City of High Point

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

Meeting Agenda

Community Development Committee

Tyrone Johnson, Chair
Tim Andrew
Amanda Cook
Vickie M. McKiver

Mayor Cyril Jefferson (Alternate)
Mayor Pro Tempore Michael Holmes (Alternate)

Tuesday, June 4, 2024 **4:00 PM** **Council Chambers**

Community Development Committee - Council Member Johnson, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

1. 2024-227 Consideration of the Revised 2024 Annual Action Plan
City Council is requested to consider the Revised 2024 Annual Action Plan.

Attachments: 2024 Annual Action Plan Draft Revisions 6.4.24

2. 2024-234 Consideration of an Internship Program
City Council is requested to consider an internship program for high school students.

Attachments: Internship Program Proposal

ADJOURNMENT

CITY OF HIGH POINT
AGENDA ITEM

TITLE: **Internship Program**	
FROM: Greg Ferguson – Deputy City Manager	**MEETING DATE:** June 4, 2024
PUBLIC HEARING: n/a	**ADVERTISED DATE/BY:** n/a
ATTACHMENTS: Internship Program Proposal for the High Point City Council	

PURPOSE: To consider an internship program.

BACKGROUND: The Community Development Committee has discussed a possible internship program. Councilmember Cook provided the attached draft for discussion and consideration.

BUDGET IMPACT: n/a

RECOMMENDATION /ACTION REQUESTED: Item for committee for consideration.

Internship Program Proposal for the High Point City Council

I. Introduction

In today's rapidly evolving political landscape, it's crucial to cultivate the next generation of civic leaders and engaged community members. As a high school student with a keen interest in politics and government, I've observed the valuable impact of internship programs in larger cities across our state. These programs not only provide students with hands-on experience in local government but also foster a deeper understanding and appreciation for civic responsibility. Recognizing the potential benefits for both our city council and the youth of our community, I propose the establishment of a high school internship program within our city council. This program aims to bridge the gap between classroom learning and real-world application, empowering students to contribute meaningfully to our local government while gaining invaluable skills and experience for their future endeavors.

II. Objective

The primary objective of establishing a high school internship program within our city council is to provide students with enriching leadership opportunities while fostering civic engagement and cultivating the next generation of local leaders. This program will empower high school students to take on leadership roles by planning their own activities, collaborating with elected officials, and actively participating in the decision-making processes of our city council. By working closely with city officials, interns will gain hands-on experience in local government and develop essential skills such as critical thinking, communication, and problem-solving. Additionally, the internship program aims to deepen students' understanding of civic responsibility and public service, encouraging them to become active and engaged citizens. Through this initiative, we aspire to create a dynamic and inclusive environment where students can contribute meaningfully to our city council's work, while also benefiting from valuable leadership development and mentorship opportunities.

III. Benefits of the Internship Program

The high school internship program offers a multitude of benefits for both the city council and participating students. For the city council, the program serves as a valuable opportunity to engage with the younger generation, gain fresh perspectives, and foster a culture of civic participation. By involving students in various aspects of local government, the council can benefit from their innovative ideas, enthusiasm, and unique insights into issues that directly affect our community. Additionally, the program can enhance transparency and public trust by demonstrating a commitment to involving diverse voices in decision-making processes.

For the students, the internship program provides a transformative learning experience that goes beyond traditional classroom education. Participants will have the chance to gain hands-on experience in local government, develop essential skills such as critical thinking,

communication, and problem-solving, and explore potential career paths in public service. Moreover, the program offers valuable leadership opportunities as students plan their own activities, collaborate with elected officials, and take on responsibilities that contribute to the overall functioning of the city council. By engaging in this program, students will be empowered to become active and informed citizens, equipped with the knowledge, skills, and confidence to make a positive impact on their community both now and in the future.

IV. Program Structure

The proposed internship program is designed to offer a structured and comprehensive experience for high school students interested in local government. The program will have a duration of one academic semester (roughly 15-17 weeks, but this duration may be adjusted to meet the needs of the city council) and will accommodate interns based on the interest and availability of the city council members who wish to participate.

Duration:

The internship program will span one academic semester (roughly 15-17 weeks, but this duration may be adjusted to meet th needs of the city council), allowing students to fully immerse themselves in the activities and responsibilities of local government while balancing their academic commitments.

Number of Interns:

Each term, the program will welcome interns based on the interest and availability of the city council members who wish to participate. This flexible approach ensures that interns are placed in meaningful roles where they can make a significant impact, while also allowing city council members to decide if and how many interns they can effectively mentor.

