

City of High Point

*Municipal Office Building
211 South Hamilton Street
High Point, NC 27261*



Meeting Agenda

Wednesday, May 18, 2016

3:00 PM

Council Chambers

Special Called Meeting of City Council

*William S. Bencini, Jr., Mayor
James C. Davis, Mayor Pro Tem
Latimer B. Alexander, IV, Cynthia Y. Davis,
Jason P. Ewing, Jeffrey J. Golden,
Alyce E. Hill, Christopher Williams,
Jay W. Wagner*

Roll Call, Prayer & Pledge of Allegiance

Boards and Commissions- Sub-Committee Recommendations

Proposed FY 2016-2017 Budget

160148 Special Called Meeting of City Council - Proposed Review of FY
2016-2017 Annual Budget

Sponsors: Committee of the Whole

Attachments: Presentation- 2016-2017 Budget
Administrative Policies & Procedures

Adjournment

5-18-2016
HPC SM



**CITY OF HIGH POINT
ADMINISTRATIVE POLICIES AND PROCEDURES
APPOINTMENTS TO CITY BOARDS, COMMISSIONS AND COMMITTEES**

I. PURPOSE

It is the desire and intent of City Council to encourage and support citizen participation in an advisory capacity governing the affairs of the City. Service through membership on a board, commission or committee is a valued important opportunity for participation in an advisory capacity. This policy sets out an orderly process for citizens interested in serving as members of a City board, commission or committee and for the City Council to oversee appointments.

The Mayor of the City of High Point has the authority under the City Charter to appoint special committees as he/she deems advisable (Sec. 2-1-19) and the City Council may, by resolution, prescribe the duties of all special and standing committees (Sec. 2-1-20).

II. POLICY

This policy sets forth the comprehensive process for appointments to the City's boards, commissions and committees, including advertising for candidates, application forms, processing information to the City Council; appointment timetable; attendance records; certificates or letters of appointment; oaths of office; and certificates or letters for appreciation of service.

III. COUNCIL LIAISONS

A Council Member will be appointed bi-annually by the Mayor with concurrence of Council as liaison to various boards, commissions and committees. Liaison appointments will be made at the Organizational Meeting of the newly elected Council held at the first regular meeting in December after the results of the election have been certified. The Council Liaison shall serve as a conduit of information between the City Council and the respective board, commission or committee, and shall provide information as needed to help facilitate the appointment(s) or reappointment(s) to the board, commission or committee. (**EXHIBIT 1** contains a current listing of Council Liaisons)

An information sheet identifying all standing boards, commissions and committees (at the time this policy is approved) is hereby included as **EXHIBIT 2**. A synopsis of each standing board, commission and committee is hereby included as **EXHIBIT 3**. This information will be retained and maintained by the City Clerk's office. However, it is the responsibility of the respective department heads to inform the City Clerk of any changes, etc...

IV. PROCEDURES

Sec. 4.01 Applicable Laws and Ordinances

All boards, commissions and committees shall act in accordance with the authority granted to them through applicable state law, charter provision, and/or directives and policies of the City Council.

Sec. 4.02 Terms of Office

Members will be required to rotate off after serving two full terms. However, an applicant may fill the remainder of an unexpired term and will still be eligible for appointment to two full terms.

Sec. 4.03 By-laws, Rules and Regulations

All boards, commissions, and committees shall follow procedures of conduct set out in adopted Bylaws. Copies of all by-laws for the respective boards, commissions and committees shall be kept current and filed with the City Clerk.

All meetings shall have an agenda and an official record of action (minutes) shall be kept on file by the secretary to the board. All boards, commissions, and committees shall comply with the *North Carolina Open Meetings Law*.

Sec. 4.04 Election of Officers

Officers of each of the City's boards, commissions and committees will be elected in accordance with any applicable ordinances, state laws, City Charter, or bylaws. It is the responsibility of the Secretary to the respective boards, commissions and committees to forward this information to the City Clerk and to keep the City Clerk informed of changes as they occur.

Sec. 4.05 Providing and Maintaining Records

The City Clerk's Office shall keep an up-to-date official record of pertinent information for each board, commission, and committee in an official notebook. City staff members in the respective departments will be responsible for providing to the City Clerk's Office up-to-date information of names, addresses, e-mail addresses, telephone/cell numbers, for their boards, commissions, and committee members.

Sec. 4.06 Attendance Policy and Records

Attendance records shall be maintained by all City staff providing support to the respective City boards, commissions, and committees. The specific attendance requirements shall be identified in the adopted by-laws of the respective City boards, commissions and committees.

It shall be the responsibility of each member to attend meetings regularly.

Sec. 4.07 Information Packets

Each appointee shall receive a packet of information about the boards, commissions, or committees purpose, members, meeting schedule and location, and any other pertinent information such as by-laws, as may be deemed appropriate. It shall be the responsibility of the respective departmental City staff to provide this information to the appointees.

Sec. 4.08 Letters of Appointment/Reappointment

At the time appointments/reappointments are made by the Mayor and City Council, it shall be the responsibility of the City Clerk's Office to send a letter to the appointee notifying him/her of the appointment. The effective date and expiration of the term shall also be identified in the letter. Copies of the letter will also be sent to the department head (director).

V. APPOINTMENTS

Sec. 5.01 Applications

All citizens interested in being appointed or reappointed to a board, commission, or committee must have a current application on file. Applications (**EXHIBIT 4**) can be downloaded from the city's website at the following address:

<https://highpoint.granicus.com/boards/forms/67/apply/>

Completed applications may also be mailed or dropped by the City Clerk's Office.

The City Clerk shall provide the application to citizens upon request, as well as information sheets on the various boards, commissions, and committees.

In an effort to increase the awareness of vacant positions on the boards, commissions and committees and to increase applicants in the databank, it might be necessary from time-to-time to put information on the city's governmental access channel about the respective boards, commissions or committees and any vacancies that need to be filled. Additionally the news media may also be used to report the information.

All applications submitted to the City Clerk will be date stamped received and will be retained by the City Clerk for a period of two (2) years. For informational purposes, the specific ward of residency will also be placed on each application as it is receive to aid in those positions on the respective boards, commissions or committees that have a ward residency requirement. At the time applications are received, the City Clerk's Office will forward copies to the Mayor and City Council and any City staff that may be deemed appropriate. These applications will be considered and used in making appointments to boards, commissions and committees as vacancies occur.

