



City of High Point

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

Meeting Agenda

Finance Committee

Britt Moore, Chair

Committee Members:

Monica Peters

Michael Holmes

Victor Jones

Jay Wagner, Mayor (Alternate)

Wesley Hudson, Mayor Pro Tem (Alternate)

Thursday, June 1, 2023

4:00 PM

3rd Floor Council Chambers

FINANCE COMMITTEE - Britt W. Moore, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

[2023-245](#)

Resolution - 2022 Local Water Supply Plan (LWSP)

City Council is requested to adopt a resolution for the 2022 Local Water Supply Plan and that the appropriate official execute the resolution. This is an assessment of the water system's current and future water needs and is required for the City to be compliant with the requirements of the NC General Statute 143-355(1).

Attachments: [1. Resolution - 2022 Local Water Supply Plan](#)

[2023-246](#)

Sole Source Contract - Machinex Technologies Inc. - Material Recycling Facility (MRF)

City Council is requested to award a sole source contract to Machinex Technologies Inc. in the amount of \$1,300,000 for the replacement of the original 1972 Mosley Dual Ram Baler to maintain operations.

Attachments: [2. Sole Source Contract – Machinex Technologies Inc. - Material Recycling Facility](#)

[2023-247](#)

Contract - Lease Agreement - Andritz Separation - Westside Wastewater Treatment Plant (WWTP) - Centrifuge

City Council is requested to approve the emergency purchase order for Andritz Separation in the amount of \$195,812 to replace the rental mobile screw press at the Westside Wastewater Treatment Plant with a rental centrifuge.

Attachments: [3. Contract – Lease Agreement – Andritz Separation – Westside Wastewater Treatment Plant](#)

[2023-253](#)

Contract - Sole Source - Nexus 33 Group, LLC - Transit - Drug & Alcohol Management & Compliance Software

City Council is requested to award a (3) three year sole source contract to Nexus 33 Group, LLC in the amount of \$288,000 for the purchase of Drug & Alcohol Management & Compliance Software.

Attachments: [4. Contract – Sole Source - Nexus 33 Group, LLC – Transit – Drug & Alcohol M](#)

[2023-254](#)

Sole Source Contract - Top Stone - High Point Public Library - Granite Rolling Sphere Fountain

City Council is requested to award a sole source contract to Top Stone in the amount of \$78,500 for the purchase of a 48" polished granite rolling sphere fountain, base, and related equipment for the sensory garden at the High Point Public Library.

Attachments: [5. Sole Source Contract – Top Stone – High Point Public Library – Granite Rolli](#)

[2023-255](#)

Contract - Breece Enterprises, Inc. - Stormwater Services Maintenance Div.

City Council is requested to award a contract to Breece Enterprises Inc. in the amount of \$497,650 for maintenance, repair, and installation of storm water infrastructure and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [6. Contract – Breece Enterprises, Inc. – Stormwater Services Maintenance Div](#)

[2023-256](#)

Contract - Breece Enterprises, Inc. - Water Sewer Maintenance & Emergency Repairs

City Council is requested to award a contract to Breece Enterprises, Inc. in the amount of \$1,717,210.00 for maintenance and emergency repair of existing water and sewer utilities and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [6a. Contract – Breece Enterprises, Inc. – Water Sewer Maintenance & Emerger](#)

[2023-257](#)

Contract - Barrs Recreation - High Point City Lake Park - Playground Equipment

City Council is requested to award a contract to Barrs Recreation in the amount of \$222,380 for the purchase and installation of composite play structures for High Point City Lake Park.

Attachments: [7. Contract – Barrs Recreation – High Point City Lake Park](#)

[2023-258](#)

Contract - Cunningham Recreation - High Point City Lake Park - Playground Equipment

City Council is requested to award a contract to Cunningham Recreation in the amount of \$123,841.20 for the purchase and installation of a GT Wave Climber, Inclusive See Saw, Spin with Me and Expression Swing for High Point City Lake Park.

Attachments: [8. Contract – Cunningham Recreation – High Point City Lake Park – Playgrounc](#)

[2023-259](#)

Contract - Southeastern Consulting Engineers - Electric System Study-10 Year Plan

City Council is requested to award a contract to Southeastern Consulting

Engineers in the amount of \$121,000 to assist the City of High Point Electric Department with analysis of the current system and in developing departmental goals for our long term system health.

Attachments: [9. Contract – Southeastern Consulting Engineers – Electric System Study-10 Yr](#)

[2023-260](#)

Contract - Ordinance - Parks Ford - High Point Police Department - Ford Police Interceptor Utility Vehicles

City Council is requested to award a NC Sheriff's Association Contract# 22-08-0913R in the amount of \$173,032.68 for the purchase of four (4) Ford Police Interceptor Utility Vehicles and to approve the budget ordinance amendment for the vehicle purchase.

Attachments: [10. Contract – Ordinance – Parks Ford – High Point Police Department - Ford P](#)

[2023-261](#)

Ordinance - Budget - Fleet Services Technical Adjustment

City Council is requested to adopt a budget ordinance to transfer existing appropriations from departmental budgets and re-appropriate funds in the central services fund for vehicle and other rolling stock replacement.

Attachments: [11. Ordinance - Budget - Fleet Services Technical Adjustment](#)

[2023-262](#)

Budget Amendment - City Lake Park Internal Loan - Landfill Reserve Fund

City Council is requested to adopt a budget amendment and repayment terms to appropriate funding for an internal loan in the amount of \$8,352,748 from the Landfill Reserve Fund.

Attachments: [12. Budget Amendment – City Lake Park Internal Loan – Landfill Reserve Fund](#)

[2023-263](#)

Tax Collection Orders- Forsyth County Tax Administration- for Collection of Fiscal Year 2023 Taxes and Collection of 2022 and Prior Years' Taxes

City Council is requested to approve the Tax Collection Orders as requested by the Forsyth County Tax Administration for collection of Fiscal Year 2023 Taxes and collection of 2022 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County, and to authorize the appropriate City Official to execute the Tax Collection Orders.

Attachments: [13. Tax Collection Orders- Forsyth County Tax Administration- for Collection of](#)

[2023-264](#)

Contract - Sole Source - Core & Main Composite Water Meter Box Lids - Customer Service

City Council is requested to award a sole source contract to Core & Main in the amount of \$32,349.52 for the purchase of 800 Composite Meter Box Lids to ensure reading accuracy in the future AMI system.

Attachments: [14. Contract – Core & Main Composite Water Meter Box Lids – Customer Servi](#)

[2023-265](#)

NCMPA1 - ElectriCities - REPS & RECR-1/2 Rider Updates

City Council is requested to adopt updated rate riders RECR (Renewable Energy Credits Rider 1 & 2) to remain compliant with NCMPA1.

Attachments: [15. NCMPA1 – Electricities – REPS & RECR-1&2 Rider Updates](#)

[2023-266](#)

Approval- FY 2023-2024 Annual Budget for the Market Authority
City Council is requested to approve the FY 2023-2024 Annual Budget for the Market Authority.

Attachments: [16. Approval- FY 2023-2024 Annual Budget for the Market Authority](#)

[2023-267](#)

Approval-FY 2023-2024 Annual Budget for Visit High Point
City Council is requested to approve the FY 2023-24 Visit High Point budget and authorize the City Manager to execute a contract with Visit High Point for FY 2023-24.

Attachments: [17. Approval-FY 2023-2024 Annual Budget for Visit High Point](#)

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM

**Title: Local Water Supply Plan**

From: Robby Stone – Public Services Director
Derrick Boone – Asst. Director Public Services
Rodney Darr – Water Plant Superintendent

Meeting Date: June 5, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A – Letter- LWSP Meets Minimum Criteria
Attachment B – Resolution
Attachment C – City of High Point 2022 Local Water Supply Plan

PURPOSE:

A Local Water Supply Plan (LWSP) is an assessment of a water system's current and future water needs and its ability to meet those needs. By understanding the current and future needs, local governments will be better able to manage water supplies and better prepared to plan for water supply system improvements.

BACKGROUND:

North Carolina General Statute G.S. 143-355(l) requires all units of local government that provide public water service to prepare a LWSP. The Public Services Department submitted High Point's 2022 LWSP, and it has been reviewed by the North Carolina Department of Environmental Quality, Division of Water Resources. The 2022 LWSP must next be adopted by the High Point City Council to be compliant with the requirements of North Carolina General Statute G.S. 143-355(l).

BUDGET IMPACT: N/A

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department is recommending that Council adopt the 2022 Local Water Supply Plan and the appropriate official execute the resolution.

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the City of High Point, has been developed and submitted to the City Council for approval; and

WHEREAS, the City Council finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the City of High Point, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of High Point, that the Local Water Supply Plan entitled, LWSP-PWSID: 02-41-020 dated Calendar Year 2022 is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the City Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 5th day of June 2023.

Name: _____

Title: _____

Signature: _____

Attest:

Sandra Keeney, City Clerk

ROY COOPER
Governor

ELIZABETH S. BISER
Secretary

RICHARD E. ROGERS, JR.
Director



NORTH CAROLINA
Environmental Quality

5/10/2023

Rodney Darr, WTP Superintendent
High Point
P.O. Box 230
High Point, NC 27261

Subject: LWSP Meets Minimum Criteria

High Point
PWSID 02-41-020
Guilford County

Dear Rodney Darr,

This letter is to notify you that our staff has reviewed the information contained in the 2022 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for High Point hereby meets the minimum criteria established in North Carolina General Statute 143-355 (l).

Your water system's 2022 LWSP is now viewable online from the LWSP website found at https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/search.php. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2022 LWSP complete.

The 2022 LWSP must next be adopted by your water system's governing board; a model LWSP resolution is available online on the right side of the page in the Forms and Docs section at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/learn.php. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Section Supervisor, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Vardry E. Austin at vardry.austin@ncdenr.gov or (919)707-9002, or Linwood Peele at linwood.peele@ncdenr.gov or (919) 707-9024, if we can be of further assistance.

Sincerely,

Linwood E. Peele, Supervisor
Division of Water Resources
NCDEQ



North Carolina Department of Environmental Quality | Division of Water Resources
512 North Salisbury Street | 1611 Mail Service Center | Raleigh, North Carolina 27699-1611
919.707.9000

High Point

2022 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: High Point PWSID: 02-41-020
 Mailing Address: P.O. Box 230 High Point, NC 27261 Ownership: Municipality
 Contact Person: Rodney Darr Title: WTP Superintendent
 Phone: 336-822-7991 Cell/Mobile: 336-972-0682

Complete

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Cast Iron	6-36	45.00 %
Ductile Iron	6-36	54.00 %
Galvanized Iron	1/2-2	0.27 %
Other	30-48	0.73 %

What are the estimated total miles of distribution system lines? 629 Miles

How many feet of distribution lines were replaced during 2022? 3,404 Feet

How many feet of new water mains were added during 2022? 12,363 Feet

How many meters were replaced in 2022? 0

How old are the oldest meters in this system? 0 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 0

What is this system's finished water storage capacity? 19.0000 Million Gallons

Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* No

Programs

Does this system have a program to work or flush hydrants? Yes, Weekly

Does this system have a valve exercise program? Yes, Daily

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? Yes

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? Yes

Does this system have a leak detection program? No

Water Conservation

What type of rate structure is used? Decreasing Block, Uniform, Other

How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0

Does this system have an interconnection with another system capable of providing water in an emergency? Yes

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Deep River (02-2)	80 %	Guilford	100 %
Yadkin River (18-1)	20 %	Davidson	0 %
		Randolph	0 %

What was the year-round population served in 2022? 116,270

What was the seasonal population and months served in 2022? (if applicable) 166,270 (Apr Oct)

Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	39,923	5.6820	22	0.0000

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Commercial	3,953	2.9040	140	0.0070
Industrial	378	0.8830	36	0.0000
Institutional	0	0.0000	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 2.3690 MGD

Water Sales

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
City of Archdale	02-76-030	0.0002	214	0.5000		Yes	Yes	12	Regular
City of Greensboro	02-41-010	0.0000	0	0.0000		Yes	Yes	12-16	Emergency
City of Jamestown	02-41-030	0.3790	365	1.5000		Yes	Yes	6-10	Regular
City of Thomasville	02-29-020	0.0000	0	0.0000		Yes	No	12	Emergency
Davidson Water, Inc.	02-29-025	0.0000	0	0.0000			Yes	6	Emergency

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	12.7267		May	13.3377		Sep	14.4449	
Feb	12.7836		Jun	15.0035		Oct	13.8393	
Mar	12.6535		Jul	14.4780		Nov	12.9632	
Apr	13.8759		Aug	14.4358		Dec	12.9174	

Due to below average freezing temperatures, in January, February and December 2022; the City of High Point distribution system experienced an increase in the number of water main breaks (increased water loss) over previous years



Surface Water Sources

Stream	Reservoir	Average Daily Withdrawal		Maximum Day Withdrawal (MGD)	Available Raw Water Supply		Usable On-Stream Raw Water Supply Storage (MG)
		MGD	Days Used		MGD	* Qualifier	
Deep River (City Lake)	City Lake	10.9290	365	0.0000	21.4000	SY50	1,120.0000
Deep River (Oak Hollow)	Oak Hollow	0.0000	0	0.0000	12.8400	SY50	3,270.0000

* Qualifier: C=Contract Amount, SY20=20-year Safe Yield, SY50=50-year Safe Yield, F=20% of 7Q10 or other instream flow requirement, CUA=Capacity Use Area Permit

Surface Water Sources (continued)

Stream	Reservoir	Drainage Area (sq mi)	Metered?	Sub-Basin	County	Year Offline	Use Type
Deep River (City Lake)	City Lake	61	Yes	Deep River (02-2)	Guilford		Regular
Deep River (Oak Hollow)	Oak Hollow	32	Yes	Deep River (02-2)	Guilford		Regular

What is this system's off-stream raw water supply storage capacity? 0 Million gallons

Are surface water sources monitored? Yes, Daily

Are you required to maintain minimum flows downstream of its intake or dam? No

Does this system anticipate transferring surface water between river basins? No

Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
City of Archdale	02-76-030	0.0000	0				Yes		Emergency
City of Greensboro	02-41-010	0.0000	0			Yes	Yes	12-16	Emergency
City of Thomasville	02-29-020	0.0000	0			Yes	No	12	Emergency
Davidson Water Inc.	02-29-025	0.0434	365			Yes	Yes	16	Regular
PTRWA	30-76-010	2.7300	365	2.7800	2057	Yes	Yes	16-24	Regular

Water Treatment Plants

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Frank L. Ward Water Filtration	24.0000	Yes	Yes	City Lake & Oak Hollow Lake

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2022? No

If yes, was any water conservation implemented? No

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2022? No

If yes, was any water conservation implemented? No

Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? No

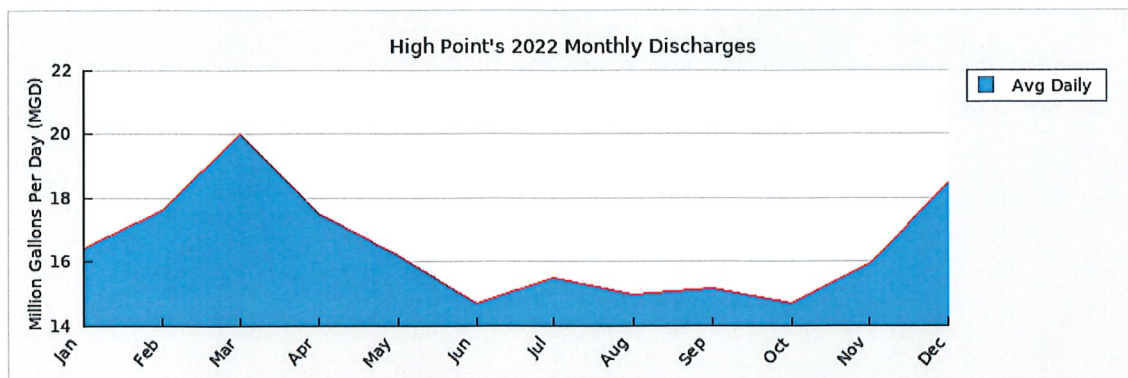
4. Wastewater Information

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Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	16.4600	May	16.2020	Sep	15.1870
Feb	17.6260	Jun	14.7250	Oct	14.6900
Mar	20.0210	Jul	15.4900	Nov	15.9200
Apr	17.5270	Aug	14.9820	Dec	18.4820



How many sewer connections does this system have? 42,221

How many water service connections with septic systems does this system have? 341

Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes

Eastside WWTP scheduled for expansion/upgrade in 2027.

Wastewater Permits

Permit Number	Type	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0024210	WWTP	26.0000	26.0000	13.3900	27.6000	Deep River	Deep River (02-2)
NC0024228	WWTP	10.0000	10.0000	2.4600	32.0000	Rich Fork Creek	Yadkin River (18-1)
NC0081256	WTP	0.0000	0.0000	0.5930	1.3100	Richland Creek	Deep River (02-2)

Wastewater Interconnections

Water System	PWSID	Type	Average Daily Amount		Contract Maximum (MGD)
			MGD	Days Used	
City of Archdale	02-76-030	Receiving	0.9590	365	2.5000
City of Greensboro	02-41-010	Receiving	0.1360	365	0.0000
City of Jamestown	02-41-030	Receiving	1.1220	365	2.0000
Davidson Water Inc.	02-29-025	Receiving	0.0790	365	0.0000
Sedgefield	00-00-000	Receiving	0.1950	365	0.2250
Winston-Salem	02-34-020	Receiving	0.0250	365	0.0000

5. Planning

Projections

	2022	2030	2040	2050	2060	2070
Year-Round Population	116,270	119,413	124,189	129,156	134,322	137,008
Seasonal Population	166,270	167,466	167,218	170,562	173,973	177,452
Residential	5.6820	5.8190	6.0520	6.2940	6.5460	6.6670
Commercial	2.9110	3.1610	3.2550	3.3530	3.4530	4.1430
Industrial	0.8830	1.0100	1.1670	1.3420	1.5430	1.7740
Institutional	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
System Process	2.3690	1.5740	1.8100	2.0820	2.3940	2.7530
Unaccounted-for	1.4783	1.6600	1.7500	1.8612	1.9655	2.1389

Projected unaccounted-for demand was adjusted to 11% of total demand, which is the median for the time period 2018 - 2022.

Demand v/s Percent of Supply

	2022	2030	2040	2050	2060	2070
Surface Water Supply	34.2400	34.2400	34.2400	34.2400	34.2400	34.2400
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchases	2.8234	2.8234	2.8234	2.8234	2.8234	2.8234
Future Supplies		0.0000	0.0000	0.0000	0.0000	0.0000
Total Available Supply (MGD)	37.0634	37.0634	37.0634	37.0634	37.0634	37.0634

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Service Area Demand	13.3233	13.2240	14.0340	14.9322	15.9015	17.4759
Sales	0.3791	2.0000	2.0000	2.0000	2.0000	2.0000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	13.7024	15.2240	16.0340	16.9322	17.9015	19.4759
Demand as Percent of Supply	37%	41%	43%	46%	48%	53%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is **49** gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here. No changes.

Are there other demand management practices you will implement to reduce your future supply needs? No changes.

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? No Changes.

How does the water system intend to implement the demand management and supply planning components above? No changes.

Additional Information

Has this system participated in regional water supply or water use planning? Yes, Member of the Piedmont Regional Water Authority.

What major water supply reports or studies were used for planning? 2019 Water System Master plan performed by Hazen and Sawyer.

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

CITY OF HIGH POINT

AGENDA ITEM

**Title: MRF Baler Replacement**

From: Robby Stone – Public Services Director
Melinda King – Asst. Director Public Services

Meeting Date: June 5, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Baler Replacement Proposal
Sole Source Justification Form
Sole Source Letter

PURPOSE:

The Material Recycling Facility needs to replace the original 1972 Mosley Dual Ram Baler to maintain operations.

