



City of High Point

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

Meeting Agenda

City Council

Cyril Jefferson, Mayor

Michael Holmes, Mayor Pro Tempore (Ward 6),

Britt W. Moore (At Large), Amanda Cook (At Large), Vickie M.

McKiver (Ward 1), Tyrone Johnson (Ward 2), Monica L. Peters

(Ward 3), Dr. Patrick Harman (Ward 4), and Tim Andrew (Ward 5)

Monday, October 7, 2024

5:30 PM

Council Chambers

ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

RECOGNITIONS AND PRESENTATIONS

[2024-393](#)

Proclamation-City of High Point - Domestic Violence Awareness Month
Mayor Jefferson will present a proclamation recognizing the month of October 2024 as Domestic Violence Awareness Month.

Attachments: [Domestic Violence Awareness Month 2024 Proclamation](#)

PUBLIC COMMENT PERIOD

[2024-390](#)

Public Comment Period

A Public Comment Period will be held on the first Monday of the regular City Council meeting schedule at 5:30 p.m. or as soon thereafter as reasonably possible following recognitions, awards, and presentations. Our policy states persons may speak on any item not on the agenda.

- * Persons who have signed the register to speak shall be taken in the order in which they are listed. Others who wish to speak and have not signed in will be taken after those who have registered.

- * Persons addressing City Council are asked to limit their comments to 3 minutes.

- * Citizens will be asked to come to the podium, state their name and address and the subject(s) on which they will comment.

- * If a large number of people are present to register concerns about the same subject, it is suggested that they might be acknowledged as a unified group while a designated speaker covers the various points. This helps to avoid repetition while giving an opportunity for people present with the same concerns to be recognized.

Thanks to everyone in the audience for respecting the meeting by refraining from speaking from the audience, applauding speakers, or other

actions that distract the meeting.

CONSENT AGENDA ITEMS

- C-1.** [2024-383](#) Consideration of Funding for Outside Non-profit Organizations - High Point Community Foundation
City Council is requested to consider the allocation of ARPA-enabled funds to the High Point Community Foundation, approve a budget ordinance amendment, and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)
Attachments: [Consideration of Funding for Outside Non-Profit Organizations - High Point Cor](#)
- C-2.** [2024-384](#) Consideration of a Resolution Authorizing an Agreement with North Carolina Department of Transportation (NCDOT)
City Council is requested to consider a Resolution for an agreement with NCDOT to provide funding for the FY2025 Furniture Market transportation services and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)
Attachments: [NCDOT Furniture Market Funding Agreement](#)
- C-3.** [2024-385](#) Consideration of a Contract with Workforce Unlimited LLC
City Council is requested to consider a contract with Workforce Unlimited LLC in the amount of \$180,000 for temporary employee services for the Transit Division and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)
Attachments: [Workforce Unlimited LLC](#)
- C-4.** [2024-386](#) Consideration of a Contract with GMV Syncromatics
City Council is requested to consider a contract with GMV Syncromatics in the amount of \$298,079 for a real-time information system and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)
Attachments: [GMV Syncromatics](#)
- C-5.** [2024-387](#) Consideration of a Contract with Yates Construction, Inc.
City Council is requested to consider a contract with Yates Construction, Inc. in the amount of \$6,554,229.50 for the Burton Avenue Roadway Improvements project and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)
Attachments: [Yates Construction, Inc.](#)
- C-6.** [2024-388](#) Consideration of a Contract with Bar Construction Company
City Council is requested to consider a contract with Bar Construction Company in the amount of \$999,000 for the replacement of the HVAC units and roof for the High Point Museum building, approve the budget

amendment ordinance, and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Attachments: [Bar Construction Company](#)

- C-7.** [2024-389](#) Consideration of Sale of City Owned Property - 516 White Oak Street
City Council is requested to consider the sale of 516 White Oak Street in the amount of \$23,000 to Sterling Real Estate Development of North Carolina, LLC and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Attachments: [Sale of 516 White Oak Street](#)

- C-8.** [2024-391](#) Consideration for Land Acquisition for Future Fire Station and Radio Communications Tower - 2711 Highway 66 South 7.14 acres
City Council is requested to consider the purchase of approximately 7.14 acres of land at 2711 Highway 66 South in the amount of \$678,900 for a future fire station and radio tower site, approve the budget amendment, and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Attachments: [Highway 66 Property Acquisition](#)

- C-9.** [2024-396](#) Consideration of a Contract with North State Security Group
City Council is requested to consider a contract with North State Security Group in the amount of \$119,891.20 annually for security services for the High Point Public Library and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Attachments: [Contract North State Security](#)

- C-10.** [2024-395](#) Consideration of Approval of Minutes
City Council is requested to approve the following minutes:
Community Development Committee Minutes - September 10, 2024, at 4:00 p.m.
Prosperity, Livability & Safety Committee Minutes - September 12, 2024, at 9:00 a.m.
Finance Committee Minutes - September 12, 2024, at 4:00 p.m.
Special Meeting of the High Point City Council Minutes - September 16, 2024, at 4:00 p.m.
Regular Meeting of the High Point City Council Minutes - September 16, 2024, at 5:30 p.m.

Attachments: [Minutes Approval](#)

[Community Development Minutes - September 10, 2024](#)

[Prosperity Livability & Safety Committee Minutes - September 12, 2024](#)

[Finance Committee Meeting Minutes - September 12, 2024](#)

[Special Meeting Minutes - September 16, 2024](#)

[Regular Meeting Minutes - September 16, 2024](#)

GENERAL BUSINESS AGENDA

- G-1.** [2024-382](#) Quasi-Judicial Evidentiary Hearing - High Point Family Worship Center, Special Use 24-02
A request by High Point Family Worship Center to consider a Special Use Permit (SUP) request to allow a Major and Minor School use type, as listed in Principal Use Table 4.1.9 of the Development Ordinance, in the Residential Single Family - 3 (R-3) District. The site is located at the northwest corner of Kensington Drive and Country Club Drive (1207 Kensington Drive).
Attachments: [Special Use 24-02 HP Family Worship Center](#)
- G-2.** [2024-392](#) Consideration of a Resolution Supporting Guilford County Board of Commissioners Sales Tax Referendum
City Council is requested to consider a Resolution in support of the Guilford County Board of Commissioners sales tax referendum to increase wages for teachers and front-line workers.
Attachments: [Resolution - Guilford County Sales Tax Referendum](#)
- G-3.** [2024-394](#) Consideration of an Appointment to the Historic Preservation Commission
City Council is requested to confirm the appointment of John Maze to the Historic Preservation Commission; term effective immediately and expiring on June 30, 2025.
Attachments: [Appointment John Maze - Historic Preservation Commission](#)
- G-4.** [2024-397](#) Consideration of a Reappointment to the Library Board of Trustees
City Council is requested to confirm the reappointment of Rick Cornwell to the Library Board of Trustees; term effective immediately and expiring on October 31, 2026.
Attachments: [Reappointment Rick Cornwell - Library Board of Trustees](#)

ADJOURNMENT



City of High Point

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

Master

File Number: 2024-393

File ID: 2024-393	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: City Council
		File Created: 09/30/2024
File Name:		Final Action:
<div>Title: Proclamation-City of High Point - Domestic Violence Awareness Month Mayor Jefferson will present a proclamation recognizing the month of October 2024 as Domestic Violence Awareness Month.</div>		
Notes:		
Sponsors:		Enactment Date:
Attachments: Domestic Violence Awareness Month 2024 Proclamation		Enactment Number:
Contact Name:		Hearing Date:
Drafter Name:		Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Office of the Mayor
City of High Point
North Carolina

Proclamation...

- WHEREAS,** domestic violence impacts women, men, and children of every age, background, and belief; and is rooted in a pattern of power and control; and
- WHEREAS,** physical marks and scars are often the most obvious signs of harm, however, the extent of the pain goes much deeper and can impact one's mental, physical, and financial health; and
- WHEREAS,** the Guilford County Family Justice Center (FJC) is a beacon of light, coordinating essential services including advocacy, law enforcement, and social, medical, and legal services; and
- WHEREAS,** vulnerable children and older adults are impacted at higher levels, and it is essential that we participate and support innovative collaborations like the FJC's Pathways and Camp Hope program for children and the FJC's Elder Justice Committee coordinated community response; and
- WHEREAS,** in a community partnership, the FJC has successfully brought together 17 agencies in one place to provide victims with easier access to comprehensive resources. This diverse and unique partnership provides hope and healing to victims of abuse and works diligently to hold offenders accountable; and
- WHEREAS,** this October marks the fifth anniversary of the FJC- High Point, and since opening, nearly 27,000 High Point residents have been served, and on average, an individual works with five different organizations when visiting the FJC for the first time; and
- WHEREAS,** by working together, getting involved, and through promoting awareness we can restore hope, stop the violence, and make our community safer for everyone.

NOW, THEREFORE, I, Cyril Jefferson, Mayor of High Point, do hereby proclaim the month of October 2024 as:

DOMESTIC VIOLENCE AWARENESS MONTH

and urge citizens to increase their awareness and education of this destructive force, which deeply affects many families in our State and local community each year, and to become part of the efforts to stop violence in families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of High Point, North Carolina this 7th day of October, 2024.

Cyril Jefferson, Mayor



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Notes:

Sponsors:

Enactment Date:

Attachments:

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:



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Master

File Number: 2024-383

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Status: To Be Introduced

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Reference:

In Control: Finance Committee

File Created: 09/27/2024

File Name:

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Title: Consideration of Funding for Outside Non-profit Organizations - High Point Community Foundation
City Council is requested to consider the allocation of ARPA-enabled funds to the High Point Community Foundation, approve a budget ordinance amendment, and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

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Enactment Date:

Attachments: Consideration of Funding for Outside Non-Profit Organizations - High Point Community Foundation

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Consideration of Funding for Outside Non-Profit Organizations – High Point Community Foundation	
FROM: Stephen Hawryluk, Budget and Performance Director	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Budget Ordinance Amendment	

PURPOSE: To allocate American Rescue Plan Act (ARPA)-enabled funds to the High Point Community Foundation for the high-dosage tutoring program.

BACKGROUND: The City of High Point was awarded \$22,699,511 in ARPA funds. These funds were utilized for government services, to reduce the city’s administrative burden of federal uniform guidance. This allowable use freed up \$22,699,511 in local funds, which are designated as ARPA-enabled funds. To date, \$20,717,945 in ARPA-enabled funds has been allocated and \$1,981,566 remains unallocated.

As part of the FY 2024-25 annual non-profit application process, the High Point Community Foundation requested \$200,000 for the high-dosage tutoring program.

This program utilizes specially trained tutors to provide individual tutoring 2-6 hours per week for students who are not achieving literary skills. All students involved will be residents of High Point, targeting first grade students in high poverty elementary schools who scored well below the benchmark in acquiring literacy skills.

BUDGET IMPACT: The attached budget ordinance amendment transfers the funds for this allocation.

RECOMMENDATION/ACTION REQUESTED: The City Council is requested to approve the allocation of ARPA-enabled funds to the High Point Community Foundation, approve a budget ordinance amendment transferring the funds for this allocation, and authorize the appropriate city officials to execute all necessary documents.



“AN ORDINANCE AMENDING THE 2024-2025 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO TRANSFER FUNDS FOR THE HIGH POINT COMMUNITY FOUNDATION
HIGH-DOSAGE TUTORING PROGRAM

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

Section 1. The proposed amendment transfers \$200,000 in ARPA-enabled funds to be allocated to the High Point Community Foundation for the high-dosage tutoring program.

Section 2. The 2024-2025 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following General Capital Projects Fund expenditures be amended as follows:

Restricted Account for Future Use	-\$200,000
High Point Community Foundation	<u>\$200,000</u>
	\$0

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 7th day of October 2024

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk



City of High Point

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

Master

File Number: 2024-384

File ID: 2024-384

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 09/27/2024

File Name:

Final Action:

Title: Consideration of a Resolution Authorizing an Agreement with North Carolina Department of Transportation (NCDOT)
City Council is requested to consider a Resolution for an agreement with NCDOT to provide funding for the FY2025 Furniture Market transportation services and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

Sponsors:

Enactment Date:

Attachments: NCDOT Furniture Market Funding Agreement

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: North Carolina Department of Transportation (NCDOT) Furniture Market Transportation Grant Agreement	
FROM: Angela Wynes, Transit Manager	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Grant Award Letter Authorizing Resolution Agreement	

PURPOSE: To enter into an agreement with NCDOT to provide funding for the FY2025 Furniture Market transportation services.

BACKGROUND: The North Carolina Department of Transportation Integrated Mobility Division annually provides financial assistance to assist with transportation services during each of the bi-annual Furniture Markets. The grant agreement provides \$1,700,000 in funding to assist with transportation services for the October 2023 and April 2024 Furniture Markets.

BUDGET IMPACT: This item is a pass-through item and has a neutral impact on the City's FY2025 budget.

RECOMMENDATION/ACTION REQUESTED: Staff recommends that the City Council adopt the Authorizing Resolution for an agreement with NCDOT and authorize the appropriate city staff or officials to execute all necessary documents.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

August 25, 2024

Ms. Tasha Logan-Ford, City Manager
City of High Point
PO Box 230
High Point, North Carolina 27261

RE: FY25 Demonstration Grant Program
Project No.: 25-DG-113
WBS Element No.: 36223.13.17.2
Period of Performance: 7/1/2024 – 6/30/2025

Dear Ms. Logan-Ford:

On September 4, 2024, the Board of Transportation approved your organization's request for an FY25 Demonstration Grant in the amount of \$1,700,000. The agreement to be executed between City of High Point and NCDOT is enclosed. The individual authorized to enter into this agreement for financial assistance on behalf of your agency will sign the agreement. Please provide a copy of the agreement to all parties that will be involved in the administration of the grant, and request that the agreement be reviewed carefully. Instructions for completion of the grant agreement process are enclosed.

Please refer to Section 6b of the grant agreement that requires sub-recipients to submit monthly or quarterly requests for reimbursement.

If you have any question related to the grant agreement, please contact Myra Freeman, Financial Manager at 919-707-4672 or your assigned Accounting Specialist. In any correspondence, please reference your assigned project number, WBS element, Agreement number and period of performance referenced on this letter.

Sincerely,

A handwritten signature in cursive script that reads "Brennon Fuqua".

Brennon Fuqua
Director

BF\mf
CC: Angela W. Wynes, Transit Manager
Attachments

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
INTEGRATED MOBILITY DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

Telephone: (919) 707-4670
Fax: (919) 733-1391
Customer Service: 1-877-368-4968

Website: ncdot.gov

Location:
1 SOUTH WILMINGTON STREET 2
RALEIGH, NC 27601

RESOLUTION
AUTHORIZING THE CITY OF HIGH POINT
TO ENTER INTO AN AGREEMENT WITH
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

A motion was made by _____ (***name and title***) and
seconded by _____ (***name and title***) for adoption
of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, the **City of High Point** has requested the North Carolina Department of
Transportation to assist in the funding of **transportation services for the biennial
Furniture Market**; and

WHEREAS, the **North Carolina Department of Transportation** will provide **up to
\$1,700,000** of the cost of the above described project;

NOW THEREFORE, BE IT RESOLVED that the **City Manager** is hereby authorized to
enter into a contract with the Department of Transportation and execute all agreements
and contracts with the North Carolina Department of Transportation, Public
Transportation Division.

ATTEST:

Cyril Jefferson, Mayor

Sandra Keeney, City Clerk

.....
I, **Sandra Keeney, City Clerk** do hereby certify that the above is a true and correct
copy of an excerpt of the minutes of a meeting of the **High Point City Council** duly held
on the **7th** day of **October, 2024**.

