development and amendment of the CP Plan to encourage the involvement of interested citizens in the City's CDBG and HOME programs. The CAC annually reviews the CP Plan to ensure that it is meeting the needs of the City's low- to moderate-income citizens and special populations. The CAC may meet periodically with residents in target communities to solicit citizen input and participation in the CDBG and HOME programs.

A copy of the CP Plan, along with other departmental program plans and reports, is available for public review at the:

- Community Development and Housing Department, Room 312, City Hall, 211 S. Hamilton Street;
- Community and Neighborhood Development Division, 201 Fourth Street; or
- https://www.highpointnc.gov/231/Community-Development-Housing.

Citizens are encouraged to refer any comments or questions to either the Community Development and Housing Department staff or members of the Citizens Advisory Council. Copies of the Plan will be made available to individuals or groups or provided in an alternate format for people with disabilities upon request.

PROVISION OF TECHNICAL ASSISTANCE

Besides administering, planning and evaluating the CDBG and HOME programs, the Community Development and Housing Department staff provides technical and analytical assistance to the CAC, non-profit organizations, neighborhood/community groups, and interested citizens in building community capacity, developing project proposals, and project implementation.

In addition to assisting in the preparation of the CP Plan, staff also prepares the Five-Year Consolidated Plan, the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) for review by the CAC.

Staff also assists in the preparation of the CP Plan and a comprehensive development strategy that includes each Community Development target area and describes the types of projects that would have the most significant impact. To increase the ability of the CAC and City Council to effectively evaluate Community Development proposals through the analysis of the development plans, staff presents recommendations to the CAC and City Council describing how well the proposed project complements the development strategies.

PUBLIC HEARINGS

In order to ensure adequate public comment concerning activities related to the CDBG and HOME programs, the City of High Point will hold at least two public hearings before the City of High Point City Council during each program year to obtain citizens' review and answer questions concerning the CDBG and HOME programs. These hearings will focus on housing and community development needs, the development of program activities and the review of the CDBG and HOME programs.

Citizens will be notified and encouraged to attend public hearings through advertisements in the *High Point Enterprise*, neighborhood association/community watch meetings and the Cable Channel. Notice of these public hearings will be given at least 10 days prior to the date of the hearing. The notices will include the date, time and location of the hearing, a brief description of the purpose for the hearing and state how persons with disabilities can make arrangements to participate. Public hearings will be held at times and locations convenient to potential and actual beneficiaries of CDBG and HOME programs.

All public hearings will be held at a convenient time and place to facilitate broad citizen participation, particularly by low- and moderate-income citizens and residents of targeted neighborhoods. All public hearings will be held at locations, accessible to people with disabilities, and provisions will be made to accommodate persons with disabilities. Public notices shall state that a person with a disability may receive auxiliary aids or service to effectively participate in city government activities by contacting the American Disabilities Act (ADA) Coordinator no later than 48 hours before the event or deadline. Citizens may contact Marquis Barnett, ADA Coordinator via voice at (336) 883-3629.

Upon request, translators will be provided for people who do not speak English and sign language interpreters will be provided for hearing impaired people. On-line surveys in English and Spanish may also be used to gather resident input on the development of the Consolidated Plan or filled out on paper surveys available at various locations.

All citizens will be encouraged to attend public hearings related to the program planning and implementation processes. Low- to moderate-income citizens and those living in core city target areas will be particularly encouraged to attend these public hearings through announcements at neighborhood association and community watch meetings and by the distribution of information through members of the Citizens Advisory Council.

CONSOLIDATED PLAN and ANNUAL ACTION PLAN

As a CDBG Entitlement community and a HOME PJ, the City of High Point must submit a Consolidated Plan to HUD at least every five years outlining the needs of low- to moderate-income citizens and special populations within High Point and strategies by which the City will address these needs. Each year the City must also submit an Annual Action Plan stating how the needs of low- to moderate-income persons will be addressed with anticipated HUD and local funds. The City will actively encourage public participation in the development of the five-year Consolidated Plan and Annual Action Plan.

During the development of the Consolidated Plan, the City will consult with public and private agencies that provide assisted housing, health services and social services to identify needs of low- to moderate-income persons and special populations in the community and to set priorities for addressing these needs. Citizens residing within Community Development target areas will be encouraged to comment on needs and priorities through existing or newly created neighborhood associations and community watch groups. The City of High Point, in conjunction with the High Point Housing Authority, will work to encourage the participation of public and assisted housing residents in providing input to the Consolidated Plan. The City will also provide information related to planned activities that will occur in or near public and assisted housing developments to the Housing Authority so it can make this information available as part of its annual public hearing under the Comprehensive Grant program.

The Consolidated Plan and Annual Action Plan include the amount of funds the City expects to receive, the range of activities that may be undertaken, and an estimate of the benefit to low- to moderate-income citizens from these projects. Two public hearings will be held prior to the adoption of the Consolidated Plan and Annual Action Plan to receive comments on the Plans. One public hearing will be held before the Citizens Advisory Council and the second public hearing will be held before the City of High Point City Council. Notice will be given in the *High Point Enterprise* at least 10 days prior to the hearing and will include a brief summary of the purpose and contents of the Plans and the locations where the full Plans are available for public review. Any individual or group may receive a copy of the Consolidated Plan and Annual Action Plan upon request. A summary of all comments, and any actions taken concerning these comments, will be submitted along with the Plans to HUD.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Each year, the City must prepare a Consolidated Annual Performance and Evaluation Report (CAPER) describing and evaluating the community development activities undertaken during the previous program year. The City will follow HUD public notification and comment requirements to ensure that the public, particularly focusing on those citizens residing within Community Development target areas, has the opportunity to review the report and comment on the City's community development activities.

As part of the review process, the public will be provided a fifteen-day review period for comment on the report. A notice for comment and review period will be placed in the *High Point Enterprise* prior to the commencement of the review period. The CAPER will also be made available for public review at City Hall and the variety of public access sites prior to its submittal to HUD. A summary of the public's comments and views will be incorporated in the CAPER upon submission to HUD.

AMENDMENTS TO CONSOLIDATED PLAN and ANNUAL ACTION PLAN

The jurisdiction shall amend its approved plan whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan; or
3. To change the purpose, scope, location or beneficiaries of an activity.

Minor Amendments

Any minor amendments to the Consolidated Plan and/or Annual Action Plan will be made administratively and will be incorporated into the City's CAPER at the end of end program year. A minor amendment is one that maintains the integrity of the plan and does not include any substantial change in policy or in funding priorities while still maintaining flexibility in meeting the planned goals and objectives.

Substantial Amendments

Citizen participation is required for any substantial amendment made to a previously approved Consolidated Plan and/or Annual Action Plan. The criteria the City will use for determining a substantial amendment to its Consolidated Plan and Annual Action Plan includes changes in the Plans requiring the reprogramming of more than 20% of the CDBG or HOME allocation.

Substantial amendments to the Consolidated Plan and/or Annual Action Plan will be made available for public comment at City Hall and the established public access sites at least 30 days prior to its adoption. A public hearing for the substantial amendment will be held before the City of High Point City Council and citizens will be notified of this hearing through an ad placed in the

High Point Enterprise at least 10 days prior to the hearing. The notice will include the date, time and location for the hearing, a brief description of the proposed amendment and will state how persons with disabilities can make arrangements to participate. A summary of citizens' comments concerning the substantial amendment to the Consolidated Plan and/or Annual Action Plan will be summarized and attached to the amendment upon its submission to HUD.

Emergency Amendments: In the event of a natural disaster or catastrophic occurrence threatening public health and/or safety, the City of High Point may determine the need to make a substantial amendment to the Consolidated Plan and/or Annual Action Plan to address the unforeseen needs of the community. The City may request and obtain from HUD a complete waiver or reduction in days of the required 30-day public review and comment period for substantial amendments. A public hearing for the substantial amendment will be held before the City of High Point City Council and citizens will be notified of this hearing through an ad placed in the *High Point Enterprise* at least 10 days prior to the hearing. Emergency amendments require City of High Point appointed officials to hold public meeting for recommendation to, and approval by City Council in accordance with North Carolina public meeting laws.

COMPLAINTS AND GRIEVANCES PROCEDURES

Complaints and grievances concerning CDBG and HOME activities should be filed, in writing, to the Director, Community Development and Housing Department, P.O. Box 230, High Point, North Carolina 27261.

All comments will be initially reviewed by staff and referred to the appropriate City department or CAC for reply. An appropriate response will be made to the complainant within 15 working days. If after review and investigation, the complainant is not satisfied with the outcome at this level, he or she should notify the Director of the Community Development and Housing Department and arrange a meeting.

If the complainant is still not satisfied with the Director's response, the matter should then be referred the City Manager. Every effort will be made to resolve complaints at the local level. However, if satisfactory resolution of the complaint is not achieved at the municipal level, the complete record of correspondence, meetings and research information shall be forwarded to the Department of Housing and Urban Development for final disposition.

OBJECTIONS TO CDBG/HOME CONSOLIDATED PLAN AND ANNUAL ACTION PLAN APPLICATION

Objections to the contents of a Consolidated Plan and/or Annual Action Plan, which are not considered complaints or grievances, are to be filed directly with the HUD area office located at 1500 Pinecroft Road, Suite 401, Greensboro, NC 27407, before or during the Consolidated Plan and Annual Action Plan review period. HUD will consider objections made only on the following grounds:

a) The description of needs and objectives is plainly inconsistent with available facts and data; or
b) the activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified in the application; or
c) the application does not comply with the requirements of HUD regulations or other applicable law; or
d) the application proposes activities that are otherwise ineligible.

PROVISION OF PROGRAM INFORMATION

Program information is available to all citizens who are interested in learning more about the CDBG or HOME Programs or participating on the CAC. Special arrangements will be made for providing information or assistance to non-English speaking residents upon request. For special assistance, call the Community Development and Housing Department at (336) 883-3349.

The records of the CDBG and HOME Programs are public records and must be retained for a minimum of five years. However, some records deal with personal income and other information on individuals directly affected by program activities and must be kept confidential. Apart from these, all records of the CDBG and HOME Programs are available for review by the public at the Community Development and Housing Department, 211 S. Hamilton Street, Room 312, 8:00 a.m. to 5:00 p.m. Monday through Friday.

Other provisions intended to give interested citizens the broadest opportunity to obtain program information, read, analyze and comment on the High Point CDBG and HOME Programs are:

a) Department Website: https://www.highpointnc.gov/231/Community-Development-Housing
b) Mailing List: Citizens may request to have their name placed on the departmental mailing list of interested parties. Each person on the mailing list periodically receives program information.
c) Citizen Participation Plan: High Point's Citizen Participation Plan is updated each Fiscal Year. The CP Plan is made available to any citizen or community organization upon request.
d) Notification of Significant Program Action: At various points during the program year, significant program actions will be published in the *High Point Enterprise*. Such actions may include completion of the Consolidated Annual Performance and Evaluation Report (CAPER), Notice of Findings of No Significant Effect on the Environment (by project), Notice of Intent to Request Release of Funds (from HUD), announcements of meetings and public hearings, and projected use of funds.

e) CAC Meetings: CAC meetings are typically held the fourth Thursday of each month of the year. Regular meetings are held at 6:00 p.m. at the Community and Neighborhood Development Center, 201 Fourth Street. Interested citizens should contact the Community Development and Housing Department or the City Clerk at City Hall to confirm meeting dates. All CAC meetings are open, public meetings.

CONCLUSION

The City of High Point recognizes the importance of citizen participation in the formulation and successful accomplishment of its CDBG and HOME Programs. The CDBG and HOME Programs can be most effective and responsive when citizens are continuously involved. This CP Plan was designed to serve as a guide to fulfill these purposes.

The High Point CAC provides an orderly procedure for input and participation from the general public. It is a volunteer group charged with the responsibility of advising the Mayor and the High Point City Council as it relates to CDBG and HOME program expenditures and general city issues.

The Community Development and Housing Department provides many opportunities for citizens to find out about High Point's programs and to have a voice in the decision-making process. To be kept up to date on the activities of the Community Development and Housing Department and the CAC, call or write the Community Development and Housing staff at:

Community Development and Housing Department
City of High Point
P.O. Box 230
High Point, North Carolina 27261
Phone: (336) 883-3349
or visit the Department's website at
https://www.highpointnc.gov/231/Community-Development-Housing

COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT

Michael E. McNair, Director	883-3676

Administration Division

Thanena Wilson, CD Administrator	883-3351
Susan Patterson, CD Grants Specialist	883-8521
April Jones, Administrative Coordinator	883-3348
VACANT, Administrative Specialist II	883-3349

Community and Neighborhood Development Division

Michelle V. McNair, Community Resource Manager	883-3685
Alisha Doulen, Community Resource Specialist	883-3042
VACANT, Community Resource Specialist	883-3689

Housing Division

Ed Brown, Project Manager	883-8522
Everett Dehart, Project Manager	883-3343
Toni Jackson, Housing Specialist	883-3347

Local Code Enforcement Division

Lori Loosemore, Code Enforcement Manager	883-3040
Adam LeBeau, Code Enforcement Officer	883-6139
Billy Caudle, Code Enforcement Officer	883-3375
Jim Mullins, Code Enforcement Officer	883-3324
Houston Laster, Code Enforcement Officer	883-3804
Anjenet Britt, Code Enforcement Officer	883-4248
Michael Sapp, Code Enforcement Officer	333-3805

FAX NUMBER: (336) 883-3355
TDD NUMBER: (336) 883-8517

HIGH POINT CITY MANAGERS

Greg Demko, City Manager

Randy McCaslin, Deputy City Manager

Greg Ferguson, Assistant City Manager

Eric Olmedo, Assistant City Manager

HIGH POINT CITY COUNCIL

Jay Wagoner	Mayor
Britt Moore	At Large
Tyrone Johnson	At Large
Cyril Jefferson	Ward 1
Christopher Williams	Mayor Pro Tem, Ward 2
Monica Peters	Ward 3
Wesley Hudson	Ward 4
Victor Jones	Ward 5
Michael Holmes	Ward 6

CITIZENS ADVISORY COUNCIL

Donald Belton	Mayor At Large
Jerry Mingo, Vice Chair	At Large
Jim Bronnert, Chair	At Large
Willie Davis	Ward 1
Orel Henry	Ward 2
Rob Sims	Ward 3
Jessica Wynn	Ward 4
Clodagh Leszinski	Ward 5
Warren Boone	Ward 6
Cyril Jefferson	Council Liaison

NORTH CAROLINA

GUILFORD COUNTY

AGREEMENT FOR PROVISION OF CONVENTION AND VISITORS BUREAU

THIS AGREEMENT, made and entered into the 1st day of July, 2020 by and between the **CITY OF HIGH POINT,** a North Carolina municipal corporation located at 211 South Hamilton Street, High Point, North Carolina ("City") and the **HIGH POINT CONVENTION AND VISITORS BUREAU, INC.,** a North Carolina non-profit corporation, located at 1634 North Main Street, High Point, NC 27262 ("HPCVB"), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of an allocation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds of $1,210,177 received by the City of High Point from the Guilford County 3% Room Occupancy and Tourism Development Tax projected at $1,210,177, the HPCVB named hereinabove does hereby agree to provide Convention and Visitors Bureau Services for the City of High Point in accordance with the terms of this Agreement as set forth herein.