Sec. 5.02 Appointment Process

As vacancies occur throughout the year, the City Clerk's Office will keep the Mayor and City Council apprised. In January of each year, the City Clerk shall prepare a spreadsheet containing all known board expirations/vacancies for the year. Revisions

will be made to the spreadsheet as necessary. A memo prepared by the City Clerk's Office will also be forwarded to the Mayor and City Council at least four times a year containing pertinent information on the respective boards, commissions and committees such as length of terms; identification of council liaison; how appointments are made; terms that have expired or will be expiring; vacancy information; and identification of any applicants who have submitted applications of interest to serve. It is generally in the best interest of all that appointments be made promptly and in a timely manner.

Sec. 5.03 Selection Criteria

Selection of members to boards, commissions, and committees shall be made taking into consideration the indicated interest and desire of the applicant as well as ward residency (if applicable). Other criteria considered will be the applicant's availability, qualifications, personal background, and any special skills he/she may have.

Members selected should not only be qualified, but also exhibit a desire and commitment to serve in the capacity they are appointed.

Sec. 5.04 Filling Vacancies

Vacancies on boards, commissions, and committees caused by resignations will be filled throughout the year as they occur in order to complete unexpired terms of office. When a vacancy occurs, the Secretary to the Board or City staff person in the respective department shall notify the City Clerk's Office of same. The City Clerk will provide to the City Council a listing of all individuals having expressed an interest in the respective board, commission or committee as well as provide a copy of the application submitted for consideration. Appointments to fill vacancies will be made according to the guidelines as contained in this policy.

Sec. 5.05 Ward Specific Appointments

Council deems it in the best interest for city-wide balanced representation on certain boards, commissions and committees that appointments be ward specific to these boards. Ward specific appointments to these boards are hereby identified in **Exhibit 3**. However, Council also recognizes the difficulty in getting qualified citizens to apply and serve who reside in specific wards and from time-to-time a City Council Member may choose to go outside their respective ward for an appointment.

Sec. 5.06 Residency Requirements

City Council members are encouraged to make appointments according to "residency or primary occupation" with a preference given to residency before primary occupation.

Exceptions:

- ✓ Human Relations Commission which is comprised of 9 adult members who live and/or work in the City of High Point with at least 7 being residents.
- ✓ High Point Economic Development Corporation (19 voting member board, City Council appoints seven members who either reside or work in High Point).

Sec. 5.07 Recommendations from Council Members

City Council Members are encouraged to be sensitive to recommendations other Council Members may have and to be open-minded about nominations that come up for consideration.

Adopted by the High Point City Council
This 5th day of April, 2010.

Lisa B. Vierling, City Clerk

Exhibit 1

<u>BOARDS/COMMISSIONS/LIAISON MEMBERS</u> <u>(2014-2017) High Point City Council</u>	
<u>ABC Board</u> - 3rd Wednesday- 2:00 p.m. , Administration Offices at 201 W. Fairfield.....	Hill
<u>Arts Council</u> - 4th Wednesday- 12 Noon - 121 S. Centennial.....	Wagner
<u>Board of Realtors-(Board of Directors)</u> Last Wednesday- Various times/locations	J. Davis
<u>Chamber of Commerce</u> ... 4th Wednesday- 4:00 p.m. - Board Room, Chamber of Commerce.....	Hill
<u>Citizens Advisory Council</u> - 4th Thursday- 6:00 p.m. - (various locations)	Golden
<u>Convention & Visitors Bureau</u> - 3rd Wednesday- 12 Noon – HPCVB @ 1634 N. Main, Suite 102.....	Hill
<u>City Project</u> - 1st Mon. @ 1:30 - Chamber Office.....	C. Davis/Ewing
<u>Economic Development Corporation</u> - 1st Wednesday- 4 p.m. (none in Jan., July or Dec.) various locations	Ewing
<u>Furniture Market Authority</u> -(meet 4 times a year)	Williams
<u>Guilford County Gang Commission</u> (currently not active).....	
<u>Guilford County Local Emergency Planning Committee</u> - 2nd Thursday of month - 9 a.m- 12 Noon - Various locations (see attached schedule).....	C. Davis
<u>Guilford County Parks & Recreation Commission</u> - 2nd Tuesday- 6:30 p.m. – (4 th Floor Conference Room- Old Courthouse- Greensboro.....	C. Davis
<u>High Point Community Against Violence</u> - 1st Wednesday @ 8:30 a.m.	Hill/Williams
<u>Housing Authority</u> - 2nd Wednesday- 4:00 p.m. - Board Room (unless otherwise posted).....	Williams
<u>High Point Theatre Advisory Board</u> - 2nd Wednesday- 4:00 p.m. - High Point Theatre.....	Alexander
<u>Human Relations Commission</u> - 2nd Thursday- 5:30 p.m. - HRD Conference Room.....	Golden
<u>Library/Museum Board of Trustees</u> - 3rd Wednesday- 4:30 p.m. - Board Room- Library	Hill
<u>NC Municipal Power Agency (NCMPA-1) Electricities</u>	Alexander/ Bencini
<u>Parks & Recreation Commission</u> - 2nd Monday – 5:30 p.m. - Parks & Rec. Adm. Offices @ 136 Northpoint.....	J. Davis
<u>PART</u> - 2nd Wednesday @8:30 a.m. -PART Office- Greensboro.....	J. Davis
<u>Piedmont Triad Regional Council</u> Paul J. Ciener Botanical Gardens, Kernersville.....	Alexander
<u>Transportation Advisory Committee/MPO</u> - 4th Tuesday @ 10:00 a.m.	Bencini
<u>Welfare Reform Liaison Project</u>	Golden
<u>Workforce Development Board</u>	C. Davis
<u>Governmental Liaisons</u>	Alexander/Golden

BOARD OF ADJUSTMENT

- ✓ Mayor responsible for nominations, subject to approval or confirmation by City Council.
- ✓ Membership: 4 regular; 3 alternate; 1 ETJ
- ✓ Length of Terms: 3 years

BOARD OF ALCOHOLIC BEVERAGE CONTROL (ABC BOARD)

- ✓ Appointments made by City Council by making recommendations to the Mayor who will bring nominations forward for consideration by the full Council.
- ✓ Membership: 5
- ✓ Length of Terms: 3 years

CITIZENS ADVISORY COUNCIL

- ✓ Appointments made by Mayor and City Council, Ward specific
- ✓ Membership: 9
- ✓ Length of Terms: 2 years