Sandra Keeney, City Clerk

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
and
CITY OF HIGH POINT**

**PUBLIC TRANSPORTATION GRANT AGREEMENT FOR
DEMONSTRATION GRANT PROGRAM**

State Award Identification

NCDOT Program Number: **DOT-11**
Application Number: **1000022404**
Agreement Number:
NCDOT Project Number: **25-DG-113**
Indirect cost rate: **N/A**
Unique Entity Identifier (UEI)
Number: **UVJAHE7H36N6**
Total YTD Awards: **\$3,630,644**
Total amount of Award: **\$1,700,000**
State: **\$1,700,000**
Local: **\$0**
Award Period of Performance
Start Date: **JULY 1, 2024**
End Date: **JUNE 30, 2025**

.....
State Funded Programs:

- ☐ **Advanced Technology Program (AT)**
- ☒ **Demonstration Grant Program (DG)**
- ☐ **Coordination (CO) / Consolidated (CN) for Regional Service Program (ConCPT)**
- ☐ **Rural State Operating Program (RO)**
- ☐ **Rural State Capital Program (RC)**
- ☐ **Transit Demand Management Program (TDM)**
- ☐ **Ride Share Program (RS)**
- ☐ **Traveler's Aid Program (TA)**



Urban State Match Program (UM)

THIS AGREEMENT made this the ____ day of _____, 20____, (hereinafter referred to as AGREEMENT) by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department", an agency of the State of North Carolina) and **CITY OF HIGH POINT**, (acting in its capacity as the grant recipient hereinafter referred to as the "Grantee" and together with Department as "Parties").

1. Purpose of Agreement

The purpose of this Agreement is to provide for the undertaking of nonurbanized and small urban public transportation services as described in the project application (hereinafter referred to as "Project") and to state the terms and conditions as to the manner in which the Project will be undertaken and completed. This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein. This Agreement is solely for the benefit of the identified parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

2. Availability of Funds

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

3. Period of Performance

This Agreement shall commence upon the date of execution with a period of performance for all expenditures that extends from **JULY 1, 2024 to JUNE 30, 2025**. Any requests to change the Period of Performance must be made in accordance with the policies and procedures established by the Department or FTA. The Grantee shall commence, carry on, and complete the approved Project in a sound, economical, and efficient manner.

4. Project Implementation

- a. **Scope of Project.** The City of High Point will support transportation for the annual Fall and Spring furniture markets in High Point and will disburse up to \$850,000 for each market subject to appropriations by the legislature.
- b. The Grantee shall undertake and complete the project in accordance with the procedures, terms, and conditions herein and as included in the related grant

application for financial assistance, the terms of which are incorporated by reference.

- c. Amendment. Any amendment to this Agreement shall be done in writing and in accordance with established policies and procedures and only by mutual consent of the Parties.

5. Cost of Project/Project Budget

The total cost of the Project approved by the Department is **ONE MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$1,700,000)** as set forth in the Project Description and Budget, incorporated into this Agreement as **Attachment A**. The Department shall provide, from State funds, the percentages of the actual net cost of the Project as indicated below, not in excess of the identified amounts for eligible Administrative, Operating, and Capital expenses. The Grantee hereby agrees that it will provide the percentages of the actual net cost of the Project, as indicated below, and any amounts in excess of the Department's maximum (State shares) contribution. The net cost is the price paid minus any refunds, rebates, or other items of value received by the Grantee which have the effect of reducing the actual cost.

Operating WBS	Operating Total	Operating Federal (0%)	Operating State (100%)	Operating Local (0%)
36223.13.17.2	\$1,700,000	\$0	\$1,700,000	\$0
Agreement #				
Project Total	Project Total	Project Total Federal	Project Total State	Project Total Local
	\$1,700,000	\$0	\$1,700,000	\$0

6. Project Expenditures, Payments, and Reimbursement

- a. General. The Department, utilizing available state and federal funds, shall reimburse the Grantee for allowable costs for work performed under the terms of this Agreement.
- b. Reimbursement Procedures. The Grantee shall submit for reimbursement all eligible costs incurred within the agreement Period of Performance.
 - i. Claims for reimbursement shall be made no more than monthly or less than quarterly, using the State's grant system, Enterprise Business Services (EBS) Partner Application.
 - ii. All requests for reimbursement must be submitted within (30) days following the end of the project's reporting period. Any Grantee that fails to submit a request for reimbursement for the first two quarters of

agreement fiscal year by January 31 or the last two quarters by July 31 will forfeit its ability to receive reimbursement for those periods.

- iii. All payments issued by the Department will be on a reimbursable basis unless the Grantee requests and the Department approves an advance payment.
- iv. Supporting documentation for proof of payment may be requested.
- c. Grantee Funds. Prior to reimbursement, the Grantee shall provide the Department with proof that the Grantee has met its proportionate share of project costs from sources other than FTA or the Department. Any costs for work not eligible for Federal and State participation shall be financed one hundred percent (100%) by the Grantee.
- d. Operating Expenditures. In order to assist in financing the operating costs of the project, the Department shall reimburse the Grantee for the lesser of the following when providing operating assistance:
 - i. The balance of unrecovered operating expenditures after deducting all farebox revenue, or
 - ii. The percentage specified in the Approved Project Budget of the allowable total operating expenditures which shall be determined by available funding.
- e. Travel Expenditures. The Grantee shall limit reimbursement for meals, lodging and travel to rates established by the State of North Carolina Travel Policy. Costs incurred by the Grantee in excess of these rates shall be borne by the Grantee.
- f. Allowable Costs. Expenditures made by the Grantee shall be reimbursed as allowable costs to the extent they meet all of the requirements set forth below. They must be:
 - i. Consistent with the Project Description, plans, specifications, and Project Budget and all other provisions of this Agreement
 - ii. Necessary in order to accomplish the Project
 - iii. Reasonable in amount for the goods or services purchased
 - iv. Actual net costs to the Grantee, i.e., the price paid minus any refunds (e.g., refundable sales and use taxes pursuant to NCGS 105-164.14), rebates, or other items of value received by the Grantee that have the effect of reducing the cost actually incurred

- v. Incurred (and be for work performed) within the period of performance and period covered of this Agreement unless specific authorization from the Department to the contrary is received
 - vi. Satisfactorily documented
 - vii. Treated uniformly and consistently under accounting principles and procedures approved or prescribed by the Department
- g. Excluded Costs.** The Grantee understands and agrees that, except to the extent the Department determines otherwise in writing, the Department will exclude:
- i. Any Project cost incurred by the Grantee before the period of performance of the agreement,
 - ii. Any cost that is not included in the latest Approved Project Budget,
 - iii. Any cost for Project property or services received in connection with a third-party contract, sub-agreement, lease, or other arrangement that is required to be, but has not been, concurred in or approved in writing by the Department, and
 - iv. Any cost ineligible for FTA participation as provided by applicable Federal or State laws, regulations, or directives.
- h. Final Allowability Determination.** The grantee understands and agrees that payment to the grantee on any Project cost does not constitute the Federal or State Government's final decision about whether that cost is allowable and eligible for payment and does not constitute a waiver of any violation by the grantee of the terms of this Agreement. The grantee acknowledges that the Federal or State Government will not make a final determination about the allowability and eligibility of any cost until an audit of the Project has been completed. If the Federal or State Government determines that the grantee is not entitled to receive any portion of the Federal or State assistance the grantee has requested or provided, the Department will notify the Grantee in writing, stating its reasons. The Grantee agrees that Project closeout will not alter the Grantee's responsibility to return any funds due the Federal or State Government as a result of later refunds, corrections, or other transactions; nor will Project closeout alter the Federal or State Government's right to disallow costs and recover funds on the basis of a later audit or other review. Unless prohibited by Federal or State law or regulation, the Federal or State Government may recover any Federal or State assistance funds made available for the Project as necessary to satisfy any outstanding monetary claims that the Federal or State Government may have against the Grantee.

- i. Federal or State Claims, Excess Payments, Disallowed Costs, Including Interest.
 - i. Grantee's Responsibility to Pay. Upon notification to the Grantee that specific amounts are owed to the Federal or State Government, whether for excess payments of Federal or State assistance, disallowed costs, or funds recovered from third parties or elsewhere, the Grantee agrees to remit to the Department promptly the amounts owed, including applicable interest and any penalties and administrative charges within 60 days of notification.
 - ii. Interest Paid to the Department. The Grantee agrees to remit to the Department interest owed as determined in accordance with NCGS § 147-86.23.
 - iii. Interest and Fees Paid on Federal Funds. For amounts owed by the Grantee to the Federal Government, whether for excess payments of Federal assistance, disallowed costs, or funds recovered from third parties or elsewhere, the Grantee agrees to remit to the Federal Government promptly the amounts owed, including applicable interest, penalties and administrative charges as established by the Federal Transit Authority Master Agreement with NCDOT.
- j. De-obligation of Funds. The Grantee agrees that the Department may de-obligate unexpended Federal and State funds for grants that are inactive for six months or more.
- k. Project Closeout. Project closeout occurs when the Department issues the final project payment or acknowledges that the Grantee has remitted the proper refund. The Grantee agrees that Project closeout by the Department does not invalidate any continuing requirements imposed by this Agreement.

7. Accounting Records

- a. Establishment and Maintenance of Accounting Records. The Grantee shall establish and maintain separate accounts for the public transportation program, either independently or within the existing accounting system. All costs charged to the program shall be in accordance with most current approved Project Budget and shall be reported to the Department in accordance with NCDOT Uniform Public Transportation Accounting System (UPTAS) guide.
- b. Documentation of Project Costs. All costs charged to the Project, including any approved services performed by the Grantee or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature and propriety of the charges.

8. Reporting, Record Retention, and Access

- a. Progress Reports. The Grantee shall advise the Department, through EBS, regarding the progress of the Project at a minimum quarterly, and at such time and in such a manner as the Department may require. Such reporting and documentation may include, but not be limited to: operating statistics, equipment usage, meetings, progress reports, and monthly performance reports. The Grantee shall collect and submit to the Department such financial statements, data, records, contracts, and other documents related to the Project as may be deemed necessary by the Department. Reports shall include narrative and financial statements of sufficient substance to be in conformance with the reporting requirements of the Department. Progress reports throughout the useful life of the project equipment shall be used, in part, to document utilization of the project equipment. Failure to fully utilize the project equipment in the manner directed by the Department shall constitute a breach of contract, and after written notification by the Department, may result in termination of the Agreement or any such remedy as the Department deems appropriate.
- b. Failure to comply with grant reporting and compliance guidelines set forth in the NCDOT PTD State Management Plan could result in financial penalties up to and including loss of current and future grant funding.
- c. Record Retention. The Grantee and its third party subrecipients shall retain all records pertaining to this Project for a period of five (5) years from the date of final payment to the Grantee, or until all audit exceptions have been resolved, whichever is longer.
- d. Project Closeout. The Grantee agrees that Project closeout does not alter the reporting and record retention requirements of this Agreement.
- e. State Auditor Oversight. The Grantee agrees to audit oversight by the Office of the State Auditor, the Department, and the Department's Office of Inspector General, to provide the Office of the State Auditor, the Department, and the Department's Office of Inspector General with access to accounting records, and to make available any audit work papers in the possession of any auditor of the Grantee.
- f. Financial Reporting and Audit Requirements. In accordance with 09 NCAC 03M.0205, all reports shall be filed with the Department in the format and method specified by the agency no later than three (3) months after the end of the recipient's fiscal year, unless the same information is already required through more frequent reporting. Audit Reports must be provided to the funding agency no later than nine (9) months after the end of the recipient's fiscal year.
- g. Parts Inventory. Financial audits must address parts inventory management.

- h. Third Party Loans. Within 30 days of receipt, the Grantee shall disclose to the Department any loans received from a local government entity or other entity not party to this agreement.
- i. Audit Costs. Unless prohibited by law, the costs of audits made in accordance with Title 2 CFR 200, Subpart F, "Audit Requirements" are allowable charges to State and Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with cost principles outlined in Title 2 CFR 200, Subpart E, "Cost Principles." The cost of any audit not conducted in accordance with Title 2 CFR 200 and NCGS§ 159-34 is unallowable and shall not be charged to State or Federal grants.

9. Compliance with Laws and Regulations

- a. No terms herein shall be construed in a manner that conflicts with the rules and regulations of the Department or with state or federal law.
- b. The Grantee agrees to comply with all applicable state and federal laws and regulations, including titles 09 NCAC 3M and 19A NCAC 5B, as amended.

10. Conflicts of Interest Policy

The grantee agrees to file with the Department a copy of the grantee's policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body. The grantee's policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the grantee's employees or members of its board or other governing body, from the grantee's disbursing of State funds, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The conflicts of interest policy shall be filed with the Department prior to the Department disbursing funds to the grantee.

Prohibition on Bonus or Commission Payments

The Grantee affirms that it has not paid and will not pay any bonus or commission to any party to obtain approval of its Federal or State assistance application for the Project.

11. Tax Compliance Certification

The Grantee shall complete and submit to the Department a sworn written statement pursuant to NCGS 143C-6-23(c), stating that the Grantee does not have any overdue tax debts, as defined by GS 105-243.1, at the Federal, State, or local level. The Grantee acknowledges that the written statement must be submitted to the Department prior to execution of this Agreement and disbursement of funds. The certification will be incorporated into this Agreement as Attachment B.

12. Assignment

- a. Unless otherwise authorized in writing by the Department, the Grantee shall not assign any portion of the work to be performed under this Agreement, or execute any contract, amendment, or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this Agreement without the prior written concurrence of the Department.
- b. The Grantee agrees to incorporate the terms of this agreement and any applicable State or Federal requirements into written third-party contracts, sub-agreements, and leases, and to take the appropriate measures necessary to ensure that all Project participants comply with applicable Federal and State laws, regulations, and directives affecting their performance, except to the extent the Department determines otherwise in writing.

13. Hold Harmless.

Except as prohibited or otherwise limited by law, the Grantee agrees to indemnify, save, and hold harmless the Department, the State of North Carolina and the United States of America and its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Grantee of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project.

14. Real Property, Equipment, and Supplies.

Federal or State Interest. The Grantee understands and agrees that the Federal or State Government retains an interest in any real property, equipment, and supplies financed with Federal or State assistance (Project property) until, and to the extent, that the Federal or State Government relinquishes its Federal or State interest in that Project property. NCDOT shall be informed and included in all ribbon cuttings / dedications / groundbreakings. With respect to any Project property financed with Federal or State assistance under this Agreement, the Grantee agrees to comply with the following provisions, except to the extent FTA or the Department determines otherwise in writing:

- a. Use of Project Property. The Grantee agrees to maintain continuing control of the use of Project property. The Grantee agrees to use Project property for appropriate Project purposes (which may include joint development purposes that generate program income, both during and after the award period and used to support public transportation activities) for the duration of the useful life of that property, as required by FTA or the Department. Should the Grantee unreasonably delay or fail to use Project property during the useful life of that property, the Grantee agrees that it may be required to return the entire amount of the Federal and State assistance expended on that property. The Grantee further agrees to notify the Department immediately when any Project property is withdrawn from Project use

or when any Project property is used in a manner substantially different from the representations the Grantee has made in its Application or in the Project Description for this Agreement for the Project. In turn, the Department shall be responsible for notifying FTA.

