City of High Point

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

Meeting Agenda

Monday, June 18, 2018

5:30 PM

Council Chambers

City Council

Jay W. Wagner, Mayor
Christopher Williams, Mayor Pro Tem
Jason P. Ewing, Jeffrey J. Golden,
S. Wesley Hudson, Victor A. Jones,
Britt W. Moore, Monica L. Peters,
Donald A. Scarborough

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE

RECOGNITIONS AND PRESENTATIONS

2018-218 Resolution - Wesleyan Christian Academy Men's Baseball Team
Mayor Wagner will present a Resolution to the Wesleyan Christian Academy Men's baseball team for capturing the North Carolina Independent School Athletic Association 3-A State Championship.

Attachments: Resolution - Wesleyan Christian Men's Baseball Team

CONSENT AGENDA ITEMS

FINANCE COMMITTEE - Council Member Moore, Chair

2018-196 Ordinance - Budget Amendment - Insurance Reserve Fund
City Council is requested to adopt an ordinance amending the 2017-2018 Annual Budget to appropriate funds in the amount of $1,240,610 for expenditures for the Insurance Reserve Fund projected to exceed the budget due to increased health and dental care costs.

Attachments: 1. Budget Ordinance Amendment - Insurance Reserve

2018-197 Ordinance - Budget Amendment - Market Authority
City Council is requested to adopt an ordinance amending the 2017-2018 Annual Budget to appropriate funds in the amount of $75,000 for additional revenue received from Occupancy Tax and Showroom tax that have been received above the amount budgeted.

Attachments: 2. Budget Ordinance Amendment - Market Authority

2018-198 International Home Furnishings Market Authority - 2018-2019 Annual Budget
City Council is requested to consider the FY 2018-2019 annual budget for the International Home Furnishings Market Authority (Market Authority).

Attachments: 3. Market Authority 2018-2019 Annual Budget

2018-199 High Point Convention & Visitors Bureau - 2018-2019 Annual Budget/Contract
City Council is requested to consider the annual budget for the High Point Convention & Visitors Bureau (CVB) for FY 2018-2019 and authorize the City Manager to execute contract between the High Point Convention and Visitors Bureau for FY 2018-2019.

Attachments: 4. CVB Annual Budget and Contract
2018-19 CVB Budget

2018-200 City of High Point/Forsyth County - Tax Collection
Council is requested to authorize the appropriate City Official to execute an

agreement between Forsyth County and the City of High Point for the collection of the 2018 and for the collection of 2017 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County.

Attachments: 5. Forsyth County Tax Collection 2018-2019

2018-201 Contract - Hazen & Sawyer - Eastside WWTP Incinerator Restart Project
City Council is requested to approve a professional engineering service agreement to Hazen and Sawyer in the amount of $492,830.00 for Eastside Waste Water Treatment Plant incinerator restart project.

Attachments: 6. Incinerator Restart Project- Hazen Contract

2018-202 Contract - Temporary Services - Material Recovery Facility
Council is requested to approve a contract with People Ready in the estimated amount of $100,000.00 - $120,000.00 to provide temporary labor services at the Material Recovery Facility (MRF).

Attachments: 7. Contract - People Ready

2018-203 Contract -Water and Sewer Scheduled Maintenance
City Council is requested to award a contract to Breece Enterprises, Inc. in the amount of $338,105.00 for the Water and Sewer Scheduled Maintenance.

Attachments: 8. 2017-008 Water and Sewer Scheduled Maintenance - Breece

2018-204 Contract - Sidewalk Improvements
City Council is requested to award a contract to ASJ Wilson Construction, Inc. in the amount of $886,541.70 for eight new sidewalk projects. These projects were identified and prioritized by the High Point Department of Transportation.

Attachments: 9. Contract - Sidewalk Improvements - A S J Wilson

2018-205 Budget Ordinance Amendment - Sidewalk Improvements
City Council is requested to adopt an ordinance amending the 2017-2018 Annual Budget to appropriate funds in the amount of $107,000.00 for the sidewalk improvement contract project.

Attachments: 10. Budget Amendment - Sidewalk Contract

2018-206 Contract - Purchase and Install New Parking Access and Revenue Control System
City Council is requested to approve a contract with Southern Time in the amount of $209,392.00 for the purchase and installation of a new PARC (Parking Access and Revenue Control) system at the Plaza and Broad Street parking decks.

Attachments: 11. Parking System Upgrades

2018-207 Contract - New Flyer Industries - New City Transit Bus
City Council is requested to award a contract to New Flyer Industries in the

amount of $467,639.90 for the purchase of a bus to replace a bus in the current fleet that is no longer serviceable.

Attachments: 12. Contract - Purchase of New Bus

REGULAR AGENDA ITEMS

FINANCE COMMITTEE - Council Member Moore, Chair

2018-208 Public Hearing - Transit Operating and Capital Grant Application
Monday, June 18, 2018 at 5:30 p.m. is the date and time established to receive public comments on the filing of the FY2019 FTA Section 5307 operating, capital and planning grant application for High Point Transit and the Thomasville portion of Davidson County Transportation System.

Attachments: 13. Public Hearing - Transit Grant Funding - NCDOT

PENDING ITEMS

2018-169 Amendment to License Agreement - Cingular Wireless PSC, LLC (AT&T)
City Council is requested to approve an Amendment to the License Agreement with Cingular Wireless PCS, LLC (AT&T) which allows the location of communication equipment at the City's Ward Water Plant; and authorize the City Manager to execute the agreement.

Attachments: 7. Amendment to Lease Agreement - Crown Castle

2018-100 High Point Area Arts Council Assistance Agreement
City Council is requested to approve an Agreement providing assistance from the City of High Point of up to $181,324.00 over the next two fiscal years for the satisfaction of a $362,648 mortgage associated with the High Point Area Arts Council purchase of property located at 121 S. Centennial Street. (This item will be discussed at the July 16, 2018 Council Meeting.)

Attachments: Arts Council Agreement

Arts Council Agreement Art Loan Payoff Agreement

COMMUNITY HOUSING, NEIGHBORHOOD DEVELOPMENT AND PUBLIC SAFETY COMMITTEE - Council Member Golden, Chair

2018-210 Ordinance to Demolish - 308 Park Street
City Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a dwelling located at 308 Park Street belonging to Anthony Pearson & Sylvia Davis.

Attachments: 308 Park Street - Demolition

2018-211 Ordinance to Demolish - 308 Fourth Street
City Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a dwelling located at 308 Fourth Street belonging to SHJ Capital LLC.

Attachments: 308 Fourth Council Packet

PENDING ITEMS

2018-144 Ordinance - Demolition of Structure - 1505 East Avenue
City Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a structure located at 1505 East Avenue belonging to SHJ Capital, LLC.

Attachments: 2. 1505 East Council Final Packet

PLANNING & DEVELOPMENT COMMITTEE - Mayor Pro Tem Williams, Chair

2018-213 City of High Point - Historic Marker Request
A request by the City Manager's Office for approval of a Historic Marker recognizing the Washington Street Historic District at the northwest corner of Washington Street and Fourth Street.

Attachments: Washington St HD Historic Marker Request

2018-214 Lightower Fiber / Fibertech - Right-of-Way Encroachment RE-18-0005
A request by Lightower Fiber Network / Fibertech Networks to install a small cell antenna pole within the Gatewood Avenue right-of-way.

Attachments: Staff Report (RE-18-02) FULL

GENERAL BUSINESS AGENDA

2018-215 City Council Travel Policy - Final
City Council is requested to approve the City Council Travel Policy. (An interim Policy was approved on March 5, 2018 with the knowledge that a more comprehensive policy would be before City Council for approval).

Attachments: Updated City Council travel policy

2018-217 Boards & Commissions - Reappointment - ABC Board
Mayor Wagner is requesting that City Council confirm the reappointment of Mary Lou Blakeney to the High Point Alcoholic Beverage Control Board (ABC) for a second term. Reappointment will be effective immediately and will expire February 8, 2021.

Attachments: Reappointment - ABC Board

2018-216 Approval of Minutes
Regular Meeting of City Council; Monday, June 4th @ 5:30 p.m.
Prosperity & Livability Committee Meeting; Wednesday, June 6th @ 9:00 a.m.

Attachments: 1. June 4 2018 High Point City Council.pdf
2. June 6 2018 Prosperity & Livability Committee Minutes.pdf

ADJOURNMENT

CITY OF HIGH POINT
AGENDA ITEM

Title: Budget Amendment for Insurance Reserve Fund

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Attachments: Budget ordinance

Meeting Date: June 18, 2018
Advertising Date: N/A
Advertised By: N/A

PURPOSE:
A budget amendment is needed to increase appropriations for the Insurance Reserve Fund due to increased employee premiums paid and expenses for health care and dental care claims.

BACKGROUND:
The FY 2017-2018 Approved Budget for the Insurance Reserve Fund was $15,947,390. Health, Dental and Life Insurance premiums paid in to the fund will exceed the budgeted revenue by $572,610 (3.6%).

Expenditures for Health, Dental and Life insurance claims will exceed the budgeted amount by $1,240,610 (7.8%). This will require an additional $668,000 to be transferred from the various operating funds to the Insurance Reserve Fund to cover the additional expense.

BUDGET IMPACT: The $668,000 budget amount is equal to $500 per employee. This amount is proposed to be funded by vacancy savings from each respective fund at the cost listed below:

General Fund - $478,500
Water/Sewer Fund - $69,000
Electric Fund - $63,000
Stormwater Fund - $12,000
Solid Waste Fund - $45,500
Total - $668,000

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends and asks the Council to approve the budget amendment.

"AN ORDINANCE AMENDING THE 2017-2018 BUDGET ORDINANCE OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE INSURANCE RESERVE FUND

Be it ordained by the City Council of the City of High Point, North Carolina, as follows:

Section 1. The expenditures for the Insurance Reserve Fund are projected to exceed budget by $1,240,610 due to increased health and dental care costs.

Section 2. The revenues for the Insurance Reserve Fund are projected to exceed budget by $572,610, and additional transfers from other funds are available of $668,000, for a total of $1,240,610.

Section 3. In order to recognize and appropriate these funds, the FY 2017-2018 Budget Ordinance for the City of High Point should be amended as follows:

(A) That the Insurance Reserve Fund revenues be amended as follows:

Health/Dental Premium	$1,240,610

(B) That the Insurance Reserve Fund expenditure budget be amended as follows:

Health/Dental Care	$ 1,240,610

Section 4. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. That this ordinance shall be effective from and after its passage."

Adopted June 18, 2018

CITY OF HIGH POINT
AGENDA ITEM

Title: Contract Award 2018-002 Sidewalk Improvements

From: Keith Pugh, Engineering Services

Public Hearing: N/A

Attachments: Formal Bid Recommendation
Vicinity Map

Meeting Date: June 18, 2018
Advertising Date: March 20, 2018
Advertised By: Purchasing Division

PURPOSE:
The High Point Department of Transportation and the Engineering Services Department ask City Council to award contract 2018-002 for Sidewalk Improvements to ASJ Wilson Construction, LLC.

BACKGROUND:
On Wednesday, April 18, 2018 the City of High Point received bids for Contract ENG-2018-002. We received three responsive bids:

ASJ Wilson Construction, LLC	$ 886,541.70
Yates Construction Company, Inc.	$1,038,107.00
Triangle Grading and Paving	$1,108,839.96

The availability date of this contract is immediately upon execution of the contract documents. The completion time for the contract work is 240 consecutive calendar days (on or about March 6, 2019.

The purpose of this contract is to construct eight new sidewalk projects where none currently exists. These projects were identified and prioritized by the High Point Department of Transportation. The following projects are included in this contract:

> West Lexington Avenue (Kentucky to Westchester), Dartmouth Lane (Gordon to approx. 350' east), Brockett Avenue (Gordon to approx. 1,260' east), Country Club Drive (Hillcrest to W. Lexington), Waterview Road (White Fence Way to Glen Cove Way), Brentwood Street (Business 85 to East Green), Penny Road (Samet Drive to Eastchester), Johnson Street (Eastchester to 900' north of Parris).

These projects were designed by an outside consultant. The engineer's estimate for the work is $700,000. A brief explanation of estimate versus bid is attached.

BUDGET IMPACT:
Funding is available in the 2017-2018 Annual Budget

RECOMMENDATION / ACTION REQUESTED:
Engineering Services recommends and that City Council approve this contract award to ASJ Wilson Construction, LLC. in the amount of $886,541.70.

NORTH CAROLINA'S INTERNATIONAL CITY™

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Engineering Services

COUNCIL AGENDA DATE: Jun 18, 2018

BID NO.: 42-041818 CONTRACT NO.: 2018-002 DATE OPENED: Apr 18, 2018

DESCRIPTION:

Sidewalk Improvements in various locations around the city.

PURPOSE:

Construct 8 various sidewalk projects identified and prioritized by HPDOT.

COMMENTS:

Segments of new sidewalk to be built on the following streets: Brentwood, West Lexington, Waterview, Dartmouth, Country Club, Brockett, Penny and Johnson.

RECOMMEND AWARD TO: ASJ Wilson Construction, LLC AMOUNT: $886,541.70

JUSTIFICATION:

Received three bids for the work. ASJ Wilson Construction being the low bidder at $886,541.70. Also received bids from Yates Construction $1,038,107.00 and Triangle Grading and Paving at $1,108,839.96

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
411610	533701	411001009420	40201	$886,541.70
TOTAL BUDGETED AMOUNT				$886,541.70

DEPARTMENT HEAD: B. Keith Pugh, PE, PWLF Digitally signed by B. Keith Pugh, PE, PWLF Date: 2018.06.08 09:16:29 -04'00' DATE: Jun 8, 2018

The Purchasing Division concurs with recommendation submitted by the Engineering and recommends award to the lowest responsible, responsive bidder ASJ Wilson Construction in the amount of $ 886,541.70.

PURCHASING MANAGER: Erik Conti Digitally signed by Erik Conti DN: cn=Erik Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2018.06.08 17:18:49 -04'00' DATE: Jun 8, 2018

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US Date: 2018.06.11 13:33:07 -04'00' DATE: Jun 11, 2018

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US Date: 2018.06.11 13:41:50 -04'00' DATE: Jun 11, 2018

CITY OF HIGH POINT
SIDEWALK IMPROVEMENT PROJECT
ENGINEERING SERVICES DEPARTMENT

TYPE OF WORK: – GRADING, SIDEWALK, HANDICAP RAMPS

CITY OF HIGH POINT PROJECTS: P00425 / P00422 / P00421 / P00418 / P00415 / P00414 / P00412 / P00408

INDEX OF SHEETS

-OVERALL TITLE SHEET
-DETAIL SHEETS D1-D-11
-TRAFFIC CONTROL PLANS TC1 - TC2
-LEXINGTON AVE. PLAN AND PROFILE L1
-DARTMOUTH LN. PLANS AND PROFILES DM1-DM2
-BROCKETT RD. PLANS AND PROFILES BR1-BR2, BX1
-COUNTRY CLUB DR. PLAN AND PROFILE CC1, CCX1
-WATERVIEW RD. PLAN AND PROFILE W1, WX1
-BRENTWOOD ST. PLANS AND PROFILES B1-B5, BX1
-PENNY RD. PLANS AND PROFILES P1-P3, PX1
-JOHNSON ST. PLANS AND PROFILES J1-J3, JX1-JX6

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

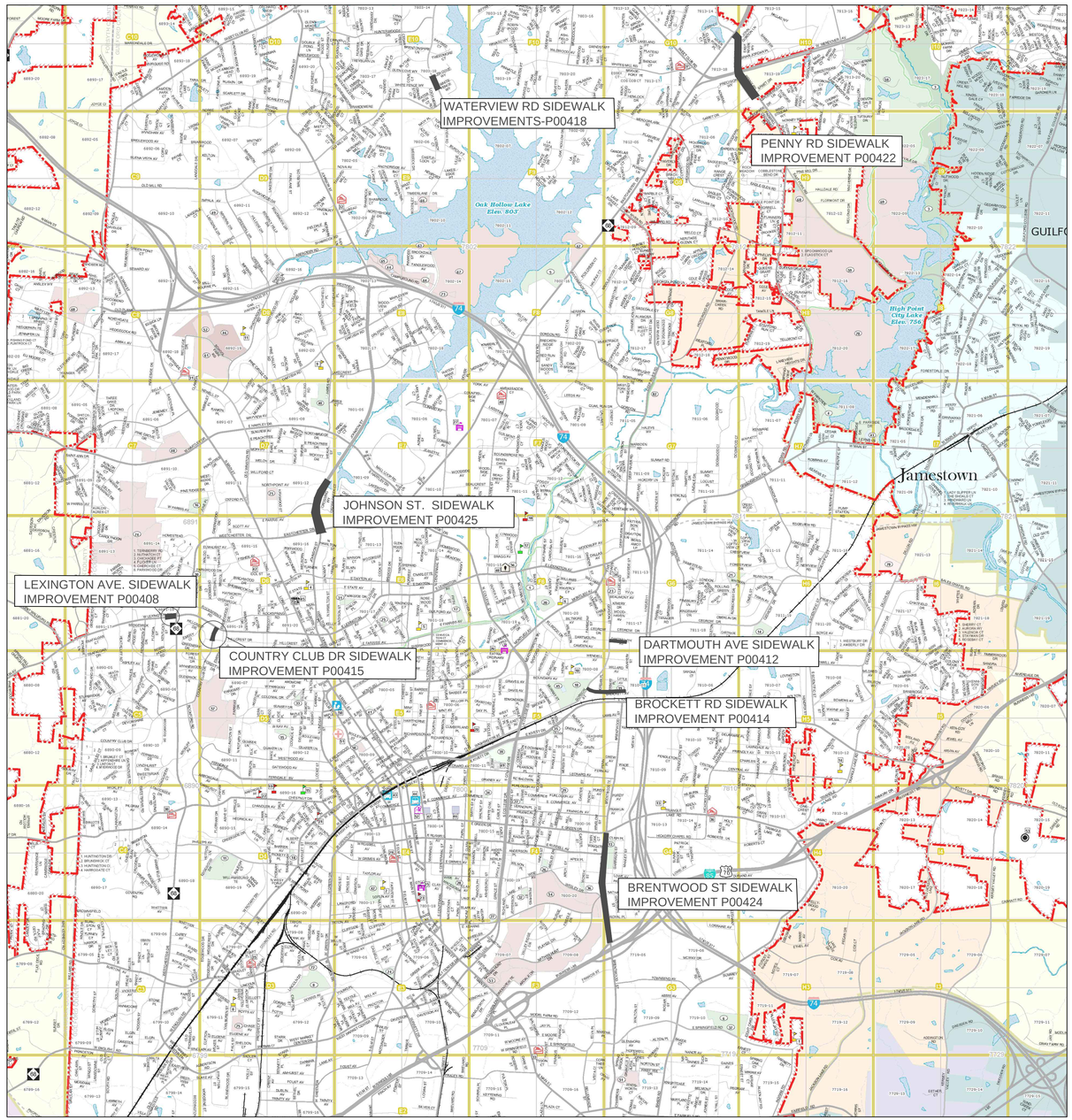
PLANS PREPARED BY:

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

STANDARD SPECIFICATIONS:

NORTH CAROLINA DEPT. OF TRANSPORTATION, JANUARY 2018 STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES

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



LEGEND

EXISTING	PROPOSED	
		FIRE HYDRANT
		WATER VALVE
		WATER METER
		SEWER CLEANOUT
		EXISTING IRON PIPE
PDE	PDE	PERMENANT DRAINAGE EASEMENT
W	W	WATERLINE WITH VALVE MH
S		SANITARY SEWER WITH MH
		PROPOSED DITCH
		EXISTING DITCH
		PROPERTY LINE
TCE	TCE	TEMPORARY EASEMENT
CUT	FILL	CUT – FILL LINE
		RIGHT OF WAY
EXT. STORM PIPE (TYP)	PROP. STORM PIPE (TYP)	TYPE "B" CATCH BASIN
		GRATED INLET
		YARD INLET
		TYPE "A" CATCH BASIN
D	D	DRAINAGE MANHOLE
G	G	GAS VALVE
		CURB & GUTTER
X	X	FENCE
		WOODS LINE
E PP	E PP	POWER POLE
T TP	T TP	TELEPHONE POLE WITH GUY
		KEYSTONE RETAINAING WALL
		EDGE PAVEMENT
		GUARDRAIL
SWE	SWE	SIDEWALK EASEMENT
		CENTERLINE
		ROW PARCEL NUMBER
C		CABLE TV PEDESTAL
T		TELEPHONE PEDSETAL
		DRAINAGE STRUCTURE NUMBER
W		EXISTING WELL
HCR		PROP. WHEEL CHAIR RAMP
		EXISTING TREE
		REMOVE EXISTING TREE
P		EXISTING SIGN

GRAPHIC SCALE

PLANS

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

PROFILE HORIZONTAL

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

CITY OF HIGH POINT
AGENDA ITEM

Title: Transit Bus Replacement Order

From: Mark McDonald

Meeting Date: June 18, 2018

Public Hearing: n/a

Advertising Date /

Advertised By:

Attachments: Bid Recommendation

PURPOSE:
Award a contract in the amount of $467,639.90 to New Flyer Industries for the purchase of one (1) 35' low floor buses to replace one of the buses in the current fleet that is no longer of service.

BACKGROUND:
The City of High Point was a party to a consortium bid for the purchase of buses through a five-year contract. The Piedmont Authority for Regional Transportation (PART) served as the lead agency. The procurement was competitively bid seeking the lowest, responsive bid from a responsible party. Three bus manufacturers attended the pre-bid meeting however only two (2) manufacturers – New Flyer Industries, Inc. and Gillig Corporation - submitted bids. New Flyer Industries, Inc. was the lowest, responsive, responsible bidder meeting the specifications. The bus is being purchased from year four of the contract.

BUDGET IMPACT:
Funds are available in the 2017-2018 Annual Budget.
The newer vehicle with warranty coverage will reduce the cost of maintenance significantly for the first 3 years of the bus.

RECOMMENDATION / ACTION REQUESTED:
Staff recommends awarding New Flyer Industries a contract for the purchase of one (1) bus in the amount of $467,639.90.

NORTH CAROLINA'S INTERNATIONAL CITY™

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Transportation

COUNCIL AGENDA DATE: Jun 18, 2018

BID NO.: | CONTRACT NO.: | DATE OPENED:

DESCRIPTION:

Purchase of one (1) new low floor transit bus

PURPOSE:

This new vehicle will replace one (1) of the remaining 2004 buses that is still in service but has met its useful life.

COMMENTS:

The City of High Point was a party to a consortium bid for the purchase of buses. The Piedmont Authority for Regional Transportation (PART) served as the lead agency. The procurement was competitively bid seeking the lowest, responsive bid from a responsible party.

RECOMMEND AWARD TO: New Flyer Industries, Inc AMOUNT: 467,639.90

JUSTIFICATION:

New Flyer Industries was the lowest, responsive, responsible bidder meeting the specifications.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
441999	532302	441183100445	R1202	$500,000
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Mark V. McDonald, P.E. Digitally signed by Mark V. McDonald, P.E. DN: cn=Mark V. McDonald, P.E., o=City of High Point, ou=Transportation, email=mark.mcdonald@highpointnc.gov, c=US Date: 2018.06.07 10:28:05 -04'00' DATE: Jun 6, 2018

The Purchasing Division concurs with recommendation submitted by the Transportation and recommends award to the lowest responsible, responsive bidder New Flyer Industries, Inc. in the amount of $ 467,639.90.

PURCHASING MANAGER: Erik Conti Digitally signed by Erik Conti DN: cn=Erik Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2018.06.07 10:49:11 -04'00' DATE: Jun 7, 2018

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey A. Moore Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US Date: 2018.06.08 08:31:22 -04'00' DATE: Jun 8, 2018

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US Date: 2018.06.08 08:48:58 -04'00' DATE: Jun 8, 2018

ORDINANCE

AN ORDINANCE REQUIRING THE BUILDING INSPECTOR OF THE CITY OF HIGH POINT TO DEMOLISH CERTAIN PROPERTY PURSUANT TO ARTICLE 19 OF THE GENERAL STATUTES OF NORTH CAROLINA; AND, TITLE 9, CHAPTER 11, ARTICLE E, OF THE MINIMUM HOUSING CODE OF THE CITY OF HIGH POINT.

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

SECTION 1: That the City Council of the City of High Point finds as a fact that the following described property has been ordered to be demolished, and it further finds as a fact that the owner has been ordered to demolish said building at his expense and said Owner has failed to comply with said order.

SECTION 2: That the Inspector of the City of High Point is hereby authorized and directed to proceed with the demolition of the following described building in accordance with code of Ordinances: and, Article 19 of Chapter 160A of the General Statutes of North Carolina.

PROPERTY LOCATION	OWNER (S)
308 Park St.	Anthony Pearson & Sylvia Davis 2605 Central Ave. High Point, NC 27260

SECTION 3: That all ordinances or parts of ordinances in conflict with the provisions of this ordinance, are hereby repealed.

SECTION 4: That this ordinance shall become effective from and after its passage as by Law provided.

Adopted by City Council,
This the 18th day of June, 2018

Lisa B. Vierling, City Clerk

CITY OF HIGH POINT
AGENDA ITEM

Title: Material Recovery Facility – Temporary Services

From: Terry Houk – Public Services Director
Robby Stone – Asst. Director Public Services

Meeting Date: June 18, 2018

Public Hearing: N/A

Advertising Date: 5/4/2018

Advertised By: RFP

Attachments: Formal Bid Recommendation

PURPOSE:
The City budgeted for full time temporary service employees to at the Material Recovery Facility (MRF). The scope of services will authorize the City to utilize temporary labor services for the purpose of assisting with current sorting of recyclable materials.

BACKGROUND:
The services to be provided with this agreement involve providing temporary service employees to assist with QA/QC and sorting on the picking line. A RFP process was conducted and People Ready provided was the lowest responsible responding firm. These services are needed to continue processing recyclable materials collected from the customer base.

BUDGET IMPACT:
Funds for temporary services are in the Material Recovery Facility operating budget for next FY2018-2019.

RECOMMENDATION / ACTION REQUESTED:
The Public Services Department recommends approval of the contract and that the appropriate City official be authorized to execute all necessary documents to award unit prices for the temporary services to People Ready in the estimated annual amount of $100,000.00 - $120,000.00.

NORTH CAROLINA'S INTERNATIONAL CITY

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Public Services - Material Recovery Facility

COUNCIL AGENDA DATE: June 18, 2018

BID NO.: 4047-060118 CONTRACT NO.: DATE OPENED: June 1, 2018

DESCRIPTION:

The services to be provided with this agreement involve providing temporary service employees to assist with manual sorting on the picking line. A RFP process was conducted and People Ready provided was the lowest responsible responding firm.

PURPOSE:

The City budgeted for full time temporary service employees at the Material Recovery Facility (MRF) until scheduled upgrades are complete. The scope of services will authorize the City to utilize temporary labor services for the purpose of assisting with current manual sorting of recyclable materials.

COMMENTS:

RECOMMEND AWARD TO: People Ready AMOUNT: 100,000.00

JUSTIFICATION:

People Ready was the lowest responsive firm. An evaluation matrix and review team selected People Ready to provide the temporary services.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
661742	527202			100,000.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Terry Houk Digitally signed by Terry Houk DN: cn=Terry Houk, o=City of High Point, ou=Public Services, email=terry.houk@highpointnc.gov, c=US Date: 2018.06.06 07:01:04 -04'00' DATE: Jun 6, 2018

The Purchasing Division concurs with recommendation submitted by the Public Services and recommends award to the lowest responsible, responsive bidder PeopleReady in the amount of $ 100,000.00.

PURCHASING MANAGER: Erik Conti Digitally signed by Erik Conti DN: cn=Erik Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2018.06.08 16:08:30 -04'00' DATE: Jun 9, 2018

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey A Moore Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US Date: 2018.06.11 13:31:42 -04'00' DATE: Jun 11, 2018

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US Date: 2018.06.11 13:43:24 -04'00' DATE: Jun 11, 2018

Office of the Mayor
City of High Point
North Carolina

RESOLUTION...

WHEREAS, on Saturday, May 19, 2018, at Charlotte Country Day School in Charlotte, North Carolina, the Wesleyan Christian Academy men's baseball team from High Point ended a spectacular season by capturing the North Carolina Independent School Athletic Association 3A State Championship by defeating Charlotte Christian School 8-3 and 6-5 in the championship series; and,

WHEREAS, this is the fifth overall state championship for the Trojans and third in a row; and,

WHEREAS, this excellent record of 23 wins was made possible under the leadership of head coach Scott Davis and assistant coaches Mikel Rodenberg and Joel Steindel and,

WHEREAS, the Trojans finished 23-1 for the season to prove they are truly one of the best in the state; and,

WHEREAS, the Wesleyan Christian Academy men's baseball team members have rightfully earned the respect of their classmates and their competitors, and through their accomplishments have brought great honor and prestige to Wesleyan Christian Academy men's baseball and the High Point community.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of High Point that we wish to express our heartfelt congratulations to the 2017-2018 Wesleyan Christian Academy men's baseball team members for their outstanding athletic abilities and sportsmanship and commend them for their outstanding talent and commitment to the High Point community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of High Point, North Carolina this 17th day of June 2018.

Jay W. Wagner, Mayor

NORTH CAROLINA

FORSYTH COUNTY

ORDER OF THE COUNCIL OF THE CITY OF HIGH POINT
IN ACCORDANCE WITH G.S. 105-373, G.S. 105-321, G.S.105-330.3 and G.S. 153A-156
FOR THE COLLECTION OF 2017 AND PRIOR YEARS' TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM, VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE, TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING, TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2009 through 2017 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2009 through 2017 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobaccoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions in the discretion of the Tax Collector.

Taxes on classified Motor Vehicles for 2014 and prior years are deemed uncollectible; therefore, the Forsyth County Commissioners, pursuant to G.S. 105-373(h) do hereby relieve the tax collector of the charge of collecting taxes on classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) for 2014 and prior years.

WITNESS my hand and official seal, this the 18 day of June, 2018.

MAYOR, CITY OF HIGH POINT

ATTEST:

CLERK

City of High Point North Carolina

NORTH CAROLINA

FORSYTH COUNTY

ORDER OF THE COUNCIL OF THE CITY OF HIGH POINT
IN ACCORDANCE WITH G.S.105-321, G.S. 153A-156 AND G.S. 160A-215.2
FOR THE COLLECTION OF 2018 TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE,
TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING,
TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2018 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2018 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobaccoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156 and gross receipts derived from short-term lease or rental of heavy equipment as set forth under G.S. 160A–215.2. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions at the discretion of the Tax Collector.

WITNESS my hand and official seal, this the 18 day of June, 2018.

MAYOR, CITY OF HIGH POINT

ATTEST:

CLERK

NORTH CAROLINA
GUILFORD COUNTY

AGREEMENT FOR PROVISION OF CONVENTION AND VISITORS BUREAU

THIS AGREEMENT, made and entered into the 31 day of ~~July~~ August, 2018 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 300 South Main Street, High Point, NC 27260 ("HPCVB"), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of a grant or appropriation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds of $1,570,286.00 received by the City from the Guilford County 3% Room Occupancy and Tourism Development Tax, the HPCVB named hereinabove does hereby agree to provide Convention and Visitors Bureau Services for the City 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 grant funds, 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, 2019 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 grant funds, 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 Commissioner 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 100 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 & CEO 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) Proposed New Budget and Budget Notes
(C) Occupancy Tax Comparison Current Year
(D) Financial Statement through March Current Year
(E) Arts & Tourism Grants Awards for Current Year
(F) Event Booking Incentives for Current Year
(G) Board of Directors, Organizational Chart, and Chart of Staff Organizational Involvement

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 Grantee has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NORTH CAROLINA

ATTEST:

Lisa B. Vierling, City Clerk

Greg Demko, City Manager

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.

Jeffrey A. Moore, Director of Financial Services
Date: 8/31/2018

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

ATTEST:

Leah Penry Price, Board Chair

Timothy C. Mabe, President & CEO

EXHIBIT A

OVERVIEW & PROGRAM OF WORK FY 2018 - 2019

1. NEW BUDGET

The Proposed Budget for the High Point Convention & Visitors Bureau (HPCVB) is for FY 18-19. The projected HMT revenues is $1,570,286, which reflects an increase of 3% from projected actual receipts to end the current fiscal year FY 17-18 at an estimated $1,749,802. The approved budget for FY 17-18 was $1,811,478 where the proposed FY 18-19 budget is 4% over the approved from FY 17-18. Remaining conservative, the new budget reflects $1,820,286 tax receipts plus $1,020 interest, and $110,000 EBI rollover. In addition, sponsorship revenues earmarked for marketing the new visitor center is $100,000. The amount of sponsorship revenue that is earmarked to rollover to the 501 c 3 HPCVB Foundation is $75,000. This will be critical in establishing a new revenue stream to fulfill a grants program in FY 18-19. The Regional Preferred Member Revenue for Marketing is projected at $3,000. We have a rollover of $11,351 of sponsorship revenue that is earmarked to complete the website project to establish marketing to visitors looking to relocate or retire to our area. The website is expected to be completed and paid for in FY 18-19 budget cycle. There is also a building credit from the High Point Chamber to satisfy their loan to build-out of the board room totaling $12,000 for the year. A copy of the March Financial Statement for FY 17-18 is attached.

The City shall retain and directly allocate $250,000 of occupancy tax revenue for stadium debt repayment, thereafter the 15% room tax revenue allocated for specific tourism related projects is restricted at $235,543 and the remaining funds of $23,043 will go towards a renewed grants program geared toward specific tourism related projects. The Marketing Budget is $994,353. This includes Convention Promotions ($411,980), Tourism Promotions ($297,373), Event Center Promotions ($160,000) as well as the Grants Program ($125,000), which is a significant arm of the tourism effort for the City. The Event Booking Incentive (EBI) Line Item is $150,000, which includes the roll over from the previous year of $110,000, and Market Authority Line Item is $75,000.

2. PARTNERSHIPS

Arts & Tourism Grants Program:

The Arts & Tourism Grants Program will be redeveloped with a goal to fund at least $125,000 ($23,043 plus an additional $101,957 see line items 5800.0 in budget) of specific tourism related projects.

Funding for High Point Market Authority:

For FY 18-19, the HPCVB has allocated $75,000 to continue to support the High Point Market Authority.

Events Booking Incentives:

A number of Event Booking Incentives were offered for conventions and events that were to occur in FY 17-18 and is projected to total $43,000. The events booking program is more than incentives to book. It is expanded to include maintenance, retention, and support of groups. At the end of FY 17-18 $110,000 will be rolled over into FY 18-19 EBI line item. These incentives continue to be successful tools in moving convention/event proposals from lead status to definite bookings *(see attached Event Booking Incentive Commitment)*

Congdon Event Center Board:

HPCVB has a partnership with the Congdon Event Center Board to support the operations, management and marketing of the event center with no management fee. There is $160,000 earmarked for Event Center marketing as it is critical to promote the facility before the buildout to establish booking in year one of opening.

3. ORGANIZATION

The Board of Directors consists of eleven Board Members, twelve Ex-officio positions (including the Bureau CEO and the *Chairman Emeritus*) and three staff members. The Organizational Chart, attached hereto as "Exhibit G")presents an overview of the High Point Convention & Visitors Bureau Staff that consists of seven full time employees. In addition, Registrars and Visitor Information Specialists are employed on an 'as needed basis'. The Bureau staff holds memberships and board positions on a number of industry related organizations.

4. SUMMARY

The HPCVB has always recognized its role to fill the City between the High Point Markets, thereby keeping a year-round healthy hospitality environment. The Bureau's focus continues to be *strong solicitation and service to overnight visitors, conventions, special events and trade shows; providing these visitors with outstanding services and insuring a most enjoyable experience for all.*

Exhibit B

High Point Convention & Visitors Bureau

No.	ITEM	FY 17-18 Approved & Amended	FY 18-19 Board Approved
INCOME			
OCCUPANCY TAX COLLECTION			
4101.0	Transient Occupancy Tax	1,767,268	1,570,286
OTHER INCOME			
4102.0	Interest Income	800	1,020
4105.0	Reserve EBI Carry Over	92,500	110,000
4106.1	Sponsorship Revenue Earmarked for Visitor Information Center	75,000	100,000
4106.2	Sponsorship Revenue Earmarked for 501(c) (3) Foundation	75,000	100,000
4107.0	Regional Preferred Member Revenue for Marketing	4,000	3,000
4108.0	HPCVB Foundation - Earmarked for Foundation Projects (see 4106.2) and rollover of $11,351 from Welcome High Point Relocation website from private sponsors	50,000	11,351
4109.0	Building Rental Credit Earmarked for Reserves	12,000	12,000
TOTAL BUDGET		2,076,568	1,907,657
GRANT PROGRAM (15% of occupancy tax)			
	15% of Occupancy Tax for Tourism Related Projects	265,090	235,543
	~~Restricted Income for Stadium Debt Service City of HP subject to approved economic development agreement (1 of 20)~~		0
	Restricted for Tourism Grants		23,043

INCOME (-15% grants)=Oper. Budget		**1,811,478**	**1,611,571**
EXPENSES			
ADMINISTRATIVE EXPENSES			
5201.0	**Salaries** (7 full-time staff positions and if we hire sales manager)	**439,400**	**428,625**
5202.0	**Retirement**	**24,000**	**21,600**
5203.0	**Life/Hosp/Dent. Ins.**	**77,000**	**65,359**
5204.0	**Soc. Security**	**39,000**	**32,000**
5205.0	**Unemployment Ins.**	**1,500**	**1,000**
ADMINISTRATIVE EXPENSES TOTAL		**580,900**	**548,584**
OPERATING EXPENSES			
5301.0	**Memberships/Subscriptions**	**6,750**	**5,225**
5302.0	**Admin Travel/Meetings/Convention/PR**	**25,000**	**25,000**
5303.0	**General & Admininistrative Operations**	**109,500**	**107,930**
5304.0	**Postage/General**	**3,000**	**3,000**
5305.0	**Business High Point Inc. & Vision Investor**	**20,000**	**20,000**
5306.0	**Telephone**	**11,000**	**11,000**
5307.0	**Rent/Utilities**	**78,886**	**80,795**
5308.0	**Comm/Board Expenses**	**14,450**	**11,400**
5309.0	**Equipment**	**15,650**	**13,370**
OPERATING EXPENSES TOTAL		**284,236**	**277,720**

5401.0	**Convention Advertising**	**19,950**	**10,450**
5402.0	**Convention Services**	**322,380**	**244,330**
5402.1	Convention Services, Registrars, etc.	10,880	8,630
5402.5	Event Booking Incentives (includes $110,000 roll over)	150,000	150,000
5402.7	HP Market Authority	150,000	75,000

5402.8	Preferred Member Program	500	700
5402.9	Special Services/Assessments	11,000	10,000
5403.0	**Entertainment**	**1,000**	**1,000**
5404.0	**Literature/Printing**	**13,200**	**13,200**
5405.0	**Memberships - Convention**	**8,795**	**7,950**
5406.0	**Postage - Convention**	**1,000**	**300**
5407.0	**Conv. - Special Promotional Projects**	**64,000**	**81,000**
5408.0	**Subscription/Publications**	**250**	**250**
5409.0	**Travel - Convention**	**13,700**	**14,000**
5410.0	**Trade Shows - Convention**	**4,500**	**4,500**
5411.0	**Sponsorship Program**	**35,000**	**35,000**
5412.0	**Audiovisuals**	**0**	**0**
5413.0	**Intern(s)**	**0**	**0**
CONVENTION PROMOTIONS EXPENSES TOTAL		**483,775**	**411,980**
TOURISM PROMOTION EXPENSES			
5501.0	**Advertising**	**85,130**	**64,000**
5502.0	**Audiovisuals**	**4,000**	**4,000**
5503.0	**Tourism - Literature/Printing**	**14,350**	**26,000**
5504.0	**Memberships/Subscriptions - Tourism**	**900**	**400**
5505.0	**Postage - Tourism**	**7,000**	**25,585**
5506.0	**Special Projects**	**18,450**	**31,000**
5507.0	**Travel/Entertainment**	**1,800**	**1,000**
5508.0	**Travel Shows**	**5,600**	**3,095**
5509.0	**Visitor Information Center**	**37,500**	**35,093**

5510.0	NCTIA & Governor's Council	9,850	9,850
5512.0	Web	17,747	15,000
5513.0	Visitor Center Marketing	55,900	57,200
5514.0	Visitor Programming	17,340	25,150
TOURISM PROMOTION EXPENSES TOTAL		275,567	297,373
EVENT CENTER/DESTINATION PLAN			
5900.1	Event Center/Destination Plan/Marketing	100,000	160,000
5900.2	Event Center Pro-Forma	0	0
5900.3	Event Center (10- year commitment starting 12/19 for $100,000)	0	0
EVENT CENTER/DESTINATION PLAN EXPENSES TOTAL		100,000	160,000
TOTAL EXPENSES BEFORE GRANT EXPENSES		1,724,478	1,695,657
GRANT EXPENSES			
5800.0	A portion of the 15% of Occupancy Tax for Tourism Related Projects per legislation	265,090	20,043
5800.1	Restricted Tourism Grants		23,043
5800.6	Arts & Tourism Grants Program Carry Over from 16-17		
6000.0	Restricted Grants developed through sponsorship funding per Board		101,957
TOTAL GRANT EXPENSES		265,090	125,000
TOTAL EXPENSES		1,989,568	1,820,657
	Total Marketing Expense	1,124,432	1,244,353
Subtotal of Income over Expenses		87,000	87,000
	Sponsorship Expenses Earmarked for Event Center & Destination Plan	75,000	25,000
	Sponsorship Expenses Earmarked for 501 C 3 Foundation	0	25,000

	Sponsorship Expenses Earmarked for Reserves (Payback of Destination Marketing Plan)	0	25,000
	Building Rental Credit Earmarked for Reserves	12,000	12,000
Total Earmarked for Reserves		87,000	87,000
Excess of Income over Expenses		0	0

FY 2018-2019 Budget Notes

Income

4101 - Occupancy Tax projections for FY-18/19 is $1,820,286, of that total $1,570,286 has been budgeted for HPCVB use by the City for this fiscal year, which is 3% over the last year's approved budget occupancy tax of $1,767,268. We are projecting to end the fiscal year in June 2018 at $1,749,802 which is a conservative estimate if the last three months (April, May and June) remain flat. We feel confident in this increase. In FY 16/17, we budgeted a 4% increase over the YTD and collected 1% over budget totaling $18,299. Greensboro is estimating 2% for another consecutive year. Winston is at 4%.

