



City of High Point Meeting Agenda Community Development Committee

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

Tyrone Johnson, Chair
Tim Andrew
Chris Williams
Vickie M. McKiver
Mayor Cyril Jefferson (Alternate)
Council Member Michael Holmes (Alternate)

Tuesday, December 2, 2025

4:00 PM

Council Chambers

Community Development Committee - Council Member Tyrone Johnson, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

2025-487

**Consideration of an Amendment to the City of High Point
Conflict of Interest Policy**

City Council is requested to consider an amendment to the City of High Point Conflict of Interest Policy to allow City employees, and other persons covered by conflict of interest provisions, to participate in Community Development & Housing Department programs and authorize the appropriate City Official(s) to execute all necessary documents.

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Consideration of an Amendment to the City of High Point Conflict of Interest Policy

FROM:
Thanena Wilson
Community Development & Housing Director

MEETING DATE:
December 2, 2025

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
N/A

ATTACHMENTS:
1. Amendment to the Conflict of Interest Policy

PURPOSE: Consideration of an amendment to the Conflict of Interest Policy that authorizes exceptions to the current policy to allow City of High Point employees to receive assistance under Community Development & Housing Department programs.

BACKGROUND: City employees frequently inquire about receiving assistance such as down payment assistance, homeowner repairs, or other programs administered through Community Development & Housing. However, under the City of High Point Conflict of Interest Policy, City employees cannot receive any personal or private economic benefit resulting from activities carried out by the City.

BUDGET IMPACT: N/A

RECOMMENDED ACTION REQUESTED: City Council is requested to consider an amendment to the City of High Point Conflict of Interest Policy to allow City employees, and other persons covered by conflict of interest provisions, to participate in Community Development & Housing Department programs and authorize the appropriate City Official(s) to execute all necessary documents.

City of High Point Conflict of Interest Policy

I. Generally. No member of the City Council, officer, or employee of the City of High Point (the “City”) shall have any direct or indirect economic stake in any entity participating in the programs of the City, and the City shall not employ any individual who has a stake in such entity. It is the policy of the City that no member of the City Council, officer, or employee of the City shall receive any personal or private benefit resulting from the activities of the City or from the receipt by the City of funds from the State of North Carolina or from any other source, apart from reasonable compensation for services rendered, reimbursement for reasonable expenses incurred in the conduct of City business, or pursuant to approval based on the procedures below. The City Council shall have the power to make such rules and regulations concerning conflicts of interest as it deems appropriate from time to time (collectively the “Conflict of Interest Policy”).

All members of City Council, officers, and employees of the City of High Point are expected to conduct themselves in a manner that will bring credit to the city, and to that end, shall observe and follow high ethical and moral standards in the performance of their public service, shall avoid conflicts of interest, and shall avoid obtaining personal gain as a result of obtaining knowledge as to any City actions or potential actions which are not public knowledge.

II. Exception for Programs of the Community Development and Housing Department. It is the policy of the City that there is an exception to this Conflict of Interest Policy for City employees to participate in its Community Development and Housing Department (“CD&H”) programs (collectively, the “CD&H Exception to the Conflict of Interest Policy”). CD&H programs may use funds from the United States Department of Housing and Urban Development (“HUD”), funds from the State of North Carolina, or local City funds. The CD&H Exception to the Conflict of Interest Policy shall comply with all applicable laws, regulations, ordinances, rules, and requirements.

- A. **City Employees Generally.** Unless prohibited by law, City employees who do not work in CD&H and who do not exercise any administrative or decision-making authority with respect to CD&H programs, including HUD-funded programs, shall be eligible to receive a CD&H loan or grant or other related benefit, subject to approval by the City Manager or designee.
- B. **CD&H Employees Limited.** City employees or their immediate family ties, as defined by HUD, who work in CD&H and (i) who administer HUD activities, (ii) who are involved in the process of acquiring or disposing of City owned property managed by CD&H, or (iii) who are engaged in the development and adoption of community development plans or programs, and who exercise any administrative or decision-making authority with respect to CD&H programs, including HUD-funded programs, are generally ineligible to receive a CD&H loan or grant or other related benefit, subject to a case-by-case exception review and approval by the City Manager or designee. Unless prohibited by law, if a

CD&H employee does not meet all the preceding criteria, they will be treated as a City employee generally.

III. Procedure for Exception Process. The City Manager or designee shall implement procedures to administer this Exception to the Conflict of Interest Policy that shall comply with all applicable laws, regulations, ordinances, rules, and requirements, which may include but not be limited to legal review by the City Attorney or designee, public disclosure, HUD review and approval, employee notification, tracking and oversight, and violation provisions. Nothing herein promises receipt of a CD&H loan or grant or other related benefit, but rather the CD&H Exception to the Conflict of Interest Policy provides for the eligibility of City employees to apply for CD&H programs as permitted by law.

Adopted by the City Council this _____ day of December, 2025.

DRAFT