In consideration of the above, the parties do hereby agree as follows:

(1) The HPCVB agrees to expend the funds, which are the subject of this Agreement and perform services in consideration of the receipt of funds in accordance with the Overview of Program of Work as attached to this Agreement as "Exhibit A" and incorporated herein by reference. HPCVB further agrees to expend the funds in accordance with an Annual Budget for said funds attached hereto as "Exhibit B" and which is incorporated herein by reference. Funds made available to the HPCVB pursuant to this Agreement shall be expended only in accordance with applicable federal, state, and local laws. The HPCVB may amend the budget from time to time in order to conform with the actual amount of funds received under this agreement.

(2) The HPCVB agrees that it will supply such records, reports, information, and verification relating to the expenditures of the funds or the operations of the HPCVB on a monthly basis and as may be requested by the City. This shall include monthly reports

on the receipts and expenditures, as well as an annual audit completed within six months of the HPCVB's fiscal year end, performed in accordance with generally accepted accounting principles of the revenues and expenditures of the HPCVB. The HPCVB shall maintain written accounting and documentation of all of its receipts and disbursements relating to the receipt of allocation, which are subject to this Agreement. The HPCVB agrees to subject itself to the provisions of Article 33c of Chapter 143 of the North Carolina Statutes entitled "Meetings of Public Bodies," to the same extent as the City.

(3) Funds will be distributed to the HPCVB on a monthly basis in accordance with the attached budget. Further, should expenditures overspend the revenues under this Agreement; the City shall have no obligation to reimburse the HPCVB for such expenditures.

(4) This Agreement will automatically terminate on June 30, 2021 at which time a new Agreement will be considered.

(5) Upon termination of this Agreement by either party all non-expendable property purchased under this Agreement shall revert to the City or its assigns.

(6) A High Point Convention and Visitors Bureau Board of Directors shall be appointed, which shall have the authority to oversee the Convention and Visitors Bureau's implementation of the program of work, and the expenditures of the receipt of allocation, which are the subject of this Agreement. The Convention and Visitors Bureau Board shall be composed of a minimum of the following twelve (12) members:

(a) One member of the Guilford County Board of Commissioners appointed by the Board of County Commissioners.

(b) One member of the High Point City Council appointed by the City Council.

(c) Two owners or operators of hotels, motels, or other taxable tourist accommodations in the local metropolitan area, one of whom owns or operates hotels, motels, or other tourist accommodations with more than 100 rental units, and one of whom owns or operates hotels, motels, or other tourist accommodations with I 00 or fewer rental units, both appointed by the Board of County Commissioners.

(d) One individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, and is a Board member of the High Point Chamber of Commerce, appointed by the Chamber of Commerce.

(e) One individual involved in the local restaurant or food service business who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(f) One individual involved in the cultural arts or tourist attraction business, who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(g) One at-large individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(h) One individual who has demonstrated an interest in tourism development and is a representative of a High Point public convention/trade show center, appointed by the High Point Chamber of Commerce.

(i) Two at-large individuals who have demonstrated an interest in tourism development and do not own or operate hotels, motels, or other tourist accommodations, appointed by the Board of County Commissioners.

(j) The President of the High Point Convention and Visitors Bureau, Inc., who shall be a non-voting, ex-officio member.

All voting members of the High Point Convention and Visitors Bureau Board shall serve without compensation. All members shall serve two-year terms. Members may serve no more than two consecutive terms. Members appointed to fill the at-large designations shall serve a full term and have all voting rights and privileges. The members shall elect a chairperson, who shall also serve a two-year term if eligible. Members appointed to fill vacancies shall first serve for the remainder of the unexpired term for which they are appointed to fill, and then are eligible for appointment for a regular term. The Board shall meet at the call of the Chairperson and shall adopt rules of procedure to govern its meetings. The Board shall appoint such ex-officio members as it deems appropriate.

(7) The attached Exhibits are:

(A) Overview & Program of Work
(B) Amended FY 19-20 Budget, Proposed New Budget and BudgetNotes
(C) Occupancy Tax Comparison Current Year and 20-21 Projections
(D) Financial Statement through March Current Year
(E) Event Booking Incentives for Current Year
(F) Board of Directors, Organizational Chart, and Chart of Staff Organizational Involvement
(G) Occupancy Tax Policy Signed February 4, 2019

These exhibits are incorporated herein by reference and shall have the same force and effect as if set forth herein.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its behalf; and the HPCVB has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NORTH CAROLINA

Randy E. McCaslin, Interim City Manager

ATTEST:

Lisa Vierling, City Clerk

Approved as to form:

JoAnne L. Carlyle Digitally signed by JoAnne L. Carlyle
Date: 2020.06.25 14:39:16 -04'00'

JoAnne Carlyle, City Attorney

This instrument has been pre-audited in the manner required by the Local government Budget and Fiscal Control Act.

Bobby Fitzjohn Digitally signed by Bobby Fitzjohn
Date: 2020.06.24 11:29:06 -04'00'

Bobby Fitzjohn, Director of Financial Services

Date: 6-24-20

HIGH POINT CONVENTION &VISITORS BUREAU, INC.

Melody Burnett, President

ATTEST:

Cliff Mann, Board Chair

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

BE IT ORDAINED BY THE CITY OF HIGH POINT, NORTH CAROLINA:

Section 1. The following amounts are hereby appropriated for the operation and maintenance of the City's various governmental departments and divisions for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

(1) That for said fiscal year there is hereby appropriated out of the GENERAL FUND for general governmental operations the sum of:

$ 109,499,463

(2) That for said fiscal year there is hereby appropriated out of the SPECIAL GRANTS FUND for purposes outlined within the various grant provisions, the sum of:

$ 3,957,233

(3) That for said fiscal year there is hereby appropriated out of the COMMUNITY DEVELOPMENT FUND for purposes outlined within the grant, the sum of:

$ 2,967,248

(4) That for said fiscal year there is hereby appropriated out of the ECONOMIC DEVELOPMENT FUND, the sum of:

$ 500,000

(5) That for said fiscal year there is hereby appropriated out of the GENERAL DEBT SERVICE FUND for the payment of debt service charges on general obligation debt, the sum of:

$ 9,726,260

(6) That for said fiscal year there is hereby appropriated out of the GENERAL CAPITAL PROJECTS FUND for the purpose of construction and/or acquisition of certain long-lived assets, the sum of:

$ 1,257,000

(7) That for said fiscal year there is hereby appropriated out of the CENTRAL SERVICES FUND the following, the sum of:

Fleet Services	$ 12,939,180
Radio Repair Shop	2,056,776
Computer Replacement	725,000
	$ 15,720,956

(8) That for said fiscal year there is hereby appropriated out of the WATER and SEWER FUND the following:

Operations	$ 32,054,300
Debt Service	16,509,221
Transfer to Capital Projects Fund	22,660,000
TOTAL WATER and SEWER FUND	$ 71,223,521

(9) That for said fiscal year there is hereby appropriated out of the WATER and SEWER CAPITAL PROJECTS FUND for the following, the sum of:

Water Sewer Capital Projects	$ 7,660,000

(10) That for said fiscal year there is hereby appropriated out of the ELECTRIC FUND the following:

Operations	$ 121,865,060
Capital Projects	7,344,000
Transfer to Capital Projects Fund	4,217,500
TOTAL ELECTRIC FUND	$ 133,426,560

(11) That for said fiscal year there is hereby appropriated out of the ELECTRIC CAPITAL PROJECTS FUND for the following, the sum of:

Electric Capital Projects	$ 4,217,500

(12) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT FUND for the following, the sum of:

$ 4,738,531

(13) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT CAPITAL PROJECTS FUND for the purpose of operating High Point's Transit System, the sum of:

$ 110,000

(14) That for said fiscal year there is hereby appropriated out of the PARKING FACILITIES FUND for the purpose of operating City parking facilities, the sum of:

$ 418,000

(15) That for said fiscal year there is hereby appropriated out of the SOLID WASTE FUND the following:

Operations	$ 16,668,500
Capital Projects	288,000
Transfer to Capital Projects Fund	175,000
TOTAL SOLID WASTE FUND	$ 17,131,500

(16) That for said fiscal year there is hereby appropriated out of the LANDFILL CAPITAL PROJECTS FUND for the following, the sum of:

Solid Waste Capital Projects	$ 1,175,000

(17) That for said fiscal year there is hereby appropriated out of the STORM WATER FUND the following:

Operations	$ 3,431,009
Debt Service	1,255,423
Capital Projects	900,000
Transfer to Capital Projects Fund	230,000
TOTAL STORM WATER FUND	$ 5,816,432

(18) That for said fiscal year there is hereby appropriated out of the STORM WATER CAPITAL PROJECTS FUND for the following, the sum of:

Storm Water Capital Projects	$ 230,000

(19) That for said fiscal year there is hereby appropriated out of the MARKET AUTHORITY FUND, the sum of:

$ 2,860,000

(20) That for said fiscal year there is hereby appropriated out of the INSURANCE RESERVE FUND, the sum of:

$ 20,406,150

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

Section 2. It is estimated that the following revenues will be available during fiscal year beginning July 1, 2020 and ending June 30, 2021:

General Fund	
Ad Valorem Taxes	$ 61,476,375
Sales & Use Taxes	28,692,077
Intergovernmental Revenues	10,481,517
Licenses & Permits	3,132,850
Charges for Services	4,740,864
Miscellaneous	975,780
Total Revenues and Other Financing Sources	$ 109,499,463
Grants Fund	
Intergovernmental Revenues	$ 3,957,233
Community Development Fund	
Intergovernmental Revenues	$ 2,967,248
Economic Development Fund	
Transfer From Electric Fund	400,000
Miscellaneous	12,522
Fund Balance Appropriated	87,478
Total Revenues and Other Financing Sources	$ 500,000
General Debt Service Fund	
Ad Valorem Taxes	$ 3,381,700
Miscellaneous	1,051,010
Transfer from Other Funds	4,993,550
Fund Balance Appropriated	300,000
Total Revenues and Other Financing Sources	$ 9,726,260
General Capital Projects Fund	
Transfer from Other Funds	1,257,000
Total Revenues and Other Financing Sources	$ 1,257,000
Central Services Fund	
Charges for Services	8,615,123
Miscellaneous Revenues	6,201,776
Fund Balance Appropriated	904,057
Total Revenues and Other Financing Sources	$ 15,720,956
Water and Sewer Fund	
Charges for Services	$ 55,989,817
Non-operating Revenues	1,250,890
Retained Earnings Appropriated	13,982,814
Total Revenues and Other Financing Sources	$ 71,223,521
Water and Sewer Capital Projects Fund	
Transfer from Water and Sewer Fund	$ 7,660,000
Electric Fund	
Charges for Services	$ 129,182,560
Non-operating Revenues	794,000
Retained Earnings Appropriated	3,450,000
Total Revenues and Other Financing Sources	$ 133,426,560

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

Electric Capital Projects Fund		
Transfer from Electric Fund	$	4,217,500
Mass Transit Fund		
Charges for Services	$	3,923,993
Intergovernmental Revenues		415,793
License and Permits		390,000
Transfer From Other Funds		8,745
Total Revenues and Other Financing Sources	$	4,738,531
Mass Transit Capital Projects Fund		
Transfer From Other Funds		110,000
Total Revenues and Other Financing Sources	$	110,000
Parking Facilities Fund		
Charges for Services	$	223,000
Transfer From Other Funds		195,000
Total Revenues and Other Financing Sources	$	418,000
Solid Waste Fund		
Operating Revenue	$	16,736,500
Miscellaneous		174,000
Transfer from Landfill Maintenance Reserve Fund		221,000
Total Revenues and Other Financing Sources	$	17,131,500
Landfill Capital Projects Fund		
Transfer from Solid Waste Fund	$	1,175,000
Storm Water Fund		
Charges for Services	$	5,273,950
Miscellaneous		131,113
Retained Earnings Appropriated		411,369
Total Revenues and Other Financing Sources	$	5,816,432
Storm Water Capital Projects Fund		
Transfer from Storm Water Fund	$	230,000
Market Authority Fund		
Room Occupancy Taxes	$	400,000
Licenses & Permits		1,700,000
Transfer from Water-Sewer Fund		50,000
Transfer from Electric Fund		710,000
Total Revenues and Other Financing Sources	$	2,860,000
Insurance Reserve Fund		
Insurance Premiums		20,328,150
Miscellaneous		78,000
Total Revenues and Other Financing Sources	$	20,406,150

Section 3. There is hereby levied the following rates of tax on each one hundred dollars ($100) valuation of taxable property, as listed for taxes as of January 1, 2020, for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimates of revenue, and in order to finance the foregoing appropriations.

Rate per $100 Valuation
General Fund $.6475

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

Such rates of tax are based on an estimated total valuation of property for purpose of taxation of **$9,997,701,522** and an estimated rate of collections of **98.4%** during the current year.

Section 4. That the reserve for encumbrances at June 30, 2020, representing the unearned portion of contracts as of that date, shall be re-appropriated and distributed as it applied in order to properly account for the payment against which the fiscal year in which it is paid.

Section 5. That the unencumbered balances as of June 30, 2020 of those capital projects and operating encumbrances which were not completed in Fiscal Year 2019-2020 be reappropriated into the Fiscal Year 2020-2021 budget in order to allow completion.

Section 6. That the unencumbered balances in Grant funds which remain as of June 30, 2020 be reappropriated into the Fiscal Year 2020-2021 budget for the completion of their original purposes.