4102 – Interest Income is coming in better than projected. We are projected to receive $990 ending the fiscal year June 2018. A 3% increase would make the budget $1,020

4105 – Reserve Event Booking Incentive Carry Over is $110,000 which is what is currently remaining in the EBI line item 5402.5 that was budget at $150,000.

4106.1 – Sponsorship Revenue Earmarked for Visitor Information Center Marketing is $100,000, which is half of an estimated total revenue from sponsorships of $200,000 cash receipts.

4106.2 – Sponsorship Revenue Earmarked for Reserves is $100,000, which is half of an estimated total revenue from sponsorships of $200,000. This program will help fund the 501(c)3 HPCVB Foundation that will be used to help with grant funding and special projects approved by the HPCVB Foundation Board. We also see potential in more individuals who would like to participate where that revenue can be used as a tax write off for HPCVB Foundation projects

4107.1 – Preferred Memberships include regional partners that we solicit outside of High Point. These members are promoted on website, Visitor Center, and app. Also, the Sales and Marketing Dept. sells ads on the website and Destination Guides where revenue would be in this line item.

4108 – See 4106.2 Foundation Board can set separate budget. We also have $11,351 rollover from last year of private sponsorship raised by Welcome High Point to build the website for relocation and retirement information. The final payments have not been made on the website and will be expended in line item 5407.

4109 – Building Rental Credit Earmarked for Accts Receivables Chamber Foundation Loan on Balance Sheet is $12,000. The balance of the Chamber

Foundation loan to build out the board room will be $22,805 by the end of the fiscal year ending June 2018.

The subtotal is **$1,907,657**. The restricted income is **$23,043** for 15% legislated tourism projects. *See also line item 6000 for additional grants program to be administered outside of the 15% legislated spending totaling $101,957.* The Total Income is **$1,611,571. Increase of 4% from last year.**

Administrative Expenses:

5201 – Salaries decreased due to full-time staff went from 8 to 7

5202 – Retirement decreased due full-time staff went from 8 to 7

5203 - Insurance decreased due to drop in staffing and two employees are on Medicare

5204 – Social Security decreased due to drop in staffing

5205 – Unemployment Insurance decreased slightly

The Total Administrative Expenses will decrease from **$580,900** to **$548,584** due to drop in staff. **The decrease is 5% compared to last year.**

Operating Expenses:

5301 –Memberships include Guilford County Hotel Association (no invoice this year since they billed us twice in one fiscal year), American Express Annual Fee, Guilford Merchants Association, American Chamber of Commerce Executives, Meeting Planners International (Tim), International Association of Venue Managers, NC Tourism Industry Association (*see line item 5510*), Rotary Club of High Point, CAI (HR Membership), and Triad Women's Forum.

5302 – Admin Travel & Entertainment includes mileage reimbursement at the IRS rate of 0.54.

5303 – General Administrative includes office supplies, maintenance, janitorial, general liability insurance, professional fees, staff training, community outreach events, Simpleview license renewal for 4 employees, renewal of the economic impact calculator that includes sports, and computer maintenance. Will also have a computer that is approaching end of life. This line item will decrease slightly due to better budgeting on office supplies and decrease in staff training.

5304 – General Postage is $3,000

5305 – Vision Investor commitment to Business High Point Inc.

5306 – Telephone holds steady, working on year 5 of the 5-year phone lease plus regular service, fax, internet, toll free, and long distance. Will remain the same

5307 – Rent is $13.00/sq.ft starting in Feb'18 and will increase to $13.50/sq.ft in Feb '19. Paying on 6,111 sq. ft.

5308 – Committee Board Expense board retreats, receptions, board plaques, and board miscellaneous. This has decreased due scaling back board travel.

5309 – Equipment includes postage machines, copiers, and misc. office equipment and furniture. Property taxes and leases for equipment. This decreased due to less budget for purchased equipment.

Total Operating Expenses are $**277,720** compared to **$284,236** from last year. **Decrease of 2% compared to last year.**

Convention Expenses:

5401 – Convention Advertising includes Sports Events Magazine, Magazine, NC Motor Coach Association, and Group Tour Magazine plus some funds for ad edits with Me & Him Designs.

5402 – Convention Services – include incentive gifts for groups (re-order pens, tech kits, notepads, car coasters, cell phone sleeves, hand sanitizer, lapel pins, and discretionary), Servsafe program, Market Authority of $75,000; Event Booking Incentives of $150,000, and special services at $10,000 (long-term goals for feasibility study or special circumstances that come up with groups that need help)

5403 – Entertainment/Meals for site visits with clients. Stays the same.

5404 – Convention Literature and Printing –Destination Guides and production, stationery, and stock paper for sales collateral.

5405 – Convention Membership – National Association of Sports Commissions, Meeting Planners International, American Express Annual Fees, AENC, Rotary, NC Sports Association, Destination Marketing Association International, and NC Motorcoach Association. We are dropping out of American Bus Association as we feel that we have access to the same meeting planners through NC Motorcoach Association and the Travel South tradeshow.

5406 – Convention Postage increase for special direct mailings for targeted groups. Doing more e-blasts instead of direct mailings.

5407 – Web-marketing for Explore HP and Retire NC to pay off the website (we have money for this through sponsorships raised by Welcome High Point; and PR retainer fee for Capture PR and STR reports from hotels and special projects as needed.

5408 – Convention publications for sales leads.

5409 – Sales travel, mileage reimbursement, meals on trips, hotel and flight for tradeshows at IRS standard rate of .54/mile. Down slightly due to dropping the ABA tradeshow so less travel expense.

5410- AENC Tradeshow in December in Raleigh which is a co-op with High Point Industry Partners. We dropped Expo/NC CITE as they are transitioning in their management and will wait for them to regroup before we get back in and assess the value.

5411 – Sponsorship Retention stays the same

5412 – no videos this year

5413 – no pay for interns

Total Convention Expenses are **$411,980** compared to **$483,775** in FY 17-18. **Decrease of 15% from last year.**

Tourism Expense:

5501 – Tourism Advertising Southern Living, Our State, Hi Toms Program, and more co-ops with NC Dept. of Commerce such as enhanced listings on VisitNC website that include enhanced social media and content, digital co-op programs, Garden and Gun Magazine, Good Housekeeping and Oprah, Where to Retire and Recreation News.

5502- Audio Visuals includes enhancements to our photo library which will stay the same.

5503- Tourism Literature and Printing include production costs and printing of Map Pads, Stationery, Furniture Shopping Directories, Destination Guides, and graphic design edits

5504- Tourism Memberships such as NC Rail Trails, NC Civil War Tourism, HP Museum Guild, HP Enterprise and News & Record Subscriptions

5505-Tourism Postage increased due to increased inquiries from co-ops with Visit NC and new media opportunities.

5506- Tourism Special Projects include the VIP Tour (1), Annual Meeting & Media Appreciation Luncheon (will find sponsorships), Arm Chair FAM, Welcome receptions for group tours on motorcoach, Piedmont Triad Destination Marketing Group co-op opportunities, facebook ads and contests, and annual report.

5507- for mileage and travel for tourism programs.

5508-Travel Shows include Travel South, and Travel and Adventure Tradeshow. We are not doing ABA this year.

5509- Visitor Information Center Expenses included part-time employees working weekend and some weekday as needed, refreshments, and Visitor Center build-out capital expenditures, graphics and videos (less than last year as the galleries and are more established and we will be handling more maintenance).

5510 – Tourism Advocacy – partnership with NCTIA and the Governor's Council on Tourism Board.

5512- Update and managed services for the website.

5513- Visitor Center Marketing includes billboards with updates and replacements, realtor brochures as well as ad production. Budgeted funds in this line item is partially funded by sponsorship dollars.

5514- Visitor Center Programs include Spotlight on Saturday and Prime Time on Main events as well as 1) PR101 and 2) Ambassador Program

Total Tourism Expenses are **$297,373** compared to **$275,567**. **This is an increase of 8% compared to last year**

Event Center/Destination Plan Expense:

5900 – Since the event center build out has been delayed until 2021, there is now time for marketing the event center where we have budget $160,000 for

FY18-19 for Event Center and Destination Plan Spending. The commitment to the Event Center Board will not start until FY 19-20 in December 2019.
5800 - Grant Expense is $23,043 which is a portion of the 15% of the occupancy tax budget which is state legislated for specific tourism related projects that include capital expenditures. This $23,043 is earmarked for tourism matching grants program in line item 5800.1 which is a new grant program

6000 – Grant Expense for festivals and events that is board implemented is $101,957. This is a new grant program.

OCCUPANCY TAX COMPARISON 2017-2018 to PAST YEAR 2016-2017

Month Received	Month Collected	Monthly Amt. Rec'd 17-18	Total Amt. YTD 17-18	Monthly Amt. Rec'd 16-17	Total Amt. YTD 16-17	% Change by Month	Diff.from Last Yr. by Month	Diff.from Last Yr. YTD	% Change YTD
Jul-16	May-16	$146,057	$146,057	$144,125	$144,125	1	$1,932	$1,932	1
Aug-16	Jun-16	$154,145	$300,202	$139,162	$283,287	11	$14,983	$16,915	6
Sep-16	Jul-16	$138,236	$438,438	$137,378	$420,665	1	$858	$17,773	4
Oct-16	Aug-16	$156,882	$595,320	$141,861	$562,527	11	$15,021	$32,793	6
Nov-16	Sep-16	$131,754	$727,074	$126,255	$688,782	4	$5,499	$38,292	6
Dec-16	Oct-16	$228,805	$955,879	$237,729	$926,511	-4	($8,924)	$29,368	3
Jan-17	Nov-16	$118,317	$1,074,196	$113,926	$1,040,437	4	$4,391	$33,759	3
Feb-17	Dec-16	$101,459	$1,175,655	$92,423	$1,132,860	10	$9,036	$42,795	4
Mar-17	Jan-17	$101,033	$1,276,688	$94,564	$1,227,424	7	$6,469	$49,264	4
Apr-17	Feb-17			$121,623	$1,349,047				
May-17	Mar-17			$148,521	$1,497,568				
Jun-17	Apr-17			$202,970	$1,700,538				

EXHIBIT C

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MARCH FY 17/18

No.	Item	ACTUAL Month-Mar This year 17/18	ACTUAL Month-Mar This year 16/17	ACTUAL YTD This Year 17/18	ACTUAL YTD Last Year 16/17	Operational Budget HPCVB FY 17-18	9 Month Estimate	YTD Variance
INCOME								
4101	Transient Occ. Tax (Jan.)	101,033	94,564	1,276,688	1,227,424	1,767,268	1,325,451	(48,763)
4102	Interest Income	91	66	752	560	800	600	152
4104	Other Income	-	-	-	-	-	-	-
4105	Reserve Carry Over EBI	-	-	-	-	92,500	69,375	(69,375)
4106.1	Sponsorship Revenue Earmarked for VIC Marketing	13,008	6,542	42,408	46,704	75,000	56,250	(13,842)
4106.2	Sponsorship Revenue Earmarked for Reserves	13,008	6,542	42,408	46,704	75,000	56,250	(13,842)
4107	Regional Preferred Member Revenue for Marketing	-	1,750	2,386	3,801	4,000	3,000	(614)
4108	Art & Tourism Grants Carryover	-	-	11,351	20,000	50,000	37,500	(26,149)
4109	Building Rental Credit Earmarked for Reserves					12,000	9,000	(9,000)
5515.3	Ball Park Contribution	-	-	-	-	-	-	-
1002	Approved to come out of reserve					-	-	-
2200	Building Rental Credit Earmarked for Reserves					-	-	-
TOTAL INCOME		127,140	109,464	1,375,993	1,345,193	2,076,568	1,557,426	(181,433)
	Restricted A & T Grant Income	22,091	21,028	198,819	189,252	265,090	198,818	2
UNRESTRICTED INCOME		105,049	88,436	1,177,174	1,155,941	1,811,478	1,358,609	(181,435)
EXPENDITURES								
Administrative								
5201	Salaries	33,948	34,089	279,620	293,030	439,400	329,550	(49,930)
5202	Retirement	1,906	1,752	17,788	13,148	24,000	18,000	(212)
5203	Life/Hosp/Dent. Ins.	4,764	6,186	50,736	54,145	77,000	57,750	(7,014)
5204	Soc. Security	2,927	2,934	23,753	25,186	39,000	29,250	(5,497)
5205	Unemployment Ins.	72	77	647	583	1,500	1,125	(478)
TOTAL ADMINISTRATIVE EXP.		43,617	45,038	372,544	386,092	580,900	435,675	(63,131)
Operations								
5301	Memberships General	470	470	3,990	11,496	6,750	5,063	(1,073)
5302	Travel Local	2,406	2,663	25,055	23,569	25,000	18,750	6,305
5303	General & Administrative	5,617	8,795	79,839	83,818	109,500	82,125	(2,286)
5304	Postage/General	-	2,000	5,295	7,408	3,000	2,250	3,045
5305	Business High Point Inc. & Vision investor	-	-	20,000	-	20,000	15,000	5,000
5306	Telephone	1,001	992	8,281	9,401	11,000	8,250	31
5307	Rent/Utilities - Bureau/PDMM	6,627	6,499	58,749	56,543	78,886	59,165	(416)
5308	Comm/Board Expenses	433	3,095	5,541	11,101	14,450	10,838	(5,297)
5309	Equipment	717	1,304	10,364	12,409	15,650	11,738	(1,374)
TOTAL OPERATIONS EXPENSE		17,271	25,818	217,114	215,765	284,236	213,177	3,937
Convention Promotion								
5401	Advertising	3,137	3,906	13,281	16,698	19,950	14,963	(1,682)
5402	Convention Services - General	1,093	395	9,662	7,666	10,880	8,160	1,502
5402.5	Convention Services - Event Booking Incentive	-	-	44,388	47,505	150,000	112,500	(68,112)
5402.7	IHFMA Furn. Market Support	112,500	12,500	112,500	112,500	150,000	112,500	-
5402.8	Preferred Member Program	14	17	75	2,584	500	375	(300)
5402.9	Special Services	-	-	1,747	-	11,000	8,250	(6,503)
5403	Entertainment	-	-	142	1,178	1,000	750	(608)

EXHIBIT D

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MARCH FY 17/18

No.	Item	ACTUAL Month-Mar This Year 17/18	ACTUAL Month-Mar This Year 16/17	ACTUAL YTD This year 17/18	ACTUAL YTD Last Year 16/17	Operational Budget HPCVB FY 17/18	9 Month Estimate	YTD Variance
5404	Literature/Printing	188	103	9,350	6,649	13,200	9,900	(550)
5405	Memberships - Convention	-	-	2,741	4,234	8,795	6,596	(3,855)
5406	Postage	-	-	102	960	1,000	750	(648)
5407	Special Projects	9,186	4,170	42,897	45,805	64,000	48,000	(5,103)
5408	Subscription/Publ.	85	-	394	650	250	188	207
5409	Travel	1,272	1,418	10,975	8,961	13,700	10,275	700
5410	Trade Shows	-	70	736	4,693	4,500	3,375	(2,639)
5411	Sales Training	2,000	-	19,500	100	35,000	26,250	(6,750)
5412	Audio-Visuals	-	-	-	11,767	-	-	-
5413	Systems/Intern	-	-	-	-	-	-	-
TOTAL CONVENTION PROM.		129,475	22,579	268,490	272,950	483,775	362,831	(94,341)
Tourism Promotion								
5501	Advertising	4,989	(752)	59,638	28,683	85,130	63,848	(4,210)
5502	Audio Visuals	-	-	-	-	4,000	3,000	(3,000)
5503	Literature/Printing	-	1,123	22,703	6,767	14,350	10,763	11,941
5504	Memberships - Tourism	-	-	375	172	900	675	(300)
5505	Postage	165	-	11,551	1,071	7,000	5,250	6,301
5506	Special Projects	-	172	10,613	8,614	18,450	13,838	(3,225)
5507	Travel/Entertainment	-	50	515	1,503	1,800	1,350	(835)
5508	Travel Shows	850	-	6,040	-	5,600	4,200	1,840
5509	Visitor Info Ctr.	5,421	5,043	47,800	84,780	37,500	28,125	19,675
5510	NCTIA & Governor's Council			8,300		9,850	7,388	913
5512	Web	535	624	11,032	13,298	17,747	13,310	(2,278)
5513	Visitor Center Marketing	8,363	8,011	59,220	57,152	55,900	41,925	17,295
5514	Visitor Center Programming	2,887	283	11,802	1,216	17,340	13,005	(1,403)
5515	Baseball Taskforce	-	-	-	-	-	-	-
TOTAL TOURISM PROMOTION		23,210	14,554	249,389	183,258	275,567	206,675	42,714
Event Center Promotion								
5,900.1	Event Center Marketing					-	-	-
5,900.2	Event Center Pro-Forma					100,000	75,000	(75,000)
5,900.3	Event Center (5-year commitment)					-	-	-
TOTAL EVENT CENTER PROMOTION						100,000	75,000	(75,000)
Subtotal unrestricted expenses		213,573	107,989	1,107,537	1,058,065	1,724,478	1,293,359	(185,822)
Net unrestricted income after expenses		(108,524)	(19,553)	69,637	97,876	87,000	65,250	4,387
ARTS & TOURISM GRANTS PROGRAM								
	Restricted A & T Grant Income	22,091	21,028	198,819	189,252	265,090	198,818	1.50
5800	Restricted A & T Grants Expense	6,500	-	229,584	252,333	265,090	198,818	30,767
Net restricted income after expenses		15,591	21,028	(30,765)	(63,081)	265,090	198,818	30,767
	TOTAL EXPENDITURES	220,073	107,989	1,337,121	1,310,398	1,989,568	1,492,176	(155,055)
	Total Earmarked for Reserves (Year 1 Payback)					87,000	65,250	(65,250)
	TOTAL OPERATIONAL BUDGET RECEIPTS OVER EXPENSES	(92,933)	1,475	38,872	34,795	2,076,568	1,557,426	(220,305)

EXHIBIT E

Applicant	Project	Grant Recc	EBI Recc up to.. *
Friends of John Coltrane	8th Annual John Coltrane International Jazz & Blues Festival	$65,000	
Hayden-Harman Foundation (On behalf of the Washington Street Business Association)	8th Annual Washington Street Unity Festival	$2,000	
Piedmont Soccer Alliance	Phillips Park Soccer Complex Plan to attract additional events	$20,000	
High Point Showroom Association dba High Point Design Center	Design Access, Designer Appreciation, and Unity in Design	$12,000	
Hayden-Harman Foundation (On behalf of 512 Collective)	Washington Street Mural Project	$6,000	
High Point Rowing	2017 High Point Autumn Rowing Festival	$3,500	3,000.00
Big Brothers Big Sisters of the Central Piedmont	Spider Digital Tennis Classic	$1,500	1,500.00
High Point Preservation Society	Introductory Film of The Art & Architecture of Oakwood Cemetary	$750	
High Point Area Arts Council	2017 Capital Campaign for Centennial Station Arts Center	$22,000	
High Point Area Arts Council	2017 Marketing Support for Arts & Entertainment Events	$15,000	
High Point Community Theatre Inc	Can You Hear Me Now?	$2,000	
Uptowne High Point	7th Annual Uptowne Holiday Stroll	$6,500	
Theatre Art Galleries	"The Bicycle: Art Meets Form"	$2,000	
Theatre Art Galleries	Audience Awareness Campaign	$3,000	
Theatre Art Galleries	Public Art Continuum	$6,000	
High Point Theatre	Passport to Entertainment/Marketing	$5,000	
High Point Community Concert Association	Marketing	$1,500	
Piedmont Triad Film Commission	Reel Scout database hosting fees and funding for at least one marketing trip to Los Angeles	$12,000	
Southwest Renewal Foundation of High Point,Inc	Selfie Stations	$3,500	
Forward High Point Foundation	Downtown Stadium District Additional Market Analysis	$40,834	
*High Point Cycling Classic (see footnote)	2017 High Point Cycling Classic	$26,250	5,000.00

Applicant	Project	Grant Recc	EBI Recc up to.. *
Southside Neighborhood Association	Southside Reunion and Unity Festival 2017	$0	5,000.00
Southside Neighborhood Association	Southside Reunion and Unity Festival 2018	$0	5,000.00
Southwest Renewal Foundation of High Point,Inc	High Point Heritage Trail	$2,000	
Southwest Renewal Foundation of High Point,Inc	3rd Annual Ebfest Music Festival and Makers Fair	$5,000	
Macedonia Family Resource Center	Neighborhood Pride Incentive Program	$4,500	
RJW Ministries (Williams Memorial CME)	Family Lives Matter Concert	$0	3,000.00
	TOTAL GRANT REQUESTS	267,834	22,500

EXHIBIT F

EVENT BOOKING INCENTIVES
PROPOSED/DEFINITE
FY 17-18

GROUP	AMOUNT
High Point Golf Swingers - 40th Amateur Golf Tournament	$500
PSA - Furniture City Classic	$2,000
William Penn T.I.G.E.R.S Assn. - All Class Tailgate Reunion	$1,000
7th Annual John Coltrane Int'l. Jazz & Blues Festival	$1,000
High Point Cycling Classic	$2,000
Miss NC USA & Miss Teen USA Pageants	$10,000
ITA Showtime Market - Winter	$7,000
ITA Showtime Market - Summer	$7,000
National Senior Amateur Hall of Fame Tournament	$2,000
North State LEOA 66th Annual Training Conference	$3,000
North Carolina Amateur Sports - State Games	$7,500
TOTAL TO DATE	**$43,000**

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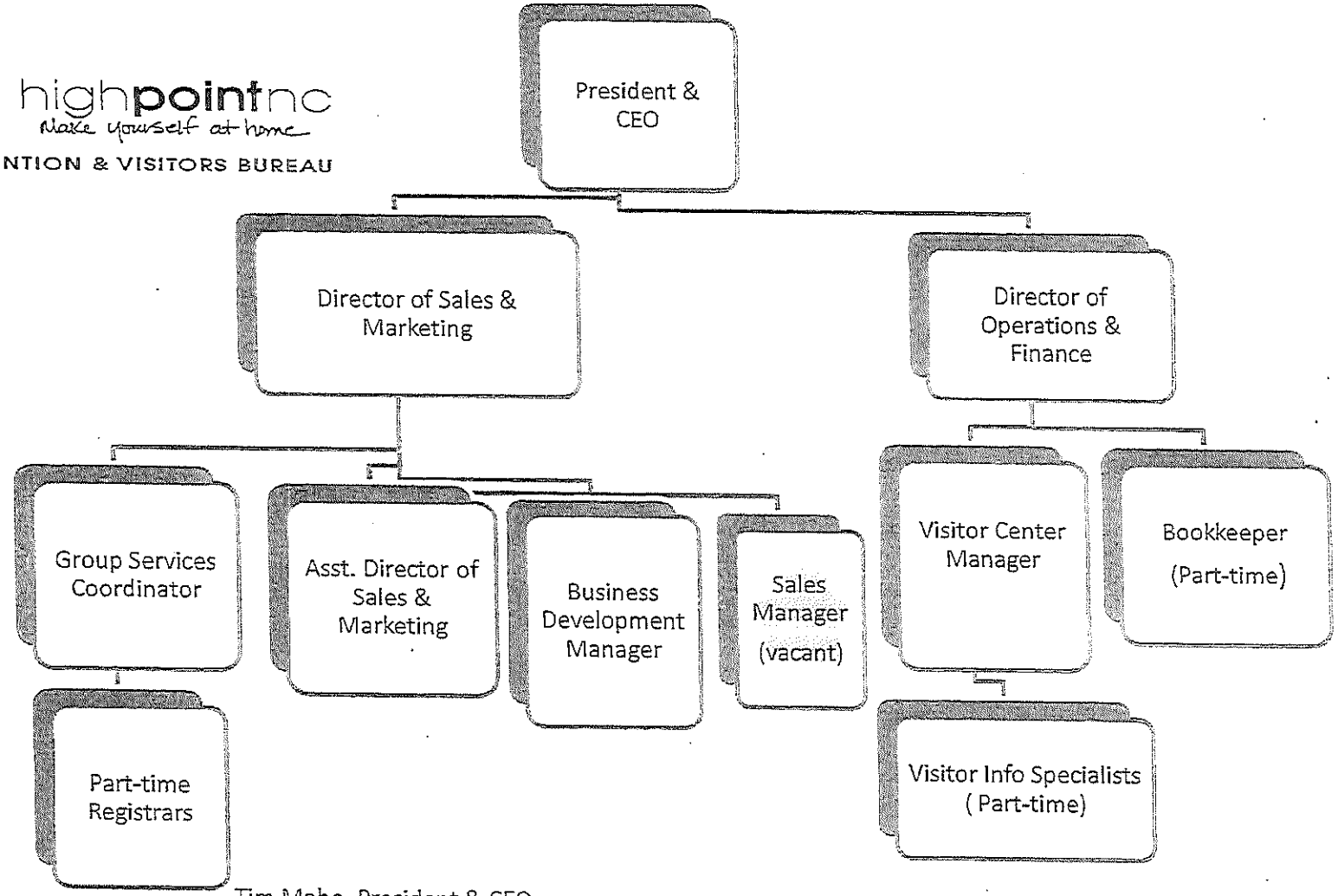

Tim Mabe, President & CEO
Nancy Bowman, Director of Sales & Marketing
Melody Burnett, Director of Operations & Finance
Christina Payne, Visitor Center Manager
Bill Kester, Business Development Manager
Kimberly Mozingo, Group Services Coordinator
Janet Siler, Asst. Director of Sales & Marketing
Marlene Hedrick, Bookkeeper/Visitor Information Specialist (PT)

Susan Childress, Visitor Information Specialist (PT)
Darlene East-Wagoner, Visitor Information Spec. (PT)
Paula Frances, Visitor Information Specialist (PT)
Shirley Anderson, Registrar (PT)

EXHIBIT G

Exhibit G

HPCVB INVOLVEMENT

Fiscal Year 2017-2018

CITY REPRESENTATION

Business High Point Inc.	Leah Price, Tim Mabe (substitute)
Economic Development Committee	Leah Price, Tim Mabe (substitute)
Rotary Club of High Point	Tim Mabe, Nancy Bowman, Bill Kester
Leadership High Point Alumni	Tim Mabe, Melody Burnett, Nancy Bowman, Kimberly Mozingo, Christina Payne & Janet Siler
Triad Women's Forum	Melody Burnett
High Point Market Authority	Leah Price, Tim Mabe
High Point Design Center	Carol Jollay - Board Member; Christina Payne
Uptowne High Point Committee	Melody Burnett
Open Door Ministries	Nancy Bowman
Oakwood Cemetary Historical Committee	Kimberly Mozingo
Forward High Point Board	Doyle Early - Chairman Emeritus
High Point Museum	Kimberly Mozingo - weekend volunteer
YWCA of High Point	Melody Burnett (President)
Southwest Renewal Foundation	Tim Mabe, Melody Burnett, Christina Payne, Kimberly Mozingo
High Point Preservation Society	Kimberly Mozingo
High Point University Board of Visitors	Tim Mabe
Forward High Point Marketing Committee	Nancy Bowman
High Point Cycling Classic Committee	Melody Burnett, Kimberly Mozingo

COUNTY REPRESENTATION

Guilford County Hotel Association	Melody Burnett

TRIAD REPRESENTATION

Piedmont Triad Film Commission	Tim Mabe & Nancy Bowman
Piedmont Triad Sports Clubs	Nancy Bowman
Piedmont Triad Host DMO Group	Tim Mabe & Nancy Bowman

STATE REPRESENTATION

Association Executives of North Carolina	Nancy Bowman
Governor's Conference - Tourism	Tim Mabe, Nancy Bowman, Melody Burnett
Governor's Roundtable Tourism Board	Tim Mabe
Meeting Professionals International - Carolinas Chapter	Nancy Bowman and Tim Mabe
NC Motorcoach Association	Nancy Bowman, Kimberly Mozingo
National Association of Sports Commissions	Nany Bowman
NC Tourism Industry Association	Tim Mabe

NATIONAL REPRESENTATION

IAVM - National & Regional	Tim Mabe
Destination Marketing Association Intl.	Melody Burnett

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Board of Directors

Board Member	Representing	Terms	Appointed By:
Leah Price **Chair** BB&T 620 N. main St., HP, NC 27260 Work: 336-889-1121 LPPrice@BBandT.com	**Voting** At-Large	12/15 – 11/19	County
Cliff Mann **Vice-Chair** High Point Country Club 800 Country Club HP, NC 27262 Work: 336-889-0818 Cell: 843-267-2085 CMann@hpcountryclub.com	**Voting** At-Large	12/14-11/18	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	1/15-12/18	County
Bruce Davis **Past Chair** KidAppeal 1010 Greensboro Rd., HP, NC 27260 Work: 336-887-3684; 336-688-2431 BruceDavis@Triadbiz.rr.com	**Voting** At Large	1/15 – 12/18	County
A. Doyle Early Jr. **Chairman Emeritus** Wyatt Early Harris Wheeler P.O. Drawer 2086; HP NC 27261 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 4/20/18

Board Member	Representing	Terms	Appointed By:
Scott Eckman International Market Centers 209 S. Main St. HP NC 27260 Work: 336-888-3737 Cell: 336-413-1825 SEckman@imcenters.com	**Voting** Tradeshow/Convention Ctr.	12/14-11/18	Chamber
Commissioner Carlvena Foster 818 Runyon Dr. HP, NC 27260 336-434-4000; 336-471-4091 Cfoster@co.guilford.nc.us	**Voting** County Commissioner	1/15-12/18	County
Carol Jollay Jollay Design Center 800 N. Main St. HP, NC 27262 Work: 336-885-3597; 336-861-2149 info@jollaydesign.com	**Voting** Chamber	12/14-11/18	Chamber
Councilman Victor Jones 2512 Burch Point HP, NC 27265 Phone: 336-899-7777 Victor.Jones@highpointnc.gov	**Voting** City Council	1/18-12/20*	City Council
Jenni Lynch 1615 Heathcliff Rd, High Point, NC 27262 Phone: 336-885-1327 Cell: 336-848-2364 Jennilynch58@gmail.com	**Voting** Arts & Tourism Attractions	4/18 - 11/18	Chamber
F. B. Nowlan President & CEO J & S Cafeterias 110 Westover Drive HP, NC 27265 Phone: 336-884-0404 FBN@jscafeteria.com	**Voting** Restaurants/Food Service Business	7/16 – FIT* 1/17 – 12/19*	Chamber
Joe Varipapa General Manager Red Lion Hotel High Point 135 S. Main St. HP, NC 27260 Work: 336-889-8888; Cell: 336-687-1190 Jvaripapa@innercirclehp.com	**Voting** Accommodations with more than 100 rooms	10/17 -12/19 FIT	County

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 4/20/18

Board Member	Representing	Terms	Appointed By:
Tom Conley High Point Market Authority 164 S. Main St., Suite 700, HP, NC 27260 336-869-1000 Tom@HighPointMarket.com	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
Lyndsey D. Derrow Chief Concierge 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
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
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
Darlene Leonard EDC Chairman 4035 Premier Dr. Ste 300, HP, NC 27265 Work: 336-821-1320 Cell: 336-339-7930 DLeonard@smithleonardcpas.com	Ex-Officio High Point EDC	Term began 1/18 in conjunction with HP EDC Chairmanship	HP EDC
Brian P. Gavigan Wyatt Early Harris Wheeler LLP P.O. Drawer 2086, HP, NC 27261 Phone: 336-819-6039 bgavigan@wehwlaw.com	Ex-Officio Advisory Chair	Term began 1/18 in conjunction with Chamber Chairmanship	HP Chamber
Lee Tillery High Point Parks and Recreation 136 Northpoint Ave., HP, NC 27262	Ex-officio High Point Parks and Recreation	Term began 12/14 in conjunction with HP Parks and	HP Parks and Rec.

FIT = Fulfilled Incomplete Term

*=Renewable Term

Updated 4/20/18

Work: 336-883-3473 Lee.tillery@highpointnc.gov		Recreation Role	

Board Member	Representing	Terms	Appointed by:
David Congdon Old Dominion Freight 500 Old Dominion Way; Thomasville, NC 27360 Phone: 336-822-5207 David.congdon@odfl.com	Ex-Officio Business HP Chamber of Commerce	Term began 12/17 in conjunction with Business High Point Chamber of Commerce	Business High Point Chamber of Commerce
Don Webb Wells Fargo Advisors 1725 N. Main St., HP, NC 27262 Phone: 336-878-7515 Don.webb@wellsfargoadvisors.com	Ex-Officio PTI Airport Board	Term began 12/14 in conjunction with PTIA Role	PTIA Board
Tim Mabe **President & CEO** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 TMabe@HighPoint.org	Ex-Officio HPCVB President & CEO	Term began 2/11 in conjunction with HPCVB role	HPCVB
Melody Burnett **Director of Operations & Finance** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 MBurnet@HighPoint.org	HPCVB Corporation Secretary	Term began 5/03 in conjunction with HPCVB role	HPCVB
Nancy Bowman **Director of Sales & Marketing High Point** CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 NBowman@HighPoint.org	HPCVB Marketing & Communications Mgr.	Term began 7/15 in conjunction with HPCVB role	HPCVB

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 4/20/18

CITY OF HIGH POINT
AGENDA ITEM

Title: **Ordinance to Demolish –308 Park St.**

From: Michael McNair, Director
Community Development & Housing

Meeting Date: 6/18/18

Public Hearing: No

Advertising Date:

Advertised By:

Attachments:
A. Staff report
B. Ordinance to Demolish
C. Photos
D. Maps

PURPOSE:
A request by Community Development and Housing – Local Codes Section to adopt an ordinance ordering the inspector to demolish the dwelling at 308 Park St.

BACKGROUND:
After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on 11/8/17. No action occurred by the compliance date of 12/8/17. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

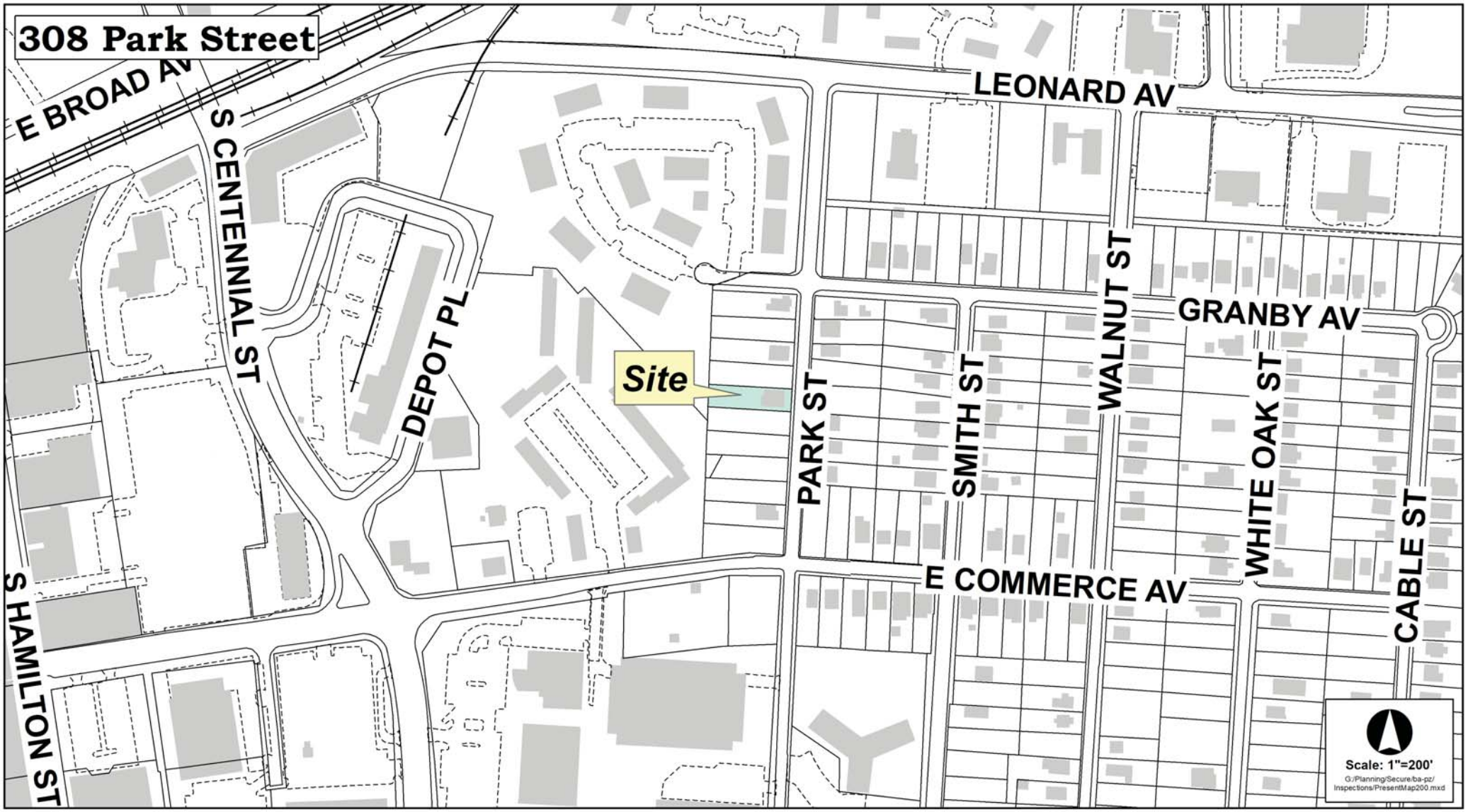
BUDGET IMPACT:
Funds are available in the Department budget for the demolition and asbestos testing of the structure(s), and for the asbestos removal if present.

RECOMMENDATION / ACTION REQUESTED:
Staff recommends the adoption of the requested ordinance to demolish this single family dwelling and any other outbuildings on the property.

PENDING ACTION:
The ordinance becomes effective from the date of adoption. If there is no action by the property owner by the effective date of the ordinance, then asbestos testing and the demolition bid process will begin and the structure will be removed by the City. After City demolition, the property owner is billed for the cost. If the bill is unpaid, the City places a lien on the property.

COMMUNITY DEVELOPMENT AND HOUSING
CODE ENFORCEMENT
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Demolish
PROPERTY ADDRESS:	308 Park Street
OWNER:	Anthony Pearson & Sylvia Davis
REASON FOR INSPECTION:	Case started over from old software
FIRST INSPECTION: 1/27/17	Summary of Major Violations 1. Repair or replace roof 2. Repair or replace front porch 3. Repair or replace holes in ceiling and walls throughout 4. Install missing plumbing fixtures 5. Repair or replace electrical panel
HEARING RESULTS: 10/24/17	No one appeared for the Hearing. During the Hearing it was determined there are several violations of the Minimum Housing Code. There are multiple violations of the minimum housing code in the house that make it unsafe. In its present state, necessary repairs to the dwelling exceed 65% of the value of the structure.
ORDER(S) ISSUED: 11/8/17	Order to Repair or Demolish Date of Compliance 12/8/17
APPEALS:	No appeals to date.
OWNER ACTIONS:	None
ADDITIONAL:	Guilford County property taxes are delinquent in the amount of $2,184.61.


