



Town of Clayton
Town Council Work Session Agenda
Monday, October 2, 2023 @ 2:00 PM
SPECIAL WORK SESSION MEETING
Rotary Room, Town Hall
111 E. Second Street

1. CALL TO ORDER

2. ADJUSTMENT OF THE AGENDA

- a. **POTENTIAL ACTION:** Approve or Adjust the Agenda

3. INTRODUCTIONS AND SPECIAL PRESENTATIONS

4. ITEMS FOR DISCUSSION

- a. Employee Introductions (2:00 - 2:15)
• Belinda Gill, Accounting Technician II
Presenter: Robert McKie, Finance Director
- Elizabeth Vang, HR Analyst
• Anthony Brown-Davis, HR Tech
Presenter: Kenya Walls, HR Director
- Leslye Granger, Customer Service
Presenter: Ann Game, Revenue & Utility Customer Service Director
- b. Advisory Board By-Laws Update Discussion (2:15 - 2:20)
Presenter: Heidi Holland, Town Clerk
[Advisory Board By-Laws](#)
- c. MWBE Program Update (2:20 - 2:35)
Presenter: Shaun Mizell, Procurement, Contracts and MWBE Manager
[Town Council Work Session MWBE Program Update Final](#)
- d. Comprehensive Transportation Plan Input (2:35 - 3:05)
Presenter: Jonathan Jacobs, PE, CFM - Interim Planning Director/Assistant Engineering Director
- e. Break (3:05 - 3:15)
- f. UDO Exploration (3:15 - 5:00)
Presenter: Jonathan K. Jacobs, PE, CFM - Interim Planning Director/Assistant Engineering Director

5. ADJOURNMENT

- a. **POTENTIAL ACTION:** Motion To Adjourn



Advisory Board By-Laws Update

Last Updates:

Board of Adjustment - 2021

Downtown Development Advisory Board - 2019

Fire Advisory Board - 2016

Library Advisory Board - 2022

Planning Board - 2016

Public Art Advisory Board - 2021

Recreation Advisory Board - 2019



Major Proposed Changes to Boards (except BOA & Planning)

- Terms of Office – May serve no more than 2 terms; may reapply after one year
- Representation – Shall be as broad of a representation of the community as possible. In-town candidates shall have a preference over ETJ candidates.
- Absences – Can not miss more than 3 unexcused consecutive meetings or a total of four unexcused absences during a year
- Added Two Alternates
- Added Code of Conduct



Averages Based on Other Municipalities

- *Municipalities Researched: Town of Davidson, Cary, Holly Springs, Midland, Goldsboro, Apex, Kernersville, Wake Forest, Carrboro, City of Belmont and Asheville*
- Average Number of Board Members – 9
- Average Length of Term – 3 years
- Average Terms of Office – 2 Terms and Can Reapply after one Year



Representation

Town of Cary	
Information Services AB	Must Reside in Town Limits
P&R & Cultural Resources AB	Must Reside in Town Limits
Public Art AB	From Local Organizations and Community

Town of Kernersville	
All Boards	In-town or ETJ (Does Not Have a Number for Either)

City of Belmont	
All Boards	Must Reside in Town Limits



Representation

Town of Wake Forest	
Historic Preservation Commission	8 In-Town; 2 ETJ
P&R & Cultural Resources AB	9 In-Town; 2 ETJ
Public Art Commission	7 In-Town; 2 ETJ
Technology AB	All In-Town
Urban Forestry Board	7 In-Town; 2 ETJ



Questions for Council to Think About

- What Should Terms of Office Be?
- What Should the Make Up of Representation Be?
- What Should the Absences Be?







Town Council Work Session
October 2, 2023
Update on the Town MWBE/Outreach Program

Shaun Mizell
Procurement, Contracts and MWBE Manager

What is a MWBE/Outreach Program?



INNOVATION



CLEAR GUIDANCE



IMPLEMENTATION



SUCCESS



Why Do You Need a MWBE /Outreach Program?



A smart economic choice:
developing firms generates jobs,
strengthens the economic movement
and increases tax revenue



The chance for MWBE vendors to
acquire contracts and procurement
opportunities at an equal frequency
as majority owned firms.



It is good business practice – the more
firms that participate, the more
competition, the Town and the citizens
win.