GUILFORD COUNTY/CITY INSURANCE ADVISORY COMMITTEE

- ✓ Joint Board
- ✓ Membership: 9 (Guilford County Commissioners 3; Greensboro City Council 3; High Point City Council 3)
- ✓ Length of Terms: 3 years
- ✓ No term limit

HIGH POINT ECONOMIC DEVELOPMENT CORPORATION

- ✓ Joint Board City Council appointments (nominations by City Council)
- ✓ Membership: 19 (City Council 7; High Point Partners 6; Chamber of Commerce 2; City Manager; Mayor and 1 Member of City Council; 3 immediate past chairs)
- ✓ Length of Terms: 2 years

GUILFORD COUNTY HISTORIC PRESERVATION COMMISSION

- ✓ Joint Board
- ✓ Nominations by At Large City Council Members with consent of City Council
- ✓ Membership: 11 (High Point City Council 1; Guilford County Commissioners 4; Greensboro City Council 3; Jamestown 1; Gibsonville 1)
- ✓ Length of Terms: 4 years

HIGH POINT HISTORIC PRESERVATION COMMISSION

- ✓ City Council Members in respective wards responsible for making nominations for appointments taking into consideration historic district requirements for representation as contained in Section 9-9-5(b)(2) of the Development Ordinance and the following Certified Local Government Program (CLG) criteria for appointments: 1) all members must reside within the territorial jurisdiction of the unit of government that is the CLG; 2) all members must have a demonstrated interest, competence, or knowledge in historic preservation; 3) the CLG must document in writing its good faith effort to appoint professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or other related disciplines, to the extent such professionals are available in the community and willing to serve; and 4) the CLG must fill the commission vacancies within sixty (60) days after vacancies occur.
- ✓ 3 Historic Districts: Sherrod Park; Johnson Street; and W. High (only Sherrod Park and Johnson Street have representatives on board)
- ✓ Membership: 9
- ✓ Length of Terms: 3 years

HOUSING AUTHORITY BOARD

- ✓ Appointments made by Mayor with Council approval
- ✓ Membership: Not less than 5 nor more than 11
- ✓ Length of Terms: 5 years

HUMAN RELATIONS COMMISSION

- ✓ **Council liaison** to bring nominations forward to fill vacancies with careful review by City Council before appointments are made
- ✓ Appointments made by Mayor and City Council
- ✓ Membership: 9 adult members who live and/or work in High Point
- ✓ Length of Terms: 3 years

LIBRARY BOARD OF TRUSTEES

- ✓ Appointments made by Mayor and City Council
- ✓ Ward specific if possible
- ✓ Membership: 9
- ✓ Length of Terms: 3 years

PARKS AND RECREATION COMMISSION

- ✓ Appointments are made by Mayor and City Council
- ✓ Membership: Not less than 7 nor more than 9
- ✓ Ward specific
- ✓ Length of Terms: 3 years

PIEDMONT TRIAD AIRPORT AUTHORITY

- ✓ Joint Board
- ✓ Membership: 7 (1 High Point City Council; 3 Guilford County Commissioners; 1 Forsyth County Commissioners; 1 Greensboro City Council; 1 Winston-Salem)
- ✓ Length of Terms: 3 years

PIEDMONT TRIAD REGIONAL WATER AUTHORITY

- ✓ Joint Board
- ✓ Membership: 10 (2 High Point City Council; 3 Greensboro City Council; 2 Randolph County Commissioners; 1 Archdale; 1 Jamestown; 1 Randleman)
- ✓ Length of Terms: 3 years

PLANNING AND ZONING COMMISSION

- ✓ Appointments made by Mayor and City Council
- ✓ Ward specific (with Mayor making the ETJ nomination for Approval by City Council to Guilford County Commissioners)
- ✓ Membership: 8 city members, 1 ETJ
- ✓ Length of Terms: 3 years

THEATRE ADVISORY BOARD

- ✓ Appointments made by Mayor and City Council
- ✓ City Council appointments (not restricted to ward representation)
- ✓ Membership: 9
- ✓ Length of Terms: 3 years

Exhibit 3

Board of Adjustment

Created pursuant to Title 9, Chapter 9, Section 9-9-6 of the Code or Ordinances, Revised 1982. Board consists of 4 Regular Members who shall reside within the Corporate Limits; 3 Alternate Members and 1 extra-territorial member who shall represent and reside within the City's extra-territorial jurisdiction. Length of Terms is 3 years (members will serve until replacement is named)

Planning & Zoning Commission Members

Term Ends

Richard Andrews Regular Member 4030 Waterview Road High Point, NC 27265	July 1, 2017
Bui Nho Alternate Members 6129 Birkdale Drive High Point, NC 27265	July 1, 2016
Deborah Davis Regular Member 3951 Cobblestone Bend High Point, NC 27265	July 1, 2018
David Horne Regular Member 125 Buena Vista High Point, NC 27265	July 1, 2017
Tyler Walsh Alternate Member 3834 Beverly Hills Drive High Point, NC 27265	July 1, 2018
Matt Witmeyer Regular Member 3877 Tonsley Place High Point, NC 27265	July 1, 2016
Andre' White Alternate Member 3201 Loftyview Drive High Point, NC 27260	July 1, 2014
Vacant ETJ	July 1, 2015

ABC BOARD

Meetings are held 3rd Wednesday of each month @ 2:00 p.m.

Council Liaison: HILL

Length of terms: 3 years

(appointments are not ward specific)

DUTIES

In 1937, an Alcoholic Beverage Control bill was enacted by the North Carolina General Assembly that created the foundation for the system of control we operate under today. This Act allowed voters in each county to determine whether or not spirituous liquor should be sold at retail. If approved by the local voters, the Act provided for the establishment of a local ABC board that has the authority and duty to operate one retail ABC store. If disapproved at the county level, local towns or municipalities could then vote on the issue. The Act also provided for the establishment of a State ABC Commission to have oversight authority with respect to each local ABC Board.

Today, there are 168 local ABC systems in the State that operate 415 retail stores. Fiscal year ending June 30, 2009, the retail and mixed beverage sales totaled approximately \$720 Million. County and municipal ABC Boards in North Carolina are local independent political subdivisions of the State. They operate as separate entities establishing their own policies and procedures.

Each local ABC Board consists of a Chairman and two to six (depending on the Board size) board members appointed by their city, town or county governing authority. They retain authority to set policy and adopt rules in conformity with ABC Laws and Commission Rules.

