



City of High Point

Meeting Agenda

Finance Committee

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

Council Member Britt Moore, Chair
Committee Members:
Mayor Pro Tempore Monica Peters
Council Member Michael Holmes
Council Member Tim Andrew

Cyril Jefferson, Mayor (Alternate)

Thursday, April 30, 2026

4:00 PM

Council Chambers

Finance Committee - Council Member Britt W. Moore, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

2026-131 **Consideration of a Purchase from Wesco International, Inc.**
City Council is requested to consider a purchase from Wesco International, Inc. in the amount of \$169,235 for pad mounted transformers for the Electric Department's Underground Division and authorize the appropriate City Official(s) to execute all necessary documents.

2026-132 **Consideration of a Budget Ordinance Amendment**
City Council is requested to consider a Budget Ordinance Amendment in the amount of \$1,319,520 to appropriate additional Water and Sewer revenues for unanticipated expenditures and authorize the appropriate City Official(s) to execute all necessary documents.

2026-134 **Consideration of a Sole Source Request with PlanIT Geo, Inc.**
City Council is requested to consider a sole source request with PlanIT Geo, Inc. in the amount of \$53,625 for a base tree inventory with risk assessment of about 6,500 trees in the City and authorize the appropriate City Official(s) to execute all necessary documents.

ADJOURNMENT

CITY OF HIGH POINT
AGENDA ITEM



TITLE: Consideration of a Purchase from Wesco International Inc.

FROM:
Tyler Berrier
Electric Utilities Director

MEETING DATE:
April 30, 2026

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
N/A

- ATTACHMENTS:**
1. Picture
 2. Quote
-

PURPOSE: To purchase warehouse stock for the Electric Department's Underground Division for 500kVA pad mounted transformers.

BACKGROUND: The Electric Department commonly utilizes pad mounted transformers. These are warehouse stock items and are not slated for a specific project. Five (5) total units are being purchased at a unit cost of \$33,847 each. The department is recommending that this purchase via Sourcewell Account # 091422-WES be awarded to Wesco International, Inc. for \$169,235.

BUDGET IMPACT: Funds are available in the FY 2025-2026 Budget.

RECOMMENDED ACTION REQUESTED: City Council is requested to consider a purchase from Wesco International, Inc. in the amount of \$169,235 for pad mounted transformers for the Electric Department's Underground Division and authorize the appropriate City Official(s) to execute all necessary documents.





334 ATKINSON STREET

CLAYTON

NC 27520

Quotation

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE WESCO TERMS AND CONDITIONS OF SALE PUBLISHED AT WWW.WESCO.COM/TERMSOFSALE ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION. Wesco may assess storage and transportation fees if you do not take or accept delivery within 90 days of product availability. Wesco may also update this quote or above pricing due to changes in duties, freight, tariffs, supplier pricing, surcharges, commodity pricing, or exchange rate fluctuations.

To: CITY OF HIGH POINT
657 E RUSSELL AVE
SOURCEWELL ACCT# 091422-WES
HIGH POINT NC 27260

Date: 03/10/26

Branch: 7884

Project Number: GREG WILLIAMS

Project Name

Quoted To:

Date of Your Inquiry: 03/10/26

When ordering please refer to Quotation Number: 490005

Item	Quantity	Catalog Number and Description	Unit Price	U/M	Total Price	Rate of Cash Discount	Shipping Time (Weeks)	Customer Delivery Date
10	5	HITACHI**EACH*500 KVA LIQ FILLED 3 PHASE PADMOUNT TRANSFORMER	33847.000	E	169235.00	0.00		07/17/26
SUB-TOTAL					169235.00			
ESTIMATED TAX					11423.36			
TOTAL					180658.36			

Wesco may assess storage and transportation fees if you do not take or accept delivery within 90 days of product availability. Wesco may also update this quote or above pricing due to duties, freight, tariffs, supplier pricing, surcharges, or exchange rate fluctuations. BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE TERMS AND CONDITIONS OF SALE PUBLISHED AT www.wesco.com/termsofsale ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

Per:

CITY OF HIGH POINT
AGENDA ITEM



TITLE: Consideration of a Budget Ordinance Amendment

FROM:
Bobby Fitzjohn
Financial Services Director

MEETING DATE:
April 30, 2026

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
N/A

ATTACHMENTS:
1. Budget Ordinance Amendment

PURPOSE: The Financial Services Department recommends that the City Council appropriate additional Water and Sewer revenues for unanticipated expenditures.

