

CITY OF MONROE
CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
NOVEMBER 10, 2020 – 4:00 P.M.
AGENDA
www.monroenc.org

This Meeting will be conducted virtually with City Council following their adopted Electronic Meeting Rules. The Meetings will, also be live-streamed on the City of Monroe YouTube channel at Monroe North Carolina Government -

<https://www.youtube.com/channel/UCzrGKOKR72fmCEn7D0f9mlg?>

1. Initial Resolution to Advance Refund Combined Enterprise System Revenue Refunding Bonds, Series 2011 and State Revolving Fund Loan
2. Open Conversation on Racism Committee Update
 - A. Award of Facilitator Contract to Insight Consultants with Dr. James Samuel as Lead Facilitator
 - B. City Manager to Execute Documents
3. Closed Session pursuant to North Carolina General Statute Sections 143-318.11(a)(1) and (a)(6)

-
- **Agenda** is tentative and is subject to change up to and including the time of the meeting.
 - At the discretion of City Council, **Agenda Items** listed above that are not discussed at the Strategic Planning Meeting or moved at the request of Council, may be carried forward to the City Council Regular Meeting at 6:00 p.m. to be considered.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: November 10, 2020

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Adopt Initial Resolution to Advance Refund the Combined Enterprise System Revenue Refunding Bonds, Series 2011 and a State Revolving Fund Loan

SUMMARY STATEMENT

Current Financial market conditions are favorable to advance refund the Combined Enterprise System Revenue Refunding Bonds, Series 2011 debt that was used to refinance system improvements for the water and sewer utilities and the airport and a State Revolving Fund Loan that was originally used in 2014 to fund the Stewart Creek Sewer Outfall. Staff would like to refinance this debt in order to take advantage of substantial debt service savings.

REVIEW

Staff has been reviewing opportunities to refinance bonds to take advantage of the current low interest rate market. The City has \$6,435,000 in outstanding callable maturities from the Combined Enterprise System Revenue Refunding Bonds, Series 2011 financing that was issued to refinance system improvements for the water and sewer utilities and the airport. The City also has \$6,735,446 outstanding from a State Revolving Fund Loan that was originally used in 2014 to fund the Stewart Creek Sewer Outfall. The LGC looks for a 3% Present Value Savings (PV) for refinancing activities. Based on bank bids that were received on October 29, 2020, the (PV) savings from refinance of this issue is \$1,058,348 or 8.04%. This equates to an average of \$127,574 per year in cash flow savings. The City has received proposals from seven financial institutions to purchase the Bonds. The bank that won the bid is Truist Bank (formerly SunTrust) with an interest rate of 0.920% for Series 2020A and a rate of 1.400% for Series 2020B.

Staff has had preliminary discussions with the LGC and has submitted an application to the LGC. We are proposing using the following team for completing this transaction:

First Tryon Advisors as our Financial Advisor
Parker Poe Adams & Bernstein LLP as our Bond Counsel
Wells Fargo Bank, N.A. as the Trustee and Escrow Agent

Adoption of Resolution R-2020-65 will provide Council authorization to complete the steps necessary to refinance the 2011 Combined Enterprise System Revenue Refunding Bonds and State Revolving Fund Loan as follows:

- Authorize the City Manager or Finance Director to proceed with the private sale of the Bonds in accordance with Section 159-85 of the NC General Statutes.
- Approve and ratify the application filed by the Finance Director with the LGC (due November 6th) for its approval of the issuance of the Series 2020A and 2020B Bonds.
- Authorize the Finance Director, with advice from the City Attorney, to retain the assistance of professionals deemed necessary to carry out the intention of this resolution.

The new debt will be called the Combined Enterprise System Revenue Refunding Bonds, Series 2020A and Series 2020B. Closing costs will be deducted from the loan proceeds. The anticipated closing date is December 8, 2020. All financing documents are available for review in the office of the Finance Director. Due to timing, this item was not taken to a committee.

RECOMMENDATION

City Council is requested to adopt the Series Resolution R-2020-65 to authorize the issuance of the Combined Enterprise System Revenue Refunding Bonds, Series 2020A and Series 2020B.