Section 7. That the landfill closure funds previously expended and established as a liability in the Landfill Development and Maintenance Capital Reserve Fund and which remain as of June 30, 2020 be appropriated in the Fiscal Year 2020-2021 budget for their intended purposes.

Section 8. The number of persons to be employed and the salaries and wages to be paid shall be those which are included in the detailed operation budgets; unless provision is made by the City Manager or City Council for employing additional persons.

Section 9. The City Manager is hereby authorized to approve transfers of appropriations within any fund. Transfers between funds and authorization for making expenditures from excess revenue shall be made by the City Council.

Section 10. Utility payments will be applied in the following order: Deposits, credit/collection fees, oldest bill first, miscellaneous fees/charges, and utility services.

Section 11. Copies of this ordinance shall be furnished to the City Clerk and the Director of Financial Services to be kept on file by him for his direction in the collection and disbursement of City funds.

Section 12. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Adopted this 22nd day of June, 2020.

Lisa B. Vierling, MMC
City Clerk

City of High Point North Carolina

CITY OF HIGH POINT
AGENDA ITEM

Title: Adoption of FY 2020-2021 Annual Budget

From: Eric Olmedo, Assistant City Manager

Public Hearing: June 15, 2020

Attachments: Budget ordinance, fee schedule

Meeting Date: June 22, 2020
Advertising Date: June 2, 2020
Advertised By: City Clerk

PURPOSE:
Consideration of an ordinance to adopt the FY 2020-2021 Annual Budget ordinance and associated fee schedule for the City of High Point.

BACKGROUND:
Staff has worked in conjunction with the City Council and the City Manager to prepare the FY 2020-2021 Annual Budget. The Proposed Budget was presented to the City Council on Monday, June 1. Budget worksessions were held on Thursday, June 4 and Thursday, June 11. A public hearing on the Proposed Budget was held at the City Council meeting Monday, June 15th. Due to COVID restrictions, public comments were collected via email and voicemail and distributed to Council electronically.

Listed below are the ordinances and schedules necessary to adopt the 2020-2021 Budget:

- FY 2020-2021 Budget Ordinance
- FY 2020-2021 Expenditure Analysis
- Changes to the Comprehensive Fee Schedule

BUDGET IMPACT: N/A

RECOMMENDATION / ACTION REQUESTED:
Staff recommends and asks the Council to approve the budget ordinance.

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

BE IT ORDAINED BY THE CITY OF HIGH POINT, NORTH CAROLINA:

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(1) That for said fiscal year there is hereby appropriated out of the GENERAL FUND for general governmental operations the sum of:

$ 109,499,463

(2) That for said fiscal year there is hereby appropriated out of the SPECIAL GRANTS FUND for purposes outlined within the various grant provisions, the sum of:

$ 3,957,233

(3) That for said fiscal year there is hereby appropriated out of the COMMUNITY DEVELOPMENT FUND for purposes outlined within the grant, the sum of:

$ 2,967,248

(4) That for said fiscal year there is hereby appropriated out of the ECONOMIC DEVELOPMENT FUND, the sum of:

$ 500,000

(5) That for said fiscal year there is hereby appropriated out of the GENERAL DEBT SERVICE FUND for the payment of debt service charges on general obligation debt, the sum of:

$ 9,726,260

(6) That for said fiscal year there is hereby appropriated out of the GENERAL CAPITAL PROJECTS FUND for the purpose of construction and/or acquisition of certain long-lived assets, the sum of:

$ 1,257,000

(7) That for said fiscal year there is hereby appropriated out of the CENTRAL SERVICES FUND the following, the sum of:

Fleet Services	$ 12,939,180
Radio Repair Shop	2,056,776
Computer Replacement	725,000
	$ 15,720,956

(8) That for said fiscal year there is hereby appropriated out of the WATER and SEWER FUND the following:

Operations	$ 32,054,300
Debt Service	16,509,221
Transfer to Capital Projects Fund	22,660,000
TOTAL WATER and SEWER FUND	$ 71,223,521

(9) That for said fiscal year there is hereby appropriated out of the WATER and SEWER CAPITAL PROJECTS FUND for the following, the sum of:

Water Sewer Capital Projects	$ 7,660,000

(10) That for said fiscal year there is hereby appropriated out of the ELECTRIC FUND the following:

Operations	$ 121,865,060
Capital Projects	7,344,000
Transfer to Capital Projects Fund	4,217,500
TOTAL ELECTRIC FUND	$ 133,426,560

(11) That for said fiscal year there is hereby appropriated out of the ELECTRIC CAPITAL PROJECTS FUND for the following, the sum of:

Electric Capital Projects	$ 4,217,500

(12) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT FUND for the following, the sum of:

$ 4,738,531

(13) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT CAPITAL PROJECTS FUND for the purpose of operating High Point's Transit System, the sum of:

$ 110,000

(14) That for said fiscal year there is hereby appropriated out of the PARKING FACILITIES FUND for the purpose of operating City parking facilities, the sum of:

$ 418,000

(15) That for said fiscal year there is hereby appropriated out of the SOLID WASTE FUND the following:

Operations	$ 16,668,500
Capital Projects	288,000
Transfer to Capital Projects Fund	175,000
TOTAL SOLID WASTE FUND	$ 17,131,500

(16) That for said fiscal year there is hereby appropriated out of the LANDFILL CAPITAL PROJECTS FUND for the following, the sum of:

Solid Waste Capital Projects	$ 1,175,000

(17) That for said fiscal year there is hereby appropriated out of the STORM WATER FUND the following:

Operations	$ 3,431,009
Debt Service	1,255,423
Capital Projects	900,000
Transfer to Capital Projects Fund	230,000
TOTAL STORM WATER FUND	$ 5,816,432

(18) That for said fiscal year there is hereby appropriated out of the STORM WATER CAPITAL PROJECTS FUND for the following, the sum of:

Storm Water Capital Projects	$ 230,000

(19) That for said fiscal year there is hereby appropriated out of the MARKET AUTHORITY FUND, the sum of:

$ 2,860,000

(20) That for said fiscal year there is hereby appropriated out of the INSURANCE RESERVE FUND, the sum of:

$ 20,406,150

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

Section 2. It is estimated that the following revenues will be available during fiscal year beginning July 1, 2020 and ending June 30, 2021:

General Fund		
Ad Valorem Taxes	$	61,476,375
Sales & Use Taxes		28,692,077
Intergovernmental Revenues		10,481,517
Licenses & Permits		3,132,850
Charges for Services		4,740,864
Miscellaneous		975,780
Total Revenues and Other Financing Sources	$	109,499,463
Grants Fund		
Intergovernmental Revenues	$	3,957,233
Community Development Fund		
Intergovernmental Revenues	$	2,967,248
Economic Development Fund		
Transfer From Electric Fund		400,000
Miscellaneous		12,522
Fund Balance Appropriated		87,478
Total Revenues and Other Financing Sources	$	500,000
General Debt Service Fund		
Ad Valorem Taxes	$	3,381,700
Miscellaneous		1,051,010
Transfer from Other Funds		4,993,550
Fund Balance Appropriated		300,000
Total Revenues and Other Financing Sources	$	9,726,260
General Capital Projects Fund		
Transfer from Other Funds		1,257,000
Total Revenues and Other Financing Sources	$	1,257,000
Central Services Fund		
Charges for Services		8,615,123
Miscellaneous Revenues		6,201,776
Fund Balance Appropriated		904,057
Total Revenues and Other Financing Sources	$	15,720,956
Water and Sewer Fund		
Charges for Services	$	55,989,817
Non-operating Revenues		1,250,890
Retained Earnings Appropriated		13,982,814
Total Revenues and Other Financing Sources	$	71,223,521
Water and Sewer Capital Projects Fund		
Transfer from Water and Sewer Fund	$	7,660,000
Electric Fund		
Charges for Services	$	129,182,560
Non-operating Revenues		794,000
Retained Earnings Appropriated		3,450,000
Total Revenues and Other Financing Sources	$	133,426,560

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

Electric Capital Projects Fund		
Transfer from Electric Fund	$	4,217,500
Mass Transit Fund		
Charges for Services	$	3,923,993
Intergovernmental Revenues		415,793
License and Permits		390,000
Transfer From Other Funds		8,745
Total Revenues and Other Financing Sources	$	4,738,531
Mass Transit Capital Projects Fund		
Transfer From Other Funds		110,000
Total Revenues and Other Financing Sources	$	110,000
Parking Facilities Fund		
Charges for Services	$	223,000
Transfer From Other Funds		195,000
Total Revenues and Other Financing Sources	$	418,000
Solid Waste Fund		
Operating Revenue	$	16,736,500
Miscellaneous		174,000
Transfer from Landfill Maintenance Reserve Fund		221,000
Total Revenues and Other Financing Sources	$	17,131,500
Landfill Capital Projects Fund		
Transfer from Solid Waste Fund	$	1,175,000
Storm Water Fund		
Charges for Services	$	5,273,950
Miscellaneous		131,113
Retained Earnings Appropriated		411,369
Total Revenues and Other Financing Sources	$	5,816,432
Storm Water Capital Projects Fund		
Transfer from Storm Water Fund	$	230,000
Market Authority Fund		
Room Occupancy Taxes	$	400,000
Licenses & Permits		1,700,000
Transfer from Water-Sewer Fund		50,000
Transfer from Electric Fund		710,000
Total Revenues and Other Financing Sources	$	2,860,000
Insurance Reserve Fund		
Insurance Premiums		20,328,150
Miscellaneous		78,000
Total Revenues and Other Financing Sources	$	20,406,150

Section 3. There is hereby levied the following rates of tax on each one hundred dollars ($100) valuation of taxable property, as listed for taxes as of January 1, 2020, for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimates of revenue, and in order to finance the foregoing appropriations.

Rate per $100 Valuation
General Fund $.6475

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2020-2021 Budget Ordinance

Such rates of tax are based on an estimated total valuation of property for purpose of taxation of **$9,997,701,522** and an estimated rate of collections of **98.4%** during the current year.

Section 4. That the reserve for encumbrances at June 30, 2020, representing the unearned portion of contracts as of that date, shall be re-appropriated and distributed as it applied in order to properly account for the payment against which the fiscal year in which it is paid.

Section 5. That the unencumbered balances as of June 30, 2020 of those capital projects and operating encumbrances which were not completed in Fiscal Year 2019-2020 be reappropriated into the Fiscal Year 2020-2021 budget in order to allow completion.

Section 6. That the unencumbered balances in Grant funds which remain as of June 30, 2020 be reappropriated into the Fiscal Year 2020-2021 budget for the completion of their original purposes.

Section 7. That the landfill closure funds previously expended and established as a liability in the Landfill Development and Maintenance Capital Reserve Fund and which remain as of June 30, 2020 be appropriated in the Fiscal Year 2020-2021 budget for their intended purposes.

Section 8. The number of persons to be employed and the salaries and wages to be paid shall be those which are included in the detailed operation budgets; unless provision is made by the City Manager or City Council for employing additional persons.

Section 9. The City Manager is hereby authorized to approve transfers of appropriations within any fund. Transfers between funds and authorization for making expenditures from excess revenue shall be made by the City Council.

Section 10. Utility payments will be applied in the following order: Deposits, credit/collection fees, oldest bill first, miscellaneous fees/charges, and utility services.

Section 11. Copies of this ordinance shall be furnished to the City Clerk and the Director of Financial Services to be kept on file by him for his direction in the collection and disbursement of City funds.

Section 12. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Adopted this 22th day of June, 2020.

Attest: Lisa B. Vierling, MMC
City Clerk

ANALYSIS OF EXPENDITURES

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 REVISED PROPOSED	$ BUDGET CHANGE	% BUDGET CHANGE
GENERAL FUND					
Governing Body					
City Council	448,754	469,538	492,723	23,185	4.9%
City Clerk	185,757	209,490	215,192	5,702	2.7%
Total Governing Body	**634,511**	**679,028**	**707,915**	**28,887**	**4.3%**
City Management					
City Manager	1,014,025	1,211,396	1,316,390	104,994	8.7%
Joblink-Idol Street Bldg.	92,377	90,850	84,456	(6,394)	-7.0%
Total City Management	**1,106,402**	**1,302,246**	**1,400,846**	**98,600**	**7.6%**
Budget and Evaluation	**313,903**	**317,726**	**296,411**	**(21,315)**	-6.7%
City Attorney	**1,658,935**	**1,046,188**	**1,069,640**	**23,452**	2.2%
Communications & Public Engagement	**444,396**	**463,520**	**495,046**	**31,526**	6.8%
Human Relations	**163,288**	**181,777**	**180,225**	**(1,552)**	-0.9%
Economic Development	**807,757**	**556,601**	**572,407**	**15,806**	2.8%
Engineering Services	**1,603,802**	**1,713,744**	**1,751,962**	**38,218**	2.2%
Maintenance Operations					
Facility Maintenance	1,674,205	1,629,652	1,689,207	59,555	3.7%
Depot Maintenance	40,286	74,194	74,305	111	0.1%
Total Maintenance Operations	**1,714,491**	**1,703,846**	**1,763,512**	**59,666**	**3.5%**
Information Technology Services					
Info. Tech Services Admin	6,428,078	6,638,984	6,419,398	(219,586)	-3.3%
Communications Center	2,522,471	2,571,576	2,678,212	106,636	4.1%
Total Information Technology	**8,950,549**	**9,210,560**	**9,097,610**	**(112,950)**	**-1.2%**
Human Resources					
Administration	1,056,702	1,169,560	1,140,747	(28,813)	-2.5%
Safety and Health	465,450	583,554	570,048	(13,506)	-2.3%
Total Human Resources	**1,522,152**	**1,753,114**	**1,710,795**	**(42,319)**	**-2.4%**
Financial Services					
Administration	1,023,698	1,055,605	1,055,328	(277)	0.0%
Accounting Financial Reporting	405,139	440,922	452,765	11,843	2.7%
Accounting Operations	461,833	546,790	520,928	(25,862)	-4.7%
Purchasing	321,899	350,106	354,947	4,841	1.4%
Total Financial Services	**2,212,569**	**2,393,423**	**2,383,968**	**(9,455)**	**-0.4%**
Police					
Administration					
Chief's Office	739,935	789,631	903,638	114,007	14.4%
Major Crimes	5,995,156	6,110,085	6,507,462	397,377	6.5%
Field Operations-South	11,167,574	11,956,668	11,749,053	(207,615)	-1.7%
Field Operations-North	10,687,395	10,507,372	11,205,804	698,432	6.6%
Total Police	**28,590,060**	**29,363,756**	**30,365,957**	**1,002,201**	**3.4%**