BACKGROUND: The Westside Wastewater Treatment Plant flooded during the July 9, 2025 flash flood event. There was significant flood damage to various wastewater treatment equipment in the plant, including the HVAC system for the filter building and the UV disinfection system. The total estimated cost of the damage is approximately \$820,000. As previously highlighted, the Water and Sewer fund has also experienced unexpected expenditures related to the incinerator.

The City has received insurance proceeds in the amount of \$319,521.93 related to the flooding incident. An analysis of the water and sewer fund's revenues indicates the Fund will exceed estimated investment income revenue by more than \$1 million.

BUDGET IMPACT: The attached budget ordinance will appropriate additional revenue for unanticipated expenditures.

RECOMMENDED ACTION REQUESTED: City Council is requested to consider a Budget Ordinance Amendment in the amount of \$1,319,520 to appropriate additional Water and Sewer revenues for unanticipated expenditures and authorize the appropriate City Official(s) to execute all necessary documents.

“AN ORDINANCE AMENDING THE 2025-2026 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE ADDITIONAL REVENUE FOR WATER AND SEWER EXPENDITURES

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

Section 1. The proposed amendment appropriates \$319,520 in insurance proceeds and \$1,000,000 in investment income revenue for unanticipated expenditures in the Water and Sewer Fund.

Section 2. The 2026-2027 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following Water and Sewer Fund expenditures be amended as follows:

Operating Expenses	\$1,319,520
--------------------	-------------

(B) That the following Water and Sewer Fund revenues be amended as follows:

Insurance Proceeds	\$319,520
Investment Income	<u>1,000,000</u>
	\$1,319,520

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 4th day of May 2026

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Consideration of a Sole Source Request with PlanIT Geo, Inc.

FROM:
Michael Harvey
Interim Planning & Development Director

MEETING DATE:
April 30, 2026

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
N/A

- ATTACHMENTS:**
1. Quote
 2. Scope of Work
 3. Sole Source Justification Form

PURPOSE: To authorize a sole source procurement for PlanIT Geo, Inc. to complete a tree inventory with risk assessment for about 6,500 trees within the city.

BACKGROUND: PlanIT Geo, Inc. will conduct a comprehensive base tree inventory and risk assessment for approximately 6,500 trees within the city. This project is fully funded through a 100% reimbursable North Carolina (NC) Forestry Service Grant in the amount of \$53,625, with the possibility of additional grant funds, if necessary, not to exceed a total of \$62,000. The Planning Department currently maintains an active contract with PlanIT Geo, Inc. for use of their tree plotter software, and the sole source awarding of this work to the same supplier will ensure consistency and standardization in the delivery of tree inventory services.

BUDGET IMPACT: Funds are provided and awarded by a NC Forestry Service Grant.

RECOMMENDED ACTION REQUESTED: City Council is requested to consider a sole source request with PlanIT Geo, Inc. in the amount of \$53,625 for a base tree inventory with risk assessment of about 6,500 trees in the City and authorize the appropriate City Official(s) to execute all necessary documents.

Tree Inventory Service

PlanIT Geo (PG) will create a customized TreePlotter application with defined fields and values listed below to inventory/assess approximately 6,500 trees for City of High Point, NC. PlanIT Geo will work with City of High Point, NC staff to determine the target areas for this inventory and the criteria for and count of trees added to the inventory. PG will facilitate communication on a weekly basis at a minimum to assure both parties are informed on work completed, upcoming schedules, and any questions that arise from the field.

PlanIT Geo's recommended fields for data collection:

- Unique ID number
- Status
- Common and scientific names
- Number of stems
- Diameter at standard height (DSH) taken at 4.5 feet above grade
- Condition
- General observations and defects
- Site Width
- Growing space
- Land use
- Address
- Latitude and Longitude
- Recommended maintenance prioritization/tree work
- Overhead utilities
- Clearance conflicts
- User
- Date recorded
- Last modified user
- Last modified date

**Additional fields may be added after initial consultations and may affect the unit pricing

ABOUT THE COMPANY

PlanIT Geo specializes in urban forestry locally and nationally for tree inventory data collection, management planning, risk tree management, planting plans (species and site selection), canopy goal setting, and ecosystem services analysis. We are a leader in the design, development, and implementation of software developed specifically for urban forestry.