Attachment: Series Resolution R-2020-65

**RESOLUTION OF THE CITY OF MONROE, NORTH CAROLINA, REGARDING THE
APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF
COMBINED ENTERPRISE SYSTEM REVENUE REFUNDING BONDS AND CERTAIN
RELATED MATTERS**

RESOLUTION R-2020-65

WHEREAS, the City of Monroe, North Carolina (the “City”) is authorized by The State and Local Government Revenue Bond Act, General Statutes of North Carolina, Section 159-80 *et seq.*, as amended (the “Act”), to issue, subject to the approval of the Local Government Commission of North Carolina (the “LGC”), at one time or from time to time revenue bonds and revenue refunding bonds of the City for the purposes as specified in the Act; and

WHEREAS, the City Council (the “City Council”) of the City of has been advised that the City may obtain debt service savings by (1) refunding in advance of their maturities all or a portion of the City’s outstanding Combined Enterprise System Revenue Refunding Bonds, Series 2011 maturing on and after March 1, 2022 (the “Refunded 2011 Bonds”) and (2) prepaying the outstanding amount of a State Revolving Fund Loan entered into in 2014 (the “SRF Loan”); and

WHEREAS, the City is considering the issuance of its Combined Enterprise System Revenue Refunding Bond in two series (the “Bonds”) in an aggregate principal amount not to exceed \$13,500,000 to provide funds, together with other available funds, to refund the Refunded 2011 Bonds and to prepay the SRF Loan in order to achieve debt service savings and to pay costs of issuance of the Bonds; and

WHEREAS, the City Council ratifies the selection of (1) Parker Poe Adams & Bernstein LLP, as bond counsel, (2) First Tryon Advisors, as financial advisor, and (3) Wells Fargo Bank, National Association, as trustee for the Bonds and as escrow agent with respect to the refunding of the Refunded 2011 Bonds (collectively, the “Financing Team”);

WHEREAS, the City staff, with the assistance of the financial advisor, has solicited requests for proposal from financial institutions to purchase the Bonds and, based on such proposals; the City has selected Truist Bank (the “Lender”) as the purchaser of the Bonds; and

WHEREAS, the Finance Director of the City has filed or will file with the LGC an application for its approval of the Bonds, requesting that the Commission approve (1) the private sale without advertisement of the Bonds in accordance with Section 159-85 of the General Statutes of North Carolina, as amended, to the Lender and (2) the City’s use of the Financing Team in connection with the issuance of the Bonds, and in connection with such application, the Finance Director has provided the LGC with such facts and information in regard to the Bonds and to the City and its financial condition as the LGC may require and necessary for the approval of the Bonds;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY, as follows:

Section 1. The Bonds are to be issued by the City for the purpose of providing funds (a) to refund the Refunded 2011 Bonds and prepay the SRF Loan and (b) to pay the costs of issuing the Bonds. The use of the proceeds of the Bonds to refund the Refunded Bonds and prepay the SRF Loan, as described above, is necessary in order to achieve debt service savings for the City.

Section 2. The Financing Team is hereby retained and approved. The Finance Director is hereby authorized to retain such other professionals as she deems necessary to carry out the transaction contemplated by this Resolution.

Section 3. The filing of the application with the LGC for its approval of the issuance of the Bonds is hereby approved and ratified. The Finance Director is hereby authorized, directed and designated to provide such information to the LGC as may be required for the LGC's approval of such application.

Section 4. The City Council finds and determines and asks the LGC to find and determine from the City's application and supporting documentation as follows:

- (a) the issuance of the Bonds is necessary or expedient;
- (b) the maximum stated principal amount of the Bonds will be sufficient but is not excessive, when added to other moneys available for such purpose, to refund the Refunded 2011 Bonds and prepay the SRF Loan;
- (c) the City's combined enterprise system as now constituted is feasible;
- (d) the City's debt management procedures and policies are good; and
- (e) the Bonds can be marketed at a reasonable interest cost to the City.