- b. Maintenance and Inspection of Vehicles. The Grantee shall maintain vehicles at a high level of cleanliness, safety, and mechanical soundness in accordance with the minimum maintenance requirements recommended by the manufacturer and comply with the Department's State Management Plan ("SMP"). The Grantee shall register all vehicle maintenance activities into the Department's Asset Management System (AssetWorks) or an electronic version of same. The Department shall conduct frequent inspections to confirm proper maintenance pursuant to this subsection and the SMP. The Grantee shall collect and submit to the Department at such time and in such manner as it may require information for the purpose of the Department's Asset Management System (AssetWorks) and the Transit Asset Maintenance ("TAM") Plan.
- c. Maintenance and Inspection of Facilities and Equipment. The Grantee shall maintain any Project facility, including any and all equipment installed into or added on to the facility as part of the Project, in good operating order and at a high level of cleanliness, safety and mechanical soundness in accordance with good facility maintenance and upkeep practices and in accordance with the minimum maintenance requirements recommended by the manufacturer for all equipment installed in or added to the facility as part of the Project. Such maintenance shall be in compliance with applicable Federal and state regulations or directives that may be issued, except to the extent that the Department determines otherwise in writing. The Grantee shall document its maintenance program in a written plan. The Department shall conduct inspections as it deems necessary to confirm proper maintenance on the part of the Grantee pursuant to this subsection and SMP. Such inspections may or may not be scheduled ahead of time but will be conducted such that they shall not significantly interfere with the ongoing and necessary functions for which the Project was designed. The Grantee shall make every effort to accommodate such inspections by the Department in accordance with the Department's desired schedule for such inspections.
- d. The Grantee shall collect and submit to the Department at such time and in such manner as the Department may require information for the purpose of updating the TAM Plan Inventory and any and all other reports the Department deems necessary. The Grantee shall also maintain and make available to the Department upon its demand all documents, policies, procedures, purchase orders, bills of sale, internal work orders and similar items that demonstrate the Grantee's maintenance of the facility in good operating order and at a high level of cleanliness, safety and mechanical soundness.
- e. Incidental Use. The Grantee agrees that any incidental use of Project property will not exceed that permitted under applicable laws, regulations, and directives.

- f. Title to Vehicles. The Certificate of Title to all vehicles purchased under the Approved Budget for this Project shall be in the name of the Grantee. The Department's Public Transportation Division shall be recorded on the Certificate of Title as first lien-holder. In the event of project termination or breach of contract provisions, the Grantee shall, upon written notification by the Department, surrender Project equipment and/or transfer the Certificate(s) of Title for Project equipment to the Department or the Department's designee within 30 days of request.
- g. Encumbrance of Project Property. The Grantee agrees to maintain satisfactory continuing control of Project property as follows:
 - (1) Written Transactions. The Grantee agrees that it will not execute any transfer of title, lease, lien, pledge, mortgage, encumbrance, third party contract, subagreement, grant anticipation note, alienation, innovative finance arrangement (such as a cross border lease, leveraged lease, or otherwise), or any other obligation pertaining to Project property, that in any way would affect the continuing Federal and State interest in that Project property.
 - (2) Oral Transactions. The Grantee agrees that it will not obligate itself in any manner to any third party with respect to Project property.
 - (3) Other Actions. The Grantee agrees that it will not take any action adversely affecting the Federal and State interest in or impair the Grantee's continuing control of the use of Project property.
- h. Alternative Use, Transfer, and Disposition of Project Property. The Grantee understands and agrees any alternative uses, transfers, or disposition of project property must be approved by the Department and done in accordance with Departmental procedures.
- i. Insurance Proceeds. If the Grantee receives insurance proceeds as a result of damage or destruction to the Project property that has not met its useful life, the Grantee agrees to:
 - (1) Apply those insurance proceeds to the cost of replacing the damaged or destroyed Project property taken out of service, or
 - (2) Return to the Department an amount equal to the remaining Federal and State interest in the damaged or destroyed Project property.
- j. Misused or Damaged Project Property. If any damage to Project property results from abuse or misuse occurring with the Grantee's knowledge and consent, the Grantee agrees to restore the Project property to its original condition or refund the value of the Federal and State interest in that property, as the Department may require.

- k. Responsibilities after Project Closeout. The Grantee agrees that Project closeout by the Department will not change the Grantee's Project property management responsibilities, and as may be set forth in subsequent Federal and State laws, regulations, and directives, except to the extent the Department determines otherwise in writing.

15. Insurance

The Grantee shall be responsible for protecting the state and/or federal financial interest in the facility construction/renovation and equipment purchased under this Agreement throughout the useful life. The Grantee shall provide, as frequently and in such manner as the Department may require, written documentation that the facility and equipment are insured against loss in an amount equal to or greater than the state and/or federal share of the real value of the facility or equipment. Failure of the Grantee to provide adequate insurance shall be considered a breach of contract and, after notification may result in termination of this Agreement. In addition, other insurance requirements may apply. The Grantee agrees to comply with the insurance requirements normally imposed by North Carolina State and local laws, regulations, and ordinances, except to the extent that the Department determines otherwise in writing.

16. Termination

- a. Either party may terminate the Agreement by providing 60 days written notice to the other party, or as otherwise permitted by law.
- b. Should the Grantee terminate the Agreement without the concurrence of the Department, the Grantee shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the work.

17. Additional Repayment Requirements and Remedies

- a. The repayment requirements and remedies addressed in this Paragraph are in addition to those repayment requirements and other remedies set forth elsewhere in this Agreement, including the requirements to repay unspent funds. No remedy conferred or reserved by or to the Department is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy provided for in this Agreement, or now or hereinafter existing at law, in equity, or by statute, and any such right or power may be exercised from time to time and as often as may be deemed expedient.
- b. If there is a breach of any of the requirements, covenants or agreements in this Agreement (including, without limitation, any reporting requirements), or if there are any representations or warranties which are untrue as to a material fact in this Agreement or in relation to the Project (including the performance thereof), the Grantee agrees that the Department may require repayment from the

Grantee of an amount of funds to be determined in the Department's sole discretion but not to exceed the amount of funds the Grantee has already received under this Agreement.

18. Civil Rights

- a. Civil Rights Requirements. The Recipient agrees that it must comply with applicable federal civil rights laws, regulations, and requirements, and follow applicable federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or a federal program, including the Indian Tribe Recipient or the Tribal Transit Program, is specifically exempted from a civil rights statute, FTA requires compliance with each civil rights statute, including compliance with equity in service requirements.
- b. Nondiscrimination in Federal Public Transportation Programs. The Recipient agrees to, and assures that it and each Third Party Participant will:
 - (1) Prohibit discrimination based on race, color, religion, national origin, sex (including gender identity), disability, or age.
 - (2) Prohibit the:
 - (a) Exclusion from participation in employment or a business opportunity for reasons identified in 49 U.S.C. § 5332,
 - (b) Denial of program benefits in employment or a business opportunity identified in 49 U.S.C. § 5332, or
 - (c) Discrimination identified in 49 U.S.C. § 5332, including discrimination in employment or a business opportunity identified in 49 U.S.C. § 5332.
 - (3) Follow:
 - (a) The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance, but
 - (b) FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its Underlying Agreement supported with federal assistance under the Tribal Transit Program.
- c. Nondiscrimination – Title VI of the Civil Rights Act. The Recipient agrees to, and assures that each Third Party Participant will:
 - (1) Prohibit discrimination based on race, color, or national origin,
 - (2) Comply with:
 - (a) Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d *et seq.*,
 - (b) U.S. DOT regulations, "Nondiscrimination in Federally-Assisted

- Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964,” 49 C.F.R. part 21, and
- (c) Federal transit law, specifically 49 U.S.C. § 5332, and
- (3) Follow:
- (a) The most recent edition of FTA Circular 4702.1, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” to the extent consistent with applicable federal laws, regulations, requirements, and guidance,
 - (b) U.S. DOJ, “Guidelines for the enforcement of Title VI, Civil Rights Act of 1964,” 28 C.F.R. § 50.3, and
 - (c) All other applicable federal guidance that may be issued.
- d. Equal Employment Opportunity.
- (1) Federal Requirements and Guidance. The Recipient agrees to, and assures that each Third Party Participant will, prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and:
 - (a) Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et seq.*,
 - (b) Facilitate compliance with Executive Order No. 11246, “Equal Employment Opportunity” September 24, 1965 (42 U.S.C. § 2000e note,), as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs,
 - (c) Comply with federal transit law, specifically 49 U.S.C. § 5332, as provided in section 12 of this Master Agreement,
 - (d) FTA Circular 4704.1 “Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients,” and
 - (e) Follow other federal guidance pertaining to EEO laws, regulations, and requirements, and prohibitions against discrimination on the basis of disability,
 - (2) Specifics. The Recipient agrees to, and assures that each Third Party Participant will:
 - (a) Prohibited Discrimination. Ensure that applicants for employment are employed and employees are treated during employment without discrimination based on their race, color, religion, national origin, disability, age, sexual orientation, gender identity, or status as a parent, as provided in Executive Order No. 11246 and by any later Executive Order that amends or supersedes it, and as specified by U.S. Department of Labor regulations,
 - (b) Affirmative Action. Take affirmative action that includes, but is not limited to:
 - 1 Recruitment advertising, recruitment, and employment,

- 2 Rates of pay and other forms of compensation,
 - 3 Selection for training, including apprenticeship, and upgrading, and
 - 4 Transfers, demotions, layoffs, and terminations, but
- (c) Indian Tribe. Recognize that Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of “Employer,” and
- (3) Equal Employment Opportunity Requirements for Construction Activities. Comply, when undertaking “construction” as recognized by the U.S. Department of Labor (U.S. DOL), with:
 - (a) U.S. DOL regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. chapter 60, and
 - (b) Executive Order No. 11246, “Equal Employment Opportunity in Federal Employment,” September 24, 1965, 42 U.S.C. § 2000e note (30 *Fed. Reg.* 12319, 12935), as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note.
- e. Disadvantaged Business Enterprise. To the extent authorized by applicable federal laws, regulations, or requirements, the Recipient agrees to facilitate, and assures that each Third Party Participant will facilitate, participation by small business concerns owned and controlled by socially and economically disadvantaged individuals, also referred to as “Disadvantaged Business Enterprises” (DBEs), in the Underlying Agreement as follows:
 - (1) Statutory and Regulatory Requirements. The Recipient agrees to comply with:
 - (a) Section 1101(b) of the FAST Act, 23 U.S.C. § 101 note,
 - (b) U.S. DOT regulations, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs,” 49 C.F.R. part 26, and
 - (c) Federal transit law, specifically 49 U.S.C. § 5332, as provided in section 12 of this Master Agreement.
 - (2) DBE Program Requirements. A Recipient that receives planning, capital and/or operating assistance and that will award prime third party contracts exceeding \$250,000 in a federal fiscal year must have a DBE program that is approved by FTA and meets the requirements of 49 C.F.R. part 26.
 - (3) Special Requirements for a Transit Vehicle Manufacturer (TVM). The Recipient agrees that:
 - (a) TVM Certification. Each TVM, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, must certify that it has complied with the requirements of 49 C.F.R. part 26, and
 - (b) Reporting TVM Awards. Within 30 days of any third party contract award for a vehicle purchase, the Recipient must submit to FTA the name of the TVM contractor and the total dollar value of the third party contract, and notify FTA that this information has been attached in

TrAMS. The Recipient must also submit additional notifications if options are exercised in subsequent years to ensure that the TVM is still in good standing.

(4) Assurance. As required by 49 C.F.R. § 26.13(a):

- (a) Recipient Assurance. The Recipient agrees and assures that:
 - 1 It must not discriminate based on race, color, national origin, or sex in the award and performance of any FTA or U.S. DOT-assisted contract, or in the administration of its DBE program or the requirements of 49 C.F.R. part 26,
 - 2 It must take all necessary and reasonable steps under 49 C.F.R. part 26 to ensure nondiscrimination in the award and administration of U.S. DOT- assisted contracts,
 - 3 Its DBE program, as required under 49 C.F.R. part 26 and as approved by U.S. DOT, is incorporated by reference and made part of the Underlying Agreement, and
 - 4 Implementation of its DBE program approved by U.S. DOT is a legal obligation and failure to carry out its terms shall be treated as a violation of this Master Agreement.
- (b) Subrecipient/Third Party Contractor/Third Party Subcontractor Assurance. The Grantee agrees and assures that it will include the following assurance in each subagreement and third party contract it signs with a Subrecipient or Third Party Contractor and agrees to obtain the agreement of each of its Subrecipients, Third Party Contractors, and Third Party Subcontractors to include the following assurance in every subagreement and third party contract it signs:
 - 1 The Subrecipient, each Third Party Contractor, and each Third Party Subcontractor must not discriminate based on race, color, national origin, or sex in the award and performance of any FTA or U.S. DOT-assisted subagreement, third party contract, and third party subcontract, as applicable, and the administration of its DBE program or the requirements of 49 C.F.R. part 26,
 - 2 The Subrecipient, each Third Party Contractor, and each Third Party Subcontractor must take all necessary and reasonable steps under 49 C.F.R. part 26 to ensure nondiscrimination in the award and administration of U.S. DOT-assisted subagreements, third party contracts, and third party subcontracts, as applicable,
 - 3 Failure by the Subrecipient and any of its Third Party Contractors or Third Party Subcontractors to carry out the requirements of this subparagraph 12.e(4)(b) is a material breach of this subagreement, third party contract, or third party subcontract, as applicable, and
 - 4 The following remedies, or such other remedy as the Recipient deems appropriate, include, but are not limited to, withholding monthly progress payments, assessing sanctions, liquidated

damages, and/or disqualifying the Subrecipient, Third Party Contractor, or Third Party Subcontractor from future bidding as non-responsible.

- (5) Remedies. Upon notification to the Recipient of its failure to carry out its approved program, FTA or U.S. DOT may impose sanctions as provided for under 49 C.F.R. part 26, and, in appropriate cases, refer the matter for enforcement under either or both 18 U.S.C. § 1001, and/or the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*
- f. Nondiscrimination on the Basis of Sex. The Recipient agrees to comply with federal prohibitions against discrimination based on sex, including:
 - (1) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 *et seq.*,
 - (2) U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 C.F.R. part 25, and
 - (3) Federal transit law, specifically 49 U.S.C. § 5332.
- g. Nondiscrimination on the Basis of Age. The Recipient agrees to comply with federal prohibitions against discrimination based on age, including:
 - (1) The Age Discrimination in Employment Act, 29 U.S.C. §§ 621 – 634, which prohibits discrimination based on age,
 - (2) U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, “Age Discrimination in Employment Act,” 29 C.F.R. part 1625,
 - (3) The Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 *et seq.*, which prohibits discrimination against individuals based on age in the administration of Programs, Projects, and related activities receiving federal assistance,
 - (4) U.S. Health and Human Services regulations, “Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance,” 45 C.F.R. part 90, and
 - (5) Federal transit law, specifically 49 U.S.C. § 5332.
- h. Nondiscrimination on the Basis of Disability. The Recipient agrees to comply with the following federal prohibitions against discrimination based on disability:
 - (1) Federal laws, including:
 - (a) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination based on disability in the administration of federally assisted Programs, Projects, or activities,
 - (b) The Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101 *et seq.*, which requires that accessible facilities and services be made available to individuals with disabilities:

- 1 For FTA Recipients generally, Titles I, II, and III of the ADA apply, but
- 2 For Indian Tribes, Titles II and III of the ADA apply, but Title I of the ADA does not apply because it exempts Indian Tribes from the definition of “employer,”
- (c) The Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq.*, which requires that buildings and public accommodations be accessible to individuals with disabilities,
- (d) Federal transit law, specifically 49 U.S.C. § 5332, which now includes disability as a prohibited basis for discrimination, and
- (e) Other applicable federal laws, regulations, and requirements pertaining to access for seniors or individuals with disabilities.
- (2) Federal regulations and guidance, including:
 - (a) U.S. DOT regulations, “Transportation Services for Individuals with Disabilities (ADA),” 49 C.F.R. part 37,
 - (b) U.S. DOT regulations, “Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance,” 49 C.F.R. part 27,
 - (c) Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB) and U.S. DOT regulations, “Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles,” 36 C.F.R. part 1192 and 49 C.F.R. part 38,
 - (d) U.S. DOT regulations, “Transportation for Individuals with Disabilities: Passenger Vessels,” 49 C.F.R. part 39,
 - (e) U.S. DOJ regulations, “Nondiscrimination on the Basis of Disability in State and Local Government Services,” 28 C.F.R. part 35,
 - (f) U.S. DOJ regulations, “Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities,” 28 C.F.R. part 36,
 - (g) U.S. EEOC, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. part 1630,
 - (h) U.S. Federal Communications Commission regulations, “Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities,” 47 C.F.R. part 64, subpart F,
 - (i) U.S. ATBCB regulations, “Electronic and Information Technology Accessibility Standards,” 36 C.F.R. part 1194,
 - (j) FTA regulations, “Transportation for Elderly and Handicapped Persons,” 49 C.F.R. part 609,
 - (k) FTA Circular 4710.1, “Americans with Disabilities Act: Guidance,” and
 - (l) Other applicable federal civil rights and nondiscrimination regulations and guidance.