Key Responsibilities:

Interns will have the opportunity to engage in a variety of activities and responsibilities tailored to their interests and skills, including but not limited to:

- Assisting city officials with research, analysis, and administrative tasks.
- Participating in city council meetings and community events.
- Planning and implementing their own civic engagement projects or initiatives.
- Collaborating with elected officials and city staff on specific projects or policy issues.
- Attending workshops, training sessions, and networking events to enhance their knowledge and skills.
- At the end of the semester, interns will present their work and reflections on the program. This event will showcase their achievements and celebrate their contributions, followed by a celebratory event to honor their hard work and conclude their internship experience.

By offering a well-defined structure with clear expectations and opportunities for hands-on experience, the internship program aims to provide a rewarding and educational experience for all participants.

V. Selection Criteria

The criteria for selecting interns for this program are designed to identify motivated and passionate high school juniors or seniors with a keen interest in politics and government. Applicants must be either a junior or senior in high school and in good academic standing to demonstrate their commitment to learning and achievement. While prior experience is not necessary, a genuine interest in politics and government is essential. Extracurricular involvement in related activities or community service can further demonstrate an applicant's dedication and potential. Additionally, applicants are required to submit a recommendation letter and a resume to provide insights into their character, skills, and experiences that align with the goals of the program. These criteria aim to ensure that selected interns are well-rounded, enthusiastic, and poised to make the most of this valuable opportunity to explore and contribute to the world of politics and government.

VI. Training and Support

Understanding the time constraints faced by city council members, the internship program is designed to require minimal time commitment while still providing valuable support and guidance to interns. At the outset of the program, interns will receive a brief orientation to familiarize them with the basics of local government and their roles within the city council. This orientation will be supplemented with written materials and resources that interns can refer to independently as needed.

To support interns throughout the program, city council members hosting interns will be asked to schedule periodic check-ins (e.g., monthly or bi-weekly) to discuss progress, answer questions, and provide feedback. These check-ins can be conducted virtually or in-person, depending on the preference and availability of the council members. Additionally, city council staff will be available to assist interns with day-to-day tasks and provide guidance as needed, reducing the burden on council members while ensuring interns have the support they need to succeed.

By implementing a streamlined approach to training and support, the internship program aims to maximize the benefits for both interns and city council members, allowing interns to gain valuable experience with minimal time commitment required from council members.

VII. Roles and Responsibilities

Interns participating in the program will have the opportunity to engage in a variety of meaningful roles and responsibilities that align with their interests and the needs of the city council. Key tasks and responsibilities may include:

-Attending Committee Meetings: Interns will be required to attend at least one committee meeting per month and take detailed notes to provide insights and updates to their city council members.

-Community Service Project: Interns will independently plan and execute a large community service project benefiting the city of High Point. This project will allow interns to demonstrate leadership, creativity, and initiative while making a positive impact on the community. Regular check-ins with their city council members will ensure that the project aligns with the city's priorities and objectives.

-Research and Analysis: Interns may assist city officials with research, data collection, and analysis on various topics and issues relevant to local government and community development.

-Assisting with Community Outreach: Interns may support city council members and staff in organizing and promoting community events, public meetings, and outreach initiatives to engage residents and stakeholders.

-Administrative Support: Interns may help with administrative tasks such as drafting correspondence, preparing meeting agendas, and maintaining records to support the efficient operation of the city council.

-Final Presentation and Celebration: At the end of the semester, all interns will come together to present their respective works and share what they have learned throughout the program. This final presentation will serve as an opportunity for interns to showcase their achievements, reflect on their experiences, and celebrate their contributions to the city council and the community. A celebratory event will follow the presentations to honor the interns' hard work and dedication, providing a memorable conclusion to their internship experience.

The primary objective of these roles and responsibilities is to enable interns to make the job of a city council member easier by providing valuable support and assistance in various tasks and projects. By relieving some of the workload and responsibilities from city council members, interns will play a crucial role in enhancing the productivity and effectiveness of the city council while gaining valuable experience and skills in the process.

VIII. Evaluation and Feedback

Interns' performance will be evaluated through monthly check-ins with city council members, providing opportunities to discuss progress, address questions, and offer feedback. These regular check-ins, along with mid-term and end-of-term reviews, self-assessments, and feedback from city council staff, will enable comprehensive assessment and foster continuous improvement.