City of HIGH POINT NORTH CAROLINA

ANALYSIS OF EXPENDITURES

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 REVISED PROPOSED	$ BUDGET CHANGE	% BUDGET CHANGE
Fire					
Administration	3,383,875	3,430,676	3,514,634	83,958	2.4%
Suppression	20,765,259	19,456,346	20,715,328	1,258,982	6.5%
Total Fire	**24,149,134**	**22,887,022**	**24,229,962**	**1,342,940**	**5.9%**
Transportation					
Administration	801,543	993,730	1,044,759	51,029	5.1%
Traffic Signs and Markings	655,337	747,578	748,275	697	0.1%
Traffic Signals	570,328	703,385	699,823	(3,562)	-0.5%
Computerized Signal System	395,402	410,001	422,108	12,107	3.0%
Street Lighting	2,425,956	-	-	-	0.0%
Total Transportation	**4,848,566**	**2,854,694**	**2,914,965**	**60,271**	**2.1%**
Public Services					
Administration	448,518	448,278	472,504	24,226	5.4%
Cemeteries	249,577	263,658	284,567	20,909	7.9%
Street Maintenance	6,765,062	6,916,740	6,603,045	(313,695)	-4.5%
Total Public Services	**7,463,157**	**7,628,676**	**7,360,116**	**(268,560)**	**-3.5%**
Planning and Development					
Planning	1,215,554	1,238,065	1,274,892	36,827	3.0%
Building Inspections	1,659,134	1,683,913	1,707,812	23,899	1.4%
Development Services	445,348	424,536	484,217	59,681	14.1%
Total Planning and Dev.	**3,320,036**	**3,346,514**	**3,466,921**	**120,407**	**3.6%**
Community Dev. and Housing					
Community Dev. and Housing	841,939	690,921	719,982	29,061	4.2%
CD&H Tax Foreclosure Properties	169,486	200,000	100,000	(100,000)	-50.0%
Local Code Enforcement	950,047	979,916	956,637	(23,279)	-2.4%
Total Community Dev. and Housing	**1,961,472**	**1,870,837**	**1,776,619**	**(94,218)**	**-5.0%**
Parks and Recreation					
Administration	1,925,047	1,721,015	1,775,834	54,819	3.2%
Programs	2,515,258	2,960,039	2,854,533	(105,506)	-3.6%
Special Facilities	4,796,172	4,853,724	4,894,658	40,934	0.8%
Parks	3,057,763	3,258,342	3,179,326	(79,016)	-2.4%
Total Parks and Recreation	**12,294,240**	**12,793,120**	**12,704,351**	**(88,769)**	**-0.7%**
Library					
Administration	621,418	621,886	868,971	247,085	39.7%
Technical Services	304,863	328,472	326,778	(1,694)	-0.5%
Building Maintenance	377,077	364,631	392,453	27,822	7.6%
Children's Services	610,250	581,292	703,270	121,978	21.0%
Library Research Services	835,769	859,506	932,591	73,085	8.5%
Information Services	285,043	317,845	334,760	16,915	5.3%
Readers' Services	701,086	722,045	795,689	73,644	10.2%
Lending Services	622,119	659,452	698,841	39,389	6.0%
Historical Museum	779,149	854,322	455,156	(399,166)	-46.7%
Total Library	**5,136,774**	**5,309,451**	**5,508,509**	**199,058**	**3.7%**

City of HIGH POINT NORTH CAROLINA

ANALYSIS OF EXPENDITURES

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 REVISED PROPOSED	$ BUDGET CHANGE	% BUDGET CHANGE
Theatre					
Administration	360,565	338,075	340,382	2,307	0.7%
Box Office	419,854	329,020	365,618	36,598	11.1%
Technical Services	557,090	528,788	535,647	6,859	1.3%
Building Maintenance	224,094	207,413	207,719	306	0.1%
Total Theatre	**1,561,603**	**1,403,296**	**1,449,366**	**46,070**	**3.3%**
Hiring Freeze reduction	**-**	**-**	**(2,197,503)**	**(2,197,503)**	-100.0%
Special Appropriations	**3,272,295**	**4,660,000**	**3,036,007**	**(1,623,993)**	-34.8%
Reimbursements/Redistribution	**94,525**	**(10,024,035)**	**(10,006,712)**	**17,323**	-0.2%
General Contingency	**-**	**400,000**	**400,000**	**-**	0.0%
TOTAL NET GENERAL FUND	113,824,617	103,815,104	102,438,895	(1,376,209)	-1.3%
General Fund Interfund Transfers	4,949,571	8,275,777	7,060,568	(1,215,209)	-14.7%
TOTAL GENERAL FUND	**118,774,188**	**112,090,881**	**109,499,463**	**(2,591,418)**	**-2.3%**
NET SPECIAL GRANTS FUND	7,806,369	3,991,544	3,957,233	(34,311)	-0.9%
Special Grants Interfund Transfer	-	-	-	-	0.0%
TOTAL SPECIAL GRANTS FUND	**7,806,369**	**3,991,544**	**3,957,233**	**(34,311)**	**-0.9%**
COMMUNITY DEVELOP. FUND	**2,079,251**	**3,153,396**	**2,967,248**	**(186,148)**	**-5.9%**
ECONOMIC DEV. INCENTIVE FUND	**567,478**	**800,000**	**500,000**	**(300,000)**	**-37.5%**
INSURANCE RESERVE FUND	**17,434,804**	**19,691,335**	**20,406,150**	**714,815**	**3.6%**
GENERAL DEBT SERVICE FUND					
G.O. Bond Debt Service	7,237,498	10,318,144	7,104,204	(3,213,940)	-31.1%
G.O. Leases/Installments	364,402	101,945	-	(101,945)	-100.0%
Limited Obligation Bonds	1,372,886	-	2,622,056	2,622,056	100.0%
TOTAL NET GENERAL DEBT SERVICE FUND	8,974,786	10,420,089	9,726,260	(693,829)	-6.7%
General Debt Service Interfund Transfer	-	-	-	-	0.0%
TOTAL GENERAL DEBT SERVICE FUND	**8,974,786**	**10,420,089**	**9,726,260**	**(693,829)**	**-6.7%**
NET GEN. CAPITAL PROJECTS FUND	4,179,406	1,810,000	1,257,000	(553,000)	-30.6%
General Capital Proj. Interfund Transfer	248,320	443,323	-	(443,323)	-100.0%
TOTAL GEN. CAPITAL PROJ. FUND	**4,427,726**	**2,253,323**	**1,257,000**	**(996,323)**	**-44.2%**
TOTAL CENTRAL SERVICES FUND	**15,885,758**	**15,046,595**	**15,720,956**	**674,361**	**4.5%**
WATER AND SEWER FUND					
Operating					
Administration	2,216,977	3,389,661	3,483,560	93,899	2.8%
Eastside Plant	3,005,924	3,080,042	3,372,495	292,453	9.5%
Westside Plant	1,759,162	1,885,135	1,928,634	43,499	2.3%
Mains	4,436,518	4,903,461	5,021,204	117,743	2.4%
Laboratory Services	913,908	1,194,850	1,146,641	(48,209)	-4.0%
Facilities Maintenance	4,208,624	4,035,229	4,242,127	206,898	5.1%
Frank Ward Plant	3,115,593	3,366,101	3,434,971	68,870	2.0%
Residuals Management	1,218,067	1,329,444	1,479,557	150,113	11.3%
Total Water and Sewer Operating	**20,874,773**	**23,183,923**	**24,109,189**	**925,266**	**4.0%**

City of HIGH POINT NORTH CAROLINA

ANALYSIS OF EXPENDITURES

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 REVISED PROPOSED	$ BUDGET CHANGE	% BUDGET CHANGE
Water-Sewer Non-Departmental	7,121,290	7,554,916	7,595,111	40,195	0.5%
Subtotal Operating	**27,996,063**	**30,738,839**	**31,704,300**	**965,461**	**3.1%**
Contingency	-	300,000	300,000	-	0.0%
Debt Service	16,426,552	16,419,196	16,509,221	90,025	0.5%
NET TOTAL WATER & SEWER FUND	44,422,615	47,458,035	48,513,521	1,055,486	2.2%
Water-Sewer Interfund Transfer	8,125,000	8,433,550	22,710,000	14,276,450	169.3%
TOTAL WATER AND SEWER FUND	**52,547,615**	**55,891,585**	**71,223,521**	**15,331,936**	**27.4%**
WATER/SEWER CAPITAL PROJ. FUND	**16,734,629**	**8,383,550**	**7,660,000**	**(723,550)**	**-8.6%**
ELECTRIC FUND					
Operating and Maintenance					
Administration	1,114,741	929,928	933,783	3,855	0.4%
Power Supply Expense	92,437,794	97,299,892	97,076,010	(223,882)	-0.2%
Engineering	1,129,804	1,447,043	1,460,346	13,303	0.9%
Warehouse	595,740	612,729	655,930	43,201	7.1%
Structures and Stations	733,022	857,412	908,677	51,265	6.0%
Lines Maintenance	1,048,489	1,385,130	1,592,130	207,000	14.9%
Street Lighting	351,078	399,980	449,980	50,000	12.5%
Metering/Customer Installation	125,596	355,760	357,242	1,482	0.4%
System Improvements	10,525,885	11,997,085	13,142,633	1,145,548	9.5%
Customer Service					
Administration	331,017	432,260	425,776	(6,484)	-1.5%
Meter Reading	693,600	711,758	743,058	31,300	4.4%
Revenue Collections	1,281,283	1,420,553	1,373,609	(46,944)	-3.3%
Mail Room	75,041	84,455	138,374	53,919	63.8%
Telephone Center	1,082,953	1,121,310	1,199,068	77,758	6.9%
Water Meter Services	405,124	614,638	624,432	9,794	1.6%
Dispatch	422,975	412,134	428,001	15,867	3.8%
Field Services	470,788	515,191	528,729	13,538	2.6%
Total Operating and Customer Service	**112,824,930**	**120,597,258**	**122,037,778**	**1,440,520**	**1.2%**
Electric Non-Departmental	4,256,323	2,285,995	2,161,282	(124,713)	-5.5%
Subtotal Operating	**117,081,253**	**122,883,253**	**124,199,060**	**1,315,807**	**1.1%**
Electric Contingency	-	450,000	450,000	-	0.0%
Electric Capital Projects	5,842,833	6,117,500	3,450,000	(2,667,500)	-43.6%
TOTAL NET ELECTRIC FUND	122,924,086	129,450,753	128,099,060	(1,351,693)	-1.0%
Electric Interfund Transfer	1,210,000	2,160,000	5,327,500	3,167,500	146.6%
TOTAL ELECTRIC FUND	**124,134,086**	**131,610,753**	**133,426,560**	**1,815,807**	**1.4%**
ELECTRIC CAPITAL FUND	**-**	**1,050,000**	**4,217,500**	**3,167,500**	**301.7%**
MASS TRANSIT FUND	**3,842,416**	**4,524,137**	**4,738,531**	**214,394**	**4.7%**
MASS TRANSIT CAPITAL FUND	**739,836**	**570,000**	**110,000**	**(460,000)**	**-80.7%**

ANALYSIS OF EXPENDITURES

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 REVISED PROPOSED	$ BUDGET CHANGE	% BUDGET CHANGE
PARKING FUND					
Parking Facilities Operating					
Parking Facility - Radisson	70,308	67,958	74,439	6,481	9.5%
Parking Facility - Broad St.	20,552	22,895	25,270	2,375	10.4%
Parking Facility - High W. Com	309,963	287,876	268,291	(19,585)	-6.8%
Total Parking Facilities Operating	**400,823**	**378,729**	**368,000**	**(10,729)**	**-2.8%**
Parking Capital Projects	223,292	-	50,000	50,000	100.0%
TOTAL PARKING FUND	**624,115**	**378,729**	**418,000**	**39,271**	**10.4%**
SOLID WASTE FUND					
Ingleside	663,818	729,620	735,920	6,300	0.9%
Landfill Operating	3,724,171	4,226,604	4,635,467	408,863	9.7%
Municipal Recycling Facility	1,703,768	1,980,045	2,029,152	49,107	2.5%
Environmental Services	6,730,230	7,189,648	7,373,103	183,455	2.6%
Subtotal Operating	**12,821,987**	**14,125,917**	**14,773,642**	**647,725**	**4.6%**
Non-Departmental Funds	19,224	163,933	105,078	(58,855)	-35.9%
Capital Projects	1,247,015	2,241,000	271,000	(1,970,000)	-87.9%
TOTAL NET SOLID WASTE FUND	14,088,226	16,530,850	15,149,720	(1,381,130)	-8.4%
Solid Waste Interfund Transfer	1,808,733	1,539,100	1,981,780	442,680	28.8%
TOTAL SOLID WASTE FUND	**15,896,959**	**18,069,950**	**17,131,500**	**(938,450)**	**-5.2%**
SOLID WASTE CAPITAL FUND	**25,639**	**25,000**	**1,175,000**	**1,150,000**	**4600.0%**
STORMWATER FUND					
Stormwater Management					
Stormwater Maintenance	2,324,496	2,837,632	3,431,009	593,377	20.9%
Stormwater Non-Departmental	-	-	-	-	0.0%
Subtotal Operating	**2,324,496**	**2,837,632**	**3,431,009**	**593,377**	**20.9%**
Debt Service	1,322,340	1,371,329	1,255,423	(115,906)	-8.5%
Capital Projects	2,123,370	1,995,285	900,000	(1,095,285)	-54.9%
TOTAL NET STORMWATER FUND	**5,770,206**	**6,204,246**	**5,586,432**	**(617,814)**	**-10.0%**
Stormwater Interfund Transfer	-	420,000	230,000	(190,000)	-45.2%
TOTAL STORMWATER FUND	**5,770,206**	**6,624,246**	**5,816,432**	**(807,814)**	**-12.2%**
STORM WATER CAPITAL FUND	**4,948**	**420,000**	**230,000**	**(190,000)**	**-45.2%**
MARKET AUTHORITY FUND	**3,112,923**	**3,175,000**	**2,860,000**	**(315,000)**	**-9.9%**
TOTAL EXPENDITURES	**399,383,732**	**398,170,113**	**413,041,354**	**14,871,241**	**3.7%**

City of HIGH POINT NORTH CAROLINA

Comprehensive Fee Schedule
Proposed Changes

Adopted November 7, 2016
Updated June 22, 2020

Customer Service — Comprehensive Fee Schedule

Customer Service - Deposits

All new and existing accounts are subject to being charged an initial deposit when establishing a new location for service. Customers who live outside the City limits will pay double the inside deposit for water and sewer service.