308 Park Street
E BROAD AV
S CENTENNIAL ST
DEPOT PL
Site
LEONARD AV
PARK ST
SMITH ST
WALNUT ST
GRANBY AV
WHITE OAK ST
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E COMMERCE AV
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CITY OF HIGH POINT
AGENDA ITEM

Title: Approval of FY 2018-2019 Convention and Visitors Bureau Budget

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Meeting Date: June 18, 2018
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 2018-2019 Convention and Visitors Bureau budget and annual contract.

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

BUDGET IMPACT:
n/a

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends the Council to consider the FY 2018-2019 Convention and Visitors Bureau budget and annual contract.

CITY OF HIGH POINT
AGENDA ITEM

Title: Budget Amendment Sidewalk Improvements Contract

From: Eric Olmedo, Budget Director

Meeting Date: June 18, 2018

Public Hearing: N/A

Advertising Date: N/A
Advertised By: N/A

Attachments: Budget ordinance

PURPOSE:
A budget amendment is needed to allocate existing funds to fully fund a sidewalk contract for eight new sidewalks.

BACKGROUND:
The purpose of this contract is to construct eight new sidewalk projects where none currently exists. These projects were identified and prioritized by the High Point Department of Transportation. The following projects are included in this contract:

> West Lexington Avenue (Kentucky to Westchester), Dartmouth Lane (Gordon to approx. 350' east), Brockett Avenue (Gordon to approx. 1,260' east), Country Club Drive (Hillcrest to W. Lexinton), Waterview Road (White Fence Way to Glen Cove Way), Brentwood Street (Business 85 to East Green), Penny Road (Samet Drive to Eastchester), Johnson Street (Eastchester to 900' north of Parris).

These projects were designed by an outside consultant. The lowest responsive bid is in the amount of $886,541.70. An additional $5,458 is budgeted for ancillary project expenses.

BUDGET IMPACT:
Funds in the amount of approximately $785,000 are already available for this project. Other funds in the amount of $107,000 are requested to be allocated as follows:

Sandy Ridge Rd. Bond fund project:	$49,401
S. Main St Study Bond fund project:	$40,000
Ongoing Sidewalk project, General Fund:	$17,599
	$107,000

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends and asks Council to approve the budget amendment in the amount of $107,000.

"AN ORDINANCE AMENDING THE 2017-2018 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
SIDEWALK IMPROVEMENT CONTRACT PROJECT

Be it ordained by the City Council of the City of High Point, North Carolina, as follows:

Section 1. Funding for a Sidewalk Improvement Contract Project will come from a combination of existing capital funds.

Section 2. In order to appropriate and transfer these funds, the 2017-2018 Budget Ordinance of the City of High Point, should be amended as follows:

(A) That the General Bond Projects Fund revenue be amended as follows:

Transfer from General Fund	$17,599
Transfer from General Capital Fund	$89,401

(B) That the General Bond Projects Fund expenditures be amended as follows:

Sidewalk Improvements Project	$107,000

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage."

Adopted June 18, 2018

Prosperity & Livability Committee
Members: Ewing, Hudson, Peters, and Golden
Chaired by Council Member Ewing
3rd Floor Lobby Conference Room
June 6, 2018 – 9:00 a.m.

MINUTES

Present:
Committee Chair Jason Ewing; and Committee Members Jeff Golden, Wesley Hudson, and Monica Peters

Staff Present:
Randy McCaslin, Deputy City Manager; Eric Olmedo, Budget and Administrative Director; JoAnne Carlyle, City Attorney; Lee Tillery, Parks and Recreation Director; Tracy Pegram, Assistant Parks and Recreation Director; Tim McKinney, Maintenance Operation Director; Mark McDonald, Director of Transportation; Jeron Hollis, Community and Public Engagement Director; Ryan Ferguson, Marketing Manager; Tim Tricot, GIS Manager; Laura Altizer, Senior Budget Analyst; Lisa Vierling, City Clerk and Sandra Keeney, Deputy City Clerk

Others Present:
Debbie Lumpkins, Executive Director- High Point Area Arts Council
Jim Morgan, Board of Directors and Former Chairman, High Point Area Arts Council
Cyril Jefferson, Resident

News Media:
Pat Kimbrough, *High Point Enterprise*

Chair Ewing called the meeting to order stated if there were no objections there would be an addition to the Agenda. Parks & Recreation has a brief presentation to share with the Committee and he request that they present first. There was no objection by the Committee.

Parks & Recreation – Piedmont Discovery Application

Lee Tillery, Parks & Recreation Director, stated his department has been working with the city of Greensboro and Guilford County to initiate an application regarding locating Parks and Trails via Smartphones and computers. He introduced Tracy Pegram, Assistant Director of Parks & Recreation.

Ms. Pegram stated this is a Piedmont Discovery Application and shared how the app could be accessed with a mobile device or computer. She said residents and visitors would have the

capability of searching parks by name, amenities, and "near me" using Google maps and noted the app would be free. She stated the app would allow customers to rent shelters as well as give the level of difficulty of the trails. She shared pictures of the app and gave examples of how the information would be displayed and formatted.

Chairman Ewing asked in the drop down, is there the ability to not select anything, so it will populate all parks and trails. Ms. Pegram stated yes, "near me" could be selected and the app would populate parks and trails near your current location.

Chairman Ewing asked when the app would be ready for public use and Ms. Pegram replied after a 6-month test period, they plan to roll the app out in the fall of this year.

Mr. Tillery stated he would submit the Agreement to the City Attorney for review, and noted the Parks and Recreation Commission has endorsed it. City Attorney JoAnne Carlyle pointed out that more than likely it would be an Interlocal Agreement between the agencies involved and would eventually require Council's approval.

Chairman Ewing requested a presentation be made to full Council regarding this item and Deputy City Manager Randy McCaslin advised this could be accomplished with a future manager's briefing.

Chairman Ewing made a motion for staff to move forward and take any action necessary to continue development of the app and at the time that it does come to Council, it will be forwarded with a favorable recommendation of the Committee. Committee Member Golden seconded the motion. Motion carried unanimously with a 4-0 vote.

<u>Arts Council Funding</u>

Chairman Ewing suggested since there were several people present regarding the Arts Council Funding item, he recommends that the Committee discuss that item next. There were no objections by the Committee Members.

Chairman Ewing gave a brief overview and history of the item noting it was referred to the Prosperity & Livability Committee for further discussion at the May 7, 2018, City Council Meeting.

_____*Transcsript*_____

Chairman Ewing: I am not comfortable paying for a portion of a property and not having some interest in that property. Staff went out and did a very brief evaluation of the property, a quick glance at some things. It is an old property. It is a historic property and definitely has some deferred maintenance.

Tim McKinney, Maintenance Operation Director: It is starting to show some yes.

Chairman Ewing: That could be costly in the future. We've got enough facilities from a Municipal stand point to care for from Tim's side to Parks and Rec and all the other departments that have facilities, so I don't know that we want to own another building that is hundreds of thousands of dollars for maintenance and with that said, I don't know that an entity a non-profit such as Arts Council really needs to be focusing on trying to maintain an old building like that verses putting money and effort into programming to do what their goals is, to do Arts.

Committee Member Peters: Yes, I get that, but you can't do programing if you don't have a building.

Chairman Ewing: Right. So my point to that is, it might be more feasible while the real estate market is very lucrative right now to and that the furniture market industry is hopping you can see the twenty, thirty, forty million dollars' worth of investments going on right now downtown and show rooms it might be a great time to take advantage of selling a building that has historic architectural value that's within the heart of the show room district and find something more suitable within the catalyst area where there is a little more foot traffic to support the Arts over all. We have talked about this for years. The idea would be at some point to have once again a full Arts Community where TAG, all of the Arts are under one roof, under one umbrella again.

Committee Member Peters: Now that might be good for the future but I think for the here and now, I mean they have already put a lot of sweat and tears in acquiring that building, they have already spent a lot of money that they raised, I'm still for a matching grant. I would like to ask, ask you to ask since you are the Chair where that John Faircloth match comes in.

Chairman Ewing: The $180,000? I saw that…..

Mr. Morgan: I'm sorry I didn't….

Committee Member Peters: That John Faircloth, that was in the newspaper.

Chairman Ewing: General Assembly.

Ms. Lumpkins: It is an appropriation.

Chairman Ewing: It's an appropriation offer.

Committee Member Peters: Ok. Ok.

Ms. Lumpkins: It's a direct appropriation.

Committee Member Peters: Ok, so that will not be a part of the matching grant, right? You will still get the other from private.

Mr. Morgan: The question, and I thought that we were going to meet before this meeting, and I think you were out of town and so forth. I guess the question is would that count as our match. Now very candidly, off the record Pat, we are also talking to other people about raising money.

But the issue would be would the state you know take care of this matching grant with it. Even though it's not, I talked to Chief Faircloth Monday, I guess ran into him and it is not required that that money be matched as the County's' money was not.

Committee Member Peters: Right.

Chairman Ewing: Just an appropriation.

Mr. Morgan: Appropriation, that is correct.

Committee Member Peters: Well, because there were some concerns about you know that the contract clearly stated that it had to be from private donations. So, it couldn't be the matching grant.

Mr. Morgan: I didn't read that in the contract.

Committee Member Peters: Ok.

Mr. Morgan: You know that's up to the Council. We just want to get the building paid for and frankly as I've said before, it is so unique that we think going forward the building there now is so popular, that we can maintain it and basically break even where we can furnish facilities to the community theater and ballet and it's a win-win.

Committee Member Peters: And then maybe in the future sell it for a profit and move it closer the catalyst project. But that will be two or three or four years down the road.

Chairman Ewing: Well it depends on what works for them.

Committee Member Golden: Doesn't it say it can't be sold for ten years? Is that in the contract? So, that wouldn't be an option.

Chairman Ewing: There can't be a note taken out.

Mr. Morgan: Couldn't be a deed of trust put on it as part of our agreement and the only thing I'd want to change in that would be not that it be adamant without the approval of council in case something would come up that we would need to deal with, with that. But I don't know, and I will try to be quiet here, I don't know of a facility that has a stage, a kitchen, and all of those wonderful things that bring people in and the uniqueness of it like this building. I mean it is fabulous. So, sure down the line somebody comes along and wants to give us ten million, yeah, we will build another building similar to it.

Ms. Lumpkins: We can add to it, because it's already been approved to add to the north end, it can go up two more floors.

Mr. Morgan: So, please help us. Please. We are there, and the question would be, can we count the state grant or do we have to raise the money. The other thing is, and again, I'm going to try,

we originally had it proposed where we'll do half this year and half next and our time has run out, so if you can do the hundred and ninety or whatever it is and give us all of next year just to be sure. Then I'm convinced we will get it paid for. I keep saying this, but one last thing. We will take the state money and pay on the mortgage and indebtedness that we have like we have done every penny that has come in on this building. Nothing has gone anywhere else. We have paid out a bunch in interest.

Chairman Ewing: So, a couple of things from my standpoint. Our original discussion, yes, when we were talking about a matching grant, we had said they need to come from private funds, not any grant source and especially not reallocation of tax payers' dollars. So, for me, and I think a few others that I have spoken with, the $180 from the state appropriation wouldn't count for any type of match. With that, if there is any desire for Council to breakdown the other $180 and offer a match of $90 and $90, you know we can open that up for discussion. But back to me, the concern is from a facility standpoint with operations in the red on an annual basis and hundreds of thousands of dollars of deferred maintenance is at some points going to have to be addressed. You know paying the note off only saves what is that about $50,000 a year in interest.

Ms. Lumpkins: It's about $22,000 in interest.

Mr. Morgan: It goes down every year, because the way I structured the loan is that we pay down every year so at one time it was high, let me give you a total. Over the last six years or almost six years, we have paid $129,206 in interest up to this point. And if we didn't have that we would pretty much be breaking even with the building, if we didn't pay the interest.

Chairman Ewing: In one of our previous conversations, I've got interest and principal annually is about $49,000 does that sound about right?

Mr. Morgan: There's a mandatory $29,000. The way we structured it, that has to be paid every November.

Chairman Ewing: That's the principal payment.

Mr. Morgan: And then whatever the interest is calculated and that's gone up due to the fact interest rates have gone up.

Chairman Ewing: So, you know even if you paid the note off that saves you let's say $50,000 a year. If it's paid off today. You don't have that principal payment and you don't have that interest payment annually. They are still operating in the red, at some point they are still going to have to address a lot of deferred maintenance on the facility that with its age, it's only going to continue to get worse, it was what year was that built?

Ms. Lumpkins: The building will be 80 in July.

Mr. Morgan: Well, there is a section that has been added to it. [inaudible—all talking at once]

Mr. Morgan: Let me say on maintenance, let me address that. When we first bought it we put a new roof on part. We have repaired some of the siding. We think really that if we get it paid for where we can get some grants and come in and redo the siding, or you know put some heavy-duty paint on it. And then the only issue I think we have is maybe the parking lot and we continue to repair that every year due to the traffic we have.

Chairman Ewing: Does that property have Historic Designation?

Ms. Lumpkins. No.

Mr. Morgan: I don't know.

Chairman Ewing: Discussion?

Committee Member Golden: When you guys went out, all you did was take note of the deferred maintenance. You didn't do anything else?

Mr. McKinney: Basically, it was a simple walk through observation of the exterior and interior. It is at a point where right now it is not as obvious, but you can see things that are going to occur in the next 4 to 5 years primarily. The systems are getting to that point in age where they are going to be an issue in the next 4 to 5 years. And as Mr. Morgan indicated with the parking lot and some of the siding. The other thing we don't know is the owners prior to what due diligence did they do with the painting. Is there possibly lead-based paint possibly underneath. We don't know. We have not taken it that far. We also did not access the crawl space or any of the upstairs. The facility is very nice from an aesthetics standpoint. The last time I was in there which was several years ago, it has vastly improved. They have done a fantastic job, but what I think we're looking at, we are coming up on that window of time where we must put some money into it or you will see the damage start to occur in certain places.

Committee Member Peters: Whose responsibility would that maintenance be? The Arts Council?

Mr. McCaslin: Yes, they own the building.

Committee Member Peters: Absolutely.

Mr. McCaslin: Right now, the city has nothing to do with it, no ownership in it.

Committee Peters: Right. Well, the only thing I would like to add is, the first encounter with the Arts Council that I had my daughter was a little fairy in Sleeping Beauty and actually Jim Morgan's granddaughter was in that too. But, they had practice at the Elks Club and the performance was on that little stage at the Y.W.C.A. where we all had that. So, then I ended up being on the Board of the High Point Community Theatre and you know there was no home, we had to practice at the mall and then we had to paint sets and stuff. I had to go to somebody's house, you know, and be under the deck because it was raining. So, I think it is important to have a facility and they've worked really hard to raise the money that they've paid for already, so I would like to see the City to help them.

Chairman Ewing: I don't disagree that they need a facility. But I think that we, as governing body, of the tax payers' dollars have to ensure we are not putting good money after bad. And the facility that age, that has a lot of maintenance needs upcoming in the next five years, five to seven years, that has a negative cash flow from the organization, I don't feel comfortable putting tax payers' dollars into something that is losing money every year it's not able to maintain the facility. I agree they need a facility, but I don't think that's the right facility with the way their income statement looks. And with the way they are structured, they are an Arts Council. They are not a Facility Maintenance Council, they are not a Business Council, their core is to deliver Arts Programming. Not maintain an 80-year-old building.

Committee Member Hudson: That is something that has changed. There are two ways that an Arts Council functions, one is as a booking agent and one as an arts funding agent and tradition has been you are one or the other. So the Winston-Salem Arts Council used to be just a funding agency. Greensboro just a funding agency and then they started moving into this where you had facilities being a booking agency. That's kind of a recent development. Originally the Arts Council was specifically for funding. That's what they did. None of them had facilities. That is kind of a recent development and in my opinion, it is not a good development. A lot of Arts Councils have taken a lot of hits because they have become a facility. My personal opinion is I don't think they should have done that. They did so that is the animal we deal with now.

Chairman Ewing: And that takes away from the focus of the programming, which is the core mission of the Arts Council.

Mr. Morgan: May I address those two issues?

Chairman Ewing: Sure.

Mr. Morgan: First of all, emphatically, I believe when the building is paid for that we are going to be in the positive, not in the red. I believe that with all my heart and soul. Secondly, what has happened in Greensboro and Winston, I have mentioned this before, the City now owns their buildings. They bought and paid for and let them have a lease on the building. The Arts Council doesn't own it. But we have never been able to reach a consensus in this community. We were the largest community in the state that did not have an Arts Center. So, we stuck our neck out and we got a deal on the building. We got a perfect place and we want to go forward, but we need your help. And let me emphasize too, that one of the things that is very important, every time we do a grant, everybody ask has the City participated, and we have to be very honest and say no.

Chairman Ewing: And we have. We have.

Mr. Morgan: What?

Chairman Ewing: We have.

Mr. Morgan: Not in the building. They ask the question, have you helped with the building? We say yes, the commissioners have, but no.

Chairman Ewing: But if it is a means of qualifying for a grant, we have given you over $100,000 a year and you can shift that and say we will put $49,000 of the City's money into debt service payment.

Mr. Morgan: But we need that for operating expense and Council….

Chairman Ewing: We got $49,000 we pay every year. Does that come from strictly donors?

Mr. Morgan: Money we've raised.

Chairman Ewing: Well, wouldn't debt service be part of operating though?

Mr. Morgan: Well, I'm going back to the question, and I've got to answer it honestly. Has the City helped with the building, with the capital building, and we've got to say no. But we think though, if we can say yes, they have helped, they did a matching grant, that will bring in other grants. For example, we would like to get one from Lowes to come in and re-paint the building and do things like that.

Ms. Lumpkins: Can I just say one thing? Before we bought the building, we had really healthy reserves, we were never ever in the red. We had like $80,000 in reserves and how that helped us with cash flow is when you get a grant from the state for Grass Roots Funding for example and we do Arts Splash and a Day in the Park, we are spending that money before we get it from the state. We never had a cash flow problem, because we always had reserves. Basically, our reserves were depleted because we knew we had money to pay the interest on the note, we didn't think it was going to take this long. I think our original plan was to do it within three years and that hasn't happened. So now we are trying to wrap it up, so we can build up those reserves, so it helps up with cash flow. So, all of sudden we are not going to go out and do all these grand things, because we need to build that reserve back up. We are not comfortable not having money, because of the way money flows, it flows in and flows out, sometimes it is flowing out before it flows in and that is just part of what we want to get back to is the focusing on, not only our program but the money we give to the community so they can do their programming. So, we did take a leap of faith because it was a building that was valued over three million, and we got it in foreclosure. The City Council was adamant that it be downtown, they wouldn't approve it being on North Main. They wouldn't approve it being on South Main. They wouldn't approve it being on Elm. When we found this, we took it to the Mayor and to the Assistant….. weren't you in that meeting?

Mr. Morgan: Randy was there. Strib was in….

Ms. Lumpkins: It was a consensus, it was a consensus that this was a good thing for us to do and to be downtown and be part of that, you know bringing people downtown. So, we documented it, and we have rehearsal studio's and all the weddings. We are the only Arts Council in the state that has got a booming wedding business. I had one last weekend and I have another one this weekend. I mean we are really doing good, which you know is unrelated business income. We are doing everything we can to make it work.

DRAFT

Mr. Morgan: Let me add to that, that Randy was there, and part of my…..as Chairman when we found the building, part of my thing is we are not going to do it unless the Mayor and the City Manager approves. Randy was there and the next thing I think we had the bike, the national Bike thing that we brought in and Strib was there and he said I like it. So, we went forward.

Mr. McCaslin: Since I've been brought into it, you're exactly correct. Becky was in the meeting as Mayor and I was representing Strib at the time and I don't think anyone had a problem at all with the purchase of the building and the location of the building. I think Becky was pleased with that. At that same time, the City was also told we are not coming to you asking you for money to pay for the building.

Mr. Morgan: At this time.

Mr. McCaslin: At that meeting, that's what he said. We are not asking the City for any money.

Mr. Morgan: At this time, we were just trying to get the location. You're right, you have been very kind to me over the years, and I thank you.

Committee Member Golden: How many Art entities do we got in High Point? I'm familiar with TAG and the Arts Council. How many more we got?

Committee Member Peters: Well, actually, only like Viva La Art but it's kind of dispersing a little bit. They've got something coming up this Saturday night, I don't know if everybody knows about it. The Arts have come together, The Arts Council, TAG and the Viva La Art to do a fundraiser at Blue Bourbon Jacks to "Bring the Lizard to Life" a mural. Then hopefully we'll launch some more projects working together in collaboration to help public art grow.

Mr. Morgan: Let me answer it this way. We have a number of affiliates underneath us which we help fund. Community Theater, Ballet….

Ms. Lumpkins: Community Concerts, Piedmont Artist and Children's Carousel Theatre.

Mr. Morgan: They don't come to you for help, we come and then we help them.

Ms. Lumpkins: Because we represent them.

Mr. Morgan: We represent them. So that money, and we again urge you to get us back where we were. That money goes to them to help them where they are not coming and asking for money.

Committee Member Hudson: And that was what I was saying historically that's what the Arts Councils job was.

Mr. Morgan: And that's what we do.

Committee Member Hudson: The City gives the Arts Council money, the Arts Council funds the Arts. The latest trend has been booking weddings, because now we've…..

Chairman Ewing: That's one of my biggest concerns, we've got a booming wedding business and that's great. If we have a booming wedding business then the revenue from that should be able to pay for somebody to deal with that part of the business.

Ms. Lumpkins: It doesn't yet. It doesn't yet, we've not increased our staffing and the income from that pays for utilities, HVAC repairs, things that are specific to the facility. It has a separate budget.

Chairman Ewing: I guess with that, it is great to have a booming wedding business, but if you have from a product standpoint, if you've got three product lines and one is running a thousand percent increase, but the other two are running a thousand percent decrease, you're still at a loss even though you got one booming line. I think just because the wedding business is going well, that is great and if the Arts Council wants to turn into an event coordination versus Arts Council then it might be set up well for that, but we are funding Arts Council, we are not funding a venue.

Ms. Lumpkins: We understand. We have an audit done every year. We have to give them how many days that the Theater was used for the Arts, Arts and Entertainment, and how many it was used for the rentals. To make sure we are, we are very protective of our non-profit status, so on one hand you're concerned about that, but I have another City Council Member that thinks we should be more for profit. Trying to keep the balance.

Mr. Morgan: We are just trying to break even on the building. Pay the utilities, give the space to the Ballet and the Community Theatre. We are not trying to run a profit business, we are trying to break even on the building and then we can do other things for the Arts. Our main thing is the Arts.

Committee Member Peters: I think it's smart if you don't have the Theater using the area or the ballet then why let it sit empty? Why not book a wedding so that you're helping yourself? I get that you're not trying to be a wedding venue, you're an Arts Council, but in the downtime, let's have a wedding. Right? Because don't you put the Arts first?

Mr. Morgan: The other thing we are doing and we have talked about this before, the County does not have us in with the non-profits for funding. They have us in Economic Development because the people we bring into town from surrounding counties and across the state for events is big for High Point. They stay in our hotels, they use our restaurants, they do all those other things.

Committee Member Golden: Next to the weddings, what's your next revenue and all that?

Ms. Lumpkins: For the building? The biggest one is Park for the Arts during Furniture Market. We are the transportation hub with the Market Authority and they are in our theater for 8 days, 10 days, and then they have the whole back of the building and then our staff, board members and volunteers park for the arts and so this physical year we made $23,000 parking cars. That's what we do.

Committee Member Golden: It's weddings and then the parking detail, and then what?

(all talking at once)

Committee Member Golden: I'm talking about revenue.

Ms. Lumpkins: The usage?

Committee Member Peters: Revenue

Committee Member Golden: I'm talking revenue.

Ms. Lumpkins: You are talking revenue for the building?

Committee Member Golden: Yeah.

Ms. Lumpkins: I mean so in addition to weddings, we do corporate events, High Point Rotary, high school reunions, lots of cooperate events especially in December for the Holidays.

Mr. Morgan: We've had the Fire Department use it for their special events.

Ms. Lumpkins: For their graduation, we've done that, but some other non-profits and of course Arts and Entertainment is right up there with, you know, we have those events and everything like Third Thursday, Open Mic Night coming up this Friday night. It's free to the community to come in. We have a new poetry club that we started because there wasn't one in High Point.

Chairman Ewing: Piggybacking on that question you brought up the non-profit status having to identify percentage of use to maintain that. What is the percentage of use for Arts specific initiatives versus events, space fund raising.

Ms. Lumpkins: I don't have that number with me. If I had to guess 75% public Arts and Entertainment when you look at the whole building and probably 25% for other.

Mr. Morgan: We are trying to break even on the building and if we can get rid of that $50,000 that you mentioned Councilman, then we would be in pretty good shape. If we continue to get funding from you and the county and so forth.

Committee Member Peters: Well, I know that the High Point Community Theatre uses it just about every single day.

Ms. Lumpkins: Someone is in there all the time, the ballet, etc…. You can come over there during business hours and it might not look that busy, but then you come back at night and the parking lot's full.

Chairman Ewing: For me it still falls back on, you know, I hear the arguments and I know that staffing has been cut down to minimal levels and I just have concern with our ability to really put on as many art specific programs that the community has a desire for. And meets the demographic

need of our core objective of the City. Again, going back to facility cost, you take out that $49,000 annual total debt service you still have another $81,000 in facility cost with just utilities expense, insurance, the average of repair maintenance for the last three years, not including is coming in the future a large scale. I just don't see, I understand building up reserves, but I don't see how you are going to build up much reserves when your cash flow, your net cash has been declining and at year-end, your cash flow was $15,000 year-end, net cash. Again, it goes back, I don't see that it makes sense for us to invest in a facility that an organization is putting a lot of their eggs into the facility, which is going to have a greater expense in the future. That I don't see at some point in the next five years, them coming back to us saying a need for roof or HVAC system, they don't have cash on hand, but in order to now rent the facility for weddings because most brides do not want an 85-degree hot wedding, they have to do this and then that current Council will have to make decision to fork out another hundred, hundred fifty, two hundred thousand dollars to support the Arts facility, to go into that improvement because they don't have the cash available.

Committee Member Peters: Well, at that point when building, the furniture market offers them 10 million dollars.

Chairman Ewing: You don't know what is going to happen. In 2006 things were booming too and then two years later.

Committee Member Peters: I know, I mean I know I can't make a motion to the Chair.

Committee Member Hudson: You can make a motion.

Committee Member Peters: Oh, I can? **I make a motion to take it back to full Council.**

Chairman Ewing: Take what back?

Committee Member Peters: This matching grant. Is that….can I do that?

Committee Member Golden: I think one of the reasons we are here is because Council…

Committee Member Hudson: It wouldn't pass the way that it was, so it's here so we can come up with a motion. **I will make a motion that we approve.**

Chairman Ewing: Was there a second to Monica's motion? No, okay, **so that motion fails.**

Committee Member Hudson: I make a motion that we approve a matching grant of $90,000. $45,000 being in next year's budget and $45,000 being in the next year's budget.

Chairman Ewing: Next year being 2018-2019 and 2019-2020?

Committee Member Hudson: I don't think we can do it for this year's budget because we already approved the budget two days ago.

Mr. Morgan: Please do it all in one year. The original thing had $90,000 this year and $90,000 the next year, so please do it in this year so we can pay it off.

Committee Member Hudson: I can explain my thinking. We do give other entities substantial amounts of money and we're giving some next year for several non-profits. They are not getting a grant, but an allocation next year.

Committee Member Golden: But we are not giving any money to anybody to pay for a facility.

Committee Member Hudson: But we do. For like the YWCA, we give them money for facility upgrades.

Chairman Ewing: Capital improvements.

Committee Member Hudson: Capital improvements we do fund, so I don't see it as that far of a stretch. $90,000 in one budget is a lot of money to me. It would need to be private as well, a private matching grant, and I say that because that is a test for us to see if there is any interest in the community.

Chairman Ewing: So just for clarification your motion is matching it with $90,000 spread over two budget years beginning in 18-19 and $45,000 each year. Private dollars no grants or state funding.
Is there a second?

Committee Member Peters: Is there a chance you can do the whole $90,000 in one year?

Committee Member Hudson: It is not a problem with me, you know what I'm trying to do is come up with a grant.

Committee Member Golden: Something that might pass.

Committee Member Hudson: A grant proposal that will pass because if we say $90,0000 next year we are back to the original proposal anyway which was voted down.

Committee Member Peters: Not necessarily because the original was $180,000 and now we are whittling it down to $90,000, but at least do it in one year, not two. I mean I would second that motion.

Committee Member Hudson: You can make a substitute motion. I'm trying to come up with something that will pass.

Chairman Ewing: Is there a second to Wesley's $45,000 and $45,000? No? Ok. That dies.

Committee Member Peters: **I make a motion to do a matching grant up to $90,000 for the next budget year.**

Committee Member Golden: A motion for $45,000 just failed and you are going to shoot for $90,0000?

Committee Member Peters: Right, because that's how I roll Jeff.

Chairman Ewing: Rainbows and Unicorns man, Rainbows and Unicorns.

Committee Member Hudson: I will second it, but I can read the future and say it will go to Council. It will not pass and this will be done.

Committee Member Peters: It has to go back to Council.

Committee Member Hudson: If this goes back to Council and gets voted down, it's down.

Chairman Ewing: It's done there is no more conversation.

Committee Member Hudson: That is the danger of…

Committee Member Peters: Okay, okay. Then what would be the flip side.

Mr. Morgan: We are in favor of that. We'll hope you'll get the votes. We hope that some of you will come to their thinking.

Committee Hudson: **I will second the motion.**

Ms. Carlyle: Please repeat for clarification.

Chairman Ewing: For clarification.

Ms. Carlyle: Fiscal Year 2018-2019?

Chairman Ewing: Fiscal Year 2018-2019, a $90,000 matching grant, privately funded. Am I missing any terms?

Ms. Carlyle: No, I think everything else remains the same.

Chairman Ewing: We've got a motion and a second. Those in favor.

Committee Member Golden: I'm opposed.

Chairman Ewing: So, we've got two, a 2-2 split vote, so no recommendation.

Committee Member Golden: **I move we take the original thing back to Council, let them vet it and make a decision on it.**

(in audible all talking at once)

Committee Member Golden: $90,000 that was it. I'm talking about the whole $180,000 back to the Council and let them vote.

Chairman Ewing: We can. There is no recommendation. We can put the $90,000 on the Agenda with no recommendation.

Mr. McCaslin: The other can always come up as a motion after.

Chairman Ewing: **We've got a motion and a second. There is not a recommendation because it's a split vote, but we can move it to the June.**

Committee Member Golden: Are we meeting the week of July 4th?

Ms. Vierling, City Clerk: No.

Committee Member Peters: Yay.

Mr. McCaslin: We have the June 18th meeting and then whatever the third meeting in July is.

Chairman Ewing: So, let's put it on the June 18th Agenda.

Committee Member Hudson: I'm not here on June 18th so you are going to lose my vote. There are all kinds of reasons that I keep saying.

Chairman Ewing: We've already tabled it once.

Committee Member Golden: Send it for July 16th right?

Mr. McCaslin: That's up to the committee.

Committee Member Hudson: You can put it on for June, it will just not be a vote for me. It won't be a yes vote.

Chairman Ewing: June 16th is when we are going to confirm our non-profit allocation for our 2018-2019 budget. We can knock it all out while were discussing the same topic and not push it through, even though this going to be affected by the next physical budget.

[inaudible]

Ms. Carlyle: Jeff needs to withdraw a motion, to bring the whole thing back…

Committee Member Golden: I will do that, I withdraw my motion.

Ms. Carlyle: Now it's just down to the 18th of June or the 16th of July.

Chairman Ewing: July 16th we will probably have public hearings right?

Ms. Carlyle: And Public Comments.

Chairman Ewing: July 16th if ya'll are good with that, we will put it on July 16th agenda with no favorable recommendation and see what happens.

Mr. Morgan: Mr. Chairman, one last question. Just to clarify, it will go back the original I guess which was half one year and half another, the $180,000?

Chairman Ewing: The motion was just for $90,000 match which will be perpetuated in the 2018-2019 budget next July when it will take effect.

Mr. Morgan: Not this year?

Chairman Ewing: No. Because we have already approved this year's budget.

Mr. Morgan: But you can, $90,000 in your budget is nominal.

Mr. McCaslin: Of course, Council can change it. Council can determine the timing.

Mr. Morgan: They can put the $180,000 back or whatever, okay. Thank you.

_____End of Transcript_____

Discussion – Traffic Situations on Rotary Drive

Mark McDonald, Transportation Director, gave a presentation on this item.

Mr. McDonald reminded the Committee during the last meeting, the Committee recommended the Transportation Department submit the data for Rotary Drive and apply it to the current traffic calming policy to see how it would score. Mr. McDonald shared the results, noting there are five different criteria:

1. Speed limit
2. Daily Volume
3. Pedestrian Activity
4. Crash History, 2015-18
5. Other factors – general geography etc.

Using the Policy and applying it from Chestnut to Ray and Ray to Lexington, both of the sections maxed out in points regarding speeding and daily volume. He stated the section on Chestnut to Ray maxed out in points for pedestrian activity. He pointed out that there have been 22 crashes in both sections in the last 3 1/2 years. He stated there were no noticeable patterns regarding the crashes, some were due to rear end crashes and distracting driving. He stated both sections maxed out at 60 and 70 points, which is well above the criteria for consideration and prioritizations for traffic calming measures.

Mr. McDonald gave several examples and theories regarding traffic calming measures and shared a map with a temporary solution that could become permanent.

Chair Ewing asked how much funds were allocated for these types of projects. Mr. McCaslin answered $100,000. Committee Member Hudson asked if the funds were annually appropriated, or if they roll over from year to year. Eric Olmedo, Budget and Administrative Director responded it has been $100,000 a year we haven't rolled it over. Chairman Ewing asked if there was a cap on the projects. Mr. McDonald answered it would be capped at $100,000 a year. There haven't been a lot of projects. The neighborhoods have not gone through the process yet, so we have not had a lot of requests. Mr. McDonald noted that his department had not received a petition from citizens regarding Rotary Drive, but noted he was aware of something presented by citizens at the Council Meeting Monday night.

Committee Member Golden stated in some areas, there are signs that read "double the fine" and he questioned if speeders could be controlled by police presence. McCaslin stated it is effective while the police are present, but as soon as there is no longer a police presence, speeding continues.

A discussion ensued regarding traffic calming measures and the different variables regarding where and what types of traffic calming measures to use.

Mr. McDonald stated he would advise that the policy be followed regarding the improvements and/or measure, and notify the neighbors around Rotary to let them know what the options are and receive their comments.

Committee Member Hudson stated there is a part of the policy that states the petition needs to come to the Transportation Department first. Mr. McDonald replied in the affirmative. Mr. McCaslin stated this is the citizen initiated part, but there is also a City initiated part.

Committee Member Peters suggested having two options available for review by the citizens. Mr. McDonald replied this could be done and suggested permanently installed speed humps to be strategically placed along the entire corridor.

Chairman Ewing stated he would recommend that staff evaluate where the speed humps need to be placed and bring those recommendation back to the Committee.

It was decided by a general consensus that there would be a Special Meeting of the Prosperity and Livability Committee on August 1, 2018, and this item would be placed on the Agenda for further discussion at that time.

DRAFT

There being no further business to discuss, the meeting adjourned at 10:41 a.m. upon motion duly made and seconded.

Respectfully submitted,

_____
Sandra Keeney
Deputy City Clerk

_____
Jason P. Ewing, Chairman

DRAFT

CITY OF HIGH POINT
AGENDA ITEM

Title: City Council Travel Policy

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Attachments: Travel Policy

Meeting Date: June 18, 2018
Advertising Date: N/A
Advertised By: N/A

PURPOSE:
A travel policy is needed for the City Council to ensure consistent and appropriate procedures when the City Council travels on behalf of the City of High Point.

BACKGROUND:
The City Council adopted an interim City Council Travel Policy on March 5, 2018, with knowledge that a more comprehensive policy would be brought back to the Council for consideration.

The City Council has occasion to travel on behalf of the City of High Point to professional conferences, seminars, meetings, and training. City Council members are entitled to reimbursement of reasonable expenses associated with travel, meals, lodging and other actual and necessary expenses associated with attending such events. This policy will ensure consistent and appropriate policies for reimbursement of these expenses, and complies with Internal Revenue Service reimbursement standards.

BUDGET IMPACT:
n/a

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends approval of the policy.

City of High Point
City Council Travel Policy
June 18, 2018

A. PURPOSE

The purpose of this policy is to establish procedures for authorization of travel and other expenses by city elected officials conducting City business, and to establish procedures for reimbursement of the cost of authorized travel and other expenses. This policy is based on standard business practices and takes into consideration what is considered reasonable and customary. We ask all Council Members use professional judgment when incurring expenses on behalf of the city. The City recognizes that, in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis; however, this primarily applies if the expense in question was not discussed in this policy.

This policy is intended to be used by all City Council Members, and all approved expenses must be incurred must be in accordance with City Policy.

B. STATEMENT OF POLICY:

- Ensure all City Council members have a clear and consistent understanding of policies and procedures for business travel and expenses.
- Ensure City Council members are reimbursed for legitimate business travel expenses.
- Provide City Council members who must travel with a reasonable level of service and comfort at the lowest possible cost.
- Maximize the city's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Provide the appropriate level of account and business controls for the company to ensure that expenses are reviewed and approved by the appropriate person.
- A City Purchasing card is the preferred method of payment for City Council members travel (excluding meals).
- Departments expending State and Federal grant funds for travel must consult with the granting agency policy or financial guides, or contact their grant liaison at the agency to determine what travel costs are allowable. Grant requirements are often more restrictive as to allowable costs than the City's travel policy. Grant expenses may not be more lenient than this policy.

a. **Responsibility**

The traveler is responsible for complying with the City Travel Policy. The city manager who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. The city will reimburse City Council members for all reasonable and necessary expenses while traveling on authorized city business. The city assumes no obligation to reimburse City Council members for expenses that are not in compliance with this policy.

b. **Enforcement**

City Council members who do not comply with this policy may be subject to delay or withholding of reimbursement.

C. REPORTING GUIDELINES

City Council members must file a travel settlement report no later than 10 days following the completion of the trip or of incurring the expense. Expenses must be submitted for reimbursement. The report should include all expenses associated with the travel, including and noting those fees and costs paid in advance or charged on a purchasing or travel card.

D. TRAVEL EXPENSES

Transportation

All necessary bus, train, and air transportation will be obtained at the most economical rate feasible. If there is some doubt as to the best method of travel, the matter should be discussed with the City Manager's Office. Utilizing a city issued Purchasing Card through the City Manager's Office administrative staff is the preferred method of payment for all travel related expenses. When use of a city Purchasing card is not practical, reimbursements will be made for actual costs incurred and supported by detailed receipt(s). The cost of travel to and from the normal job location of the requesting party and the point of departure/arrival is a reimbursable cost. This includes the cost of taxi service and parking fees.

a. **Air/Rail Travel**

Air travel reservations should be made by the City Manager's Office administrative staff, in order to secure the best available fare. Available resources include, but are not limited to: travel agents, online resources or directly with the airline. ALL AIR TRAVEL MUST BE IN COACH CLASS. The reservation should be made on a City Purchasing card whenever possible

When traveling by air:

- City Council members are expected to use the lowest logical airfare available.
- City Council members are expected to reserve as early as possible to take advantage of discounted pricing.
- Upgrades for air travel are not reimbursable. If a City Council Member wishes to upgrade, it is done at the City Council Member's expense.
- The City will reimburse the cost of checking only one bag each way unless the City Council members is required to take additional materials for the conference or meeting.
- When parking at an airport or train station is part of business travel, it is expected that City Council members will utilize Long Term parking lots.

b. **Vehicle Travel**

1. **Personal Vehicle** – When a City Council Member drives their personal vehicle in the scope of a travel event, then the City will reimburse the City Council Member within the following limitations:

- The use of a personal vehicle will normally be confined to destinations within the State or those in neighboring states where it is more advisable to travel by car because of expediency and destination accessibility.
- Personal vehicle mileage reimbursement for business travel outside of North Carolina may not exceed the cost of the lowest available commercial coach rate airfare to the travel destination.
- Mileage will be reimbursed at the current rate approved by the IRS. City Council members should measure their mileage to and from City Hall when traveling to any destination.
- City Council members must include a map printout with mileage reimbursements to show the number of miles.
- Full reimbursement of travel by personal vehicle is at the established IRS rate and paid to the vehicle owner. Reimbursement will be made on this mileage basis, unless it is more expensive than what it would cost to reach the same destination by air. The cost of coach class air travel is used for this comparison.
- Business related mileage may be reimbursed for business meetings when not in out-of-town travel status. This mileage must be documented for purpose, date, work location

departure address, and arrival address.