Our tree inventory, software, and planning teams consist of college educated staff with a background in natural resources who are ISA Certified Arborists, ISA TRAQ Qualified, ISA Urban Forest Professional, and/or ASCA Registered Consulting Arborists.

TREE INVENTORY TERMS AND CONDITIONS

PlanIT Geo will collaborate with City of High Point, NC to:

- Confirm the locations and boundaries for data collection, if other than Exhibit A at the end of this document.
- Establish project schedules and consultation timelines.
- Provide an overview of the tree data collection process.
- Determine communication methods and exchange contact details.
- Review safety procedures and protocols.

PlanIT Geo will comply with all applicable safety regulations and ISA (International Society of Arboriculture) standards throughout the duration of the project.

City of High Point, NC staff will have access to view and export the tree inventory data at any time during the project. The project will be considered complete upon review and acceptance of all data and delivery of files in ESRI Shapefile and CSV formats. Files will contain full metadata references and can be projected to desired coordinates.

Tree Inventory Budgetary Quote

Quote expires on:
 08 / 01 / 2026

Prepared for: City of High Point, NC
 Amy McBride

INVENTORY SERVICES	QTY	PRICE	SUBTOTAL
Base Tree Inventory with risk assessment Inventory and Assessment of City of High Point, NC trees in areas delineated by the maps in Exhibit A. Price includes travel, per-diem, and all overhead costs. Field arborist will identify a basic risk rating for each tree over 6" in diameter. Assessment framework based on the Tree Risk Assessment Qualification, certified by the International Society of Arboriculture.	6500	\$7.50	\$48,750.00
			\$48,750.00

\$53,625 Awarded by NC Forestry (included 10% contingency over this quote)

\$61,668.75 If we add another 15% contingency

Payment

Note: These payment terms will be amended based on PlanIT Geo's review and approval of the City of High Point, NC contract.

Tree Inventory: Invoices will be sent monthly for the exact number of trees or sites collected during that time period.

Net 30-day payment terms.

Checks payable to:

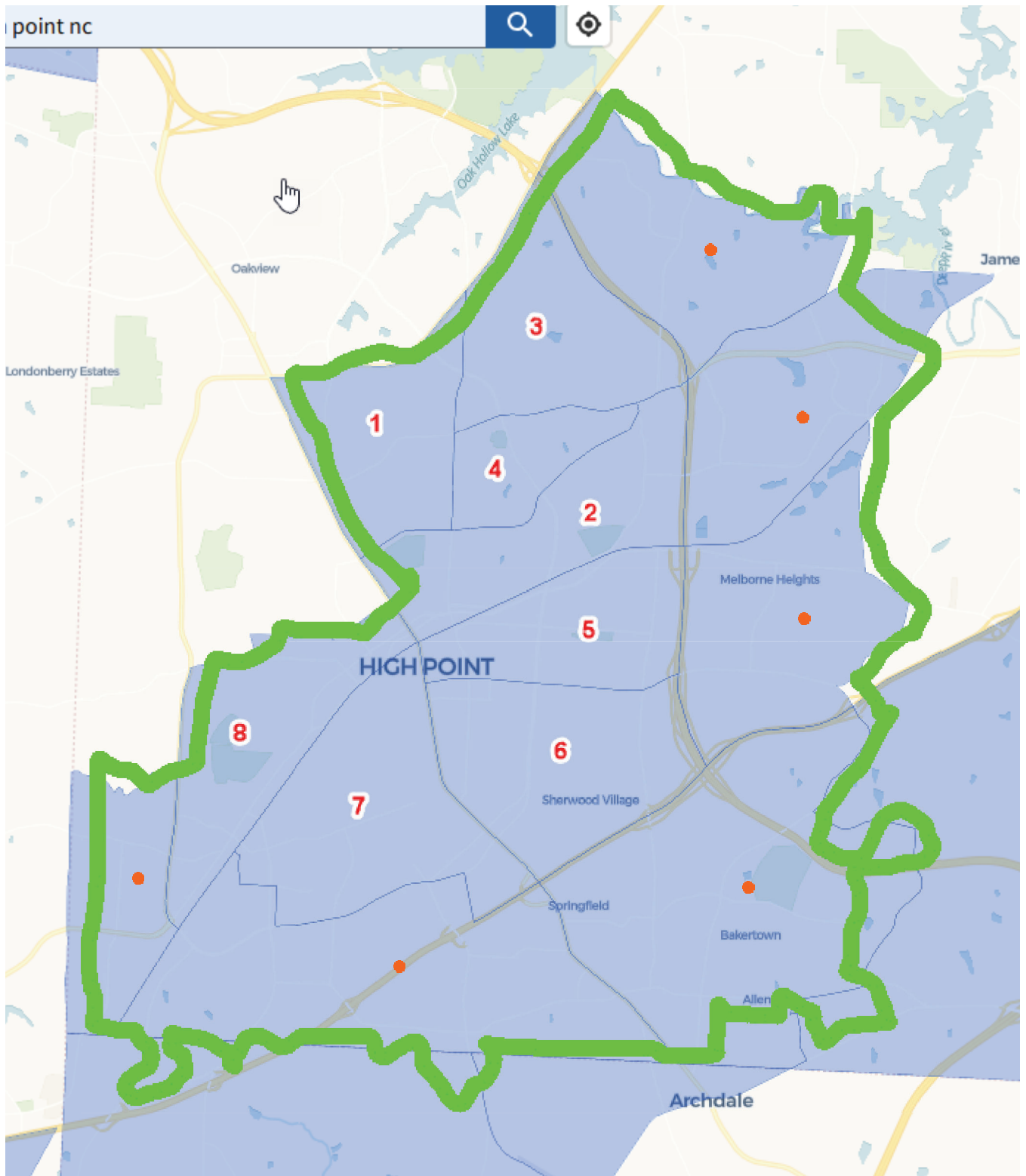
PlanIT Geo INC

P.O. Box 1334

Wheat Ridge, Colorado 80034

Disclaimer: Inventory data provided by PlanIT Geo, Inc., referred to herein as "PlanIT Geo", is based on visual recording of observations and measurements at the time of the inspections. All information and data fields populated as a part of this tree inventory are for the purpose of assisting municipalities or private entities in maintenance needs, removal, and replacement of their managed trees. Recommendations provided by PlanIT Geo may be accepted or disregarded by the town and/or client or the town and/or client may seek additional advice. Visual records do not include testing or analysis of any tree component. In no event shall PlanIT Geo be held liable for any special, direct, indirect, consequential, or incidental damages caused by tree failures whatsoever and PlanIT Geo is not responsible for any hidden or otherwise non-observable hazards discovered or identified. All risk assessments performed by PlanIT Geo's Certified Arborists assume a 1-year timeframe for the assessed tree part for failure. All immediate concerns are passed on to the client indirectly through the live web-map (TreePlotter: Inventory), or directly through communication from PlanIT Geo's Certified Arborists or project managers. It is recommended that each tree be reinspected within the 1-year time frame to update the likelihood of failure matrices. Storms or other Acts of God change the structural stability of trees and all trees surveyed prior to the event will need to be re-evaluated. Also, the dynamics of inventoried trees may result in data that varies from the current condition or characteristics observed in the field due to deterioration and/or growth of living specimens in a natural environment. All previous data populated by PlanIT Geo staff can be considered out of date upon revisiting and re-evaluating the initially inventoried trees. PlanIT Geo provides no warranty regarding the function, health, or use of the urban and community forest for any purpose. Additional GIS layers may be included in the TreePlotter application for use by the field crew collecting the tree inventory data. These layers are not included in the standard software terms and will be removed from the app after data collection is complete, unless otherwise agreed upon.