- i. Drug or Alcohol Abuse – Confidentiality and Other Civil Rights Protections. The Recipient agrees to comply with the confidentiality and civil rights protections

of:

- (1) The Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. § 1101 *et seq.*,
 - (2) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. § 4541 *et seq.*, and
 - (3) The Public Health Service Act, as amended, 42 U.S.C. §§ 290dd – 290dd-2.
- j. Access to Services for Persons with Limited English Proficiency. The Recipient agrees to promote accessibility of public transportation services to persons with limited understanding of English by following:
- (1) Executive Order No. 13166, “Improving Access to Services for Persons with Limited English Proficiency,” August 11, 2000, 42 U.S.C. § 2000d-1 note, (65 *Fed. Reg.* 50121,), and
 - (2) U.S. DOT Notice, “DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons,” 70 *Fed. Reg.* 74087, December 14, 2005.
- k. Other Nondiscrimination Laws, Regulations, Requirements, and Guidance. The Recipient agrees to comply with other applicable federal nondiscrimination laws, regulations, and requirements, and follow federal guidance prohibiting discrimination.
- l. Remedies. Remedies for failure to comply with applicable federal Civil Rights laws, regulations, and requirements, and failure to follow guidance may be enforced as provided in those federal laws, regulations, requirements, or guidance.

20. Choice of Law and Venue

This agreement is to be interpreted according to the laws of the State of North Carolina.

21. Severability

If any provision of the FTA Master Agreement or this Agreement for the Project is determined invalid, the remainder of that Agreement shall not be affected if that remainder would continue to conform to the requirements of applicable Federal or State laws or regulations.

22. Contract Administrators.

All notices permitted or required to be given by one Party to the other and all questions about this Agreement from one Party to the other shall be addressed and delivered to the other Party’s Contract Administrator. The name, postal address, street address,

telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, postal address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the Department:

Name: Myra Freeman
Title: Financial Manager
Agency: NCDOT/PTD
Email: Msfreeman1@ncdot.gov
MSC: 1550 Mail Service Center – Raleigh, NC 27699-1550
Physical Address: 1 S. Wilmington St, Rm 542, Transportation Building, Raleigh, NC 27601
Phone: 919-707-4672 Fax: 919-733-2304

For the Grantee:

Name: Angela Wynes
Title: Transit Manager
Agency: City of High Point
Address: 716 W Martin Luther King Jr Dr. High Point, NC 27262
Email: angela.wynes@highpointnc.gov
Phone: 336.883.3062

IN WITNESS WHEREOF, this Agreement has been executed by the Department, an agency of the State of North Carolina, and the Grantee by and through a duly authorized representative and is effective the date and year first above written.

CITY OF HIGH POINT

GRANTEE'S FEDERAL TAX ID NUMBER: 56-6000321

GRANTEE'S FISCAL YEAR END: **JUNE 30, 2025**

BY:

TITLE: **CITY MANAGER**

ATTEST:

TITLE:

DEPARTMENT OF
TRANSPORTATION

BY:

TITLE: **DEPUTY SECRETARY FOR
MULTI-MODAL TRANSPORTATION**



City of High Point

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

Master

File Number: 2024-385

File ID: 2024-385

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 09/27/2024

File Name:

Final Action:

Title: Consideration of a Contract with Workforce Unlimited LLC
City Council is requested to consider a contract with Workforce Unlimited LLC in the amount of \$180,000 for temporary employee services for the Transit Division and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

Sponsors:

Enactment Date:

Attachments: Workforce Unlimited LLC

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Contract for Temporary Employee Services for the Transit Division	
FROM: Angela Wynes, Transit Manager	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: Purchasing RFP 56-062724
ATTACHMENTS: RFP Evaluation Tabulation Bid Recommendation Form	

PURPOSE: Award a contract to Workforce Unlimited, LLC to provide temporary employees to assist the Transit Division with covering vacancies and compliance with transit grant funding and monitoring service requirements.

BACKGROUND: The Transit Division uses temporary employees to fill the Transit Equipment Service Attendant positions, which have been challenging to recruit and retain. The Transit Division will also use temporary employees to provide "mystery rider" services to monitor customer service, safety, and compliance with the Americans with Disabilities Act. Purchasing issued an RFP for these services in June 2024.

BUDGET IMPACT: Funds are included in the Transit Division operating budget to cover this service.

RECOMMENDATION/ACTION REQUESTED: Staff recommends that the City Council award a contract to Workforce Unlimited LLC in the amount of \$180,000 and authorize the appropriate city officials to execute all necessary documents.

City of High Point

RFP 56-062724 Transit Division Temp Employee

RFP #56-062724

Reviewer:	AW	TA	SW	AL		Total Average Score
Vendor Name						
Blue Arbor						
The Bardley Group	65	59	49	64		59.25
Greene Resources						
Halcyon	36	54	38	47		43.75
Lingo						
Logistics	67	70	65	44		61.5
Medical Edge	83	63	65	46		64.25
Staffactory						
Workforce	84	87	87	75		83.25

4

5

3

2

1

FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT: Transportation / Transit

COUNCIL AGENDA DATE: October 7, 2024

BID NO.: 56-062724 CONTRACT NO.: DATE OPEN: 06/27/2024

DESCRIPTION:

Temporary employee services for the Transit Division

PURPOSE:

The Transit Division uses temporary employees to fill the Transit Equipment Service Attendant positions, which have been difficult to recruit and retain. The Transit Division will also use temporary employees to provide "mystery rider" services to monitor customer service, safety, and compliance with the Americans with Disabilities Act.

COMMENTS:

This contract is for three (3) years with the option for two (2) one (1) year renewals.

RECOMMEND AWARD TO: Workforce Unlimited LLC AMOUNT: \$180,000.00

JUSTIFICATION:

Workforce Unlimited LLC submitted the best overall proposal as deemed by the evaluation team. Workforce Unlimited LLC can provide temporary employees to fill vacant service attendant positions until the positions can be filled permanently. The can provide temporary employees to serve as mystery riders.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
641621	527202	641251106010	70304	
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Greg Venable Digitally signed by Greg Venable
Date: 2024.09.24 15:38:02 -04'00' DATE: 9/24/24

The Purchasing Division concurs with recommendation submitted by the Transportation / Transit and recommends award to the lowest responsible, responsive bidder Workforce Unlimited LLC in the amount of \$180,000.00.

PURCHASING MANAGER: Candy E. Harmon Digitally signed by Candy E. Harmon
Date: 2024.09.26 14:23:26 -04'00' DATE: 9/26/2024

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: Bobby Fitzjohn Digitally signed by Bobby Fitzjohn
Date: 2024.09.30 11:35:51 -04'00' DATE: 9/30/24

CITY MANAGER: DATE:
(For City Council Approval Only)



City of High Point

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

Master

File Number: 2024-386

File ID: 2024-386	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: Finance Committee
		File Created: 09/27/2024
File Name:		Final Action:
<div><p>Title: Consideration of a Contract with GMV Syncromatics City Council is requested to consider a contract with GMV Syncromatics in the amount of \$298,079 for a real-time information system and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)</p></div>		
Notes:		
Sponsors:		Enactment Date:
Attachments: GMV Syncromatics		Enactment Number:
Contact Name:		Hearing Date:
Drafter Name:		Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: GMV Syncromatics Real-Time Information System	
FROM: Angela Wynes, Transit Manager	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: PART Master Agreement Bid Recommendation Form	

PURPOSE: Award a contract to GMV Syncromatics to provide a real-time information to allow operations staff and the public to track the location of buses and obtain real-time arrival and departure information.

BACKGROUND: In August 2021, the City of High Point participated in a joint procurement with the Piedmont Authority for Regional Transportation (PART) and seven (7) other partner agencies to request proposals from qualified firms to procure a real-time information IT solution and related technological features and services. The evaluation team received and reviewed proposals from four (4) firms. The evaluation team deemed that GMV Syncromatics submitted the proposal that was of the best value to the participating agencies. PART awarded a master services agreement on March 9, 2022, which expires on the 5th anniversary date of the agreement. PART, Link Transit (Burlington), Davidson County Transportation, and Greensboro Transit have implemented their systems. Winston-Salem Transit is in the implementation process, with an anticipated go-live in November 2024.

BUDGET IMPACT: The initial contract, valued at \$298,079.00, will last three years with two one-year options. Funds are included in the Transit Division operating budget to cover this service.

Federal 80%	\$238,463
City 20%	\$59,616
	\$298,079

RECOMMENDATION/ACTION REQUESTED: Staff recommends that the City Council award a contract to GMV Syncromatics and authorize the appropriate city officials to execute all necessary documents.





NOTIFICATION OF AWARD OF CONTRACT AND MASTER SERVICES AGREEMENT

THIS NOTIFICATION OF AWARD OF CONTRACT AND MASTER SERVICES AGREEMENT ("Agreement") is made as of the 9 day of March, 2022, by and among the Piedmont Authority for Regional Transportation ("PART"), acting on behalf of PART, the Greensboro Transit Authority, High Point Transit, Winston-Salem Transit Authority, Link Transit, Chapel Hill Transit, Davidson County Transportation, and Orange County Transportation (collectively, the "Consortium" and each a "Constituent") and GMV Syncromatics Corporation. ("Contractor").

RECITALS

PART has issued Request for Proposal RFP# 2021.8.30 REAL-TIME (the "RFP"), attached to this Agreement as Exhibit A, on behalf of the Consortium, requesting proposals for the design and delivery of Public Transit Advanced Technology system software, hardware and support equipment and devices; and

PART, on behalf of the Consortium, and Contractor desire to enter into this Agreement, which along with the Contractor/Constituent Agreements (as defined below), shall govern the terms of Contractor's performance of those services described in the RFP.

In consideration of the mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Contract Documents and Order of Precedence.

This Agreement consists of and incorporates the documents listed below as if they were fully set forth in this Agreement, and in case of any conflict among the documents, the order of precedence shall be:

1. This Agreement (including its incorporated terms);
2. The Fixed Price Product & Services Maintenance Support Agreement between Contractor and each Constituent (each, a "Contractor/Constituent Agreement");
3. Contractor's Best and Final Offer (including Contractor Proposal) (attached to this Agreement as Exhibit B);
4. Compliance Forms and DBE (attached to this Agreement as Exhibit C);
5. PART Board of Trustee's acceptance and awarding resolution (attached to this Agreement as Exhibit D);

2. Obligations of Constituents to Contractor.

Provisions of the RFP that refer to PART and place certain obligations on PART shall be the obligations of the Constituent member and not PART (except in those instances where PART is the Constituent). In the interpretation of this Agreement with respect to any matter related to a purchase order, references to



“PART” shall refer to the Constituent identified in the purchase order. Notwithstanding anything to the contrary: (i) PART shall have none of the obligations of the “Consortium Member Agencies” described in the RFP, Contractor’s Best and Final Offer, or the various exhibits, and shall further have no other obligations to Contractor, except those expressly set forth in the terms of this Agreement and the specific Contractor/Constituent Agreement entered into by PART, without reference to any documents, agreements or instruments incorporated in this Agreement, except where PART is purchasing advanced technology software, hardware and supporting devices and equipment for its own account pursuant to a purchase order; (ii) PART and its current and future affiliates shall not be liable for any obligations of any other Constituent under this Agreement; and (iii) the Constituents (not including PART), and their current and future affiliates, shall not be liable for any of the obligations of PART to Contractor.

3. Representations and Warranties.

Any representations and warranties made or agreed to by Contractor in the terms of the RFP, Contractor’s Best and Final Offer, the included exhibits, or any certifications delivered in connection with the foregoing shall be true and correct in all material respects as of the date of this Agreement and through the end of the term of this Agreement, unless a later date is specified within the Agreement Documents.

4. Compensation.

The Constituent shall pay the amount approved by the PART Board of Trustees’ adopted resolution of March 9, 2022 (attached to this Agreement as **Exhibit D**) for award and pricing, and except as otherwise agreed upon by the parties in writing, the Contractor shall accept the amount as full compensation for all costs and expenses of completing the Work in accordance with the Agreement, including but not limited to all labor and material required, overhead, storage and shipping, risks and obligations, taxes (as applicable), fees and profit, and any unforeseen costs as referenced in the Best and Final Offer (BAFO) contained within **Exhibit B**.

Associated expenses for all other purchase types including alternate equipment, optional equipment, special tools, spare parts and training will utilize the pricing as submitted by the contracting manufacturer from original submission and Best and Final Offer. Adjustment of costs due to an increase in the Producer Price Index (“PPI”) will not be recognized where applicable as standard annual cost increases; whereas any associated cost increase for contract years 2-5 shall be mutually agreed by Agency and Contractor for those items not already prescribed.

5. Contract Term and Period of Performance

The effective date of this Agreement shall be the date set forth by approval of the governing body as adopted by the PART Board of Trustees of March 9, 2022 serving as authorization for the Notice to Proceed (NTP). The Contractor shall commence work after the effective date of the Agreement, upon receipt of the NTP. This Agreement shall expire on the 5th anniversary of its effective date.

Constituents may issue purchase orders to Contractor. The Contract delivery date for the products and services, in accordance with the schedule shall be confirmed by the Contractor at the request of the Consortium Transit Agency. Time is of the essence with respect to all deliveries.



6. Notices.

Any Notice legally required to be given by one party to another under the Agreement shall be in writing, dated and signed by the party giving the Notice or by a duly authorized representative of the notifying party.

Notices shall not be effective unless transmitted by any method that provides confirmation of transmission and delivery, such as fax, certified mail, electronic mail, or registered mail and addressed to:

The Constituent involved pursuant to contact requirements of each agreement
Between the Constituent and Contractor

And to:

Piedmont Authority for Regional Transportation (PART)
107 Arrow Rd., Greensboro NC 27409
Attn: PART CEO/General Manager
Re: RFP#2021.8.30 Real-Time

GMV Syncromatics Corporation
523 W. 6th Street, Suite 444
Los Angeles, CA 90014
Attn: President
Re: RFP#2021.8.30 Real-Time
With a copy via email to sales@gmvsync.com

7. Choice of Law and Forum.

This Agreement shall be governed in accordance with North Carolina law, without reference to its conflict of law principles. Any claim for breach or enforcement of this Agreement shall be filed in the General Court of Justice, Guilford County, North Carolina.

8. Modification.

No modifications of this Agreement shall be valid unless reduced to writing and signed by all parties to this Agreement.

9. Severability.

The provisions of this Agreement are intended to be severable. Any and all provisions of this Agreement that are prohibited, unenforceable, or otherwise not authorized in any jurisdiction shall, as to the portion and/or jurisdiction only, be deemed ineffective to the extent of the prohibition, unenforceability, or non-authorization, without invalidating the remaining provisions(s) of this Agreement in the applicable jurisdiction, or affecting the continuing validity, enforceability, or legality of this Agreement in any other jurisdiction.

10. Signature Warranty.

Any party executing this Agreement as a corporate or other legal entity represents to the other parties to this Agreement that the entity is duly organized, validly existing, and in good standing under the laws of



the State of North Carolina or otherwise under the laws of the state of its formation, and is qualified to transact the business contemplated in this Agreement within the state of North Carolina, and further that any party executing the Agreement on behalf of an entity, has the full power and authority to do so without any further authorization being required from any party, and by his or her signature legally binds the entity to the terms and conditions of this Agreement.