BACKGROUND:

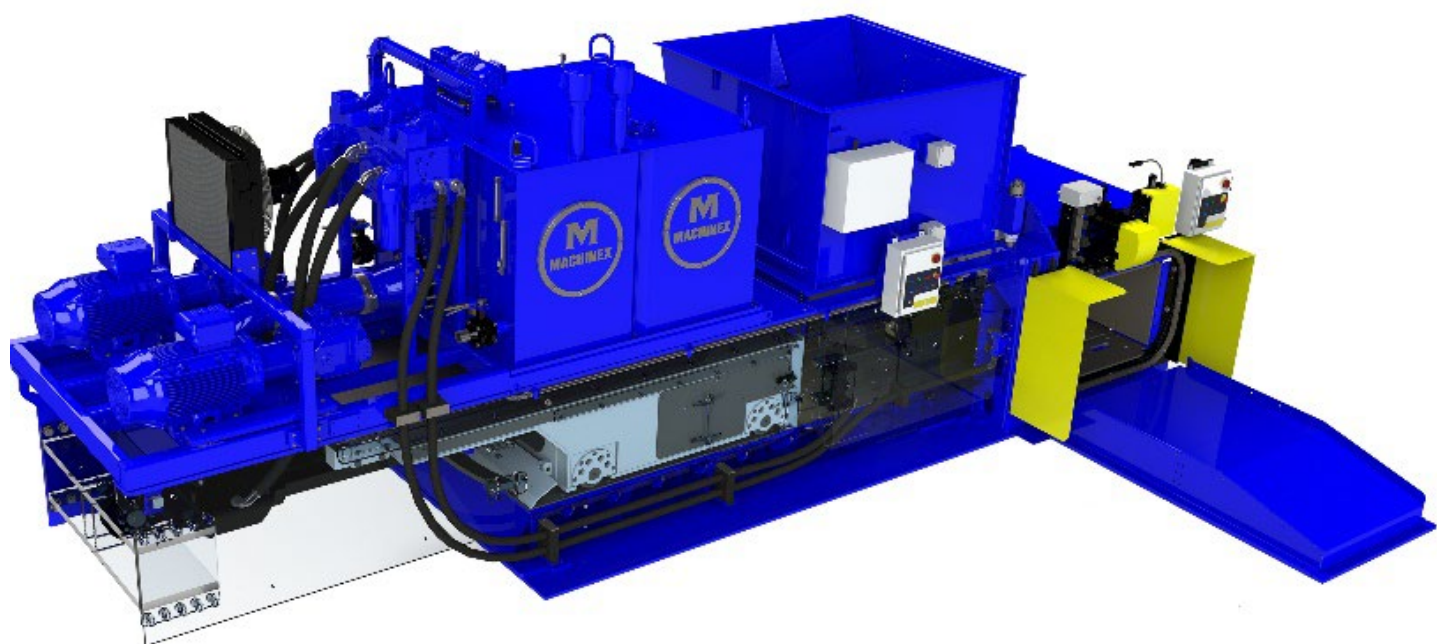
The City of High Point opened the Material Recycling Facility in 1991 with the 1972 Mosely Dual Ram Baler. In 2015, the MRF purchased the Marthon Baler for redundancy and direct feed of fiber line. The Machinex Dual Ram Baler will replace the Mosely Baler, relocating the Marathon Baler for redundancy during equipment breakdowns and maintenance needs. The Machinex unit will be a stand-alone baler with a large hopper for direct loader access feed. This baler will increase production of large cardboard from market showrooms as well as act as a redundant unit. This is a sole source request due to the fact that all other software and equipment on the MRF floor is Machinex which will result in seamless integration with Machinex proprietary system controls and PLCs,.

BUDGET IMPACT:

Funds are available through Solid Waste Capital Projects.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends approval of a sole source contract to award Machinex Technologies Inc. in the amount not to exceed \$1,300,000.00





City of High Point
Melanie Bruton
MRF Superintendent
5875 Riverdale Drive
Jamestown, NC 27282

RE: Sole source

Dear Mrs. Bruton:

The purpose of this letter is to establish Machinex as the manufacturer and, therefore, the sole-source supplier of the Machinex baler and conveyor package currently being proposed to the City. The current system controls and PLC program were produced by Machinex and are proprietary property solely owned and supported by Machinex.

Machinex has offices in Quebec, Canada (Headquarters and all manufacturing) as well as High Point, NC. Both of these are wholly owned by Industries Machinex.

Please let me know if you have any questions.

Best regards,

Rusty Angel
Eastern Regional Sales Manager
Machinex Technologies, Inc.
716 Gallimore Dairy Road
High Point, NC 27265
336-558-6860

MACHINEX TECHNOLOGIES INC.

716 Gallimore Dairy Road, Suite 103, High Point, North Carolina, 27265 USA
Tel. : 336-899-8514 / sales@machinextechnologies.com / www.machinexrecycling.com

Financial Services

Purchasing Division



Requisition #

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

Vendor: **Machinex Technologies Inc.**Item(s): **Machinex Baler and Redundancy Package**

Justification:

"Machinex" is the sole source of the Machinex baler and redundancy. The system controls and PLC Program are produced by Machinex and are proprietary and properly owned and supported by Machinex. They integrate into our current operating system and are compatible.

Estimated expenditure for the above item(s): **\$1,300,000**

Accounting Unit and Account(s):

461749-533101-461231003805-55310

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

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

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

Department Head/Authorized Personnel

Robby Stone
 Digitally signed by Robby Stone
 Date: 2023.05.11 14:41:21 -04'00'

Department/Division

Public Services/ MRF

Date

5-11-23APPROVAL PROCESS

Purchasing Manager

Candy E. Harmon
 Digitally signed by Candy E. Harmon
 Date: 2023.05.17 09:49:46 -04'00'

Financial Services Director

Bobby Fitzjohn
 Digitally signed by Bobby Fitzjohn
 Date: 2023.05.17 10:47:19 -04'00'

City Council (\$30,000 – Up)

CITY OF HIGH POINT

AGENDA ITEM



Title: Emergency Centrifuge Rental- Westside WWTP
Andritz Separation

From: Robby Stone – Public Services Director
Derrick Boone – Asst. Public Services Director

Meeting Date: June 5, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A- Andritz Separation Lease Agreement

PURPOSE:

To replace the rental mobile screw press at the Westside Wastewater Treatment Plant with a rental centrifuge.

BACKGROUND:

The control system on the centrifuge at the Westside WWTP failed in early January 2023 and the Public Services Department has been unable to find replacement parts/equipment due to the age of the centrifuge (mid-1990s). City Council approved an emergency lease agreement with SBI Rents Inc. for a mobile screw press on March 6, 2023. The screw press has difficulty processing the Westside WWTP sludge and the Residuals Management Division cannot properly maintain the sludge tank levels at the plant.

The Public Services Department is requesting approval to enter into a lease agreement for a centrifuge with Andritz Separation for the remaining months until a replacement centrifuge can be installed at the Westside WWTP. The Public Services Department is estimating an additional 6 to 8 months.

The rental monthly cost is \$23,000 per month in addition to the cost for transportation, startup, and training services.

BUDGET IMPACT:

Funding for this project is available in the FY 22/23 and FY 23/24 budgets.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department is recommending that Council approve the emergency purchase order for Andritz Separation for \$195,812 to cover up to an additional 8 months of rental.

ANDRITZ SEPARATION

Rental Skid Offering

For

High Point West Side WWTPSAP

CRM Customer No. 967737

Price Summary

1. Monthly Rental Cost:

Total Price:\$92,000.00

Minimum 4 Month rental agreement at \$23,000.00.

2. Transportation (Round Trip):

Total Price:\$6,412.00

Based on location of rental unit.

3. Startup and Training Services:

1 Service Technician for 3 working days (M-F 8hr days) and 2 travel days

Total Price:\$4,900.00

4. Cleaning Fee:

Total Price:\$500.00

ANDRITZ D5LL: MOBILE DECANter CENTRIFUGE DESCRIPTION AND SPECIFICATION



The basic design is a 2-phase counter current decanter centrifuge, having an internal rotor diameter of 21 inches and a length of 102 inches. The rotating assembly comprises a bowl consisting of both cylindrical and conical sections, inside, which is fitted with a concentric helical screw conveyor (scroll) of a similar shape. Feed is introduced via a static feed pipe into a feed chamber inside the screw conveyor body.

The centrifuge bowl is manufactured from stainless steel giving superior corrosion resistance. The scroll is manufactured from 316L grade stainless steel.

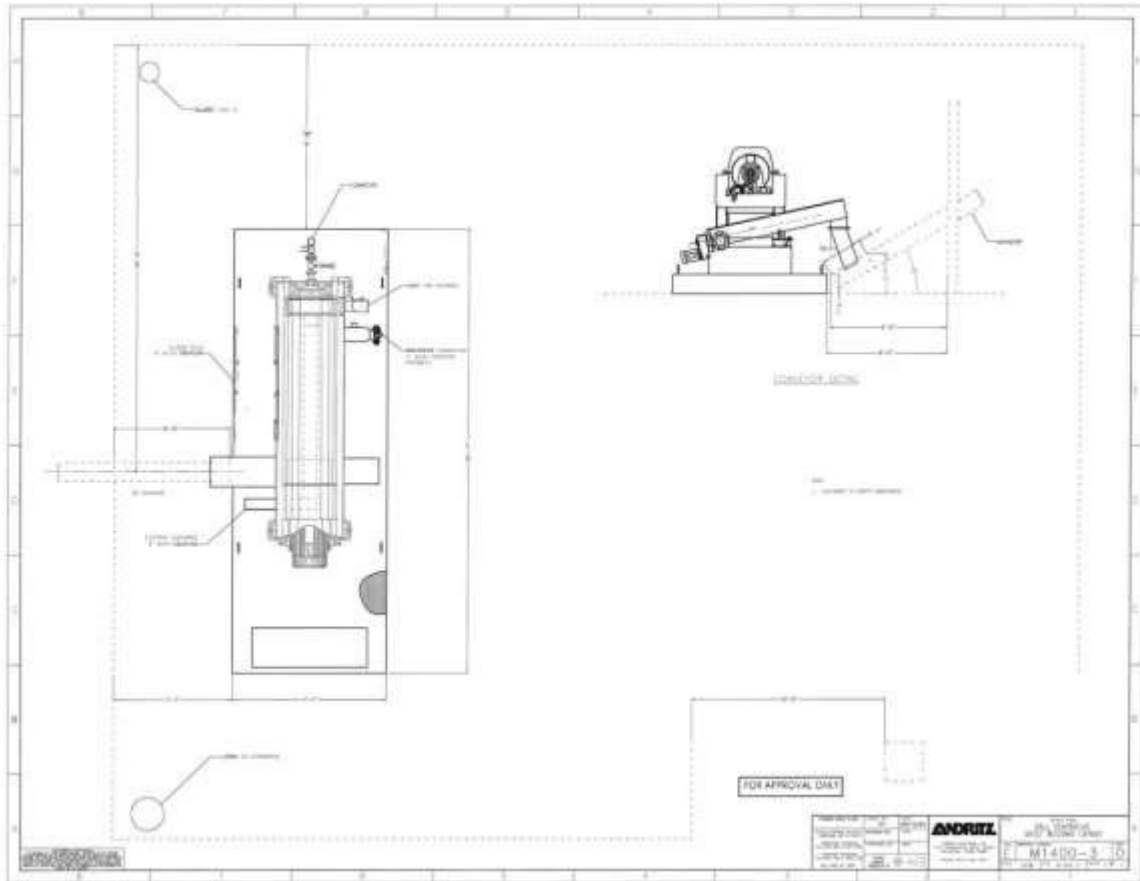
The solids, which settle to the inside of the rotating bowl wall, are conveyed towards the conical end of the centrifuge by the scroll and are discharged through the solids discharge ports.

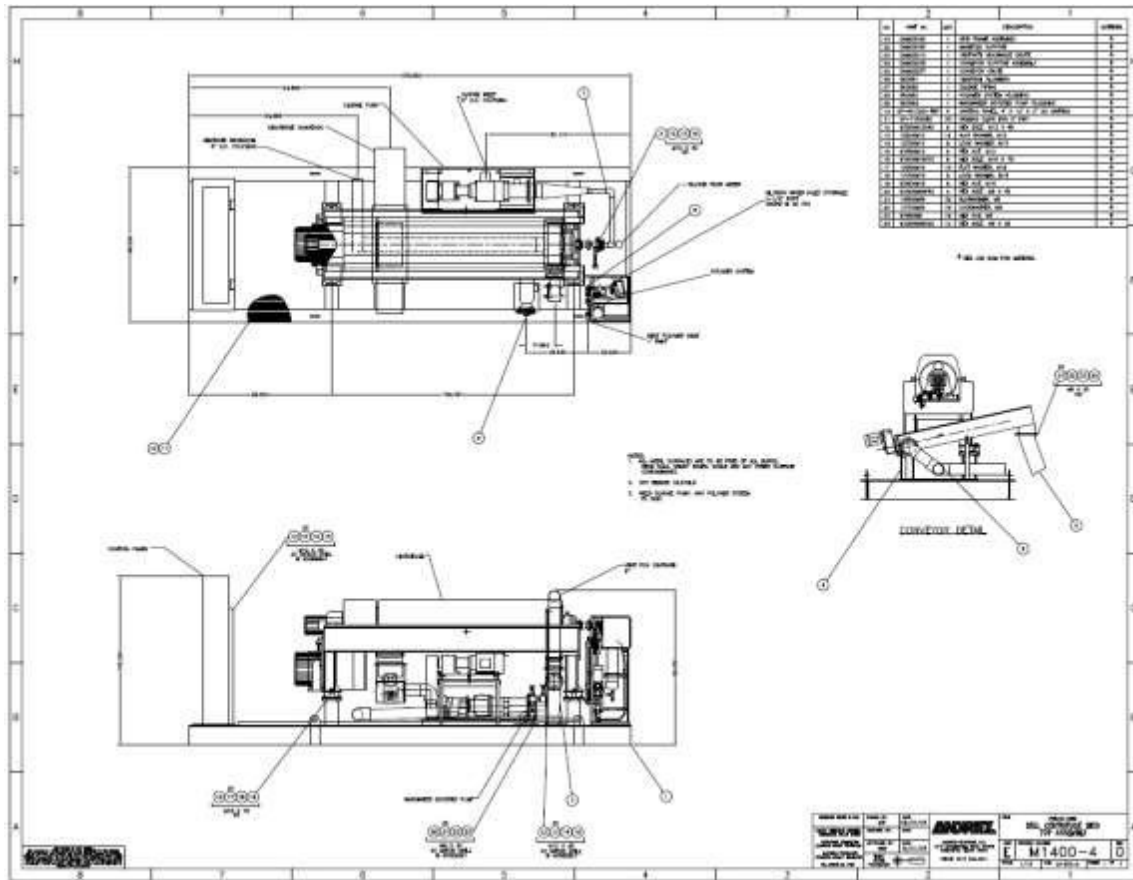
The following components are mounted on a 7 'X 24' skid.



D5LL decanter centrifuge and inclined conveyor with slop drain.

- Vibration readout
 - 0-1.0 inch/sec
- Bearing Temperature readout
 - Solids end bowl bearing
 - Liquid end bowl bearing
- Feed Manifold
 - 2" Sludge Feed (slurry) Pumped by end user
 - 1" Water Centrifuge Flush, or CIP
 - 1" Polymer Injection (if required)
- Flow Meter
 - Mag flow meter
 - Local and PanelView readout in GPM
- Flush water solenoid and throttle valve
 - PLC Control, automatic and manual
- Solids Conveyor
 - Mounted on wheels in order to be unlocked and rolled out over the edge of the skid.





- Control Panel
 - Main Screen controls all start and stop operations of decanter and feed system.
 - Automatic and manual control of differential speed
 - Data readouts of all pertinent data
 - Bearing Temperatures
 - Vibration, inch/sec
 - Bowl Speed, RPM
 - Bowl Load, %
 - Scroll Speed, RPM
 - Differential Speed, RPM
 - Scroll Torque, %
 - Feed Flow rate, GPM
 - Set point entry of the following via the touch screen
 - Bowl RPM, 0-3200 RPM
 - Differential Speed, 1.0-20 RPM
 - Control begin torque, 0-100%
 - Control Gradient, 0-100%
 - Feed pump reference, 0-100%
 - Remote feed pump reference, 0-100%

ANDRITZ D5LL SERIES: RENTAL DECANter CENTRIFUGE SKID
COMPONENT DETAILS

- 1- Operator numeric settings
 - a. Bowl RPM
 - b. Differential Speed
 - c. Control Begin
 - d. Control Gradient
 - e. Feed Pump %
 - f. Remote Feed pump %
- 2- Centrifuge numeric data readouts
 - a. Bowl RPM
 - b. Back drive RPM
 - c. Bowl Load
 - d. Back drive Torque
 - e. Differential Speed
 - f. Touching this box brings up a historical trend of all centrifuge data.
- 3- Feed system auto start and stop touch screen push buttons.
- 4- Centrifuge system auto and stop touch screen push buttons.
- 5- System status message.

ANDRITZ D5LL SERIES: RENTAL DECANter CENTRIFUGE SKID
CUSTOMER UTILITY REQUIREMENTS

Power:

480VAC

3 phase

Connect to a circuit breaker 200 AMP circuit breaker.

Skid comes with a 80ft power cable which is hooked up to the control panel

Skid is equipped with 4 - 120VAC utility outlets, 15A.

Water:

1" NPT female water connection 60-70 PSI pressure clean water.

Forklift, solids collection containers and 1 forklift operator.

Forklift operator needed to move solid collection bins as they fill up.

Centrate collection tank or tanks.

Capacity depends on amount of feed product. Consult with Andritz Separation technician for minimum requirements.

Level area to park skid.

Suitable level area to park skid, consult with Andritz Separation technician for minimum requirements.

D5LL Centrifuge Specifications:

Bowl Material: 316L Stainless Steel

Scroll Material: 316L Stainless Steel

Bowl Speed: 3500 rpm

G Force: 3500

All wetted parts: Stainless Steel

Main drive motor: 100 HP Electric Motor with V-belts and pulleys

Scroll drive motor: 20 HP Electric Motor directly coupled to gear pinion shaft.

Full Load Amps: 156A

Centrifuge back drive description

The scroll is connected through a cycloid gearbox to an electric motor. The variable scroll speed is achieved by controlling the motor speed by a VFD in the panel.

The automatic speed regulation is governed by a programmable PLC, which changes the differential speed of the decanter, as demanded by the torque generated from scrolling the solids out of the bowl

Centrifuge cover and frame

One-piece fiberglass housing covers the rotating assembly.

The solids discharge end has a stainless-steel internal housing and hopper, to contain the ejected solids.

The housing is fitted onto a base frame fabricated from steel plate.

The main bearing blocks are mounted on milled plates at each end of the base frame.

The base frame itself is mounted on anti-vibration rubber buffers. This isolates the foundations from most of the vibration forces exerted by the centrifuge.

Feed pump specifications: Netzech

NEMO NM076BY01L07VVFD adjustment of flow rate. Full load amps 9.6

Flow Rate 50 – 220gpm

Protected by sludge grinder.

Flooded suction required.

Controlled directly by the skid control panel.

Polymer pump specifications: Velodyne.

VeloBlend VM-10P-2400-D-0-A-1 Liquid Polymer Blending System.

Polymer Flow Range 0.5 – 10 GPH

Dilution Water Flow 4 – 40gpm

Controlled directly by the skid control panel.

Control Panel Specification

The control panel contains the disconnect, all starters, contactors, fuses and VFD's needed to run the decanter. A PLC integrates the start up, shut down and safety features of running the centrifuge and pump. Control panel is mounted securely to the skid along with all of the equipment it is controlling.

Enclosure 72" x 72" x 18" Stainless, Nema 4x, Hoffman

Voltage 460V

Frequency 60Hz

FLA 156A

Allen Bradley Compact Logix, Ethernet

Panel View Plus 1000 interface, touch screen, Ethernet

Power on off selector switch

Emergency stop

Alarm Reset

200A Fused disconnect with lock out handle.

100HP AB Powerflex VFD, bowl.

20HP AB Powerflex VFD, scroll.

2HP AB Starter, solids conveyor

8" fan and vent for ventilation with replaceable filters.

Product feed pump starter with circuit and motor protection.

24VDC power supply

Documentation:

Centrifuge owner's manual
Control system owner's manual

1. Commercial Quote**Monthly Rental Charges****\$23,000.00 /month**

- Monthly rental charges start when technician is onsite to commission the equipment and train operators, or 4 days after equipment arrived on site, whichever occurs first.

Freight Charges:**To be invoiced at cost.**

- Roundtrip cost from Texas to customer site.
- Equipment to be shipped in advance of start dates to allow time for electrical and plumbing connection to be completed, typically 2-3 working days or more. No daily rental charges will be charged for this.

Cleaning Fee:**\$500.00 Cleaning fee to be charged at the end of the rental.****Rental Dates:****TBD to TBD****Payment Terms:**

First 10 days rental and estimate of freight charges to be paid in advance to secure the rental dates. Subsequent rental days and technician charges to be billed every 5 days and due upon receipt if rental is extended beyond 10 day minimum requirement.

Cancellation must be made no less than seven (7) days before the scheduled rental start date. In the event of cancellation of the rental, the initial 10 day rental period and freight payments to secure the rental are non-refundable.

2. Customer Responsibilities

Operator(s) to assist the ANDRITZ technician in conducting the first test runs and coordinating with the plant personnel. This Operator is to be with the rental Equipment during all the operating times.

Personnel to supervise the installation of the Equipment, utilities and product connections and removal of any resulting waste from the processing area in an environmentally "safe" method.

Unloading, Loading and Installation of the Equipment on site along with assisting machine set-up.

Supply and discharge lines to and from the ANDRITZ equipment for product, potable water, operating water, cooling water, process chemicals, and instrument compressed air.

Supply and disposal of any chemicals such as, but not limited to polymers, flocculants, and coagulants that may be necessary for dewatering application.

Supply, installation and field wiring of electrical devices to and from the control panel.

Chemicals for the CIP and general Equipment cleaning.

Site preparation and civil/architectural /mechanical/modifications (as needed).

Necessary permits, licenses, local fees, etc.

Equipment teardown, crating and loading on outbound truck.

Necessary permits, licenses, local fees, etc.