High Point Board of Alcoholic Control Members

Term Ends

VACANT

Finance

February 8, 2016

Elizabeth Koonce

300 N. Main Street
High Point, NC 27260

November 15, 2017

James Tanner

1614 Bolingbroke Road
High Point, NC 27265

November 15, 2015

David Wall, Chair

317 Skeet Club Road
High Point, NC 27265

November 15, 2016

Mary Lou Blakeney

811 Runyon Drive
High Point, NC 27260

February 8, 2018

Exhibit 3

CITIZENS ADVISORY COUNCIL

**Meetings are held on the 4th Thursday of each month @ 6:00 p.m.
(various locations)**

Council Liaison: GOLDEN

**Length of terms: 2 years
(appointments are ward specific)**

The Citizens Advisory Council (CAC) was established in April 1974 to function as the primary citizen participation mechanism for projects planned and implemented with HUD funds. Each member of City Council nominates one representative from his or her ward or at-large to the Citizens Advisory Council, with City Council's approval of the appointment. CAC members serve two-year terms and are eligible for reappointment for an additional two-year term. The Community Development and Housing Department (CD&H) is responsible for providing administrative and technical support to the CAC.

The Citizens Advisory Council reviews applications from community organizations for "public service" grants to conduct activities that primarily benefit citizens with low-to-moderate incomes. The CAC reviews the annual action plan for the use of HUD funds prior to City Council's review/approval and submission to HUD. They also conduct public hearings on community development activities as needed.

Citizens Advisory Council Members

	<u>Term Ends</u>
Jerry Mingo <i>Alexander At-Large Appointment</i> 905 Thissell Street High Point, NC 27260	May 31, 2016
Jim Bronnert <i>C. Davis At-Large Appointment</i> 808 Lakecrest Drive High Point, NC 27265	May 31, 2018
Teresa Jones-Echard <i>Mayor Bencini At-Large Appointment</i> 2923 Glen Echo Ct. High Point, NC 27265	May 31, 2016
Willie Davis <i>Golden Ward 1 Appointment</i> 1436 N. Hamilton Street High Point, NC 27260	May 31, 2016
Donnie Wicker <i>Williams Ward 2 Appointment</i> 1210 Carter Street High Point, NC 27260	May 31, 2018

Exhibit 3

Matthew Farabow
Hill Ward 3 Appointment
5025 Bennington Way
High Point, NC 27262

May 31, 2018

Myra Clodfelter
Wagner Ward 4 Appointment
604 Gatewood Avenue
High Point, NC 27262

May 31, 2016

Elizabeth Dennis
Davis Ward 5 Appointment
206 Greenpoint Court
High Point, NC 27265

May 31, 2016

Scott Niebauer
Ewing Ward 6 Appointment
2460 Alderbrook Drive
High Point, NC 27265

May 31, 2016

Exhibit 3

Guilford County /City Insurance Advisory Committee

City of High Point participation pursuant to Council action on November 1978

3 Members from the City of High Point, 3 year term

Insurance Advisory Committee - City of High Point Members

Term Ends

John Causey
P.O. Box 5068
High Point, NC 27262

December 21, 2018

Rudy Hinnant
909 Flicker Lane
High Point, NC 27262

December 21, 2017

Lynwood Roach
1906 San Fernando Drive
High Point, NC 27265

December 21, 2017

HOUSING AUTHORITY

Meetings are held the 2nd Wednesday of each month @ 4:00 p.m.

Council Liaison: WILLIAMS

Length of terms: 5 years

(appointments made by Mayor, confirmed by City Council)

The creation and authority of the Housing Authority are derived from state enabling legislation [N.C. General Statute 157.5]

ROLES/RESPONSIBILITIES

- Provide responsible leadership
- Create sound policies and set goals for the agency
- Comply with federal law and program regulations
- Comply with state and local law
- Fulfill financial and fiduciary responsibilities
- Monitor accomplishments and evaluate performance of the agency
- Support the Executive Director and provide oversight of the Executive Director's activities and performance

Housing Authority Board Members

Term Ends

Roosevelt Swinnie

701 E. Green Drive, Apt. 805
High Point, NC 27260

December 22, 2018

Bob Davis (Chair)

1306 Ashley Avenue
High Point, NC 27262

December 22, 2017

Edward Squires

331 Homestead Avenue
High Point, NC 27262

December 22, 2018

Laura Wiley

4018 Quartergate Drive
High Point, NC 27265

December 22, 2016

Michael McKinney

4404 Peaceford Glen Drive
High Point, NC 27265

December 22, 2019

Jim Grdich

5826 Samet Drive, Suite 105
High Point, NC 27265

December 22, 2016

James LeGrande

918-H Lakecrest Drive
High Point NC, 27265

December 22, 2020

Exhibit 3

HUMAN RELATIONS COMMISSION
Council Liaison: GOLDEN
Length of Terms: 3 years
(appointments are ward specific)

The Human Relations Commission is responsible for encouraging understanding and goodwill, working toward the elimination of discriminatory practices, and promoting mutual respect among all citizens.

Human Relations Commission Members

Term Ends

Latishia Bahena

1414 RC Baldwin Avenue
High Point, NC 27260
(Ward 2/WILLIAMS)

November 1, 2017

Jenn Brandt

4228 Brentonshire Lane
High Point, NC 27265
(At-Large/MAYOR)

November 1, 2017

Mehmet Cakal

3236 W. Loftyview Drive
High Point, NC 27260
(At-Large/C. DAVIS)

November 1, 2016

Bobby Davis

531 Radford Street
High Point, NC 27260
(At-Large/ALEXANDER)

November 1, 2016

Lisa Duke

3304 Quail Run Drive
High Point, NC 27265
(Ward 6/EWING)

November 1, 2018

Felicia Jones

PO Box 694
High Point, NC 27261
(Ward 3/HILL)

November 1, 2018

Fatih Oguz

1802 Morgans Mill Way
High Point, NC 27265
(Ward 5/J.DAVIS)

November 1, 2016

David Rosen

4309 Hardin CT.
High Point, NC 27265
(Ward 4/WAGNER)

November 1, 2018

Jason Yates

111 Edgeview Road
High Point, NC 27260
(Ward 1/GOLDEN)

November 1, 2017

Exhibit 3

LIBRARY BOARD OF TRUSTEES

Meetings are held the 3rd Wednesday of each month @ 4:00 p.m.

Council Liaison: HILL

**Length of Terms: 3 years
(appointments are ward specific)**

The Library Board of Trustees of the High Point Public Library is an eight-member advisory board of High Point residents appointed by the Mayor and City Council.