11. Entire Agreement.

This Agreement, including the Agreement Documents, constitutes the complete and entire agreement between PART, acting on behalf of the Consortium, and Contractor, and supersedes any prior representations, understandings, communications, commitments, agreements or proposals, oral or written, that are not incorporated as a part of this Agreement.

12. Electronic and/or Duplicate Execution & Order of Execution.

This Agreement may be executed in multiple counterparts, in which event each executed copy shall be deemed an original document as between the parties. An electronic signature and/or copy of the Agreement shall have the same force and effect as the original. Due to the need to comply with statutory auditing requirements, all parties contracting with PART shall execute the Agreement first and deliver a fully-signed copy of this Agreement to PART for its counter-execution.

[SIGNATURES FOLLOW]



The undersigned has executed this Agreement as of the date first set forth above.

GMV Syncromatics Corporation

Name: Alex Fay

Title: Chief Commercial Officer

Date: 5/20/22

Tax ID Number: 20-5349016

Attest:

Name: Nancy J. Lemm

Title: Attorney

Date: 5/20/22

PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION

Name: Scott W. Rhine

Title: CEO/General Manager

Reviewed and approved as to legal form:

Thomas E. Terrell, Jr., General Counsel



EXHIBIT A
RFP

(Full document included as subsequent file)



EXHIBIT B
CONTRACTOR'S BEST AND FINAL OFFER

(Full document included as subsequent file)



EXHIBIT C
Compliance Forms and DBE

(Full document included as subsequent file)



EXHIBIT D
RESOLUTION OF PART BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING THE PART CEO/GENERAL MANAGER
TO EXECUTE A NOTICE OF AWARD AGREEMENT
WITH THE SELECTED VENDOR FROM RFP#2021.8.30 REAL-TIME**

WHEREAS, PART developed and released a Request for Proposal for the design and delivery of Automatic Vehicle Location (AVL) advanced technologies and auxiliary support equipment, software and hardware on August 30, 2021; and

WHEREAS, the RFP solicitation included a consortium of public transit agencies in North Carolina with representatives from the Cities of Burlington, High Point, Greensboro, Winston-Salem, Chapel Hill, Davidson County, Orange County and PART; and

WHEREAS, the RFP was developed with industry best practices and includes the compliance requirements of the Federal Transit Administration (FTA) with designated evaluation criteria and independent reviews to confirm RFP submissions that are both responsive and responsible; and

WHEREAS, the purpose of the project is to establish a contractual agreement with the designated Public Transit Advanced Technology provider that have adhered to the technical and compliance requirements contained within RFP#2021.8.30 Real-Time that are both responsive and responsible to permit needed vehicle technology purchasing of the identified RFP consortium members over a five-year period; and

WHEREAS, based on the independent evaluations, price submissions, interviews of vendors designated as being in a Competitive Range, and the Best and Final Offer (BAFO) submissions the Consortium members of RFP#2021.8.30 Real-Time present the following recommendation for contractual award:

- a. GMV Synchronatics Corporation, 523 W. 6th Street, Suite 444, Los Angeles, CA 90014

**NOW, THEREFORE, BE IT RESOLVED BY THE PIEDMONT AUTHORITY FOR REGIONAL
TRANSPORTATION BOARD OF TRUSTEES**

That said recommendations of the RFP review committee for the Advanced Technology provider contained herein for the various technologies and designated pricing, and further detailed in RFP submissions and associated documentation is hereby formally approved by the PART Board of Trustees and the PART CEO/General Manager and legal counsel are hereby empowered to sign and execute the notice of award to GMV Synchronatics Corporation, 523 W. 6th Street, Suite 444, Los Angeles, CA 90014.

.....
A motion was made by Mark Richardson and seconded by Steve Carter for adoption of the above resolution, and upon being put to a vote was duly adopted on this 9th day of March 2022.
.....

I, Fleming El-Amin, PART Vice Chairperson do hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the Piedmont Authority for Regional Transportation duly held on the 9th day of March, 2022.

Approved: Fleming El-Amin
Fleming El-Amin
PART Board Vice Chairperson

Witnessed: Thomas E. Terrell, Jr.
Thomas E. Terrell, Jr.
PART Board Legal Counsel

Certified: Scott W. Rhine
Scott W. Rhine
PART CEO/General Manager

SEAL:



FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT: **Transportation / Transit**

COUNCIL AGENDA DATE: **October 7, 2024**

BID NO.: CONTRACT NO.: DATE OPEN:

DESCRIPTION:

Real-Time Passenger Information Solution

PURPOSE:

Procure a real-time passenger information system to allow operations staff and the public to track the location of buses and obtain real-time arrival and departure information.

COMMENTS:

This contract is for three (3) years with the option for two (2) one (1) year renewals. The contract will be funded with 80% federal and 20% city funds.

RECOMMEND AWARD TO: **GMV Syncromatics** AMOUNT: **\$298,079.00**

JUSTIFICATION:

GMV submitted the best overall proposal and was deemed the best value for the participating agencies.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
641622	533101	641233105865	S6220	\$275,000
641622	522403	641241105905	R117A	\$73,000
TOTAL BUDGETED AMOUNT				\$348,000

DEPARTMENT HEAD: **Greg Venable** Digitally signed by Greg Venable Date: 2024.09.26 14:34:39 -04'00' DATE: **9/26/2024**

The Purchasing Division concurs with recommendation submitted by the **Transportation / Transit** and recommends award to the lowest responsible, responsive bidder **GMV Syncromatics** in the amount of **\$298,079.00**.

PURCHASING MANAGER: **Candy E. Harmon** Digitally signed by Candy E. Harmon Date: 2024.09.26 14:49:25 -04'00' DATE: **9/26/2024**

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn Date: 2024.09.30 11:34:56 -04'00' DATE: **9/30/24**

CITY MANAGER: DATE:
(For City Council Approval Only)



City of High Point

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

Master

File Number: 2024-387

File ID: 2024-387	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: Finance Committee
File Name:	File Created: 09/27/2024	Final Action:

Title: Consideration of a Contract with Yates Construction, Inc.
City Council is requested to consider a contract with Yates Construction, Inc. in the amount of \$6,554,229.50 for the Burton Avenue Roadway Improvements project and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

Sponsors:

Enactment Date:

Attachments: Yates Construction, Inc.

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Yates Construction, Inc. Contract	
FROM: Trevor Spencer, Engineering Director	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: September 6, 2024
ATTACHMENTS: Bid Recommendation Form	

PURPOSE: The Engineering Services Department recommends City Council to approve a contract award for the Burton Avenue Roadway Improvements project to Yates Construction, Inc. This is a general obligation bond project that was voter approved in November 2019. The project will deliver multimodal transportation enhancements with sidewalks, bike lanes, and transit accommodations, and provide roadway and utility improvements along Burton Avenue from Hodgin Street to Willard Road.

BACKGROUND: On September 25, 2024, the City received bids for contract ENG2020-004 from the following responsive bidders:

\$6,554,229.50	Yates Construction, Inc.
\$7,438,079.73	Sharpe Brothers, A Division of Vecellio & Grogan, Inc.

The contract time is 365 calendar days to complete the project and is available to commence upon a Notice to Proceed.

BUDGET IMPACT: Funding is available in the FY 2024-2025 budget.

RECOMMENDATION/ACTION REQUESTED: The Engineering Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the contract to Yates Construction, Inc. in the amount of \$6,554,229.50.

FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT: **Engineering Services**

COUNCIL AGENDA DATE: **October 7, 2024**

BID NO.: **02-090524** CONTRACT NO.: **ENG2020-004** DATE OPEN: **09/25/2024**

DESCRIPTION:

Burton Avenue Roadway Improvements

PURPOSE:

The Engineering Services Department recommends approval of contract ENG2020-004 for the Burton Ave Roadway Improvements project. This includes mobilization, roadway widening, installing bike lanes, curb and gutter, sidewalks, new water and sewer mains, and storm drain lines, paving, surface treatments, and striping the resurfaced road.

COMMENTS:

We received two responsive bidders:
Yates Construction Inc.-\$6,554,229.50
Sharpe Brothers, Division of Vecellio & Grogan, Inc.-\$7,438,079.73

RECOMMEND AWARD TO: **Yates Construction, Inc.** AMOUNT: **\$6,554,229.50**

JUSTIFICATION:

Lowest responsive bidder is Yates Const., Inc. \$6,554,229.50

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
411610	531102	411221011505	40208	\$6,554,229.50
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Trevor Spencer** Digitally signed by Trevor Spencer Date: 2024.09.26 09:48:05 -04'00' DATE: **9/26/24**

The Purchasing Division concurs with recommendation submitted by the **Engineering Svcs Dept** and recommends award to the lowest responsible, responsive bidder **Yates Const. Inc.** in the amount of **\$6,554,229.50**

PURCHASING MANAGER: **Candy E. Harmon** Digitally signed by Candy E. Harmon Date: 2024.09.26 15:22:20 -04'00' DATE: **9/26/2024**

FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn Date: 2024.09.30 11:34:19 -04'00' DATE: **9/30/24**

Approved for Submission to Council

CITY MANAGER: (For City Council Approval Only) DATE:



City of High Point

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

Master

File Number: 2024-388

File ID: 2024-388

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 09/27/2024

File Name:

Final Action:

Title: Consideration of a Contract with Bar Construction Company
City Council is requested to consider a contract with Bar Construction Company in the amount of \$999,000 for the replacement of the HVAC units and roof for the High Point Museum building, approve the budget amendment ordinance, and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

Sponsors:

Enactment Date:

Attachments: Bar Construction Company

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Museum Roof & HVAC Replacement Project	
FROM: High Point Museum	MEETING DATE: October 7, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: August 14, 2024
ATTACHMENTS: Budget Ordinance Amendment Bid Recommendation Form	

PURPOSE: Replace outdated HVAC units and aging roof for the High Point Museum building.

BACKGROUND: The current HVAC system has not been able to maintain the proper climate in the Museum building consistently for several years. A 2019-21 NEH grant funded study determined the system needed to be replaced. A 2022 HVAC Engineering Study was undertaken to determine the specifications needed to meet the recommendations from the NEH funded study. Replacing the HVAC for the main Museum building is part of a larger project that also includes replacing the roof. It was determined to be most cost effective to replace the HVAC units and roof at the same time. Roof engineering and design was completed earlier in 2024.

The High Point Museum received a grant of \$349,247 from the National Endowment for Humanities to go towards the HVAC portion of this project.

BUDGET IMPACT: A portion of the funds have been previously appropriated for this project. A budget ordinance amendment is attached appropriating the federal grant award and the remaining project costs.

RECOMMENDATION/ACTION REQUESTED: The High Point Museum Division recommends approval of the contract, approval of the budget ordinance amendment, and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the contract to Bar Construction Company for \$999,000.

AN ORDINANCE AMENDING THE 2024-2025 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE FUNDS FOR THE HIGH POINT MUSEUM
ROOF AND HVAC REPLACEMENT PROJECT

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

Section 1. The High Point Museum is in need to a replacement of the outdated HVAC units and aging roof. A portion of the funds have been previously appropriated for this project. The proposed budget ordinance amendment appropriates the federal grant award and the remaining project costs.

Section 2. The 2024-2025 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following General Fund revenues be amended as follows:

Fund Balance Appropriation	\$225,000
----------------------------	-----------

(B) That the following General Fund expenditures be amended as follows:

Transfer to General Capital Projects Fund	\$225,000
---	-----------

(C) That the following General Capital Projects Fund revenues be amended as follows:

Transfer from General Fund	\$225,000
Federal Grants	<u>\$349,247</u>
	\$574,247

(D) That the following General Capital Projects Fund expenditures be amended as follows:

Museum Roof & HVAC Replacement	\$574,247
--------------------------------	-----------

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 7th day of October 2024

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk

FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPEN:

DESCRIPTION:

City of High Point Museum Roof and HVAC Replacement Project

PURPOSE:

The City of High Point Museum is looking to replace the existing deteriorated roof and approximately 10 HVAC units at the High Point Museum. The High Point Museum is a two-story building with an existing roof of approx. 17,000 SF, half TPO and half ballasted TPO, will be fully removed and replaced with a single roof membrane system. The museum will be closed during this renovation but some events might occur in the lobby and exterior.

COMMENTS:

The City received five bids for this project on September 24, 2024. Bar Construction was deemed to be the lowest responsive/responsible bidder.

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

The lowest responsive/responsible bidder is Bar Construction at \$999,000.00

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Digitally signed by Mary Sizemore
DN: cn=Mary Sizemore,
email=Mary.sizemore@highpointnc.gov, c=US
Date: 2024.09.30 10:34:00 -04'00' DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends award to the lowest responsible, responsive bidder in the amount of

PURCHASING MANAGER: DATE:

FINANCIAL SERVICES DIRECTOR: DATE:

Approved for Submission to Council

CITY MANAGER: (For City Council Approval Only) DATE:



City of High Point

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

Master

File Number: 2024-389

File ID: 2024-389

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 09/27/2024

File Name:

Final Action:

Title: Consideration of Sale of City Owned Property - 516 White Oak Street
City Council is requested to consider the sale of 516 White Oak Street in the amount of \$23,000 to Sterling Real Estate Development of North Carolina, LLC and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

Sponsors:

Enactment Date:

Attachments: Sale of 516 White Oak Street

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Sale of City Owned Property – 516 White Oak Street	
FROM: City Attorney's Office	MEETING DATE: October 7, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: n/a	

PURPOSE: To approve the sale of 516 White Oak Street, Guilford County Parcel Number 171638 ("Property") to Sterling Real Estate Development of North Carolina, LLC ("Sterling") for \$23,000.

BACKGROUND: The City received an initial offer from Sterling of \$11,000 to purchase the Property. On June 3, 2024, City Council approved a Resolution Authorizing the Upset Bid Process for the sale of the Property. Pursuant to North Carolina General Statute §160A-269, the City then advertised for upset bids and followed the statutory upset bid procedure. The City received several qualifying upset bids and readvertised as required. The final, highest qualifying upset bid is \$23,000 from Sterling.

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: To accept Sterling's highest qualifying upset bid and offer of \$23,000 and approve the sale of the Property.



City of High Point

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

Master

File Number: 2024-391

File ID: 2024-391

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 09/30/2024

File Name:

Final Action:

Title: Consideration for Land Acquisition for Future Fire Station and Radio Communications Tower - 2711 Highway 66 South 7.14 acres
City Council is requested to consider the purchase of approximately 7.14 acres of land at 2711 Highway 66 South in the amount of \$678,900 for a future fire station and radio tower site, approve the budget amendment, and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

Sponsors:

Enactment Date:

Attachments: Highway 66 Property Acquisition

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Land Acquisition for Future Fire Station and Radio Communications Tower - 2711 Highway 66 South 7.14 Acres	
FROM: Brian Evans - Interim Fire Chief	MEETING DATE: October 7, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Budget Ordinance Amendment Property Brochure	

PURPOSE: A request by High Point Fire Department and High Point Radio Shop to purchase approximately 7.14 acres of land within the Forsyth County zoning jurisdiction for a future fire station and radio tower site.

BACKGROUND: Staff from High Point Fire Department and High Point Radio Shop has reviewed the site and determined this site provides the best location for future growth of both departments. This site will improve radio communications services provided to the northwest portion of the city as well as fire department standard of cover in the anticipation of future development within this area.

The Planning Department staff has reviewed the site to ensure the intended uses are consistent with zoning regulations of this area.

BUDGET IMPACT: A budget ordinance amendment appropriating general fund balance is included with this item.

RECOMMENDATION/ACTION REQUESTED: Staff recommends and asks City Council to approve the land acquisition for the purchase price of \$678,900.00, approve the budget ordinance amendment appropriating funds for the purchase, and authorize the appropriate City Official(s) to execute all necessary documents.