Transport costs from the last rental location or *Vendor* – ANDRITZ facility and return shipment to Andritz facility, if applicable.

3. Rental Agreement Terms

3.1 Term of Rental Period

The term of the rental shall commence upon the delivery of the equipment to the customer and shall continue to the expiration of the period set forth in Section 3.

3.2 Term of Payment

The terms for payment of the Rental charged (as defined in the Quote) will commence (4) calendar days after the Equipment is delivered to the customer's site or when the Equipment is started, whichever is earlier, and ends upon shipment to Vendor.

3.3 Option to Extend Rental

Customer shall have an option to extend this Rental provided ANDRITZ receives at its Arlington, TX office written notice of customer's desire to so extend at least Ten (10) business days before the expiration of this Rental.

3.4 Start up

An ANDRITZ technician must be present at the start-up of the Equipment. In the event the Equipment requires servicing, customer will have equipment serviced only by an ANDRITZ technician.

3.5 Safety and Maintenance

Customer is responsible for proper maintenance of the equipment while on the premise as well as the proper cleaning thereof prior to return to ANDRITZ. If, after inspection by ANDRITZ it is determined that the equipment requires repair and /or cleaning in excess of that which would be expected under normal operating conditions, the parties will negotiate each party's liability for such costs in good faith.

Customer must provide Material Safety Data Sheets (MSDS) for any substances (products and cleaning agents) processed through the Equipment, as mandated by OSHA's Hazardous Communication Standard. Machines known to be the hazardous materials must be clean and decontaminated by Customer. A Certificate of Cleaning/Decontamination and MSDS sheets must be supplied with shipping papers.

Failure to supply certificate of cleaning/decontamination and MSDS sheets will result in continuation of rental charges and possibly refusal of shipment.

3.6 Tools and spare parts

Customer will be responsible for all tools and parts shipped with the Equipment.

3.7 Late return charge

In the event the customer fails to return the equipment upon the expiration of the Rental period or any extension thereof granted by, customer will be charged a late return penalty at the rate of two (2) times the highest rental charge.

3.8 Ownership and Use

The Equipment shall, at all times, be the sole and exclusive property of ANDRITZ. Customer shall have no rights or property interest therein, except for the right to use it in the normal operation of the Equipment. An executed UCC-1 and Security Document shall be provided to ANDRITZ.

The Equipment is and shall remain personal property even if installed in or attached to real property.

ANDRITZ expressly reserves the right to display notice of ownership on the Equipment by means of a suitable stencil, label or plaque affixed thereto.

Customer shall comply with all applicable laws. Customer shall keep the equipment at all times free and clear from all claims, levies, liens encumbrances and process. Customer shall immediately give ANDRITZ written notice of any such attachment or other judicial process affecting the Equipment Rental hereunder.

Customer shall not pledge, lend, create a security interest in, sublet or part with possession of the Equipment or any part thereof or attempt in any other manner to dispose thereof, or remove the Equipment or any part thereof, without ANDRITZ's permission, from the aforementioned address of the Customer.

Customer will operate the Equipment in accordance with the applicable manual of instructions, by competent and qualified personnel.

3.9 Insurance and Indemnity

Customer shall, at Customer's expense, insure the Equipment against loss by theft, fire, or other casualty in amounts which ANDRITZ believes to be necessary to protect ANDRITZ's interests. Customer shall, at Customer's own expense, obtain general public liability insurance to protect ANDRITZ against claims for property damage, personal injury, and death arising out of the Equipment or its use. The minimum amounts of such insurance shall be \$500,000.00 for injury or death of one person, \$500,000 for any one occurrence, and \$500,000 for property damage. Customer's insurance shall be endorsed to cover customer's liability to ANDRITZ under the Indemnity in paragraph below. Such insurance shall not be cancelable without giving ANDRITZ 30 days prior written notice. Customer shall provide ANDRITZ with certificates of Customer's insurance. Customer shall indemnify and hold harmless ANDRITZ and ANDRITZ's agents, employees, and vendors, against any claim, liability, penalty, judgment, or expense, including attorney's fees, by reason of claims of injury to person or property (including, without limitation, product liability claims) which arise out of the use or condition or control of the Equipment.

3.10 Risk of Loss

Customer hereby assumes the entire risk of loss, damage or destruction of the Equipment from any and every cause whatsoever during the term of this Rental and thereafter until redelivery to and acceptance by ANDRITZ.

3.11 Taxes and Licenses:

Customer shall pay all license fees, registration fees, assessments, charges and taxes (Municipal, State and Federal) which may now or thereafter be imposed upon the leasing, renting, possession or use of the Equipment.

3.12 Breach

Upon default in the payment of any rental payment when due, or upon a breach of any other condition of this Rental to be performed or observed by the customer, or if during the term of this Rental bankruptcy or insolvency proceedings are commenced by or against the customer, or if a writ or execution is levied against the customer's property, or if the customer, or if a writ or execution is levied against the customer's property, or if the customer discontinues business at the address set forth above, ANDRITZ shall have the right, without notice or demand, to terminate this Rental but such termination shall not release the customer from the payment of damages sustained by ANDRITZ.

If, upon any termination of this Rental the customer fails or refuses forthwith to deliver the Equipment to ANDRITZ, ANDRITZ shall have the right to enter the customer's premises or any other premises where the Equipment might be found and take possession or and remove the Equipment without legal process

Customer shall reimburse ANDRITZ for any costs, including reasonable attorney's fees, ANDRITZ incurs in recovery of the Equipment, collecting money which Customer owes ANDRITZ, or enforcing any provisions of this Rental Agreement.

3.13 Warranty

ANDRITZ warrants to Customer that when ANDRITZ delivers the Equipment to the Delivery Point the Equipment shall be in good operating condition. If the Equipment is not in operating condition when ANDRITZ delivers it to the Delivery Point, ANDRITZ shall place the Equipment in operating condition by repairing or replacing the Equipment or components. ANDRITZ shall do this either at Customer's premises or elsewhere, at ANDRITZ's option. Customer agrees to provide ANDRITZ with workspace and utilities, which ANDRITZ needs in order to do ANDRITZ's work.

ANDRITZ warrants to Customer that ANDRITZ has the right to rent out/lease the Equipment to Customer according to the terms of this Rental Agreement. If

ANDRITZ does not have such right, ANDRITZ's only obligation under this Section 3.14 shall be to obtain this right.

THE EXPRESS WARRANTIES ANDRITZ MAKES TO CUSTOMER IN THIS SECTION 3.14 ARE THE ONLY WARRANTIES ANDRITZ SHALL OR DOES MAKE. THERE ARE NO STATUTORY OR IMPLIED WARRANTIES. IN PARTICULAR, THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

3.14 Limitation of Liability

ANDRITZ's liability, and that of ANDRITZ's agents, employees, and vendors, under this Rental Agreement shall not exceed in the aggregate the reasonable costs of performing ANDRITZ's warranty obligations under Section 3.14. ANDRITZ and ANDRITZ's agents, employees, and vendors, shall in no event be liable to Customer for any loss of profits or revenue or business opportunity, loss from shutdown of Customer's plant or Customer's inability to operate Customer's plant at full capacity, the cost of obtaining other means for performing the function of the Equipment, or incidental or an other consequential damages of any nature.

3.15. Miscellaneous

This Rental Agreement contains ANDRITZ's and Customer's full understanding and supersedes all prior oral or written understandings with respect to its subject matter. This Rental Agreement may not be amended except in writing.

This Rental Agreement shall be governed by and construed according to Texas Law. All notices under this Rental Agreement must be in writing and delivered to the address set forth in the Rental Agreement or such other address notified in writing to the other party, and are effective upon receipt. If any portion of this Rental Agreement is found invalid by the final judgment of a court of competent jurisdiction, the remaining portions shall continue in full force. Customer may not assign its rights or obligations under this Agreement without the prior written consent of ANDRITZ. This Rental Agreement may be signed in one or more counterparts each of which shall constitute an original. The article and section headings contained in this Rental Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Rental Agreement.

5. Additional Charges

Technicians will be billed in accordance with the following compensation schedule.

Description Standard Hourly Rates Overtime Hourly Rates

Work:

Weekday \$175.00 (Up to 8 hrs) \$262.50 (Over 8 hrs)
Saturday \$262.50 (Up to 8 hrs) \$262.50 (Over 8 hrs)
Sunday \$350.00 (Up to 8 hrs) \$350.00 (Over 8 hrs.)
Holidays \$350.00 (Up to 8 hrs) \$350.00/ hr. up to 4 hrs

Travel:

Weekday \$120.00 (Up to 8 hrs) \$262.50 (Over 8 hrs)
Saturday \$180.00 (Up to 8 hrs) \$262.50 (Over 8 hrs)
Sunday \$240.00 (Up to 8 hrs) \$350.00 (Over 8 hrs.)
Holidays \$240.00 (Up to 8 hrs) \$350.00/ hr. up to 4 hrs

Expenses are charged in addition to these Field Service Rates.

These include:

Mileage @ \$0.70/ mile

Hotel, Tolls, including all misc. expenses associated with the job.

Meals are

\$9.00 Breakfast

\$13.00 Lunch

\$29.00 Dinner

D5LL Decanter Skid System

We hereby accept and agree to comply with the terms and conditions set forth above.

Lease equipment arrival date

Lease equipment removal date

Company name

Ship to address

Contact Name

Bill to address

Contact title

Phone number

Email

Fax

Date:

Signature

Purchase Order Number

Purchase Order Value

Replacement Cost of Equipment: \$500,000.00

CITY OF HIGH POINT

AGENDA ITEM



Title: Drug & Alcohol Program Management and Compliance Software

From: Angela Wynes, Transit Manager

Meeting Date: June 5, 2023

Public Hearing: N/A

Advertising Date /

Advertised By: N/A

Attachments: Sole Source Recommendation Form

PURPOSE:

Award Nexus 33 Group, LLC, a contract for drug and alcohol program management and compliance software.

BACKGROUND:

A condition of federal transit funding is that the City must have a compliant drug and alcohol testing program. Compliance does not just mean testing employees; it includes tracking tests' dates, times, and results by test type and safety-sensitive employee category. We are also required to document audits of collection sites and maintain documentation of collection personnel, medical review officers, and substance abuse professionals' certifications. Nexus CMS allows us to keep the information digitally and eliminates many of the manual processes we use to collect the data for the annual report.

BUDGET IMPACT:

The three-year contract totals \$288,000. The year-one cost of \$86,000 includes implementation and the annual hosting fees. The cost share for the project is 50% federal, 25% State, and 25% City and is budgeted in the transit fund.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends awarding a three-year contract to Nexus 33 Group, LLC, in the amount of \$288,000.



City of High Point North Carolina



Department of Transportation

Public Transportation Division

To: Candy Harmon, Purchasing Manager

From: Angela W. Wynes, Transit Manager

Date: May 22, 2023

Subject: Sole Source Procurement Nexus CMS Software

A condition of federal transit funding is that the City must have a compliant drug and alcohol testing program. Compliance does not just mean testing employees; it includes tracking tests' dates, times, and results by test type and safety-sensitive employee category. We are also required to document audits of collection sites and maintain documentation of collection personnel, medical review officers, and substance abuse professionals' certifications.

The Transit Manager is the transit system's Drug and Alcohol Program Manager (DAPM). The Transit Manager maintains the data to prepare the annual Drug and Alcohol MIS (DAMIS) report in monthly spreadsheets provided by the Safety and Health Clinic staff throughout the year. The Transit Manager combines the data into a master Excel workbook approximately four weeks before the information is due. The preparation of the DAMIS is a very manual and time-consuming process. The DAPM is also responsible for ensuring that testing is done throughout all times and days the transit service operates and that testing occurs at various points of the employees' work shifts. This tracking requires entering more data into another workbook to display the information graphically to ensure compliance.

Nexus CMS is the only web-based system designed explicitly for DOT-regulated entities with the DAPM in mind. The CMS combines all of the functions in one place, and since it is web-based, multiple designated employees can have access. Nexus CMS allows us to keep the information digitally and eliminates the many manual processes we use for collecting, monitoring, and reporting. Nexus CMS will also grow with us; it will integrate with our safety management system software and other transit software products if necessary.

There are other drug and alcohol program management software companies; however, these products either offer features that we do not need or don't offer the features that we do need. Many are focused solely on the random selection part of the process or are for Third Party Administrators who handle the testing for multiple companies. Nexus is the perfect fit for our agency and provides what we need to ensure compliance.

Financial Services

Purchasing Division



Requisition # 33513

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

Vendor: Mexus 33 Group LLC

Item(s): Drug & Alcohol Program Compliance Software

Justification:

See attached memo.

Estimated expenditure for the above item(s): \$228,000.00

Accounting Unit and Account(s):

641621 522403

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

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

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

Department Head/Authorized Personnel

Department/Division

Transportation/Transit

Date

05/22/2023

APPROVAL PROCESS

Purchasing Manager

Financial Services Director

City Council (\$30,000 – Up)

DEPARTMENT: Transportation/Transit

COUNCIL AGENDA DATE: June 5, 2023

BID NO.:	CONTRACT NO.:	DATE OPENED:
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Nexus CMS allows drug and alcohol program managers to digitally manage drug and alcohol programs. Nexus CMS ensures regulatory compliance by monitoring random testing, new hire tracking, and MIS Reports.
--

The use of Nexus CMS allows the transit system to ensure compliance with the federally mandated drug and alcohol testing program digitally eliminating much of the paper and manual processes of tracking and reporting.

The contract is for 3 years for a total of \$228,000. Year one would be \$86,000 for implementation and hosting fees.

RECOMMEND AWARD TO:	Nexus 33 Group, LLC	AMOUNT:	\$228,000.00
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Nexus CMS is specifically designed to allow transportation providers to manage their drug and alcohol testing programs. Nexus CMS is a standard software product. Nexus 33 Group uses customer's feedback to contribute to the software's ongoing development.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
641621	522403	641231105820	70303	\$86,000
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: _____ DATE: _____

The Purchasing Division concurs with recommendation submitted by the [redacted] and recommends award to the lowest responsible, responsive bidder [redacted] in the amount of \$ [redacted].

PURCHASING MANAGER: _____ DATE: _____

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: _____ DATE: _____

CITY MANAGER: _____ DATE: _____



Proposal for City of High Point Transit



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Nexus 33 Group, LLC

Orlando, FL

Email: melvin.rodriguez@nexus33.com

Date: June 20, 2022

Dear Angela,

In answer to your request, we are providing a proposal for our premier Compliance Management Systems, Nexus CMS.

Today's industry requires a careful selection of providers and partners, and we are honored that you have given us this opportunity.

Our proposal includes the Nexus Compliance Management System delivered as a vendor-hosted **Software-as-a-Service** (SaaS) model.

The individual authorized to negotiate on behalf of Nexus is Melvin Rodriguez (Founder and CEO). Nexus' proposal is subject to negotiating a mutually acceptable contract executed and delivered by City of High Point Transit, and Nexus.

We hope that our proposal appeals to you and look forward to discussing further details with you soon.

A handwritten signature in black ink, appearing to read "Melvin Rodriguez".

Melvin Rodriguez
Founder and CEO

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1 Executive Summary

Nexus Software Systems is a full-service supplier of sophisticated, standard software used to digitize the compliance process. We are happy to offer our Nexus CMS to City of High Point Transit, and we are very confident we will provide the best possible solution to meet your company's requirements.

Our goal is to provide the **most modern and powerful toolset for compliance management** to effectively plan, execute, and analyze your employees' compliance at an unrivaled level of detail and transparency. Improving cost-effectiveness and, even more importantly, increase your most valuable asset – the safety of your customers.

With Nexus Software Systems as your partner and Nexus CMS, you gain the following unique benefits:

Nexus CMS is the leading and most versatile system for compliance management:

- ▶ Nexus CMS is based on input from drug and alcohol program managers of large operations governed by US DOT.
- ▶ Nexus CMS is designed from the end-user's, drug & alcohol program manager's, perspective resulting in a comprehensive end-to-end solution.

Nexus CMS offers unique reporting and automation capabilities:

- ▶ Nexus CMS offers outstanding, flexible capabilities for reporting data for your audits, internal data collection, or SMS.
- ▶ The Nexus CMS offers numerous automation capabilities creating a highly efficient and effective way to collect data and eliminate more than 80% of your manual processes.

Nexus CMS can cope with large employee volume:

- ▶ Nexus CMS supports operations of all sizes, from very small to thousands of employees.
- ▶ The solution is based on a state-of-the-art scalable and expandable software architecture design.

Nexus CMS saves time and money:

- ▶ Key business functions and processes are highly automated.
- ▶ A single integrated solution ensures the highest visibility of valuable business data and avoids redundant processing and associated errors.



Our customer base comprised organizations regulated by US DOT (FAA, FMCSA, FRA, FTA, PHMSA, NHTSA, USCG, DOD, NRC, DOE, and NASA) and derive values out of Nexus CMS centralized compliance workflow. Nexus CMS is a reliable tool to track, optimize, and measure employees' compliance and safety progress and records. Nexus' customers benefit from our solution's efficiency and effectiveness, helping them streamline their compliance process to make it more time and cost-efficient, and more secure.

In this proposal, you find a detailed description of our product with detailed information about product functionalities to show how this software improves compliance effectiveness within your organization. We are looking forward to starting a fruitful and lasting partnership with City of High Point Transit.

2 Company Overview

2.1 Overview

Nexus offers various products in the field of Compliance Management and complemented by a spectrum of services. We are proud to be a trailblazer in the drug and alcohol compliance management system industry. Nexus has worked with countless Drug and Alcohol Managers since 2019 to deliver a comprehensive solution that mitigates the risk of costly fines and helps ensure a safe workplace for our customers. Our team's vast experience in the transportation industry, software development, integration, and implementation ensures a seamless transition. We are continuously enhancing and improving the system constantly and caring for customers and their business needs around the clock.

2.2 Location

Nexus was founded in 2019, headquartered in the city of Orlando, Florida.

2.3 Nexus Management Team



CEO and Founder **Melvin Rodriguez** has over 10 years of experience working in the transportation industry as a leader, individual contributor, and automation consultant. This experience has led Melvin to lead projects for JetBlue, Spirit Airlines, and MINT Software Systems to implement comprehensive solutions that solve manual processes in critical roles.

3 Proposed solution: Nexus CMS

Nexus proposes Nexus CMS, a standard software product. The Nexus System is the most advanced system for compliance and records management available on the market. The software handles all employee and compliance data, testing and keeps track of your employees' documentation. Paper-free data storage becomes a reality, as any certificate can be stored within the database and linked to everyone's data in the compliance and records archives.

3.1 Nexus CMS Main Components

Nexus CMS mainly consists of two different modules, integrated into one graphical user-interface, that interact with each other and access a central data repository.

Hub

- ▶ Employees are managed within the Hub.
- ▶ With our HR NexusPoint, changes to your employees' status are updated in real-time within Nexus.
- ▶ Attach and track compliance documentation.

NexusPoints

- ▶ Integration with your HRIS System
- ▶ Relays real-time information about your employees' status
- ▶ Notifies Nexus of changes in status to maintain random pool integrity

Notifications

- ▶ Updates your stakeholders of any new events in their assigned areas.
- ▶ Provides status of notification (read, unread, or completed).
- ▶ Customizable to alert users of pertinent information.

Random Pool

- ▶ Keeps track of current/historical random pool
- ▶ Upload random pool documentation
- ▶ Digitally feeds testing info to MIS Report
- ▶ Historical storing of testing information
- ▶ Run your random pool

Reports

- ▶ Report on any information housed within Nexus.
- ▶ Automated MIS Report with corresponding documents.
- ▶ Different MIS reports can be designated if your organization handles multiple modes.

Forms

- ▶ Designate which forms are needed to complete any compliance process.
- ▶ Designate standard compliance forms in addition to internal documentation.
- ▶ Unlimited designations.

3.2 Nexus CMS Key Benefits

Nexus CMS offers the following major benefits to City of High Point Transit.

Benefit	Details
Company-wide Optimization Possibilities	Due to its flexibility, drug and alcohol program managers can use nexus CMS to digitally manage your drug and alcohol program. The system offers unique possibilities concerning optimization within a broader perspective.
Reduction of Regulatory Compliance Issues	Nexus CMS ensures regulatory compliance by monitoring relevant topics like random testing, new hire tracking, and MIS Reports. Thereby, it provides security and saves you money by avoiding related penalties.
Closed Business Circle	The system's compliance part is fed from your current systems (e.g., HRIS system), which greatly improves regulatory compliance and oversight.
Streamline Reporting	Report out on any type of data housed in Nexus within minutes to capture trends or abnormalities. This includes information for audits or an internal meeting.
Integrations (NexusPoints)	Nexus CMS integrates with your critical systems through our NexusPoints to import critical information into Nexus and centralize your program management.
Significant Time Savings for Program Management, Record Keeping & Audit Preparation	Nexus notifies you of any changes to your current program, allowing your team to stay on top of the changes and appropriately manage those tasks. Also, Nexus will digitally keep your records in one centralized, secure location. This allows the audit preparation period to be drastically reduced and accurate. MIS Reports are done within minutes and not weeks.
Seamless Communication Between all Participating Business Divisions	Since all relevant users can access the same database, information redundancy is avoided, and data management is transparent to all privileged users. Notifications and alerts make sure that every user is informed about the latest changes and updates. By avoiding data redundancy and double-checking data inputs, Nexus CMS significantly reduces errors and cost.
Support for Business Process Re-engineering	Due to its modular design, comprehensive configuration options, and different access/authorization levels, Nexus CMS reflects changes within the business process simply by granting and revoking privileges to the respective users.
Training Bank (Intellectual Capital)	Nexus CMS collects all historical data (records, testing, etc.) to comply with regulatory requirements and make data evaluation possible to improve your operation's safety continuously.
Standardization of Compliance	Nexus CMS supports an organization significantly by standardizing and streamlining processes between different departments, workgroups, or locations.