The specific duties are set forth by state statute and by city ordinance. Its major responsibilities are in the areas of library materials, library facilities, and relations with the City Council and City Manager.

Library Materials. The Library Board implements regulations governing the use of library materials, such as the establishment of fines and charges and periods of use. The board devises standards for the selection of all library materials, provides for their withdrawal or disposition, and assumes the final authority for the quality and character of such material.

Library Facilities. The board develops rules governing who may use the library. Upon request, the board makes recommendations to the High Point City Council about expansion and/or improvements to the physical facilities.

Relations with the City Council and City Manager. The Library Board participates in the preparation of an annual report on the operations of the library to High Point City Council and to the N.C. Department of Cultural Resources. Upon request of the City Manager, the library board advises about the hiring, evaluation, or termination of the Library Director. Otherwise, the library board advises High Point City Council on library matters.

Library Board of Trustees Members

Term Ends

Dorotea Evans

Davis Ward 5 Appointment
3634 Malibu Drive
High Point, NC 27265

October 31, 2017

Phillip Flynt

C. Davis At-Large Appointment
1208 E. Springfield Road
High Point, NC 27263

October 31, 2017

Ann Lynch

Hill Ward 3 Appointment
1313 Overland Drive
High Point, NC 27262

October 31, 2018

Yvonne Matlosz

Alexander At-Large Appointment
4005 Oak Hollow Drive
High Point, NC 27265

October 31, 2018

Exhibit 3

Forrest Littleton

Williams Ward 2 Appointment
605 Shamrock Road
High Point, NC 27265

October 31, 2016

Matt Witmeyer

Ewing Ward 6 Appointment
3877 Tonsley Place
High Point, NC 27265

October 31, 2016

Rick Cornwell

Wagner Ward 4 Appointment
719 Gatewood Avenue
High Point, NC 27262

October 31, 2017

Carol Young (Museum Representative)

Mayor Bencini At-Large Appointment
203 Edgedale Drive
High Point, NC 27262

October 31, 2015

Yvonne Bostic Short

Golden Ward 1 Appointment
2637 Dandelion Drive
High Point, NC 27265

October 31, 2017

Exhibit 3

PARKS AND RECREATION COMMISSION

Meetings are held the 2nd Monday of each month @ 5:30 p.m.

Council Liaison: J. DAVIS

Length of terms: 3 years

(appointments are ward specific)

The Parks & Recreation Commission is an advisory body comprised of nine members appointed by the High Point City Council. Appointments to the Parks & Recreation Commission are ward specific.

Members are appointed to three-year terms and are eligible for reappointment to an additional three-year term.

Members serve as representatives of the community and as advocates for various program facilities and staff for recreation-related services.

Members also review budgets and recommend funding levels for the operation of the Parks & Recreation Department.

Parks and Recreation Commission Members

Term Ends

Marshall Newsome July 1, 2016
Mayor Bencini At-Large Appointment
1728 Lamb Avenue
High Point, NC 27260

Ed Price July 1, 2017
C. Davis At-Large Appointment
914 Northshore Court
High Point, NC 27265

Gloria Halstead July 1, 2017
Alexander At-Large Appointment
901 Johnson Street
High Point, NC 27262

Hazel Rorie July 1, 2016
Golden Ward 1 Appointment
111 Dartmouth Avenue
High Point, NC 27262

Darrell McLean July 1, 2016
Williams Ward 2 Appointment
2320 Geddie Place
High Point, NC 27260

Judy Jones July 1, 2017
Hill Ward 3 Appointment
312 Belgian Drive
Archdale, NC 27263

Exhibit 3

July 1, 2018

Todd Nifong
Wagner Ward 4 Appointment
400 Otteray Avenue
High Point, NC 27262

July 1, 2018

Gary Ollis
J. Davis Ward 5 Appointment
3832 Beverly Hills Drive
High Point, NC 27265

July 1, 2018

Brian Petty
Ewing Ward 6 Appointment
1903 LaVista Drive
High Point, NC 27265

Exhibit 3

PLANNING & ZONING COMMISSION

**Meetings are held the 3RD Tuesday of each month @ 6:00 p.m.
Length of terms: 3 years**

Created pursuant to Title 9, Chapter 9, Section 9-9-2 of the Code or Ordinances, Revised 1982. Ward specific w/Mayor recommending nomination for ETJ member to City Council for approval by Guilford County Commissioners. Board consists of 8 City Members who shall reside within the Corporate Limits; 1 extra-territorial member who shall represent and reside within the City's extra-territorial jurisdiction. Length of Terms is 3 years (members will serve until replacement is named)

Planning & Zoning Commission Members

	<u>Term Ends</u>
James Armstrong Hill Ward 3 1034 Canterling Road High Point, NC 27262	July 1, 2108
Ozzie Hough J Davis Ward 5 3428 Imperial Drive High Point, NC 27265	July 1, 2016
Tom Kirkman C Davis At Large 3506 Johnson Street High Point, NC 27265	July 1, 2018
John McKinzie Wagner – Ward 4 1324 Robin Hood Road High Point, NC 27262	July 1, 2016
Andrew Putnam Ewing Ward 6 3930 Lake Meadow Drive Jamestown, NC 27282	July 1, 2016
Ed Squires Williams Ward 2 509 Henry Place High Point, NC 27260	July 1, 2018
Marie Stone Golden Ward 1 4130 Coachmans Court High Point, NC 27262	July 1, 2017
Mark Walsh Alexander At Large 926 Country Club Drive High Point, NC 27262	July 1, 2016

THEATRE ADVISORY BOARD

Meetings are held the 3rd Tuesday of each month @ 4:00 p.m.

Council Liaison: ALEXANDER

Length of terms: 3 years

The High Point Theatre Advisory Commission consists of nine members appointed by the High Point City Council to advise the Council and the Theatre staff on cultural and entertainment needs and concerns. Specifically, the Commission recommends the Theatre's budget, programming, capital outlay, fees, building usage policies, gallery usage, rentals, and programming. The Commission also approves the Theatre's co-sponsorship of programs with community organizations and helps plan for future programming and facility needs.

Each Commissioner is expected to be an active Theatre advocate and to subscribe to the Theatre's in-house series, as well as attend Theatre events regularly.

The City Council also appoints a Council member liaison to the Commission. This member has voting privileges, but is excluded from holding office on the Commission.

The Friends of the High Point Theatre, Inc. appoints one member of its board to serve on the Commission. This member has voting privileges, but is excluded from holding office.