Section 5. The City requests that the Bonds be sold at private sale without advertisement to the Lender at such prices as the LGC determines to be in the best interest of the City and as set forth in the City's application. The City Council approves the sale of the Bonds to the Lender on the terms set forth in the term sheet provided by the Lender.

Section 6. That the Mayor, the City Manager and the Finance Director are hereby authorized to do any and all other things necessary to complete the steps necessary for the issuance of the Bonds and refunding of the Refunded 2011 Bonds and prepayment of the SRF Loan.

Section 7. All resolutions or parts thereof of the City Council in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section 8. This Resolution shall take effect upon its adoption.

Adopted this 10th day of November, 2020.

Bobby G. Kilgore, Mayor

Attest:

Bridgette H. Robinson, City Clerk

APPROVED AS TO FORM:

City Attorney

STAFF REPORT

TO: Mayor and City Council

VIA: E.L. Faison, City Manager

DATE: November 10, 2020

FROM: Debra Chestnut Reed, Director of Human Resources

PREPARED BY: Debra Chestnut Reed, Director of Human Resources

SUBJECT: Open Conversation on Racism Committee Update

SUMMARY STATEMENT

The Chair of the Open Conversation on Racism Committee will provide City Council with a recommendation for selecting a facilitator for two citizen forums as part of an “Open Conversation on Racism.”

REVIEW

Following the initial session of the Open Conversation on Racism, the Chair of the Committee updated City Council on the progress of the conversation and discussed next steps. The Committee met to determine that a process was needed to have the City retain a facilitator to conduct additional sessions.

At the Committee’s request, a request for proposals was sent out to five facilitators with a return deadline of October 9, 2020. Two consultants (The Insight Consultants and WPR Consulting) returned proposals for review. A summary chart of the proposals from consultants that submitted responses is attached.

On October 20, the members of the Open Conversation on Racism Committee discussed each proposal. The proposals included: background information on each facilitator; proposed sessions format; similar work performed; available dates; qualifications; rate quote; disqualifications; client listing; and conflicts or potential conflicts of interest.

After review of the proposals, the Open Conversation on Racism Committee selected Insight Consultants, with Dr. James Samuel as the facilitator, to facilitate two sessions of an Open Conversation on Racism. A copy of Insight Consultants’ proposal is attached. Staff estimates the cost of Insight Consultants’ work to be approximately \$3,900. Should Council approve the selection of Insight Consultants, a contract will be prepared with the costs not to exceed \$5,000 for two sessions and any additional consultations that may occur before or after the two sessions. The Committee’s goal is that following the end of the second session, the responsibility for any further discussions would be undertaken by another party, with the City being an interested participant.

The sessions are anticipated to be held in December and January and will be conducted using the ZOOM meeting platform.

RECOMMENDATION

The Open Conversation on Racism Committee recommends that City Council approve Insight Consultants (with Dr. James Samuel as lead facilitator) as the facilitator at a cost not to exceed \$5,000, adopt a Budget Amendment appropriating funding and authorize the City Manager to execute the contract and all necessary documents on behalf of the City of Monroe.

Attachments: Summary Chart of Submitted Responses
Proposal from Insight Consultants, Inc.
Budget Amendment BA-2020-33

CONSULTANTS THAT SUBMITTED RESPONSES

Consulting Firm or Entity	Principal Consultant	Cost Elements	Estimated Cost for Both Sessions	Pre Meeting Consulting and Fee	Provided Background Info	Session Format	Available Date	Disqualifications	Previous Engagements	Recent Clients
The Insight Consultants , Inc.	James R. Samuel	Daily Rate: \$2,000 (For sessions lasting 4-8 hours) Half Day Rate: \$1,200 (For sessions lasting 0-4 hours) Non Facilitation Rate: \$300 per hour Travel is submitted for reimbursement at cost, based on state rate for travel (proposer is from Charlotte, so travel expected to be minimal).	Total estimated costs - \$3,900. Minimum costs of facilitated sessions is \$2,400 (which excludes preparation time) Preparation Costs: Assuming facilitator meets with Committee for up to 1 hour to determine goals and process, and then spends 2 hours per session preparing - 5 Hours of Preparation	Proposal states: Preparation: Assist the Committee in planning, designing, and coordinating the event. Staff suggests assuming 1 hour for meeting with committee and 2 hours per session for preparation. 5 hours of preparation time billed at non-facilitation rate of \$300/hour=\$1,500 .	Yes	Included	All Dates provided in RFP	None	Included	Durham Housing Authority (DHA is autonomous from City of Durham – consulted with DHA and low income residents). City of Lynchburg, VA (Managing diversity). City of New Orleans/St. Helena (Diversity training for education officials). City of Charlotte (Consulted on transition from public housing to home ownership).