User Interface & Usability	The intuitive, state-of-the-art graphical user interface (GUI) of the applications encapsulates many of the system's complexity. It can be handled intuitively by mouse/drag and drop operations.
Continuously Enhanced Off-the-Shelf Software	Nexus CMS is an affordable standard software product that takes their customer's feedback to contribute to the software's ongoing development, enabling all customers to address the latest requirements and implement other compliance processes' innovations. This practice delivers substantial cost-savings compared to an individual solution. Our customers are considered partners in defining the product's future direction, and Nexus considers customer feedback to enhance the system most beneficially.
Postgres Ensures Performance, Security & Scalability	by delegating data storage to the powerful Postgres, Nexus CMS ensures delivering high performance in a secure and scalable environment.
Open Architecture	Nexus CMS can be extended and integrated with other systems. Industry standards and future-proof technologies enable organizations to fit the system precisely into its existing and future IT architecture.
Robust and Proven Solution	With input from many industry professionals, Nexus CMS is a complete solution that allows organizations to run an accurate and effective drug and alcohol program by leveraging technology.

4 Nexus CMS - Main Capabilities

4.1 Employee Records - Keep track. Stay compliant. Simple and secure.

The unique flexible design of the Nexus records engine, enables planners to keep track of all employees. Simple and easy-to-use data-setup and editing functionalities keep all records accessible at any time. Paper free data storage becomes reality, as certificate can be stored within the database and linked to each individual's personal data in the qualifications and records archives.

4.2 Dashboard

Our dashboards display valuable information that you consider vital, such as current testing progress, the number of tests (drug and alcohol separately) performed, and any other data you deem critical to your program's success.

4.3 Stakeholders

This functionality allows you to configure, and assign, who will receive notifications about their testing responsibilities, internal and/or external. For example, your Random Pool configuration may include your Third-Party Administrator (TPA), MRO, and DER.

4.4 Employee Compliance History

You can create the required employee history forms (40.25, PRIA, etc.) and have them sent from Nexus (via Nexus) to your recipients, which you have designated in your Stakeholder Settings tab. These forms will be sent periodically (date range determined by the organization) until a completed form is received and uploaded into an employee's profile.

4.5 Digital Archive - Keep Together What Belongs Together

Nexus CMS is an all-in-one, closed-loop environment, which allows digital archiving of any document. This way, any relevant document is electronically stored and linked to each individual's personal data in their records archives. Of course, it is also possible to create attachments to an employee's profile, for example to link relevant documentation.

4.6 Alerts and Notifications - Never Miss Incomplete Processes

This important feature notifies your team of any changes. These notifications help you stay on top of the latest information regarding your random pool, new hires, receipt of forms, and other important notifications.

4.7 Checklist

Nexus' checklist feature is fully customizable and allows you to indicate which documents are required for your processes (Random, Post-Accident, etc.). It ensures that all required documents are collected in the employee's profile before the Status Indicator shows as complete.

4.8 Status Indicator

The status indicator works off the Checklist feature. The status indicates a GREEN color when your checklist items have been met in an employee's profile. On the contrary, the indicator will be RED when the checklist is incomplete.

4.9 NexusPoints (Interfaces)

Through our NexusPoints, we connect your day-to-day operation to our Nexus. Through NexusPoints, crucial information is imported from an external system into Nexus, which keeps you in the know of changes occurring in your day-to-day operation. As an example, a NexusPoint with your HR system would import your employees' data.

4.10 Forms

Create a listing of the necessary forms to ensure any compliance process and designate if they are mandatory to fulfill compliance in any compliance process. The *Forms* designated as mandatory will guide the *Checklist* to alert you if any documents are missing to satisfy a compliance process.

4.11 Hub

Our Human-Resource NexusPoint imports every employee in your organization (DOT and non-DOT) into your Hub, allowing you to efficiently manage their compliance. The Hub will house information such as employee number, social security number (to verify if they are a rehire or not), and other critical information you currently track.

4.12 Compliance - Paper-free. Excel free.

A lot of the magic of Nexus lies in its unique compliance tracking capabilities. The solution handles all stages of planning and compliance flawlessly. Even the most complex compliance-related tasks are completed without the need for spreadsheets. Of course, it is possible to manually perform compliance adjustments at any time. Planning tasks that used to take days or even weeks on paper is now accomplished with Nexus with some mouse clicks within a few minutes.

4.13 Random Pool/Distribution List

Nexus' Random Pool/Distribution List displays your current Random Pool, along with your previous Random Pool in historical order. It also shows information such as the date it was created, the user who created it, the stakeholders to whom Nexus sent it to, and the selected employees for that random pool. Additionally, Nexus offers the option to run an internal random pool.

4.13.1 Random Pool-Testing

The Random Pool - Testing allows your Random Pool Stakeholders (internal and external) to see the current random pool list, upload the respective documentation and results, and indicate the date the test was performed.

4.14 MIS Report

Your MIS report will be readily accessible at any given time. This report auto-populates the results and documents for the respective testing processes. The MIS report also has hyperlinks for each test, and the documentation for these tests will be accessible with a simple click. Your organization's information will also auto-populate (name, address, etc.) to minimize the manual input.

4.15 Notes

We realize that there will not be any documentation collected in some cases, but notes will need to be made on an employee's profile, and this functionality allows you to do just that. Each note is time-stamped and can be triggered for follow-up, if necessary.

5 SaaS and Technical Environment

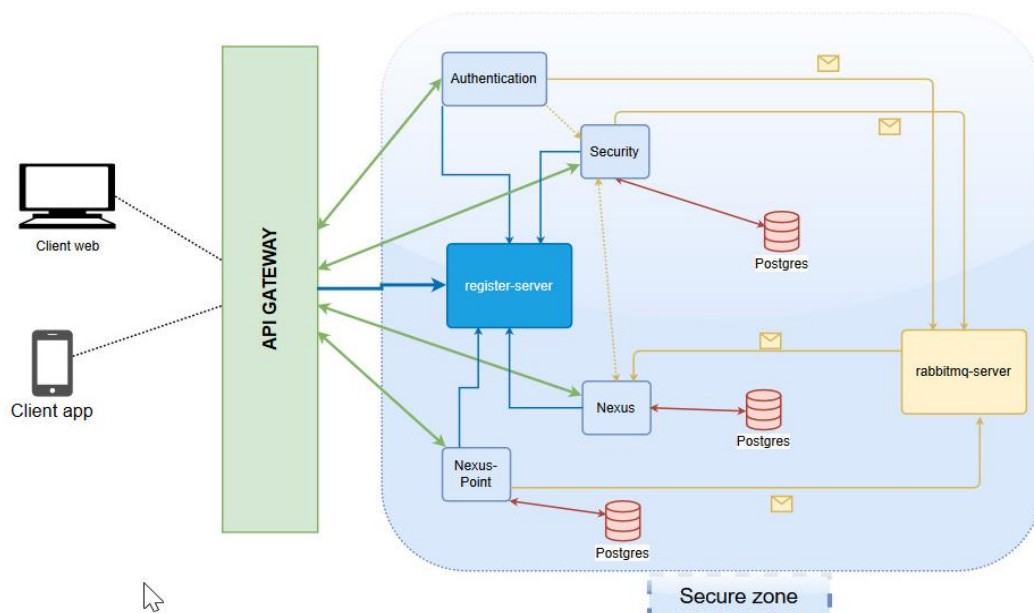
Nexus suggests implementing the SaaS hosted version of the Nexus Compliance Management System to support your needs efficiently. We will operate, maintain and update the system for you while you are just using it. Nexus will perform all the hard- and software-related installations. To access the environment, only the internet connection and proxy-settings have to be assured by you. Your IT – department needs to have the default HTTPS port 443 for the internet browser opened to access the system. To give you the most flexibility, we will install the **production environment** and provide a fully functional **test-instance**.

Your benefits:

- A robust and scalable technical environment – Our Amazon EC2 based SaaS-Hosting-Packages are proven and reliable, and they can be adjusted to your needs.
- Faster system-up-to-speed and system-update times – The initial installation and all the following updated procedures are performed much faster than in onsite environments.
- Cost-saving – Using the Nexus SaaS solution, you can reduce the complexity of the hardware maintenance and administration.
- Simplified IT Support for the Nexus CMS – Nexus will be the one-and-only contact for all the Nexus system-related queries.

5.1 Architecture

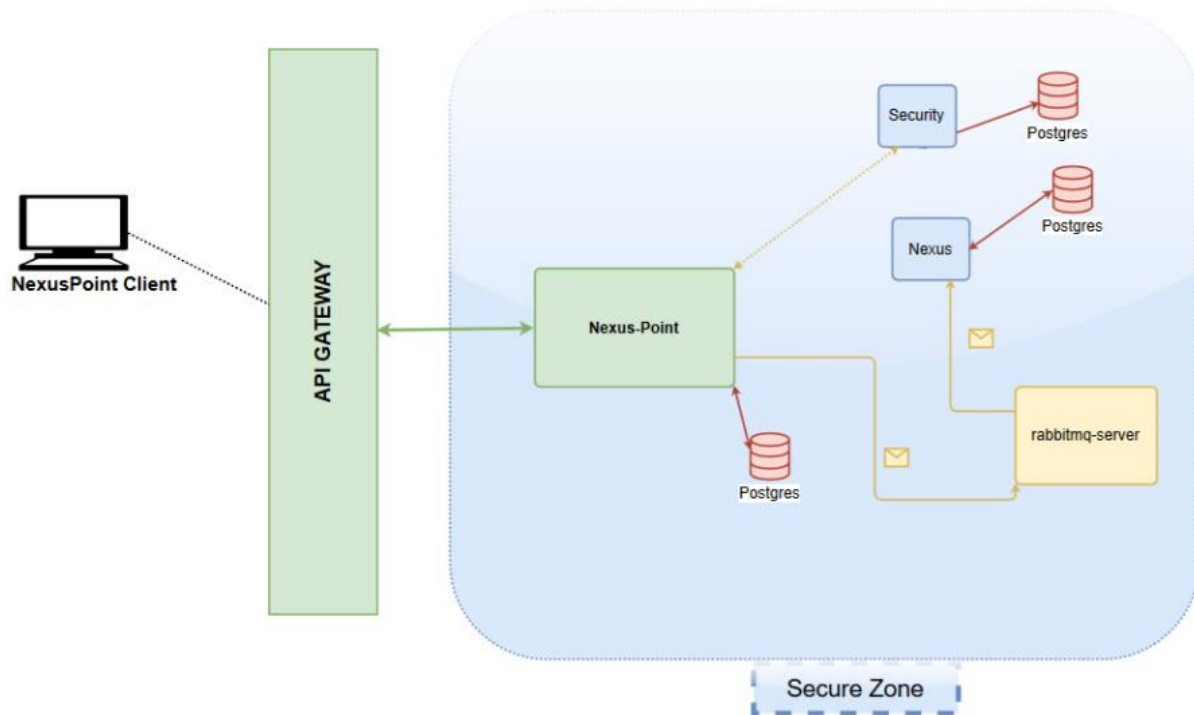
The 'fully cloud-enabled' architecture of Nexus CMS is depicted in the following diagram:



6 Standard Integration

6.1 API

Nexus CMS offers a comprehensive Application Programming Interface (API) that can be used to integrate external systems and is also used internally by its own modules.



NexusPoint (API) can be accessed through REST-like web service consumption. Using the API requires clients to authenticate first. The API sends and returns data for which the client user has the appropriate permissions. The connection to the API can be encrypted (using TCP / IP and SSL). This Access Control Policy applies to external applications, just like for Nexus CMS. The API is fully compatible with any access method. However, different advantages and disadvantages apply. The choice is usually determined by corporate security guidelines and network structure, performance requirements, and application programming languages.

Web services form a more portable way to access the API. This type of access is available in many languages and programming systems (Java, NodeJs, C ++, C #, Objective-C, and VB.net).

A detailed description of the API will be part of the delivery of the system. Below you will find a brief overview of the different API services provided with Nexus CMS.



API Service	Function
Nexus CMS - Human Resource API	General data access and management methods dealing with human resources, in particular employees.
Nexus CMS - Schedule API	General data access and management methods to schedules and scheduled events.

7 Nexus Business Process

7.1 Nexus Engineering and Design Process (COTS Software Product Integration)

Carefully identifying and planning engineering and design approaches is a critical success factor for selecting, designing, and implementing an effective business solution using a commercial off-the-shelf (COTS) software product. The Nexus software product implementation/ integration process's primary goal is to help you implement our unique solution for planning and managing compliance and record-keeping effectively and expediently.

For the Client implementation project, we propose a collaborative Analysis phase where we work with the Client to specify the integrations and interfaces between Nexus and Client systems and prepare a project plan for our implementation activities. This phase and the subsequent project plan will leverage our Nexus integration experience from prior customer engagements to provide an accelerated and efficient approach. Our integration processes address customer requirements and resolve functional and technical gaps as follows:

- Core functions – Implementing industry-leading and common problem domain features.
- Configuration requirements – Configuring the Nexus core software product to fit your business and technical operating environment (e.g., forms, notifications, etc.).
- Extensibility features – Effectively exploiting and/or extending our product features to provide integrations with current systems, customized reporting, and web services (e.g., Nexus API, Hub, and reports).

Nexus works closely with our customers to select the implementation option(s) that make good business sense based upon enterprise IT and operating principles, the priorities around scope, schedule, cost, and the organizational ability to adapt to change. Our distinctive customer orientation allows us to answer your questions and deal with your individual wishes – a fast and uncomplicated service. The table below illustrates our implementation process's three distinct components: *Business Process Engineering, Technical Approach, and Project Planning Activities*. These integrated components work together to succinctly define *what* will be delivered, integrated, and customized; and *how* this product implementation and integration process will be conducted.

Software Product Implementation / Integration Process

Business Process Engineering	Objective: Define and analyze changes in the business environment based upon the long-term strategic goals of the system - Identify process changes and new processes. - Define specific business processes (map to requirements). - Prototype and validate new processes and enabling software functions and features provided by the Nexus solution. - Ensure that the implemented system is successfully transitioned into the business operations environment.
Technical Approach	Objective: Establish and document the overall technical approach for implementing the solution for Client - Identify appropriate technology and implementation requirements (Collaborate with Client). - Perform reliability, performance, and security engineering and testing processes. - Develop the procedures necessary to control and run the implemented system according to standards. - Ensure that the implemented system is successfully transitioned into the Client IT operations environment.
Project Planning Activities	Objective: Define and implement the Nexus solution to meet Client's requirements for the system. Complete Project Planning activities to confirm and document: - Project Scope - Implementation Plan - Roles and Responsibilities - Training Plan - Issue and Change Tracking - Product Support Plan

7.1.1 Business Process Engineering

Our activities in this area are designed to leverage and extend the Client's work in defining the high-level requirements for this project. Nexus will conduct interactive meetings with Business Analysts (BAs) and user community representatives to refine business practices and workflows further. This highly interactive and collaborative phase is designed to identify business process improvements and innovations to achieve the Nexus system and Client business processes' optimal marriage.

7.1.2 Technical Approach

Concurrent with the Business Process Engineering activity above, Nexus will work with the Client to establish a high-level technical approach for this project. The four primary objectives are to select technologies that: 1) meet the performance demands of compliance management, 2) ensure high-availability and automated fail-over, and 3) minimize and simplify long-term maintenance of the system.

7.1.3 Project Planning Approach

Our project and implementation plans will be structured to enable Nexus software product tailoring, and implementation begins as early as possible on core system functions.

7.2 Software Development Process

We use an agile software development process based on SCRUM methodology in implementing a well-managed approach for developing quality software. Key features of our approach include:

- Continuous integration
- Continuous Delivery (for internal Test platforms)
- A focus on architecture
- Extensive customer collaboration
- Industry coding standards
- Multi-tiered Testing and early defect detection
- Effective change control

7.2.1 Development Environment

All software enhancements, modifications, and development of interfaces will occur in Nexus' facilities.

7.2.1.1 Focus on Architecture

The obvious components within a system map to the individual user functional areas. However, the most important component is the overall architecture of the system. The architecture sets the foundation upon which the functional elements of the system are then built. Where practical, Nexus will use the Client technology standards to ensure the long-term performance, extensibility, and maintainability of the final product.

7.2.1.2 Nexus Coding Standards

Nexus adheres to industry "preferred practices" coding standards. All code is cross-checked against the functional requirements to ensure that the component is programmed according to the design, which tracks back system requirements. An emphasis is placed on error handling and reporting so that unusual runtime situations are handled gracefully and do not cause data corruption or program failure.

7.2.1.3 Testing and Early Detection of Defects

As each product enhancement is developed, Nexus will test it before being released to Clients and integrated into the product baseline.

Nexus uses a multi-tiered approach to testing. The first tier is performed at the unit level by the individual programmer. This gives confidence that the unit is performing its individual function correctly. The second tier of testing integrates several components into an end-to-end test scenario for integration testing to ensure that the new component performs well in the system and ensures that it does not adversely impact other components.

7.3 Nexus Quality Assurance Process

Nexus processes for project structuring and planning, software product delivery, and product support are designed to ensure a successful product implementation from start to finish.

The following table highlights the primary and specialized (for this procurement) features of our processes that contribute to a successful, high-quality solution.

Process	Results
Comprehensive Project Plan and Solid Project Management	- Emphasizes schedule, roles, and responsibilities - Identifies high-risk areas and mitigation approaches - Provides frequent project reviews ensuring that the project is proceeding per strategic goals. They also provide the Client with continuous visibility on the progress of the project. - Emphasizes system testing, user training, and technology transfer - Includes a change tracking process to address dynamic project changes
Mature Agile Software Development Process (Scrum)	- Best industry practices are followed - Design and code walk-throughs by the technical staff - Adherence to coding standards - Formal bug tracking system - Formal Configuration Management and Version Control procedures - The system is inherently designed for extensibility and future expansion
QA Team	QA team that tests each component of the system to ensure compliance with specifications
Multi-tiered Test Strategy	- Formal Test Plans are executed by the QA team and updated with each subsequent release - Where practical, automated test harnesses are built to simulate interfaces and frequently used processes. This supports better regression testing. - Multi-tiered testing: - Unit Testing - Product Integration Testing
User Training	Nexus will conduct extensive user training of Nexus so that the Client can effectively operate and manage the system
Support	Provide product support and on-call response.
Problem Reporting and Tracking	Nexus uses Jira for defect management, and customers use the system online for support requests

7.4 Primary Project Risks

All projects face unique programmatic and technical challenges – things that can easily cause cost and/or schedule variances or impact the project's success. Documenting these challenges up-front and having mitigation strategies ready for use is essential in structuring, planning, and executing a successful project. The following table briefly summarizes the usual challenges that we envision for the Nexus system implementation project and our initial thoughts on controlling or mitigating the challenges.

RISK: Timeline
Given: 1) the overall complexity of the compliance process, 2) integration with external systems and 3) the need for a well-planned transition, replacing the existing processes will be a significant challenge. Risk Mitigation: The Nexus team offers the following unique advantages for ensuring a timely deployment: - Use of the existing and mature suite of Nexus core products to provide a significant portion of the functional requirements. We believe that our product provides the "best fit" to the Client's requirements and will require the fewest net changes to meet project objectives. This fact significantly reduces project risks and best ensures on-time delivery. - Use a proven business and software development process that helps control risk using 'best practices' project management.
RISK: Full integration with external systems in a manner supporting the long-term vision
The project complexity increases when interfaces to external systems are required, especially when interfacing with crew planning and tracking systems. Risk Mitigation: NexusPoints (Interfaces) Engineering: We rely on a well-defined engineering process for defining, developing, and testing interfaces to external systems using Interface Control Documents (ICDs). Our approach significantly reduces the risks and problems frequently encountered with external interfaces. Nexus has extensive experience with similar interfaces, which will greatly lower this risk. We place significant emphasis on early testing and verification of interfaces to find and correct problems before they become critical path items.

RISK: Business process transition from a largely manual process to automated process

Business process and workflow transitions from a predominately manual process to a highly automated process can be high risk. Such a significant change requires that the user community accept and embrace the new business processes.

Risk Mitigation:

Continuous User Collaboration: Nexus emphasizes collaboration with the user community throughout the entire project lifecycle to ensure that they are an integral part of the new product. This continuous involvement enables the users to see and understand the product well before its actual deployment so that there are no surprises.

Extensive User Training: Nexus will provide user training to ensure that all users are fully comfortable using the new system. This will be achieved using both one-on-one help for the initial deployment of the system.