Exhibit A





Steve Troxler
Commissioner

North Carolina Department of Agriculture and Consumer Services

N. David Smith
Chief Deputy Commissioner

ATTACHMENT B: SCOPE OF WORK

I. ORGANIZATION:

- a) Organization Name: City of High Point, North Carolina
- b) Tax Identification #: 56-6000231
- c) Organizational Fiscal Year End: June 30
- d) EBS Award Number (All NonGov entities)
- e) Background Information:

Located in the heart of North Carolina's Piedmont Triad, High Point is a vibrant and growing community of approximately 118,000 residents. The city offers an exceptional quality of life, with the majority of residents living within a ten-minute drive of one of High Point's 42 parks or within 15 miles of greenway trails. This extensive network of parks and open space reflects the City's longstanding commitment to environmental stewardship, recreation, and community well-being. Environmental sustainability and urban canopy preservation are central priorities for the City. In 2004, the City Council established the Urban Forestry Committee (UFC) to guide and implement a comprehensive urban forestry strategy. The UFC is responsible for the protection, maintenance, planting, and removal of trees on City-owned or controlled property, as well as the administration of standards and best practices for tree conservation. The Committee also leads community education initiatives, encourages volunteer tree planting efforts, and fosters public awareness and support for High Point's urban forest. High Point's commitment to urban forestry is demonstrated through its consistent designation as a Tree City USA community, a recognition the City earned for the 22nd consecutive year in 2025. Recent and ongoing efforts include the Community Cultivation campaign, organized by the Urban Forestry Committee and Keep High Point Beautiful, which raised funds to replace damaged and diseased trees along Martin Luther King Jr. Drive. In fall 2024, the city completed its first Neighborhood Planting Project, adding 25 new street trees to an area that had lost many large-caliper trees over the past decade. The second Neighborhood Planting Project was completed in December 2025, with 17 new street trees planted in an older subsidized neighborhood that previously had none. Both projects received positive public feedback, and we plan to continue these initiatives. The city also administers the Plant to Remember Memorial Tree Program, through which residents have donated 137 trees since 2010. Through strategic planning, strong public-private partnerships, and sustained community engagement, High Point continues to balance economic vitality with environmental responsibility—ensuring a resilient, livable city for current and future generations.

II. PROJECT INFORMATION:

Project Name: **City of High Point High Need Area Tree Inventory Project**

ATTACHMENT B: SCOPE OF WORK (Continued)

Project Location: **NCFS IRA Project Areas: 37081013602, 37081014411, 37081013601, 37081013800, 37081013900, 37081014200, 37081014300, 37081014000**

III. FUNDING INFORMATION:

- a) Source of funds: 101339/10G0456623
- b) Amount: **TBD**

IV. Scope of Work:

- a) Need Statement

In 2010–2011, the City was awarded an Urban and Community Forestry Grant from the North Carolina Division of Forest Resources to conduct a comprehensive tree inventory within the Core City area. With the assistance of nearly 40 volunteers, more than 4,400 trees on City-owned or controlled property were identified and entered into a GIS database, and approximately 250 potential planting sites were documented. While this effort provided a strong foundation, the inventory has not been comprehensively updated in the past 15 years. During that time, significant changes have occurred within the urban forest, including tree maturation, storm impacts, removals, pest pressures, and shifting development patterns. The original survey, though valuable, was limited in geographic scope and did not include detailed tree health evaluations or formal risk assessments. As a result, the City currently lacks comprehensive, up-to-date data necessary to effectively manage maintenance cycles, identify hazardous trees, address potential invasive pest threats, and strategically plan future planting initiatives.

Preliminary drive-by assessments indicate an increasing number of aging trees in declining condition, as well as uneven canopy distribution across the city. Without current and expanded inventory data, including areas not assessed in 2011, the City is constrained in its ability to equitably allocate resources, proactively manage risks, and implement targeted canopy restoration strategies.

Grant funding would enable the City to retain a qualified urban forestry consulting firm to conduct a professional, updated tree inventory with integrated risk assessment services. The proposed project area includes eight CJEST-mapped census tracts, encompassing portions of the original 2011 survey area as well as new priority areas where no baseline data currently exists. This updated inventory will serve as a critical planning tool to inform an enhanced tree management program focused on maximizing the environmental, economic, and social benefits of the City's public tree canopy while minimizing public safety risks and long-term maintenance costs. In addition, the data will provide objective metrics to support future funding requests for maintenance, removal, and strategic planting initiatives. Ultimately, this project represents a timely opportunity to modernize High Point's urban forestry program, advance equity in canopy distribution, and position the City for long-term resilience and environmental stewardship.