Theatre Advisory Board Members

Joyce Allen-Crawford June 1, 2017
P.O. Box 696
High Point, NC 27261

Catherine Bencini July 1, 2017
1412 Trafalgar Drive
High Point, NC 27262

Leslie Graham June 1, 2016
208 Westdale Drive
High Point, NC 27265

Clay Fielding June 1, 2018
2632 Dandelion Drive.
High Point, NC 27265

George Harris June 1, 2016
1001 Norse Street
High Point, NC 27265

Johnnie Thigpen June 1, 2018
2616 Guyer Street 2D
High Point, NC 27265

Amanda Anderson June 1, 2018
602 Sunset Drive
High Point, NC 27262

Holly Davis June 1, 2016
307 Otteray Avenue
High Point, NC 27262

Exhibit 3

Tom Blount
3521 Langdale Drive
High Point, NC 27265

June 1, 2017

Gene Bohi
Member Emeritus
1507 Overbrook Ct.
High Point, NC 27262



Application for Appointment To Boards and Commissions

Please *TYPE* or *PRINT* the information requested on this application.
You may attach additional pages and / or your resume if you wish.
All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.

Name _____

Street Address _____

City, State, Zip _____

Employer _____

Business Address _____

Phone: home _____ work _____ fax _____

Email _____

Do you live inside the corporate limits of High Point? _____ If not, do you live within High Point's extraterritorial zoning jurisdiction? _____

Please list (*in order of preference*) the boards and commissions on which you would be willing to serve.

1. _____
2. _____
3. _____

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application. Please feel free to attach a resume or biographical information.

Have you participated in the City Government 101 Course? _____ Year _____

Have you participated in Leadership High Point? _____ Year _____

----- RETURN TO: -----

City Clerk, City of High Point, P. O. Box 230, High Point, NC 27261 • 211 S. Hamilton Street

Phone: 336-883-3536 • Fax: 336-822-7067

Applications will be retained and active for a two-year period

CITY COUNCIL PROPOSED 2016/2017 BUDGET

May 16, 2016



NORTH CAROLINA'S INTERNATIONAL CITY

POLICY GOALS

- Current services levels have been maintained
- Prior year priorities remain funded
- Additional Council priorities have been added to the proposed budget

TOTAL BUDGET

- Total FY 2017 Budget = \$375,290,445
- 3.0% increase over FY 2016 Approved Budget

MAJOR FUND TOTALS

- General Fund Budget = \$106,453,058
 - 3.6% increase over FY 2016 Budget
- Water/Sewer Fund Budget = \$51,642,201
 - 5.8% increase over FY 2016 Budget
- Electric Fund Budget = \$132,052,098
 - 1.4% increase over FY 2016 Budget

MAJOR FUND TOTALS

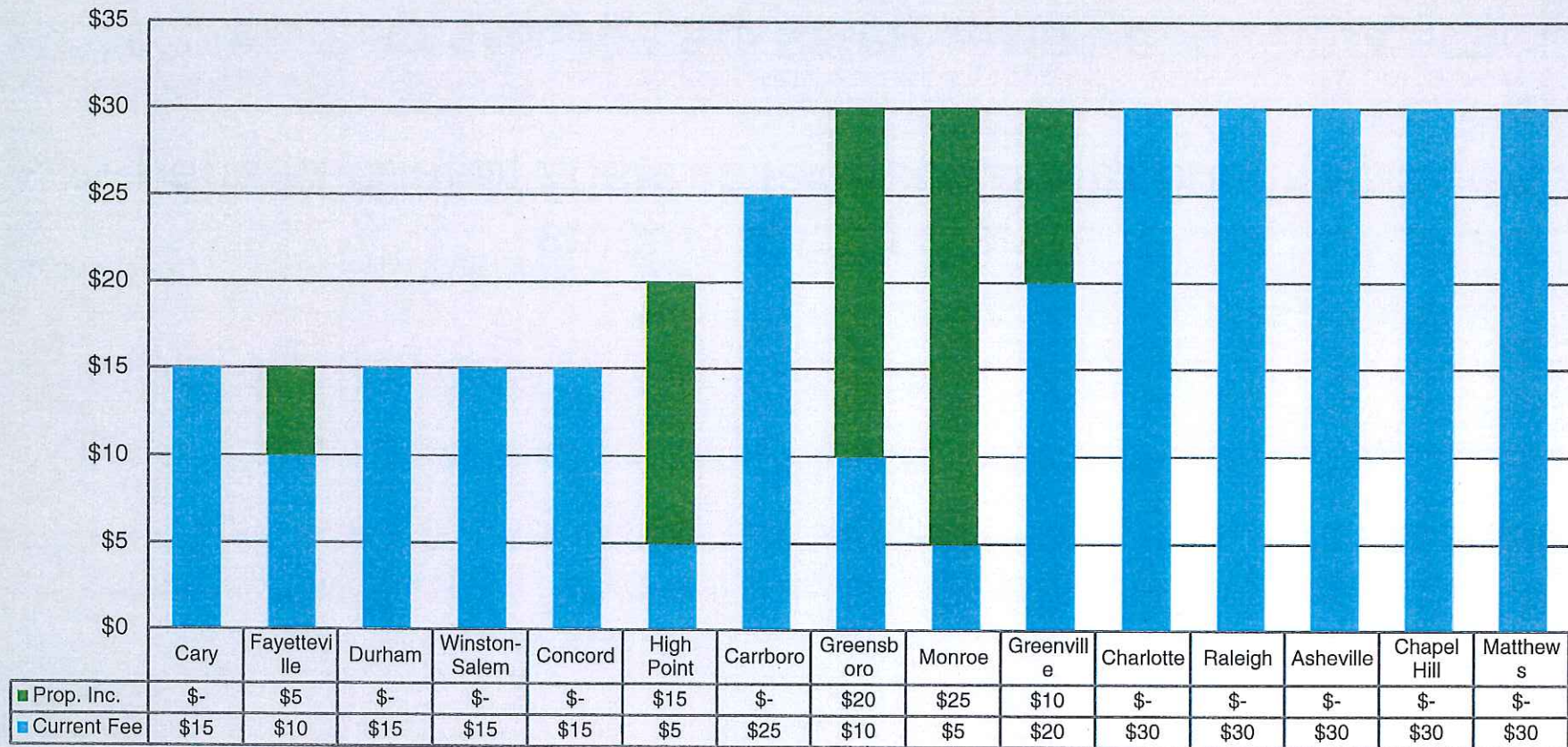
- Solid Waste Fund Budget = \$16,571,648
 - 5.2% operating budget increase over FY 2016 Budget
 - 11.8% total increase due to \$1.9 million capital project
- Stormwater Fund Budget = \$5,558,182
 - 9.5% operating budget increase over FY 2016 Budget
 - 39.7% total increase due to anticipated debt service for revenue bond projects and increase in paygo capital projects