8 Solution delivery / Planning and implementation

8.1 Overview – General Concepts

During the implementation, we assist you in answering the following questions thoroughly and efficiently:

- How do the Nexus modules support the customer's business process?
- Will existing IT systems be replaced by the Nexus modules?
- Is it possible to migrate/use the data of the systems to be replaced?
- Which NexusPoints (interfaces) to other systems need to be built?
- What is the cut-over strategy to the Nexus modules possible / allowed concerning the user's availability and potential authority approvals?

We also provide comprehensive training to your team to fully exploit the Nexus CMS product's powerful capabilities.

8.2 Implementation plan and its phases

The main goal of the implementation is to deliver a complete solution for City of High Point Transit. As the Nexus software is integrated into the existing City of High Point Transit environment, the implementation is subdivided into dedicated phases supporting the necessary steps towards successfully using the Nexus Compliance Management system.

An initial phase-plan considering the proposed phase could look as described in the table below.

8.3 Estimated project duration

This is a sample project schedule. Upon commencement of the project, Nexus and Client will review the final project delivery schedule and agree on the formal Milestone/Task delivery dates.

Phase/Activity	Estimated Time/Duration
Contract Signature Project Kickoff Workshop (High-Level Implementation Planning)	Day 1 of the project Up to 12 weeks after signature 1-2 working days
Engineering & Design Assessments Process & Requirements Review Advanced Implementation Planning Interface Requirements Assessment	1 – 2 months (onsite and offsite)
Out-of-the-box implementation Data Migration and Setup of Employee data, Plan-Data, Notifications, NexusPoints (Interfaces) UAT and Go-Live Phase 1	2-3 months (onsite and offsite)

8.4 Kick-off

First of all, it will be important that the project teams of City of High Point Transit and Nexus collaborate effectively to understand Client needs in the best manner. It will be necessary to have Client specialists of each involved business unit available as part of the Client project team. Nexus will introduce the objectives of the project and the responsibilities defined to initiate this collaborative project. Each project member shall have a good understanding of his role.

8.5 Engineering and Design for Integration

Any project begins with identifying and planning the approaches for engineering and design. This is especially true for selecting, designing, and implementing an effective business solution using a commercial off-the-shelf (COTS) software product. A good product selection and integration process, like a good design, considers the future and selects a solution designed for cost-effective extensibility in the future – both functionally and technically.

Nexus proposes using our proven software product integration approach, which provides the structure for integrating our software product with existing systems and business processes to deliver a complete solution. The outcome of this phase will be the Design documents for the interfaces. The different work packages will be prioritized and considered in a commonly agreed-upon project plan for implementation. A detailed project and milestone plan will be developed jointly by the project managers of both parties.

8.6 NexusPoints (Interface) Implementation

NexusPoints will be developed and tested in parallel with the core software implementation activity. The implementation will be conducted according to the Interface Control Documents (ICD) for each interfacing system.

8.7 Nexus User Training

Nexus will introduce the client project team's key users to the current version of the Nexus Compliance Management System. During the implementation phase, the key users' knowledge about the system grows as they work with the system. After the final version is accepted (or also during the acceptance process), all the other users are trained on the system within their functional areas.

8.8 Entering Main Data

Nexus CMS does need core data before City of High Point Transit may perform the planning and compliance activities. Those data are forms, company information, etc. City of High Point Transit can migrate some of the data from other systems, some need to be entered manually, and some may even need internal review and approval by the Client. The decision about which data City of High Point Transit can migrate is made during the Engineering and Design phase. The Client key users will make manual data entry decisions.

8.9 Onsite attendance for the initial production phase

Typically, there is no formal difference in our remote technical support between the different periods. However, our customer support team will give customers great attention during go-live and stabilization periods and treat their critical tickets with higher priority. We can also offer to provide dedicated onsite support by one of our experienced engineers before/during/after Go-Live. We would recommend considering five days of onsite support for this purpose.

8.10 Resources

The following table summarizes the Client resources we believe will be required to complete this project.

Phase/Activity	Responsibility
Project Coordinator ❖ Coordinate meetings as necessary. ❖ Address and resolve project issues promptly. ❖ Assist with defining business requirements as necessary. ❖ Participate in weekly status meetings and formal project reviews. ❖ Review and approve project work.	High-level of participation: Near full-time support will be required at the beginning and end of the project and other critical times during the project life cycle.
User representatives (domain experts) from drug and alcohol compliance program to assist with requirements reviews and design. Managers will also be requested to help identify strategic directions for their departments.	Moderate participation (Higher participation during the design phase to review designs and system behavior, during product reviews and acceptance periods)
Users (domain experts) from your departments to review and complete migrated data and enter new data.	High participation during the initial setup phase and after the data migration phase
Management participation from all stakeholders to participate in project reviews.	Occasional participation
IT Resources to work on the design and development of the external interfaces and produce Interface Control Documents (ICDs).	Moderate participation

Appendix A – Software

If the Client has access to Client Data via the provided Nexus Application Programming Interface (API), API access by the Client must be kept within reasonable limits as excessive use may impact service performance. API load caused by customer-specific clients (besides Nexus standard software and interfaces developed by Nexus) is considered within reasonable limits if it is less than 10% of the total API load by average.

The following table lists key characteristics and functionalities of modules:

Module	Description
Hub	Human Resources Data • Manage human resources. • Capability to maintain the name, first name, employee number, organization, location, date, hire date, and create an unlimited number of custom fields for human resources to track other information. • Manage employee records. • Capability to attach a document with notes and follow-up date. • Filter and search human resources by any field. • Manage employee compliance forms. • Capability to create an unlimited number of custom fields to track additional information. • Capability to attach documents to employees. • Filter and search employees by any field. Forms • Manage compliance records for every employee. • Maintain records and copies of all historical forms. • Ability to attach scanned documents for employees (e.g., testing is done previous to Nexus implementation). • Capability to create an unlimited number of custom fields for records to track additional information. • Alerting when new testing is completed and added to an employee's profile. • Audit trail of changes made to records. Notes • Add custom notes to the employee's file and assign a follow-up date, if necessary. • Attach documents to the notes, if necessary.

Random Pool	Random Pool Management • All of your DOT-designated employees will be assigned to the random pool list. • Configure your stakeholders (internal and external) within the Settings tab to assign your random pool to your third-party administrators (testing, MRO, etc.). • Ability to run your own random pool. • Keep track of testing that is performed for the employees selected to be in the random testing pool.
Notifications	• Alert your team of any new occurrences within your program, such as a new hire employee, testing documents received, etc. • Unlimited notifications setting. • Ability to change the notification status from unread to read when the task has been completed.
Reports	• Ability to automatically fill in your MIS report as testing is completed. • Digital MIS Reporting. • Testing documents collected will be available on your MIS Report via a hyperlink on each testing type's number of tests. • Customized reporting on information collected within Nexus.
NexusPoints (API)	• Comprehensive Application Programming Interface (API) to integrate external systems either via REST-based Web Services • Capability to exchange data in real-time with other applications

Appendix B –Implementation, Integration and Data Migration

The agreed initial scope does not include any customization, functional enhancements and/or data migration. In case the Client requires customization, functional enhancements, additional interfaces, and/or data migration, this will be mutually specified, planned, and agreed upon during Scoping Study/Engineering & Design phase.

Part 1 Engineering & Design Phase

TBD

Part 2 Project Plan

TBD

Part 3 Integration

TBD

Appendix C –Service and Implementation Fees

Pricing is based on the number of employees managed within the system.

Service/Product	Pricing
Annual Subscription	
Nexus CMS	\$34,000 Annual Recurrent Subscription SaaS fee for max 500 employee
Additional employees (if required)	\$ 4.50/ month for any additional employee (above 500 employees)
Implementation Support	
Nexus CMS Implementation¹ User Training, Consulting, Project Management	\$35,000
Hosting Services	
Hosting (Operating, maintaining, and administrating the software and hardware components; including the Postgres license)	Included in the SaaS fee
Technical Support (Standard Level)	Included in the SaaS fee
Installation Fee (Installation of Prod and Test Environment, Database Setup, creating users and testing of access)	\$5,000.00 (one-time fee)

Service/Product	Pricing
Additional Services & Products	
Technical Services² NexusPoints (Interfaces), Customizations, Enhancements	1 (One) NexusPoints (Interface)- \$50,000 - Customizations/enhancements- \$1,000 per man day³
API Access	\$12,000 annual fee (if necessary)
Interface Support⁴	\$1,200 annually per interface
Number Key 1 Implementation Fees does not include any travel-related cost. 2 Detailed specification and effort for interfaces will be defined in an Engineering and Design phase. In the case that Nexus has to develop interfaces, pricing in right column will apply. Alternatively, Client or 3rd party can develop interfaces based on Nexus' API and other integration capabilities 3 Nexus man day are 8 hours 4 Interface Support is charged as an annual recurrent fee and is only charged if Nexus has developed interfaces.	

Additional Terms and Assumptions

- ▶ Nexus's proposal is subject to negotiating a mutually acceptable contract based on the terms of the "Nexus SaaS Agreement Template" executed and delivered by both Client and Nexus.
- ▶ The minimum contract duration for Subscription/Access fee Licensing is three years.
- ▶ Pricing is based on the number of employees and calculated based on an "up to a max. 500 employees' package".
- ▶ Pricing is fixed for one year after contract signature and will be re-evaluated after the first year. If the number of employees has increased, Nexus will recalculate pricing accordingly with the rates indicated above.
- ▶ The client will notify Nexus if the number of employees is exceeded the maximum number of employees included in the license package.
- ▶ SaaS offer includes one production environment and one test database.
- ▶ Based on the business requirements', a firm and binding estimate for customization and integration cannot be provided at this stage and requires further joint analysis between Nexus and Client experts during the joint engineering & design phase. Any estimates given were done to the best of ability and represent non-binding high-level indications only.
- ▶ Payment of Subscription / Access fees annually in advance.

- ▶ Related travel costs (business class flights to client site, hotel, etc.) are not included in the rates and will be charged separately.
- ▶ Project-related travel days involving flight time greater than eight (8) hours will be paid at the appropriate daily rate as 1/1 delivery day. City of High Point Transit will pay travel days involving flight time shorter than eight (8) hours at the appropriate daily rate of 1/2 delivery day.
- ▶ All fees are subject to an annual inflation increase with a maximum increase of 5%.
- ▶ All prices exclude applicable Value Added Taxes.
- ▶ Nexus' fees are exclusive of all (foreign) taxes, levies, or duties imposed by taxing authorities, and the Client shall be responsible for payment of all such taxes, levies, or duties.
- ▶ All invoices payable within thirty (30) days of receipt. Payment via wire transfer.
- ▶ These rates remain valid until July 30th, 2022.

Appendix D – Service Level Agreement (SLA)

This SLA shall not apply to non-production environments of the software. The defined Service Levels are measured only for environments where the software has been accepted by the Client and is in production.

Maintenance/Technical Support is included in the SaaS/Onsite Access fees and covers Standard Support. The following tasks are recognized as Standard Support:

- Technical issues
 - Received an exception message?
 - The system is not operating as expected?
 - Perceiving performance issues?
- Configuration / usage questions
 - Trouble configuring our products?
 - Usage-related issues?
- Updates/Upgrades
 - Patch installations
 - Provisioning of new versions

Our Standard Support includes three channels of communication between Clients and Nexus Technical Support Representatives:

1. Web (support.nexus33.com)
 - Web support access for up to 10 named Client users/administrators
2. Email (support@nexus33.com)
3. Phone:
 - Availability of Nexus Support Hotline from 7:00 AM to 7:00 PM, EST (Mon - Fri excluding United States public holidays)
 - Support Hotline +1 (689) 867-0591
 - A Dedicated 24/7 telephone hotline is available exclusively for reporting incidents of either a "System Down" or Product Inoperative" per the table below.

Clients are encouraged to use the Web (support.nexus33.com) whenever possible to minimize phone queue wait times.

Response and Resolution times:

SEVERITY LEVEL	DEFINITION	TARGET RESPONSE TIME*	TARGET RESOLUTION TIME*
Severity 1 (Blocker)	"System Down" or "Product Inoperative" condition. Production use is stopped or so severely impacted that the Client cannot reasonably continue work.	8 hours	Rectify or provide a workaround within 24 hours and fix it as soon as reasonably possible
Severity 2 (Critical)	Severe loss of service. An important day-to-day function is unavailable with no acceptable workaround. Operations can continue in a restricted fashion.	Next business day	2 business days
Severity 3 (Major)	Medium loss of service. An important day-to-day function is unavailable, but a reasonable workaround is available, or a non-day-to-day function is unavailable with no acceptable workaround.	Next business day	30 calendar days
Severity 4 (Minor)	Minor loss of service. The impact is an inconvenience, which may require a reasonable workaround to restore function.	5 business days	90 calendar days
Severity 5 (Trivial)	Cosmetic fault or documentation fault	5 business days	Next major release
Please note: This is our standard SLA, which our internal processes are built around and accepted by the majority of our customer base. If different response/resolution time(s) are required, this will need to be discussed and mutually agreed upon by both parties. SaaS Annual Recurrent Subscription fees will be subject to increases.			

Availability:

Nexus warrants the Service will be generally available 99% of the time, except as provided below. General availability will be calculated per calendar month, as follows:

$$((total - non-excluded - excluded) / (total - excluded)) * 100$$

Where:

- *total* constitutes the total number of minutes for the month
- *non-excluded* constitutes unplanned downtime, which commences after being reported to Nexus
- *excluded* constitutes the following:
 - Planned downtime shall be any period for which Nexus gives 24 hours or more notice that the Service will be unavailable, up to a maximum of 12 hours per month with no single event exceeding 4 hours. Nexus will use commercially reasonable efforts to schedule all planned downtime during the weekend hours from 6:00 PM Friday, GMT+1, through 2:00 AM Monday, GMT+1.
 - Any unavailability caused by circumstances beyond Nexus' reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes, or other labor problems (other than those involving Nexus employees), computer or telecommunications failures or delays involving hardware or software not within NEXUS' possession or reasonable control, and network intrusions or denial of service attacks.

For any partial calendar month during which the Client subscribes to the Service, general availability will be calculated based on the entire calendar month, not just the portion for which the Client subscribed. Also, unavailability of some specific features or functions within the Service, while others remain available, will not constitute unavailability of the Service, so long as the unavailable features or functions are not, in the aggregate, material to the Service as a whole.

Penalties:

Should Nexus fail to achieve at least 99% general availability over any calendar month, the Client shall be entitled to a refund, provided the Client reports the downtime and requests the refund within 10 business days of the end of the calendar month over which general availability fell below 99%.

Upon such request by the Client, Nexus will refund the Client 1/72 of its prepaid subscription fees for the prior calendar month for each *non-excluded downtime hour* below 99% general availability, up to the maximum 20% of its prepaid subscription fees for the prior calendar month.

The penalties specified in this "Penalties" section shall be the sole remedies available to the Client for breach of this SLA.

Reporting and Claims:

To file a claim under this SLA, the Client must send an email with the following details to accounting@nexus33.com:

- Client information, including company name, address, contact, and contact phone number.
- Downtime information with dates and time periods for each instance of downtime during the relevant period.
- An explanation of the claim made under this SLA, including any relevant calculations.

Claims may only be made on a calendar month basis and only for the prior calendar month, except for periods at the end of a subscription agreement that does not coincide with a calendar month, in which case the Client must make any claim within 10 business days of the end of its subscription agreement. Nexus will verify all claims against Nexus' system records. Should any periods of downtime submitted by the Client be disputed, Nexus will provide the Client a record of Service available for the period in question.

Nexus will only provide records of system availability in response to good faith client claims.

General:

Any obligations of Nexus under this SLA shall become null and void upon any breach by the Client of its Nexus subscription agreement, including any failure by the Client to meet payment obligations to Nexus.

CITY OF HIGH POINT

AGENDA ITEM



Title: Granite Rolling Sphere Fountain, Top Stone

From: Mary Sizemore, Library Director

Meeting Date: Jan 5, 2023

Public Hearing: N/A

Advertising Date /
Advertised By: N/A

Attachments: Quote
Sole Source Form

PURPOSE:

For the sole source purchase of a 48" polished granite rolling sphere fountain, base, and related equipment for the sensory garden at the High Point Public Library.

BACKGROUND:

There are few companies that produce this product to our specifications and can deliver in a timeframe consistent with the project timeline. This company is the only one we could identify that met our requirements. This fountain is a prominent sponsored feature of the garden.

BUDGET IMPACT:

Funds for the fountain were raised by the Library Foundation and are included in the overall project budget.

RECOMMENDATION / ACTION REQUESTED:

Library staff recommend that Top Stone be approved as the sole source vendor for the fountain at a cost of \$78,500

Top Stone
Exclusive Rolling Sphere Fountains & Marble Art
2160 East Fry Blvd. C5-593
Sierra Vista, Arizona 85635
USA

Phone: 520 826-0444
Fax: 520 826-0446
E-mail: info@topstone1.com
URL www.topstone1.com
URL www.marblearte.com

Sales Office 800 476-3356

Quote 5/25/23: **City of High Point**
901 Main Street
High Point, North Carolina 27262
Contact Person Brian Starkey – 919 247-3065
Tim McKinney – 336 823-2007

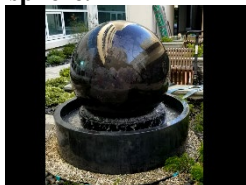
Top Stone Contact Person: Robert Gendler Date of Quote: 05/25/23

Payment terms \$50,000 upon order 2/3 FTN + Equipment Date order shipped est. 4-6 wks,
Method of Shipment: LTL Truck – Commercial Delivery/Customer must have forklift to unload.

Invoice Number: CHP101

Invoice Date: 5/25/23

<u>Quantity</u>	<u>Description</u>	<u>Price Each</u>	<u>Total</u>
1	48 inch Black Polished Granite Rolling Sphere Fountain with self-contained round base 72"Wx20"H for 48 inch sphere.		



Pricing 48 inch Sphere and Self-Contained Base	\$48,500.00
Shipping/import/inland shipping to site with commercial delivery. Estimated	\$10,000.00
Top Stone will provide final onsite supervision for the installation and twill be paid by Top Stone upon Shipment entry into the United States.	\$ 3,000.00
Equipment 48 inch fountain – Pump filter, chlorinator, Check valve, Gate Valve	\$4500.00
Fiberglass Vault 6 feet wide x 5 feet deep	\$12,500.00
Total Equipment and Vault – delivered – unassembled	\$17,000.00
Total	\$78,500.00

Terms and Conditions: \$50,000 due on order – 2/3 Fountain + equipment cost. Balance of Fountain \$15,500 +\$3000 final onsite supervision = \$18,500 due on Final approval with pictures and videos before shipment. Shipping/import/inland shipping to site with commercial delivery estimated \$10,000 to be paid by customer at time of entry into US port of entry. Customer will need fork lift to unload not included. Top Stone is a registered Arizona Company. The shipment is insured from origin to delivery fees. The customer understands there is no refund on custom orders and have read and agree to the Terms and Conditions posted on Top Stone Home Page website with complete details. A 3 year warranty against any defect minus normal wear and tear for either repair or replacement.

Date _____ Accepted by City of High Point North Carolina _____

Financial Services

Purchasing Division



Requisition #

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

Vendor: Item(s):

Justification:

This fountain is a donor-sponsored design feature of the sensory garden to be constructed at the library. This company is the only one able to provide a fountain with our requirements and that can be delivered in an acceptable timeline. The item needs to be purchased now to allow the architect to complete final plans for the project.

Estimated expenditure for the above item(s):

Accounting Unit and Account(s):

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

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

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

Department Head/Authorized Personnel

 Digitally signed by Mary M. Sizemore
Date: 2023.05.24 16:41:23 -04'00'

Department/Division

Date

APPROVAL PROCESS

Purchasing Manager

 Digitally signed by Candy E. Harmon
Date: 2023.05.24 16:48:01 -04'00'

Financial Services Director

 Digitally signed by Bobby Fitzjohn
Date: 2023.05.24 16:50:28 -04'00'

City Council (\$30,000 – Up)

CITY OF HIGH POINT

AGENDA ITEM



Title: Contract Award 2023-002

Storm Water Maintenance 2023-2024 (Bid 9020-042023)

From: Trevor Spencer, Engineering Services Director **Meeting Date:** June 5, 2023

Public Hearing: N/A **Advertising Date:** N/A

Advertised By:

Attachments: N/A

PURPOSE:

The City of High Point routinely uses an outside contractor to supplement the Storm Water Services Division in maintenance, repair, and installation of storm water infrastructure. The Engineering Services Department recommends approval of contract 2023-002 for Storm Water Maintenance. This contract consists of furnishing personnel, equipment, and materials for maintenance of storm water utilities and completion of various storm water projects.

BACKGROUND:

On Thursday, April 20, 2023 the City of High Point held the bid opening for Contract ENG-2023-002. Only one bid was received, which came from Breece Enterprises Inc. in the amount of \$497,650.00

This contract has an availability date upon a notice to proceed, with a contract completion date of June 30, 2024.

BUDGET IMPACT:

Funds for this contract are available in the FY 2023-2024 budget.