Electric Service

Residential	$ 125.00
Non-Residential	$ 400.00
Restaurant/Lounge	$ 1,000.00

Water Service (deposit is per meter, based on the size of the line)

3/4" x 5/8"	$ 50.00
1"	$ 100.00
1 1/2"	$ 200.00
2"	$ 400.00
3"	$ 1,000.00
4"	$ 2,500.00
6"	$ 4,500.00
8"	$ 6,600.00

Sewer Service

Flat Rate	$ 50.00

Customer Service - Utility Service

All utility accounts are subject to being charged any fee as warranted

Return Check Charge	~~$ 25.00~~	**$ 35.00**
Service Fee (Monday - Friday)		cost
Service Fee (After 7pm & Weekends/Holidays Observed by the City)		$ 60.00
Water (Initial Service Connection)		$ 25.00
Extra Field Trip Fee		$ 25.00
New Electric Meter Charge		cost
Water Meter Test Charge (If You Request More Than One in 12 Months)		$ 50.00
Pulled Meter Charge (For Electric and/or Water)		cost
Damaged Electric Security Seal Charge		$ 10.00
Meter Tampering/Investigation Charge		$ 100.00
Temporary Cut-On/Cut-Off at Permanent Dwellings (8 Days or Less)		$ 50.00
New Water Meter Charge		Actual Cost of Meter
Electric Services Disconnected at Pole		$ 75.00
Extraordinary Measures to Disconnect and/or Reconnect Services		Actual Cost to City
Late Payment Charge		As Defined on Bill

City of HIGH POINT NORTH CAROLINA

Comprehensive Fee Schedule

Library

Library Cards and Overdue Fees

All Guilford County taxpayers, all residents of High Point or Guilford County, and all current and retired employees of the City of High Point receive library cards free of charge. Other library users should pay the current fee established by the Board for obtaining library cards (currently $40 per year).

Overdue fines are charged on items that are not returned by the date due. The charge is 10¢ per day per item.

If you owe fines amounting to $5.00 or more, your account must be paid in full before materials may be checked out or renewed. Online renewals are also restricted to fines of any amount. Also, those owing $5 or more may not use the library's Public Computing Center or submit Interlibrary Loan requests until the amount is paid in full.

Public Computing Center

Black & White Prints	$ .20 each	
Color Prints	$ .40 each	
Flash Drives (4GB)	~~$ 5.00 each~~	$ 2.00 each

Heritage Research Center

Obituaries

There is no fee to search our High Point Enterprise index for a single obituary. Requests are accepted via telephone, e-mail, or ground mail. There is no search fee to conduct a surname search of obituaries, if you visit the library. The search will be conducted as time allows. The cost of copies requested by phone or e-mail will be determined on an individual basis.

Photocopies

Requests for articles or information from the High Point Enterprise will be accepted if an entry can be located in our index or if a specific date is specified. The index we've created includes only stories related to High Point, itself, and with the exception of obituaries, only covers the period since 1997.

We can also search city directories for individual listings (maximum of 5 years searched at one time), or provide copies from local histories, genealogies, record abstracts, and original records on microfilm. We limit remote users to one specific request per contact, one contact per day. If found, a hard copy of the item will be reproduced and mailed at a cost of $2 for the first 5 pages and .25 for each additional page, up to a maximum of 20 pages.

Scanning

Requests for scanned images are limited to one specific item per inquiry, one inquiry per day. A valid e-mail address is required, and scanned images will be processed and sent as an attachment, free of charge, as time allows. Requests for scanned images received on weekends will be filled during the following week.

Comprehensive Fee Schedule

Golf Courses: Blair Park and Oak Hollow

Play & Ride - Weekdays	**Blair Park**	**Oak Hollow**
Regular 18 holes	~~$27.00~~ $25.00	$32.00
Regular 9 holes with cart	$17.00	$22.00
Ladies (Thursdays at Blair Park, Tuesdays at Oak Hollow)	~~$22.00~~ $23.00	~~$24.00~~ $25.00
Seniors (Monday-Friday only, ages 55+)	~~$22.00~~ $23.00	~~$24.00~~ $25.00
Juniors (must be 16 years of age to drive cart)	~~$22.00~~ $23.00	~~$24.00~~ $25.00
Twilight - starting time varies during the year	~~$21.00~~ $22.00	$25.00
College Student Rate	~~$20.00~~ $23.00	~~$22.00~~ $25.00
Junior Special - (after 12pm) playing with an adult who paid the Regular 18 hole fee	$12.00	$15.00
Junior Special - (after 12pm) playing with an adult who paid the Regular 9 hole fee	$9.00	$10.00
Walking - Weekdays	**Blair Park**	**Oak Hollow**
Regular 18 holes	~~$13.00~~ $14.00	~~$17.00~~ $18.00
Regular 9 Holes	$10.00	$13.00
Ladies (Thursdays at Blair Park, Tuesdays at Oak Hollow)	$10.00	$13.00
Seniors (ages 55+)	$10.00	$13.00
Juniors (under 18)	$10.00	$13.00
Seniors & Juniors: 9 Holes (after 1pm)	$8.00	$10.00
Play & Ride - Weekends	**Blair Park**	**Oak Hollow**
18 holes, before 12pm	$30.00	~~$39.00~~ $40.00
18 holes, after 12pm	~~$24.00~~ $25.00	~~$33.00~~ $35.00
~~Twilight Rate (3-5pm)~~	~~$21.00~~	~~$25.00~~
~~Super Twilight (after 5pm)~~	~~$18.00~~	~~$22.00~~
Junior Special - (after 12pm) playing with an adult who paid the Regular 18-hole fee	$12.00	$15.00
Junior Special - (after 12pm) playing with an adult who paid the Regular 9-hole fee	$9.00	$10.00
Walking - Weekends	**Blair Park**	**Oak Hollow**
18 holes	$30.00	~~$39.00~~ $40.00
18 holes after 12pm	$16.00	$25.00
9 Holes (last three hours of play)	$10.00	$13.00
Juniors (after 2pm)	$10.00	$13.00
College Student ~~(after 12pm)~~ (after 2 pm)	$13.00	$20.00
Winter Rates - Start December 1 and run through February 28	**Blair Park**	**Oak Hollow**
Play & Ride – Weekends (Saturday, Sunday, & Holidays)	$22.00	$30.00
Play & Ride – Weekdays (Monday – Friday)	$18.00	$26.00
Play & Ride – Seniors (weekdays only)	$18.00	$20.00
Greens Fees- School Groups, Weekdays only, Per Team/Per Season Limited to 3 golf teams at any one time, golf carts not provided	**Blair Park**	**Oak Hollow**
College Golf Team	~~$675.00~~ $500.00	~~$675.00~~ $500.00
High School Golf Team	$575.00	$575.00
Middle School Golf Team (Limit 2 days per week)	$300.00	$300.00
Golf Carts	**Blair Park**	**Oak Hollow**
9 holes - per person, per cart	$9.00	$9.00
18 holes - per person, per cart	$15.00	$15.00

City of HIGH POINT NORTH CAROLINA

Comprehensive Fee Schedule

Entire Golf Course Rental	Blair Park	Oak Hollow
Monday-Thursday, all day, up to 120 golfers	$2,750.00	$3,500.00
Monday-Thursday, 9am start time, up to 120 golfers	$2,250.00	$3,000.00
Friday, all day, up to 120 golfers	$3,000.00	$3,750.00
Friday, 9am start time, up to 120 golfers	$2,500.00	$3,250.00
~~Additional fee per golfer over 120~~	~~$24.00~~	~~$28.00~~
Oak Hollow Shelter (free with $300 in Grillroom purchases)	NA	$50.00
Notes:		
Golf Discount Card	$50.00	$50.00

High Point City Lake Park

Amusements	
Amusement Rides (Carousel and Train)	
Price per ticket	$1.25
Price per ticket - School Groups Only	$1.00
Price per ticket - Combo- Train & Merry-Go-Round, (School Groups Only)	$1.80
Daily Discount Tickets- unlimited use Carousel and Train	
Price per ticket	$4.75
Price per ticket for groups of 25-49	$4.25
Price per ticket for groups of 50-99	$4.00
Price per ticket for groups of 100 or more	$3.75
Additional price per ticket to add Miniature Golf	$1.75
Additional price per ticket to add Swimming and Waterslide	$5.00
Boat Ride	
Price per ticket	$2.50
Group Rental – per ½ hour	$50.00
Group Rental – per hour	$90.00
Miniature Golf	
18 holes, per person	$2.75
18 holes, for groups of 20 or more	$2.25
All Day Golf Pass, per person	$5.00
Hourly Rental – Train, Carousel & Golf (subject to availability)	
One Amusement	$120.00
Two Amusements	$220.00
Three Amusements	$320.00
Operator Fee (per hour, per amusement)	$10.00

City of HIGH POINT NORTH CAROLINA

Comprehensive Fee Schedule

Oak Hollow Park – Campground, Marina, Picnic Shelters

Family Campground	
Section	
Camp Sites – Section D	$35.00 per day
Camp Sites – Section A, B, C (Cable service included)	~~$40.00 per day~~ $45 per day
Camp Sites – Tent	$30.00 per day
Each additional person above 4, per night	$5.00 per day

Oak Hollow Park & Marina	
Launch Fees	
Launch Fee	$7.00
Water Skiing	$1.00
Kayaks, Canoes, and Paddleboards	$4.00
10 Boat Launches (does not include water ski fee)	$60.00
Unlimited Launch Pass	$120.00
Unlimited Launch Pass (Seniors, ages 55+)	$75.00
Rentals	
Sail Boat Rentals - 2-person limit per boat for 4 hours	$25.00
Must have sailing experience	
Solo Kayak (all day)	$12.00
Tandem Kayak (all day)	$20.00
Stand Up Paddleboard (all day)	$15.00
Storage	
Boat Storage, per month	$30.00
Kayak Storage, per month	$15.00
Bank Fishing (All day)	
Adults (ages 16-54)	$2.00
Youth (ages 12-15), Seniors (ages 55+), and people with disabilities	$1.00
Children under the age of 12	Free
Yearly Bank Fishing Pass	
Adults (ages 16-54)	$30.00
Youth (ages 12-15), Seniors (ages 55+), and people with disabilities	$25.00
Yearly Non-Powered Boats Pass – Kayaks and Canoes Only	
Both Lakes	$120.00
One Lake (Designated)	$75.00
Marina Meeting Room	$25.00 per hour, 2-hour minimum

City of
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Comprehensive Fee Schedule

Planning & Development

Module 1

Guidance

Module I pertains to the application fees for the review of buildings and property to determine compliance with State and local codes. Fees are intended to defray the cost of research, inspection, report preparation and other operational costs the City incurs with processing these requests.

Applications

Item	Sub-Item/ Description	Fee	
Code Confirmation	Report	~~$ 25.00~~	$50
	Site Compliance ~~Inspection~~	$ 50.00	
Code Compliance	Residential Building	$ 50.00	
	Commercial Building	$ 75.00	
Building Evaluation	Residential Building	$ 200.00	
	Commercial Building	$ -	
Water and Sewer Extension Policy Exemption		~~$ 100.00~~	$200

Code Confirmations provide written reports for owners, agents and legal representatives to confirm in writing the property's allowable principal uses, zoning districts, environmental regulations, and any pending violations, usually requested as part of due diligence in real estate transactions.

Code Compliance provides an inspection and certification of the building and property's compliance with current State Building and local development codes, usually requested as part of State licensing and similar situations where a determination of a building's compliance with existing codes is requested.

Building Evaluations provide a multi-trade review of an existing building's condition relative to applicable State Building and local codes to identify deficiencies and record major code requirements relative to a proposed use of the building.

Water and Sewer Extension Policy Exemptions enable an owner of property located outside the corporate limits to request an exemption from annexation for City water and/or sewer service in accordance with City Council adopted policy.

Module 2

Board Action

Module II pertains to fees associated with the review of development applications considered by the City Council, Board of Adjustment, Historic Preservation Commission and Planning & Zoning Commission. Fees are intended to defray the cost of public notice, report preparation and other operational costs the city incurs with processing these applications.

Planning & Development

Module 2 (cont'd)

Applications

Item	Sub-Item/ Description	Fee	
Annexation (Voluntary - Includes ~~Plat~~ Recording Fees)		~~$ 200.00~~	**$300**
~~Appeal~~ **Board of Adjustment**		~~$ 200.00~~	**$300**
Certificate of Appropriateness	Major Work	$ 80.00	
	Minor Work	$ 40.00	
	After-the-fact Application	[Fee] x 2	
Development Agreement		~~$ 400.00~~	**$600**
Historic Preservation ~~Community~~ **Commission** Review (non-hearing item)		$ 40.00	
Plan Amendment		$ 200.00	
Street Abandonment - Includes Recording Fees		~~$ 500.00~~	**$600**
Street Name Change	Application	~~$ 200.00~~	**$400**
	Sign Replacement Cost	1/2 sign cost(s)	
Special Use	Special Use	~~$ 1,000.00~~	**$1,200**
	Minor Amendment	~~$ 200.00~~	**$250**
Text Amendment		$ 200.00	**$400**
~~Variance (BOA)~~		~~$ 200.00~~	
Vested Rights **Certificate**		~~$ 400.00~~	**$600**
Zoning Map Amendment	General Zoning District	~~$ 500.00~~	**$750**
	Conditional Zoning District	~~$ 1,000.00~~	**$1,200**
	Planned Development District	~~$ 1,200.00~~	**$1,500**

Module 3

Land Development

Module III pertains to fees associated with the review of land development applications and plans, which include subdivision, site plans, public infrastructure plans, and stormwater treatment facilities. Fees are intended to defray the cost of processing applications, reviewing plans, conducting infrastructure inspections along with the other operational costs the city incurs with processing land development applications and plans.