			Time which is \$1,500.							
Consulting Firm or Entity	Principal Consultant	Cost Elements	Estimated Cost for Both Sessions	Pre Meeting Consulting and Fee	Provided Background Info	Session Format	Available Dates	Disqualifications	Previous Engagements	Recent Clients
WPR Consulting, LLC	Willie Ratchford	\$4,250 - \$4,500 with travel and accommodations as needed for In-Person Facilitations (as proposer is from Charlotte, anticipated travel costs should be minimal)	\$4,250 - \$4,500 (as proposer is from Charlotte, anticipated travel costs should be minimal)	Proposal states: Committee Member Consultations and Consultations to Develop a Community Vision and Community Expectations and Strategies to Address Race/Racism in Monroe Cost: Included in \$4,250 / \$4,500	Yes	Yes	Monday, December 7, 2020 Monday, January 11, 2021 **Selected dates above are preferred, however, can be available on all dates listed in RFP.	None	Included	City of Winston-Salem (Currently working on comprehensive diversity, inclusion and equity program to address allegations of systemic racism in First Department) City of Rocky Mount (Conducted four community conversations to discuss existence of confederate monument in community) City of Fayetteville (conducted community conversations about existence of Confederate

										monument in City seal). City of Raleigh (Conducted community conversations related to race and police community relations). Additional projects involving North Carolina and Virginia cities.
--	--	--	--	--	--	--	--	--	--	---

CONSULTANTS SENT RFP THAT DID NOT SUBMIT A RESPONSE

	Consulting Firm or Entity	Principal Consultant	Notes
	Director Facilities Management	Ulanda Baker	Received email stating that she was unable to meet the deadline.
	Associate Professor at Georgia State University	Dr. Gholdy Muhammad	Received email stating that she did not have time to respond.
	Keep Evolving Consulting	Kamella Emmanuel	Received email stating that she could not respond due to family emergency.

RECEIVED

THE INSIGHT CONSULTANTS, INC.



710 WEST TRADE STREET #709
CHARLOTTE, NC 28202
704-650-3330

theinsightconsultants.com

OCT - 8 2020

CITY OF MONROE
HUMAN RESOURCES

10/05/20

To: Ms. Debra Chestnut Reed
Human Resource Director
City of Monroe
300 W. Crowell Street
Monroe, North Carolina 28112

RE: OPEN CONVERSATION ON RACISM COMMITTEE'S REQUEST FOR FACILITATOR

1) INDIVIDUAL FACILITATOR:

Dr. James R. Samuel
710 West Trade Street, Unit #709
Charlotte, NC 28202
704-650-3330

2) FACILITATOR'S EDUCATION, BACKGROUND & EXPERIENCE:

James R. Samuel is the Co-Founder and President of The Insight Consultants, Inc. (formerly Interscope Consulting, Inc.) located in Charlotte, NC, USA. He has worked as a diversity, equity & inclusion (DEI) consultant, strategic thought leader, and group facilitator with large assemblages and small groups in different professions, fields and industries. He is also highly regarded as a presenter, keynote speaker and author. He has received national recognition for his leadership in the areas of Diversity, Equity, and Inclusion, Organizational Change, Effective Communication, Leadership Development and Racial Reconciliation.