AN ORDINANCE AMENDING THE 2024-2025 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE FUNDS FOR A LAND PURCHASE FOR A FUTURE FIRE STATION AND RADIO
COMMUNICATIONS TOWER

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

Section 1. The High Point Fire Department and High Point Radio Shop wish to purchase approximately 7.14 acres of land within the Forsyth County zoning jurisdiction for a future fire station and radio tower site. The proposed amendment appropriates general fund balance to cover the cost of this acquisition.

Section 2. The 2024-2025 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following General Fund revenues be amended as follows:

Fund Balance Appropriation	\$678,900
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(B) That the following General Fund expenditures be amended as follows:

Transfer to General Capital Projects Fund	\$678,900
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(C) That the following General Capital Projects Fund revenues be amended as follows:

Transfer from General Fund	\$678,900
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(D) That the following General Capital Projects Fund expenditures be amended as follows:

Land Acquisition – Future Fire Station	\$678,900
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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 7th day of October 2024

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk



KEY FEATURES

- ±7.14 Acres
- \$678,900 (\$95,000 / Acre)
- Adjacent to the Polo Ralph Lauren Distribution Facility
- ±875 feet of frontage on Hwy 66
- Less than 1/2 mile from I-74 / 311
- Currently zoned RS 20
- Water & Sewer available

LAND

FOR SALE | \$678,900

HIGHWAY 66 - 7.14 ACRES

2711 Highway 66 South

High Point, NC 27284

Excellent opportunity to acquire 7.14 acres of land on Highway 66. This land parcel is conveniently situated less than one-half mile from I-74/311 providing easy access to High Point, Greensboro, Winston-Salem, and Kernersville. With ±875 feet of frontage, this site provides significant development opportunities.

LEARN MORE ABOUT THIS PROPERTY

JORDAN REECE, CCIM

jordan@commercialrealtync.com

336.793.0890, ext 209

STEVE VALLOS

steve@commercialrealtync.com

336.793.0890, ext 105



HIGHWAY 66 - 7.14 ACRES

LOCATION

Address	2711 Highway 66 South	County	Forsyth
City	High Point	State	NC
		Zip	27284

PROPERTY DETAILS

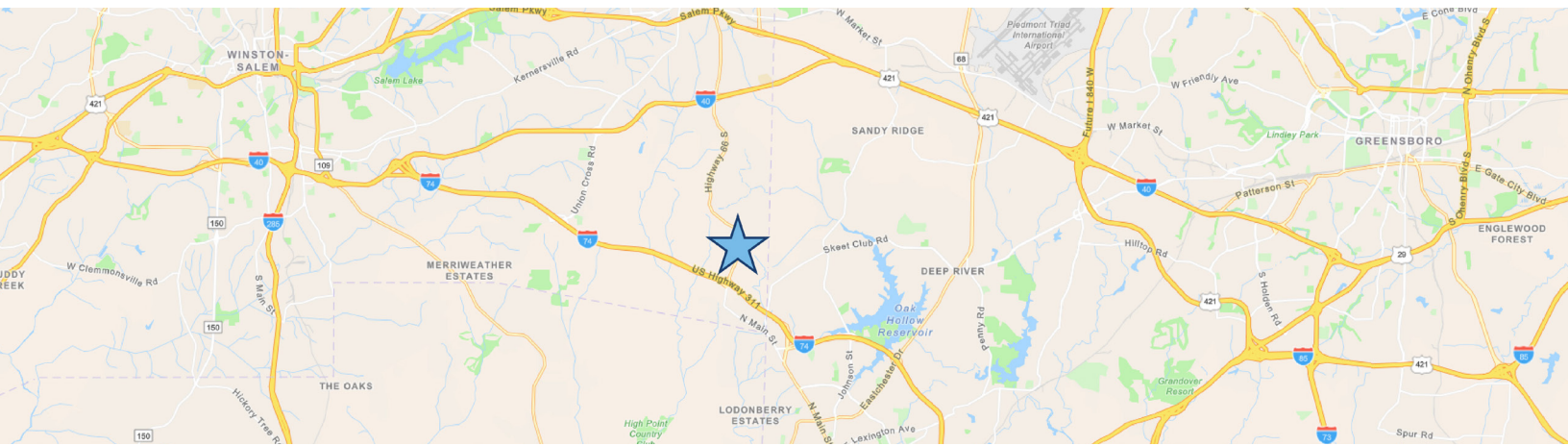
Property Type	Land	Acres ±	7.14
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TAX INFORMATION

Zoning	RS 20
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PRICING & TERMS

Price	\$678,000	Price/AC	\$95,000
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City of High Point

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

Master

File Number: 2024-396

File ID: 2024-396

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 09/30/2024

File Name:

Final Action:

Title: Consideration of a Contract with North State Security Group
City Council is requested to consider a contract with North State Security Group in the amount of \$119,891.20 annually for security services for the High Point Public Library and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Notes:

Sponsors:

Enactment Date:

Attachments: Contract North State Security

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Contract for Security Services - Library	
FROM: Mary Sizemore, Library Director Lorrie Russell, Asst. Library Director	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Attachment A: Bid from North State Security Group	

PURPOSE: To contract with a security guard service company that will provide unarmed guards for the High Point Public Library during operating hours and for special after-hours events as needed. The guards will be responsible for making sure all library users comply with the library's code of conduct and guidelines for use.

BACKGROUND: The Library is a three-story facility with over 83,000 square feet of space, and the campus covers almost a full city block. It is open to the public seven days a week, and currently sees approximately 500 users per day. Security guards are needed to ensure the safety of staff and customers and assist with enforcing the code of conduct and guidelines for use. This is a three-year contract beginning after October 15, 2024, with the option to renew for two additional one-year periods if terms and pricing are agreeable to both parties.

The annual cost of service totals \$119,891.20

BUDGET IMPACT: Funding is available in the FY 2024-25 budget.

RECOMMENDATION/ACTION REQUESTED: City Council is requested to approve this contract with North State Security Group, in the amount of \$119,891.20 per year, for a three-year period beginning after October 15, 2024, and authorize the appropriate City Official(s) to execute all necessary documents.

BID RECOMMENDATION

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPEN:

DESCRIPTION:

Bid for security services at the High Point Public Library.

PURPOSE:

Security services to cover 80 hours per week for 50 weeks per year at the Library

COMMENTS:

After careful evaluation, we recommend North State Security Group.

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

North State Security Group is local, and has experience in both public libraries and local government buildings. They understand our need for a customer service based approach.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101451	527209			\$99,000
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Digitally signed by Bobby Fitzjohn
Date: 2024.09.23 14:14:00 -04'00' DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends award to the lowest responsible, responsive bidder in the amount of

PURCHASING MANAGER: Digitally signed by Bobby Fitzjohn
Date: 2024.09.23 14:14:00 -04'00' DATE:

FINANCIAL SERVICES DIRECTOR: Digitally signed by Bobby Fitzjohn
Date: 2024.09.23 14:14:00 -04'00' DATE:

Approved for Submission to Council

CITY MANAGER: (For City Council Approval Only) DATE:



City of High Point

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

Master

File Number: 2024-395

File ID: 2024-395	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: City Council
		File Created: 09/30/2024
File Name:		Final Action:

Title: Consideration of Approval of Minutes
City Council is requested to approve the following minutes:
Community Development Committee Minutes - September 10, 2024, at 4:00 p.m.
Prosperity, Livability & Safety Committee Minutes - September 12, 2024, at 9:00 a.m.
Finance Committee Minutes - September 12, 2024, at 4:00 p.m.
Special Meeting of the High Point City Council Minutes - September 16, 2024, at 4:00 p.m.
Regular Meeting of the High Point City Council Minutes - September 16, 2024, at 5:30 p.m.

Notes:

Sponsors:

Enactment Date:

Attachments: Minutes Approval, Community Development Minutes - September 10, 2024, Prosperity Livability & Safety Committee Minutes - September 12. 2024, Finance Committee Meeting Minutes - September 12, 2024, Special Meeting Minutes - September 16, 2024, Regular Meeting Minutes - September 16, 2024

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Approval of Minutes	
FROM: City Clerk's Office	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Yes	

PURPOSE: Minutes to be Approved.

BACKGROUND: N/A

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: City Council is requested to approve the following minutes:

Community Development Committee Minutes – September 10, 2024 @ 4:00 p.m.

Prosperity, Livability & Safety Committee Minutes – September 12, 2024 @ 9:00 a.m.

Finance Committee Minutes – September 12, 2024 @ 4:00 p.m.

Special Meeting of the High Point City Council Minutes – September 16, 2024 @ 4:00 p.m.

Regular Meeting of the High Point City Council Minutes – September 16, 2024 @ 5:30 p.m.

COMMUNITY DEVELOPMENT COMMITTEE
Chaired by Council Member Johnson
Committee Members: Johnson, Andrew, Cook, McKiver
September 10, 2024 – 4:00 P.M.
Council Chambers – Municipal Building
211 S. Hamilton Street

Community Development Committee - Council Member Johnson, Chair

CALL TO ORDER

Chairman Johnson called the Community Development Committee meeting to order at 4:00 p.m. and stated all Committee Members were present.

Present: Chair Tyrone Johnson, Council Member Tim Andrew, Council Member Amanda Cook, and Council Member Vickie McKiver

PRESENTATION OF ITEMS

2024-357 Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation
City Council is requested to consider a Resolution conveying 702, 704, 708 and 712 Vail Avenue properties and authorize the appropriate City Official(s) to execute all necessary documents.

Nena Wilson, Community Development Director, provided the staff report for this item. She explained this item is for conveyances of property for an affordable housing development to continue infill housing development efforts in the core city. Staff is asking to convey the following lots to Community Housing Solutions of Guilford (CHS) in the Southside community. She noted the lots are 702, 704, 708, and 712 Vail Avenue and stated the conveyance would facilitate affordable housing in accordance with HUD regulations and serve a public purpose. CHS has completed the Cedrow affordable housing project, and the four units proposed for these properties to be conveyed will be funded with proceeds from home sales in the Cedrow Community.

In response to Committee Member Andrew, Ms. Wilson confirmed the city owns the property and would be transferring the property to CHS to allow affordable housing to be built.

A motion was made by Committee Member Cook, seconded by Committee Member Andrew, to pass a resolution conveying 702, 704, 708, and 712 Vail Avenue properties and authorize the appropriate City Official(s) to execute all necessary documents.

Motion carried with the following vote:

Aye: Chair Johnson, Committee Members: Andrew, Cook, and McKiver

2024-362 Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation
City Council is requested to consider a Resolution conveying the properties located at 608 and 611 Cross Street and authorize the appropriate City Official(s) to execute all necessary documents.

Nena Wilson, Community Development Director, provided the staff report for this item. She stated to continue housing development efforts in the Southside Community the following lots are requested to be conveyed to Black Lamb Development Corporation - 608 and 611 Cross Street. The conveyance will facilitate housing in accordance with HUD regulations and serve a public purpose. She noted that since being designated a Community Housing Development Organization with the City of High Point, this will be Black Lamb's first project.

In response to Chair Johnson, Ms. Wilson noted the project is set to begin late October.

In response to Committee Member Andrew, Ms. Wilson provided information regarding funding for the units.

A motion was made by Committee Member Andrew, seconded by Committee Member Cook, to adopt agenda item 2024-362 conveying property at 608 and 611 Cross Street and authorizing the City Official(s) to execute all necessary documents.

Motion carried with the following vote:

Aye: Chair Johnson, Committee Members: Andrew, Cook, and McKiver

2024-363 **Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation**
City Council is requested to consider a Resolution conveying the property located at 810 Mobile Street and authorize the appropriate City Official(s) to execute all necessary documents.

Nena Wilson, Community Development Director, provided the staff report. She stated using the HOME Investment Partnerships Program (HOME) funds, the City can build newly constructed homes for sale to income eligible homebuyers. There is one unoccupied unit that was originally occupied under a lease purchase agreement. However, the tenant ultimately was unable to purchase the home. Staff proposes to convey the property located at 810 Mobile Street to Housing Consultants Group (HCG) to market and sell the unit providing a homeownership opportunity for an income eligible household. Conveyance of the property to HCG for sale as affordable housing to income eligible homebuyers constitutes a public purpose.

Ms. Wilson stated HCG is a multi-faceted non-profit that Community Development and Housing has contracted with to provide real estate services, housing counseling, homebuyer education and development of single family affordable housing. Upon the sale of the property, the City will allow HCG to retain the sales proceeds to be used for additional affordable housing development in the Southside Community. Based on comparative market analysis performed by HCG, the sales price range will be \$172,500-\$239,900.

In response to Committee Member Andrew, Ms. Wilson confirmed that the City does own the building, provided a history of the property, and noted the cost of repairs for the building was \$8,000.

A motion was made by Chair Johnson, seconded by Committee Member McKiver, to approve agenda item 2024-363.

Motion carried with the following vote:

Aye: Chair Johnson, Committee Members: Andrew, Cook, and McKiver

2024-364 **Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation**
City Council is requested to consider a Resolution conveying the properties located at 808 and 813 Tryon Avenue and authorize the appropriate City Official(s) to execute all necessary documents.

Nena Wilson, Community Development Director, provided the staff report for this item. She stated the conveyance of 808 and 813 Tryon Avenue to Habitat for Humanity of High Point, Archdale & Trinity (Habitat) would continue infill housing development efforts in the Southside Community. She noted Habitat currently has three units under construction in the Southside Community and three units that have been complete and occupied by new homeowners. This conveyance would provide two additional lots to continue development in this area.

A motion was made by Chair Johnson, seconded by Committee Member Cook, to approve agenda item 2024-364.

Motion carried with the following vote:

Aye: Chair Johnson, Committee Members: Andrew, Cook, and McKiver

ADJOURNMENT

Committee Member Andrew requested to made aware of when 810 Mobile Street sells.

There being no further business to come before the Community Development Committee, the meeting adjourned at 4:14 pm.

Respectfully Submitted,

Tyrone Johnson, Chairman
Community Development Committee

Attest:

Sandra Keeney, City Clerk

PROSPERITY, LIVABILITY, & SAFETY COMMITTEE

Chaired by Council Member Monica Peters

Committee Members: Council Member Monica Peters, Council Member Patrick Harman, Council Member Tyrone Johnson, and Council Member Vickie McKiver

September 12, 2024 – 9:00 A.M.

Council Chambers – Municipal Building

CALL TO ORDER

Chair Peters called the Prosperity, Livability, & Safety Committee to order at 9:00 a.m. and stated Council Member Johnson was attending virtually and all other Committee members were present.

Present: Chair Monica Peters, Committee Member Patrick Harman, Committee Member Tyrone Johnson (virtual), and Committee Member Vickie McKiver

Prosperity and Livability Committee - Council Member Monica Peters, Chair

PRESENTATION OF ITEMS

2024-370 Panhandling Update

Staff will provide an update on the current status of the pilot program that installed signs at selected intersections where panhandling is prevalent.

Jeron Hollis, Managing Director, presented the item. He said staff wanted to give an update on the pilot program where signs were installed at certain intersections to try to curb panhandling in those locations. He thanked the police department and other staff for their efforts in assisting with this program. He mentioned that panhandling was increasingly common across America and that some aspects could be limited by local ordinances, although First Amendment protections must be considered. He said the ordinance put in place by the City prohibits aggressive solicitation and limits activities near certain locations.

He explained the initial objective of the pilot program was to discourage panhandling in specific locations to discourage drivers from interacting with panhandlers. He spoke on the four locations that were targeted, including: Fairfield & South Main; Parkway & North Main; Eastchester & North Main; and Eastchester & Wendover. He said that police calls had decreased by 53 percent in those locations during the initial timeframe.

He spoke on future considerations, including encouraging local businesses to secure property, like packing crates or grocery carts, that panhandlers might use, as well as having the city remove any items that could present a safety hazard. He said other future considerations could include encouraging the public to give to local nonprofit agencies instead of individuals and collaborating with local agencies to provide on-the-ground support for individuals in need.