- b) Goal, Objectives & Timeline:

- i) Goal

The community will be engaged and educated in the completion of a tree inventory project to enhance urban forest management in eight high-need areas of the city.

- ii) Objectives

ATTACHMENT B: SCOPE OF WORK (Continued)

- (1) A project outreach program plan and products will be completed by quarter 2 and outreach events will be completed in quarter 3.
- (2) An inventory of ?? trees in the will be completed by the end of quarter 4.

Expected Results:

- Outreach Plan, ?? Outreach Products and ~?? Outreach Events
- ~ trees inventoried and Summary Findings Report

V. Payment:

a) Payment terms:

i) Quarterly Request for Reimbursements

- (1) Quarterly reimbursement requests must be submitted within 20 days after the close of the quarter. The final Request for Reimbursement will be due within 30 days of the end of the contract term.
- (2) Request for Reimbursement Schedule:
 - (a) Quarterly due by dates
 - (i) October 20, 2026
 - (ii) January 20, 2027
 - (iii) April 20, 2027
 - (b) Final due by date
 - (i) July 30, 2027

VI. Budget/Expenditures:

- i) Budget Time period: Contract term; Start date July 1, 2026, and End date June 30, 2027
- ii) Budget Detail: See attached Budget Worksheet.

VII. Reporting:

a) Performance:

i) Grant Contract Term Reporting

- (1) Performance will be monitored during the contract term through submissions of the following. Reporting forms and instructions can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at https://ncforests.service.gov/Urban/urban_resources_and_specifications.htm.
- (2) Request for Reimbursement & Interim Progress Reports (RFRs)
- (3) Deliverables
 - (a) Grantee will submit the following deliverables for an acceptance review with a Deliverable Request for Review/Acceptance Form to ensure work meets NCFs urban and community forestry best management practices. Definitions of these deliverables are attached Tree Maintenance & Planting Project Contract Deliverables and Definitions.
 - (b) Quarter 1
 - (i) Tree Inventory Specifications
 - (c) Quarter 2
 - (i) Tree Inventory Contract
 - (ii) Outreach Program Plan
 - (iii) Outreach Product(s)

ATTACHMENT B: SCOPE OF WORK (Continued)

- (d) Quarter 3
 - (i) Outreach Event(s)
- (e) Quarter 4
 - (i) Tree inventory report
- ii) Final Reporting
 - (1) Accomplishment Measures
 - (a) Submission of the Grant Contract Accomplishment Measures Report
 - (b) Grantee's Accomplishment Measures
 - (i) # outreach events
 - (ii) # of outreach products
 - (iii) # of people reached
 - (iv) # trees inventoried
 - (2) Final Report - Digital copy of a professionally published two-to-eight-page info-graphic style report with short narratives and graphics summarizing and celebrating the project. Sections to cover should include the following.
 - (a) Need/Challenge
 - (b) Goal
 - (c) Objectives
 - (d) Accomplishments noting measures
 - (e) Contribution of the project to enhance urban and community forestry in the community.
 - b) Financial:
 - i) Requests for Reimbursement
 - (1) Instructions and required documentation can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at https://www.ncforestservice.gov/Urban/urban_resources_and_specifications.htm.

VIII. Subgrants:

- a) Does the Recipient anticipate that it will subgrant or pass down any funds to another organization: No
- b) If yes, answer the following for each:
 - i) Name of Subrecipient:
 - ii) Program Name
 - iii) Amount to Subrecipient:

Regarding the information contained herein, I certify to the best of my knowledge and ability the annual budget has been approved by the Grantee's Chief Financial Officer, Chief Executive Officer, or Board Chairperson.

Signature _____

ATTACHMENT B: SCOPE OF WORK (Continued)

Printed Name

Title

Date

DRAFT

SOLE SOURCE JUSTIFICATION FORM

(For Items Costing **\$10,000.00 or More**)
 Statutory Reference N.C.G.S. 143-129(e)6

Requisition #

Vendor:

Item(s):

Justification:

Estimated expenditure for the above item(s):

Fund-Cost Center-Spend Category-
 Grant/Programs-Additional Worktag:

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. (**Attach Company's Letterhead)
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 supportdocumentation.

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

Date

APPROVAL PROCESS

Purchasing Manager

Financial Services Director

City Council (\$30,000 – Up)