He received a bachelor's degree from Livingstone College in Salisbury, NC; a master's degree from Duke University in Durham, NC; and a doctorate from Drew University in Madison, NJ. James has served as consultant, Administrative Dean, Academic Vice President, Professor and Guest Lecturer at colleges, universities and organizations throughout the United States, Europe, Africa and The Caribbean.

He has served on numerous civic and community organizations to include the Diversity Council of the Carolinas, NC Department of Human Resources Committee, Charlotte-Mecklenburg Civil Service Board (Chairman) and Charlotte Community Relations Council.

3) METHOD(S) OF FACILITATION:

There are several methods by which the "Open Conversations on Racism" can be conducted. The following gives an overview of several possible facilitation methods which may prove helpful; however after more discussion of the Committee's vision, mission, goals, and objectives other methodologies

may also be considered. However, based on the RFP content, vis-à-vis the sensitive subject matter, participants should be given guidelines governing: group autonomy (sovereignty) group anatomy (structure) group animus (spirit). Facilitator will use some or all of the following facilitation methods:

ACTION-ORIENTED FACILITATION is a process that produces actionable results and provides opportunities for learning by working on real problems in an open group setting where participants are led to share their ideas on how to create solutions to shared problems through a method known as “*learning by doing*”. Success is based on the belief that learning and closing the gap between specific groups of stakeholders is best achieved by providing a safe environment wherein selected participants feel free to share in open, honest, and respectful discussion around matters of mutually meaningful concern. An action oriented discussion is guided by posing skillful questions in a facilitator led format.

CONSENSUS-ORIENTED FACILITATION is a more tedious method of achieving support by way of approval as opposed to agreement. The practice of using consensus to transition from discord to accord is most valuable when participants become stuck on strongly opposing opinions. The goal is to bring them to the point of agreeing to disagree without becoming disagreeable. Consensus gaining is strategically important because it does not require full agreement or the absence of opposition. Rather, consensus gaining is achieved by acknowledging any and all objections, and then proceeding with the proposition that offers the lowest level of resistance, and the suggestion that receives the highest degree of acceptance. Consensus is more easily attained when those who disagree are assured their voice has been heard and their opinion is respected. Gaining consensus may sound something like this: “*While I do not agree with the decision, for the good of the process, I will support it*”.

SOLUTION-ORIENTED FACILITATION is a specific method of achieving solutions to a prescribed goal by keeping participants focused on the group’s commonly desired outcome. Solution facilitation is ideal in large group settings wherein open conversation is the norm. The facilitator manages the session and keeps the participants focused on their commitment to seek solutions to a specific problem. The solution-oriented facilitator prevents the group from becoming “stuck” on discussing the problem, and/or getting side-tracked into focusing too much on symptoms of the problem rather than focusing mainly on finding solutions. This facilitation technique is most valuable when discussing problems which are rooted in the past that have gone unaddressed. Solution-oriented facilitation encourages those who are “stuck” in the rut of past circumstances to become free to consider the present, and focus on the promise of a better future more so than being fixated on the pains of their past experiences.

1. Session Format

- a. Method for developing agenda—in consultation with the Committee
- b. Role of Committee—oversee, manage, and monitor sessions
- c. Role of Facilitator—support Committee as needed, lead sessions, record/report results
- d. Participant engagement methods (*see answer provided above in #3*)
- e. Availability—Facilitator is available for all of the proposed dates:

—Session #1—Monday, December 7, 2020 (available)
Tuesday, December 8, 2020 (available)
Thursday, December 10, 2020 (available)

—Session #2—Monday, January 11, 2021 (available)
Tuesday, January 12, 2021 (available)
Thursday, January 14, 2021 (available)



2. Product Facilitator will provide for each meeting and at the conclusion of the engagement. Facilitator will provide the following support services to the Committee:
- Preparation: assist the Committee in planning, designing, and coordinating the event
 - Presentation: establish and explain the purpose, process, and procedure for the event
 - Participation: promote the importance of equal impartiality toward all participants
 - Prioritization: report results and prioritize action-oriented outcomes
 - Facilitator acknowledges, accepts, and respects the autonomy of the client to model, manage and monitor all functions rendered by the facilitator in fulfillment of the contracted services provided by the consultant.
 - Facilitator agrees to exhibit regard and respect for the culture, comments, and concerns of all participants without personal preference or bias.
 - Facilitator affirms the use of methods, processes, and techniques in a manner that protects value, and preserves the dignity of all participants, regardless of their viewpoints or opinions.
 - Facilitator accepts the responsibility to maintain information in a confidential, responsible and professional manner.