RECOMMENDATION / ACTION REQUESTED:

The Engineering Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the contract to Breece Enterprises Inc. in the amount of \$497,650.00.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO. CONTRACT NO.: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGO	BUDGETED AMOUNT
421779	533701	421001012805	40201	\$858,605.00
421779	533701	421001010205	40201	\$858,605.00
TOTAL BUDGETED AMOUNT				\$1,717,210.00

DEPARTMENT HEAD:: DATE:

The Purchasing Division concurs with recommendation submitted by the recommends award to the lowest responsible, responsive bidder in the amount of

PURCHASING MANAGER: DATE:

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: DATE:

CITY MANAGER: DATE:



DEPARTMENT RECOMMENDATION

Informal Bid(s)

DEPARTMENT: **Engineering Services**

COUNCIL DATE: **6/5/2023**

BID #: **9020-042023**

DATE OPENED: **04/20/2023**

DESCRIPTION:

Storm Water Maintenance 2023-2024

PURPOSE:

The Engineering Services Department recommends approval of contract 2023-002 for Storm Water Maintenance. This contract consists of furnishing personnel, equipment, and materials to perform regularly scheduled maintenance of existing storm water utilities and installation of new storm water utilities.

COMMENTS:

One bid was received for the contract work.

RECOMMEND AWARD TO: **Breece Enterprises, Inc.**

AMOUNT: **\$497,650.00**

JUSTIFICATION:

One bid can be received and awarded due to informal bid threshold (less than \$500,000).

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
671731	527101	00000000	00000000	\$497,650.00
TOTAL BUDGETED AMOUNT				\$497,650.00

DEPARTMENT HEAD:

DATE: **5/22/2023**

PURCHASING MANAGER:

DATE: **5/24/23**

FINANCIAL SERVICES DIRECTOR:
(\$30,000 - \$89,999)

DATE: **5/24/23**

CITY MANAGER:
(\$90,000+)

DATE:

CITY OF HIGH POINT

AGENDA ITEM



Title: Contract Award 2023-001

Water and Sewer Maintenance-Emergency 2023-2024 (Re-Bid 43-051823)

From: Trevor Spencer, Engineering Services Director **Meeting Date:** June 5, 2023

Public Hearing: N/A **Advertising Date:** N/A

Advertised By:

Attachments: N/A

PURPOSE:

The City of High Point routinely uses an outside contractor to supplement the Water and Sewer Mains Division in maintenance and repair of existing water and sewer utilities. The Engineering Services Department recommends approval of contract 2023-001 for Water and Sewer Maintenance/Emergency. This contract includes scheduled maintenance and emergency repairs.

BACKGROUND:

On Thursday, May 18, 2023, the City of High Point held the bid opening for Contract ENG-2023-001. Two bids were received:

1. Breece Enterprises, Inc. in the amount of \$1,717,210.00
2. Mainline America, LLC. in the amount of \$2,590,000.00

This is an annual contract; thus, the availability date is July 1, 2023, or upon execution of the contract documents, whichever comes last. The completion date for the contract work is June 30, 2024.

The purpose of this contract is to perform maintenance work and emergency repairs on our existing water and sewer system. The projects are identified and prioritized by the Public Services Department. Typical work includes point repairs, manhole reconstruction, hydrant repairs, main break repairs, replacement of deteriorated/collapsed lines, replacement of valves, and other maintenance work items. The engineer's estimate for the work was \$2,100,000.00

BUDGET IMPACT:

Funds for this contract are available in the FY 2023-2024 budget.

RECOMMENDATION / ACTION REQUESTED:

The Engineering Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the contract to Breece Enterprises, Inc. in the amount of \$1,717,210.00.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: ENGINEERING SERVICES

COUNCIL AGENDA DATE: June 05, 2023

BID NO. 43- 051823 CONTRACT NO.: 2023-001 DATE OPENED: May 18, 2023

DESCRIPTION:
Re-Bid Water and Sewer Maintenance/Emergency 2023-2024

PURPOSE:
Provide assistance to our Water and Sewer Mains Division when needed to handle regularly scheduled and emergency maintenance items on our water and sewer system. Typically, this includes replacement of water and sewer mains in poor condition, replacement of valves, hydrants, blow-offs, manholes, etc. that are broken or in disrepair.

COMMENTS:
Two bids were received for the contract work on the second attempt.
Breece Enterprises Inc. \$1,717,210.00
Mainline America, LLC. \$2,590,000.00

RECOMMEND AWARD TO: Breece Enterprises, Inc. AMOUNT: \$1,717,210.00

JUSTIFICATION:
Current lowest responsive bidder is Breece Enterprises, Inc. \$1,717,210.00

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGO	BUDGETED AMOUNT
421779	533701	421001012805	40201	\$858,605.00
421779	533701	421001010205	40201	\$858,605.00
TOTAL BUDGETED AMOUNT				\$1,717,210.00

DEPARTMENT HEAD:: DATE: 5/22/2023

The Purchasing Division concurs with recommendation submitted by the ENGINEERING SVC DEPT recommends award to the lowest responsible, responsive bidder Breece Enterprises, Inc. in the amount of \$1,717,210.00

PURCHASING MANAGER: DATE: 5/24/23

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: DATE: 5/24/23

CITY MANAGER: DATE:

CITY OF HIGH POINT

AGENDA ITEM

**Title: Playground Replacement (Composite Structures) – City Lake Park****From:** Lee Tillery –Parks and Recreation Director**Meeting Date:** June 5, 2023**Public Hearing:** N/A**Advertising Date:** N/A**Advertised By:** N/A**Attachments:** Barrs Recreation Quotation
Playground Renderings

PURPOSE:

Playground purchase and installation of a new 2-5 Year Old and 5-12 Year Old Composite Play Structures for High Point City Lake Park.

BACKGROUND:

High Point City Council approved a Capital Project Ordinance at their July 18, 2022 meeting that outlined additional improvements to the City Lake Park Phase 1 Renovation project. These three projects included renovations to the existing two water slides, purchase of a new pontoon boat and the replacement of the aging playground structure located at the park. High Point Parks and Recreation then initiated a process where we polled our youth on what amenities they would like to see with the new playground. These amenities, along with staff recommendations for the new playground area, were pulled together and forwarded to three playground manufacturers and asked to provide us renderings and proposals. We gave each our preferred amenities list and indicated to them what our budgeted expectations included. We received three proposals back from GameTime, Burke and PlayWorld. Our committee met and recommends the purchase of the 2-5 and 5-12 composite play structures from Barrs Recreation (Burke). The renderings of both units are attached and includes the purchase of a new T-Swing for infants as well.

BUDGET IMPACT:

Cost for both structures, T-Swing, installation, and freight is \$222,380. Funds are available in the current Fiscal Year 2022-23 Capital Improvement Plan (CIP) budget. We will also utilize funds awarded to the City through the State Capital and Infrastructure Fund (SCIF) grant of \$75,000 received earlier this year.

RECOMMENDATION / ACTION REQUESTED:

The Parks and Recreation Department recommends City Council approve the purchase of this playground equipment from Barrs Recreation, Pittsboro, NC in the amount of \$222,380.00.



36 Diane Street
Pittsboro, NC 27312

Quotation

Date	Estimate #
5/15/2023	16248

Name / Address

City of High Point
211 S. Hamilton St.
High Point, NC 27260

Terms	Rep	Project
Due Upon Complet...	JLB	

Item	Description	Qty	U/M	Rate	Total
BCI Burke	Omnia Award of Contract #R220201				
Discount	Proposal 405-163928-3 City Lake Park	1	ea	222,380.00	222,380.00T
Installation	Burke Move with us grant			-72,000.00	-72,000.00
	Installation of your Commercial Equipment completed in a prepared site that is level within 2% grade and has a surface of compacted soil only. An Owner representative must be on site when the install crew arrives to confirm layout of the equipment. If the site is not prepared correctly when the install crew arrives, a fee will be discussed for our crew to complete. If the crew is sent away for the Owner to handle site preparation, a Lost Time/Re-Mobilization Fee will be charged according to time and distance traveled. *In atypical soil situations where excessive bedrock/concrete footers are encountered such that a rock hammer or other heavy equipment is needed to complete the job, additional fees will be discussed. **This quote does not include Permits. Permits are the responsibility of the project Owner.			61,000.00	61,000.00T
Freight	Truckload Freight - This price is good for 30 days from the date of this estimate, and must be re-calculated if your order is placed after that time frame.	2		5,500.00	11,000.00T

All purchases subject to a 13 - 15 week delivery schedule (dependant on manufacturer), unless otherwise noted. This quote is valid for 30 days. Payment terms are issuance of PO, or 50% deposit with order, balance due upon delivery (or completion of installation if we are providing that service). To accept this quotation, please sign and date on line below, and fax to (919) 781-5779 Thank you for your consideration.
If an order is cancelled after production begins, there will be a 35% re-stocking fee

Subtotal \$222,380.00

Sales Tax (6.75%) \$15,010.65

Total \$237,390.65

Phone #	Toll Free Phone	E-mail	Web Site
919-781-4870	800-909-PLAY	info@barrsrec.com	www.barrsrec.com







City of High Point

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

Master

File Number: 2023-258

File ID: 2023-258

Type: Contract

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 05/31/2023

File Name:

Final Action:

Title: Contract - Cunningham Recreation - High Point City Lake Park - Playground Equipment
City Council is requested to award a contract to Cunningham Recreation in the amount of \$123,841.20 for the purchase and installation of a GT Wave Climber, Inclusive See Saw, Spin with Me and Expression Swing for High Point City Lake Park.

Notes:

Sponsors:

Enactment Date:

Attachments: 8. Contract – Cunningham Recreation – High Point
City Lake Park – Playground Replacement

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: amy.myers@highpointnc.gov

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	06/01/2023	Committee Recommended Approval	City Council	06/05/2023		

CITY OF HIGH POINT

AGENDA ITEM



Title: Playground Replacement (Climber/Additional Equipment) – City Lake Park

From: Lee Tillery –Parks and Recreation Director

Meeting Date: June 5, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Cunningham Recreation Quotation
Play Equipment Renderings

PURPOSE:

Playground purchase and installation of a GT Wave Climber, Inclusive See Saw, Spin with Me and Expression Swing for High Point City Lake Park.

BACKGROUND:

High Point City Council approved a Capital Project Ordinance at their July 18, 2022 meeting that outlined additional improvements to the City Lake Park Phase 1 Renovation project. These three projects included renovations to the existing two water slides, purchase of a new pontoon boat and the replacement of the aging playground structure located at the park. High Point Parks and Recreation then initiated a process where we polled our youth on what amenities they would like to see with the new playground. These amenities, along with staff recommendations for the new playground area, were pulled together and forwarded to three playground manufacturers and asked to provide us renderings and proposals. We gave each our preferred amenities list and indicated to them what our budgeted expectations included. We received three proposals back from GameTime, Burke and PlayWorld. Our committee met and is recommending the purchase of these four items from Cunningham Recreation (GameTime). The renderings of these play structures are attached.

BUDGET IMPACT:

Cost for the GT Wave Climber, Inclusive See Saw, Spin with Me and Expression Swing, installation, and freight totals \$123,841.20. Funds are available in the current Fiscal Year 2022-23 Capital Improvement Plan (CIP) budget. We will also utilize funds awarded to the City through the State Capital and Infrastructure Fund (SCIF) grant of \$75,000 received earlier this year.

RECOMMENDATION / ACTION REQUESTED:

The Parks and Recreation Department recommends City Council approve the purchase of this playground equipment from Cunningham Recreation, Charlotte, NC in the amount of \$123,841.20.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

05/11/2023
Quote #
164364-01-04

City Lake Park Playground-Revised 5.11.23

City of High Point
Attn: Lee Tillery
602 W. Main Street
High Point, NC 27282
Phone: 336-883-3234
Fax: 336-833-3248
Lee.tillery@highpointnc.gov

Ship to Zip 27282

Quantity	Part #	Description	Unit Price	Amount
1	178749	GameTime - Owner's Kit	\$84.00	\$84.00
1	5916SP	GameTime - GT Wave	\$74,902.00	\$74,902.00
1	INSTALL	MISC - Installation of GT Wave	\$21,250.00	\$21,250.00
1	6299	GameTime - Inclusive Seesaw	\$8,884.00	\$8,884.00
1	INSTALL	MISC - Installation of Inclusive See Saw	\$1,800.00	\$1,800.00
1	6372	GameTime - Spin With Me (With Handle)	\$6,995.00	\$6,995.00
1	INSTALL	MISC - Installation of Spin with Me	\$2,500.00	\$2,500.00
1	5128	GameTime - Expression Swing 3 1/2" X 8'	\$1,859.00	\$1,859.00
Contract: OMNIA #2017001134			Sub Total	\$118,274.00
			Discount	(\$5,910.76)
			Freight	\$5,262.83
			Tax	\$6,215.13
			Total	\$123,841.20

Comments

* Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

* GT Wave and Altus equipment currently has a 12-18 week lead time.

* US Communities Contract #2017001134



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

05/11/2023
Quote #
164364-01-04

City Lake Park Playground-Revised 5.11.23

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to volatile economic demand, pricing is valid for 30 days. Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. d/b/a GameTime unless otherwise directed.
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. d/b/a GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** Standard Lead time is **12-14 weeks** (some items may take longer) after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Installer will contact 811 to locate all public utilities prior to layout and excavation of any footer holes. Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

05/11/2023
Quote #
164364-01-04

City Lake Park Playground-Revised 5.11.23

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$123,841.20**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

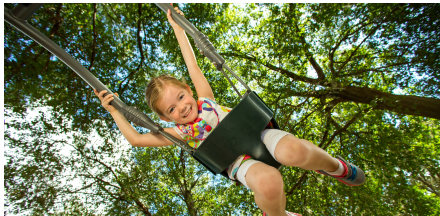
Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____



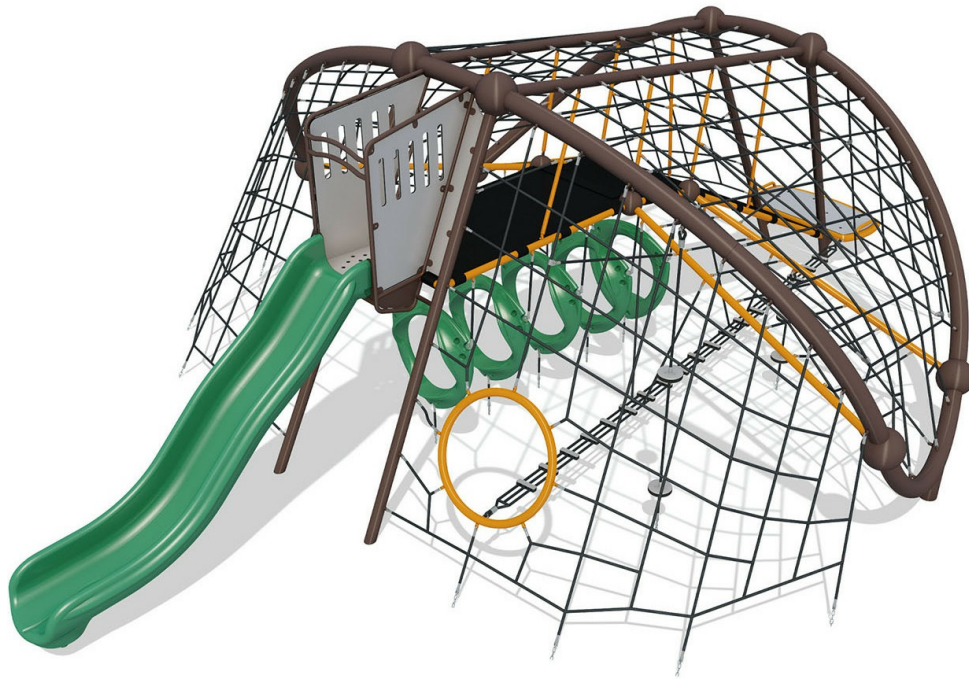
Expression Swing is a GameTime exclusive and the industry's first playground swing that promotes intergenerational play as adults and children swing together. The multi-user swing has a patented face-to-face design that features a bucket seat for children under five and a comfortable adult swing seat that allows a parent and child (or grandparent and grandchild) to interact...

Features and Benefits:

- See Eye to Eye - Patent-pending face-to-face design positions adult and child at eye level with one another so they can interact
- Swing in Comfort - Exclusive platform swing seat is ergonomically designed for adults and compliant with current swing safety standards
- Beyond the Swing - Promotes social...

Model: 5128

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://www.gametime.com/warranty) for full warranty information



GTWave™ is an innovative inclusive net climbing structure from our custom play division. It is **the industry's first net climber feature GameTime's EveryBody Plays transfer platform attached to a SureGrip accessible route leading to a six-foot zip slide.** Children of all abilities experience a wide range of play adventures, as well as physical, social-emotional, and cognitive...

Features and Benefits:

- EveryBody Plays transfer platform with a SureGrip accessible slip-resistant path to the slide
- Tethered pods and slack-line to help develop balance and flexibility
- SureGrip Rubberized, textured surface makes it possible for people to move from the EveryBody Plays transfer platform to the slide
- Activity...

Model: 5916SP
Use Zone: 34'-9" X 42'-9"
Fall Height: 10'
Age Group: 5 to 12 Years

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://www.gametime.com/warranty) for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.



Bring your community together with GameTime's Inclusive SeeSaw! Our adaptive seats allow four children to rock back and forth as a team. Our unique spring design creates a soothing rocking motion and prevents sudden movements. This seesaw also includes a central pod at transfer height that includes Braille and tactile sensory elements.

Features and Benefits:

- Central Pod w/finger trace and sensory play opportunities
- Ergonomically designed seats with high back for additional support
- Gentle rocking system that provides soothing, vestibular feedback
- Builds strength and coordination
- Helps instill an inclusive mindset in children

Model: 6299
Use Zone: 15'-4" X 20'-2"
Fall Height: 3
Age Group: 2 to 5 Years
Age Group: 5 to 12 Years
Number of Children: 6

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://www.gametime.com/warranty) for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.



Spin into the fun with GameTime's Spin w/ Me! This inclusive merry-go-round is installed at an accessible level for those in mobility devices to transfer from their device to a seat with additional postural support. It features grip areas to hold onto while riding or pushing others with a center wheel remaining stationary in the middle.

Features and Benefits:

- Inclusive design with seats at transfer height
- Promotes social interaction and collaborative play
- Durable, frictionless magnetic braking system to minimize speed
- Compact design maximizes freestanding play space and value

Model: 6372
Fall Height: 4'
Age Group: 2 to 5 Years
Age Group: 5 to 12 Years
Number of Children: 10

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://www.gametime.com/warranty) for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.

CITY OF HIGH POINT

AGENDA ITEM



Title: Electric System Study – 10 Year Plan

From: Tyler Berrier, PE; Electric Utilities Director

Meeting Date: June 5th, 2023

Public Hearing: N/A

Advertised By: N/A

Attachments: Attachment A: Southeastern Consulting Engineers Scope

PURPOSE:

The Electric Utilities department would like to utilize our on-call engineering services to assist the department with analysis of our current system and in developing departmental goals for our long term system health.

BACKGROUND:

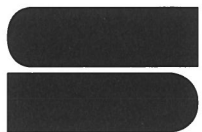
This system study will encompass our 12kV distribution network and 100kV transmission network, providing:

- Create an engineering analysis electric model using the latest version of the City's GIS system maps.
- Run Fault Analysis for all distribution circuits using engineering analysis software.
- Recommend sectionalizing equipment as needed.
- Recommend substation equipment upgrades.
- Analyze existing relay settings for coordination with the City's standard fuse sizes and reclosers.
- Projection of system load growth over the next ten years based on present loading, growth patterns, and proposed development.
- Analysis of the existing electric system including:
 - Substation Transformer Loads
 - Voltage Drop
 - Conductor Loading
 - Power Factor Review
 - Tie Points for Bulk Feeders
 - Preparation of a recommended standard operating procedure for fusing
 - Per phase balancing portion of the system analysis.

BUDGET IMPACT: None

RECOMMENDATION / ACTION REQUESTED:

It is the recommendation of the Electric Department Staff that the City Council approve, and the department be given the ability to proceed with this system study and analysis. The department will utilize our on-call engineer Southeastern Consulting Engineers for this service, for the amount of \$121,000.



Southeastern Consulting Engineers, Inc.

May 19, 2023

Mr. Tyler Berrier, PE
Electric Utilities Director
City of High Point
P.O. Box 230
High Point, North Carolina 27261

Ref.: System Study and Ten-Year Capital Plan Proposal

Dear Tyler:

In accordance with our recent discussions, we are pleased to offer the following proposal for the utilization of our services for the above referenced project. Included in this proposal is our proposed scope of services and our fee.

The following outlines the scope of services for the **Transmission Network System Analysis**:

- Review Duke Energy Delivery Point Capacities
- Create a system model for engineering analysis using the City's GIS maps.
- Perform a power flow analysis using the projected demand forecast.
- Examine the reliability and limitation of the existing system.
- Identify switching capabilities and limitations between Delivery Points.
- Recommend additional Delivery Points based on capacity projections.
- Recommendations for upgrades at the existing Delivery Points.
- Recommendations for reliability improvements (i.e., pole replacements and reconductoring).
- Provide a Ten-Year Capital Improvement Plan for the Transmission System.