Applications

Item	Sub-Item/ Description	Fee	
Easement Reconveyance -**Includes Recording Fees**		~~$ 100.00~~	**$200**
Right of Way Encroachment Agreement -**Includes Recording Fees**		~~$ 150.00~~	**$300**
~~Watershed Variance~~		~~$ 150.00~~	

Plan Reviews

Item	Sub-Item/ Description	Fee	
Sketch Plan		$ -	
Site Plan (Includes watershed & landscape component plan reviews)	Residential Plan (Single-family attached & multi-family)	~~$300 + $4 per~~ dwelling unit	**$600 + $5 per**
	Small Non-Residential Plan (< 3,000 sq. ft. & no built upon area)	~~$ 50.00~~	**$100**
	Non-Residential Plan (Non-residential & mixed use)	$300 + $4 per acre or portion thereof	**$600 + $5 per**

City of HIGH POINT NORTH CAROLINA

Comprehensive Fee Schedule

Planning & Development

Module 3 (cont'd)

Plan Reviews

Item	Sub-Item/ Description	Fee	
Group Development (Includes watershed & landscape component plan reviews)	Residential Plan (Single-family attached & multi-family)	~~$300 + $4 per~~ dwelling unit	$600 + $5 per
	Non-Residential Plan (Non-residential & mixed use)	~~$300 + $4 per~~ acre or portion thereof	$600 + $5 per
Subdivision (Includes watershed & landscape component plan reviews)	Preliminary Plan ~~(With infrastructure)~~	~~$300 + $20 per lot~~	$600 + $25 per
	Minor Subdivision Plat (includes recording fees) ~~Preliminary Plan (Without infrastructure)~~	$ 100.00	$200
	Final Plat (Includes ~~plat~~ recording fees)	$ 100.00	$200
Minor Plan Revision (Revision to an approved plan)	Residential Plan	$100 + $4 each added dwelling unit	$600 + $5 per
	Non-Residential Plan	$100 + $4 each added 1,000sf.	$200 + $5 per
	Subdivision	$100 + $20 each added lot	$200 + $25 per
Grading Plan		$345 + $115 for each acre over 1 acre	
Street & Utility Plan		~~$ 50.00~~	$200
Common Signage Plan		$ 100.00	
Design Review Plan		~~$ 50.00~~	$100
Exclusion Map (Includes ~~plat~~ recording fees)		~~$ 100.00~~	$200
Land Development ~~Plan~~ - Minimum Fee		~~$ 50.00~~	$100

Infrastructure

Item	Sub-Item/ Description	Fee
Infrastructure Inspections	Roadway Inspection	$0.50 per linear ft.
	Sewer Line Inspection	$0.75 per linear ft.
	Storm Sewer Line Inspection	$0.50 per linear ft.
	Water Line Inspection	$0.75 per linear ft.
Right-of-Way Disturbance Permit	Residential Application	$ 50.00
	Commercial Application	$ 150.00
	0-400 square feet of excavation	$0.25 per sf.
	>400 square feet of excavation	$100 + $0.50 per sf.
Public Regional Stormwater Facility (Application of Public Regional Stormwater Facility fee to Streets: The facility fee applies to all impervious surface within a development, including public and private streets; however, where a developer constructs a 4-lane or larger public street within a development, then the fee shall apply to only 50% of the impervious surface area of that public street)	0-1 acre of impervious surface	$0.35 per sf.
	>1-5 acres of impervious surface	$30,000 per ISA acre
	>5-10 acres of impervious surface	$150,000 + $15,000 per ISA acre over 5 acres
	>10 acres of impervious surface	$225,000 + $9,000 per ISA acre over 10 acres
	Minimum Fee	$ 2,000.00
	Outside Corporate Limits (Fee for property outside the corporate limits is 100% greater)	[Total Fee] x 2

Planning & Development

Module 4 *(cont'd)*

Effective July 1, 2020

Commercial Construction Permit ***(Cont'd)***

Item	Sub-Item/ Description	Fee
Construction (To calculate construction fees, the schedule uses the February version of the International Code Council (ICC) Building Valuation Data (BVA) rounded to the nearest whol number to determine the construction value based upon occupancy and building type). Changes will be effective July 1 of each year	New Structure (Includes all associated electrical, mechanical, plumbing & zoning inspections)	For building area < or = to 20,000sf use ICC table value x sf. x 0.004 plus building area. For area > 20,000sf usee ICC table value x 0.0015
	Addition (Includes all associated electrical, mechanical, plumbing & zoning inspections)	For building area < or = to 20,000sf use ICC table value x sf. x 0.004 plus building area. For area > 20,000sf usee ICC table value x 0.0015
	Alteration - Area Based (Includes all associated electrical, mechanical, plumbing & zoning inspections)	For building area < or = to 20,000sf use ICC table value x sf. x 0.004 plus building area. For area > 20,000sf usee ICC table value x 0.0015 x 50%
Trade-based Calculations	Alteration - Non Area Based (Used where a square foot floor area cannot be determined; includes all associated electrical, mechanical, plumbing & zoning inspections)	$100 per trade
	Alteration - Roof Replacement (Includes all associated electrical, mechanical, plumbing & zoning inspections)	$30 per 5,000 sq. ft. + $100 per trade
	Modular (Includes all associated electrical, mechanical, plumbing & zoning inspections)	$500 per unit
	Swimming Pool (Includes inspections for permitted trades)	$100 per trade
	Deck Addition (Deck addition to existing building) (Includes inspections for permitted trades)	$100 per trade
	Repair (Includes inspections for permitted trades)	$100 per trade
	Outdoor Advertising Sign (Includes all associated inspections)	$ 400.00
	Communications Tower (Includes all associated inspections)	$ 400.00
	Wall (Structural inspections only)	$1.50 per linear ft.(use minimum fee if necessary)

City of
HIGH POINT
NORTH CAROLINA

Comprehensive Fee Schedule

Planning & Development

Module 4 (cont'd)

Zoning Compliance Permit

Item	Sub-Item/ Description	Fee
Standard Permit		$ 50.00
Temporary Use Permit		$ 50.00
Residential Fence Permit		$ 25.00
Non-Residential Fence Permit		$ 50.00
ABC Code Compliance	Inspection	$ 75.00

Permit Assessment *Effective July 1, 2020*

Item	Sub-Item/ Description	Fee
Residential - Reinspection	Building, Electrical, Plumbing and Mechancial	$ 50.00
Commercial - Reinspection	Building, Fire, Electrical, Plumbing and Mechancia	$ 75.00
Work without a Permit		[Permit Fee] x 2
After Hours Inspection	(Note: Fee applied per hour & per trade; min. of 2 hours assessed)	$100 per hour
Document Management	Applied when significant (more that 15mins) of staff time is spent preparing electronic documents for review	$ 50.00
Document Scanning	Page sizes greater than 11"x17" Max 30 pages	$5.00/page
Record Conversion	Applied when a request needs to be converted from one record type to another	25
Code Compliance Inspection	Initial site inspection conducted on all projects done by "Unlicensed" (including owners) contractors	50

Energy Efficiency Permit Rebates

Item	Sub-Item/ Description	Rebate
Residential New Construction	USGBC Leadership in Energy and Environmental Design (LEED) Certification	50% of [Permit Fee]; Max. $500
	NC Healthy Built Home Certification	50% of [Permit Feel; Max. $500
Residential New Construction	USEPA Energy Star Certification	50% of [Permit Feel; Max. $500
	NAHB Model Green Building Home Guideline Certification	50% of [Permit Fee]; Max. $500
	ICC/NAHB National Green Building Standard Certification	50% of [Permit Fee]; Max. $500
Residential Construction	Geothermal Heat Pump	$ 40.00
	Photovoltaic Energy System	$ 40.00
	Solar Hot Water Heating	$ 40.00
	Gray/Rain Water Collection	$ 40.00
	Tankless Hot Water Heating	$ 40.00
Commercial Construction	Geothermal Heat Pump	$ 80.00
	Photovoltaic Energy System	$ 80.00
	Solar Hot Water Heating	$ 80.00
	Gray/Rain Water Collection	$ 80.00
	Tankless Hot Water Heating	$ 80.00

City of HIGH POINT NORTH CAROLINA

Comprehensive Fee Schedule

Planning & Development

Module 5

Code Violations

Module V pertains to the costs associated with the abatement of public nuisance violations. Fees are intended to offset a portion of the City's cost for administering and processing the abatement of a violation.

Administrative Fees — ***Effective July 1, 2020***

Item	Sub-Item/ Description	Fee
Administrative Abatement Cost	Public Nuisance Code - Abatements	$ 100.00
Vehicle Release	Vehicle Violation - Release from Impoundment	$ 150.00

Inspection Fees

Fees - Roadways and Utilities

Construction Inspection Rates

Water Lines Per Linear Foot	$ 0.75
Sewer Lines Per Linear Foot	$ 0.75
Roadways Per Linear Foot	$ 0.50
Storm Drainage Per Linear Foot	$ 0.50
Minimum Fee - Flat Fee	$ 100.00

Fees - Grading Permits & Erosion Control Inspection

First acre of disturbed land	$ 345.00
Each additional acre of disturbed land or part thereof (round up)	$ 115.00

Driveway Inspections

Driveway Permit fees by:

Residential - Per Permit	$ 30.00
Commercial - Per Permit	$ 50.00
Industrial - Per Permit	$ 50.00

Erosion Control Surety

The Surety is Based on Per Disturbed Acre	$ 2,000.00

A surety is required on most land disturbing projects greater than an acre in size. The surety is refundable once the site is stabilized with a sufficient amount of continuous growth of ground cover to prevent erosion. The surety must be either a bond issued in the state of North Carolina or a check which will be held within the city's account.

City of
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Police

Comprehensive Fee Schedule

Alarm Fees

Annual Fee		$	10.00
3rd & 4th False Alarms Within Year *(each)*		$	50.00
~~5th & 6th~~ 5th - 7th False Alarms Within Year *(each)*		$	100.00
8th - 9th False Alarms Within Year *(each)*	~~$ 200.00~~	$	250.00
~~7 or more~~ 10th and additional False Alarms Within Year *(each)*		$	500.00

* there is no charge for the 1st or 2nd false alarm

Fingerprinting Fee

Fingerprinting Card Fee	$	10.00

Taxi Permit Fee

Certificate Application for Operation of Taxi Business	$	75.00
Taxi Driver Individual Permit *(renewed annually)*	$	7.00

City of HIGH POINT NORTH CAROLINA

Public Services

Comprehensive Fee Schedule

Kersey Valley Landfill

Tipping Fees

The cost is $42/ton plus $2 State mandated landfill tax with a MINIMUM charge of $7.50 for Pickup Trucks, SUV's or larger and a $2.00 MINIMUM for cars.

Closure/Post Closure Fees

There is a $5 Closure/Post Closure Fee that is billed on the monthly utility bill to fund closing and maintaining closed Landfill cells.

Ingleside Compost Facility

The Ingleside Compost Facility is a convenience we offer to High Point residents for disposing of yard debris.

Materials For Sale

Engineered Soil Per Ton	$ 22.00
Wood Mulch Per Ton	$ 17.00
Compost Per Ton	$ 22.00
Leaf Mulch Per Ton	$ 17.00
Yard Waste	$ 36 per ton with a $ 7.50 minimum

Cemeteries

Traditional Adult Burial - Open/Close	$ 625.00
Mausoleum Crypt Entombment - Open/Close	$ 625.00
Infant Burial - Open/Close	$ 300.00
Cremation Urn - Open/Close and Up (depending on size)	$ 200.00
Casket Tray	$ 550.00
Exhuming	Double the rate of an Open Fee

Stormwater

The billing rate for 1 ERU (Equivalent Residential Unit)	$ 4.00

Residential and Multifamily Properties Will Be Billed Monthly for 1 ERU.

Commercial and Industrial Properties Are Charged Based on the Total Amount of Impervious Area on a Property Divided by 2,588 ft^2 per ERU Multiplied by $4.00 per ERU per Month. The Minimum Fee is 1 ERU per Month or $ 4.

City of
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Public Services *Comprehensive Fee Schedule*

Residential Water Rates *(1 unit = 748 gallons) (effective October 1, 2020)*

Commodity Charges	Inside Rate	Outside Rate	Inside Rate	Outside Rate
All Units	~~$ 3.11~~	~~$ 6.23~~	$3.17	$6.34

Irrigation Water Rates *(1 unit = 748 gallons)*

Commodity Charges	Inside Rate	Outside Rate		
All Units	~~$ 4.65~~	~~$ 9.30~~	$4.74	$9.48

Commercial and Industrial Rates *(1 unit = 748 gallons) (effective October 1, 2020)*

Commodity Charges	Inside Rate	Outside Rate	Inside Rate	Outside Rate
First 35 Units	~~$ 3.11~~	~~$ 6.23~~	$3.17	$6.34
Next 765 Units	~~$ 2.82~~	~~$ 5.64~~	$2.88	$5.76
Next 2200 Units	~~$ 2.51~~	~~$ 5.01~~	$2.56	$5.12
Over 3000 Units	~~$ 2.16~~	~~$ 4.33~~	$2.20	$4.40
Intergovernmental	~~$ 2.16~~	~~$ 4.33~~	$2.20	$4.40

Fixed Charges	Inside Rate	Outside Rate	Inside Rate	Outside Rate
WT1 5/8" & 3/4"	~~$ 9.39~~	~~$ 18.78~~	$9.58	$18.78
WT2 1"	~~$ 23.46~~	~~$ 46.92~~	$23.93	$46.92
WT3 1 1/2"	~~$ 46.86~~	~~$ 93.72~~	$47.80	$93.72
WT4 2"	~~$ 74.97~~	~~$ 149.95~~	$76.47	$149.94
WT5 3"	~~$ 150.01~~	~~$ 300.02~~	$153.01	$300.02
WT6 4"	~~$ 234.37~~	~~$ 468.75~~	$239.06	$468.74
WT7 6"	~~$ 468.75~~	~~$ 937.50~~	$478.13	$937.50
WT8 8"	~~$ 749.26~~	~~$ 1,498.52~~	$764.25	$1,498.52
WT10 10"	~~$ 1,358.95~~		$1,384.09	
WT12 12"	~~$ 2,014.93~~		$2,055.23	