3. Identify how success will be measured or attained from the sessions.

There are a number of ways to measure success in an open-conversation format:

- Pose this question to begin the session *"What would success look like to you?"*
- Have participants define the purpose, goals and desired outcomes to begin the sessions.
- Conduct a pre-session/post-session survey in order to gain insight from participant's perspective as to the success of the sessions.
- Create a short-form satisfaction survey which contains several outcome related questions to which the answers are rated on a numerical scale such as follows:
1.Strongly Disagree, 2.Disagree, 3.Unsure, 4.Agree, 5.Strongly Agree.
- Ask participants to respond to open ended questions such as:
"What was the most important thing you learned or experienced in these sessions?"
"Do you think these sessions were a success or failure? Please explain why?"

4) NARRATIVE OF FACILITATOR'S QUALIFICATIONS::

Facilitator's training, area of specialization:

Throughout his career James has worked with national and international leaders of such Fortune 500 companies as Prysmian (Italy), Delhaize Group (Holland) Wachovia/Wells Fargo (California), AON (NY), Williams Companies, Inc. (Tulsa, OK), Duke Endowment (NC), The St. Paul Insurance Companies (St. Paul-Minneapolis MN), Greenville Hospital System (SC), Palmetto Health Trust System (SC), Duke Energy (NC), Food Lion (NC), HUD: The US Department of Human and Urban Development (DC) and others, where he helped executives and employees to effectively develop programs and workplace initiatives related to achieving their organizational goals and objectives.

At Prysmian James and Senior Consultant Jan Barton provided consultation during and following a major acquisition (Draka Cable) wherein they worked closely with an international group of Prysmian executives to develop and conduct several years of programs and international training for global and national Prysmian executives throughout the US and Canada in the areas of Organizational Change, Intercultural Leadership Skills and Effective Communication. They



presented training sessions at all Prysmian locations throughout the US and Canada. They have worked closely with Prysmian executives currently serving in global locations to include Italy, Germany, Sweden and North America.

James has been cited in The New York Times, Washington Post, Los Angeles Times, San Francisco Chronicle, Charlotte Observer, the Raleigh News and Observer, Washington Minorities in Business Insiders, National Public Radio "Marketplace" and the United States Department of Justice "Weed and Seed" publication for his organizational development programs and innovative leadership. Livingstone College awarded him an honorary doctorate in recognition of his academic, civic and professional achievements.

His book, *The Roots of Racism* (Vantage Press, NY), favored with a book review and endorsements from The Charlotte Observer and The New York Time. His publication on race and reconciliation has attracted international distribution as a valuable resource in the study of race relations.

1. Facilitator training, area of specialization:
 - a. Educational training (*see answer provided above in #2*)
 - b. Professional experience (*see answer provided above in #4*)
 - c. Specialization—
 - i. Racial reconciliation
 - ii. Developing intercultural skills
 - iii. Managing diversity, equity & inclusion
 - iv. Executive leadership training and organizational development strategies
2. Facilitator's direct experience in this topic or similar topic
 - a. In 2004 he was invited by the US House of Representatives to participate in a Congressional Hearing on racial diversity in the United States workforce.
 - b. Facilitator led Union County Appeal for Unity & Justice via Zoom, August 25, 2020
3. Previous engagements with municipal, county, state or federal government:
 - a. City of Durham, NC: consulted with Housing Authority and low income residents.
 - b. City of Lynchburg VA: consulted with mayor and officials on managing diversity.
 - c. City of New Orleans/St. Helena: conducted diversity training for education officials.
 - d. City of Charlotte, NC: consulted on public housing to homeownership transition.
 - e. HUD Regional Conference keynote speaker (Daytona Beach, FL and Asheville, NC).
 - f. US House of Representatives: participated in Congressional Hearing on race & workforce diversity in the United States.
4. Facilitator is experienced in using Zoom virtual meeting format and presentation platform.