- If using Federal or State grant funds for travel, you must consult the grant travel guidelines. Certain grants require use of a GSA reduced mileage rate if a personal vehicle is used when a city vehicle is available. Please consult the GSA privately owned vehicle per diem weblink.
    - https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates

3. **Rental Vehicle** –
A rental automobile will be used when it is determined that no other mode of transportation is as economical or practical. A rental automobile should be used for business purposes only. A reasonable amount of personal use, such as driving to and from dinner, will be permitted. Use of a rental automobile must be approved in advance.

- Car rental expense, when authorized and necessary, incurred while on City business is reimbursed upon completion of the trip. Rental receipts must be submitted with the expense report for reimbursement.
- The use of a rental car for business use, which is not pre-approved before the trip, must be clearly justified on the final expense settlement.
- The car rental reservation should be made on a City Purchasing card through the City Manager's Office administrative staff whenever possible, if this is permitted by the rental car agency.
- The City has approved the use of mid-size or smaller cars. Larger cars should be used only when the number of people traveling dictates the need for a larger vehicle.
- Basic liability and collision insurance should be purchased on rental vehicles to protect the traveler and City in case of accidents. Such coverage is not included in the City's regular insurance coverage.
- Should a rental car accident occur, City Council members should immediately contact the rental Car Company, local authorities (as required), and the Human Resources Department Safety and Health Manager.

c. Local Transportation (Taxi, Car Service, Train)

- Local transportation costs incurred while on out-of-town business will be reimbursed.
- The most economical and reasonable form of transportation will be used.
- Receipts must be obtained and submitted with travel reimbursement requests.
- The maximum amount for a tip is 20% of the cost of the trip.

d. Lodging / Hotel

- Hotel reservations should be made in such a manner as to secure the best available rate.
- The reservation should be made on a City Purchasing card through the City Manager's Office administrative staff whenever possible

In case of cancellation:

- City Council members should contact the City Manager's Office administrative staff to cancel the reservation.
- City Council members will be held responsible and will not be reimbursed for "no-show"

charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler's control.

- City Council members should request and record the cancellation number in case of billing disputes.
- City Council members should note that cancellation deadlines are based on the local time of the property.
- If using Federal or State grant funds for travel, you must consult the grant travel guidelines as there may be limits on the amount of hotel charges that are allowable. Grants cannot be charged no show fees regardless of reason.

e. Meals and Meal Reimbursement

The City's reimbursement rate for meals is now on a per diem basis, and will be paid the daily rates for meals for the area travelled to, as per the GSA's website: (https://www.gsa.gov/travel/plan-book/per-diem-rates). If a city is not listed, check to ensure that the county within which it is located is also not listed. Visit the National Association of Counties website at explorer.naco.org to determine the county a destination is located in. If the city is not listed, but the county is, then the per diem rate is the rate for that entire county. If the city and the county are not listed, then that area receives the standard rate. Note, when you search for any location, the Standard Rate will be displayed. This guide is only for travel within the continental United States. For travel rates outside the continental United States, contact the Finance Department prior to travel.

Meals provided by registration, conference, or by hotels (except continental breakfast) will be deducted from the daily per diem. Meals provided by another person will be deducted as well. A copy of the conference agenda or schedule that provides details of meals provided must be submitted with each travel settlement report.

Reimbursement for meals on travel days will be based on the departure and arrival times. On the day of departure, you must leave your home before 7:00 a.m to be reimbursed for breakfast, 11:00 a.m. to be reimbursed for lunch, and 5:00 p.m. to be reimbursed for dinner. On the day of your return, you may be reimbursed for lunch if you return after 2:00 p.m. and you may be reimbursed for dinner if your return is after 7:00 p.m.

EXAMPLE:
You are traveling to Raleigh, NC for a three-day conference. Lunch is provided all three days. The following is the calculation for per diem for this travel:

The daily per diem rate for Raleigh (Wake County), NC is currently $59.00 per day per the GSA reimbursement rate. The daily lunch portion of the per diem is $15.00.

- *If you departed on the first day of travel at 9:00 a.m., the daily per diem of $59.00 will be reduced by $13.00 (since the time left is after 7:00 a.m.) and further reduced by $15.00 (since lunch is provided by the conference). The first day travel per diem will be $31.00.*
- *The per diem for the second day of travel will be $59.00 minus $15.00 for lunch, or $44.00.*
- *You return at 8:00 p.m. on the third day of travel. The per diem for the third day of travel of $59.00 will be reduced by the $15 lunch allowance, making the third days per diem $44.00.*
- *The total per diem for this trip would be $31.00 plus $44.00 plus $44.00, for a total of $119.00.*
- *Even if all meals are provided, the $5.00 incidental allowance will always be paid each day, and is included in the above calculations.*

If using Federal or State grant funds for travel, please consult the grant guidelines. Some grants do not allow per-diem. In those cases, the traveler may use the receipts method. However, the amount spent should not exceed the equivalent per-diem. A detailed receipt must be submitted for reimbursement.

Commuting meals:

Meals purchased when commuting to and from a course or conference (without an overnight stay) are considered commuting meals. Reimbursement for commuting meals will be based on a detailed receipt to be submitted with the travel settlement form; however, actual cost must not be greater than the per-diem individual meal rate for the applicable location (including the tip). Tips will be reimbursed at an amount not greater than 20%. You must leave your home before 7:00 a.m to be reimbursed for breakfast or 11:00 a.m. to be reimbursed for lunch; you may be reimbursed for dinner if your return is after 7:00 p.m.

When attending a business meeting or convention that is job specific, and held by certain exempt organizations, meal reimbursements are excludable from wages. These organizations include chambers of commerce, business leagues and trade or professional associations. In compliance with IRS regulations, other commuting meal reimbursements are taxable. Accounts Payable will review reimbursements for taxability. Non-taxable reimbursements will be reimbursed to the City Council member via Accounts Payable, while reimbursements that are taxable to the City Council member will be reimbursed via monthly Payroll.

Per Diem Guidelines:

- For travel less than one week, per diem costs will be reimbursed after the travel is completed.
- For travel that lasts more than one week, or in cases when the costs of travel would create a financial hardship for the City Council member, the City Manager can approve a travel advance on behalf of the travelling City Council member.
- The travel advance must be submitted at least ten (10) business days before the day of departure, and must be for $100.00 or more.

E. **DOCUMENTATION REQUIREMENTS**

City Council members must submit the following documentation in order to be reimbursed for business related expenses with their Travel Settlement Form:

- Air/Rail – original passenger receipt.
- Baggage fee receipt(s) if not prepaid on Purchasing Card.
- Hotel – hotel receipt plus credit card receipt or other proof of payment.
- Car Rental – credit card receipt and rental agency invoice.
- Local Transportation (taxi, Uber, subway, etc…) – receipts
- Detailed conference agenda
- Printout of map directions for mileage justification
- Business Meals – Credit card receipt and detailed register receipts for meal expenses are required (for City Manager only).
- Expense reports containing entries that cannot easily be supported by receipts will be returned to the person submitting the expense report for correction.

F. **INCORRECT OR INCOMPLETE EXPENSES**

Expense reports that are incorrect, incomplete or include disorganized receipts:

- Will be returned to the requestor for completion.
- May result in delay or non-reimbursement of specific items

G. NON-REIMBURSABLE EXPENSES

In order to be reimbursed, an expense has to be necessary and appropriate. In general, any expense that is personal in nature is not allowed. The list below is an example of unallowable expenses; travelers are expected to be prudent and show good judgment when expending city funds. The following it is not intended to be all inclusive but rather a representation of UNALLOWABLE cost:

- First class airfares
- Expenses for travel incurred by spouses, domestic partners or family members
- Expenses for personal entertainment
- Expenses related to vacation or personal days while on a business trip
- Airline club fees/memberships
- Alcohol beverages
- Child care or pet care expenses
- Avoidable "No-Show" charges for hotel or car service
- Newspapers, magazines, books (unless authorized subscription to professional journal)
- Personal grooming costs
- Traffic fines while driving personal or rental vehicles
- Rental car upgrades such as satellite radio, GPS services
- Repairs due to vehicle accidents
- Hotel telephone charges and cable entertainment/mini bar charges
- Delinquency fees / Financial Services charges for personal credit cards
- Loss / Theft of personal funds or property / Lost baggage
- Travel Insurance

H. APPROVAL / AUTHORIZATION PROCESS

The City Council Members Travel Settlement Form must be approved by the City Manager or designee. The City Manager is responsible for verifying:

- Business purpose
- Correct totals
- Supporting documentation and receipts
- Policy compliance

Disregard for the city's travel policy or altering of receipts can result in disciplinary. A requesting party submitting a falsified reimbursement form will be subject to disciplinary action. An authorizing party or Finance Officer who approves a falsified reimbursement form that they know to be false will be subject to disciplinary action.

CITY OF HIGH POINT
AGENDA ITEM

Title: Authorize Forsyth County Tax Administration and Collection for Fiscal Year 2018-2019

From: Jeffrey A Moore, Financial Services Director

Meeting Date: June 18, 2018

Public Hearing: No

Advertising Date / N/A
Advertised By:

Attachments: Resolution of City Council for the Collection of 2018 Taxes
Resolution of City Council for the Collection of 2017 and Prior Years' Taxes

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PURPOSE:
The Financial Services Department recommends that City Council authorize the forms of resolution required by the Forsyth County Tax Department for the administration and collection of property taxes for City of High Point parcels located in Forsyth County during the 2018-2019 fiscal year.

BACKGROUND:
The City of High Point is the only municipality in North Carolina which enjoys having taxable property in four different counties – Guilford, Randolph, Davidson, and Forsyth. Each county tax administration office handles their tax administration function differently. The Forsyth County Tax Collector's Office requires an annual affirmation of their authority initially approved by City Council in 2012 to administer and collect High Point's taxes within Forsyth County.

BUDGET IMPACT:
The Annual Budget for FY2018-2019 includes the tax collection and administration costs for all four counties. The attached affirmation of authority to collect does not increase the basis of costs.

RECOMMENDATION / ACTIONS REQUESTED:
Council is requested to authorize the appropriate City Official to execute an agreement between Forsyth County and the City of High Point for the collection of the 2018 and for the collection of 2017 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County.

NORTH CAROLINA

FORSYTH COUNTY

ORDER OF THE COUNCIL OF THE CITY OF HIGH POINT
IN ACCORDANCE WITH G.S.105-321, G.S. 153A-156 AND G.S. 160A-215.2
FOR THE COLLECTION OF 2018 TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE,
TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING,
TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2018 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2018 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobaccoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156 and gross receipts derived from short-term lease or rental of heavy equipment as set forth under G.S. 160A–215.2. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions at the discretion of the Tax Collector.

WITNESS my hand and official seal, this the _____ day of _____, 2018.

_____
MAYOR, CITY OF HIGH POINT

ATTEST:

_____
CLERK

NORTH CAROLINA

FORSYTH COUNTY

ORDER OF THE COUNCIL OF THE CITY OF HIGH POINT
IN ACCORDANCE WITH G.S. 105-373, G.S. 105-321, G.S.105-330.3 and G.S. 153A-156
FOR THE COLLECTION OF 2017 AND PRIOR YEARS' TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM, VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE, TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING, TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2009 through 2017 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2009 through 2017 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobaccoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions in the discretion of the Tax Collector.

Taxes on classified Motor Vehicles for 2014 and prior years are deemed uncollectible; therefore, the Forsyth County Commissioners, pursuant to G.S. 105-373(h) do hereby relieve the tax collector of the charge of collecting taxes on classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) for 2014 and prior years.

WITNESS my hand and official seal, this the _____ day of _____, 2018.

_____
MAYOR, CITY OF HIGH POINT

ATTEST:

_____
CLERK

CITY OF HIGH POINT
AGENDA ITEM

Title: **Historic Marker Request** (Washington Street Historic District)

From: Lee Burnette, Planning & Development Director

Meeting Date: June 18, 2018

Public Hearing: No

Advertising Date: NA

Advertised By: NA

Attachments:
A. Historic Preservation Commission Recommendation
B. Staff Report

PURPOSE:
A request by the City Manager's Office to place a historic marker recognizing the Washington Street Historic District at the northwest corner of Washington Street and Fourth Street.

BACKGROUND:
On January 16, 2016 City Council adopted a Historic Marker Policy that provides guidelines and criteria to facilitate the selection and placement of City of High Point Roadside Historic Markers. This policy was revised on June 6, 2016. The Historic Preservation Commission was designated by the Historic Marker Policy to review and evaluate all proposed roadside historic markers prior to consideration by City Council. This roadside historic marker request by the City Manager's Office for the Washington Street Historic District is the fourth request under the City's roadside historic marker policy.

BUDGET IMPACT:
In accordance with the City Council adopted policy, the City does not budget annually for markers, but may fund or assist with the funding of markers. Funds for this marker have been allocated as part of the City's Washington Street streetscape project.

RECOMMENDATION / ACTION REQUESTED:
On May 9, 2018, the Historic Preservation Commission recommended approval. Planning and Development staff requests Council approval of the marker request as proposed.

HISTORIC PRESERVATION COMMISSION RECOMMENDATION

City Manager's Office Historic Marker Request for Washington Street Historic District

At its May 9, 2018 meeting, the Historic Preservation Commission reviewed a request for a historic marker for the Washington Street Historic District. Six members of the Commission were present. Mr. David Fencl, Senior Planner, presented the request and recommended approval of the request as outlined in the staff report.

The Historic Preservation Commission determined that the proposed marker meets the minimum evaluation criteria of the Historic Marker Policy which includes the site or event being at least 50 years old, with no public or private markers currently recognizing the site or event within the city, and the location of the proposed marker is within the corporate limits. The Historic Preservation Commission also determined that the proposed marker will be consistent in appearance with several existing City markers (black with silver letters with the City seal positioned at the top in the arch) and recommended approval of the historic marker request, as recommended by staff, by a vote of 6-0.

Planning & Development

Development Services Division

To: Historic Preservation Commission Members

From: David Fencl, Senior Planner

Meeting Date: May 9, 2018

Subject: Washington Street Historic District Marker

PURPOSE:
The Historic Preservation Commission (HPC) is designated by the Historic Marker Policy to review all requests for historic markers to be located in public street rights-of-way. The HPC shall first determine whether the request meets the minimum evaluation criteria outlined in the policy, and if the request meets the minimum evaluation criteria, the HPC shall then evaluate the request based on relevant criteria as determined by the HPC.

The following criteria must be present and factually correct in order for the HPC to review any request for placement of a marker:

1. Any site or event requested to be recognized must be at least 50 years old and for any individual to be recognized with a marker, the individual's contribution that is the subject of the request must have occurred as least 50 years before the request.
2. There may not be any current markers, public or private, currently recognizing the site or event within the City of High Point.
3. The location requested to be recognized must be within the corporate limits of the City of High Point and within public view.

Requests for markers shall be evaluated based on relevant criteria as determined by the HPC, including the following:

1. Is each historical claim by the applicant presenting the request supported by documentation or other evidence of the claim's validity? Documentation should consist of primary sources that were created at the time of the event and may include tax records, deeds, newspaper articles, meeting minutes, photographs, etc. Secondary sources may be submitted to help provide context and justify the significance of the event, person, or location.
2. In an attempt to avoid repetition and promote diversity in the recognitions, is the requested site, event or individual closely related to a site, event or individual accomplishment that has already been recognized with a Marker?
3. Has the site, event, or individual contribution maintained its significance over time?
4. Is the site, event or individual recognized outside of High Point at state wide,

national, or international levels?

5. Marker proposals will be rejected if the Commission cannot authenticate or verify the historical information to its satisfaction. The Commission shall make the deciding rule if there is conflicting evidence.

STAFF ANALYSIS:

According to the National Register of Historic Places Registration Form prepared by Heather Fearnbach in 2010, the Washington Street Historic District contains the most cohesive, intact collection of early to mid-twentieth century commercial, institutional, ecclesiastical, and residential buildings associated with High Point's African-American community. Originally called Jamestown Road, Washington Street once served as the primary connector between downtown and points east. Washington Street served as the heart of High Point's African-American community with educational and religious institutions, over 50 African-American businesses at its peak, and a number of residential buildings. In the period of Jim Crow laws and segregation, Washington Street was a symbol of black determination, perseverance and success to High Point's African-American community.

Following the April meeting of the Historic Preservation Commission, a meeting of the appointed working group was held on April 24th. After much discussion, a number of revisions to the marker text have been recommended by the working group. Draft text for the historic marker, as revised by the appointed working group, is attached.

Staff believes that this historic marker request meets the minimum evaluation criteria due to the period of Washington Street's significance being established more than 50 years ago, there are no other historic markers recognizing Washington Street and the marker's proposed location is within the City of High Point and within public view. Staff believes that this historic marker request also meets the relevant evaluation criteria based on the fact that Washington Street has already been entered into the National Register of Historic Places in 2010. This marker request also helps preserve, promote and bring awareness to the history of High Point's African American community.

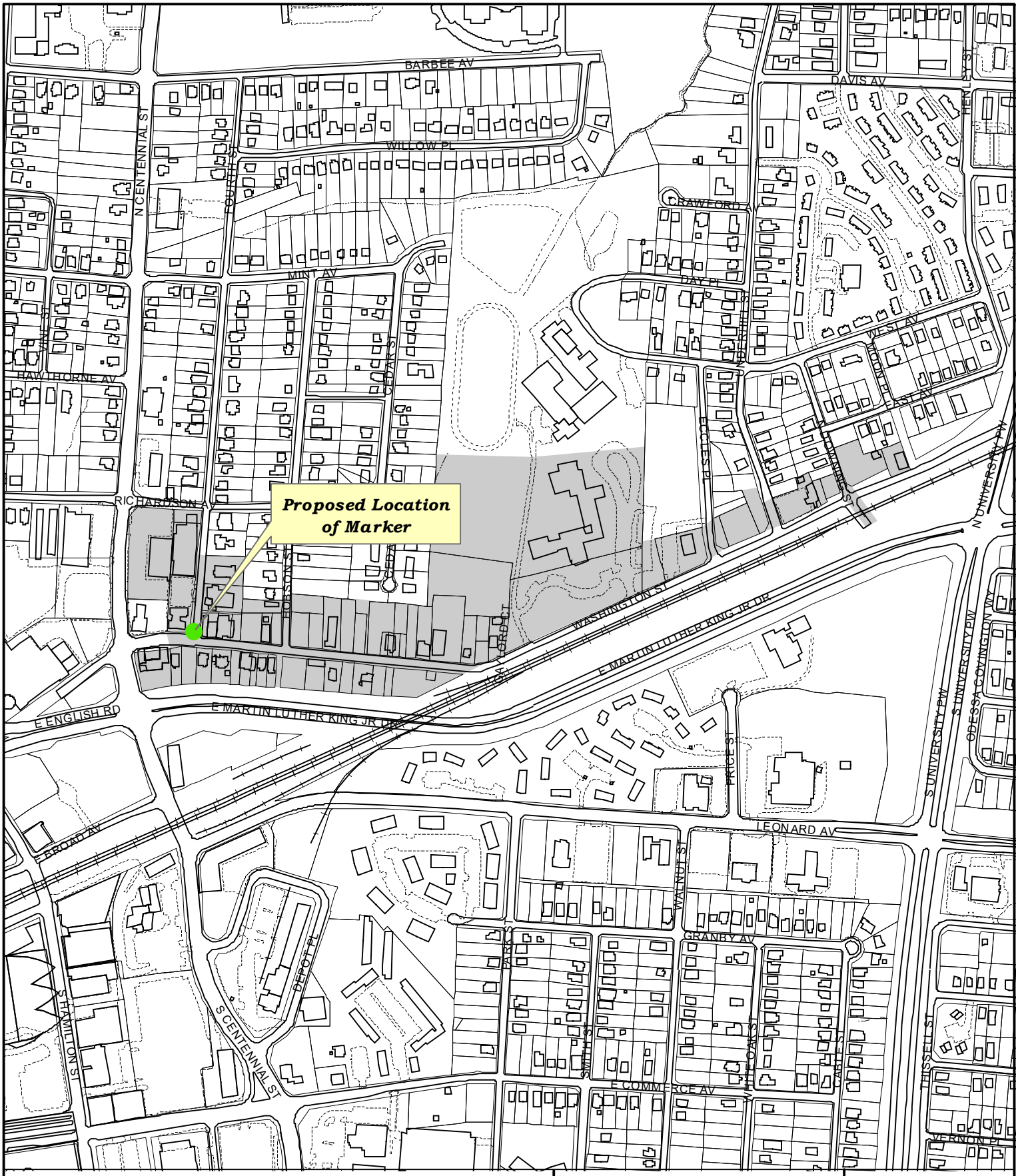
RECOMMENDATION / ACTION REQUESTED:

Staff recommends the Historic Preservation Commission recommend approval of the historic marker request for the Washington Street Historic District. This historic marker request meets both the minimum evaluation criteria and the relevant evaluation criteria of the Historic Marker Policy.

Attachments: Text of Historic Marker as revised by the appointed working group
Washington Street Historic District Marker Location Map
Photo of Proposed Marker Location

WASHINGTON STREET HISTORIC DISTRICT

Washington Street was created and given its name in 1860. This cultural icon rose above discrimination, segregation, and racism to become a symbol of black determination, perseverance, and success. By 1960, the Washington Street district, covering nine magnificent blocks, consisted of over 50 businesses of all kinds as well as numerous churches, civic organizations, and educational institutions. In 2010, Washington Street was placed on the National Register of Historic Places.



Proposed Historical Marker Location

Washington Street
National Register Historic Distict

Planning & Development Department

City of High Point

N

Scale: 1"=500'

G:\Planning\Secure\Board Action Cases\Certicate of Appropriateness\2018\MXDs\MarkerLocation-WastingtonSt.mxd

Proposed Location - Washington Street Historic District Marker

CITY OF HIGH POINT
AGENDA ITEM

Title: **Right-Of-Way Encroachment RE-18-0005** (Lightower Fiber Network / Fibertech Networks)

From: Lee Burnette, Planning & Development Director

Meeting Date: June 18, 2018

Advertising Date: Not Applicable

Public Hearing: No

Advertised By: Not Applicable

Attachments: Staff Report

PURPOSE:
A request by Lightower Fiber Network / Fibertech Networks to install a small cell antenna pole within the Gatewood Avenue right-of-way.

BACKGROUND:
Staff report and the Technical Review Committee's recommendation is enclosed.

BUDGET IMPACT:
There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:
On May 29, 2018 the Technical Review Committee recommended ***approval*** of Right-Of-Way Encroachment RE-18-0005.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

RIGHT-OF-WAY ENCROACHMENT
RE-18-0005
June 18, 2018

Request	
Applicant: Lightower Fiber Networks / Fibertech Networks	**Proposal:** To allow a utility pole to be located in the Gatewood Avenue public right-of-way in the City of High Point.

Adjacent Streets		
Name:	**Classification:**	**R/W Width:**
Gatewood Avenue	Local	52-feet

Analysis

The applicant is requesting permission to allow a utility pole to be erected within the Gatewood Avenue right-of-way. The pole encroaches into the right-of-way approximately 4 feet 3 inches, on the northwest corner of the intersection of Gatewood Avenue and Pine Street.

On December 7, 2015, City Council approved a right-of-way encroachment for this applicant for a similar pole along Gatewood Avenue. In association with the construction of the baseball stadium, it was determined by the applicant that the encroachment location was in conflict with the construction of the baseball stadium, and was required to relocate. The applicant is requesting a new location for the proposed stealth utility pole on the west corner of Gatewood Avenue and Pine Street.

The encroachment request is for a 34-foot tall pole, consisting of a small cell antenna mounted on the top of the pole, and a various other related equipment attached or internal to the pole itself. The applicant has stated that the need for this equipment in the right-of-way is to assist in constructing a fiber optic network within the City.

The Technical Review Committee reviewed this request on May 29, 2018 and determined that the proposed encroachment would not affect public safety or interfere with maintenance needs. The proposed pole location is in an area where the City has placed existing utility lines underground, and thus will be a stealth pole which is to resemble the existing street light poles used by the City in that area.

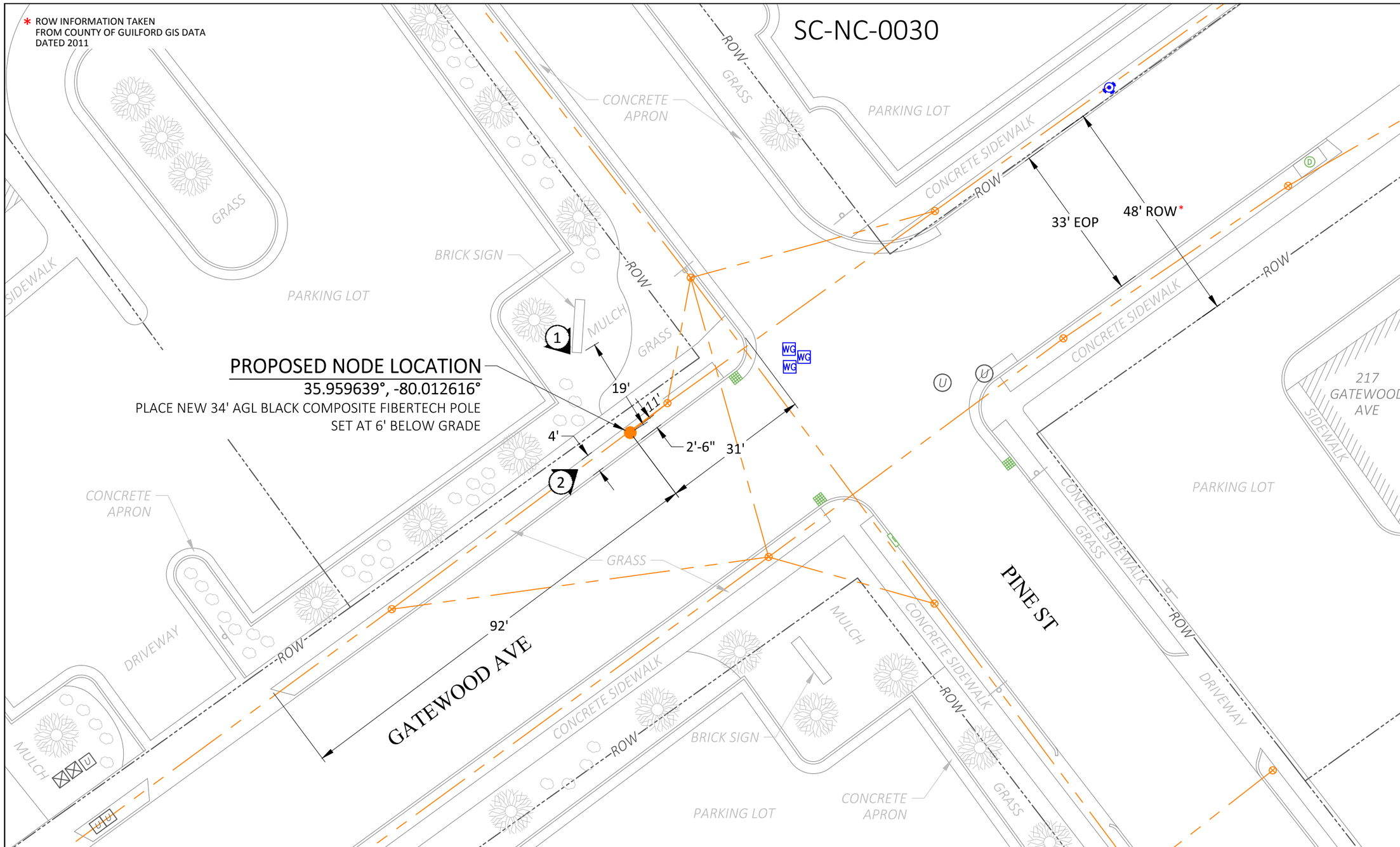
The stealth pole renderings are attached, as well as a site plan depicting the location of the proposed pole.

Recommendation

The proposed location of the pole would not affect public safety or interfere with street or utility maintenance. Staff recommends approval of this requested right-of-way encroachment contingent upon the applicant installing a stealth pole as depicted on the attached drawing.

Report Preparation

This report was prepared by Planning and Development Department staff member Justin S. Westbrook, CZO and was reviewed by Robert L. Robbins, AICP and G. Lee Burnette, AICP.



1"= 20 FEET

0 10 20 40 60

LEGEND

	PROPOSED NODE	C	CATV HH	S	SEWER MH		PARKING METER(S)		OVERHEAD LINES
	ELECTRIC POLE		COMM PEDESTAL	D	DRAIN MH		STEEL POST	T	TEL
	JOINT UTILITY POLE	IRR	IRRIGATION VALVE	T	TELEPHONE MH		SIGN POLE	E	ELECTRIC
	LAMP POST	WM	WATER METER	E	ELECTRIC MH		CATCH BASIN	S	SEWER
	TRAFFIC LIGHT	SG	SEWER GATE	CATV	CATV MH	ELEC VAULT	ELECTRIC VAULT	D	STORM DRAIN
	STREET LIGHT	G	GAS GATE	W	WATER MH	TRAF HH	TRAFFIC HH	W	WATER
	ELECTRIC HH	WG	WATER GATE	MB	MAIL BOX		FENCE	G	GAS
	TEL HH		HYDRANT		BUSH/SHRUB		RIGHT OF WAY	TRAF	TRAFFIC

CALL BEFORE YOU DIG
REQUIRES 72 HOURS
BEFORE YOU EXCAVATE
811 OR 1-800-632-4949

LOCATION:
HIGH POINT, NORTH CAROLINA
35.959639°, -80.012616°

POLE OWNER: FIBERTECH

NOTES:

PREPARED FOR:

PREPARED BY:
UC SYNERGETIC
Innovative Thinking. Engineered Solutions.
21 OXFORD RD
MANSFIELD, MA 02048
www.ucseng.com 1-508-337-7600

FIBERTECH SMALL CELL
SITE PLAN

REVISIONS

REV	DESCRIPTION	DATE

DRAFTER: BAJ
SCALE: SEE BAR SCALE
ISSUE DATE: 05/18/18
INDEX NAME: SC-NC 0030
SHEET #: 2 OF 10

2

NOTE:
PLACE NEW 34' AGL FRP COMPOSITE FIBERTECH POLE.

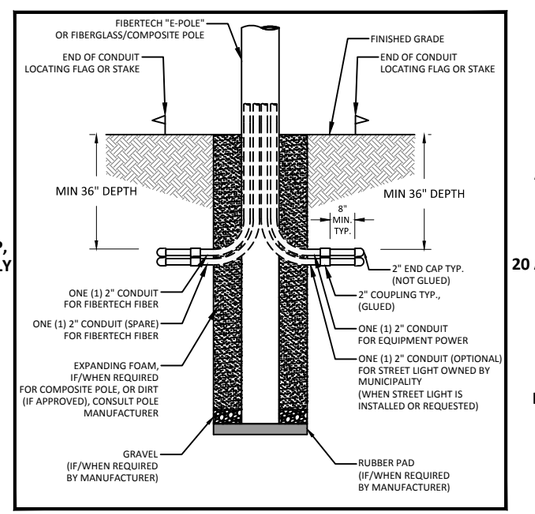
ALL FIBERTECH EQUIPMENT TO BE PAINTED BLACK TO MATCH POLE

ABSOLUTE MINIMUM DEPTH OF SET MUST MEET OR EXCEED 10% OF OVERALL HEIGHT ABOVE GROUND (INCLUDING ATTACHMENTS), PLUS 2 FEET, ROUNDED UP TO THE NEXT FULL FOOT.

ESTIMATED GROUND-FAULT FOR UNDERGROUND SERVICE IS BETWEEN 3000-6000 AMPS. EXACT AMPERAGE TO BE DETERMINED BY POWER COMPANY AT TIME POWER IS DESIGNED AND SUPPLIED. EXACT AMPERAGE WILL ALSO BE DISPLAYED ON DISCONNECT SWITCH.

POLE SET & CONDUIT NOTES:

1. FIBER AND POWER CONDUIT ORIENTATION/DIRECTION SHOWN IS FOR PICTORIAL REFERENCE ONLY. PLEASE CONTACT THE FIBERTECH FIBER CONSTRUCTION ENGINEER (FCE) FOR ACTUAL ORIENTATION/DIRECTION PRIOR TO CONSTRUCTION.
2. POLE/CONDUIT INSTALLER TO PLACE A SMALL LOCATOR FLAG OR STAKE ABOVE GROUND WITH EITHER "FIBER" OR "POWER" WRITTEN ON IT TO INDICATE UNDERGROUND CONDUIT LOCATION.
3. POLE/CONDUIT INSTALLER TO ADD A 2"-PVC COUPLING, MINIMUM 8"-LONG SECTION OF 2"-PVC PIPE, AND 2"-PVC PIPE CAP (CAP NOT TO BE GLUED/CEMENTED) OR OTHER MEANS TO EACH SWEEP ELBOW COMING OUT OF THE POLE BELOW GROUND LEVEL AND TO EXTEND PAST EXPANDING FOAM/DIRT FILL TO INSURE NO EXPANDING FOAM/DIRT/DEBRIS RE-ENTERS THE PIPE EXTENSION OR SWEEP ELBOW.
4. POLE/CONDUIT INSTALLER TO PLACE MULE/PULL TAPE IN ALL CONDUITS.
5. ALL CONDUIT SHALL BE PLACED UP AND THROUGH CENTER/INTERIOR OF POLE (NOT EXTERIOR) UNLESS OTHERWISE SPECIFIED.
6. IN LIEU OF TWO (2) 2" CONDUITS FOR FIBERTECH FIBER, ONE (1) 4" CONDUIT MAY BE PLACED.
7. POLE IS NOT TO BE DRILLED OR ALTERED IN ANY WAY AT INSTALLATION WITHOUT APPROVAL.

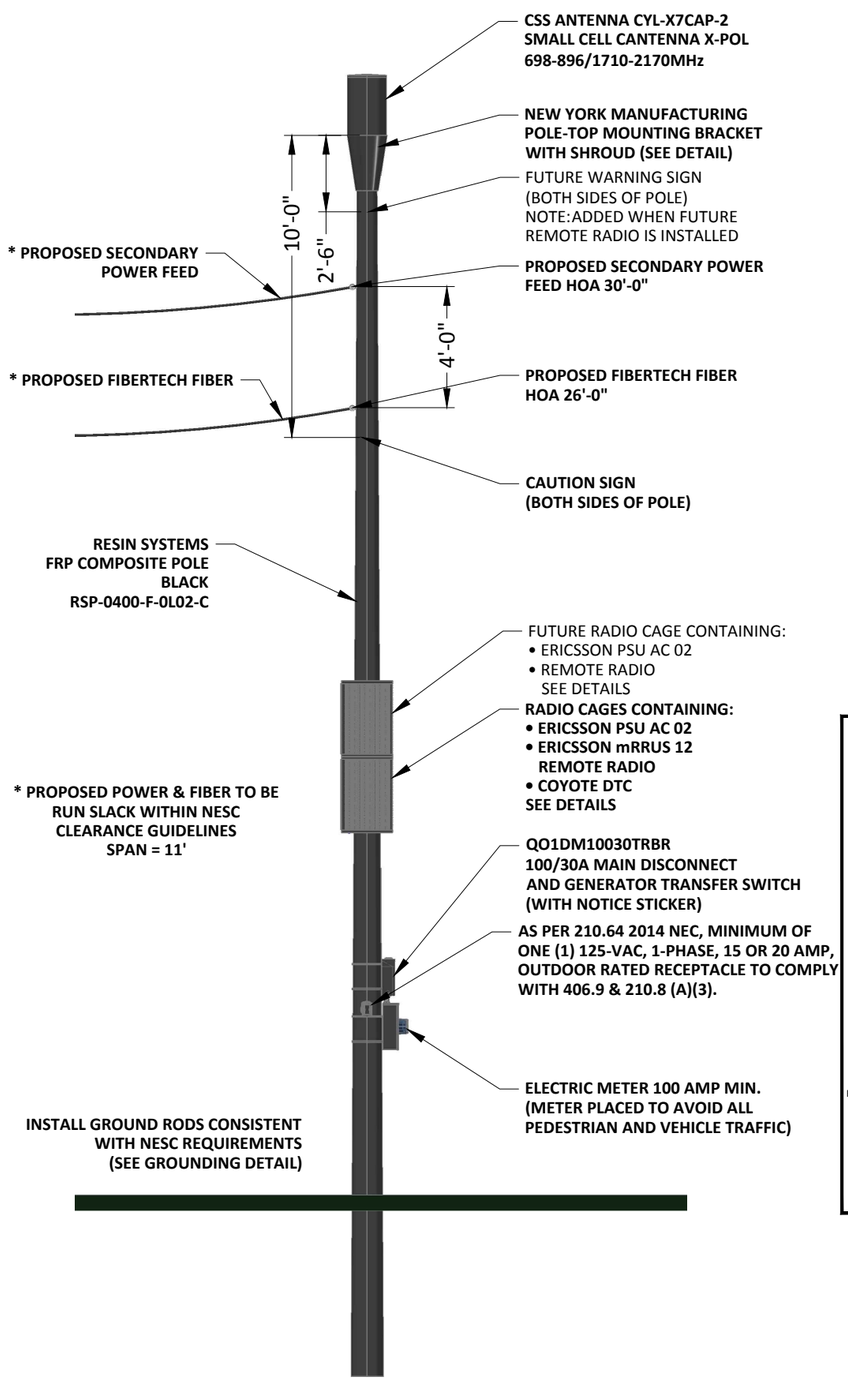


SET POLE TO A DEPTH OF 6'-0" BELOW GRADE WITHIN NORMAL SOIL/DIRT CONDITIONS. POLE TO BE BACK-FILLED AND TAMPED AROUND POLE FOR PROPER INSTALLATION

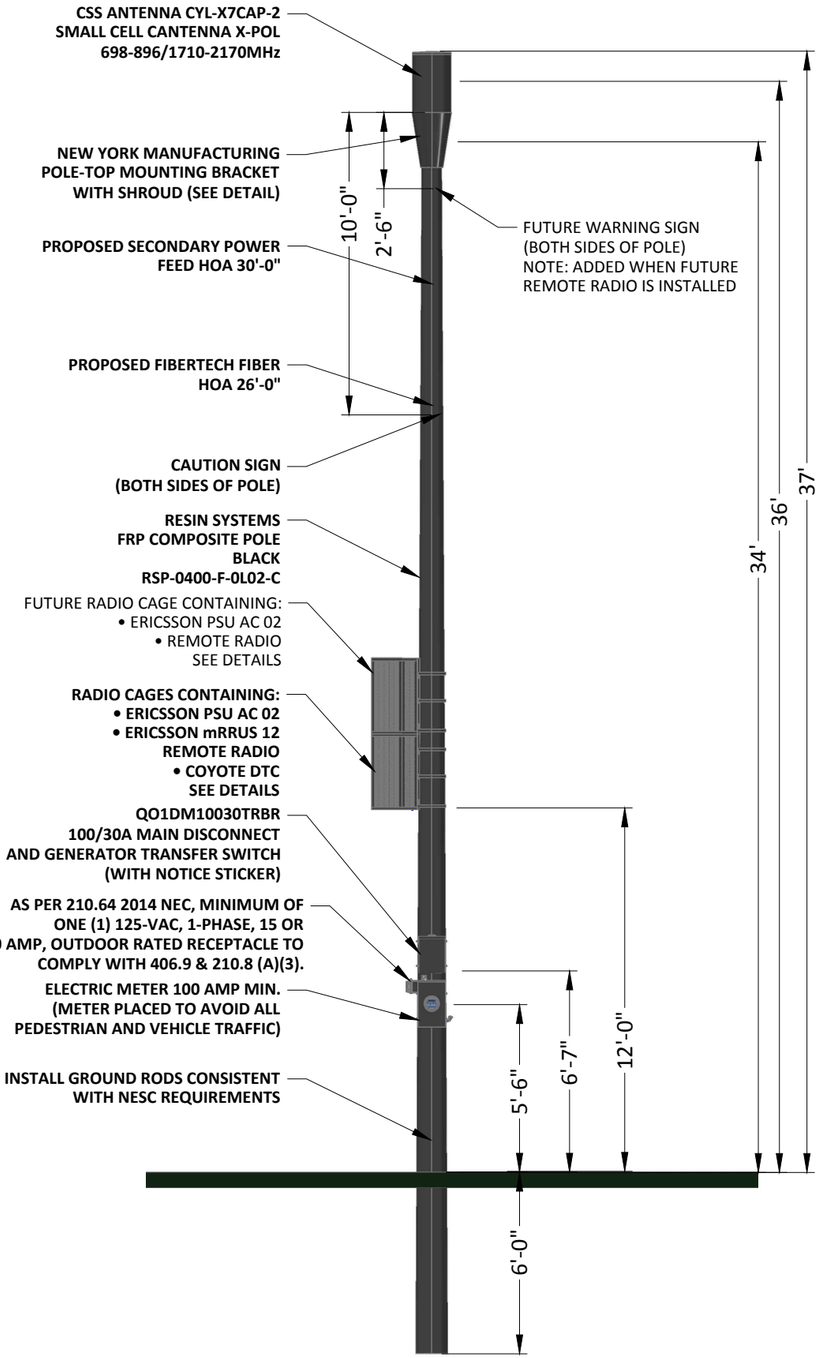
POLE SET & CONDUIT DETAIL
N.T.S

SCALE IN FEET

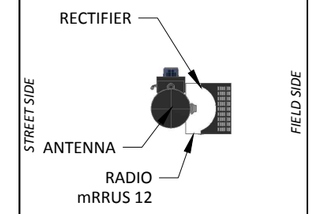
5 0 5



1 PROPOSED PROFILE - REAR VIEW
LOOKING SOUTHEAST TOWARDS GATEWOOD AVE



2 PROPOSED PROFILE - SIDE VIEW
LOOKING NORTHEAST ALONG GATEWOOD AVE



PROPOSED TOP VIEW

NOTE: EXISTING POLES IN AREA MAY BE REMOVED DUE TO CONSTRUCTION, POSSIBLE NEW STADIUM, IN AREA

LOCATION:
HIGH POINT, NC
35.959639°, -80.012616°

POLE OWNER:
FIBERTECH

NOTES:

PREPARED FOR:
fibertech networks

PREPARED BY:
UC SYNERGETIC
Innovative Thinking. Engineered Solutions.
21 OXFORD RD
MANSFIELD, MA 02048
www.ucseng.com 1-508-337-7600

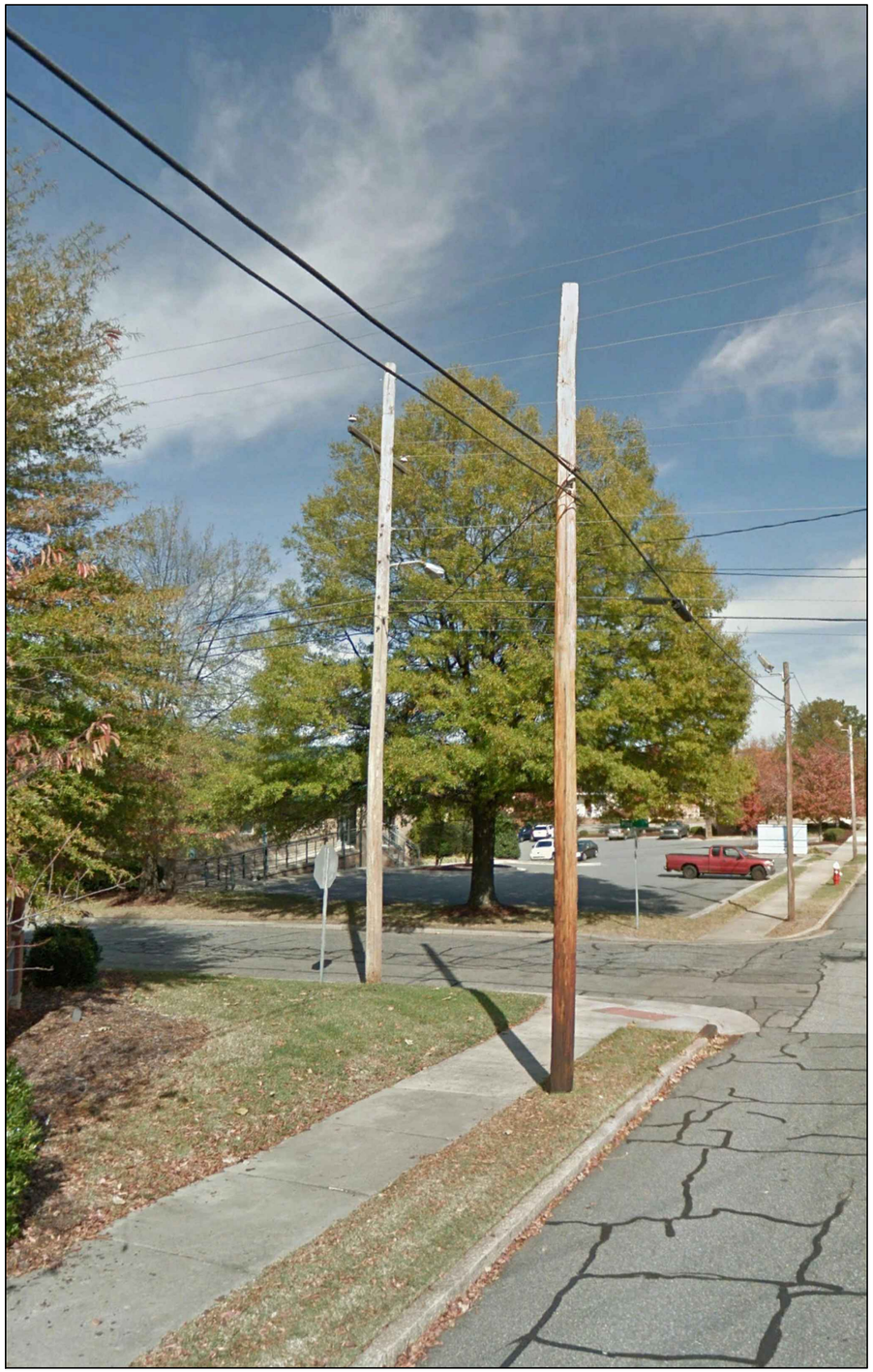
FIBERTECH SMALL CELL
PROPOSED

REVISIONS

REV	DESCRIPTION	DATE

DRAFTER: BAJ
SCALE: 1" = 5'
ISSUE DATE: 05/18/18
NODE NAME: SC-NC 0030
SHEET #: 3 OF 10

3



EXISTING PHOTOGRAPHIC VIEW

PROPOSED PHOTOGRAPHIC SIMULATION

NOTE: EXISTING POLES IN AREA MAY BE REMOVED DUE TO CONSTRUCTION, POSSIBLE NEW STADIUM, IN AREA

LOCATION:
HIGH POINT, NC
35.959639°, -80.012616°

POLE OWNER:
FIBERTECH

NOTES:

PREPARED FOR:

PREPARED BY:
UC SYNERGETIC
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21 OXFORD RD
MANSFIELD, MA 02048
www.ucseng.com 1-508-337-7600

FIBERTECH SMALL CELL
PHOTO SIM

REVISIONS

REV	DESCRIPTION	DATE

DRAFTER: BAJ
SCALE: NTS
ISSUE DATE: 05/18/18
NODE NAME: SC-NC 0030
SHEET #: 4 OF 10

4

CITY OF HIGH POINT
AGENDA ITEM

Title: Board of Adjustment Request to Replace Sandra Dunn as the Board's Regular ETJ Member

From: Lee Burnette, Planning & Development Director

Meeting Date: January 16, 2018

Public Hearing: No

Advertising Date:

Advertised By: Not Applicable

Attachments: Memorandum explaining request

PURPOSE:
The Board of Adjustment has recommended that Sandra Dunn be replaced as the regular ETJ member by alternate member Tyler Walsh, with Ms. Dunn being appointed as the alternate ETJ member. The Board has asked that the City Council support its recommendation and forward the request to the Guilford County Commissioners for a decision.

BACKGROUND:
The BOA has no authority to remove one of its members. The appointing body must do that. Ms Dunn was appointed by the County Commissioners as the ETJ member. Therefore, the BOA has made a request, which will need the City Council's action to forward the request to the Commissioners for consideration.

BUDGET IMPACT:
There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:
Motion to forward the Board of Adjustment request to replace Sandra Dunn with Tyler Walsh to the Guilford County Commissioners for consideration.

Planning & Development

Development Services Division

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Robert L. Robbins, AICP
Development Services Administrator

DATE: January 16, 2018

SUBJECT: Board of Adjustment Request to Replace Sandra Dunn as the Board's Regular ETJ Member

At its December 14, 2017 meeting, the Board of Adjustment unanimously approved a recommendation to the City Council, asking the Council to recommend that the Guilford County Board of Commissioners remove Sandra Dunn as the Board's regular Extraterritorial Jurisdiction (ETJ) member and replace her with Tyler Walsh, who is currently one of the Board's alternate members. The BOA recommendation included appointing Sandra Dunn as the Board's alternate ETJ member.

Ms. Dunn, who does not live in the City's ETJ, was appointed by the County Commissioners in October 2016 as the Board's regular ETJ member, after several attempts by both the City and the County to find someone residing in the ETJ to serve, failed.

In making this recommendation, the BOA noted that due to a light schedule, there were only three meetings in 2017, two of which Ms. Dunn did not attend. The members agreed that it would be better if Ms. Dunn was an alternate ETJ member, which would allow her to learn and gain experience as her availability permits.

Mr. Walsh, who also does not live in the City's ETJ, has been on the Board as an alternate member for well over two years.

It is the City Council's decision whether to support the recommendation of the BOA and forward its request to the County Commissioners. If Council does not forward the request, the matter is closed. If forwarded, the Commissioners will decide whether to make the changes requested.

CITY OF HIGH POINT
AGENDA ITEM

Title: Budget Amendment for High Point Market Authority

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Attachments: Budget ordinance

Meeting Date: June 18, 2018
Advertising Date: N/A
Advertised By: N/A

PURPOSE:
A budget amendment is needed to recognize additional Occupancy Tax and Showroom Tax revenue received.

BACKGROUND:
The approved budget estimated that the city would collected $365,000 for Occupancy Tax collections and $1,625,000 for Showroom Tax collections in the Market Authority Fund. It appears the city will actually collect $390,000 for Occupancy Tax collections and $1,675,000 for Showroom Tax collections.

BUDGET IMPACT:
These funds are passed through the budget to the Market Authority. The revenue budget needs to be increased by $75,000 to recognize the additional revenue, and the expenditure budget will be increased by $75,000 to enable the funds to be transferred to the Market Authority.

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends and asks Council to approve the budget amendment.

"AN ORDINANCE AMENDING THE 2017-2018 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE
HIGH POINT MARKET AUTHORITY

Be it ordained by the City Council of the City of High Point, North Carolina, as follows:

Section 1. The revenues received for the Market Authority for occupancy tax and showroom licenses will exceed the adopted budget by approximately $75,000.

Section 2. In order to appropriate these funds, the 2017-2018 Budget Ordinance of the City of High Point, should be amended as follows:

(A) That the Market Authority Fund revenue be amended as follows:

Occupancy Taxes	$ 25,000
Showroom Taxes	$ 50,000

(B) That Market Authority expenditures be amended as follows:

Market Authority Transfers Out	$75,000

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage."

Adopted June 18, 2018

April 26, 2018

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

Dear Greg,

It is my pleasure to deliver to you, for the consideration of the Mayor, City Council, and yourself, the Contract from the Board of Directors of the High Point Convention & Visitors Bureau for 2018-2019.

I have enclosed the original copies of the Contract, Budget, and support information. If you require any additional information or would like more copies please let me know.

Sincerely,

Jim Mabe

Timothy C. Mabe
CEO & President

Enclosures

AGREEMENT FOR THE CONVENTION & VISITORS BUREAU

BETWEEN THE

CITY OF HIGH POINT

AND THE

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

FY 2018 - 2019

CONTENTS:

Contract Agreement FY 2018 - 2019
Overview & Program of Work FY 2018 - 2019
Proposed Budget and Explanation for FY 2018 – 2019
Occupancy Tax Receipts for FY 2017 - 2018
Financial Statement for March FY 2017- 2018
Arts & Tourism Grants Program Awards FY 2017 -2018
Event Booking Incentives for FY 2017 - 2018
Board of Directors
Organizational Chart
Chart of Staff Organizational Involvement
Economic Development Agreement
MOU Event Center

NORTH CAROLINA
GUILFORD COUNTY

AGREEMENT FOR PROVISION OF CONVENTION AND VISITORS BUREAU

THIS AGREEMENT, made and entered into before the first day of July 1, 2018 by and between the City of High Point (hereinafter referred to as the City) and the High Point Convention and Visitors Bureau, Inc. (hereinafter referred to as the Grantee), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of a grant or appropriation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds received by the City of High Point from the Guilford County 3% Room Occupancy and Tourism Development Tax, the Grantee 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 Grantee 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 and incorporated herein by reference. The Grantee further agrees to expend the funds in accordance with an Annual Budget for said funds attached hereto and which is incorporated herein by reference. Funds made available to the Grantee pursuant to this Agreement shall be expended only in accordance with applicable federal, state, and local laws. The Grantee may amend the budget from time to time in order to conform with the actual amount of funds received under this agreement.

(2) The Grantee agrees that it will supply such records, reports, information, and verification relating to the expenditures of the funds or the operations of the Grantee 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 Grantee's fiscal year end, performed in accordance with generally accepted accounting principles of the revenues and expenditures of the Grantee. The Grantee shall maintain written accounting and documentation of all of its receipts and disbursements relating to the grant funds, which are subject to this Agreement. The Grantee agrees to subject itself to the provisions of Article 33c of Chapter 143 of the North Carolina Statutes entitled "Meetings of Governmental Bodies," to the same extent as the City.

(3) Funds will be distributed to the Grantee 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 Grantee for such expenditures.

(4) This Agreement will automatically terminate on June 30, 2019 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 of High Point 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 grant funds, 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 100 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 & CEO 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) Proposed New Budget and Explanation
(C) Occupancy Tax Comparison Current Year
(D) Financial Statement through March Current Year
(E) Arts & Tourism Grants Awards for Current Year
(F) Event Booking Incentives for Current Year
(G) Board of Directors, Organizational Chart, and Chart of Staff Organizational Involvement
(H) Economic Development Agreement
(I) MOU Event Center

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 Grantee has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NORTH CAROLINA

ATTEST:

Lisa B. Vierling, City Clerk

Greg Demko, City Manager

Approved as to legal form:

JoAnne Carlyle, City Attorney

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

ATTEST:

Leah Penry Price, Board Chair

Timothy C. Mabe, President & CEO

OVERVIEW & PROGRAM OF WORK FY 2018 - 2019

1. NEW BUDGET

The Proposed Budget for the High Point Convention & Visitors Bureau (HPCVB) is for FY 18-19. The projected HMT revenues is $1,820,286, which reflects an increase of 3% from projected actual receipts to end the current fiscal year FY 17-18 at an estimated $1,749,802. The approved budget for FY 17-18 was $1,811,478 where the proposed FY 18-19 budget is 4% over the approved from FY 17-18. Remaining conservative, the new budget reflects $1,820,286 tax receipts plus $1,020 interest, and $110,000 EBI rollover. In addition, sponsorship revenues earmarked for marketing the new visitor center is $100,000. The amount of sponsorship revenue that is earmarked to rollover to the 501 c 3 HPCVB Foundation is $75,000. This will be critical in establishing a new revenue stream to fulfill a grants program in FY 18-19. The Regional Preferred Member Revenue for Marketing is projected at $3,000. We have a rollover of $11,351 of sponsorship revenue that is earmarked to complete the website project to establish marketing to visitors looking to relocate or retire to our area. The website is expected to be completed and paid for in FY 18-19 budget cycle. There is also a building credit from the High Point Chamber to satisfy their loan to build-out of the board room totaling $12,000 for the year. A copy of the March Financial Statement for FY 17-18 is attached.

The 15% room tax revenue allocated for specific tourism related projects are restricted at $273,043, where $250,000 is earmarked for the first payment to the City of High Point towards the stadium debt service. The remaining funds of $23,043 will go towards a renewed grants program geared toward specific tourism related projects. The Marketing Budget is $1,244,353. This includes Convention Promotions, Tourism Promotions, Event Center Promotions as well as the Grants Program, which is a significant arm of the tourism effort for the City. The Event Booking Incentive (EBI) Line Item is $150,000, which includes the roll over from the previous year of $110,000, and Market Authority Line Item is $75,000.

2. PARTNERSHIPS

Arts & Tourism Grants Program:

The Arts & Tourism Grants Program will be redeveloped with a goal to fund at least $125,000 ($23,043 plus an additional $101,957 see line items 5800.0 – 5800.7 in budget) of specific tourism related projects outside of the $250,000 commitment to the City of High Point for the stadium debt service.

City of High Point

HPCVB Board has earmarked $250,000 in FY 18-19 budget to assist the City of High Point with their commitment to paying off the stadium debt service. The $5 million

commitment of the HPCVB Board is contingent on the signed Economic Development Agreement by the City. *(see attached Economic Development Agreement)*

Funding for High Point Market Authority:
For FY 18-19, the HPCVB has allocated $75,000 to continue to support the High Point Market Authority.

Events Booking Incentives:
A number of Event Booking Incentives were offered for conventions and events that were to occur in FY 17-18 and is projected to total $43,000. The events booking program is more than incentives to book. It is expanded to include maintenance, retention, and support of groups. At the end of FY 17-18 $110,000 will be rolled over into FY 18-19 EBI line item. These incentives continue to be successful tools in moving convention/event proposals from lead status to definite bookings *(see attached Event Booking Incentive Commitment)*

Congdon Event Center Board:
HPCVB has a partnership with the Congdon Event Center Board to support the operations, management and marketing of the event center with no management fee and a commitment of $1 million of a 10-year period with payments starting in FY 19-20 at $100,000. There is $160,000 earmarked for event center marketing as it is critical to promote the facility before the buildout to establish booking in year one of opening. *(see attached MOU Congdon Event Center Board)*

3. ORGANIZATION
The Board of Directors consists of eleven Board Members, twelve Ex-officio positions (including the Bureau CEO and the *Chairman Emeritus*) and three staff members. The Organizational Chart presents an overview of the High Point Convention & Visitors Bureau Staff that consists of seven full time employees. In addition, Registrars and Visitor Information Specialists are employed on an 'as needed basis'. The Bureau staff holds memberships and board positions on a number of industry related organizations.

4. 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. The Bureau's focus continues to be *strong solicitation and service to overnight visitors, conventions, special events and trade shows; providing these visitors with outstanding services and insuring a most enjoyable experience for all.*

HIGH POINT CONVENTION & VISITORS BUREAU

No.	ITEM	FY 17-18 Approved & Amended	FY 18-19 Board Approved
INCOME			
OCCUPANCY TAX COLLECTION			
4101.0	Transient Occupancy Tax	1,767,268	1,820,286
OTHER INCOME			
4102.0	Interest Income	800	1,020
4105.0	Reserve EBI Carry Over	92,500	110,000
4106.1	Sponsorship Revenue Earmarked for Visitor Center Marketing	75,000	100,000
4106.2	Sponsorship Revenue Earmarked for 501 c 3 Foundation	75,000	100,000
4107.0	Regional Preferred Member Revenue for Marketing	4,000	3,000
4108.0	HPCVB Foundation - Earmarked for Foundation Projects (see 4106.2) and rollover of $11,351 from Welcome High Point Relocation website from private sponsors	50,000	11,351
4109.0	Building Rental Credit Earmarked for Reserves	12,000	12,000
TOTAL BUDGET		2,076,568	2,157,657
GRANT PROGRAM (15% of occupancy tax)			
	15% of Occupancy Tax for Tourism Related Projects	265,090	273,043
	Restricted Income for Stadium Debt Service City of HP subject to approved economic development agreement (1 of 20)		250,000
	Restricted for Tourism Grants		23,043
INCOME (-15% grants)=Oper. Budget		1,811,478	1,884,614
EXPENSES			
ADMINISTRATIVE EXPENSES			
5201.0	Salaries (7 full-time staff positions and if we hire sales manager)	439,400	428,625
5202.0	Retirement	24,000	21,600
5203.0	Life/Hosp/Dent. Ins.	77,000	65,359
5204.0	Soc. Security	39,000	32,000
5205.0	Unemployment Ins.	1,500	1,000
ADMINISTRATIVE EXPENSES TOTAL		580,900	548,584
OPERATING EXPENSES			
5301.0	Memberships/Subscriptions	6,750	5,225
5302.0	Admin Travel/Meetings/Convention/PR	25,000	25,000
5303.0	General & Admininistrative Operations	109,500	107,930
5304.0	Postage/General	3,000	3,000
5305.0	Business High Point Inc. & Vision Investor	20,000	20,000
5306.0	Telephone	11,000	11,000
5307.0	Rent/Utilities	78,886	80,795
5308.0	Comm/Board Expenses	14,450	11,400
5309.0	Equipment	15,650	13,370

No.	ITEM	FY 17-18 Approved & Amended	FY 18-19 Board Approved
OPERATING EXPENSES TOTAL		284,236	277,720
5401.0	Convention Advertising	19,950	10,450
5402.0	Convention Services	322,380	244,330
5402.1	Convention Services, Registrars, etc.	10,880	8,630
5402.5	Event Booking Incentives (includes $110,000 roll over)	150,000	150,000
5402.7	HP Market Authority	150,000	75,000
5402.8	Preferred Member Program	500	700
5402.9	Special Services/Assessments	11,000	10,000
5403.0	Entertainment	1,000	1,000
5404.0	Literature/Printing	13,200	13,200
5405.0	Memberships - Convention	8,795	7,950
5406.0	Postage - Convention	1,000	300
5407.0	Conv. - Special Promotional Projects	64,000	81,000
5408.0	Subscription/Publications	250	250
5409.0	Travel - Convention	13,700	14,000
5410.0	Trade Shows - Convention	4,500	4,500
5411.0	Sponsorship Program	35,000	35,000
5412.0	Audiovisuals	0	0
5413.0	Intern(s)	0	0
CONVENTION PROMOTIONS EXPENSES TOTAL		483,775	411,980
TOURISM PROMOTION EXPENSES			
5501.0	Advertising	85,130	64,000
5502.0	Audiovisuals	4,000	4,000
5503.0	Tourism - Literature/Printing	14,350	26,000
5504.0	Memberships/Subscriptions - Tourism	900	400
5505.0	Postage - Tourism	7,000	25,585
5506.0	Special Projects	18,450	31,000
5507.0	Travel/Entertainment	1,800	1,000
5508.0	Travel Shows	5,600	3,095
5509.0	Visitor Information Center	37,500	35,093
5510.0	NCTIA & Governor's Council	9,850	9,850
5512.0	Web	17,747	15,000
5513.0	Visitor Center Marketing	55,900	57,200
5514.0	Visitor Programming	17,340	25,150
TOURISM PROMOTION EXPENSES TOTAL		275,567	297,373
EVENT CENTER/DESTINATION PLAN			
5900.1	Event Center/Destination Plan/Marketing	100,000	160,000
5900.2	Event Center Pro-Forma	0	0
5900.3	Event Center (10- year commitment starting 12/19 for $100,000)	0	0

No.	ITEM	FY 17-18 Approved & Amended	FY 18-19 Board Approved
EVENT CENTER/DESTINATION PLAN EXPENSES TOTAL		100,000	160,000
TOTAL EXPENSES BEFORE GRANT EXPENSES		1,724,478	1,695,657
GRANT EXPENSES			
5800.0	15% of Occupancy Tax for Tourism Related Projects per legislation	265,090	273,043
5800.1	Restricted Tourism Grants		23,043
5800.6	Arts & Tourism Grants Program Carry Over from 16-17		
5800.7	Restricted Capital Expenditure for Stadium Debt Service City of HP (1 of 20)		250,000
6000.0	Restricted Grants developed through sponsorship funding per Board		101,957
TOTAL GRANT EXPENSES		265,090	375,000
TOTAL EXPENSES		1,989,568	2,070,657
	Total Marketing Expense	1,124,432	1,244,353
Subtotal of Income over Expenses		87,000	87,000
	Sponsorship Expenses Earmarked for Event Center & Destination Plan	75,000	25,000
	Sponsorship Expenses Earmarked for 501 C 3 Foundation	0	25,000
	Sponsorship Expenses Earmarked for Reserves (Payback of Destination Marketing Plan)	0	25,000
	Building Rental Credit Earmarked for Reserves	12,000	12,000
Total Earmarked for Reserves		87,000	87,000
Excess of Income over Expenses		0	0

FY 2018-2019 Budget Notes

Income

4101 - Occupancy Tax projections for FY-18/19 is $1,820,286, which is 3% over the last year's approved budget occupancy tax of $1,767,268. We are projecting to end the fiscal year in June 2018 at $1,749,802 which is a conservative estimate if the last three months (April, May and June) remain flat. We feel confident in this increase. In FY 16/17, we budgeted a 4% increase over the YTD and collected 1% over budget totaling $18,299. Greensboro is estimating 2% for another consecutive year. Winston is at 4%.

4102 – Interest Income is coming in better than projected. We are projected to receive $990 ending the fiscal year June 2018. A 3% increase would make the budget $1,020

4105 – Reserve EBI Carry Over is $110,000 which is what is currently remaining in the EBI line item 5402.5 that was budget at $150,000.

4106.1 – Sponsorship Revenue Earmarked for VIC Marketing is $100,000, which is half of an estimated total revenue from sponsorships of $200,000 cash receipts.

4106.2 – Sponsorship Revenue Earmarked for Reserves is $100,000, which is half of an estimated total revenue from sponsorships of $200,000. This program will help fund the 501 c 3 HPCVB Foundation that will be used to help with grant funding and special projects approved by the HPCVB Foundation Board. We also see potential in more individuals who would like to participate where that revenue can be used as a tax write off for HPCVB Foundation projects

4107.1 – Preferred Memberships include regional partners that we solicit outside of High Point. These members are promoted on website, Visitor Center, and app. Also, the Sales and Marketing Dept. sells ads on the website and Destination Guides where revenue would be in this line item.

4108 – see 4106.2 Foundation Board can set separate budget. We also have $11,351 rollover from last year of private sponsorship raised by Welcome High Point to build the website for relocation and retirement information. The final payments have not been made on the website and will be expended in line item 5407.

4109 – Building Rental Credit Earmarked for Accts Receivables Chamber Foundation Loan on Balance Sheet is $12,000. The balance of the Chamber Foundation loan to build out the board room will be $22,805 by the end of the fiscal year ending June 2018.

The subtotal is **$2,157,657**. The restricted income is **$273,043** for 15% legislated tourism projects. Note that it is broken out between Stadium Debt Service of $250,000 and the remaining $23,043 can be used for tourism project matching grant program. *See also line item 6000 for additional grants program to be administered outside of the 15% legislated spending totaling $101,937.* The Total Income is **$1,884,614.** **Increase of 4% from last year.**

Administrative Expenses:

5201 – Salaries decreased due to full-time staff went from 8 to 7

5202 – Retirement decreased due full-time staff went from 8 to 7

5203 - Insurance decreased due to drop in staffing and two employees are on Medicare

5204 – Social Security decreased due to drop in staffing

5205 – Unemployment Insurance decreased slightly

The Total Administrative Expenses will decrease from **$580,900** to **$548,584** due to drop in staff. **The decrease is 5% compared to last year.**

Operating Expenses:

5301 –Memberships include Guilford County Hotel Association (no invoice this year since they billed us twice in one fiscal year), American Express Annual Fee, Guilford Merchants Association, American Chamber of Commerce Executives, Meeting Planners International (Tim), International Association of Venue Managers, NC Tourism Industry Association (*see line item 5510*), Rotary Club of High Point, CAI (HR Membership), and Triad Women's Forum.

5302 – Admin Travel & Entertainment includes mileage reimbursement at the IRS rate of 0.54.

5303 – General Administrative includes office supplies, maintenance, janitorial, general liability insurance, professional fees, staff training, community outreach events, Simpleview license renewal for 4 employees, renewal of the economic impact calculator that includes sports, and computer maintenance. Will also have a computer that is approaching end of life. This line item will decrease slightly due to better budgeting on office supplies and decrease in staff training.

5304 – General Postage is $3,000

5305 – Vision Investor commitment to Business High Point Inc.

5306 – holds steady, working on year 5 of the 5-year phone lease plus regular service, fax, internet, toll free, and long distance. Will remain the same

5307 – Rent is $13.00/sq.ft starting in Feb'18 and will increase to $13.50/sq.ft in Feb '19. Paying on 6,111 sq. ft.

5308 – Committee Board Expense board retreats, receptions, board plaques, and board miscellaneous. This has decreased due scaling back board travel.

5309 – Equipment includes postage machines, copiers, and misc. office equipment and furniture. Property taxes and leases for equipment. This decreased due to less budget for purchased equipment.

Total Operating Expenses are $**277,720** compared to **$284,236** from last year. **Decrease of 2% compared to last year.**

Convention Expenses:

5401 – Convention Advertising includes Sports Events Magazine, Magazine, NC Motor Coach Association, and Group Tour Magazine plus some funds for ad edits with Me & Him Designs.

5402 – Convention Services – include incentive gifts for groups (re-order pens, tech kits, notepads, car coasters, cell phone sleeves, hand sanitizer, lapel pins, and discretionary), Servsafe program, Market Authority of $75,000; Event Booking Incentives of $150,000, and special services at $10,000 (long-term goals for feasibility study or special circumstances that come up with groups that need help)

5403 – Entertainment/Meals for site visits with clients. Stays the same

5404 – Convention Literature and Printing –Destination Guides and production, stationery, and stock paper for sales collateral

5405 – Convention Membership – National Association of Sports Commissions, Meeting Planners International, American Express Annual Fees, AENC, Rotary, NC Sports Association, Destination Marketing Association International, and NC Motorcoach Association. We are dropping out of American Bus Association as we feel that we have access to the same meeting planners through NC Motorcoach Association and the Travel South tradeshow.

5406 – Convention Postage increase for special direct mailings for targeted groups. Doing more e-blasts instead of direct mailings

5407 – Web-marketing for Explore HP and Retire NC to pay off the website (we have money for this through sponsorships raised by Welcome High Point; and PR retainer fee for Capture PR and STR reports from hotels and special projects as needed.

5408 – Convention publications for sales leads

5409 – Sales travel, mileage reimbursement, meals on trips, hotel and flight for tradeshows at IRS standard rate of .54/mile. Down slightly due to dropping the ABA tradeshow so less travel expense.

5410- AENC Tradeshow in December in Raleigh which is a co-op with High Point Industry Partners. We dropped Expo/NC CITE as they are transitioning in their management and will wait for them to regroup before we get back in and assess the value.

5411 – Sponsorship Retention stays the same

5412 – no videos this year

5413 – no pay for interns

Total Convention Expenses are **$411,980** compared to **$483,775** in FY 17-18. **Decrease of 15% from last year.**

Tourism Expense:

5501 – Tourism Advertising Southern Living, Our State, Hi Toms Program, and more co-ops with NC Dept. of Commerce such as enhanced listings on VisitNC website that include enhanced social media and content, digital co-op programs, Garden and Gun Magazine, Good Housekeeping and Oprah, Where to Retire and Recreation News.

5502- Audio Visuals includes enhancements to our photo library which will stay the same.

5503- Tourism Literature and Printing include production costs and printing of Map Pads, Stationery, Furniture Shopping Directories, Destination Guides, and graphic design edits

5504- Tourism Memberships such as NC Rail Trails, NC Civil War Tourism, HP Museum Guild, HP Enterprise and News & Record Subscriptions

5505-Tourism Postage increased due to increased inquiries from co-ops with Visit NC and new media opportunities.

5506- Tourism Special Projects include the VIP Tour (1), Annual Meeting & Media Appreciation Luncheon (will find sponsorships), Arm Chair FAM, Welcome receptions for group tours on motorcoach, Piedmont Triad Destination Marketing Group co-op opportunities, facebook ads and contests, and annual report.

5507- for mileage and travel for tourism programs.

5508-Travel Shows include Travel South, and Travel and Adventure Tradeshow. We are not doing ABA this year.

5509- Visitor Information Center Expenses included part-time employees working weekend and some weekday as needed, refreshments, and Visitor Center build-out capital expenditures, graphics and videos (less than last year as the galleries and are more established and we will be handling more maintenance).

5510 – Tourism Advocacy – partnership with NCTIA and the Governor's Council on Tourism Board.

5512- Update and managed services for the website.

5513- Visitor Center Marketing includes billboards with updates and replacements, realtor brochures as well as ad production. Budgeted funds in this line item is partially funded by sponsorship dollars.

5514- Visitor Center Programs include Spotlight on Saturday and Prime Time on Main events as well as 1) PR101 and 2) Ambassador Program

Total Tourism Expenses are **$297,373** compared to **$275,567**. **This is an increase of 8% compared to last year**

Event Center/Destination Plan Expense:

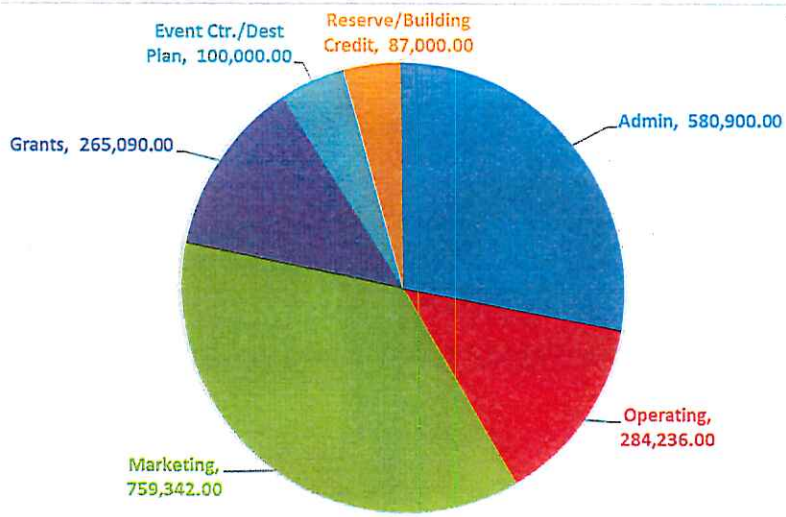
5900 – Since the event center build out has been delayed until 2021, there is now time for marketing the event center where we have budget $160,000 for FY18-19 for Event Center and Destination Plan Spending. The commitment to the Event Center Board will not start until FY 19-20 in December 2019. Commitment is $100,000 over 10 years

5800 - Grant Expense is $273,043 which is 15% of the occupancy tax budget which is state legislated for specific tourism related projects that include capital expenditures.

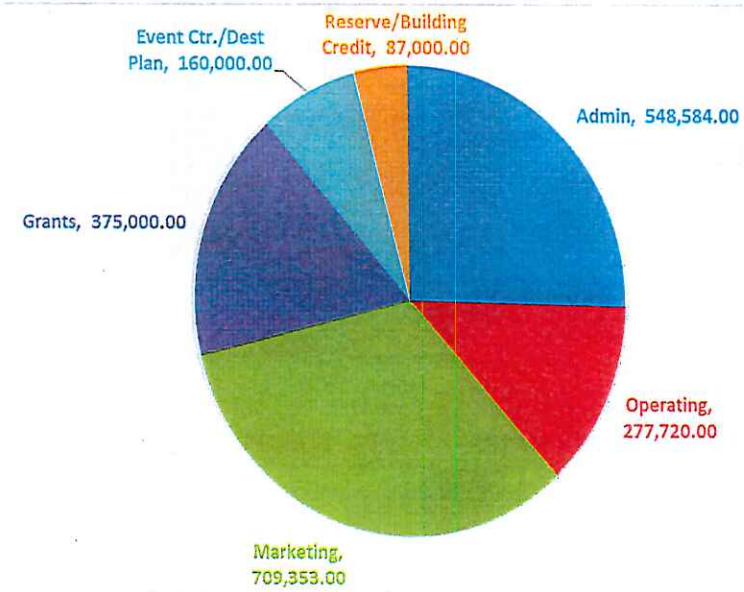
5800.7 is ear marked to the City of High Point to pay for the Stadium Debt Service of $250,000/year for 20 years. The remaining $20,043 is earmarked for tourism matching grants program in line item 5800.1 which is a new grant program

6000 – Grant Expense for festivals and events that is board implemented is $101,957. This is a new grant program.