The importance of feedback in guiding interns' development and supporting city council members in their mentorship roles cannot be overstated. By prioritizing regular check-ins and constructive feedback, the internship program aims to create a supportive and collaborative environment where interns can thrive, learn, and make meaningful contributions to the city council and the community.

IX. Budget and Resources

The internship program is currently unpaid, but interns have the opportunity to earn compensation through volunteer work, course credit, or other non-monetary benefits. If the program proves successful and sustainable, we aim to explore options for compensating interns, either through hourly wages or stipends, in alignment with other internship programs across the state. This potential for compensation will be considered as part of future budget planning and program development.

X. Implementation Timeline

- June 2024: Finalize the internship program details, including roles, responsibilities, and evaluation criteria.

- July 2024:
  - Launch the internship application process.
  - Promote the internship opportunity through local schools, community organizations, and city council communications.

- August/September 2024:
  - Review applications and conduct interviews.
  - Select interns and notify successful candidates.
  - Begin the internship program with orientation and training sessions.

- September - December 2024:
  - Interns engage in their roles and responsibilities, attending meetings, assisting with projects, and participating in community outreach.
  - Monthly check-ins with city council members and ongoing support for interns.
  - Planning and execution of the final community service project by interns.

- December 2024:
  - Interns present their work and reflections during the final presentation.
  - Celebratory event to honor interns' contributions and conclude the internship program.

XI. Conclusion

The proposed high school internship program aims to engage our youth in local government through tailored roles, ongoing mentorship, and hands-on experiences. This program offers city council members valuable support while providing students with practical skills and insights into public service. By fostering civic engagement and leadership development, the internship program has the potential to strengthen the relationship between the city council and the community, inspire future civic leaders, and contribute to the continued growth and prosperity of High Point.

XII. Extra Resources and Additional Ideas

Below, I have attached the links to successful city council internship programs within North Carolina. I am also happy to expand on any points, answer any questions, etc.

Charlotte-Mecklenburg Area (High School)
City of Asheville (High School)

Although both programs are different, I enjoy the variety in the Chartlotte-Mecklenburg internships and I enjoy the structure of the City of Ashville internships. Specifically, I like how students are matched to local organizations and work with them. I believe that would be something worth exploring as well.

I am more than happy to find a happy medium between programs such as these and the internships I wish to implement. I am open to discussing the idea of a Youth Advisory Board instead.

Here's a paragraph summary for the Youth Advisory Board:

The Youth Advisory Board will serve as a dynamic platform for high school students to engage with local government through both advisory and project hosting roles. In the advisory capacity, board members will provide valuable input and perspectives on issues affecting young people in the community, contributing to discussions and decision-making processes with city council members. Additionally, board members will take the lead on hosting projects for the city, from brainstorming and submitting project proposals to planning, executing, and evaluating their initiatives. They will collaborate with city departments, promote their projects, recruit volunteers, and present their outcomes to the city council and community. This dual approach empowers board members to make a tangible impact, develop essential skills, and foster civic engagement while strengthening their connection to local government and encouraging leadership and innovation in High Point.

CITY OF HIGH POINT
AGENDA ITEM

TITLE: **2024 Annual Action Plan Draft Revisions**	
FROM: Thanena Wilson, Director Community Development & Housing	**MEETING DATE:** June 17, 2024
PUBLIC HEARING: n/a	**ADVERTISED DATE/BY:** n/a
ATTACHMENTS: 2024 Annual Action Plan Draft Revisions	

PURPOSE: The Annual Action Plan (AAP) outlines the strategic plan for addressing community needs identified in the 5-year Consolidated Plan, with an emphasis on low to moderate income and special needs populations. The AAP details the projects and programs that will be undertaken during the program year using funding received through the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs.

BACKGROUND: The AAP is required by the U.S. Department of Housing and Urban Development (HUD) for the receipt of entitlement funding. On an annual basis the City of High Point receives CDBG and HOME funds to carry out specific activities within the City. The revised draft AAP will be made available for a second 30-day public review and comment period that began May 17, 2024.

BUDGET IMPACT: The City will receive $799,042 in CDBG funding, and $429,477 in HOME funds.

RECOMMENDATION / ACTION REQUESTED: The Community Development and Housing Department requests approval of submission of the 2024 Annual Action Plan to HUD on or about June 30, 2024.

CITY OF HIGH POINT
Draft 2024 Annual Action Plan Revisions
Community Development Committee Review – June 4, 2024

Executive Summary

The City of High Point, Guilford County, North Carolina has prepared a draft FY2024 Annual Action Plan. This document is required by the U.S. Department of Housing and Urban Development (HUD) for the receipt of entitlement funding. On an annual basis the City of High Point receives Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) funds to carry out specific activities within the City.