In response to Committee Member Harman, Mr. Hollis said there were no current plans to expand the program to other intersections, but with Council direction considerations could be explored.

In response to Chair Peters, Assistant City Manager Damon Dequenne said they could look at other high-density intersections if Council had observations or suggestions they wanted to share with staff.

In response to Committee Member Harman, Mr. Hollis explained the City of Greensboro's approach to panhandling was different than High Point. He pointed out the signs were intended as a kind way to encourage motorists not to interact with the panhandlers.

Chair Peters expressed her support for the signs but indicated there needed to be stricter enforcements to address the panhandling problem.

Meghan Maguire, City Attorney, explained there were state laws in place allowing municipalities a legal right to enforce. She spoke on public safety concerns and how enforcement could be harder due to the volume of calls. She emphasized that it was up to the Committee and Council to direct staff to implement other enforcement measures.

In response to Committee Member Harman, Mr. Dequenne said there were methods for discouraging loitering in public places but putting something in place in medians would be a little harder to restrict.

In response to Committee Member McKiver, Police Chief Curtis Cheeks said increasing patrols in problem areas during busy times would be harder due to increased call volumes during those times. He said police officers are often busy during that time addressing other calls. He also said oftentimes the panhandlers see police coming and cease illegal activities, making it harder for enforcement to occur. He pointed out that in aggressive panhandling cases, the enforcement was limited to a couple of options, including issuing a citation or arresting the individual. He emphasized citations did not typically solve the problem and when arrested on a lower-level offense, offenders will often return to the same location upon release.

2024-373

Information Regarding Windblown Signs

Staff will provide information from other jurisdictions pertaining to windblown signs.

Heidi Galanti, Project Manager, presented the item outlining research performed on the policies of other cities regarding the use of windblown signs. She indicated the City instituted the new sign ordinance prohibiting windblown signs in April of 2023. She explained that twelve different cities throughout the state were looked at, and that eight did not allow windblown signs. She spoke on the four cities that allowed windblown signs, including Asheville, Chapel Hill, Raleigh, and Wilmington. She outlined the different parameters and restrictions of each city.

Chair Peters said that a lot of citizens had spoken to her about the signs and that she would like to see them allowed with certain restrictions.

In response to Committee Member Harman, Ms. Galanti indicated windblown signs were not allowed if visible from the right-of-way. She spoke on the difference between

windblown signs and signs on permanent structures and said that allowing windblown signs could become enforcement heavy.

Chair Peters said enforcement was not consistent and that the windblown signs were a positive thing because they promoted local businesses and economic growth. She asked if staff could look at ways to allow these signs with limitations like the City of Wilmington approach. She indicated she had spoken to other members of City Council and that no one seemed to have a problem with allowing the signs with restrictions.

City Attorney Meghan Maguire asked Chair Peters what the consensus was from the other Council Members on this issue.

City Attorney Maguire said Council could direct staff to make changes to the sign ordinance and reminded the Committee of the ordinance amendment process.

2024-374 Consideration of an Ordinance Amending Section 11-11-1 Social Districts of the High Point Code of Ordinances

City Council is requested to consider an Ordinance amending Section 11-11-1 Social Districts of the High Point Code of Ordinances to change the name of the Catalyst Social District to the Downtown Social District.

Ryan Ferguson, Marketing Manager, presented the item. He said when they implemented the Uptowne Social District a lot of the businesses did not identify as Uptowne. He pointed out that the name change from Catalyst Social District to Downtown Social District would help to clearly identify and connect the Uptowne and Downtown districts. He explained that the branding would be combined to make it more cohesive and align with all the other city branding.

In response to Committee Member Harman, City Attorney Meghan Maguire explained the process of amending an ordinance and the reasoning why the name change had to be approved by the City Council.

Chair Peters said she loves the branding and mentioned that people from neighboring municipalities were coming to High Point to enjoy the social districts.

A motion was made by Chair Peters, seconded by Committee Member McKiver, to approve agenda item 2024-374.

Aye: Chair Peters, Committee Member Harman, and Committee Member McKiver

Abstained: Committee Member Tyrone Johnson (virtual)

ADJOURNMENT

There being no further business to come before the Prosperity, Livability, and Safety Committee, the meeting adjourned at 9:30 a.m.

Respectfully Submitted,

Monica Peters, Chair

Attest:

Alison Glynn, Deputy City Clerk

FINANCE COMMITTEE
Chaired by Council Member Moore
Committee Members: Moore, Peters, Holmes, and Andrew
September 12, 2024 – 4:00 P.M.
Council Chambers – Municipal Building
211 S. Hamilton Street

FINANCE COMMITTEE - Britt W. Moore, Chair

CALL TO ORDER

Chair Moore called the Finance Committee Meeting to order at 4:00 p.m. and stated all members were present except for Council Member Andrew.

Present: Chair Britt Moore, Council Member Michael Holmes, and Council Member Monica Peters

Absent: Council Member Tim Andrew

PRESENTATION OF ITEMS

2024-359 Consideration of a Contract with Cigna Healthcare

City Council is requested to consider a contract with Cigna Healthcare for city employee healthcare coverage for 2025 and authorize the appropriate City Official(s) to execute all necessary documents.

Angela Kirkwood, Human Resources Director, provided an overview of healthcare coverage for employees that includes medical and dental care products. She explained the City will pay Cigna Healthcare approximately \$3.14 million to administer the plan and provide stop loss coverage. She introduced Mark Browder of Mark III Employee Benefits to provide information regarding the medical and dental plan renewal options.

Mr. Browder, provided an overview of the advantages of self-funding, noted there were no changes in active employee contributions for 2025 and stated the negotiated 2025 renewal with Cigna is a good one.

In response to Chairman Moore, Mr. Browder confirmed that the recommendation for Cigna is solid and good and that Cigna is the only health insurance company that was reviewed.

In response to Chairman Moore, Ms. Kirkwood stated open enrollment would be the first week in November.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-359. Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-338

Consideration of a Contract with Moetivations, Inc.

City Council is requested to consider a contract with Moetivations, Inc. for an amount not to exceed \$177,697.92 to provide temporary staffing for 911 Communications for a period of six months and authorize the appropriate City Official(s) to execute all necessary documents.

Adam Ward, IT Services Director, provided the staff report for this item. He stated the 911 Communications division has reached critical staffing levels. The department is working to fill vacancies, but new hires will not be eligible to perform call taking and radio dispatch duties until completing the agency's training program. The process takes six to nine months. He noted current staff is having to provide coverage for shift shortages so to ease the demand on staff it is being requested to obtain two temporary 911 Telecommunicators for a period of six months from Moetivations, Inc.

In response to Mayor Pro Tempore Holmes, Mr. Ward confirmed these employees would be supplemental until the full-time staff gets trained and provided recruitment information.

In response to Committee Member Peters, Mr. Ward confirmed there would be a total of two staff and noted these are retired Telecommunicators and there is not a local company with this kind of service. He also explained these jobs have been opened since COVID and reiterated the city's efforts to obtain personnel for these positions.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-338.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-339

Consideration of a Contract with Motorola Services, Inc.

City Council is requested to consider a contract with Motorola Services, Inc. in the amount of \$583,729.40 for the purchase of 95 portable radios and supporting materials and authorize the appropriate City Official(s) to execute all necessary documents.

Adam Ward, IT Services Director, provided the staff report for this item. He stated there is a need to purchase 95 portable radios and supporting materials which is a part of the annual radio replacement cycle. He explained these radios will replace units that are at the end of their supported life and noted the old radios would be evaluated and used for parts.

In response to Mayor Pro Tempore Holmes, Mr. Ward stated the prices of the radios have decreased compared to last year and the technology is better as cellular technology is being incorporated.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-339.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-340 Consideration of a Contract with Graybar, Inc.

City Council is requested to consider a contract with Graybar, Inc. in the amount of \$135,764.71 for a replacement UPS (Battery Backup) unit for the Primary Radio Tower Site and authorize the appropriate City Official(s) to execute all necessary documents.

Adam Ward, IT Services Director, provided the staff report for this item. He stated this agenda item is to request to purchase a replacement UPS unit for the Primary Radio Tower Site. He explained the current UPS unit has reached end of life and the contract would include the unit, required electrical materials, and installation services.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-340.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-356 Consideration of a Contract with Mimecast

City Council is requested to consider a contract with Mimecast in the amount of \$106,459.86 for annual renewal of subscription-based services and authorize the appropriate City Official(s) to execute all necessary documents.

Virginia Baskins, Assistant Director of Information Technology Services, provided the staff report for this item. She stated this request is to renew a subscription-based service provided by Mimecast which provides email security, archiving, and continuity services. She noted Mimecast provides protection from malicious URLs, weaponized attachments, phishing attacks, and impersonation attempts via Mimecast's cloud subscription services.

In response to Mayor Pro Tempore Holmes, Ms. Baskins explained some recent cyber-attacks against the City.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-356.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-341 Consideration of a Grant Agreement with North Carolina Department of Transportation (NCDOT)

City Council is requested to consider a grant agreement with NCDOT for the federal and state share of the FY25 Section 5303 Planning Grant and authorize the appropriate City Official(s) to execute all necessary documents.

Angela Wynes, Transit Manager, provided the staff report for this item. She stated this item is a request to execute an agreement with North Carolina Department of Transportation for the federal and state share of the fiscal year 2025 Section 5303 planning grant. She explained the City of High Point was awarded Section 5303 funds in the amount of \$81,378 to assist with transit planning activities. She noted this funding represents 90% of the projected costs and are used to cover staff time and expenses related to activities such as route and schedule planning, compliance with civil rights regulations, and developing projects for the Metropolitan and State Transportation Improvement Programs.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-341.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-343 Consideration of Ratification of the Purchase of Property at 2613 Willard Dairy Road

City Council is requested to ratify the purchase of property at 2613 Willard Dairy Road in the amount of \$70,000 for the future construction of the Penny Road Extension.

Greg Venable, Transportation Director, provided the staff report for this item. He stated this item is to ratify the purchase of a property at 2613 Willard Dairy Road for the future construction of the Penny Road Extension. He explained the property will serve as an additional north-south connection in northern High Point from NC 68 to National Service Road and noted the purchase price of \$70,000.

In response to Chairman Moore, Mr. Venable stated the property surrounding this area might be for development.

Chairman Moore made a motion, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-343.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-344 Consideration of a Contract with A&A Security

City Council is requested to consider a contract with A&A Security in the amount of \$126,921.60 for afterhours security guard services at the Municipal Operations Center and authorize the appropriate City Official(s) to execute all necessary documents.

Tyler Berrier, Electric Utilities Director, provided the staff report. He stated this is a private security firm for security guard services at the Municipal Operations Center (MOC). He explained this service benefits Electric, Warehouse, Safety & Health, Water/Sewer, Streets, and Stormwater Departments. He noted city houses equipment and materials at the MOC that require monitoring.

In response to Mayor Pro Tempore Holmes, Mr. Berrier, stated this is a one-year contract that has a performance clause.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-344.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-345 Consideration of a Sole Source Agreement with AiDash

City Council is requested to consider a sole source agreement with AiDash in the amount of \$61,000 per year for a total of \$183,000 over a 3-year period for a vegetation management system and authorize the appropriate City Official(s) to execute all necessary documents.

Tyler Berrier, Electric Utilities Director, provided the staff report. He stated this is a request for a Sole Source Agreement with AiDash to procure a vegetation management solution for better data to develop trim plans for tree trimming around power lines. He explained the Electric Utilities Department has been piloting a vegetation management program that utilizes AI and satellite imagery to identify and create a mitigation plan for areas at risk for vegetation or tree related outages. He noted this program provided assessments of the overhead distribution network, which is over 400 miles of overhead lines for vegetation encroachment and have a data driven multi-year vegetation management plan in place.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-345.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-346 Consideration of a Report of Surplus Equipment Disposal

City Council is requested to consider a report from Fleet Services outlining the disposal of surplus equipment.

Kevin Rogers, Fleet Director provided the staff report for this item. He stated the City of High Point Purchasing Policies and Procedures Manual requires that fleet vehicles and other equipment sold via online auction be reported to the City Council on an annual basis.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-346.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-347 Consideration of a Purchase from Ascendum Machinery

City Council is requested to consider a purchase from Ascendum Machinery in the amount of \$265,546.40 for one (1) Lee Boy 8515E Asphalt Paver.

Kevin Rogers, Fleet Director, provided the staff report for this item. He stated the Streets Division received funding in the 2024-2025 budget for an additional asphalt paver and Ascendum Machinery has the paver that will meet their needs. He noted estimated delivery would be less than two months.

In response to Chairman Moore, Mr. Rogers stated training for this machine would be a few hours.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-347.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-348 Consideration of a Purchase from Deere & Company

City Council is requested to consider a purchase from Deere & Company in the amount of \$245,148.62 for two (2) John Deere 6230 tractors and declaring the old tractors and mowing accessories as surplus and disposing through the online auction process.

Kevin Rogers, Fleet Director, provided the staff report for this item. He stated the Streets Maintenance Division is currently utilizing John Deer 6230 Tractors which are in need of replacement due to escalating repair costs. Two 2024 John Deer 5090M Utility Tractor with side real flair mower attachments are being recommended as well as declaring the old tractors and mowing accessories as surplus and disposing through the online auction process.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-348.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-349 Consideration of a Purchase from Piedmont Truck Center

City Council is requested to consider a purchase from Piedmont Truck Center in the amount of \$110,149.20 for one (1) Ford F750 truck and declare the current truck as surplus and disposing through the online auction process.

Kevin Rogers, Fleet Director, provided the staff report for this item. He stated the Water Mains Division is currently utilizing a Ford F750 truck that needs replacing due to age and overall condition. He explained a 2025 Ford 750 truck is being recommended as well as to declare the current truck as surplus and dispose through the online auction process.

A motion was made by Chairman Britt Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-349.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-350 Consideration of a Purchase from Piedmont Truck Center

City Council is requested to consider a purchase from Piedmont Truck Center in the amount of \$463,824 for two (2) Western Star 47X tandem dump trucks with Godwin Bodies and declaring the existing equipment as surplus and disposing of through the online disposal process.

Kevin Rogers, Fleet Director, provided the staff report for this item. He stated the Streets and Storm Water Divisions are currently utilizing a tandem dump truck that needs replacing based on age and overall condition and two Western Star 47X tandem dump trucks with Godwin Bodies are being recommended as well as declaring the existing equipment as surplus and disposing through the online disposal process.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-350.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-352 Consideration of a Sole Source Purchase from Serpentix Conveyor Corporation

City Council is requested to consider a sole source purchase from Serpentix Conveyor Corporation in the amount of \$36,970.80 for replacement of the solids conveyor belt tray at the Eastside Wastewater Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents.

The staff report for agenda item 2024-352 was given after agenda item 2024-350.

Robby Stone, Public Services Director, provided the staff report. He stated this request is to replace the incline belt tray for the Serpentix conveyor in the solids building at the Eastside Wastewater Treatment Plant. He explained the conveyor transfers dewatered solids from the centrifuges on the ground floor of the solids building up to the hopper for the Schwing pumps that then transfer the "cake" to either the incinerator or the truck loading station. He noted this is a sole source item as Serpentix components are proprietary and patented.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-352.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-351 Consideration of a Task Order with GEL Engineering of NC, Inc.

City Council is requested to consider a Task Order with GEL Engineering of NC, Inc. for Professional Engineering Services in the amount of \$131,435 and authorize the appropriate City Official(s) to execute all necessary documents.

Robby Stone, Public Services Director, provided the staff report for this item. He stated this is a request for a task order with GEL Engineering of NC Inc. for annual air permitting assistance at the Eastside Wastewater Treatment Plant in which the City has a Master Agreement for professional services. He explained the air permit includes numerous reporting requirements, annual compliance emissions testing of the fluidized bed incinerator, and quarterly compliance emissions testing of the Sorbent Polymenr Composite Adsorber as required by the EPA approved Alternate Monitoring Plan.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-351.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-353 Consideration of a Sole Source Contract with Precision Infrastructure Management

City Council is requested to consider a sole source contract with Precision Infrastructure Management in the amount of \$68,808 and authorize the appropriate City Official(s) to execute all necessary documents.