Our fee for engineering services associated with the above scope of work for the Transmission System Analysis is \$31,500.

The following outlines the scope of engineering services for the **Distribution System Study and Ten-Year Capital Plan**:

- Create an engineering analysis electric model using the latest version of the City's GIS system maps.
- Run Fault Analysis for all distribution circuits using engineering analysis software.
- Recommend sectionalizing equipment as needed.
- Recommend substation equipment upgrades.

- Analyze existing relay settings for coordination with the City's standard fuse sizes and reclosers.
- Projection of system load growth over the next ten years based on present loading, growth patterns, and proposed development.
- Analysis of the existing electric system including:
 - Substation Transformer Loads
 - Voltage Drop
 - Conductor Loading
 - Power Factor Review
 - Tie Points for Bulk Feeders
 - Preparation of a recommended standard operating procedure for fusing: OH, UG, transformers and switch gears.
 - Per phase balancing portion of the system analysis.
- Preparation of a capital improvement plan. Recommend additional facilities, as necessary.
 - Substations
 - Protective and Sectionalizing Equipment
 - Distribution Tie Lines and Upgrades

Our fee for engineering services associated with the above scope of work for the distribution system study is \$89,500.00.

This proposal includes the preparation and presentation of four durably bound copies of the report. The report will present the findings of the system coordination study, a guideline for overcurrent protective device coordination, capital improvement plan, and cost estimates for the proposed expansion facilities over the study period. The report will be reviewed in detail with the Electric department personnel at their convenience.

The City of High Point is expected to provide the following:

- Electronic files containing current transmission and distribution system maps.
- 10 years of monthly delivery point or station kWh and kW billing data.
- Historical or recent representative report of per circuit loading during peak.
- List of proposed developments or expected large customers.
- List of any significant proposed load changes.
- History of or expected impact of load side generation on the electric system to include in system model.

A summary of our engineering fees is shown below:

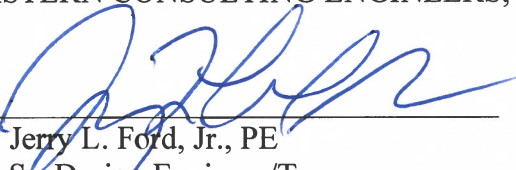
Transmission Network Analysis	\$31,500.00
Distribution System Analysis	<u>\$89,500.00</u>
Total	\$121,000.00

We thank you for allowing us the opportunity to present this proposal. If you have any questions or need additional information, please do not hesitate to give us a call. We look forward to working with you on this project.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By _____



Jerry L. Ford, Jr., PE
Sr. Design Engineer/Treasurer

JLF/lc

CITY OF HIGH POINT

AGENDA ITEM



Title: Ford Interceptor AWD PPV

From: Kevin Rogers, Fleet Director

Public Hearing: N/A

Attachments: Formal Bid Recommendation

Meeting Date: June 5, 2023

Advertising Date / N/A

Advertised By: N/A

PURPOSE:

The Fleet Services Department needs to place an order for four (4) Ford Police Interceptor Utility Vehicles. Using the NC Sheriff's Association Contract# 22-08-0913R, the current in stock 2023 Ford Police Interceptor Utility Vehicles have been identified for City Council's approval.

BACKGROUND:

The Police Department is currently using similar vehicles for patrol purposes that need replacement based on mileage and condition. The new Ford Police Interceptor Utility Vehicles are like other vehicles in the city and will meet their needs. The price of \$41,998.22 is for the vehicle and equipment package, plus DMV fees of \$1,259.95 per vehicle. Total cost for four (4) is \$173,032.68 The vehicles are in stock for immediate delivery.

BUDGET IMPACT:

A budget ordinance amendment appropriating \$173,033 in motor vehicle usage revenue is attached.

RECOMMENDATION / ACTION REQUESTED:

- 1) The Fleet Services Department recommends purchasing the four (4) Ford Police Interceptor Utility Vehicles from Parks Ford in the amount of \$173,032.68.
- 2) The Fleet Services and Financial Services Departments recommend and ask the City Council to approve the budget ordinance amendment for the vehicle purchase.



"AN ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE FUNDS IN THE CENTRAL SERVICES FUND
FOR THE PURCHASE OF FOUR POLICE VEHICLES

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

Section 1. The Police Department is currently using similar vehicles for patrol purposes that need replacement based on mileage and condition. The proposed amendment appropriates additional projected revenues from the motor vehicle usage revenue for the purchase of these vehicles.

Section 2. The 2022-2023 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following Central Services Fund revenues be amended as follows:

Motor Vehicle Usage	\$173,033
---------------------	-----------

(B) That the following Central Services Fund expenditures be amended as follows:

Vehicle and Other Rolling Stock Replacement	\$173,033
---	-----------

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 by High Point City Council, this the 5th day of June 2023

Mayor, Jay W. Wagner

ATTEST

Sandra Keeney,
City Clerk



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
671731	527101	00000000	00000000	\$497,650.00
TOTAL BUDGETED AMOUNT				\$497,650.00

DEPARTMENT HEAD: DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends award to the lowest responsible, responsive bidder in the amount of \$.

PURCHASING MANAGER: DATE:

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: DATE:

CITY MANAGER: DATE:

Prepared for: , City of High Point

2023 Police Interceptor Utility AWD Base (K8A)

Price Level: 315



Client Proposal

Prepared by:

Jeff Williams

Office: 828-693-4281

Quote ID: 0508202301

Date: 05/08/2023



Parks Ford | 601 DUNCAN HILL RD, HENDERSONVILLE, NC, 28792

Office: 828-693-4281 | Fax: 828-696-8000

Prepared for:

City of High Point

Prepared by: Jeff Williams

05/08/2023



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2023 Police Interceptor Utility AWD Base (K8A)Quote ID: 0508202301

, City of High PointRe: Quote ID 0508202301 05/08/2023

To Whom It May Concern,

All pricing provided in this quote is based on, and follows the guidelines of, the North Carolina Sheriffs' Association Vehicle Procurement Program. Contract # 22-08-0913R. Specification # 135

Sincerely,

Jeff Williams

Prepared for:
City of High Point
Prepared by: Jeff Williams
05/08/2023



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2023 Police Interceptor Utility AWD Base (K8A)

Quote ID: 0508202301

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Prepared for:

City of High Point

Prepared by: Jeff Williams

05/08/2023



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2023 Police Interceptor Utility AWD Base (K8A)

Quote ID: 0508202301

As Configured Vehicle

Code	Description
K8A	Base Vehicle Price (K8A)
500A	Order Code 500A <i>Includes:</i> - GVWR: 6,840 lbs (3,103 kgs) - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover and center caps.</i> - Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft. up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks.</i> - Radio: AM/FM/MP3 Capable <i>Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.</i>
99C	Engine: 3.0L V6 EcoBoost <i>(148-MPH top speed). Note: Deletes regenerative braking and lithium-ion battery pack; adds 250-Amp alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon.</i> <i>Includes:</i> - 3.31 Axle Ratio
44U	Transmission: 10-Speed Automatic (44U)
NONAX	3.31 Axle Ratio
STDGV	GVWR: 6,840 lbs (3,103 kgs)
STDTR	Tires: 255/60R18 AS BSW
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover and center caps.</i>
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft. up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks.</i>
PAINT	Monotone Paint Application
119WB	119" Wheelbase
STDRD	Radio: AM/FM/MP3 Capable <i>Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.</i>
67U	Ultimate Wiring Package

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

City of High Point

Prepared by: Jeff Williams

05/08/2023



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2023 Police Interceptor Utility AWD Base (K8A)

Quote ID: 0508202301

As Configured Vehicle (cont'd)

Code	Description
	Recommend police wire harness connector kit (67V). <i>Includes wiring harness instrument panel to rear cargo area (overlay), (2) light cables - supports up to (6) LED lights (engine compartment/grille), (1) 10-amp siren/speaker circuit engine compartment and rear hatch/cargo area wiring - supports up to (6) rear LED lights. Does not include LED lights, side connectors or controller.</i> <i>Includes:</i> - Rear Console Plate Contours through 2nd row; channel for wiring. - Grille LED Lights, Siren & Speaker Pre-Wiring
67V	Front & Rear Police Wire Harness Connector Kit <i>For connectivity to Ford PI Package solutions includes front (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector, (1) 14-pin IP connector, rear (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector.</i>
153	Front License Plate Bracket
43D	Dark Car Feature <i>Courtesy lamps disabled when any door is opened.</i>
17T	Switchable Red/White Lighting in Cargo Area <i>Deletes 3rd row overhead map light.</i>
60A	Grille LED Lights, Siren & Speaker Pre-Wiring
63B	Side Marker LED Sideview Mirrors Recommend using ready for the road package (67H) or ultimate wiring package (67U). <i>Includes driver side - red/passenger side - blue. Located on exterior mirror housing. LED lights only. Wiring and controller not included.</i>
51R	Driver Only LED Spot Lamp (Unity)
55F	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS. Includes 4-key fobs. Key fobs are not fobbed alike when ordered with keyed-alike.</i>
85R	Rear Console Plate <i>Contours through 2nd row; channel for wiring.</i>
425	50 State Emission System Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.
UM_01	Agate Black

Prepared for:
City of High Point
Prepared by: Jeff Williams
05/08/2023



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2023 Police Interceptor Utility AWD Base (K8A)

Quote ID: 0508202301

As Configured Vehicle (cont'd)

Code	Description
96_01	Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear
63BBB	Option 63B Blue/Blue

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:
City of High Point
Prepared by: Jeff Williams
05/08/2023



Parks Ford | 601 DUNCAN HILL RD HENDERSONVILLE NC | 28792

2023 Police Interceptor Utility AWD Base (K8A)

Quote ID: 0508202301

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		\$51,508.00
Subtotal		\$51,508.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
Discount	Dealer Discount	-\$3,524.78
Ford Gvmnt GPC	Government GPC	-\$5,985.00
Total		\$41,998.22

Customer Signature

Acceptance Date

CITY OF HIGH POINT

AGENDA ITEM

**Title: Fleet Services Year-End Adjustment - Budget Ordinance**

From: Stephen M. Hawryluk
Budget and Performance Manager

Meeting Date: June 5, 2023

Public Hearing: No

Advertising Date /
Advertised By: N/A-

Attachments: Budget Ordinance

PURPOSE:

To transfer existing appropriations from departmental budgets to the central services fund for vehicles and other rolling stock purchases.

BACKGROUND:

The Fleet Services Department budgets for replacement of vehicles and other rolling stock annually. When new vehicle and/or other rolling stock (additions to the fleet) purchases occur, the respective departments fund the purchase in the form of a transfer of funds to the central services fund, where the Fleet Services budget resides.

Over the course of the fiscal year, several additions to the fleet have occurred and the proposed amendment transfers funds to cover the costs of these purchases. They include the following:

Police: \$45,000 for a non-sworn position vehicle (\$30,000) and funds to cover the price difference in a vehicle for the street crimes division (\$15,000).

Electric: \$85,000 to cover an additional truck for increased workload (\$39,000), an additional pole trailer (\$20,000), and an additional rugged terrain vehicle (\$26,000).

Public Services – Solid Waste: \$58,000 for an additional used front-end loader for the Environmental Services Division (\$40,000) and an additional trailer (\$18,000).

Additionally, due to higher expected costs in the new fiscal year, the proposed amendment transfers \$80,000 from the Public Services – Streets Maintenance budget for the replacement of a skid steer.

BUDGET IMPACT:

Existing appropriations that are being transferred to the central services fund have no budget impact.

RECOMMENDATION / ACTIONS REQUESTED:

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

“AN ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO TRANSFER EXISTING APPROPRIATIONS TO THE CENTRAL SERVICES FUND FOR VEHICLE
AND OTHER ROLLING STOCK PURCHASES

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

Section 1. The proposed amendment transfers existing appropriations from departmental budgets for the purchase of new and replacement vehicles and other rolling stock. This includes funding from the Police Department (\$45,000), Electric Department (\$85,000), Public Services-Streets (\$80,000), and Public Services-Solid Waste (\$58,000).

Section 2. The 2022-2023 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following General Fund expenditures be amended as follows:

Police Operating	-\$45,000
Public Services-Streets Operating	-80,000
Transfer to Central Services Fund	<u>125,000</u>
	\$0

(B) That the following Electric Fund expenditures be amended as follows:

Electric Operating	-\$85,000
Transfer to Central Services Fund	<u>85,000</u>
	\$0

(C) That the following Solid Waste Fund expenditures be amended as follows:

Solid Waste Operating	-\$58,000
Transfer to Central Services Fund	<u>58,000</u>
	\$0

(D) That the following Central Services Fund revenues be amended as follows:

Transfer from General Fund	\$125,000
Transfer from Electric Fund	85,000
Transfer from Solid Waste Fund	<u>58,000</u>
	\$268,000

(E) That the following Central Services Fund expenditures be amended as follows:

Vehicle and Other Rolling Stock Replacement	\$268,000
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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 by High Point City Council, this the 5th day of June 2023

Mayor, Jay W. Wagner

ATTEST

Sandra Keeney,
City Clerk

CITY OF HIGH POINT

AGENDA ITEM

**Title: Budget Amendment for City Lake Park Internal Loan****From:** Bobby D. Fitzjohn, Financial Services Director**Meeting Date:** June 5, 2023**Public Hearing:** No**Advertising Date:** N/A-**Advertised By:****Attachments:** Budget Amendment

PURPOSE:

A budget amendment is required to appropriate funding for an internal loan from the Landfill Reserve Fund.

BACKGROUND:

In June 2021, the City Council approved a funding plan for the City Lake Park renovation project that included an internal loan from the Landfill Reserve fund. The project is substantially complete and a budget amendment of \$8,352,748 is needed to transfer funds from the Landfill Reserve fund.

The internal loan will be repaid from the General Capital Project fund beginning with Fiscal Year 2023-2024 with an annual payment of approximately \$600,000. This is based on a 15-year payback at a 1% annual interest rate. There will be no penalty for early repayment of the loan.

BUDGET IMPACT:

An \$8,352,748 internal loan from the Landfill Reserve fund will require an annual repayment of \$600,000. This payment has been included in the recommended FY23-24 budget.

RECOMMENDATION / ACTIONS REQUESTED:

The Financial Services Department recommends and asks the City Council to approve the attached budget amendment and repayment terms.

"AN ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
APPROPRIATING FUNDING FOR AN INTERNAL LOAN

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

Section 1. The proposed amendment appropriates \$8,352,748 for an internal loan for the City Lake Park renovation project from the Landfill Reserve fund.

Section 2. The 2022-2023 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following expenditures be amended as follows:

Landfill Reserve fund	
Transfer to General Bond Projects Fund	\$8,352,748

(B) That the following revenues be amended as follows:

Landfill Reserve fund	
Appropriated Fund Balance	\$8,352,748

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 by High Point City Council, this the 5th day of June 2023

Mayor, Jay W. Wagner

ATTEST

Sandra Keeney,
City Clerk

CITY OF HIGH POINT

AGENDA ITEM



Title: Authorize Forsyth County Tax Administration and Collection of 2023 Taxes
And Collection of 2022 and Prior Years' Taxes

From: Bobby Fitzjohn, Financial Services Director

Meeting Date: June 5, 2023

Public Hearing: No

Advertising Date: N/A

Advertised By: N/A

Attachments: Resolution/Order of City Council for the Collection of 2023 Taxes
Resolution/Order of City Council for the Collection of 2022 and Prior Years' Taxes

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 2024 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 FY 2023-2024 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 2023 taxes and for the collection of 2022 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 2023 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 2023 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 2023 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 Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service 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, West Bend Service District, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide 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 _____, 2023.

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 2022 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 2014 through 2022 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 2014 through 2022 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 Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belew's 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, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide 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 registered classified Motor Vehicles for 2019 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 registered classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) for 2019 and prior years.

WITNESS my hand and official seal, this the _____ day of _____, 2023.

MAYOR, CITY OF HIGH POINT

ATTEST:

CLERK

CITY OF HIGH POINT

AGENDA ITEM



Title: Core & Main Composite Water Meter Box Lids

From: Jeremy Coble-Customer Service Director

Meeting Date: June 5, 2023

Public Hearing: No

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A – Quote
Attachment B- Sole Source Request Form

PURPOSE:

For the sole source purchase of 800 Composite Water Meter Box Lids for the Customer Service Department.

BACKGROUND:

The Customer Service Department is modernizing the water meter infrastructure to increase accuracy of the current meter reading process. Composite lids will also be a critical infrastructure component to ensure reading accuracy in the future AMI system. Core & Main have developed lids to retrofit the current water meter boxes in High Point.

BUDGET IMPACT:

The cost is \$32,349.52. There are available funds in the Customer Service budget for FY 23.

RECOMMENDATION / ACTION REQUESTED:

The Customer Service Department recommends the purchase of 800 Composite meter box lids.



Bid Proposal for Meter box Lids

CUSTOMER	CITY OF HIGH POINT STOCK-GREENSBORO CITY WAREHOUSE HIGH POINT, NC 27260	Job Meter box Lids NC Guilford County Bid Date: 05/24/2023 Bid #: 2942028
	Sales Representative Brian McArar (T) 336-668-1033 Brian.Mcarar@coreandmain.com	Core & Main 6344 Burnt Poplar Rd Greensboro, NC 27409 (T) 336-668-1033
CONTACT		
NOTES		



Bid Proposal for Meter box Lids

CITY OF HIGH POINT**Job Location:** NC**Bid Date:** 05/24/2023**Core & Main** 2942028**Core & Main**

6344 Burnt Poplar Rd

Greensboro, NC 27409

Phone: 336-668-1033**Fax:** 336-852-1764

Seq#	Qty	Description	Units	Price	Ext Price
		DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.			
10	800	DFW1014GB-1WMT-SMALL-LID	LF	37.88	30,304.00
				SUBTOTAL	30,304.00
				Sub Total	30,304.00
				Tax	2,045.52
				Total	32,349.52

Branch Terms:

This quote represents our interpretation of the plans & specifications and is offered as an aid to bidding only.

Customers should verify all materials & quantities prior to bidding or ordering.

Unless otherwise noted, PVC pipe prices are based on availability at the time of shipping.

HDPE prices are good for 10 days from quote date and price per foot might be revised if quantity changes.

Pricing is subject to change if the scope of the quote is altered, at the discretion of the branch.

Special order material or other non-stock items may be non-refundable or subject to a cancellation/restock charge.

Special order non-stock items must be shipped to customer within 30 days of receipt by Core & Main.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

Financial Services

Purchasing Division



Requisition #

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

Vendor: Core & Main

Item(s): Composite water meter box lids

Justification:

Composite water meter box lids will increase the accuracy of our current meter reading process. Composite lids will also be a critical infrastructure component to ensure reading accuracy in the future AML system. Core & Main have developed lids specifically to retrofit the current water meter boxes in High Point.

Estimated expenditure for the above item(s): \$32,349.52

Accounting Unit and Account(s):

631257, 526101

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

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

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

Department Head/Authorized Personnel

Jeremy Coble

 Digitally signed by Jeremy Coble
 Date: 2023.05.25 08:07:15 -04'00'

Department/Division

Customer Service/Water Meter Services

Date

5/25/23

APPROVAL PROCESS

Purchasing Manager

Financial Services Director

City Council (\$30,000 – Up)

CITY OF HIGH POINT

AGENDA ITEM



Title: NCMPA1 – Electricities – REPS & RECR-1/2 Rider Updates

From: Tyler Berrier, PE; Electric Utilities Director

Meeting Date: June 5th, 2023

Public Hearing: N/A

Advertised By: N/A

Attachments: Attachment A: Updated REPS document
Attachment B: Updated RECR-1 Rider (Renewable Energy Credits)
Attachment C: Updated RECR-2 Rider (Renewable Energy Credits)

PURPOSE:

NCMPA1, Electricities Agency 1 has issued updated REPS (Renewable Energy Portfolio Standard) wholesale Rider 15. The Agency has also updated RECR-1 & RECR-2 riders. All of these items are currently in place, the agency is only updating amounts.

BACKGROUND:

REPS (Renewable Energy Portfolio Standard) wholesale Rider 15 charges appear on all electric utility bills. This is not revenue collected by the city, only a pass through to the agency. The RECR (Renewable Energy Credits Rider 1 & 2) are an update to our existing riders that are currently in place. These updates have increased the avoided cost credit that the city can pay a customer that is generating their own energy.

BUDGET IMPACT: None

RECOMMENDATION / ACTION REQUESTED:

It is the recommendation of the Electric Department Staff that the City Council adopt these updated rate riders to remain compliant with NCMPA1.