REVENUE POLICY CHANGES

- Property Tax Rate Decrease of .25 cents
 - From .65 cents to .6475 cents
 - Completes Solid Waste transition to Enterprise Fund
 - Prior planned decrease adjusted to recognize impact of unintended consequence of sales tax loss
 - Total Assessed Value = \$9.1 billion or 1.1% increase
 - \$56.8 million in General Fund property tax revenue or a -.1% decrease
- Solid Waste Fee Increase \$3.00
 - From \$11/month to \$14/month

REVENUE POLICY CHANGES

- Municipal Vehicle Fee Increase from \$5 to \$20 Annually



REVENUE POLICY CHANGES

- Increase Water and Sewer Rates 4% effective October 1, 2016
 - Continues long range financial strategy to fund needed water and sewer system improvements



NC Water and Wastewater Rates Dashboard

Rates as of January 2016

Last updated: March 30, 2016



Smart Management for
Small Water Systems

High Point

Rates Comparison

Financial Benchmarks

Characteristics

Links

Edit Data or Add Utility

Select residential bill and monthly consumption amount

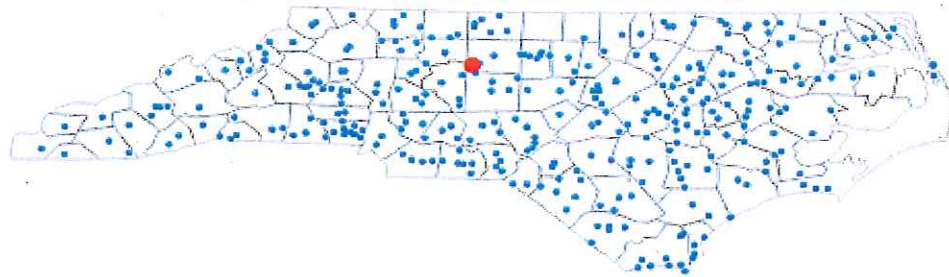
☐ Water Bill ☐ Sewer Bill ☒ Water + Sewer Bill