Residential Sewer Rates *(Based on water usage) (effective October 1, 2020)*

Commodity Charges	Inside Rate	Outside Rate	Inside Rate	Outside Rate
All Units	~~$ 5.41~~	~~$ 10.82~~	$5.52	$11.04

Fixed Charges	Inside Rate	Outside Rate	Inside Rate	Outside Rate
WT1 5/8" & 3/4"	~~$ 14.54~~	~~$ 29.08~~	$14.83	$29.08
WT2 1"	~~$ 36.40~~	~~$ 72.80~~	$37.13	$72.80
WT3 1 1/2"	~~$ 72.83~~	~~$ 145.66~~	$74.29	$145.66
WT4 2"	~~$ 116.47~~	~~$ 232.94~~	$118.80	$232.94
WT5 3"	~~$ 232.96~~	~~$ 465.92~~	$237.62	$465.92
WT6 4"	~~$ 364.01~~	~~$ 728.02~~	$371.29	$728.02
WT7 6"	~~$ 728.00~~	~~$ 1,456.00~~	$742.56	$1,456.00
WT8 8"	~~$ 1,164.84~~	~~$ 2,329.68~~	$1,188.14	$2,329.68

Residential Sewer Rates *(cont'd) (effective October 1, 2020)*

Industrial Surcharge	BOD	SS	
Inside Rate	~~$ 59.34~~	$ 52.74	$59.40
Outside Rate	$ 118.68	$ 105.48	

Residential Flat Rate *(effective October 1, 2020)*

Inside Rate		~~$ 52.48~~	$53.53
Outside Rate		~~$ 104.95~~	$107.05

Septage Tickets

1 Ticket per 1000 Gallons of Tank Capacity or Fraction Thereof	~~$ 46.45~~	**$47.38**
1 Ticket per 3000 Gallons of Tank Capacity or Fraction Thereof	~~$ 139.35~~	**$142.14**

Tap/Meter Fee Structure - Residential

Water Service and Meter	**Price**
5/8" Water Meter	$ 205.00
5/8" Water Tap Only (no meter)	$ 1,610.00
5/8" Irrigation Meter (set in parallel with existing meter)	$ 565.00
1" Water Meter	$ 260.00
1" Irrigation Meter (set in parallel with existing meter)	$ 620.00
1" Water Tap (no meter) ** For Residential Home Only**	$ 1,610.00
1 1/2" Water Meter (no box)	$ 455.00
2" Water Meter (no box)	$ 590.00
3" Water Meter with By-Pass	$ 3,100.00
4" Water Meter with By-Pass	$ 3,900.00
Hydrant Meter	
Application Fee	$ 50.00
5/8" Hydrant Meter Deposit - Refundable	$ 500.00
3" Hydrant Meter Deposit - Refundable	$ 1,220.00
Additional Trip to Set Meter	$ 25.00
Sewer service line with clean-out	
4" Sewer Tap	$ 2,080.00
Sewer clean-out/preparation (locating and excavation must be paid by plumber	
4" Sewer Clean-Out	Actual Cost
6" Sewer Clean-Out	Actual Cost
Frontage Fee	
Sewer - per LF	$ 20.00
Water - per LF	$ 15.00
Acreage Fee	
Sewer - per AC	$ 350.00
Water - per AC	$ 350.00

City of HIGH POINT NORTH CAROLINA

Special Event Fees

Special events are important contributors to the quality of life for High Point citizens and are welcome activities in our community. The City of High Point is happy to assist organizations and groups in providing quality events. A special event is defined as a pre-planned event, whether publicly or privately sponsored, which is held on public property, including but not limited to parks, streets and/or sidewalks.

The costs of making such facilities available are generally recovered through fees collected for the specific event. However, the public interest is also served by reducing and/or waiving such fees for certain events that have direct community benefit to the population as a whole. Furthermore, to maintain public trust, procedures shall be established for the consistent, fair and prompt evaluation of such requests.

Categories of Events

Co-Sponsored: Co-Sponsored events are determined by the City Council and are events of general interest to the public which provide a special economic development benefit or advances the City's public image. The City will determine through the budget appropriation process the extent to which the event will be financially sponsored, either through direct appropriation or allocation of in-kind support. Any costs in excess of the support level determined by the City will be the responsibility of the other sponsoring organization(s). The City must be listed as a co-sponsor on printed materials/announcements.

Other Non-Profit Events (Charitable/Non-Profit groups, Civic/Community Groups): Permit fees and rental fees for City facilities will be charged at 50% of charges listed in the Comprehensive Fee Schedule. Rental fees for equipment and/or Public Safety personnel will be charged at regular rates.

For-Profit Events/Private Individuals or Groups: All fees associated with the event are the full and complete responsibility of the requesting party. Additionally, any organization or group which did not meet their obligation for a previously fee-waived or reduced event will not be eligible to receive a fee waiver or reduction for subsequent events.

Event Permits *(per event)*	***Non-Profit***	***For Profit***
Special Event Permit fee	$ 25.00	$ 50.00
Street Closure fee	$ 25.00	$ 50.00
Neighborhood Block Party fee	$ 25.00	n/a
Parade, Walk or Run permit fee	$ 50.00	$ 100.00
Trail or Greenway event usage fee	$ 50.00	$ 100.00

Traffic Control Devices *(per day)*	***Non-Profit***	***For Profit***
Barricade Rental	$ 12.00	$ 12.00
Traffic Cone Rental	$ 2.00	$ 2.00
Sign Truck *(per hour, per truck)*	~~$18~~ $25	~~$18~~ $25
Bicycle Rack (P&R)	$ 10.00	$ 10.00

City of
HIGH POINT
NORTH CAROLINA

Comprehensive Fee Schedule

Special Event Fees

Personnel *(per hour)*	***Non-Profit***	***For Profit***
Fire Medic	$ 30.00	$ 30.00
Fire Light Duty Apparatus	$ 50.00	$ 50.00
Police Officer (per officer/per hour)	$ 40.00	$ 40.00

Mendenhall Terminal *(per event)*	***Non-Profit***	***For Profit***
Mendenhall Terminal rental *(per day)*	$ 500.00	$ 1,000.00
Message Board Programming	$ 100.00	$ 100.00
Over Head Lights	$ 50.00	$ 50.00

Other	***Non-Profit***	***For Profit***
Power - 20A 115v receptacle *(per outlet)*	$ 10.00	$ 10.00
Power - 200A 208v receptacle 3-phase (sound) *(per day)*	$ 100.00	$ 100.00
Power - 300A 208v 3 phase (lighting) *(per day)*	$ 125.00	$ 125.00
Power - electrician for 3 phase connect/disconnect *(per event)*	$ 150.00	$ 150.00
Roll-Off Dumpster *(per event)*	$ 100.00	$ 100.00

CITY OF HIGH POINT
AGENDA ITEM

Title: Accela 5 Year Cloud Hosting Services Agreement

From: Steve Lingerfelt, Director of Information Technology Services

Meeting Date: June 22, 2020

Public Hearing: No

Advertising Date / Advertised By:

Attachments: Accela Cloud Hosting Services Agreement Quote

PURPOSE:
The City needs to purchase cloud hosting services from Accela to host our existing on-site Accela application.

BACKGROUND:
Information Technology Services is recommending the City of High Point purchase a five year service plan from Accela to host the existing on-site Accela application. The service agreement will provide annual updates, reporting and support for the system for the next five years. This service will allow the City IT Department to retire eleven (11) on-site servers and eliminate third party reporting software for an estimated savings to the City of $39,486 during the first year.

BUDGET IMPACT:
The City of High Point will use existing funds in the FY 2020-21 budget to purchase the Service contract from Accela. The total cost of the contract is $897,031.58 payable over five years. Payments are as follows:

Year 1	$ 168,960.00
Year 2	$ 174,028.80
Year 3	$ 179,249.66
Year 4	$ 184,627.15
Year 5	$ 190,165.97

RECOMMENDATION / ACTION REQUESTED:
The Department of Information Technology Services recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Financial Services

Purchasing Division

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

Requisition #

CITY OF HIGH POINT
SOLE SOURCE JUSTIFICATION FORM
(For Items Costing **$10,000.00 or More**)
Statutory Reference N.C.G.S. 143-129(e)6

Vendor: Accela

Item(s): 5 Year Accela Hosting Services

Justification:
This is a 5 year contract for Accela to host the City's application in the cloud.

Estimated expenditure for the above item(s): $897,031.58

Accounting Unit and Account(s): 101241-527216

CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. ☐ Performance or price competition for a product are not available.
2. ☐ A needed product is available from only one source of supply.
3. ☑ Standardization or compatibility is the overriding consideration.
4. ☐ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel: Steve Lingerfelt — Digitally signed by Steve Lingerfelt Date: 2020.06.17 13:13:42 -04'00'

Department/Division: Information Technology   Date: 06/17/2020

APPROVAL PROCESS

Purchasing Manager: Erik S. Conti — Digitally signed by Erik S. Conti Date: 2020.06.17 13:28:29 -04'00'

Financial Services Director: Bobby Fitzjohn — Digitally signed by Bobby Fitzjohn Date: 2020.06.17 13:57:53 -04'00'

City Council ($30,000 – Up):

Accela

2633 Camino Ramon, Suite 500
San Ramon, CA 94583

Proposed by: Matthew Jones
Contact Phone: (704) 589-6764
Contact Email: mjones@accela.com
Quote ID: Q-18033
Valid Through: 07/01/2020
Currency: USD

ORDER FORM

Address Information

Bill To:
City of High Point
211 S Hamilton street, PO Box 230
High Point, North Carolina, 27261-0203
United States

Ship To:
City of High Point
211 South Hamilton Street
High Point, North Carolina, 27260
United States

Billing Contact: Mark Schroeder
Billing Phone: 336-883-3328
Billing Email Address:

Software (Effective start date 07/01/20)

Services Year1	Start Date	End Date	Term (Mths)	Unit Price	Quantity	Total Price
Accela Building	07/01/2020	06/30/2021	12	$1,802.40	80.00	$144,192.00
Enhanced Reporting Database (with SaaS quote)	07/01/2020	06/30/2021	12	$24,768.00	1.00	$24,768.00
					Total	$168,960.00

Services Year 2	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
Accela Building	07/01/2021	06/30/2022	12	$1,856.47	80.00	$148,517.76
Enhanced Reporting Database (with SaaS quote)	07/01/2021	06/30/2022	12	$25,511.04	1.00	$25,511.04
					Total	$174,028.80

Services Year 3	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
Accela Building	07/01/2022	06/30/2023	12	$1,912.17	80.00	$152,973.29
Enhanced Reporting Database (with SaaS quote)	07/01/2022	06/30/2023	12	$26,276.37	1.00	$26,276.37
					Total	$179,249.66

Services Year 4	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
Accela Building	07/01/2023	06/30/2024	12.00	$1,969.53	80.00	$157,562.49
Enhanced Reporting Database (with SaaS quote)	07/01/2023	06/30/2024	12.00	$27,064.66	1.00	$27,064.66
					Total	$184,627.15

Services Year 5	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
Accela Building	07/01/2024	06/30/2025	12.00	$2,028.62	80.00	$162,289.37
Enhanced Reporting Database (with SaaS quote)	07/01/2024	06/30/2025	12.00	$27,876.60	1.00	$27,876.60
					Total	$190,165.97

Annual Pricing Summary

Fees	Total Price
Year 1	$168,960.00
Year 2	$174,028.80
Year 3	$179,249.66
Year 4	$184,627.15
Year 5	$190,165.97
Total	$897,031.58

Additional Terms

1. No additional or conflicting terms or conditions stated in Customer's order documentation, including purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null.
2. This Order Form is governed by the applicable Accela terms found at www.accela.com/terms, unless Customer has an effective master agreement executed by Accela for such services as referenced in this Order Form, in which case such master agreement will govern.
3. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
4. If this Order Form is executed and/or returned to Accela by Customer after the Order State Date above, Accela may adjust the Order Start Date and Order End Date without increasing the total price based on the date Accela activates the products and provided that the total term length does not change.

ACCELA

By:

____
(Signature)

____
(Print Name)

Its: ___________________________
(Title)

Dated: ___________________________
(Month, Day, Year)

CUSTOMER

By:

____
(Signature)

____
(Print Name)

Its: ___________________________
(Title)

Dated: ___________________________
(Month, Day, Year)

CITY OF HIGH POINT
AGENDA ITEM

Title: Approval of FY 2020-2021 Market Authority budget

From: Eric Olmedo, Assistant City Manager

Public Hearing: N/A

Attachments: Market Authority budget

Meeting Date: June 22, 2020
Advertising Date: N/A
Advertised By: N/A

PURPOSE:
To approve the FY 2020-2021 Market Authority budget.

BACKGROUND:
The Market Authority requests that the City Council consider its draft budget. This budget has been reviewed by the Market Authority Executive Committee. The draft budget will be voted on by the full Market Authority board on June 23, 2020.

The proposed budget includes a reduction in City funding by a total of $300,000. The budget is being reduced by $60,000 in FY 2020 and $240,000 in FY 2021. This budget includes all the COVID related expenses which includes extending the Fall Market by three days.

BUDGET IMPACT: N/A
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RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends and asks the Council to approve the FY 2020-2021 Market Authority budget.