The Town recognizing Diversity,
Equity and Inclusion in all aspects of
Procurement and Contracts.



Where do you start?



State Legislature
GS143.128.2 – Construction
GS143.48 – Goods & Services

NC Procurement Manual

01 NCAC 05B .0301
CONTRACTING REQUIREMENTS

The executive officer of each Agency, or his or her designee, shall establish written internal policies for making Small Purchases, which shall include provisions to encourage and promote the use of historically underutilized businesses as defined in G.S. 143-128.4 in purchasing Goods and Services

Town Ordinances and Codes

Make sure to know any additional requirements in your local ordinances or codes which govern any construction or goods and services purchases

Agency /Organization

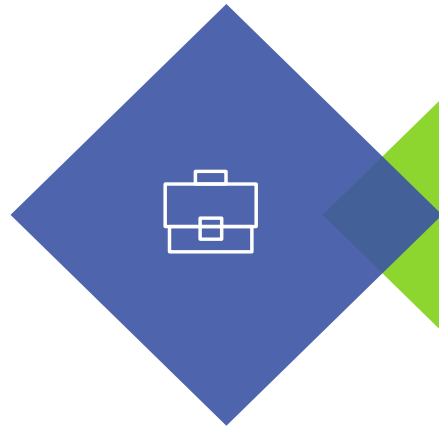
In addition, make sure to include your procurement manual guidelines for purchases of goods/apparatus, construction, professional services and services

Fellow Diversity Professionals

Collaborate with other municipalities diversity professionals and use the Network



What to include?



Legislation

Always include all legislation that governs your purchases and references to the inclusion of HUB, MWBE businesses



Goals

Entities are required to have verifiable percentage goals under this subsection shall make a good faith effort to recruit minority participation



Expectations of GFE

The Town shall establish prior to solicitation of bids the good faith efforts that it will take to make it feasible for minority businesses to submit successful bids or proposals



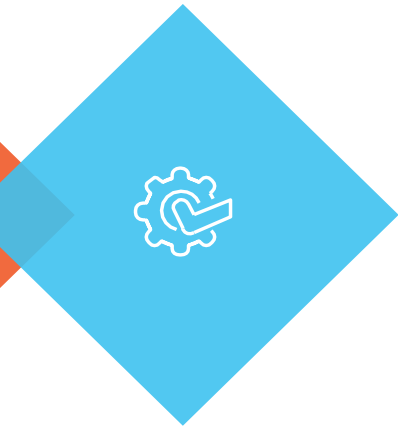
Which Vendors?

“Each bidder, which shall mean General Contractor (Single Prime) first-tier subcontractor for construction manager at risk projects for purposes of this subsection, on a project bid shall identify on its bid the minority businesses that it will use on the project and an affidavit listing the good faith efforts”



Documentation of Efforts

What type of documentation is needed to show efforts have been expended?



Compliance

When is the documentation due in the MWBE office, review of documentation and what is the approval process of documentation. How is the participation counted?



What else to include?

Do we need two separate HUB plans for goods & services versus construction?



MWBE Program Update

Identifying MWBE Vendors in the Town Financial System.

Promoting MWBE outreach at Pre-Bids/Proposals meetings, attending bid openings and Pre-Construction Meetings.

Including a Diversity and Inclusion statement/MWBE Good Faith Effort and MWBE subcontractor identification in Procurement solicitations.

Reviewing all MWBE documentation before deeming the lowest responsive/responsible bid.

Posting Solicitations on the NC eVP site, Hub site,

Networking with other Municipalities

Membership in the North Carolina MWBE Coordinators Network

Serving on the board of the NC MWBE Coordinators Network as Committee Chair for Professional Development and Emerging Leaders Committees.

Attending local MWBE Small Business Expos, NC MWBE Quarterly Meetings/State Conference and the ACCA National Training Institute.



MILESTONE SCHEDULE

Update on
MWBE/Outreach
Program at Council
Work session
October 2023



Begin to Develop
MWBE/Outreach
Program Procedures
Manual Draft
October 2023

MWBE/Outreach
Program Procedures
Manual Review
December 2023



MWBE/Outreach
Program Procedures
Manual Revision
February 2024

MWBE/Outreach
Program Procedures
Manual Council
Review/Approval
March 2024



ClaytonNC.org



GROWTH & IMPROVEMENT STRATEGY



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Questions



Thank You