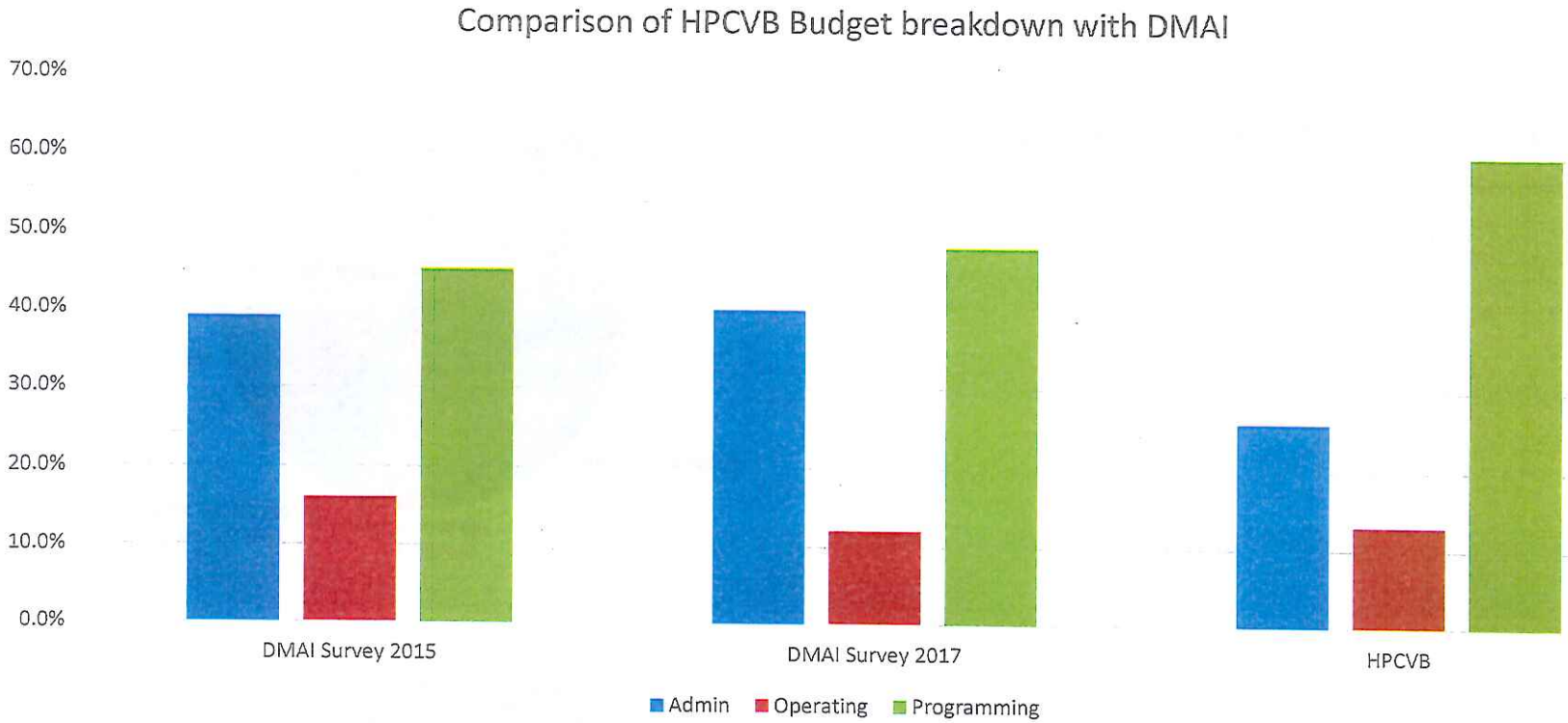
highpointnc
Make yourself at home
CONVENTION & VISITORS BUREAU



FY 17-18 Budget Allocation



FY 18-19 Budget Allocation



*** DMAI - Destination Marketing Association International dba Destinations International**

OCCUPANCY TAX COMPARISON 2017-2018 to PAST YEAR 2016-2017

Month Received	Month Collected	Monthly Amt. Rec'd 17-18	Total Amt. YTD 17-18	Monthly Amt. Rec'd 16-17	Total Amt. YTD 16-17	% Change by Month	Diff.from Last Yr. by Month	Diff.from Last Yr. YTD	% Change YTD
Jul-16	May-16	$146,057	$146,057	$144,125	$144,125	1	$1,932	$1,932	1
Aug-16	Jun-16	$154,145	$300,202	$139,162	$283,287	11	$14,983	$16,915	6
Sep-16	Jul-16	$138,236	$438,438	$137,378	$420,665	1	$858	$17,773	4
Oct-16	Aug-16	$156,882	$595,320	$141,861	$562,527	11	$15,021	$32,793	6
Nov-16	Sep-16	$131,754	$727,074	$126,255	$688,782	4	$5,499	$38,292	6
Dec-16	Oct-16	$228,805	$955,879	$237,729	$926,511	-4	($8,924)	$29,368	3
Jan-17	Nov-16	$118,317	$1,074,196	$113,926	$1,040,437	4	$4,391	$33,759	3
Feb-17	Dec-16	$101,459	$1,175,655	$92,423	$1,132,860	10	$9,036	$42,795	4
Mar-17	Jan-17	$101,033	$1,276,688	$94,564	$1,227,424	7	$6,469	$49,264	4
Apr-17	Feb-17			$121,623	$1,349,047				
May-17	Mar-17			$148,521	$1,497,568				
Jun-17	Apr-17			$202,970	$1,700,538				

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MARCH FY 17/18

No.	Item	ACTUAL Month-Mar This year 17/18	ACTUAL Month-Mar This year 16/17	ACTUAL YTD This Year 17/18	ACTUAL YTD Last Year 16/17	Operational Budget HPCVB FY 17-18	9 Month Estimate	YTD Variance
INCOME								
4101	Transient Occ. Tax (Jan.)	101,033	94,564	1,276,688	1,227,424	1,767,268	1,325,451	(48,763)
4102	Interest Income	91	66	752	560	800	600	152
4104	Other Income	-	-	-	-	-	-	-
4105	Reserve Carry Over EBI	-	-	-	-	92,500	69,375	(69,375)
4106.1	Sponsorship Revenue Earmarked for VIC Marketing	13,008	6,542	42,408	46,704	75,000	56,250	(13,842)
4106.2	Sponsorship Revenue Earmarked for Reserves	13,008	6,542	42,408	46,704	75,000	56,250	(13,842)
4107	Regional Preferred Member Revenue for Marketing	-	1,750	2,386	3,801	4,000	3,000	(614)
4108	Art & Tourism Grants Carryover	-	-	11,351	20,000	50,000	37,500	(26,149)
4109	Building Rental Credit Earmarked for Reserves					12,000	9,000	(9,000)
5515.3	Ball Park Contribution	-	-	-	-	-	-	-
1002	Approved to come out of reserve					-	-	-
2200	Building Rental Credit Earmarked for Reserves					-	-	-
TOTAL INCOME		127,140	109,464	1,375,993	1,345,193	2,076,568	1,557,426	(181,433)
	Restricted A & T Grant Income	22,091	21,028	198,819	189,252	265,090	198,818	2
UNRESTRICTED INCOME		105,049	88,436	1,177,174	1,155,941	1,811,478	1,358,609	(181,435)
EXPENDITURES								
Administrative								
5201	Salaries	33,948	34,089	279,620	293,030	439,400	329,550	(49,930)
5202	Retirement	1,906	1,752	17,788	13,148	24,000	18,000	(212)
5203	Life/Hosp/Dent. Ins.	4,764	6,186	50,736	54,145	77,000	57,750	(7,014)
5204	Soc. Security	2,927	2,934	23,753	25,186	39,000	29,250	(5,497)
5205	Unemployment Ins.	72	77	647	583	1,500	1,125	(478)
TOTAL ADMINISTRATIVE EXP.		43,617	45,038	372,544	386,092	580,900	435,675	(63,131)
Operations								
5301	Memberships General	470	470	3,990	11,496	6,750	5,063	(1,073)
5302	Travel Local	2,406	2,663	25,055	23,589	25,000	18,750	6,305
5303	General & Administrative	5,617	8,795	79,839	83,818	109,500	82,125	(2,286)
5304	Postage/General	-	2,000	5,295	7,408	3,000	2,250	3,045
5305	Business High Point Inc. & Vision Investor	-	-	20,000	-	20,000	15,000	5,000
5306	Telephone	1,001	992	8,281	9,401	11,000	8,250	31
5307	Rent/Utilities - Bureau/PDMM	6,627	6,499	58,749	56,543	78,886	59,165	(416)
5308	Comm/Board Expenses	433	3,095	5,541	11,101	14,450	10,838	(5,297)
5309	Equipment	717	1,304	10,364	12,409	15,650	11,738	(1,374)
TOTAL OPERATIONS EXPENSE		17,271	25,818	217,114	215,765	284,236	213,177	3,937
Convention Promotion								
5401	Advertising	3,137	3,906	13,281	16,698	19,950	14,963	(1,682)
5402	Convention Services - General	1,093	395	9,662	7,666	10,880	8,160	1,502
5402.5	Convention Services - Event Booking Incentive	-	-	44,388	47,505	150,000	112,500	(68,112)
5402.7	IHFMA Furn. Market Support	112,500	12,500	112,500	112,500	150,000	112,500	-
5402.8	Preferred Member Program	14	17	75	2,584	500	375	(300)
5402.9	Special Services	-	-	1,747	-	11,000	8,250	(6,503)
5403	Entertainment	-	-	142	1,178	1,000	750	(608)

No.	Item	ACTUAL Month-Mar This Year 17/18	ACTUAL Month-Mar This Year 16/17	ACTUAL YTD This year 17/18	ACTUAL YTD Last Year 16/17	Operational Budget HPCVB FY 17/18	9 Month Estimate	YTD Variance
5404	Literature/Printing	188	103	9,350	6,649	13,200	9,900	(550)
5405	Memberships - Convention	-	-	2,741	4,234	8,795	6,596	(3,855)
5406	Postage	-	-	102	960	1,000	750	(648)
5407	Special Projects	9,186	4,170	42,897	46,805	64,000	48,000	(5,103)
5408	Subscription/Publ.	85	-	394	650	250	188	207
5409	Travel	1,272	1,418	10,975	8,961	13,700	10,275	700
5410	Trade Shows	-	70	736	4,693	4,500	3,375	(2,639)
5411	Sales Training	2,000	-	19,500	100	35,000	26,250	(6,750)
5412	Audio-Visuals	-	-	-	11,767	-	-	-
5413	Systems/Intern	-	-	-	-	-	-	-
TOTAL CONVENTION PROM.		129,475	22,579	268,490	272,950	483,775	362,831	(94,341)
Tourism Promotion								
5501	Advertising	4,989	(752)	59,638	28,663	85,130	63,848	(4,210)
5502	Audio Visuals	-	-	-	-	4,000	3,000	(3,000)
5503	Literature/Printing	-	1,123	22,703	6,767	14,350	10,763	11,941
5504	Memberships - Tourism	-	-	375	172	900	675	(300)
5505	Postage	165	-	11,551	1,071	7,000	5,250	6,301
5506	Special Projects	-	172	10,613	8,614	18,450	13,838	(3,225)
5507	Travel/Entertainment	-	50	515	1,503	1,800	1,350	(835)
5508	Travel Shows	850	-	6,040	-	5,600	4,200	1,840
5509	**Visitor Info Ctr.**	5,421	5,043	47,800	64,780	37,500	28,125	19,675
5510	**NCTIA & Governor's Council**			8,300		9,850	7,388	913
5512	Web	535	624	11,032	13,298	17,747	13,310	(2,278)
5513	Visitor Center Marketing	8,363	8,011	59,220	57,152	55,900	41,925	17,295
5514	Visitor Center Programming	2,887	283	11,602	1,218	17,340	13,005	(1,403)
5515	Baseball Taskforce	-	-	-	-	-	-	-
TOTAL TOURISM PROMOTION		23,210	14,554	249,389	183,258	275,567	206,675	42,714
Event Center Promotion								
5,900.1	Event Center Marketing					-	-	-
5,900.2	Event Center Pro-Forma					100,000	75,000	(75,000)
5,900.3	Event Center (5-year commitment)					-	-	-
TOTAL EVENT CENTER PROMOTION						100,000	75,000	(75,000)
Subtotal unrestricted expenses		213,573	107,989	1,107,537	1,058,065	1,724,478	1,293,359	(185,822)
Net unrestricted income after expenses		(108,524)	(19,553)	69,637	97,876	87,000	65,250	4,387
ARTS & TOURISM GRANTS PROGRAM								
	Restricted A & T Grant Income	22,091	21,028	198,819	189,252	265,090	198,818	1.50
5800	Restricted A & T Grants Expense	6,500	-	229,584	252,333	265,090	198,818	30,767
Net restricted income after expenses		15,591	21,028	(30,765)	(63,081)	265,090	198,818	30,767
	TOTAL EXPENDITURES	220,073	107,989	1,337,121	1,310,398	1,989,568	1,492,176	(155,055)
	Total Earmarked for Reserves (Year 1 Payback)					87,000	65,250	(65,250)
						2,076,568	1,557,426	(220,305)
	TOTAL OPERATIONAL BUDGET RECEIPTS OVER EXPENSES	(92,933)	1,475	38,872	34,795	0	0	38,872

Applicant	Project	Grant Recc	EBI Recc up to.. *
Friends of John Coltrane	8th Annual John Coltrane International Jazz & Blues Festival	$65,000	
Hayden-Harman Foundation (On behalf of the Washington Street Business Association)	8th Annual Washington Street Unity Festival	$2,000	
Piedmont Soccer Alliance	Phillips Park Soccer Complex Plan to attract additional events	$20,000	
High Point Showroom Association dba High Point Design Center	Design Access, Designer Appreciation, and Unity in Design	$12,000	
Hayden-Harman Foundation (On behalf of 512 Collective)	Washington Street Mural Project	$6,000	
High Point Rowing	2017 High Point Autumn Rowing Festival	$3,500	3,000.00
Big Brothers Big Sisters of the Central Piedmont	Spider Digital Tennis Classic	$1,500	1,500.00
High Point Preservation Society	Introductory Film of The Art & Architecture of Oakwood Cemetary	$750	
High Point Area Arts Council	2017 Capital Campaign for Centennial Station Arts Center	$22,000	
High Point Area Arts Council	2017 Marketing Support for Arts & Entertainment Events	$15,000	
High Point Community Theatre Inc	Can You Hear Me Now?	$2,000	
Uptowne High Point	7th Annual Uptowne Holiday Stroll	$6,500	
Theatre Art Galleries	"The Bicycle: Art Meets Form"	$2,000	
Theatre Art Galleries	Audience Awareness Campaign	$3,000	
Theatre Art Galleries	Public Art Continuum	$6,000	
High Point Theatre	Passport to Entertainment/Marketing	$5,000	
High Point Community Concert Association	Marketing	$1,500	
Piedmont Triad Film Commission	Reel Scout database hosting fees and funding for at least one marketing trip to Los Angeles	$12,000	
Southwest Renewal Foundation of High Point,Inc	Selfie Stations	$3,500	
Forward High Point Foundation	Downtown Stadium District Additional Market Analysis	$40,834	
*High Point Cycling Classic (see footnote)	2017 High Point Cycling Classic	$26,250	5,000.00

Applicant	Project	Grant Recc	EBI Recc up to.. *
Southside Neighborhood Association	Southside Reunion and Unity Festival 2017	$0	5,000.00
Southside Neighborhood Association	Southside Reunion and Unity Festival 2018	$0	5,000.00
Southwest Renewal Foundation of High Point,Inc	High Point Heritage Trail	$2,000	
Southwest Renewal Foundation of High Point,Inc	3rd Annual Ebfest Music Festival and Makers Fair	$5,000	
Macedonia Family Resource Center	Neighborhood Pride Incentive Program	$4,500	
RJW Ministries (Williams Memorial CME)	Family Lives Matter Concert	$0	3,000.00
	TOTAL GRANT REQUESTS	**267,834**	**22,500**

EVENT BOOKING INCENTIVES
PROPOSED/DEFINITE
FY 17-18

GROUP	AMOUNT
High Point Golf Swingers - 40th Amateur Golf Tournament	$500
PSA - Furniture City Classic	$2,000
William Penn T.I.G.E.R.S Assn. - All Class Tailgate Reunion	$1,000
7th Annual John Coltrane Int'l. Jazz & Blues Festival	$1,000
High Point Cycling Classic	$2,000
Miss NC USA & Miss Teen USA Pageants	$10,000
ITA Showtime Market - Winter	$7,000
ITA Showtime Market - Summer	$7,000
National Senior Amateur Hall of Fame Tournament	$2,000
North State LEOA 66th Annual Training Conference	$3,000
North Carolina Amateur Sports - State Games	$7,500
TOTAL TO DATE	**$43,000**

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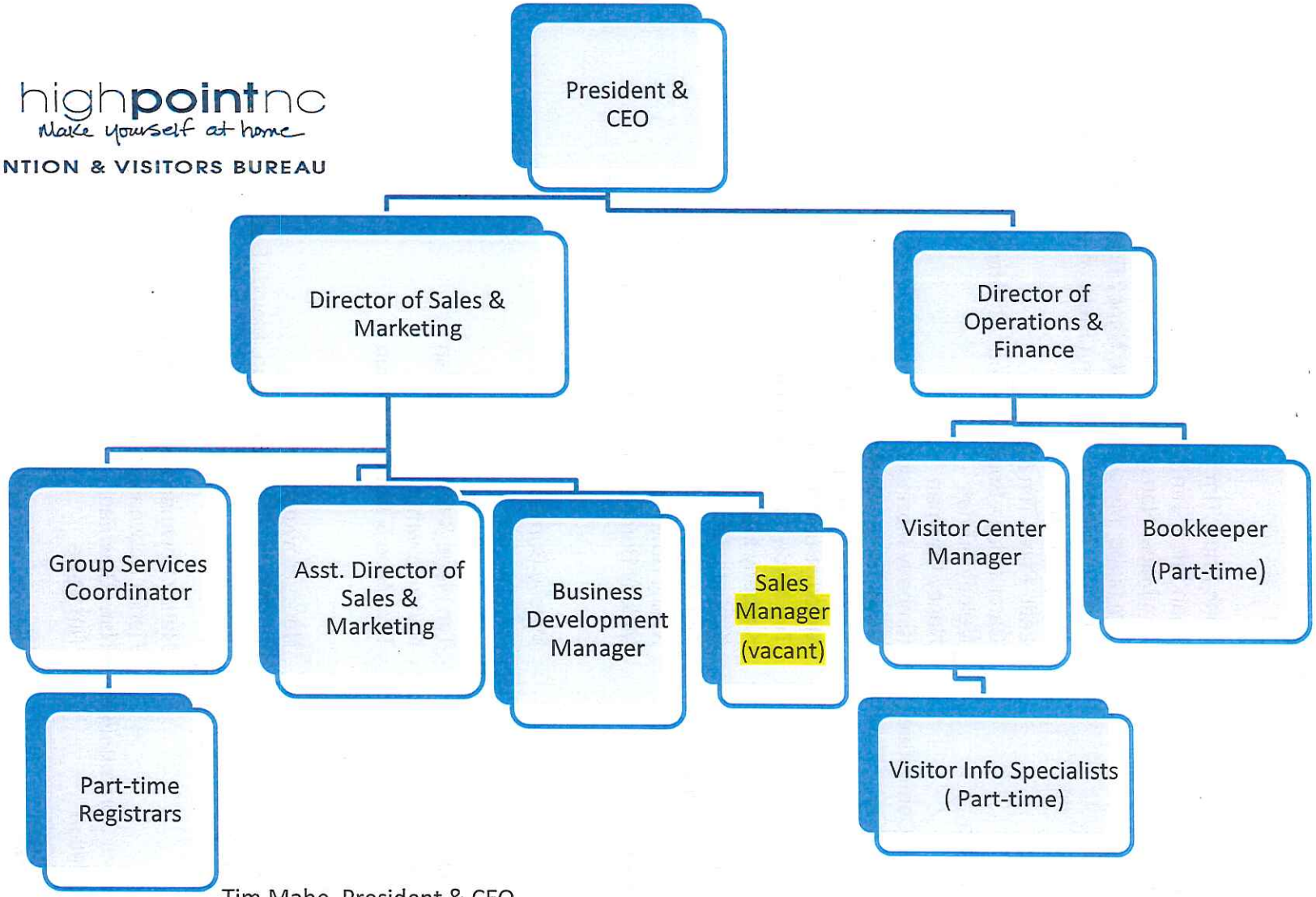

Tim Mabe, President & CEO
Nancy Bowman, Director of Sales & Marketing
Melody Burnett, Director of Operations & Finance
Christina Payne, Visitor Center Manager
Bill Kester, Business Development Manager
Kimberly Mozingo, Group Services Coordinator
Janet Siler, Asst. Director of Sales & Marketing
Marlene Hedrick, Bookkeeper/Visitor Information Specialist (PT)

Susan Childress, Visitor Information Specialist (PT)
Darlene East-Wagoner, Visitor Information Spec. (PT)
Paula Frances, Visitor Information Specialist (PT)
Shirley Anderson, Registrar (PT)

HPCVB INVOLVEMENT

Fiscal Year 2017-2018

CITY REPRESENTATION

Business High Point Inc.	Leah Price, Tim Mabe (substitute)
Economic Development Committee	Leah Price, Tim Mabe (substitute)
Rotary Club of High Point	Tim Mabe, Nancy Bowman, Bill Kester
Leadership High Point Alumni	Tim Mabe, Melody Burnett, Nancy Bowman, Kimberly Mozingo, Christina Payne & Janet Siler
Triad Women's Forum	Melody Burnett
High Point Market Authority	Leah Price, Tim Mabe
High Point Design Center	Carol Jollay - Board Member; Christina Payne
Uptowne High Point Committee	Melody Burnett
Open Door Ministries	Nancy Bowman
Oakwood Cemetary Historical Committee	Kimberly Mozingo
Forward High Point Board	Doyle Early - Chairman Emeritus
High Point Museum	Kimberly Mozingo - weekend volunteer
YWCA of High Point	Melody Burnett (President)
Southwest Renewal Foundation	Tim Mabe, Melody Burnett, Christina Payne, Kimberly Mozingo
High Point Preservation Society	Kimberly Mozingo
High Point University Board of Visitors	Tim Mabe
Forward High Point Marketing Committee	Nancy Bowman
High Point Cycling Classic Committee	Melody Burnett, Kimberly Mozingo

COUNTY REPRESENTATION

Guilford County Hotel Association	Melody Burnett

TRIAD REPRESENTATION

Piedmont Triad Film Commission	Tim Mabe & Nancy Bowman
Piedmont Triad Sports Clubs	Nancy Bowman
Piedmont Triad Host DMO Group	Tim Mabe & Nancy Bowman

STATE REPRESENTATION

Association Executives of North Carolina	Nancy Bowman
Governor's Conference - Tourism	Tim Mabe, Nancy Bowman, Melody Burnett
Governor's Roundtable Tourism Board	Tim Mabe
Meeting Professionals International - Carolinas Chapter	Nancy Bowman and Tim Mabe
NC Motorcoach Association	Nancy Bowman, Kimberly Mozingo
National Association of Sports Commissions	Nany Bowman
NC Tourism Industry Association	Tim Mabe

NATIONAL REPRESENTATION

IAVM - National & Regional	Tim Mabe
Destination Marketing Association Intl.	Melody Burnett

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Board of Directors

Board Member	Representing	Terms	Appointed By:
Leah Price **Chair** BB&T 620 N. main St., HP, NC 27260 Work: 336-889-1121 LPPrice@BBandT.com	**Voting** At-Large	12/15 – 11/19	County
Cliff Mann **Vice-Chair** High Point Country Club 800 Country Club HP, NC 27262 Work: 336-889-0818 Cell: 843-267-2085 CMann@hpcountryclub.com	**Voting** At-Large	12/14-11/18	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	1/15-12/18	County
Bruce Davis **Past Chair** KidAppeal 1010 Greensboro Rd., HP, NC 27260 Work: 336-887-3684; 336-688-2431 BruceDavis@Triadbiz.rr.com	**Voting** At Large	1/15 – 12/18	County
A. Doyle Early Jr. **Chairman Emeritus** Wyatt Early Harris Wheeler P.O. Drawer 2086; HP NC 27261 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 4/20/18

Board Member	Representing	Terms	Appointed By:
Scott Eckman International Market Centers 209 S. Main St. HP NC 27260 Work: 336-888-3737 Cell: 336-413-1825 SEckman@imcenters.com	**Voting** Tradeshow/Convention Ctr.	12/14-11/18	Chamber
Commissioner Carlvena Foster 818 Runyon Dr. HP, NC 27260 336-434-4000; 336-471-4091 Cfoster@co.guilford.nc.us	**Voting** County Commissioner	1/15-12/18	County
Carol Jollay Jollay Design Center 800 N. Main St. HP, NC 27262 Work: 336-885-3597; 336-861-2149 info@jollaydesign.com	**Voting** Chamber	12/14-11/18	Chamber
Councilman Victor Jones 2512 Burch Point HP, NC 27265 Phone: 336-899-7777 Victor.Jones@highpointnc.gov	**Voting** City Council	1/18-12/20*	City Council
Jenni Lynch 1615 Heathcliff Rd, High Point, NC 27262 Phone: 336-885-1327 Cell: 336-848-2364 Jennilynch58@gmail.com	**Voting** Arts & Tourism Attractions	4/18 - 11/18	Chamber
F. B. Nowlan President & CEO J & S Cafeterias 110 Westover Drive HP, NC 27265 Phone: 336-884-0404 FBN@jscafeteria.com	**Voting** Restaurants/Food Service Business	7/16 – FIT* 1/17 – 12/19*	Chamber
Joe Varipapa General Manager Red Lion Hotel High Point 135 S. Main St. HP, NC 27260 Work: 336-889-8888; Cell: 336-687-1190 Jvaripapa@innercirclehp.com	**Voting** Accommodations with more than 100 rooms	10/17 -12/19 FIT	County

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 4/20/18

Board Member	Representing	Terms	Appointed By:
Tom Conley High Point Market Authority 164 S. Main St., Suite 700, HP, NC 27260 336-869-1000 Tom@HighPointMarket.com	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
Lyndsey D. Derrow Chief Concierge 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
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
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
Darlene Leonard EDC Chairman 4035 Premier Dr. Ste 300, HP, NC 27265 Work: 336-821-1320 Cell: 336-339-7930 DLeonard@smithleonardcpas.com	Ex-Officio High Point EDC	Term began 1/18 in conjunction with HP EDC Chairmanship	HP EDC
Brian P. Gavigan Wyatt Early Harris Wheeler LLP P.O. Drawer 2086, HP, NC 27261 Phone: 336-819-6039 bgavigan@wehwlaw.com	Ex-Officio Advisory Chair	Term began 1/18 in conjunction with Chamber Chairmanship	HP Chamber
Lee Tillery High Point Parks and Recreation 136 Northpoint Ave., HP, NC 27262	Ex-officio High Point Parks and Recreation	Term began 12/14 in conjunction with HP Parks and	HP Parks and Rec.

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Updated 4/20/18

Work: 336-883-3473 Lee.tillery@highpointnc.gov		Recreation Role	

Board Member	Representing	Terms	Appointed by:
David Congdon Old Dominion Freight 500 Old Dominion Way; Thomasville, NC 27360 Phone: 336-822-5207 David.congdon@odfl.com	Ex-Officio Business HP Chamber of Commerce	Term began 12/17 in conjunction with Business High Point Chamber of Commerce	Business High Point Chamber of Commerce
Don Webb Wells Fargo Advisors 1725 N. Main St., HP, NC 27262 Phone: 336-878-7515 Don.webb@wellsfargoadvisors.com	Ex-Officio PTI Airport Board	Term began 12/14 in conjunction with PTIA Role	PTIA Board
Tim Mabe **President & CEO** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 TMabe@HighPoint.org	Ex-Officio HPCVB President & CEO	Term began 2/11 in conjunction with HPCVB role	HPCVB
Melody Burnett **Director of Operations & Finance** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 MBurnet@HighPoint.org	HPCVB Corporation Secretary	Term began 5/03 in conjunction with HPCVB role	HPCVB
Nancy Bowman **Director of Sales & Marketing High Point** CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 NBowman@HighPoint.org	HPCVB Marketing & Communications Mgr.	Term began 7/15 in conjunction with HPCVB role	HPCVB

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 4/20/18

ECONOMIC DEVELOPMENT AGREEMENT

This ECONOMIC DEVELOPMENT AGREEMENT ("Agreement"), effective as of _____ ____, 2018 ("Effective Date") between the City of High Point, North Carolina, a municipal corporation and a political subdivision of the State of North Carolina ("City"), and High Point Convention and Visitors Bureau, Inc., a 501(c)6 nonprofit corporation ("High Point CVB") (collectively, "Parties," each, a "Party").

W I T N E S S E T H :

WHEREAS, the City, acting by and through its City Council ("City Council") is authorized to make and execute contracts of the type hereinafter described pursuant to N.C. Gen. Stat. §§ 160A-11 and 160A-12 and 1989 N.C. S.L. 86-93 ("S.L. 1989-39"); and

WHEREAS, High Point CVB is authorized to enter into this Agreement, without restriction or condition, with the City pursuant to S.L. 1989-39 and High Point CVB's articles of incorporation and bylaws; and

WHEREAS, the City and High Point CVB entered into an Agreement for Provision of Convention and Visitors Bureau on July 1, 2017 ("Provision Agreement"), whereby High Point CVB agreed to provide Convention and Visitors Bureau Services for the City of High Point and to expend funds to promote, improve, construct, finance, or acquire facilities or attractions that enhance the development of tourism in High Point; and

WHEREAS, the City and High Point CVB desire to undertake an economic development project in the City of High Point, the purpose of which is to construct a multi-use stadium and entertainment venue as the anchor element of what is known as the Catalyst Project of the City of High Point. The intent of this Agreement is that High Point CVB agrees to support this economic development activity by committing to the City an amount of funds equal to $250,000.00 per year over the period of 20 years from the Public Finance Closing Date established in this Agreement; and

WHEREAS, the city has contracted with the High Point CVB pursuant to S.L. 1989-39 for convention and visitor bureau services for the City of High Point and the City acknowledges that such services have been provided in a first class manner for which the City is grateful. Further, the City and the CVB acknowledge that the CVB will contribute $250,000 per year for 20 years to assist the City in paying the debt incurred in the construction of the multi-use downtown stadium which the parties agree will promote tourism within the city of High Point and will further the missions of both organizations; and

WHEREAS, by City Council Ordinance # _____ ("Ordinance"), the City Council of High Point authorized and approved the execution and delivery of this Agreement.

NOW, THEREFORE, in consideration of the respective representations and agreements hereinafter contained, the City and High Point CVB agree as follows:

REPRESENTATIONS AND WARRANTIES

High Point CVB Warranties. The High Point CVB warrants: (a) it has the power to enter into this Agreement with the City pursuant to S.L. 1989-39, Sections 6(b) and its articles of incorporation and bylaws without restriction and that annual funding of the Agreement is not conditioned on any event other than those provided for in this Agreement; (b) that High Point CVB's execution and delivery of this Agreement and its compliance with the provisions hereof will not result in a default, not waived or cured, under any High Point CVB restriction or any agreement or instrument to which High Point CVB is now a party or by which it is bound.

The City of High Point Warranties. The City makes the following additional representations and warranties: The City is a body politic and a corporate and political subdivision of the State of North Carolina which acts through the City Council as its governing body and is authorized and empowered to enter into the transactions contemplated by this Agreement and to carry out its obligations hereunder.

TERMS AND CONDITIONS

Payments Due. Payments shall commence on the date of the closing of any public financing for the Stadium ("Public Finance Closing Date"), and the initial payment of $250,000.00 shall be due on the Public Finance Closing Date and continue on the same date of each year thereafter during the term of this Agreement.

Term. The term of this agreement shall be 20 years from the Public Finance Closing Date.

Contingent on Stadium Construction. This Agreement for participation by High Point CVB is contingent on the completion of construction of a multi-use stadium and entertainment venue ("Stadium") as the anchor project of the Catalyst Project by the City of High Point. If no Stadium is constructed in the Catalyst Project Area by the City of High Point, then High Point CVB shall have no further obligation to the City under this Agreement.

Financial Support for Economic Development Project. High Point CVB agrees to support this economic development activity by committing to the City of High Point an annual amount of funds equal to $250,000.00, for twenty (20) years, as long as the City continues to contract with and fully allocate all occupancy tax funds to the High Point Convention and Visitors Bureau.

Use of City Funds Restricted. The City of High Point commits that all funds received from High Point CVB under this Agreement will be used for the following: (1) repayment debt on the Stadium; and (2) any capital, maintenance, and repair necessary to support the Stadium and associated activities.

No Ownership or Interest Conveyed. Nothing in this Agreement is intended to result in ownership of real property or any other rights to Stadium property or use by High Point CVB by virtue of this Agreement. This Agreement will not result in High Point CVB having any right to control or legal interest in any future development or ownership of the Stadium, its real property, or any activities associated with its operation.

Limited Termination for Non-Allocation. Notwithstanding any other provision of the Agreement, High Point CVB shall not be obligated pursuant to the Payments Due provision of this Agreement in any financial year occurring during the Term of this Agreement in which the City fails to: (a) fully allocate all occupancy tax funds to High Point CVB pursuant to S.L. 1989-39, Section 6(b) for the purpose of this Agreement; or (b) contract with High Point CVB for the provision of High Point Convention and Visitors Bureau pursuant to S.L. 1989-39, Section 8(a). The City shall notify High Point CVB in writing of any such non-allocation at the earliest date possible. The termination of High Point CVB's obligations pursuant to this subsection shall not terminate the Agreement in its entirety.

Amendment. This Agreement may only be amended by mutual written agreement of the City and High Point CVB, ratified by the governing board of each Party.

Enforcement. The City is entitled to take whatever action at law or in equity, including those remedies under this Agreement that may be appropriate, that may appear necessary or desirable to enforce performance and observance of any obligation, agreement or covenant of the Company under this Agreement.

Non-waiver. No delay or omission to exercise any right or power accruing upon any continuing default hereunder shall impair any such right or power or is a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be herein expressly required and such notice required at law or equity which the Company is not competent to waive.

Binding Effect. This Agreement is binding, in accordance with its terms, upon and shall inure to the benefit of the City and High Point CVB, and their respective successors and assigns. In the event of the dissolution of the City or the consolidation of any part of the City with any other political subdivision or the transfer of any rights of the City to any other such political subdivision, all of the covenants, stipulations, promises and agreements of this Agreement

shall bind and inure to the benefit of the successors of the City from time to time and any entity, officer, board, commission, agency or instrumentality to whom or to which any power or duty of the City has been transferred.

Entire Agreement. This Agreement constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter.

Governing Law. This Agreement and all documents executed in connection herewith are construed in accordance with and governed by the laws of the State of North Carolina.

Headings. The headings of the articles and sections of this Agreement are inserted for convenience only and shall not be deemed to constitute a part of this Agreement.

Relationship of Parties. Nothing in this Agreement shall be construed as creating a joint venture, partnership, agency, employment relationship, franchise relationship or taxable entity between the Parties, nor shall either Party have the right, power or authority to create any obligations or duty, express or implied, on behalf of the other Party hereto, it being understood that the Parties are independent contractors vis-à-vis one another.

By signing below, High Point CVB and the City of High Point agree to all terms, covenants, and conditions contained in the Agreement. High Point CVB's Representative warrants that it is an authorized agent of High Point CVB with the power to enter High Point CVB into this Agreement.

IN WITNESS WHEREOF, the City, acting by and through the City Council, has caused this Agreement to be executed in its name and on its behalf effective as of the Effective Date.

CITY OF HIGH POINT, NORTH CAROLINA

_____
Jay Wagner
Mayor, City of High Point

(SEAL)

ATTEST:

_____
City of High Point, City Clerk

IN WITNESS WHEREOF, the Company, acting by and through its duly authorized officer, has caused this Agreement to be executed in its name and on its behalf, effective as of the Effective Date.

HIGH POINT CONVENTION AND VISITORS BUREAU, INC.

By:_____
Leah Price Chairwoman of High Point CVB

MEMORANDUM OF UNDERSTANDING

On September 6, 2017, Dr. Nido Qubein announced at High Point University that a private group (hereafter referred to as "High Point Downtown Advisory Board) had raised funds to enhance the downtown catalyst project, which would include an events center which would be owned by a named 501 C3 organization (hereafter referred to as "the Congdon Event Center"). It is the desire of the High Point Convention and Visitors Bureau (hereafter referred to as "HPCVB") to work with the Congdon Event Center board to financially and operationally support the Congdon Event Center as it is critical to the success of their mission.

Therefore, this MEMORANDUM OF UNDERSTANDING ("MOU") sets forth the principal terms of the proposed partnership between the **HPCVB** and the **CONGDON EVENT CENTER** to financially support, and now enter into this **MEMORANDUM OF UNDERSTANDING ("MOU")** with the **CONGDON EVENT CENTER** for **HPCVB** to sell, market, book events, and run the day to day operations of the Congdon Event Center and events of the proposed **CONGDON EVENT CENTER** and ensure its long-term success as a top-quality public assembly venue.

A. Location of the Congdon Event Center

The City of High Point has purchased and is in the process of purchasing land on the City block in downtown High Point located between Elm Street, Lindsay Street, English Street, and Gatewood Avenue which will be the area of the location of the proposed Congdon Event Center.

B. High Point Convention and Visitors Bureau (HPCVB)

1. Established by state legislation in 1984, the HPCVB is an independent 501(c) 6 nonprofit organization whose mission is to promote and encourage economic development in High Point through travel and tourism. HPCVB is the sales and marketing arm for High Point. HPCVB works closely with meeting planners and groups to bring events to High Point and to enhance their experience here, providing white glove assistance with event planning tasks including registration, transportation, and event coordination among various venues. These services ensure that every group event will be successful down to the last detail because we want each visitor to make themselves at home. HPCVB also operates The Regional Visitors Center located at 1634 N. Main St., Suite 102, High Point, N.C.

C. Operations of the Congdon Event Center - General Scope

1. HPCVB will use its vast expertise in marketing, selling, operating, and running the day to day operations of the proposed Congdon Event Center and will enter into a management agreement to provide said services to the Congdon Event Center board.

2. HPCVB will provide consulting and pre-opening services during the opening period, and promote, operate, and manage the Congdon Event Center with guidance from the High Point Downtown Executive Board

3. HPCVB in collaboration with the Congdon Event Center Board will manage the Congdon Event Center's operations, including but not limited to sales, marketing, event booking, facility scheduling,

(34)

event coordination, and all other day to day operations. The Congdon Event Center shall be operated in accordance with the highest quality standards, including management of the operations, and advising and assisting the Congdon Event Center board in the development of operational policies and procedures, selection of vendors including security, caterers, maintenance and repairs, with the goal of providing a top-quality experience and source of pride for all attendees and our community.

4. The president and CEO of HPCVB will serve as managing director of the Congdon Event Center in addition to their duties at HPCVB during the term of the management agreement.

5. HPCVB and THE CONGDON EVENT CENTER board acknowledge that the common objectives of all parties include the operation, management, and promotion of the Congdon Event Center in a first-class manner consistent with the policies and practices of comparable facilities and to use the Congdon Event Center as an effective tool for;

   a) the attraction to High Point for conventions, trade shows, consumer shows, exhibitions, conventions, meetings, conferences, performances, and other suitable events so as to substantially increase the number of visitors year-round.

   b) the integration of the Congdon Event Center operations with the other elements of the catalyst project to create a revitalized core providing a desirable urban destination for visitors which encourages them to stay, shop, dine and otherwise enjoy High Point's newly created and existing urban amenities, including in the evening and on weekends.

   c) the stimulation of the local economy and the creation of new jobs and job opportunities; and the operation of the Congdon Event Center on a fiscally responsible basis and to assure the longevity and long- term success of the venue

D. Policies and Procedures

1. HPCVB shall develop and recommend to the Congdon Event Center board for its approval policies and procedures, addressing the following operating areas:

   a) Scheduling and booking procedures, policies, and rental rate

   b) Conforming and non-conforming events

   c) Event and building security, admissions and security control

   d) Change-over of the various spaces;

   e) Crowd management

   f) Special needs such as: first aid, services for disabled, and customer assistance;

   g) janitorial maintenance including pest control and waste removal, preventive maintenance for all building hvac, mechanical and electrical building systems and all equipment;

h) Use of outside contractors for catering, electrical, decoration, security, casual labor and other purposes as recommended by HPCVB;

i) Other operational matters customarily addressed in operating policies and procedures at comparable facilities or otherwise reasonably required by owner. All such policies and procedures shall conform to the industry

2. HPCVB with guidance of the Congdon Event Center board shall develop the following for approval of the Congdon Event Center board prior to the opening of the Congdon Event Center

a) A comprehensive business operations plan

b) A lease agreement for users of the facility

c) A booking policy and facility use guidelines for lessees

d) Catering policies and procedures

e) Other policies and procedures as needed

E. Standard of Performance.

1. HPCVB shall perform its obligations hereunder in a prompt, diligent and professional manner consistent with best practices of the highest industry standards and in compliance with applicable laws.

2. HPCVB, in implementing the Booking Policy, for the venue as approved by the Congdon Event Center board, will schedule not only those events that generate substantial direct revenue to the venue, but also those events that produce less direct revenue but generate substantial direct and indirect economic benefits to High Point and the region, including particularly events that increase hotel occupancy.

F. Governance of the Congdon Event Center

1. A non-governmental, nonprofit entity "the "Congdon Event Center board") through its Board of Directors, will have overall responsibility for overseeing the success of the Congdon Event Center. HPCVB will enter into a management contract with this entity.

2. The specific responsibilities of the Congdon Event Center board should include follows:

a. To work with HPCVB to set guidelines for hosting community-based programming and activities at the Congdon Event Center that are consistent with the City Council's existing commitment to support such programming and activities at the Congdon Event Center;

b. To review the annual budget for the Congdon Event Center as presented by HPCVB for approval.

c. To review the annual operations of the Congdon Event Center including budget achievement, maintenance of the facility, capital improvements, balance of event programming, promotional activities, adherence to goals, guidelines and procedures. Such review shall result in an annual report to the Congdon Event Center board by HPCVB, and may include recommendations for improvements, revisions or changes if aplicable;

d. To work with HPCVB to set goals for and implement fundraising events and campaigns for the Congdon Event Center, if needed for specific programming, programming enhancement, special events, extraordinary maintenance or renovation needs or additions to the Congdon Event Center facility;

e. To work with HPCVB to set goals for the Congdon Event Center to create educational and workforce development opportunities for students in our community.

G. Financial Commitment of support from HPCVB

1. HPCVB will commit $1 million over a ten-year period at no less than $100,000 per year to the Congdon Event Center or their designee. These funds shall be used for activities and programs promoting and encouraging travel and tourism including, but not limited to, market analysis, marketing and public relations as well as the purchase maintenance and replacement of furniture, furnishings and equipment as needed to attract and accommodate conventions and other events. The first payment will be remitted no later than December 31, in the year in which the Congdon Event Center is opened and then on an annual basis thereafter by the end of each calendar year until the commitment is completed.

H. Cost of management to HPCVB

1. HPCVB will not charge any management fee and will manage and operate the Congdon Event Center at no cost to the CONGDON EVENT CENTER.

2. It is both the common desire and priority of HPCVB and the Congdon Event Center board for the Congdon Event Center to be both successful as well as sustaining. Therefore, all revenue generated by the Congdon Event Center activities or events held in excess of budgeted or otherwise approved expenses by the Congdon Event Center board as incurred by HPCVB in operating the Congdon Event Center for sales, marketing, event booking, facility scheduling, event coordination and all other day to day operations including set-ups for events and standard cleaning will be split equally at the end of each fiscal year between HPCVB and the Congdon Event Center board. HPCVB will use any share of said excess only for the exclusive use of increasing sales and marketing efforts for the Congdon Events Center Board. The expenses and budget in operating the Congdon Event Center as mentioned herein must be approved by the High Point Downtown Advisory board.

I. Term

1. The term of the management agreement will be due upon the completion of the project and shall extend for ten years and coincide with the term of the Financial Commitment payment schedule as referred to in Item G.

J. Formal Management Agreement

1. Parties shall enter into a more inclusive and formal agreement at a later date with the Congdon Event Center.

K. **Obligations of the Congdon Event Center Board**

1. Except as herein otherwise set forth, throughout the term of this MOU, the Congdon Event Center board or the owner of the venue shall be financially responsible and shall pay, keep, observe and perform all payments, terms, covenants, conditions and obligations under any bonds, debentures or other security agreements or contracts relating to the Managed Facilities included non-warranty repairs, insurance, facility maintenance except that which is identified as the responsibility of HPCVB and other costs to which an Owner may be typically bound.

2. Insurance. Owner and Manager shall be responsible for obtaining and administering insurance in connection with the Congdon Event Center as follows:

   i. General Liability - Owner (the Congdon Event Center board). Owner shall maintain at its sole expense a general liability policy which insures Owner, with a combined single limit of to be determined at a later date by Owner (TBD) per occurrence and a general annual aggregate limit of (TBA). All such insurance shall be on an occurrence basis.

   ii. General Liability - Manager (HPCVB). Manager shall procure and maintain, at its own expense, a general liability policy (including contractual and Errors and Omissions liability insurance) which insures Manager as the named insured and where the Owner is listed as an additional insured, with a combined single limit of up to $10,000,000 per occurrence and a general annual aggregate limit of $10,000,000. All such insurance shall be on an occurrence basis.

   iii. Workers Compensation. Manager shall procure and maintain all workers compensation insurance required under applicable North Carolina state law. Cost will be reimbursed to the Manager out of the Operating Account as part of Reimbursed Expenses as referred in Section(2).

   iv. Property Insurance. Owner shall procure and maintain fire and extended coverage casualty insurance, and (if appropriate) flood insurance, regarding the Facility in amounts and with companies acceptable to Owner in its sole discretion.

   v. Lease Agreement. Manager shall create a lease agreement approved for use by Owner that requires users to provide proof of general liability insurance of a minimum to be determined at a later date to mutually agreed by Owner and Manager as additional insured.

vi. Contractors and Vendors. Manager shall require all contractors and vendors including caterers to provide general liability insurance of a minimum of to be determined at a later date to be mutually agreed by Owner and Manager naming both Owner and Manager as additional insured. Caterers and other contractors shall also provide proof of workers compensation.