5,000 gallons
668 cubic feet

Monthly Water & Sewer Bill: \$70.43

Select comparison group: All Utilities

Comparing to all utilities in survey



332 rate structures compared

Effects of raising rates by: 0%

Bill Comparison

Water & Sewer Bill at
5,000 gallons
Median: \$69.50

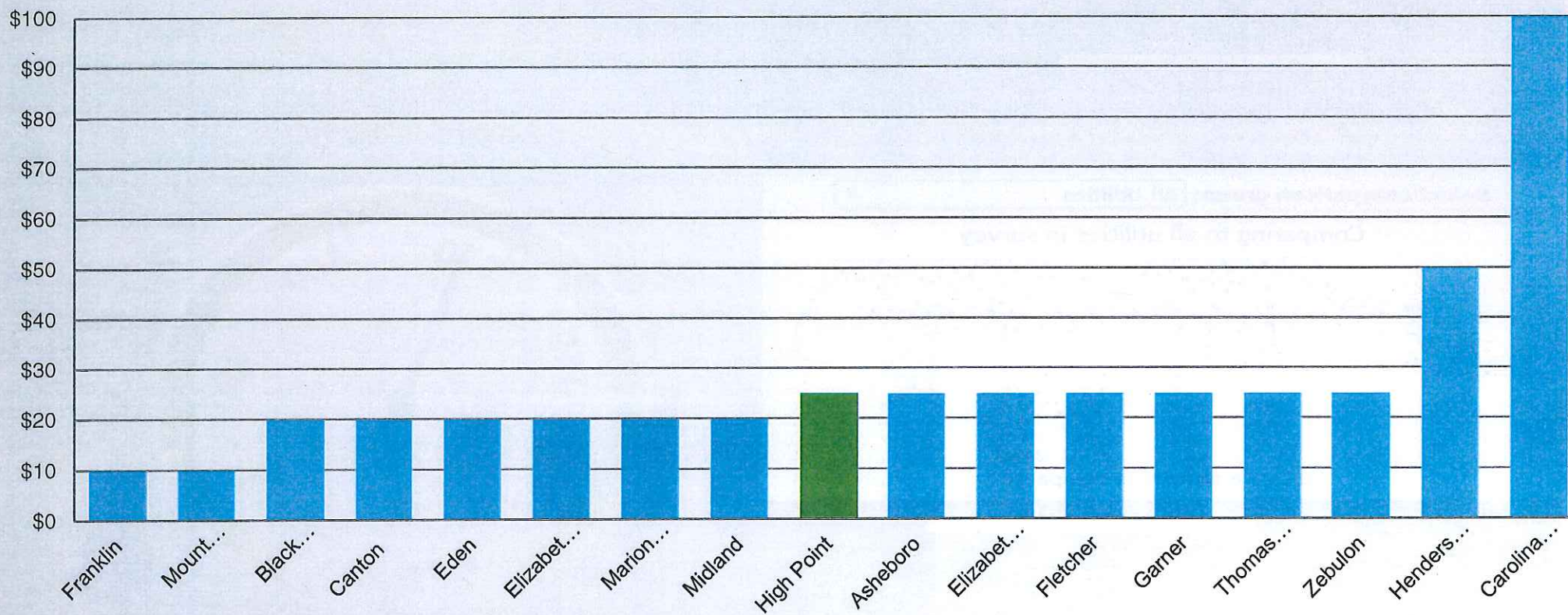


Min \$23.17

Max \$201.15

REVENUE POLICY CHANGES

- Implement Business Registration Program - \$25 Annual Fee

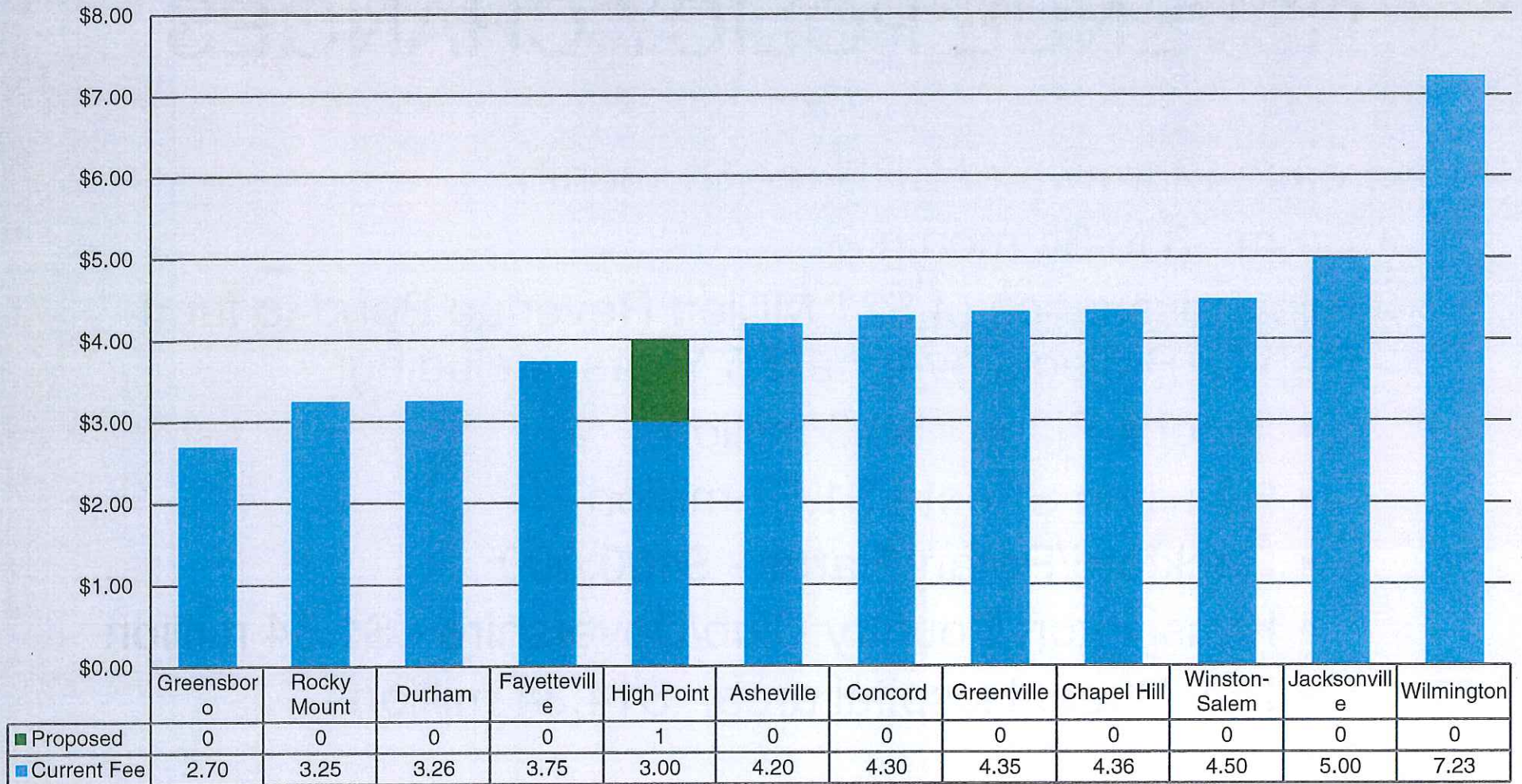


REVENUE POLICY CHANGES

- Increase Stormwater ERU fee \$1/month
 - From \$3 to \$4 month
 - Allows issuance of \$21 Million Revenue Bond to fund Capital Projects over next 5 Years, including:
 - Jacobs Place - \$3.3 million
 - Hamilton Street - \$1.57 million
 - Rockford/Rotary/Farris - \$400,000
 - Kensington/Country Club/Dovershire - \$1.54 million
 - Ray Street/Hospital area - \$14.34 million



STORMWATER FEE COMPARISON



PROPOSED 2017 BUDGET INCLUDES

- \$500,000 funding for Core City Redevelopment Programs - (adds to the \$500,000 appropriated in FY 2016)
- Forward High Point appropriation - \$250,000 (offset by reduction of current cost of \$125,000)
- Continuation of Countywide EDC Agreement - \$100,000



PROPOSED 2017 BUDGET INCLUDES

- Continuation of Façade Grant Program - \$50,000
- Lease purchase 3 Fire Department apparatus - \$2 million
- Replaces \$5.275 million in vehicles and large equipment (\$3.275 million in cash funding, \$2 million in lease purchase)

PROPOSED 2017 BUDGET

INCLUDES

- Adds three additional leaf collection vehicles
- Increases annual Street Resurfacing funding from \$1.925 million to \$2.315 million
- Adds Wi-Fi at Southside, Morehead and Washington Terrace Recreation Centers - \$38,000



NORTH CAROLINA'S INTERNATIONAL CITY

PROPOSED 2017 BUDGET INCLUDES

- 2017 Employee Pay for Performance program – 0% to 4% increase based on merit
 - General Fund - \$1.2 million
 - Water/Sewer - \$138,000
 - Electric Fund - \$68,000
 - Other Funds - \$59,000

PROPOSED 2017 BUDGET INCLUDES

- Application for Federal COPS Grant. If successful, will add 8 Grant Funded Police Officer positions
 - Grant award outcome will be known in September
- Adds \$100,000 for Neighborhood Traffic Calming Devices

PROPOSED 2017 BUDGET INCLUDES

- Transit Expanded Service - \$600,000 (\$480,000 Federal Grant , \$120,000 City match)
- Funds one additional transit bus - \$560,000 (\$504,000 Federal Grant, \$28,000 State Grant, \$28,000 City match)

PAY AS YOU GO FUNDING

- Funds over \$29 million in Pay As You Go projects

• General Fund -	\$4,058,739
• Water and Sewer Fund -	\$6,840,500
• Solid Waste Fund -	\$3,466,000
• Electric Fund -	\$9,591,000
• Stormwater Fund -	\$1,322,100
• Fleet Replacement -	\$3,425,000
• Radio System/Computer-	\$ 317,121

NEXT STEPS

- Wednesday, May 18 - 3pm – 5pm. Special Meeting of City Council
- Thursday, May 19 - 3pm – 5pm. Special Meeting of City Council – public comment period
- Friday, May 20, 3pm – 5pm Special Meeting of City Council (if needed)
- Monday, June 6 – Council Consideration / Adoption of the FY 2017 Budget at regularly scheduled City Council Meeting