The Annual Action Plan identifies community development and housing needs, funding priorities, and a strategic plan for addressing those needs, with an emphasis on low to moderate income and special needs populations. **For FY2024, the City will receive $799,042 in CDBG funding, and $429,477 in HOME funds**.

The draft document will be available to the public for review and comment for a period of thirty (30) days beginning on **May 17, 2024, through June 17, 2024**, at the City of High Point's website: https://www.highpointnc.gov/cd. Copies will also be placed in the following locations for public review: Community Development & Housing Office-City Hall, Community Development Resource Center, 201 Fourth Street, and at the High Point Public Library – Heritage Research Center.

After receiving notice of the final allocations from HUD, the original draft document has been revised as follows:

AP-15 Expected Resources – 91.220(c)(1,2)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	799,042	62,000	0	861,042	0	Projects/activities to be undertaken include public services, emergency repairs, fair housing, debt service, program delivery and administration during PY2024.

HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	429,477	29,800	0	459,277	0	Projects/activities to be undertaken include homebuyer assistance, CHDO activities and program administration during PY2024.

AP-20 Annual Goals and Objectives

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	HNS-2 New Housing Development	2024	2025	Affordable Housing	Core City Citywide-Other	Housing	CDBG: $71,339 HOME: $313,649	Rental units constructed: Section 108 Debt Service Homeowner Housing Added: 10 Household Housing Unit
11	APM-1 General Administration	2024	2025	Administration	Core City Citywide-Other	Administration, Planning, and Management	CDBG: $123,870 HOME: $45,628 General Fund: $681,278	Other: 13 Other

Explanation:

Item #2 revised as follows: 1) CDBG funding reduced from $97,781 to $71,339 for Rental units constructed – Section 108 Debt Service. 2) HOME funding reduced $414,500 to $313,649 for Homeowner Housing Added – reduced from 14 units to 10 units.

Item #11 revised as follows: 1) CDBG funding reduced from $135,065 to $123,870. 2) HOME funding reduced from $56,200 to $45,628. 3) General Fund increased from $677,133 to $681,278.

AP- 38 Project Summary

5	**Project Name**	CHDO Activities
	Target Area	Core City Citywide-Other
	Goals Supported	HNS-1 Increase Home Ownership HNS-2 New Housing Development
	Needs Addressed	Housing
	Funding	HOME: $298,649
	Description	Funds for affordable homeowner housing development.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Habitat for Humanity: 3 Homeowner Housing Units. Community Housing Solutions: 3 Homeowner Housing Units. Black Lamb CDC: 2 Homeowner Housing Units. Empowerment Headquarters: 2 Homeowner Housing Units.
	Location Description	1) Vail Ave and Amos St (Southside Community); other locations TBD
	Planned Activities	CHDO Set-aside for the HOME Investment Partnership Program.

10	**Project Name**	Section 108 Loan Repayment
	Target Area	Core City Citywide-Other
	Goals Supported	HNS-2 New Housing Development
	Needs Addressed	Housing
	Funding	CDBG: $71,339
	Description	Funds for the repayment of Section 108 Loan for Housing Development.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1 Other.
	Location Description	211 S. Hamilton Street, Suite 312 High Point, NC 27260
	Planned Activities	The Matrix Codes are 24A Payment of Interest on Section 108 Loans and 24B Payment of Costs of Section 108 Financing.

11	**Project Name**	Program Administration
	Target Area	Core City Citywide-Other
	Goals Supported	APM-1 General Administration
	Needs Addressed	Administration, Planning, and Management
	Funding	CDBG: $123,870 HOME: $45,628 General Fund: $681,278
	Description	Funds for general program planning, management, and operational costs.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	13 Other.
	Location Description	211 S. Hamilton Street, Suite 312 High Point, NC 27260
	Planned Activities	The Matrix Code is 21A General Program Administration.

Proposed Public Services Agency Funding

Applicant	Proposed Allocation
Housing Authority of the City of High Point	$ 4,200
Senior Resources of Guilford	$ 18,000
Helping Hands High Point	$ 8,000
The Salvation Army Boys & Girls Club	$ 15,500
The ARC of High Point	$ 14,000
Operation Xcel	$ 6,000
TAG Art Club	$ 4,000
Heroes Center, INC.	$ 5,300
Total	**$ 75,000**