High Point Market Authority- FY 2019-20

Revenue	Code	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Forecast	2020-2021 Budget (extended)
High Point Area						
Showroom License	4001	$ 1,700,000.00	$1,707,840.76	$1,710,000.00	$1,720,000.00	$ 1,720,000.00
Occupancy Tax (Guilford)	4002	$ 365,000.00	$ 405,082.47	$ 415,000.00	$ 340,000.00	$ 250,000.00
HPCVB	4003	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 150,000.00
City of High Point	4004	$ 1,000,000.00	$1,000,000.00	$1,000,000.00	$1,000,000.00	$ 700,000.00
Guilford County	4005	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 125,000.00	$ 125,000.00
Total		**$ 3,215,000.00**	**$3,262,923.23**	**$3,275,000.00**	**$3,260,000.00**	**$ 2,945,000.00**
State of North Carolina						
NCDOT	4011	$ 1,200,000.00	$1,200,000.00	$1,200,000.00	$ 725,000.00	$ 1,200,000.00
NCDOC	4012	$ 1,755,472.00	$1,755,472.00	$1,755,472.00	$1,755,472.00	$ 1,755,472.00
Total		**$ 2,955,472.00**	**$2,955,472.00**	**$2,955,472.00**	**$2,480,472.00**	**$ 2,955,472.00**

High Point Market Authority- FY 2019-20

Other						
Sponsorships	4024	$ 330,000.00	$ 323,412.00	$ 329,000.00	$ 256,530.88	$ 550,000.00
Interest	4022	$ 60,000.00	$ 68,369.07	$ 60,000.00	$ 75,000.00	$ 65,000.00
Miscellaneous	4023	$ 15,000.00	$ 15,809.68	$ 15,000.00	$ 37,000.00	$ 15,000.00
HAM	4026	$ -	$ 40,500.00	$ 50,000.00	$ 46,000.00	$ 20,000.00
Registration Fees	4027		$ -		$ -	$ 200,000.00
Total		**$ 405,000.00**	**$ 448,090.75**	**$ 404,000.00**	**$ 414,530.88**	**$ 850,000.00**
Total Revenue		**$ 6,575,472.00**	**$ 6,666,485.98**	**$ 6,634,472.00**	**$ 6,155,002.88**	**$ 6,750,472.00**

High Point Market Authority- FY 2020-21

Expense	Budget Code	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Forecast	2020-21 Budget (extended)
Executive Leadership & Admin						
Salaries & Benefits	5001	$ 392,000.00	$ 383,017.59	$ 417,000.00	$ 400,000.00	$ 400,000.00
Board of Directors	5002	$ 5,000.00	$ 5,324.93	$ 5,000.00	$ 3,500.00	$ 5,000.00
Audit	5003	$ 16,000.00	$ 16,279.71	$ 16,500.00	$ 16,300.00	$ 17,000.00
Travel & Entertainment	5004	$ 30,000.00	$ 38,074.03	$ 40,000.00	$ 16,000.00	$ 30,000.00
Telephone (Mobile & VoIP)	5005	$ 26,000.00	$ 25,230.96	$ 26,000.00	$ 26,000.00	$ 26,000.00
Government Relations	5006	$ 60,000.00	$ 88,031.49	$ 72,000.00	$ 65,000.00	$ 72,000.00
IT Services	5007	$ 20,000.00	$ 29,702.26	$ 26,000.00	$ 27,000.00	$ 30,000.00
Equipment Purchase	5009	$ 10,000.00	$ 7,679.35	$ 5,000.00	$ 5,000.00	$ 5,000.00
P&C, Liability Insurance	5010	$ 13,000.00	$ 5,503.17	$ 13,000.00	$ 7,000.00	$ 23,000.00
Equipment Maintenance & Repair	5011	$ 2,000.00	$ -	$ 1,000.00	$ 500.00	$ 1,000.00
Memberships & Subscriptions	5012	$ 15,000.00	$ 12,250.91	$ 15,000.00	$ 16,500.00	$ 15,000.00
Office Supplies & Printing	5013	$ 10,000.00	$ 16,896.87	$ 13,000.00	$ 21,200.00	$ 15,000.00
Postage	5014	$ 2,500.00	$ 1,832.98	$ 2,000.00	$ 1,700.00	$ 1,500.00
Rent	5016	$ 16,400.00	$ 16,400.28	$ 16,400.00	$ 24,000.00	$ 16,475.00
Bank Service Charges	5018	$ 500.00	$ 679.14	$ 625.00	$ 500.00	$ 700.00
City & County Taxes	5019	$ 1,600.00	$ 1,701.26	$ 1,700.00	$ 1,645.00	$ 1,700.00
Misc Expenses	5020	$ 60,000.00	$ 72,758.82	$ 40,000.00	$ 30,000.00	$ 25,000.00

High Point Market Authority- FY 2020-21

Expense	Budget Code	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Forecast	2020-21 Budget (extended)
Accounting & Payroll Fees	5023	$ 51,000.00	$ 49,045.76	$ 51,000.00	$ 54,000.00	$ 54,000.00
Economic Impact Study	5024	$ -	$ 54,266.38	$ -	$ -	$ -
Total		**$ 731,000.00**	**$ 824,675.89**	**$ 761,225.00**	**$ 715,845.00**	**$ 738,375.00**
Transportation						
Contractor Management/ Personnel	5104	$ 220,000.00	$ 215,515.35	$ 217,500.00	$ 143,278.10	$ 243,000.00
Vehicle Operations	5105	$ 1,010,000.00	$ 1,016,045.75	$1,020,000.00	$ 515,206.50	$ 1,198,500.00
Supplies	5106	$ 3,000.00	$ 6,048.77	$ 3,000.00	$ 3,000.00	$ 175,000.00
Tents	5107	$ 3,000.00	$ 2,684.77	$ 3,000.00	$ 939.40	$ 3,500.00
Rent	5108	$ 12,500.00	$ 12,499.92	$ 12,500.00	$ 12,500.00	$ 16,475.00
MA Salaries and Benefits	5109	$ 202,500.00	$ 209,794.73	$ 216,000.00	$ 217,000.00	$ 209,000.00
Part-time Event Staff	5110	$ 30,000.00	$ 31,766.94	$ 38,000.00	$ 31,076.14	$ 59,000.00
Signage/Street Improvements	5112	$ 15,000.00	$ 11,156.41	$ 10,000.00	$ 6,554.96	$ 12,000.00
Trainings/Meetings	5113	$ 1,500.00	$ 4,004.97	$ 4,000.00	$ 6,200.00	$ 6,000.00
Miscellaneous	5114	$ 500.00	$ 53.50	$ 500.00	$ -	$ 12,000.00
Transportation Command Center	5115	$ 5,000.00	$ 8,276.63	$ 8,000.00	$ 4,550.35	$ 9,500.00
Total		**$ 1,503,000.00**	**$ 1,517,847.74**	**$1,532,500.00**	**$ 940,305.45**	**$ 1,943,975.00**

High Point Market Authority- FY 2020-21

Expense	Budget Code	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Forecast	2020-21 Budget (extended)
Parking						
Davis Lot (South)	5201	$ 78,000.00	$ 78,800.00	$ 80,500.00	$ 67,000.00	$ 73,700.00
Oak Hollow Lot (North)	5202	$ 37,000.00	$ 36,960.00	$ 37,000.00	$ 18,480.00	$ 46,000.00
Maintenance & Security	5204	$ 10,000.00	$ 9,302.00	$ 10,000.00	$ 7,334.43	$ 10,500.00
Total		**$ 125,000.00**	**$ 125,062.00**	**$ 127,500.00**	**$ 92,814.43**	**$ 130,200.00**
Centralized Registration						
Professional Fees, Services & Upgrades	5301	$ 165,000.00	$ 178,936.38	$169,000.00	$210,000.00	$263,800.00
MA Salaried Personnel	5302	$ 142,000.00	$ 136,009.79	$148,000.00	$203,500.00	$220,000.00
Postage	5304	$ 26,500.00	$ 17,316.10	$24,000.00	$16,000.00	$17,000.00
Part-Time Event Staff	5305	$ 110,000.00	$ 105,027.50	$117,000.00	$95,000.00	$170,000.00
Ethernet Fiber Connections	5306	$ 10,000.00	$ 10,530.00	$9,720.00	$9,930.00	$10,000.00
Supplies	5307	$ 18,500.00	$ 8,089.44	$15,000.00	$9,600.00	$12,000.00
Training/Meetings	5308	$ 1,000.00	$ 1,025.95	$1,000.00	$925.93	$20,000.00
Travel/ Shipping	5313	$ 45,000.00	$ 46,302.69	$50,000.00	$42,128.90	$136,000.00
Auxiliary Services	5314	$ 10,000.00	$ 9,437.95	$10,000.00	$4,900.00	$61,000.00
Total		**$ 528,000.00**	**$ 512,675.80**	**$ 543,720.00**	**$ 591,984.83**	**$909,800.00**

High Point Market Authority- FY 2020-21

Expense	Budget Code	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Forecast	2020-21 Budget (extended)
Marketing						
Printed Collateral	5401	$ 130,000.00	$ 97,999.17	$ 130,000.00	$ 86,000.00	$ 100,000.00
Advertising: Print/Digital/Email	5403	$ 407,000.00	$ 406,954.15	$ 407,000.00	$ 438,000.00	$ 407,000.00
Agency Fees/Creative	5405	$ 365,000.00	$ 371,771.62	$ 380,000.00	$ 389,000.00	$ 380,000.00
MA Salaries & Benefits	5406	$ 110,000.00	$ 111,101.22	$ 120,000.00	$ 143,000.00	$ 220,000.00
PR/ Freelance	5407	$ 45,000.00	$ 45,785.00	$ 105,000.00	$ 85,135.00	$ 45,000.00
Postage	5408	$ 100,000.00	$ 61,981.94	$ 70,000.00	$ 70,000.00	$ 55,000.00
Telemarketing	5409	$ 45,000.00	$ 78,916.75	$ 65,000.00	$ 75,000.00	$ 65,000.00
Signage	5410	$ 17,000.00	$ 13,894.18	$ 20,000.00	$ 8,000.00	$ 10,000.00
Media Center	5411	$ 120,000.00	$ 114,556.02	$ 115,000.00	$ 54,200.00	$ 110,000.00
Travel & Entertainment	5413	$ 5,000.00	$ 4,450.31	$ 8,000.00	$ 9,500.00	$ 8,000.00
Rent	5415	$ 12,500.00	$ 12,499.92	$ 12,500.00	$ 11,500.00	$ 16,475.00
Photo/ Video	5417	$ 80,000.00	$ 82,382.46	$ 100,000.00	$ 79,000.00	$ 100,000.00
Industry Education: DVS Speakers	5418	$ 70,000.00	$ 56,439.39	$ 85,000.00	$ 46,700.00	$ 60,000.00
Promotional Goods	5420	$ 25,000.00	$ 41,156.30	$ 30,000.00	$ 9,330.00	$ 15,000.00
Website/App/Data/Analytics	5421	$ 320,000.00	$ 338,170.56	$ 350,000.00	$ 357,500.00	$ 350,000.00
Mail house Services	5422	$ 42,500.00	$ 27,872.84	$ 32,000.00	$ 32,600.00	$ 27,000.00

High Point Market Authority- FY 2020-21

Expense	Budget Code	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Forecast	2020-21 Budget (extended)
List Acquisition	5423	$ 1,000.00	$ -	$ 8,000.00	$ 8,000.00	$ 1,000.00
Database Management	5424	$ 35,000.00	$ 35,230.00	$ 40,000.00	$ 51,500.00	$ 40,000.00
Sales Tax	5426	$ 28,000.00	$ 26,313.56	$ 27,500.00	$ 24,500.00	$ 26,000.00
Sponsored Marketing/SS/Speakers	5427	$ 140,000.00	$ 139,804.35	$ 155,000.00	$ 68,000.00	$ 125,000.00
Miscellaneous Expenses	5428	$ 10,000.00	$ 43,839.03	$ 10,000.00	$ 11,000.00	$ 10,000.00
Sponsorship Expenses	5429	$ 150,000.00	$ 112,165.28	$ 120,000.00	$ 130,000.00	$ 255,000.00
Depreciation	5430	$ 230,957.39	$ 232,036.49	$ 118,855.00	$ 140,000.00	$ 81,158.00
Tours & Partnerships	5431	$ 80,000.00	$ 75,068.68	$ 77,000.00	$ 75,300.00	$ 76,000.00
Social Media	5432	$ 25,000.00	$ 24,325.15	$ 25,000.00	$ 17,200.00	$ 40,000.00
Hospitality at Market	5433	$ 60,000.00	$ 80,090.32	$ 84,000.00	$ 87,500.00	$ 65,000.00
Total		**$ 2,653,957.39**	**$ 2,634,804.69**	**$2,694,855.00**	**$2,507,465.00**	**$ 2,687,633.00**
Guest Services						
Talent/ Operations/ Production	5502	$ 380,000.00	$ 374,946.44	$ 360,000.00	$ 191,500.00	$ 600,000.00
MA Salaries & Benefits	5503	$ 140,000.00	$ 143,116.47	$ 152,000.00	$ 154,000.00	$ 165,000.00
Food & Beverage	5505	$ 135,000.00	$ 138,764.01	$ 142,000.00	$ 77,000.00	$ 100,000.00
International Services	5507	$ 32,000.00	$ 31,958.58	$ 34,000.00	$ 19,200.00	$ 35,000.00

High Point Market Authority- FY 2020-21

Expense	Budget Code	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Forecast	2020-21 Budget (extended)
Program Operations	5509	$ 230,000.00	$ 191,773.59	$ 203,000.00	$ 146,000.00	$ 155,000.00
Contract Labor	5512	$ 36,000.00	$ 34,443.60	$ 38,000.00	$ 20,800.00	$ 70,000.00
Rent	5513	$ 12,500.00	$ 12,499.92	$ 12,500.00	$ 12,500.00	$ 16,475.00
Depreciation	5514					$ 55,000.00
Total		**$ 965,500.00**	**$ 927,502.61**	**$ 941,500.00**	**$ 621,000.00**	**$ 1,196,475.00**
Contingency	5600	$ -	$ -	$ -	$ -	$ -
Depreciation	5700	$ 51,000.00	$ 33,137.36	$ 28,695.49	$ 38,000.00	$ 101,216.00
Interest Expense	8520	$ -	$ 157.84	$ 1,500.00	$ 500.00	$ 500.00
Total Expense		**$ 6,557,457.39**	**$ 6,575,863.93**	**$ 6,586,115.49**	**$ 5,507,914.71**	**$ 7,708,174.00**
Total Income		**$ 6,575,472.00**	**$ 6,666,485.98**	**$6,634,472.00**	**$6,155,002.88**	**$ 6,750,472.00**
Surplus/Deficit		**$ 18,014.61**	**$ 90,622.05**	**$ 48,356.51**	**$ 647,088.17**	**$ (957,702.00)**

High Point Market Authority- FY 2019-20

Account	Budget Code	2018-19 Budget	2019-20 Budget
CAP EX			
Office Furniture	1210	$ 1,000.00	$ 1,000.00
Office Equipment	1230	$ 500.00	$ 500.00
Computer Equipment	1250	$ 5,500.00	$ 5,000.00
Market Equipment	1270	$ 15,000.00	$ 15,000.00
Leasehold Improvements	1290		
Market Technology & Hardwar	1300	$ -	$200,000.00
Registration Software	1301	$ 106,800.00	$ -
Total		**$ 128,800.00**	**$221,500.00**