5) PROPOSED RATE SCHEDULE:

- a. Facilitation Daily Rate: \$2,000 (max 8 hours)
- b. Facilitation ½ Day Rate: \$1,200 (max 4 hours)
- c. Non-Facilitation Hourly Rate: \$300 (per hour)
 - i. Facilitation sessions lasting up to 4 hours are charged ½ day rate.
 - ii. Facilitation sessions lasting more than 4 hours are charged daily rate.



- iii. Non-Facilitation consulting services are based on the hourly rate provided.
- iv. Travel is submitted for reimbursement at cost, based on current state rate.

6) PREVIOUS DISQUALIFICATIONS OR TERMINATIONS:

- None. We have been in business since 1995 and have never had a disqualification or termination.
- 1. Our success over 25 years has been based on our client's satisfaction and referrals.
 - 2. Our clients are among our most valuable assets and we view their success and satisfaction to be essential to our own.

7) LIST OF LAST FIVE CLIENTS:

- 1. Stanford University Medical Network—developed diversity initiative, provided CEO support & Executive leadership training (Brian Teusink, CEO 803-461-8366).
- 2. AON—provided team work and staff development (Kevin Bryant, EVP 846-241-1514).
- 3. Prysmian—provided ex-pat support; developed program to provide intercultural skills for international executives; taught cultural conflict resolution, and effective communication skills (Peter Durante, VP HR 803-951-1024).
- 4. FoodLion/Delhaize Group—designed and developed executive leadership skills in a diverse environment initiative; provided diversity training (Eric Watson, VP/DO 704-305-4669).
- 5. City of Durham & Charlotte NC (Harrison Shannon CEO Housing Authority 704-618-4970).

8) CONFLICTS / POTENTIAL CONFLICTS OF INTEREST:

No Conflicts of interest exist.

9) OTHER USEFUL INFORMATION TO BE CONSIDERED:

*Not just any talk is conversation. Not any talk raises consciousness.
 Good conversation has an edge. It opens your eyes to something.
 It quickens your ears and good conversation reverberates.
 It keeps on talking in your mind later in the day.
 The next day, you find yourself still conversing with what was said.
 The reverberation afterward is the very raising of consciousness.
 Your mind and heart have been moved.
 You are at another level within your own reflections. - James Hillman*



Our Logo Is Our Motto:

Diversity, Equity, and Inclusion is like a stained glass window. There is a common bond, the lead, that holds it all together; yet it is the varied colors, sizes, shapes, textures, and the position of each piece—as well as the perspective in which it is viewed—that produces the masterpiece. Each piece stands on its own, yet is dependent on the other pieces to create the whole image. They all must work together to achieve the common objective. — The Insight Consultants



**BUDGET AMENDMENT
BA-2020-33**

1. Amendment necessary to appropriate funding for facilitator services provided by Insight Consultants (Dr. James Samuel).

General Fund:

Revenues:

Appropriation from Unassigned Fund Balance	\$5,000
--	---------

Expenditures:

General Government	\$5,000
--------------------	---------

Adopted this 10th day of November, 2020.

Attest:

Bobby G. Kilgore, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: November 10, 2020

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Closed Session pursuant to North Carolina General Statute (N.C.G.S.)
Sections 143-318.11(a)(1) and (a)(6)

SUMMARY STATEMENT

Council is asked to approve a motion to go into Closed Session for the purpose of discussing personnel.

REVIEW

In accordance with North Carolina General Statute Section §143-318.11(a)(1) and (a)(6), City Council is permitted to hold a Closed Session to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.

RECOMMENDATION

Staff requests that Council approve a motion to go into Closed Session pursuant to North Carolina General Statute Section §143-318.11(a)(1) and (a)(6).