L. Miscellaneous

1. The parties understand and agree that this MOU is a discussion outline and are subject to further discussion or revision. All parties agree to enter into a formal and more detailed management agreement prior to the opening of the Congdon Event Center.

AGREED, this the _____ day of _____ 2018.

For: **Congdon Event Center Board**

_____

By: Bruce Davis, Chairman

For: **High Point Convention and Visitors Board**

_____

By: Leah Price, Chairperson

CITY OF HIGH POINT
AGENDA ITEM

Title: Public Hearing for Transit Operating and Capital Grant Application

From: Mark McDonald, P.E. – Transportation Director
Angela Wynes – Transit Manager

Meeting Date: June 18, 2018

Public Hearing: June 18, 2018

Advertising Date /
Advertised By: May 20, 2018
Transit Division

Attachments: Attachment A: Public Hearing Notice
Attachment B: Section 5303 Planning Grant Resolution

PURPOSE:
To hold a public hearing for the purpose of considering projects for which capital, operating, and planning assistance under Section 5307 and Section 5303 of the Federal Transit Act of 1964, as amended, is being sought.

BACKGROUND:
The Department of Transportation is in the process of preparing the FY2019 FTA Section 5307 operating, capital and planning grant application for High Point Transit. In order to comply with federal and state guidelines a public hearing must be held allowing the opportunity for citizens to comment on the projects in the grant application. The filing of the grant application with FTA and NCDOT also be must authorized by City Council.

BUDGET IMPACT:
This public hearing allows the City to apply for federal and state funds which make up approximately 56% of the transit system's FY2018-2019 budget.

RECOMMENDATION / ACTION REQUESTED:

June 18, 2018 – Public hearing is held, and Council authorizes filing of grant applications to FTA and NCDOT and passes authorizing resolution to enter into agreements with NCDOT.

City of High Point
North Carolina

Department of Transportation

Public Transportation Division

Public Notice

RE: High Point Transit
FY2019 Capital and Operating Grant Applications

Notice is hereby given that public hearings will be held by the Council of the City of High Point, North Carolina, in the Council Chambers, third floor, High Point Municipal Building at 5:30 p.m., on Monday, June 18, 2018 for the purpose of 1) considering projects for which capital and operating assistance under Section 5307 and Section 5303 of the Federal Transit Act of 1964, as amended, is being sought.

The projects are proposed as follows:

Project	Federal Share	State Share	City Share	Other	Total
Operating Assistance					
City of High Point	$1,691,112	$452,105	$820,088	$1,005,150	$3,968,455
Routine Capital Items:					
Preventive Maintenance	244,424		61,106		305,530
Office Equipment	2,000		500		2,500
Section 5303 Planning	44,000	5,500	5,500		55,000
TOTAL	$1,981,536	$457,605	$887,194	$1,005,150	$4,331,485

At the public hearing the Council of the City of High Point will afford the opportunity for interested parties or agencies to be heard with respect to social, environmental, and economic aspects of the projects. Interested parties may submit orally or in writing evidence and recommendations to said projects. After comments are received projects in the grant applications may be added or deleted from the grant application.

Copies of the grant applications, including the detailed Program of Projects and the Transportation Improvement Plan for the area will be available for public inspection at the Transit Operations Center, 716 West Martin Luther King Jr Drive, High Point, NC 27262. The proposed program of projects will become the final program of projects unless modified and a final notice is published.

The meeting facilities of the City of High Point are accessible to people with disabilities. If you need special accommodations, call 883-3298 or 711 Relay.

Jay Wagner, Mayor
Lisa Vierling, City Clerk

716 West Martin Luther King Jr Drive · High Point, North Carolina 27262
Phone (336) 883-3424 · 711 Relay · Fax (336) 883-3425
www.hptransit.org

RESOLUTION
AUTHORIZING **CITY OF HIGH POINT**
TO ENTER INTO AN AGREEMENT WITH
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

A motion was made by _____ and seconded by _____ for adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, the **City of High Point** has requested the North Carolina Department of Transportation to assist in the funding of transit planning tasks; and

WHEREAS, the **City of High Point** will provide **10%** of the cost of the above described project;

NOW THEREFORE, BE IT RESOLVED that the **City Manager** is hereby authorized to enter into a contract with the Department of Transportation and execute all agreements and contracts with the North Carolina Department of Transportation, Public Transportation Division.

.....

I, **Lisa Vierling, City Clerk** do hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the **City of High Point** duly held on the _____ day of **June,** 20**18.**

_____
Signature of Certifying Official

AFFP

Transit Notice

Affidavit of Publication

STATE OF NORTH CAROLINA } SS
COUNTY OF GUILFORD }

Lisa Robertson, being duly sworn, says:

That she is the billing clerk of the The High Point Enterprise, a daily newspaper of general circulation, printed and published in High Point, Guilford County, North Carolina; that the publication, a copy of which is attached hereto, was published in the said newspaper on

May 20, 2018

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Lisa Robertson

the billing clerk

Subscribed to and sworn to me this 20th day of May 2018.

Barbara M Daniels

Barbara Daniels, Notary, Guilford County, North Carolina

My commission expires: February 01, 2022

30145612 30816291

CITY OF HP CITY MANAGER
PO BOX 230
HIGH POINT, NC 27261

BARBARA M DANIELS NOTARY PUBLIC MY COMMISSION EXPIRES 2-1-22 GUILFORD COUNTY, NC

PUBLIC NOTICE

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Jay Wagner, Mayor
Lisa Vierling, City Clerk

May 20, 2018

HIGH POINT CITY COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS – HIGH POINT MUNICIPAL BUILDING
June 4, 2018 – 5:30 P.M.

ROLL CALL, PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mayor Wagner called the meeting to order at 5:30 p.m.

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

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

Mayor Wagner called for a Moment of Silence. The Pledge of Allegiance followed.

RECOGNITIONS AND PRESENTATIONS

2018-180 **Proclamation - Homeownership Month**

Steve Key, Chair of the High Point Housing Coalition, will be in attendance to accept a Proclamation from Mayor Wagner proclaiming the month of June 2018 as "Homeownership Month" in the City of High Point.

Mayor Wagner read a Proclamation into the record declaring the month of June 2018 as "Homeownership Month" in High Point and presented the proclamation to Steve Key, Chairman of the High Point Housing Coalition.

Following receipt of the proclamation from the Mayor, Mr. Key recognized members of the High Point Housing Coalition who were present in the audience. He then asked Sofia Crisp with the Housing Consultants Group to come forward and share a story of how this is working in the city. Ms. Crisp read a success story as written by homeowner Clark Boyd, who became a homeowner on June 24, 2014 by taking advantage of the homeownership program, as well as the down payment assistance program from the city.

[applause, photo op followed]

2018-181 **Recognition of Honors Program Recipients**

The Human Resources Department will present the certificates to the City of High Point Employees who are recipients of the HONORS Program awards.

City Manager Greg Demko recognized the following employees, who are recipients of the HONORS Program awards.

DRAFT

Working Together (Certificate of Merit, Honors pin)

- *Julie Raynor - Library*
- *Joyce Cox - High Point Transit*
- *Joseph Slade - Fire Department*
- *Library Staff (Mary Sizemore/Lorrie Russell/Shelly Witcher/Kim Coleman/Josephine Williamson/Becky Palmer/Michael Prudente/Elaine (Laura) Ollis*
- *Jefferson Price - Public Services (Landfill)*
- *Tyler Berrier - Public Services*
- *Laura McCoy - Public Services (Environmental Services)*
- *Ronny Bugg - Public Services (Environmental Services)*
- *Chip Vanderzee - Public Services (Environmental Services)*
- *Melanie Bruton - Public Services (MRF)*
- *Annette Smith - Customer Service*

Extra Mile (Certificate of Merit; $50 cash award; Honors pin)

- *Mary Sizemore - Library*
- *Eric Skeen/William Boland/Brandon Surmons/Adam Green/Jeremy Barnes/Rick George/Larry Brunson/- Fire Department*
- *Ron Taylor/Tim Dees/Kelsie Burgess/Robert Baker/Anita Simpson/Laura McCoy - Public Services*
- *Joshua Avalos -Parks & Recreation*
- *Stephanie Hedgecock - Parks & Recreation*
- *Jamie Coleman - Public Services (Environmental Services)*
- *Antoine Curtis - Public Services (Municipal Recovery Facility)*

Above & Beyond (Certificate of Merit; Name engraved on permanent plaque; $100 cash award; Honors pin)

- *Adrian Little -Parks &Recreation*
- *Tyler Hilton- 911 Telecommunications*
- *Lamar Lee & Vicky Fields - Parks & Recreation*

STRATEGIC PLAN UPDATE

2018-182 **Council will receive an update on the Strategic Plan from Council**

Council Member Jeff Golden, Chair of the Community Housing, Neighborhood Development and Public Safety Committee and Council Member Jason Ewing, Chair of the Prosperity & Livability Committee.

Code Enforcement/Blight

Community Housing, Neighborhood Development & Public Safety Committee Chair Council Member Golden provided an update on some numbers as they relate to the Code Enforcement efforts regarding blight in the city. He then shared numbers for the May 2018 activities as follows:

- ✓ *26 New Minimum Housing Complaints*
- ✓ *278 Active Minimum Housing Cases*
- ✓ *286 New Public Nuisance Complaints*
- ✓ *329 Active Public Nuisance cases*
- ✓ *70 Signs collected*

Lori Loosemore, Local Codes Enforcement Supervisor, added that two candidates have been selected to fill the vacant Local Codes Enforcement Officer (LCE) positions. The two new officers will begin work on June 11th. she then shared some photographs of some on-going Code Enforcement activities for the month of May 2018.

Connect HP

Prosperity & Livability Chairman Jason Ewing reported that Connect HP has met a few times and they now have a new Chairman, Taz Ameen. He reported on the "Meet & Greet" event with the Master Developer for the Catalyst Project, that was recently held at the High Point Theatre. He noted that Master Developer Tim Elliot was not able to attend, but City Manager Greg Demko and Ray Gibbs, Executive Director, Forward High Point did the presentation. He then turned the floor over to City Manager Demko for an overview of the event.

Mr. Demko advised that a PowerPoint was presented with a narrative of the development planned around the stadium and they also shared a model of the downtwon development, which picqued a lot of interest. He felt the walkability of N. Elm Street and Church Street would be a real positive move.

Mayor Pro Tem Williams asked about the possibility of a presentation to the City Council by the new chairman, Taz Ameen of Connect HP. Council Member Ewing agreed to set it up.

PUBLIC COMMENT PERIOD

2018-183 Public Comment Period

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

- Persons who have signed the register to speak shall be taken in the order in which they are listed. Others who wish to speak and have not signed in will be taken after those who have registered.
- Persons addressing City Council are asked to limit their comments to 3 minutes.
- Citizens will be asked to come to the podium, state their name and address and the subject(s) on which they will comment.
- If a large number of people are present to register concerns about the same subject, it is suggested that they might be acknowledged as a unified group while a designated speaker covers the various points. This helps to avoid repetition while giving an opportunity for people present with the same concerns to be recognized.

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

Jason Oliver Nixon*, a resident at 1121 North Rotary Drive, addressed Council regarding the on-going speeding issues on North Rotary Drive. He advised that they have started a group, Slow Down North Rotar,y in an effort to help combat the speeding problem. He submitted a petition that contained 36 names of residents who live on North Rotary or whose property abuts North Rotary and they expect additional names will be added. [The petition will be attached in Legistar as a permanent part of these proceedings].*

Mr. Nixon implored Council to take some action to remedy the situation and encouraged them to create a walkable, safe neighborhood for the residents that are already in High Point and for those who would be moving to High Point as the city continues to evolve.

Joe Guzman, *who resides at 118 Bridlewood Avenue in High Point, questioned the sewer fees that the city charges for filling up pools. He advised in the past, he had received a sewer waiver for filling up his pool, but that was not the case recently. Council Member Jones noted in the past that the city offered discounted sewage rates for topping off or adding water to pools and suggested that Mr. Guzman may want to look into that. Mayor Wagner recommended Mr. Guzman get with Deputy City Manager Randy McCaslin to discuss his concerns further.*

Louis Thibodeaux*, a resident at 1242 Kensington Drive in High Point, mentioned the recent "Meet & Greet" with the Master Developer for the downtown Catalyst Project that was held at the High Point Theatre. He asked about the possibility of putting the model that was displayed showing the buildings/development for the project at the Library so other citizens can see it. Assistant City Manager Randy Hemann advised that plans are already underway to display it at the Library.*

There being no one else to speak, the Mayor closed the Public Comment Period.

CLOSED SESSION- ATTORNEY-CLIENT PRIVILEGE

At this time, Council Member Ewing moved to suspend the rules so Council could go into a Closed session. Council Member Jones made a second to the motion. The motion carried by a 9-0 unanimous vote.

Council Member Ewing moved to enter into Closed Session at 6:00 p.m. pursuant to N.C. General Statute 143-318.11(a)(3) for attorney-client privilege. Council Member Jones made a second, which carried by a 9-0 unanimous vote.

Council reconvened into Open Session at 6:15 p.m. and took action on the following matter [2018-195].

2018-195 **Findings of Fact and Conclusions of Law-1520 Skeet Club Road**

Consideration of adoption of the Findings of Fact and Conclusions of Law in reference to the denial of Special Use Permit 18-01 as requested by Verizon Communication, Inc. to permit a major Wireless Telecommunication Facility on an 8.7-acre site lying along the south side of Skeet Club Road, approximately 800 feet east of Braddock Road (1520 Skeet Club Road).

Note: This matter was discussed during a Closed Session called pursuant to North Carolina General Statute for Attorney-Client privilege.

Council Member Ewing moved to suspend the rules so this matter could be added to the Agenda for consideration. Mayor Pro Tem Williams made a second to the motion, which carried unanimously.

Council Member Ewing then moved adoption of the Findings of Fact and Conclusions of Law in reference to the denial of Special Use Permit 18-01 as requested by Verizon

Communication, Inc. to permit a major Wireless Telecommunication Facility on an 8.7-acre site lying along the south side of Skeet Club Road, approximately 800 feet east of Braddock Road (1520 Skeet Club Road). Council Member Golden made a second to the motion, which carried by a 9-0 unanimous vote.

REGULAR AGENDA ITEMS

FINANCE COMMITTEE - *Council Member Moore, Chair*
Committee Members Moore, Hudson, Ewing, and Jones

2018-184 Budget Ordinance Amendment - High Point Transit Upgrades

City Council is requested to adopt an Ordinance amending the 2017-2018 Budget Ordinance to appropriate funds in the amount of $42,018 for upgrades at the High Point Transit facility.

Adopted Ordinance amending the FY 2017-2018 Budget Ordinance to appropriate funds in the amount of $42,018 for upgrades at the High Point Transit facility.

A motion was made by Council Member Ewing, seconded by Council Member Golden, that this matter be adopted. The motion carried by the following vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

Ordinance No. 7418
Ordinance Book, Volume XX, Page 47
Introduced: June 4, 2018 Adopted: June 4, 2018

2018-185 Agreement - Cooper Consulting Company - Rewrite of Sign Regulations

City Council is requested to approve a professional services agreement with Cooper Consulting Company to rewrite the sign regulations in the amount of $98,645.00.

Heidi Galanti with the Planning & Development Department explained that the sign regulations were not a part of the Development Ordinance rewrite because it tends to be a lengthy and more complex project. Staff is now ready to move forward with the update to the sign regulations, which have not been updated since 1992 and is recommending approval of the professional services contract with Cooper Consulting Company to rewrite the sign regulations in the amount of $98,645.00.

Approved the professional services agreement with Cooper Consulting Company in the amount of $98,645.00 to rewrite the sign regulations.

A motion was made by Council Member Ewing, seconded by Council Member Golden, that this agreement be approved. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

2018-186 **City of High Point 2018-2019 Budget Ordinance and Related Documents**

City Council is requested to adopt the FY 2018-2019 Budget Ordinance for the City of High Point and associated fee schedules.

Eric Olmedo, Budget & Administrative Director, explained this is a culmination of eight months of work and meetings that will be held. He thanked staff and Council for their assistance in the process. He introduced Laura Altizer and Roslyn McNeill with the Budget Office who were instrumental in putting the budget together. Also included as part of the budget is the Comprehensive Fee Schedule which incorporates the proposed changes that have been discussed in regards to development fees and water/sewer fees. Although the FY 2018-2019 Budget will be effective July 1, the proposed changes to the development fees and water/sewer fees will go into effect on October 1, 2018.

Mr. Olmedo shared the good news that an additional $78,452 was received for the 911 grant funds, which has also been incorporated into the FY 2018-2019 Budget Ordinance.

Council Member Ewing inquired about the High Point Convention & Visitors Bureau's budget. Mr. Olmedo replied that the CVB budget is scheduled for approval on June 18th.

Adopted the FY 2018-2019 Budget Ordinance, related documents, and associated fee schedules.

A motion was made by Council Member Ewing, seconded by Mayor Pro Tem Williams, to adopt the FY 2018-2019 Budget Ordinance, Related Documents, and associated fee schedules. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

Ordinance No. 7419
Ordinance Book, Volume XX, Page 48
Introduced 5-21-18 Adopted 6-4-18

PENDING ITEMS

2018-169 **Amendment to License Agreement - Cingular Wireless PSC, LLC (AT&T)**

City Council is requested to approve an Amendment to the License Agreement with Cingular Wireless PCS, LLC (AT&T) which allows the location of communication equipment at the City's Ward Water Plant; and authorize the City Manager to execute the agreement.

Note: This matter was initially heard by the City Council at the May 21, 2018 Meeting and action was taken at that time to refer the matter to the Finance Committee for further discussion.

2018-100 **<u>High Point Area Arts Council Assistance Agreement</u>**

City Council is requested to approve an Agreement providing assistance from the City of High Point of up to $181,324.00 over the next two fiscal years for the satisfaction of a $362,648 mortgage associated with the High Point Area Arts Council purchase of property located at 121 S. Centennial Street.

Note: This matter was initially heard by Council on April 2, 2018, at which time it was tabled and sent to the Finance Committee for further discussion. It was discussed by the Finance Committee on May 3, 2018 and forwarded back to the City Council with no recommendation. It was again discussed at the May 7, 2018 City Council Meeting. At the May 7, 2018 meeting, a series of motions were made including denial of the Arts Council Agreement, which did not pass. The prevailing motion was to refer it to the Prosperity & Livability Committee for further discussion. The matter was again discussed by the Prosperity & Livability Committee on May 9, 2018 and after another lengthy discussion, no recommendation was made. However, the Committee agreed to discuss it further at their June 6th meeting. The Prosperity & Livability Committee met and discussed this request again at their June 6, 2018 meeting. At this meeting, a motion was made to approve a matching grant up to $90,000 for next year; however, the motion resulted in a 2-2 tie vote of the Committee. Due to scheduling conflicts with the Committee, it was agreed that this matter would be placed on the August 6, 2018 High Point City Council Agenda.

<u>COMMUNITY HOUSING, NEIGHBORHOOD DEVELOPMENT AND PUBLIC SAFETY COMMITTEE</u> - *Council Member Golden, Chair*
Committee Members Golden, Peters, Scarborough, and Williams

2018-187 **<u>Public Hearing - Community Development and Housing Department 2018-2019 Annual Action Plan</u>**

Monday, June 4, 2018, is the date and time set for a public hearing on the approval of the Community Development and Housing Department 2018-2019 Annual Action Plan. The plan was approved by the Citizens Advisory Council at their meeting on Thursday, May 24, 2018 and has been available for public review for 30 days.

Mike McNair, Director of Community Development & Housing, provided a summary and overview of the 2018-2019 Annual Action Plan outlining the activities that will be undertaken. He explained that staff had originally planned to bring the Annual Action Plan to Council the first meeting in May, but because of the late passage of the Omnibus package, they decided it would be better to await receipt of the final numbers.

The 2018-2019 Action Plan continues on-going activities such as Operation Inasmuch and also includes continuation of core city redevelopment activities. As far as funding sources, the budget is comprised of about $3.87 million with most of those being federal dollars. Mr. McNair pointed out much of the income for the HOME program comes from the sale of houses. It continues a commitment to affordable housing and highlights the newest proposed affordable housing project, Avondale Trace Apartments, which will be located off Wendover

Avenue. Currently there are 30+ houses in Habitat Village in the Washington Terrace area and 15 homes in the Southside neighborhood.

Chairman Golden asked staff to elaborate on the Cedrow affordable housing. Mr. McNair explained that this is a project which is a partnership with Pinnacle Bank. The city has acquired property on Cedrow consisting of about 4 acres. The city's participation is to put in the infrastructure with Pinnacle doing the construction and the mortgage.

Regarding the Community Capacity Building, Mr. McNair reported that the Citizens Advisory Council (CAC) puts a lot of effort on public service grants. This year, 16 applications totaling $123,000 were received; the CAC funded 9 of the applications totaling $61,050.

Following Mr. McNair's presentation, Chairman Golden opened the public hearing and asked if there was anyone present who would like to speak regarding the proposed 2018-2019 Annual Action Plan. There being no one present to comment, the public hearing was closed.

Approved the 2018-2019 Annual Action Plan and authorized the appropriate City official and/or employee to execute all necessary documents.

A motion was made by Council Member Golden, seconded by Mayor Pro Tem Williams, that the 2018-2019 Annual Action Plan be approved and that the appropiate City official and/or employee be authorized to execute all necessary documents. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

2018-188 Ordinance to Demolish - 519 Roy Avenue

City Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a dwelling located at 519 Roy Avenue belonging to Tom F. Gould.

Lori Loosemore, Local Codes Enforcement Supervisor, advised this structure was first inspected on May 23, 2017. A hearing was held on June 6, 2017 and no one appeared for the hearing. It was determined at that time that the property repairs exceeded 65% of the value of the structure and an Order to Repair or Demolish was issued on June 6, 2017 with a compliance date of July 6, 2017. The property owner, Mr. Gould, did contact the inspector on May 26, 2017 and advised that the property was in bankruptcy and he no longer owned the property and could not attend the hearing. Property taxes are delinquent in the amount of $3,807.00.

There was no one present to speak regarding this housing case.

Adopted an Ordinance ordering the housing inspector to effectuate the demolition of a dwelling located at 519 Roy Avenue.

A motion was made by Council Member Golden, seconded by Mayor Pro Tem Williams, that this Demolition Ordinance be adopted. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

Ordinance No. 7420/18-49
Ordinance Book, Volume XX, Page 49
Introduced: 6-4-2018 Adopted: 6-4-2018

2018-189 **<u>Ordinance to Demolish - 514 Prospect Street</u>**

City Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a dwelling located at 514 Prospect Street belonging to Willie Juanita Cecil (deceased).

Lori Loosemore, Local Codes Enforcement Supervisor, advised an original inspection of this property was conducted on July 21, 2017 and a hearing was held on December 12, 2017. She explained that because they found out the owner was deceased, to ensure proper service of notification to the property owner, they had to advertise in the newspaper for compliance to meet the notification requirement per the statute. No one appeared for the hearing that was held on December 12, 2017 and an Order to Repair or Demolish was issued with a compliance date of January 17, 2018. To date, staff has not heard from the property owner or anyone in regards to the property and it is pending foreclosure with the Guilford County Tax Department with $8,218 in delinquent taxes being owed on the property.

There was no one present to speak regarding this matter.

Adopted an Ordinance ordering the housing inspector to effectuate a dwelling located at 514 Prospect Street.

A motion was made by Council Member Golden, seconded by Mayor Pro Tem Williams, that this Demolition Ordinance be adopted. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

Ordinance No. 7421/18-50
Ordinance Book, Volume XX, Page 50
Introduced: 6-4-2018 Adopted: 6-4-2018

DRAFT

2018-190 **Ordinance to Demolish - 309 Kennedy Avenue**

City Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a dwelling located at 309 Kennedy Street belonging to Rodney & Sandra Cook.

Lori Loosemore, Local Codes Enforcement Supervisor, advised this property was originally inspected on November 29, 2017 and no one appeared for the hearing that was held on November 29, 2017. At that time it was determined that the repairs exceeded 65% of the value of property which prompted the issuance of an Order to Repair or Demolish on February 7, 2018 with a compliance date of March 8, 2018. The inspector did speak with the owner prior to the hearing and he advised that a fire had occurred upstairs that caused significant damage, but the property owner was unaware of the fire damage. The property is pending foreclosure with the Guilford County Tax Department and is past due taxes in the amount of $10,572 are owed on the property.

There was no one present to speak regarding this housing case.

Adopted an Ordinance ordering the housing inspector to effectuate the demolition of a dwelling located at 309 Kennedy Street.

A motion was made by Council Member Golden, seconded by Council Member Ewing, that this Demolition Ordinance be adopted. The motion carried by the following unanimous 9-0 vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

Ordinance No. 7422/18-51
Ordinance Book, Volume XX Page 51
Introduced: 6-4-2018 Adopted: 6-4-2018

PENDING ITEMS

2018-144 **Ordinance - Demolition of Structure - 1505 East Avenue**

City Council is requested to adopt an ordinance ordering the housing inspector to effectuate the demolition of a structure located at 1505 East Avenue belonging to SHJ Capital, LLC.

Note: This matter was initially heard by Council at the May 7, 2018. At that time, staff asked that it be placed in pending for 30 days because the property was recently sold and the new property owner asked for additional time to get the permits pulled so they could start making some progress on making the repairs.

GENERAL BUSINESS AGENDA

2018-191 **Resolution of Support - Piedmont Legacy Trails**

City Council is requested to adopt a Resolution in Support of Piedmont Legacy Trails initiative for the future development of a regional trails program.

Lee Tillery, Director of Parks & Recreation, explained that over the past 3-4 years, the City of High Point has been involved with this initiative that has been led by the Piedmont Land Conservancy and the Piedmont Triad Regional Council. This is an effort to bring regionalism for trails in an effort to enhance trails, greenway, etc... throughout the region and promote the connectivity and all the benefits that come along with it. At this point, the initiative does not involve any financial commitments.

Adopted a Resolution of Support for the Piedmont Legacy Trails Initiative for the future development of a regional trails program.

A motion was made by Council Member Ewing, seconded by Council Member Golden, that this Resolution of Support be adopted. The motion carried by the following 9-0 unanimous vote:

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

Resolution No. 1765/18-27
Resolution Book, Volume XX, Page 27
Introduced: 6-4-2018 Adopted 6-4-2018

2018-192 **Minutes to Be Approved**

Special Meeting of City Council; Monday, May 21 @ 4:00 p.m.
Regular Meeting of City Council; Monday, May 21 @ 5:30 p.m.

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

Aye (9): Mayor Wagner, Mayor Pro Tem Williams (Ward 2), Council Member Moore (At-Large), Council Member Scarborough (At-Large), Council Member Golden (Ward 1), Council Member Peters (Ward 3), Council Member Hudson (Ward 4), Council Member Jones (Ward 5), and Council Member Ewing (Ward 6)

DRAFT

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 6:44 p.m. upon motion by Council Member Ewing and second by Mayor Pro Tem Williams.

Respectfully Submitted,

_____
Jay W. Wagner, Mayor

Attest:

_____
Lisa B. Vierling, MMC
City Clerk

DRAFT

CITY OF HIGH POINT
AGENDA ITEM

Title: Contract Award 2017-008 Water and Sewer Scheduled Maintenance (Bid 55-053018)

From: Keith Pugh, Engineering Services

Public Hearing: N/A

Attachments: Formal Bid Recommendation

Meeting Date: June 18, 2018
Advertising Date: April 17, 2018
Advertised By: Purchasing Division

PURPOSE:
The City of High Point routinely uses an outside contractor to supplement our efforts to maintain our existing water and sewer distribution and collection lines. City Council is asked to approve contract 2017-008 for Water and Sewer Scheduled Maintenance.

BACKGROUND:
On Wednesday, May 16, 2018 the City of High Point received bids for Contract ENG-2017-008. We did not receive a sufficient number of bids to proceed with opening. Our Purchasing Division re-advertised the contract and received bids on May 30, 2018. We received two responsive bids:

Breece Enterprises, Inc.	$ 338,015.00
Yates Construction Company	$ 819,426.00

The availability date of this contract is immediately upon execution of the contract documents. The completion date for the contract work is June 30, 2019.

The purpose of this contract is to perform maintenance work on our existing water and sewer system. The projects are identified and prioritized by our Public Services Department. Typical work includes point repairs, manhole reconstruction, hydrant repairs, main break repairs, replacement of deteriorated/collapsed lines, replacement of valves, and various other regular maintenance work items. The engineer's estimate for the work is $301,000.

BUDGET IMPACT:
Funding is available in the 2017-2018 Annual Budget.

RECOMMENDATION / ACTION REQUESTED:
The Engineering Services Department and the Public Services Department recommend City Council to approve the contract award to Breece Enterprises, Inc. in the amount of $338,015.00.

NORTH CAROLINA'S INTERNATIONAL CITY

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Engineering Services

COUNCIL AGENDA DATE: June 18, 2018

BID NO.: 55-053018 CONTRACT NO.: ENG2017-008 DATE OPENED: May 30, 2018

DESCRIPTION:

Re-Bid Water and Sewer Scheduled Maintenance

PURPOSE:

Provide assistance to our Water and Sewer Mains division when needed to handle regularly scheduled maintenance items on our water and sewer system. Typically, this includes replacement of water or sewer mains in poor condition, replacement of valves, hydrants, blow-offs manholes, etc broken or in disrepair.

COMMENTS:

Contract had to be re-bid due to lack of response on first attempt.

RECOMMEND AWARD TO: Breece Enterprises, Inc. AMOUNT: $338,015.00

JUSTIFICATION:

Received two bids - Breece Enterprises at $338,015.00 is the lowest responsive bidder. The engineer's estimate for the work is $301,000. The second bidder was Yates construction Company at $819,426.00

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	533701	421001012805	40201	$338,015.00
TOTAL BUDGETED AMOUNT				$338,015.00

DEPARTMENT HEAD: B. Keith Pugh, PE, PWLF Digitally signed by B. Keith Pugh, PE, PWLF Date: 2018.06.05 10:44:49 -04'00' DATE: Jun 5, 2018

The Purchasing Division concurs with recommendation submitted by the Engineering and recommends award to the lowest responsible, responsive bidder Breece Enterprises, Inc. in the amount of $ 338,015.00.

PURCHASING MANAGER: Erik Conti Digitally signed by Erik Conti DN: cn=Erik Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2018.06.05 10:54:33 -04'00' DATE: Jun 5, 2018

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey A. Moore Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US Date: 2018.06.05 16:39:43 -04'00' DATE: Jun 5, 2018

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US Date: 2018.06.06 11:28:42 -04'00' DATE: Jun 5, 2018

CITY OF HIGH POINT
AGENDA ITEM

Title: Reappointment – ABC Board

From: Mayor Wagner

Public Hearing: N/A

Attachments:

Meeting Date: June 18, 2018

Advertising Date / Advertised By: N/A

PURPOSE:
To confirm the reappointment of Mary Lou Blakeney to the City of High Point Alcoholic Beverage Control Board. Appointment will be effective immediately and will expire February 8, 2021.

BACKGROUND:
Appointments to the ABC Board are recommended by the Mayor. At this time, Mayor Wagner is requesting that Council confirm the reappointment of Mary Lou Blakeney to the City of High Point ABC Board for a second term.

BUDGET IMPACT:
N/A

RECOMMENDATION / ACTION REQUESTED:
Council is requested to confirm the reappointment of Mary Lou Blakeney to the City of High Point ABC Board.

CITY OF HIGH POINT
AGENDA ITEM

Title: **Contract Award to Purchase and Install a New Parking Access and Revenue Control System**

From: Mark McDonald, Transportation Director

Meeting Date: June 18, 2018

Public Hearing: No

Advertising Date: NA
Advertised By: RFP

Attachments: Formal Bid Recommendation

PURPOSE:
Consideration of a contract for the purchase and installation of a new parking access and revenue control (PARC) system at the City's two primary parking facilities.

BACKGROUND:
The City owns three parking garages in the central business district: the Parking Plaza (691 spaces), the Broad Street Garage (256 spaces), and the Main Street Garage (252 spaces). The latter facility is currently leased and operated by the Red Lion Hotel (Inner Circle High Point, LLC) through calendar year 2019.

The existing computerized PARC system uses DOS-based software for ticketing, scanning, and fee computation. This system, as well as the gating equipment used at each entrance and exit, is over 30 years old. Manufactured by Federal APD Systems, the equipment and system software is no longer made or supported, and replacement parts are in very short supply. System crashes and equipment failures are not uncommon, and we rely on the experience of our staff to keep these machines running.

In 2017, the City contracted with Walker Parking Consultants for a parking needs assessment study. This study looked specifically at 1) the current parking operations system; and 2) capital maintenance needs associated with structural deficiencies, accessibility issues, and general aesthetics. Part 1 confirmed that the existing control system was antiquated and not upgradable; Part 2 identified and prioritized repairs and improvements for each facility. On the City's behalf, Walker requested proposals and pricing for several alternative combinations to upgrade the PARC system, to include new equipment, installation, testing, and training. Six (6) vendors submitted proposals, and of these, Southern Time offered the best and most affordable equipment, service, and warranty package for our needs.

Southern Time is based in Wilson, NC, with support services in Winston-Salem and Charlotte. We have worked with them in the past, and they have always been responsive to our needs. The fact that they can be on-site within a couple of hours is a definite plus.

BUDGET IMPACT:
Funding for Part 2 (capital maintenance) has not been approved. However, funds are available to pursue the Part 1 PARC system upgrades identified above for the Plaza and Broad Street garages. Additional funding in the FY 2018-19 budget may be used to extend these enhancements to the Main Street garage after the Inner Circle lease agreement expires in 2019.

RECOMMENDATION / ACTION REQUESTED:
The Transportation Department requests City Council's consideration and approval of a contract with Southern Time for the purchase and installation of a new PARC system the Plaza and Broad Street garages, in the amount of $209,392. This contract includes system testing and training for our Parking Division staff.

NORTH CAROLINA'S INTERNATIONAL CITY

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Transportation

COUNCIL AGENDA DATE: June 18, 2018

BID NO.: RFP 47-042518 CONTRACT NO.: DATE OPENED:

DESCRIPTION:

Proposals for the replacement of parking access and revenue control (PARC) software and equipment for the City's parking garages.

PURPOSE:

Replacement of obsolete control system software, hardware, ticketing, scanning, fee computation, and gating equipment at the Parking Plaza and Broad Street facilities. Cost includes equipment and machinery, installation, testing, staff training and 2-year service contract and warranty.

COMMENTS:

Annual service contract and extended product warranty fees for years 3-5 will be budgeted in the Parking Division's operating budget for FY 2020-23.

RECOMMEND AWARD TO: Southern Time AMOUNT: $ 209,392

JUSTIFICATION:

Southern Time's proposal offered the most complete and cost-effective solution. Additionally, Southern Time is based in Wilson, NC and has technical support staff in both Winston-Salem and Charlotte.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
651639	533701	651141000250	40202	$ 209,392
TOTAL BUDGETED AMOUNT				$ 209,392

DEPARTMENT HEAD: Mark V. McDonald, P.E. Digitally signed by Mark V. McDonald, P.E. DN: cn=Mark V. McDonald, P.E., o=City of High Point, ou=Transportation, email=mark.mcdonald@highpointnc.gov, c=US Date: 2018.06.07 11:18:13 -04'00' DATE: Jun 7, 2018

The Purchasing Division concurs with recommendation submitted by the Transportation and recommends award to the lowest responsible, responsive bidder Southern Time in the amount of $ 209,392.00.

PURCHASING MANAGER: Erik Conti Digitally signed by Erik Conti DN: cn=Erik Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2018.06.07 11:56:56 -04'00' DATE: Jun 7, 2018

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey A. Moore Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US Date: 2018.06.08 08:39:41 -04'00' DATE: Jun 8, 2018

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US Date: 2018.06.08 08:48:20 -04'00' DATE: Jun 8, 2018

NORTH CAROLINA
GUILFORD COUNTY

AGREEMENT FOR PROVISION OF CONVENTION AND VISITORS BUREAU

THIS AGREEMENT, made and entered into the _____ day of July, 2018 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 300 South Main Street, High Point, NC 27260 ("HPCVB"), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of a grant or appropriation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds of $1,570,286.00 received by the City from the Guilford County 3% Room Occupancy and Tourism Development Tax, the HPCVB named hereinabove does hereby agree to provide Convention and Visitors Bureau Services for the City 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 grant funds, 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, 2019 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 grant funds, 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 Commissioner 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 100 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 & CEO 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) Proposed New Budget and Budget Notes
(C) Occupancy Tax Comparison Current Year
(D) Financial Statement through March Current Year
(E) Arts & Tourism Grants Awards for Current Year
(F) Event Booking Incentives for Current Year
(G) Board of Directors, Organizational Chart, and Chart of Staff Organizational Involvement

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 Grantee has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NORTH CAROLINA

ATTEST:

_____
Lisa B. Vierling, City Clerk

_____
Greg Demko, City Manager

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.

_____
Jeffrey A. Moore, Director of Financial Services
Date:

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

ATTEST:

Leah Penry Price, Board Chair

Timothy C. Mabe, President & CEO

EXHIBIT A

OVERVIEW & PROGRAM OF WORK FY 2018 - 2019

1. NEW BUDGET

The Proposed Budget for the High Point Convention & Visitors Bureau (HPCVB) is for FY 18-19. The projected HMT revenues is $1,570,286, which reflects an increase of 3% from projected actual receipts to end the current fiscal year FY 17-18 at an estimated $1,749,802. The approved budget for FY 17-18 was $1,811,478 where the proposed FY 18-19 budget is 4% over the approved from FY 17-18. Remaining conservative, the new budget reflects $1,820,286 tax receipts plus $1,020 interest, and $110,000 EBI rollover. In addition, sponsorship revenues earmarked for marketing the new visitor center is $100,000. The amount of sponsorship revenue that is earmarked to rollover to the 501 c 3 HPCVB Foundation is $75,000. This will be critical in establishing a new revenue stream to fulfill a grants program in FY 18-19. The Regional Preferred Member Revenue for Marketing is projected at $3,000. We have a rollover of $11,351 of sponsorship revenue that is earmarked to complete the website project to establish marketing to visitors looking to relocate or retire to our area. The website is expected to be completed and paid for in FY 18-19 budget cycle. There is also a building credit from the High Point Chamber to satisfy their loan to build-out of the board room totaling $12,000 for the year. A copy of the March Financial Statement for FY 17-18 is attached.

The City shall retain and directly allocate $250,000 of occupancy tax revenue for stadium debt repayment, thereafter the 15% room tax revenue allocated for specific tourism related projects is restricted at $235,543 and the remaining funds of $23,043 will go towards a renewed grants program geared toward specific tourism related projects. The Marketing Budget is $994,353. This includes Convention Promotions ($411,980), Tourism Promotions ($297,373), Event Center Promotions ($160,000) as well as the Grants Program ($125,000), which is a significant arm of the tourism effort for the City. The Event Booking Incentive (EBI) Line Item is $150,000, which includes the roll over from the previous year of $110,000, and Market Authority Line Item is $75,000.

2. PARTNERSHIPS

Arts & Tourism Grants Program:

The Arts & Tourism Grants Program will be redeveloped with a goal to fund at least $125,000 ($23,043 plus an additional $101,957 see line items 5800.0 in budget) of specific tourism related projects.

Funding for High Point Market Authority:

For FY 18-19, the HPCVB has allocated $75,000 to continue to support the High Point Market Authority.

Events Booking Incentives:

A number of Event Booking Incentives were offered for conventions and events that were to occur in FY 17-18 and is projected to total $43,000. The events booking program is more than incentives to book. It is expanded to include maintenance, retention, and support of groups. At the end of FY 17-18 $110,000 will be rolled over into FY 18-19 EBI line item. These incentives continue to be successful tools in moving convention/event proposals from lead status to definite bookings *(see attached Event Booking Incentive Commitment)*

Congdon Event Center Board:

HPCVB has a partnership with the Congdon Event Center Board to support the operations, management and marketing of the event center with no management fee. There is $160,000 earmarked for Event Center marketing as it is critical to promote the facility before the buildout to establish booking in year one of opening.

3. ORGANIZATION

The Board of Directors consists of eleven Board Members, twelve Ex-officio positions (including the Bureau CEO and the *Chairman Emeritus*) and three staff members. The Organizational Chart, attached hereto as "Exhibit G")presents an overview of the High Point Convention & Visitors Bureau Staff that consists of seven full time employees. In addition, Registrars and Visitor Information Specialists are employed on an 'as needed basis'. The Bureau staff holds memberships and board positions on a number of industry related organizations.