**City of High Point
Renewable Energy Credit Rider
Electric Rate Rider RECR-1**

AVAILABILITY

This optional rate rider is applicable to customers who had systems installed before July 1, 2023 on any City of High Point (“City”) rate schedule who operate solar photovoltaic, wind powered, or biomass-fueled generating systems, with or without battery storage, located and utilized at the customer’s primary residence or business. To qualify for this rate rider, the customer must have complied with the City’s Interconnection Standards and have an approved Interconnection Request Form. As part of the Interconnection Request Form approval process, the City retains the right to limit the number and size of renewable energy generating systems installed on the City’s System. The generating system that is in parallel operation with service from the City and located on the customer’s premises must be manufactured, installed, and operated in accordance with all governmental and industry standards, in accordance with all requirements of the local code official, and fully conform with the City’s applicable renewable energy interconnection interface criteria. Qualified customers must be generating energy for purposes of a “buy-all/sell-all” arrangement to receive credits under this rate rider. That is, the City agrees to buy all and the customer agrees to sell all of the energy output and associated energy from the renewable energy resource. Customers with qualified systems may also apply for NC GreenPower credits or sell Renewable Energy Certificate (“REC”) credits.

All qualifying facilities have the option to sell energy to the City on an “as available” basis and receive energy credits based on the Variable Rates identified in this Rider for the delivered energy.

MONTHLY CREDIT

Avoided Cost Credit Rate** (\$ per kWh):

	<u>Variable</u>
On-peak energy*	\$0.04041
Off-peak energy	\$0.01366

* These energy credits include a capacity component.

**For generation equal to or less than 20 kW the on-peak energy avoided cost credit rate can be applied to all hours.

MONTHLY ENERGY

Monthly Energy shall be the kWh of energy produced by the generating facility and exported to the utility during the current calendar month.

ON-PEAK ENERGY

On-Peak Energy shall be the metered energy during the On-Peak Energy Period of the current calendar month, whereby the On-Peak Energy Period is defined as non-holiday weekdays from 7:00 AM to 11:00 PM EPT.

OFF-PEAK ENERGY

Off-Peak Energy shall be the Monthly Energy less the amount of energy billed as On-Peak Energy.

CONTRACT PERIOD

Prior to receiving service under this Rider, the City and the customer shall have entered either an Interconnection Agreement or executed a Certificate of Completion (inverter-based generators less than 20 kW) and a Power Purchase Agreement which covers the special terms and conditions for the customer's requirements related to the interconnection of the customer's renewable energy generating system.

Each of these agreements shall have a minimum term of one (1) year. Either party may terminate the agreements after one year by giving at least thirty (30) days previous notice of such termination in writing.

GENERAL

Service under this Rider is subject to the provisions of the Service Regulations of the City contained in the City Code of Ordinances.

SPECIAL CONDITIONS

The customer's service shall be metered with two meters, one of which measures all energy provided by the City and used by the customer, and the other measures the amount of energy generated by the customer's renewable energy generator which is provided to the City.

In the event that the City determines that it is necessary to install any additional equipment to protect the safety and adequacy of electric service provided to other customers, the customer shall pay for the cost of such equipment in accordance with the terms of its Power Purchase Agreement.

Effective July 1, 2023.

**City of High Point
Renewable Energy Credit Rider
Electric Rate Rider RECR-2**

AVAILABILITY

This optional rate rider is available to customers who have systems installed after July 1, 2023 or if an existing system may elect this rider after July 1 2023 and are on any City of High Point (“City”) rate schedule who operate solar photovoltaic, wind powered, or biomass-fueled generating systems, with or without battery storage, located and utilized at the customer’s primary residence or business. To qualify for this rate rider, the customer must have complied with the City’s Interconnection Standards and have an approved Interconnection Request Form. The generating system that is in parallel operation with service from the City and located on the customer’s premises must be manufactured, installed, and operated in accordance with all governmental and industry standards, in accordance with all requirements of the local code official, and fully conform with the City’s applicable renewable energy interconnection interface criteria. Customers with qualified systems may also sell Renewable Energy Certificate (“REC”) credits.

All qualifying facilities have the option to sell energy to the City on an “as available” basis and receive energy credits based on the Variable Rates identified in this Rider for the delivered energy.

MONTHLY CREDIT

Avoided Cost Credit Rate** (\$ per kWh):

	<u>Variable</u>
On-peak energy*	\$0.04041
Off-peak energy	\$0.01366

* These energy credits include a capacity component.

**For generation equal to or less than 20 kW the on-peak energy avoided cost credit rate can be applied to all hours.

MONTHLY ENERGY

Monthly Energy shall be the net kWh of energy produced by the generating facility in a month which in some cases is the calendar month and exported to the utility.

ON-PEAK ENERGY

On-Peak Energy shall be the net metered energy during the On-Peak Energy Period of the month, whereby the On-Peak Energy Period is defined as non-holiday weekdays from 7:00 AM to 11:00 PM EPT.

OFF-PEAK ENERGY

Off-Peak Energy shall be the net Monthly Energy less the amount of energy billed as On-Peak Energy.

CONTRACT PERIOD

Prior to receiving service under this Rider, the City and the customer shall have entered either an Interconnection Agreement or executed a Certificate of Completion (inverter-based generators less than 20 kW) and a Power Purchase Agreement which covers the special terms and conditions for the customer's requirements related to the interconnection of the customer's renewable energy generating system.

Each of these agreements shall have a minimum term of one (1) year. Either party may terminate the agreements after one year by giving at least thirty (30) days previous notice of such termination in writing.

GENERAL

Service under this Rider is subject to the provisions of the Service Regulations of the City contained in the City Code of Ordinances.

SPECIAL CONDITIONS

The customer's service shall be metered with a bi-directional meter, which measures the energy provided by the City and used by the customer, and measures the amount of energy generated by the customer's renewable energy generator and exported to the City.

In the event that the City determines that it is necessary to install any additional equipment to protect the safety and adequacy of electric service provided to other customers, the customer shall pay for the cost of such equipment in accordance with the terms of its Power Purchase Agreement.

Effective July 1, 2023.

City of High Point
Electric Rate Rider REPS
Renewable Energy Portfolio Standards (REPS) Charge

Applicability

The Renewable Energy Portfolio Standards Charge set forth in this Rider is applicable to all customer accounts receiving electric service from the City of High Point (“City”), except as provided below. These charges are collected for the expressed purpose of enabling the City to meet its Renewable Energy Portfolio Standards compliance obligations as required by the North Carolina General Assembly in its Senate Bill 3 ratified on August 2, 2007.

Billing

Monthly electric charges for each customer account computed under the City’s applicable electric rate schedule will be increased by an amount determined by the table below:

<u>Customer Type</u>	<u>Monthly Charges</u>		
	<u>Renewable Resources</u>	<u>DSM/Energy Efficiency</u>	<u>Total REPS Charge</u>
Residential Account	\$ 0.84	\$ 0.00	\$ 0.84
Commercial Account	\$ 4.58	\$ 0.00	\$ 4.58
Industrial Account	\$47.20	\$ 0.00	\$47.20

Exceptions

Industrial and Commercial Customer Opt-out

All industrial customers, regardless of size, and large commercial customers with usage greater than one million kWh’s per year can elect not to participate in City’s demand-side management and energy efficiency measures in favor of its own implemented demand-side management and energy efficiency measures by giving appropriate written notice to the City. In the event such customers “opt-out”, they are not subject to the DSM/Energy Efficiency portion of the charges above. All customers are subject to the Renewable Resources portion of the charges above.

Auxiliary Service Accounts

The following service schedules will not be considered accounts because of the low energy use associated with them and the near certainty that customers served under these schedules already will pay a per account charge under another residential, commercial or industrial service schedule:

- Schedule 17 & 29 – Outdoor Lighting Service (metered and unmetered)
- Schedule Z – Street and Public Lighting Service
- Schedule 20 & 22 – Traffic Signal Service
- Etc.

Sales Tax

Applicable North Carolina sales tax will be added to charges under this Rider.

Effective for service rendered after July 1, 2023.

Adopted _____.

CITY OF HIGH POINT

AGENDA ITEM

**Title: Approval of the FY 2023-24 Market Authority Budget**

From: Stephen M. Hawryluk
Budget and Performance Manager

Meeting Date: June 5, 2023

Public Hearing: No

Advertising Date /
Advertised By: N/A

Attachments: Market Authority Budget

PURPOSE:

To approve the FY 2023-24 Market Authority budget.

BACKGROUND:

The Market Authority requests that the City Council consider its draft budget. This draft budget was considered by the Market Authority Executive Committee on May 24, 2023, and plans are for the Market Authority Board to finalize the budget on June 21, 2023.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTIONS REQUESTED:

The Financial Services Department recommends and asks the City Council to approve the FY 2023-24 Market Authority budget.

High Point Market Authority - FY 2023-24

Revenue	Code	2022-23 Budget	2023-24 Draft Budget
High Point Area			
Showroom License	4001	\$ 1,700,000.00	\$ 1,700,000.00
Occupancy Tax (Guilford)	4002	\$ 400,000.00	\$ 550,000.00
Visit High Point (HPCVB)	4003	\$ 150,000.00	\$ 150,000.00
City of High Point	4004	\$ 1,000,000.00	\$ 1,000,000.00
Guilford County	4005	\$ 125,000.00	\$ 125,000.00
Total		\$ 3,375,000.00	\$ 3,525,000.00
State of North Carolina			
NCDOT	4011	\$ 1,700,000.00	\$ 1,700,000.00
NCDOC	4012	\$ 2,305,472.00	\$ 2,305,472.00
Total		\$ 4,005,472.00	\$ 4,005,472.00
Other			
On-Site Building Registration	4021	\$ -	\$ 185,000.00
Interest	4022	\$ 1,000.00	\$ 25,000.00
Miscellaneous	4023	\$ 15,000.00	\$ 10,000.00
Sponsorships	4024	\$ 445,000.00	\$ 400,000.00
HAM	4026	\$ -	
Registration	4027	\$ 250,000.00	\$ 400,000.00
COVID-19	4028	\$ 650,000.00	\$ 235,000.00
Gain/Loss from Sale of Fixed Asse	8001		\$ -
Total		\$ 1,361,000.00	\$ 1,255,000.00
Total Revenue		\$ 8,741,472.00	\$ 8,785,472.00

CITY OF HIGH POINT

AGENDA ITEM



Title: Approval of the FY 2023-24 Visit High Point Budget and Contract

From: Stephen M. Hawryluk
Budget and Performance Manager

Meeting Date: June 5, 2023

Public Hearing: No

Advertising Date /
Advertised By: N/A

Attachments: Visit High Point Budget

PURPOSE:

To approve the FY 2023-24 Visit High Point budget and authorize the City Manager to execute a contract with Visit High Point for FY 2023-24.

BACKGROUND:

Visit High Point requests that the City Council approve its budget on an annual basis.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTIONS REQUESTED:

The Financial Services Department recommends and asks the City Council to approve the FY 2023-24 Visit High Point budget and authorize the City Manager to execute a contract with Visit High Point for FY 2023-24.

VISIT HIGH POINT BUDGET PROPOSED

No.	ITEM	FY 22-23	FY 22-23	Change from Budgeted FY 22-23	% Change from Budgeted 22-23	FY 23-24	Amt Change from Amended FY 22-23	% Change from Amended 22-23
		Budget APPROVED	Budget Amended 4.30.23			Budget DRAFT		
<u>INCOME</u>								
<u>OCCUPANCY TAX COLLECTION</u>								
4101.0	Transient Occupancy Tax	1,800,000	2,148,000	348,000	19	2,212,440	64,440	3
	City of High Point's allocation earmarked for Stadium debt (Year 6) FY 23-24							
<u>OTHER INCOME</u>								
4102.0	Interest Income	2,000	32,200	30,200	1,510	33,190	990	3
4105.0	Reserve Designated Projects/Move	29,750	29,750	0	0	135,000	105,250	354
4106.1	Sponsorship Revenue Earmarked for 501 c 3 Foundation Tourism Development	75,000	30,000	-45,000	-60	30,000	0	0
4107.0	Regional Preferred Member Revenue for Marketing	1,250	500	-750	-60	500	0	0
4108.1	Reserve Designated Sponsorship from Destination Development Grants	50,000	0	-50,000	-100	50,000	50,000	0
4109.0	Covid Grants	0	0	0	0	-	0	0
4110.0	Rental Income	0	0	0	0	41,560	41,560	0
TOTAL BUDGET		1,958,000	2,240,450	282,450	1,309	2,502,690	262,240	12
<u>GRANT PROGRAM</u>								
	Total Restricted Income for Tourism Development Grants	75,000	72,200	-2,800	-4	81,870	9,670	13
INCOME (-1.26% grants)=Oper. Budget		1,883,000	2,168,250	285,250	15	2,420,820	2,420,820	12
<u>EXPENSES</u>								
<u>ADMINISTRATIVE EXPENSES</u>								
5201.0	Salaries (9 full-time staff positions)	520,000	485,000	-35,000	-7	562,775	77,775	16
5202.0	Retirement (2% back to 5% contribution)	30,000	24,634	-5,366	-18	30,000	5,366	22
5203.0	Life/Hosp/Dent. Ins.	87,800	51,750	-36,050	-41	78,200	26,450	51
5204.0	Soc. Security	37,000	39,000	2,000	5	42,700	3,700	9
5205.0	Unemployment Ins.	960	900	-60	-6	1,130	230	26
ADMINISTRATIVE EXPENSES TOTAL		675,760	601,284	-74,476	-11	714,805	113,521	19
<u>OPERATING EXPENSES</u>								
5301.0	Memberships/Subscriptions	3,000	3,900	900	30	3,900	0	0
5302.0	Admin Travel/Meetings/Convention/PR	7,000	8,200	1,200	17	19,000	10,800	132

<u>No.</u>	<u>ITEM</u>	<u>FY 22-23</u>	<u>FY 22-23</u>	<u>Change from Budgeted FY 22-23</u>	<u>% Change from Budgeted 22-23</u>	<u>FY 23-24</u>	<u>Amt Change from Amended FY 22-23</u>	<u>% Change from Amended 22-23</u>
		<u>Budget APPROVED</u>	<u>Budget Amended 4.30.23</u>			<u>Budget DRAFT</u>		
5303.0	General & Administrative Operations	105,000	187,900	82,900	79	234,400	46,500	25
5304.0	Postage/General	5,000	1,500	-3,500	-70	2,000	500	33
5306.0	Telephone	11,000	11,500	500	5	17,500	6,000	52
5307.0	Rent/Utilities (year 4 of 5)	91,000	89,100	-1,900	-2	152,042	62,942	71
5308.0	Comm/Board Expenses	13,000	13,500	500	4	14,000	500	4
5309.0	Equipment	13,000	13,800	800	6	13,800	0	0
OPERATING EXPENSES TOTAL		248,000	329,400	81,400	33	456,642	127,242	39
5401.0	Direct Group Booking Advertising	3,000	2,710	-290	-10	3,500	790	29
5402.0	Convention Services	227,200	219,356	-7,844	-3	212,092	-7,264	-3
5402.1	Convention Services, Registrars, etc.	20,000	28,991	8,991	45	16,442	-12,549	-43
5402.5	Event Booking Incentives	50,000	40,000	-10,000	-20	40,000	0	0
5402.7	HP Market Authority	150,000	150,000	0	0	150,000	0	0
5402.8	Partner Programming	5,000	365	-4,635	-93	-	-365	-100
5402.9	Special Services/Assessments	2,200	0	-2,200	-100	-	0	0
5403.0	Entertainment	1,000	630	-370	-37	525	-105	-17
5404.0	Literature/Printing	5,500	8,300	2,800	51	29,200	20,900	252
5405.0	Memberships - Convention	7,470	6,165	-1,305	-17	7,665	1,500	3
5406.0	Postage - Convention	40	40	0	0	40	0	0
5407.0	Special Promotional Projects	95,000	83,700	-11,300	-12	98,720	15,020	18
5408.0	Subscription/Publications	150	280	130	87	275	-5	-2
5409.0	Travel - Convention	5,000	6,000	1,000	20	12,500	6,500	108
5410.0	Trade Shows - Convention	4,000	0	-4,000	-100	0	0	0
5411.0	Sponsorship Program	500	500	0	0	500	0	0
5412.0	Audiovisuals	7,130	13,250	6,120	86	13,025	-225	-2

<u>No.</u>	<u>ITEM</u>	<u>FY 22-23</u>	<u>FY 22-23</u>	<u>Change</u> <u>from</u> <u>Budget</u> <u>Amended 4.30.23</u>	<u>% Change from</u> <u>Budget</u> <u>Amended 4.30.23</u>	<u>FY 23-24</u>	<u>Amt Change</u> <u>from Amended</u> <u>FY 22-23</u>	<u>% Change from</u> <u>Amended 22-23</u>
		<u>Budget</u> <u>APPROVED</u>	<u>Budget</u> <u>Amended 4.30.23</u>	<u>from</u> <u>Budget</u> <u>FY 22-23</u>	<u>% Change from</u> <u>Budget</u> <u>Amended 22-23</u>	<u>Budget</u> <u>DRAFT</u>	<u>Amt Change</u> <u>from Amended</u> <u>FY 22-23</u>	<u>% Change from</u> <u>Amended 22-23</u>
5413.0	Intern(s)	0	600	600	0	600	0	0
5414.0	Year Round Designer B2B	15,000	25,000	10,000	67	15,000	-10,000	-40
	DIRECT BOOKING PROMOTIONS EXPENSES TOTAL	370,990	366,531	-4,459	-1	387,992	21,461	6
	<u>TOURISM PROMOTION EXPENSES</u>							
5501.0	Advertising	65,036	71,861	6,825	10	92,800	20,939	29
5502.0	Audiovisuals	13,951	16,850	2,899	21	12,525	-4,325	-26
5503.0	Tourism - Literature/Printing	26,000	20,540	-5,460	-21	61,000	40,460	197
5504.0	Memberships/Subscriptions - Tourism	500	500	0	0	500	0	0
5505.0	Postage - Tourism	25,000	13,020	-11,980	-48	25,000	11,980	92
5506.0	Special Projects	69,850	71,665	1,815	3	62,400	-9,265	-13
5507.0	Travel/Entertainment	2,000	2,900	900	45	2,000	-900	-31
5508.0	Travel Shows	12,000	7,740	-4,260	-36	8,000	260	3
5509.0	Visitor Information Center	40,000	28,925	-11,075	-28	34,000	5,075	18
5510.0	Advocacy	38,000	38,000	0	0	38,000	0	0
5511.0	Marketing Tools	8,163	10,163	2,000	25	15,276	5,113	50
5512.0	Web	52,000	55,000	3,000	6	27,840	-27,160	-49
5513.0	Visitor Center Marketing	15,000	9,435	-5,565	-37	12,000	2,565	27
5514.0	Visitor Programming	26,000	22,300	-3,700	-14	4,000	-18,300	-82
5515.0	Tourism Research and Data	15,000	7,580	-7,420	-49	7,580	0	0
6004.0	Strategic Events/Citywide/Festivals/Spectator Events	0	33,830	33,830	0	273,460	239,630	708
	TOURISM PROMOTION EXPENSES TOTAL	408,500	410,309	1,809	0	676,381	266,072	65
	TOTAL EXPENSES BEFORE GRANT EXPENSES	1,703,250	1,707,524	4,274	0	2,235,820	528,296	31
	<u>GRANT EXPENSES</u>							
5800.1	Reserve Earmarked for Dest. Development Grants DRIVE HP Foundation	75,000	30,000	-45,000	-60	30,000	0	0

<u>No.</u>	<u>ITEM</u>	<u>FY 22-23</u>	<u>FY 22-23</u>	<u>Change</u> <u>from</u>	<u>FY 23-24</u>	<u>Amt Change</u>	<u>% Change from</u>
		<u>Budget</u> <u>APPROVED</u>	<u>Budget</u> <u>Amended 4.30.23</u>	<u>Budgeted</u> <u>FY 22-23</u>	<u>% Change from</u> <u>Budgeted 22-23</u>	<u>Budget</u> <u>DRAFT</u>	<u>% Change from</u> <u>Amended 22-23</u>
	Reserve Earmarked for VHP Sponsorship	50,000	72,200	22,200	44	81,870	13
	Reserve Earmarked for FY 22-23 Grants Program ending 6.30	0	250,000	250,000	0	0	-100
	Reserve Earmarked for DRIVE High Point Foundation		50,000				
	Reserve Earmarked for Oak Hollow Lake	29,750	29,750	0	0	0	-100
	Reserve Earmarked for Moving Expenses	0	18,000	18,000	0	100,000	456
	Reserve Earmarked for Strategic Branding Project Phase I	25,000	35,000	10,000	40	50,000	0
5800.5	Reserve Earmarked for Autism Certification Grants (CAD)	75,000	47,976	-27,024	-36	5,000	-90
TOTAL GRANT EXPENSES		254,750	532,926	278,176	109	266,870	-50
TOTAL EXPENSES		1,958,000	2,240,450	282,450	14	2,502,690	12
Total Marketing Expense		1,034,240	1,309,766	275,526	27	1,331,243	2
Subtotal of Income over Expenses		0	0	0	0	0	0
Earmarked for Reserves		0	0	0	0	0	0
Total Earmarked for Reserves		0	0	0	0	0	0
Excess of Income over Expenses		0	0	0	0	0	0
40% DI	Administration	34%	28%			29%	
12% DI	Operation	14%	15%			18%	
48% DI	Marketing/Programming	52%	57%			53%	