4. SUMMARY

The HPCVB has always recognized its role to fill the City between the High Point Markets, thereby keeping a year-round healthy hospitality environment. The Bureau's focus continues to be *strong solicitation and service to overnight visitors, conventions, special events and trade shows; providing these visitors with outstanding services and insuring a most enjoyable experience for all.*

Exhibit B

High Point Convention & Visitors Bureau

No.	ITEM	FY 17-18 Approved & Amended	FY 18-19 Board Approved
INCOME			
OCCUPANCY TAX COLLECTION			
4101.0	Transient Occupancy Tax	1,767,268	1,570,286
OTHER INCOME			
4102.0	Interest Income	800	1,020
4105.0	Reserve EBI Carry Over	92,500	110,000
4106.1	Sponsorship Revenue Earmarked for Visitor Information Center	75,000	100,000
4106.2	Sponsorship Revenue Earmarked for 501(c) (3) Foundation	75,000	100,000
4107.0	Regional Preferred Member Revenue for Marketing	4,000	3,000
4108.0	HPCVB Foundation - Earmarked for Foundation Projects (see 4106.2) and rollover of $11,351 from Welcome High Point Relocation website from private sponsors	50,000	11,351
4109.0	Building Rental Credit Earmarked for Reserves	12,000	12,000
TOTAL BUDGET		2,076,568	1,907,657
GRANT PROGRAM (15% of occupancy tax)			
	15% of Occupancy Tax for Tourism Related Projects	265,090	235,543
	~~Restricted Income for Stadium Debt Service City of HP subject to approved economic development agreement (1 of 20)~~		0
	Restricted for Tourism Grants		23,043

INCOME (-15% grants)=Oper. Budget		**1,811,478**	**1,611,571**
EXPENSES			
ADMINISTRATIVE EXPENSES			
5201.0	**Salaries** (7 full-time staff positions and if we hire sales manager)	**439,400**	**428,625**
5202.0	**Retirement**	**24,000**	**21,600**
5203.0	**Life/Hosp/Dent. Ins.**	**77,000**	**65,359**
5204.0	**Soc. Security**	**39,000**	**32,000**
5205.0	**Unemployment Ins.**	**1,500**	**1,000**
ADMINISTRATIVE EXPENSES TOTAL		**580,900**	**548,584**
OPERATING EXPENSES			
5301.0	**Memberships/Subscriptions**	**6,750**	**5,225**
5302.0	**Admin Travel/Meetings/Convention/PR**	**25,000**	**25,000**
5303.0	**General & Admininistrative Operations**	**109,500**	**107,930**
5304.0	**Postage/General**	**3,000**	**3,000**
5305.0	**Business High Point Inc. & Vision Investor**	**20,000**	**20,000**
5306.0	**Telephone**	**11,000**	**11,000**
5307.0	**Rent/Utilities**	**78,886**	**80,795**
5308.0	**Comm/Board Expenses**	**14,450**	**11,400**
5309.0	**Equipment**	**15,650**	**13,370**
OPERATING EXPENSES TOTAL		**284,236**	**277,720**

5401.0	**Convention Advertising**	**19,950**	**10,450**
5402.0	**Convention Services**	**322,380**	**244,330**
5402.1	Convention Services, Registrars, etc.	10,880	8,630
5402.5	Event Booking Incentives (includes $110,000 roll over)	150,000	150,000
5402.7	HP Market Authority	150,000	75,000

5402.8	Preferred Member Program	500	700
5402.9	Special Services/Assessments	11,000	10,000
5403.0	**Entertainment**	**1,000**	**1,000**
5404.0	**Literature/Printing**	**13,200**	**13,200**
5405.0	**Memberships - Convention**	**8,795**	**7,950**
5406.0	**Postage - Convention**	**1,000**	**300**
5407.0	**Conv. - Special Promotional Projects**	**64,000**	**81,000**
5408.0	**Subscription/Publications**	**250**	**250**
5409.0	**Travel - Convention**	**13,700**	**14,000**
5410.0	**Trade Shows - Convention**	**4,500**	**4,500**
5411.0	**Sponsorship Program**	**35,000**	**35,000**
5412.0	**Audiovisuals**	**0**	**0**
5413.0	**Intern(s)**	**0**	**0**
CONVENTION PROMOTIONS EXPENSES TOTAL		**483,775**	**411,980**
TOURISM PROMOTION EXPENSES			
5501.0	**Advertising**	**85,130**	**64,000**
5502.0	**Audiovisuals**	**4,000**	**4,000**
5503.0	**Tourism - Literature/Printing**	**14,350**	**26,000**
5504.0	**Memberships/Subscriptions - Tourism**	**900**	**400**
5505.0	**Postage - Tourism**	**7,000**	**25,585**
5506.0	**Special Projects**	**18,450**	**31,000**
5507.0	**Travel/Entertainment**	**1,800**	**1,000**
5508.0	**Travel Shows**	**5,600**	**3,095**
5509.0	**Visitor Information Center**	**37,500**	**35,093**

5510.0	NCTIA & Governor's Council	9,850	9,850
5512.0	Web	17,747	15,000
5513.0	Visitor Center Marketing	55,900	57,200
5514.0	Visitor Programming	17,340	25,150
TOURISM PROMOTION EXPENSES TOTAL		275,567	297,373
EVENT CENTER/DESTINATION PLAN			
5900.1	Event Center/Destination Plan/Marketing	100,000	160,000
5900.2	Event Center Pro-Forma	0	0
5900.3	Event Center (10- year commitment starting 12/19 for $100,000)	0	0
EVENT CENTER/DESTINATION PLAN EXPENSES TOTAL		100,000	160,000
TOTAL EXPENSES BEFORE GRANT EXPENSES		1,724,478	1,695,657
GRANT EXPENSES			
5800.0	A portion of the 15% of Occupancy Tax for Tourism Related Projects per legislation	265,090	20,043
5800.1	Restricted Tourism Grants		23,043
5800.6	Arts & Tourism Grants Program Carry Over from 16-17		
6000.0	Restricted Grants developed through sponsorship funding per Board		101,957
TOTAL GRANT EXPENSES		265,090	125,000
TOTAL EXPENSES		1,989,568	1,820,657
	Total Marketing Expense	1,124,432	1,244,353
Subtotal of Income over Expenses		87,000	87,000
	Sponsorship Expenses Earmarked for Event Center & Destination Plan	75,000	25,000
	Sponsorship Expenses Earmarked for 501 C 3 Foundation	0	25,000

	Sponsorship Expenses Earmarked for Reserves (Payback of Destination Marketing Plan)	0	25,000
	Building Rental Credit Earmarked for Reserves	12,000	12,000
Total Earmarked for Reserves		87,000	87,000
Excess of Income over Expenses		0	0

FY 2018-2019 Budget Notes

Income

4101 - Occupancy Tax projections for FY-18/19 is $1,820,286, of that total $1,570,286 has been budgeted for HPCVB use by the City for this fiscal year, which is 3% over the last year's approved budget occupancy tax of $1,767,268. We are projecting to end the fiscal year in June 2018 at $1,749,802 which is a conservative estimate if the last three months (April, May and June) remain flat. We feel confident in this increase. In FY 16/17, we budgeted a 4% increase over the YTD and collected 1% over budget totaling $18,299. Greensboro is estimating 2% for another consecutive year. Winston is at 4%.

4102 – Interest Income is coming in better than projected. We are projected to receive $990 ending the fiscal year June 2018. A 3% increase would make the budget $1,020

4105 – Reserve Event Booking Incentive Carry Over is $110,000 which is what is currently remaining in the EBI line item 5402.5 that was budget at $150,000.

4106.1 – Sponsorship Revenue Earmarked for Visitor Information Center Marketing is $100,000, which is half of an estimated total revenue from sponsorships of $200,000 cash receipts.

4106.2 – Sponsorship Revenue Earmarked for Reserves is $100,000, which is half of an estimated total revenue from sponsorships of $200,000. This program will help fund the 501(c)3 HPCVB Foundation that will be used to help with grant funding and special projects approved by the HPCVB Foundation Board. We also see potential in more individuals who would like to participate where that revenue can be used as a tax write off for HPCVB Foundation projects

4107.1 – Preferred Memberships include regional partners that we solicit outside of High Point. These members are promoted on website, Visitor Center, and app. Also, the Sales and Marketing Dept. sells ads on the website and Destination Guides where revenue would be in this line item.

4108 – See 4106.2 Foundation Board can set separate budget. We also have $11,351 rollover from last year of private sponsorship raised by Welcome High Point to build the website for relocation and retirement information. The final payments have not been made on the website and will be expended in line item 5407.

4109 – Building Rental Credit Earmarked for Accts Receivables Chamber Foundation Loan on Balance Sheet is $12,000. The balance of the Chamber

Foundation loan to build out the board room will be $22,805 by the end of the fiscal year ending June 2018.

The subtotal is **$1,907,657**. The restricted income is **$23,043** for 15% legislated tourism projects. *See also line item 6000 for additional grants program to be administered outside of the 15% legislated spending totaling $101,957.* The Total Income is **$1,611,571. Increase of 4% from last year.**

Administrative Expenses:

5201 – Salaries decreased due to full-time staff went from 8 to 7

5202 – Retirement decreased due full-time staff went from 8 to 7

5203 - Insurance decreased due to drop in staffing and two employees are on Medicare

5204 – Social Security decreased due to drop in staffing

5205 – Unemployment Insurance decreased slightly

The Total Administrative Expenses will decrease from **$580,900** to **$548,584** due to drop in staff. **The decrease is 5% compared to last year.**

Operating Expenses:

5301 –Memberships include Guilford County Hotel Association (no invoice this year since they billed us twice in one fiscal year), American Express Annual Fee, Guilford Merchants Association, American Chamber of Commerce Executives, Meeting Planners International (Tim), International Association of Venue Managers, NC Tourism Industry Association (*see line item 5510*), Rotary Club of High Point, CAI (HR Membership), and Triad Women's Forum.

5302 – Admin Travel & Entertainment includes mileage reimbursement at the IRS rate of 0.54.

5303 – General Administrative includes office supplies, maintenance, janitorial, general liability insurance, professional fees, staff training, community outreach events, Simpleview license renewal for 4 employees, renewal of the economic impact calculator that includes sports, and computer maintenance. Will also have a computer that is approaching end of life. This line item will decrease slightly due to better budgeting on office supplies and decrease in staff training.

5304 – General Postage is $3,000

5305 – Vision Investor commitment to Business High Point Inc.

5306 – Telephone holds steady, working on year 5 of the 5-year phone lease plus regular service, fax, internet, toll free, and long distance. Will remain the same

5307 – Rent is $13.00/sq.ft starting in Feb'18 and will increase to $13.50/sq.ft in Feb '19. Paying on 6,111 sq. ft.

5308 – Committee Board Expense board retreats, receptions, board plaques, and board miscellaneous. This has decreased due scaling back board travel.

5309 – Equipment includes postage machines, copiers, and misc. office equipment and furniture. Property taxes and leases for equipment. This decreased due to less budget for purchased equipment.

Total Operating Expenses are $**277,720** compared to **$284,236** from last year. **Decrease of 2% compared to last year.**

Convention Expenses:

5401 – Convention Advertising includes Sports Events Magazine, Magazine, NC Motor Coach Association, and Group Tour Magazine plus some funds for ad edits with Me & Him Designs.

5402 – Convention Services – include incentive gifts for groups (re-order pens, tech kits, notepads, car coasters, cell phone sleeves, hand sanitizer, lapel pins, and discretionary), Servsafe program, Market Authority of $75,000; Event Booking Incentives of $150,000, and special services at $10,000 (long-term goals for feasibility study or special circumstances that come up with groups that need help)

5403 – Entertainment/Meals for site visits with clients. Stays the same.

5404 – Convention Literature and Printing –Destination Guides and production, stationery, and stock paper for sales collateral.

5405 – Convention Membership – National Association of Sports Commissions, Meeting Planners International, American Express Annual Fees, AENC, Rotary, NC Sports Association, Destination Marketing Association International, and NC Motorcoach Association. We are dropping out of American Bus Association as we feel that we have access to the same meeting planners through NC Motorcoach Association and the Travel South tradeshow.

5406 – Convention Postage increase for special direct mailings for targeted groups. Doing more e-blasts instead of direct mailings.

5407 – Web-marketing for Explore HP and Retire NC to pay off the website (we have money for this through sponsorships raised by Welcome High Point; and PR retainer fee for Capture PR and STR reports from hotels and special projects as needed.

5408 – Convention publications for sales leads.

5409 – Sales travel, mileage reimbursement, meals on trips, hotel and flight for tradeshows at IRS standard rate of .54/mile. Down slightly due to dropping the ABA tradeshow so less travel expense.

5410- AENC Tradeshow in December in Raleigh which is a co-op with High Point Industry Partners. We dropped Expo/NC CITE as they are transitioning in their management and will wait for them to regroup before we get back in and assess the value.

5411 – Sponsorship Retention stays the same

5412 – no videos this year

5413 – no pay for interns

Total Convention Expenses are **$411,980** compared to **$483,775** in FY 17-18. **Decrease of 15% from last year.**

Tourism Expense:

5501 – Tourism Advertising Southern Living, Our State, Hi Toms Program, and more co-ops with NC Dept. of Commerce such as enhanced listings on VisitNC website that include enhanced social media and content, digital co-op programs, Garden and Gun Magazine, Good Housekeeping and Oprah, Where to Retire and Recreation News.

5502- Audio Visuals includes enhancements to our photo library which will stay the same.

5503- Tourism Literature and Printing include production costs and printing of Map Pads, Stationery, Furniture Shopping Directories, Destination Guides, and graphic design edits

5504- Tourism Memberships such as NC Rail Trails, NC Civil War Tourism, HP Museum Guild, HP Enterprise and News & Record Subscriptions

5505-Tourism Postage increased due to increased inquiries from co-ops with Visit NC and new media opportunities.

5506- Tourism Special Projects include the VIP Tour (1), Annual Meeting & Media Appreciation Luncheon (will find sponsorships), Arm Chair FAM, Welcome receptions for group tours on motorcoach, Piedmont Triad Destination Marketing Group co-op opportunities, facebook ads and contests, and annual report.

5507- for mileage and travel for tourism programs.

5508-Travel Shows include Travel South, and Travel and Adventure Tradeshow. We are not doing ABA this year.

5509- Visitor Information Center Expenses included part-time employees working weekend and some weekday as needed, refreshments, and Visitor Center build-out capital expenditures, graphics and videos (less than last year as the galleries and are more established and we will be handling more maintenance).

5510 – Tourism Advocacy – partnership with NCTIA and the Governor's Council on Tourism Board.

5512- Update and managed services for the website.

5513- Visitor Center Marketing includes billboards with updates and replacements, realtor brochures as well as ad production. Budgeted funds in this line item is partially funded by sponsorship dollars.

5514- Visitor Center Programs include Spotlight on Saturday and Prime Time on Main events as well as 1) PR101 and 2) Ambassador Program

Total Tourism Expenses are **$297,373** compared to **$275,567**. **This is an increase of 8% compared to last year**

Event Center/Destination Plan Expense:

5900 – Since the event center build out has been delayed until 2021, there is now time for marketing the event center where we have budget $160,000 for

FY18-19 for Event Center and Destination Plan Spending. The commitment to the Event Center Board will not start until FY 19-20 in December 2019.

5800 - Grant Expense is $23,043 which is a portion of the 15% of the occupancy tax budget which is state legislated for specific tourism related projects that include capital expenditures. This $23,043 is earmarked for tourism matching grants program in line item 5800.1 which is a new grant program

6000 – Grant Expense for festivals and events that is board implemented is $101,957. This is a new grant program.

OCCUPANCY TAX COMPARISON 2017-2018 to PAST YEAR 2016-2017

Month Received	Month Collected	Monthly Amt. Rec'd 17-18	Total Amt. YTD 17-18	Monthly Amt. Rec'd 16-17	Total Amt. YTD 16-17	% Change by Month	Diff.from Last Yr. by Month	Diff.from Last Yr. YTD	% Change YTD
Jul-16	May-16	$146,057	$146,057	$144,125	$144,125	1	$1,932	$1,932	1
Aug-16	Jun-16	$154,145	$300,202	$139,162	$283,287	11	$14,983	$16,915	6
Sep-16	Jul-16	$138,236	$438,438	$137,378	$420,665	1	$858	$17,773	4
Oct-16	Aug-16	$156,882	$595,320	$141,861	$562,527	11	$15,021	$32,793	6
Nov-16	Sep-16	$131,754	$727,074	$126,255	$688,782	4	$5,499	$38,292	6
Dec-16	Oct-16	$228,805	$955,879	$237,729	$926,511	-4	($8,924)	$29,368	3
Jan-17	Nov-16	$118,317	$1,074,196	$113,926	$1,040,437	4	$4,391	$33,759	3
Feb-17	Dec-16	$101,459	$1,175,655	$92,423	$1,132,860	10	$9,036	$42,795	4
Mar-17	Jan-17	$101,033	$1,276,688	$94,564	$1,227,424	7	$6,469	$49,264	4
Apr-17	Feb-17			$121,623	$1,349,047				
May-17	Mar-17			$148,521	$1,497,568				
Jun-17	Apr-17			$202,970	$1,700,538				

EXHIBIT C

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MARCH FY 17/18

No.	Item	ACTUAL Month-Mar This year 17/18	ACTUAL Month-Mar This year 16/17	ACTUAL YTD This Year 17/18	ACTUAL YTD Last Year 16/17	Operational Budget HPCVB FY 17-18	9 Month Estimate	YTD Variance
INCOME								
4101	Transient Occ. Tax (Jan.)	101,033	94,564	1,276,688	1,227,424	1,767,268	1,325,451	(48,763)
4102	Interest Income	91	66	752	560	800	600	152
4104	Other Income	-	-	-	-	-	-	-
4105	Reserve Carry Over EBI	-	-	-	-	92,500	69,375	(69,375)
4106.1	Sponsorship Revenue Earmarked for VIC Marketing	13,008	6,542	42,408	46,704	75,000	56,250	(13,842)
4106.2	Sponsorship Revenue Earmarked for Reserves	13,008	6,542	42,408	46,704	75,000	56,250	(13,842)
4107	Regional Preferred Member Revenue for Marketing	-	1,750	2,386	3,801	4,000	3,000	(614)
4108	Art & Tourism Grants Carryover	-	-	11,351	20,000	50,000	37,500	(26,149)
4109	Building Rental Credit Earmarked for Reserves					12,000	9,000	(9,000)
5515.3	Ball Park Contribution	-	-	-	-	-	-	-
1002	Approved to come out of reserve					-	-	-
2200	Building Rental Credit Earmarked for Reserves					-	-	-
TOTAL INCOME		127,140	109,464	1,375,993	1,345,193	2,076,568	1,557,426	(181,433)
	Restricted A & T Grant Income	22,091	21,028	198,819	189,252	265,090	198,818	2
UNRESTRICTED INCOME		105,049	88,436	1,177,174	1,155,941	1,811,478	1,358,609	(181,435)
EXPENDITURES								
Administrative								
5201	Salaries	33,948	34,089	279,620	293,030	439,400	329,550	(49,930)
5202	Retirement	1,906	1,752	17,788	13,148	24,000	18,000	(212)
5203	Life/Hosp/Dent. Ins.	4,764	6,186	50,736	54,145	77,000	57,750	(7,014)
5204	Soc. Security	2,927	2,934	23,753	25,186	39,000	29,250	(5,497)
5205	Unemployment Ins.	72	77	647	583	1,500	1,125	(478)
TOTAL ADMINISTRATIVE EXP.		43,617	45,038	372,544	386,092	580,900	435,675	(63,131)
Operations								
5301	Memberships General	470	470	3,990	11,496	6,750	5,063	(1,073)
5302	Travel Local	2,406	2,663	25,055	23,589	25,000	18,750	6,305
5303	General & Administrative	5,617	8,795	79,839	83,818	109,500	82,125	(2,286)
5304	Postage/General	-	2,000	5,295	7,408	3,000	2,250	3,045
5305	Business High Point Inc. & Vision Investor	-	-	20,000	-	20,000	15,000	5,000
5306	Telephone	1,001	992	8,281	9,401	11,000	8,250	31
5307	Rent/Utilities - Bureau/PDMM	6,627	6,499	58,749	56,543	78,886	59,165	(416)
5308	Comm/Board Expenses	433	3,095	5,541	11,101	14,450	10,838	(5,297)
5309	Equipment	717	1,304	10,364	12,409	15,660	11,738	(1,374)
TOTAL OPERATIONS EXPENSE		17,271	25,818	217,114	215,765	284,236	213,177	3,937
Convention Promotion								
5401	Advertising	3,137	3,906	13,281	16,698	19,950	14,963	(1,682)
5402	Convention Services - General	1,093	395	9,662	7,666	10,880	8,160	1,502
5402.5	Convention Services - Event Booking Incentive	-	-	44,388	47,505	150,000	112,500	(68,112)
5402.7	IHFMA Furn. Market Support	112,500	12,500	112,500	112,500	150,000	112,500	-
5402.8	Preferred Member Program	14	17	75	2,584	500	375	(300)
5402.9	Special Services	-	-	1,747	-	11,000	8,250	(6,503)
5403	Entertainment	-	-	142	1,178	1,000	750	(608)

EXHIBIT D

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - MARCH FY 17/18

No.	Item	ACTUAL Month-Mar This Year 17/18	ACTUAL Month-Mar This Year 16/17	ACTUAL YTD This year 17/18	ACTUAL YTD Last Year 16/17	Operational Budget HPCVB FY 17/18	9 Month Estimate	YTD Variance
5404	Literature/Printing	188	103	9,350	6,649	13,200	9,900	(550)
5405	Memberships - Convention	-	-	2,741	4,234	8,795	6,596	(3,855)
5406	Postage	-	-	102	960	1,000	750	(648)
5407	Special Projects	9,186	4,170	42,897	45,805	64,000	48,000	(5,103)
5408	Subscription/Publ.	85	-	394	650	250	188	207
5409	Travel	1,272	1,416	10,975	8,981	13,700	10,275	700
5410	Trade Shows	-	70	736	4,693	4,500	3,375	(2,639)
5411	Sales Training	2,000	-	19,500	100	35,000	26,250	(6,750)
5412	Audio-Visuals	-	-	-	11,767	-	-	-
5413	Systems/Intern	-	-	-	-	-	-	-
TOTAL CONVENTION PROM.		129,475	22,579	268,490	272,950	483,775	362,831	(94,341)
Tourism Promotion								
5501	Advertising	4,989	(752)	59,638	28,683	85,130	63,848	(4,210)
5502	Audio Visuals	-	-	-	-	4,000	3,000	(3,000)
5503	Literature/Printing	-	1,123	22,703	6,767	14,350	10,763	11,941
5504	Memberships - Tourism	-	-	375	172	900	675	(300)
5505	Postage	165	-	11,551	1,071	7,000	5,250	6,301
5506	Special Projects	-	172	10,613	8,614	18,450	13,838	(3,225)
5507	Travel/Entertainment	-	50	515	1,503	1,600	1,350	(835)
5508	Travel Shows	850	-	6,040	-	5,600	4,200	1,840
5509	Visitor Info Ctr.	5,421	5,043	47,800	64,780	37,500	28,125	19,675
5510	NCTIA & Governor's Council			8,300		9,850	7,388	913
5512	Web	535	624	11,032	13,298	17,747	13,310	(2,278)
5513	Visitor Center Marketing	8,363	8,011	59,220	57,152	55,900	41,925	17,295
5514	Visitor Center Programming	2,887	283	11,602	1,216	17,340	13,005	(1,403)
5515	Baseball Taskforce	-	-	-	-	-	-	-
TOTAL TOURISM PROMOTION		23,210	14,554	249,389	183,258	275,567	206,675	42,714
Event Center Promotion								
5,900.1	Event Center Marketing					-	-	-
5,900.2	Event Center Pro-Forma					100,000	75,000	(75,000)
5,900.3	Event Center (5-year commitment)					-	-	-
TOTAL EVENT CENTER PROMOTION						100,000	75,000	(75,000)
Subtotal unrestricted expenses		213,573	107,989	1,107,537	1,058,065	1,724,478	1,293,359	(185,822)
Net unrestricted income after expenses		(108,524)	(19,553)	69,637	97,876	87,000	65,250	4,387
ARTS & TOURISM GRANTS PROGRAM								
	Restricted A & T Grant Income	22,091	21,028	198,619	189,252	265,090	198,818	1.50
5800	Restricted A & T Grants Expense	6,500	-	229,584	252,333	265,090	198,818	30,767
Net restricted income after expenses		15,591	21,028	(30,765)	(63,081)	265,090	198,818	30,767
	TOTAL EXPENDITURES	220,073	107,989	1,337,121	1,310,398	1,989,568	1,492,176	(155,055)
	Total Earmarked for Reserves (Year 1 Payback)					87,000	65,250	(65,250)
						2,076,568	1,557,426	(220,305)
	TOTAL OPERATIONAL BUDGET RECEIPTS OVER EXPENSES	(92,933)	1,475	38,872	34,795	0	0	38,872

EXHIBIT E

Applicant	Project	Grant Recc	EBI Recc up to.. *
Friends of John Coltrane	8th Annual John Coltrane International Jazz & Blues Festival	$65,000	
Hayden-Harman Foundation (On behalf of the Washington Street Business Association)	8th Annual Washington Street Unity Festival	$2,000	
Piedmont Soccer Alliance	Phillips Park Soccer Complex Plan to attract additional events	$20,000	
High Point Showroom Association dba High Point Design Center	Design Access, Designer Appreciation, and Unity in Design	$12,000	
Hayden-Harman Foundation (On behalf of 512 Collective)	Washington Street Mural Project	$6,000	
High Point Rowing	2017 High Point Autumn Rowing Festival	$3,500	3,000.00
Big Brothers Big Sisters of the Central Piedmont	Spider Digital Tennis Classic	$1,500	1,500.00
High Point Preservation Society	Introductory Film of The Art & Architecture of Oakwood Cemetary	$750	
High Point Area Arts Council	2017 Capital Campaign for Centennial Station Arts Center	$22,000	
High Point Area Arts Council	2017 Marketing Support for Arts & Entertainment Events	$15,000	
High Point Community Theatre Inc	Can You Hear Me Now?	$2,000	
Uptowne High Point	7th Annual Uptowne Holiday Stroll	$6,500	
Theatre Art Galleries	"The Bicycle: Art Meets Form"	$2,000	
Theatre Art Galleries	Audience Awareness Campaign	$3,000	
Theatre Art Galleries	Public Art Continuum	$6,000	
High Point Theatre	Passport to Entertainment/Marketing	$5,000	
High Point Community Concert Association	Marketing	$1,500	
Piedmont Triad Film Commission	Reel Scout database hosting fees and funding for at least one marketing trip to Los Angeles	$12,000	
Southwest Renewal Foundation of High Point,Inc	Selfie Stations	$3,500	
Forward High Point Foundation	Downtown Stadium District Additional Market Analysis	$40,834	
*High Point Cycling Classic (see footnote)	2017 High Point Cycling Classic	$26,250	5,000.00

Applicant	Project	Grant Recc	EBI Recc up to.. *
Southside Neighborhood Association	Southside Reunion and Unity Festival 2017	$0	5,000.00
Southside Neighborhood Association	Southside Reunion and Unity Festival 2018	$0	5,000.00
Southwest Renewal Foundation of High Point,Inc	High Point Heritage Trail	$2,000	
Southwest Renewal Foundation of High Point,Inc	3rd Annual Ebfest Music Festival and Makers Fair	$5,000	
Macedonia Family Resource Center	Neighborhood Pride Incentive Program	$4,500	
RJW Ministries (Williams Memorial CME)	Family Lives Matter Concert	$0	3,000.00
	TOTAL GRANT REQUESTS	267,834	22,500

EXHIBIT F

EVENT BOOKING INCENTIVES
PROPOSED/DEFINITE
FY 17-18

GROUP	AMOUNT
High Point Golf Swingers - 40th Amateur Golf Tournament	$500
PSA - Furniture City Classic	$2,000
William Penn T.I.G.E.R.S Assn. - All Class Tailgate Reunion	$1,000
7th Annual John Coltrane Int'l. Jazz & Blues Festival	$1,000
High Point Cycling Classic	$2,000
Miss NC USA & Miss Teen USA Pageants	$10,000
ITA Showtime Market - Winter	$7,000
ITA Showtime Market - Summer	$7,000
National Senior Amateur Hall of Fame Tournament	$2,000
North State LEOA 66th Annual Training Conference	$3,000
North Carolina Amateur Sports - State Games	$7,500
TOTAL TO DATE	**$43,000**

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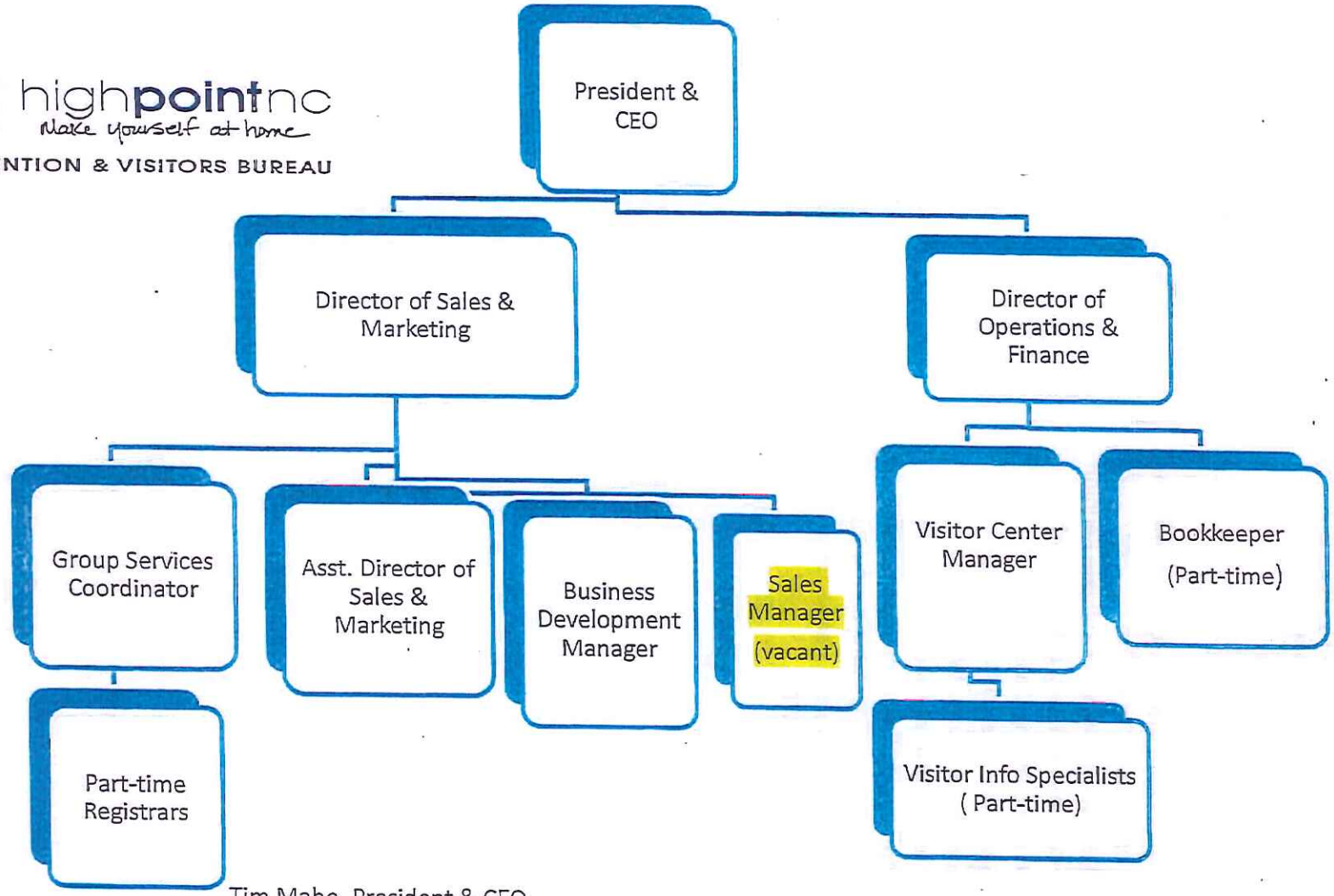

Tim Mabe, President & CEO
Nancy Bowman, Director of Sales & Marketing
Melody Burnett, Director of Operations & Finance
Christina Payne, Visitor Center Manager
Bill Kester, Business Development Manager
Kimberly Mozingo, Group Services Coordinator
Janet Siler, Asst. Director of Sales & Marketing
Marlene Hedrick, Bookkeeper/Visitor Information Specialist (PT)

Susan Childress, Visitor Information Specialist (PT)
Darlene East-Wagoner, Visitor Information Spec. (PT)
Paula Frances, Visitor Information Specialist (PT)
Shirley Anderson, Registrar (PT)

EXHIBIT G

Exhibit G

HPCVB INVOLVEMENT
Fiscal Year 2017-2018

CITY REPRESENTATION

Business High Point Inc.	Leah Price, Tim Mabe (substitute)
Economic Development Committee	Leah Price, Tim Mabe (substitute)
Rotary Club of High Point	Tim Mabe, Nancy Bowman, Bill Kester
Leadership High Point Alumni	Tim Mabe, Melody Burnett, Nancy Bowman, Kimberly Mozingo, Christina Payne & Janet Siler
Triad Women's Forum	Melody Burnett
High Point Market Authority	Leah Price, Tim Mabe
High Point Design Center	Carol Jollay - Board Member; Christina Payne
Uptowne High Point Committee	Melody Burnett
Open Door Ministries	Nancy Bowman
Oakwood Cemetary Historical Committee	Kimberly Mozingo
Forward High Point Board	Doyle Early - Chairman Emeritus
High Point Museum	Kimberly Mozingo - weekend volunteer
YWCA of High Point	Melody Burnett (President)
Southwest Renewal Foundation	Tim Mabe, Melody Burnett, Christina Payne, Kimberly Mozingo
High Point Preservation Society	Kimberly Mozingo
High Point University Board of Visitors	Tim Mabe
Forward High Point Marketing Committee	Nancy Bowman
High Point Cycling Classic Committee	Melody Burnett, Kimberly Mozingo

COUNTY REPRESENTATION

Guilford County Hotel Association	Melody Burnett

TRIAD REPRESENTATION

Piedmont Triad Film Commission	Tim Mabe & Nancy Bowman
Piedmont Triad Sports Clubs	Nancy Bowman
Piedmont Triad Host DMO Group	Tim Mabe & Nancy Bowman

STATE REPRESENTATION

Association Executives of North Carolina	Nancy Bowman
Governor's Conference - Tourism	Tim Mabe, Nancy Bowman, Melody Burnett
Governor's Roundtable Tourism Board	Tim Mabe
Meeting Professionals International - Carolinas Chapter	Nancy Bowman and Tim Mabe
NC Motorcoach Association	Nancy Bowman, Kimberly Mozingo
National Association of Sports Commissions	Nany Bowman
NC Tourism Industry Association	Tim Mabe

NATIONAL REPRESENTATION

IAVM - National & Regional	Tim Mabe
Destination Marketing Association Intl.	Melody Burnett

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Board of Directors

Board Member	Representing	Terms	Appointed By:
Leah Price **Chair** BB&T 620 N. main St., HP, NC 27260 Work: 336-889-1121 LPPrice@BBandT.com	**Voting** At-Large	12/15 – 11/19	County
Cliff Mann **Vice-Chair** High Point Country Club 800 Country Club HP, NC 27262 Work: 336-889-0818 Cell: 843-267-2085 CMann@hpcountryclub.com	**Voting** At-Large	12/14-11/18	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	1/15-12/18	County
Bruce Davis **Past Chair** KidAppeal 1010 Greensboro Rd., HP, NC 27260 Work: 336-887-3684; 336-688-2431 BruceDavis@Triadbiz.rr.com	**Voting** At Large	1/15 – 12/18	County
A. Doyle Early Jr. **Chairman Emeritus** Wyatt Early Harris Wheeler P.O. Drawer 2086; HP NC 27261 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 4/20/18

Board Member	Representing	Terms	Appointed By:
Scott Eckman International Market Centers 209 S. Main St. HP NC 27260 Work: 336-888-3737 Cell: 336-413-1825 SEckman@imcenters.com	**Voting** Tradeshow/Convention Ctr.	12/14-11/18	Chamber
Commissioner Carlvena Foster 818 Runyon Dr. HP, NC 27260 336-434-4000; 336-471-4091 Cfoster@co.guilford.nc.us	**Voting** County Commissioner	1/15-12/18	County
Carol Jollay Jollay Design Center 800 N. Main St. HP, NC 27262 Work: 336-885-3597; 336-861-2149 info@jollaydesign.com	**Voting** Chamber	12/14-11/18	Chamber
Councilman Victor Jones 2512 Burch Point HP, NC 27265 Phone: 336-899-7777 Victor.Jones@highpointnc.gov	**Voting** City Council	1/18-12/20*	City Council
Jenni Lynch 1615 Heathcliff Rd, High Point, NC 27262 Phone: 336-885-1327 Cell: 336-848-2364 Jennilynch58@gmail.com	**Voting** Arts & Tourism Attractions	4/18 - 11/18	Chamber
F. B. Nowlan President & CEO J & S Cafeterias 110 Westover Drive HP, NC 27265 Phone: 336-884-0404 FBN@jscafeteria.com	**Voting** Restaurants/Food Service Business	7/16 – FIT* 1/17 – 12/19*	Chamber
Joe Varipapa General Manager Red Lion Hotel High Point 135 S. Main St. HP, NC 27260 Work: 336-889-8888; Cell: 336-687-1190 Jvaripapa@innercirclehp.com	**Voting** Accommodations with more than 100 rooms	10/17 -12/19 FIT	County

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 4/20/18

Board Member	Representing	Terms	Appointed By:
Tom Conley High Point Market Authority 164 S. Main St., Suite 700, HP, NC 27260 336-869-1000 Tom@HighPointMarket.com	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
Lyndsey D. Derrow Chief Concierge 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
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
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
Darlene Leonard EDC Chairman 4035 Premier Dr. Ste 300, HP, NC 27265 Work: 336-821-1320 Cell: 336-339-7930 DLeonard@smithleonardcpas.com	Ex-Officio High Point EDC	Term began 1/18 in conjunction with HP EDC Chairmanship	HP EDC
Brian P. Gavigan Wyatt Early Harris Wheeler LLP P.O. Drawer 2086, HP, NC 27261 Phone: 336-819-6039 bgavigan@wehwlaw.com	Ex-Officio Advisory Chair	Term began 1/18 in conjunction with Chamber Chairmanship	HP Chamber
Lee Tillery High Point Parks and Recreation 136 Northpoint Ave., HP, NC 27262	Ex-officio High Point Parks and Recreation	Term began 12/14 in conjunction with HP Parks and	HP Parks and Rec.

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*=Renewable Term

Updated 4/20/18

Work: 336-883-3473 Lee.tillery@highpointnc.gov		Recreation Role	

Board Member	Representing	Terms	Appointed by:
David Congdon Old Dominion Freight 500 Old Dominion Way; Thomasville, NC 27360 Phone: 336-822-5207 David.congdon@odfl.com	Ex-Officio Business HP Chamber of Commerce	Term began 12/17 in conjunction with Business High Point Chamber of Commerce	Business High Point Chamber of Commerce
Don Webb Wells Fargo Advisors 1725 N. Main St., HP, NC 27262 Phone: 336-878-7515 Don.webb@wellsfargoadvisors.com	Ex-Officio PTI Airport Board	Term began 12/14 in conjunction with PTIA Role	PTIA Board
Tim Mabe **President & CEO** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 TMabe@HighPoint.org	Ex-Officio HPCVB President & CEO	Term began 2/11 in conjunction with HPCVB role	HPCVB
Melody Burnett **Director of Operations & Finance** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 MBurnet@HighPoint.org	HPCVB Corporation Secretary	Term began 5/03 in conjunction with HPCVB role	HPCVB
Nancy Bowman **Director of Sales & Marketing High Point** CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 NBowman@HighPoint.org	HPCVB Marketing & Communications Mgr.	Term began 7/15 in conjunction with HPCVB role	HPCVB

FIT = Fulfilled Incomplete Term
*=Renewable Term

CITY OF HIGH POINT
AGENDA ITEM

Title: Approval of FY 2018-2019 Market Authority Budget

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Attachments: Market Authority budget

Meeting Date: June 18, 2018
Advertising Date: N/A
Advertised By: N/A

PURPOSE:
To approve the FY 2018-2019 Market Authority budget.

BACKGROUND:
The Market Authority requests that the City Council consider its draft budget for FY 2018-2019. This draft budget was approved by the Market Authority Executive Committee on May 30, 2018, and will be finalized by the Market Authority Board on June 19, 2018.

BUDGET IMPACT:
n/a

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends Council approval the FY 2018-2019 Market Authority budget.