Melinda King, Assistant Public Services Director, provided the staff report for this item. She stated a study was completed to identify areas that have been impacted by ponding water on various roadways, curbs, and gutters. She explained Precision Infrastructure Management possesses a patented technology which consists of altering sections of the gutter pan and asphalt to allow water to flow after storm events. She noted there are 11 identified sites that can be repaired using this sole source repair method.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-353.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-354 Consideration of a Contract with Community Housing Solutions

City Council is requested to consider a contract with Community Housing Solutions in the amount of \$100,000 for materials and operational expenses associated with the Operation InAsMuch (OIAM) Fall 2024 event and authorize the appropriate City Official(s) to execute all necessary documents.

Nena Wilson, Community Development & Housing Director, provided the staff report for this item. She stated this is a request to contract with Community Housing Solutions to fund materials and operational expenses associated with Operation InAsMuch (OIAM) event for fall 2024. Volunteers are utilized to complete home repairs, painting, and needed yardwork. She noted to date, there have been approximately 1,700 volunteers who have donated their time and energy to assist 194 households.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-354.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-355 Consideration of Acceptance of a Grant Award and Approval of Budget Ordinance Amendment

City Council is requested to accept a grant award for HOME funds, approve the budget ordinance, and authorize the appropriate City Official(s) to execute all necessary documents.

Nena Wilson, Community Development & Housing Director, provided the staff report. She stated as a HOME Participating Jurisdiction the City of High Point receives an annual allocation of HOME funds through the U.S. Department of Housing and Urban Development and has been awarded \$1,988,359 in HOME-ARP Funding. She noted staff has submitted the required HOME-ARP Allocation Plan, and the grant agreement has been executed. She requested that the grant award be accepted, the budget ordinance be approved, and authorize the appropriate City Official(s) to execute all necessary documents.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-355.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-375 Consideration of Resolutions to Approve Piedmont Triad Regional Water Authority Financing

City Council is required to approve (1) the Resolution Authorizing and Approving Bond Anticipation Notes and the Amendment and Restatement of a Joint Governmental Agreement and (2) the Resolution Concerning the City's Obligations under its "Joint Governmental Agreement" among the City, Piedmont Triad Regional Water Authority and other Local Governments.

Damon Dequenne, Assistant City Manager, provided the staff for this item. He stated during a past Manager's Briefing staff briefed Elected Officials regarding treatment and expansion upgrades to the water treatment plant. He explained the Piedmont Triad Regional Water Authority will issue bonds to finance this expansion and treatment and in order for the bonds to be issued, each member has to authorize (1) the Resolution Authorizing and Approving Bond Anticipation Notes and the Amendment and Restatement of a Joint Governmental Agreement and (2) the Resolution Concerning the City's Obligations under its "Joint Governmental Agreement" among the City, Piedmont Triad Regional Water Authority and other Local Governments.

He noted the city's portion of advanced treatment costs are currently estimated at \$16,150,00.00. 30-year bond payments on this estimated amount are \$1,045,014.00 annually. To support this debt, staff is anticipating an approximate 2% rate increase will be required after the final bond sale numbers and expenses are compiled. This increase will be in addition to our annual rate recommendations.

Chairman Moore stated Elected Officials were briefed on this noting it is tough to accept, but these contaminants come with a price tag and the City has no other choice but to absorb.

A motion was made by Chairman Moore, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-375.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-358 Consideration of an Agreement with The Ferguson Group, LLC

City Council is requested to consider an agreement with The Ferguson Group, LLC in an amount not to exceed \$93,200 for lobbyist services and authorize the appropriate City Official(s) to execute all necessary documents.

Eric Olmedo, Assistant City Manager, provided the staff report. He stated the Ferguson Group has served as the Washington Representative to the City of High Point for several years focusing on federal funds for the City's projects.

Committee Member Peters expressed her gratitude for the Ferguson Group noting they have done an amazing job for High Point.

A motion was made by Committee Member Peters, seconded by Mayor Pro Tempore Michael Holmes, to approve agenda item 2024-358.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-369 Consideration of Nomination to the ElectriCities Board of Directors

City Council is requested to support and endorse the election of Tasha Logan Ford to serve on the ElectriCities Board of Directors as a weighted voting member for a three-year term.

Eric Olmedo, Assistant City Manager, provided the staff report for this item. He stated this is a request to submit an application for City Manager Tasha Logan Ford to serve on the Board of Directors of the ElectriCities in a weighted voting seat. He explained former Deputy City Manager Randy McCaslin currently holds this position but is not eligible to serve another term as he has served two three-year terms. The term of office is three years, and a Board Member may not serve more than two consecutive terms.

Committee Member Peters expressed her gratitude to Randy McCaslin for his service.

Chairman Moore echoed Committee Member Peters gratitude for the service of Mr. McCaslin and noted the importance of local representation on that board.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-369.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

2024-360 Consideration of Funding for Outside Non-profit Organizations

City Council is requested to consider and finalize recommendations for funding outside non-profit organizations and authorize the appropriate City Official(s) to execute all necessary documents.

Stephen Hawryluk, Budget & Performance Director, provided the staff report for this item. He stated the Finance Committee is responsible for reviewing outside non-profit organization funding requests to make recommendations to the City Council regarding annual funding levels. Outside non-profit organizations submitted request in the amount of \$2,294,220 for FY 2024-25. The historic policy has been to allocate 1/3 of one penny of the tax rate to be distributed to the organizations, which is equal to \$454,155 for the current fiscal year.

Chairman Moore stated the City has been providing these funds sense the early 90's and it has been an investment to help non-profits in the City. It is never an easy task and the ask is always substantial.

He explained as part of its annual process, the City accepted applications from nonprofit organizations, requesting grants of City funds to be used for public purposes. This fiscal year, the City has allocated \$454,155 for this process. The City received 59 total applications, requesting a total of \$ 2,294,220.

Over the past several weeks, the members of the Finance Committee have been independently reviewing these applications, considering how best to allocate City funds for permissible public purposes in the nonprofit community, and making recommendations.

*Chairman Moore stated "I have compiled those recommendations into the Finance Committee's recommended lists, and **I would like to make a motion to recommend approval of the Finance Committee's list for grants to nonprofit organizations for Fiscal Year 2024-25.**" Committee Member Peters seconded the motion.*

Mayor Pro Tempore Holmes stated the demand for funds always outweighs the funds available. We are not able to fund everyone. He requested the non-profit community to collaborate with each other so the funding cycle for next year could have a greater impact.

Motion carried with the following vote:

Aye: Chair Moore, Council Member Holmes, and Council Member Peters

Absent: Council Member Andrew

ADJOURNMENT

Chairman Moore noted that Carolina Core are in town this weekend.

Tyler Hilton, 911 Center Telecommunicator, proved information for retention rates of 911 Telecommunicators from 2017-2024.

There being no further business to come before the Finance Committee, the meeting adjourned at 5:04 p.m.

Respectfully Submitted,

Britt Moore, Chair Finance Committee

Attest:

Sandra Keeney, City Clerk

**HIGH POINT CITY COUNCIL
SPECIAL MEETING
September 16, 2024 – 4:00 P.M.
3rd Floor Conference Room – Municipal Building**

CALL TO ORDER, ROLL CALL

Mayor Cyril Jefferson called the Special Meeting of the High Point City Council to order at 4:00 p.m.

Present Mayor Cyril Jefferson, Council Member Michael Holmes, Council Member Britt Moore, Council Member Amanda Cook, Council Member Vickie McKiver, Council Member Monica Peters (arrived at 4:09 p.m.), and Council Member Patrick Harman

Absent Council Member Tyrone Johnson, Council Member Tim Andrew

ADOPTION OF AGENDA

Mayor Pro Tempore Holmes made a motion, seconded by Council Member Cook, to adopt the agenda as presented.

Motion carried with the following vote:

Aye: Mayor Jefferson, Council Member Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, and Council Member Harman

Absent: Council Member Johnson, Council Member Peters, and Council Member Andrew

PRESENTATION OF ITEMS

2024-337 Library Departmental Overview

Staff will provide an overview of the Library.

Mary Sizemore, Library Director, provided the departmental overview. She spoke on the different services offered by the library, including Children's Services, Research Services, Reader's Services, and Technical Services. She talked about the Heritage Research Center and its incredible reputation across the state regarding its genealogy resources. She gave an overview of the Farmer's Market and its role as a community gathering space. She spoke on the High Point Museum and how the community programming there had grown in the past couple of years. She said the museum was incorporating local culture groups in High Point into its displays and shared an example in the partnership between the museum and the Latino Center.

She gave an overview of the statistics from the past year and said the findings show a shift in how people are using the collection from print materials to digital offerings. She shared that both the library and museum have increased numbers in attendance and circulation and spoke on the partnership with Guilford County schools where all students received library cards from both High Point and Greensboro library systems.

She shared the current priorities of the department, including the Sensory Garden, the new library outreach vehicle, the Farmer's Market, completing the HVAC and roof

replacement at the museum, and working with Mental Health Associates of the Triad (MHA) to begin the new social services initiative at the library. She said the contract with MHA was already in place and shared that the social worker would start the following day and that the peer navigator had already started helping people in need.

Council Member Moore spoke on all the wonderful services offered by the library and pointed out that some people do not realize all that the High Point Library does for the community.

In response to Council Member Moore, Ms. Sizemore said the Farmer's Market had a great season. She spoke on the focus on healthy living and access to good food. She talked about the cooking demonstrations held at the market and how the demonstrations showed citizens how they could use the food bought at the market.

In response to Council Member Moore about a letter he received from a citizen concerning the safety of the library, Ms. Sizemore spoke on the importance of the social services initiative to help people who may be suffering from mental illness.

Mayor Jefferson thanked Ms. Sizemore for her presentation.

2024-377

Overview of Quasi-Judicial Procedures for Evidentiary Hearings

The City Attorney will provide an overview of quasi-judicial procedures for evidentiary hearings.

Meghan Maguire, City Attorney, presented the item. She spoke on the two upcoming quasi-judicial hearings during the regular Council meetings in October, and said she wanted to go over the procedures to ensure the City Council were familiar with these types of hearings.

She explained that Quasi-judicial hearings were evidentiary and said the purpose was to ensure standards were met. She shared some examples including variances, appeals of administrative decisions, alternate designs, reasonable accommodation requests, certificates of appropriateness, and special use permits (SUP). She explained Quasi-Judicial hearings were like court hearings, with the Council acting as the judge and jury and the Chair presiding over the hearing. She emphasized the need for Council members to disclose if there were any possible conflicts of interest.

Ms. Maguire went over the Quasi-Judicial evidentiary hearing sequence and Special Use Review Standards and explained that all five of the standards must be met. She pointed out the applicant bears the burden of proof of meeting all the Special Use Review Standards.

She explained the general statute stating that facts must be presented during the evidentiary hearing and that a proposed written decision triggers appeal. She outlined the appeal process and emphasized she would be there to advise the Mayor and Council

throughout the process. She said she could put together a package for Council Members outlining the process if they desire.

2024-376 Closed Session – Acquisition of Real Property and Attorney-Client Privilege

Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(5) and §143-318.11(a)(3) for acquisition of real property and attorney-client privilege.

A motion was made by Council Member Peters, seconded by Council Member Moore, to go into Closed Session pursuant to N.C.G.S. §143-318.11(a)(3) and §143-318.11(a)(3) for acquisition of real property and attorney-client privilege.

Motion carried with the following vote:

Aye: Mayor Jefferson, Council Member Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Peters, and Council Member Harman

Absent: Council Member Johnson, Council Member Andrew

Closed Session began at 4:46 p.m.

Council Member Moore made a motion, seconded by Council Member McKiver, to end Closed Session and resume Regular Session.

Motion carried with the following vote:

Aye: Mayor Jefferson, Council Member Holmes, Council Member Moore, Council Member Cook, Council Member McKiver, Council Member Peters, and Council Member Harman

Absent: Council Member Johnson, Council Member Andrew

Closed Session ended and Regular Session resumed at 5:20 p.m.

ADJOURNMENT

There being no further business to come before the City Council, the meeting was adjourned at 5:20 p.m.

Respectfully Submitted,

Cyril Jefferson, Mayor

Attest:

Alison Glynn, Deputy City Clerk

**HIGH POINT CITY COUNCIL
REGULAR MEETING
September 16, 2024 – 5:30 P.M.
COUNCIL CHAMBERS – MUNICIPAL BUILDING
211 South Hamilton Street**

ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE

Mayor Jefferson called to order the Regular Meeting of the High Point City Council and stated all members were present except for Council Member Andrew. He called for a Moment of Silence and the Pledge of Allegiance followed.

Present: Mayor Cyril Jefferson, Mayor Pro Tem Michael Holmes, At-Large Council Member Britt Moore, At-Large Council Member Amanda Cook, Council Member Vickie McKiver, Council Member Tyrone Johnson, Council Member Monica Peters, and Council Member Patrick Harman

Absent: Council Member Tim Andrew

ADOPTION OF AGENDA

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member Johnson, to adopt the agenda as presented.

The motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

RECOGNITIONS AND PRESENTATIONS

2024-361 Proclamation-City of High Point - Constitution Week

Mayor Jefferson will present a proclamation recognizing the period beginning September 17 and ending September 23, 2024, as Constitution Week.

Mayor Jefferson read the Proclamation.

PUBLIC COMMENT PERIOD

2024-367 Public Comment Period

A Public Comment Period will be held on the first Monday of the regular City Council meeting schedule at 5:30 p.m. or as soon thereafter as reasonably possible following recognitions, awards, and presentations. Our policy states persons may speak on any item not on the agenda.

* Persons who have signed the register to speak shall be taken in the order in which they are listed. Others who wish to speak and have not signed in will be taken after those who have registered.

* Persons addressing City Council are asked to limit their comments to 3 minutes.

- * Citizens will be asked to come to the podium, state their name and address and the subject(s) on which they will comment.
- * If a large number of people are present to register concerns about the same subject, it is suggested that they might be acknowledged as a unified group while a designated speaker covers the various points. This helps to avoid repetition while giving an opportunity for people present with the same concerns to be recognized.

Thanks to everyone in the audience for respecting the meeting by refraining from speaking from the audience, applauding speakers, or other actions that distract the meeting.

Kenneth Orms, 3525 Sainsbury Ln.

Mr. Orms spoke to an email he sent to Elected Officials and Staff, his discontent in not receiving a response, and his frustration regarding the City not taking responsibility for a property matter.

Kenneth Brown, City of High Point Employee

Thanked everyone for listening to concerns regarding pay, spoke to participation in pay surveys, and significant challenges regarding the pay of some City Employees.

Willie Kittrell, State Regional and Tournament Director for AAU

Spoke to his previous attendance at a public comment period, discontent regarding the schedule for the High Point athletic fields and the staff who sets the schedule, and the lack of economic impact of not having the tournament in High Point.

Mayor Jefferson noted that staff addressed concerns by offering alternative locations.

Terrell Easter, AAU Representative

Mr. Easter noted he did receive correspondence from staff regarding alternative locations. He noted those location would not be feasible due to the need of having everyone in one location. He spoke to his efforts in trying to schedule the fields well in advance, his discontent regarding how the field schedules are handled, and expressed frustration in dealing with the Parks & Recreation staff.

CONSENT AGENDA ITEMS

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member Johnson, to approve the consent agenda.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

2024-338 Consideration of a Contract with Moetivations, Inc.

City Council is requested to consider a contract with Moetivations, Inc. for an amount not to exceed \$177,697.92 to provide temporary staffing for 911 Communications for a period of six months and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-339 Consideration of a Contract with Motorola Services, Inc.

City Council is requested to consider a contract with Motorola Services, Inc. in the amount of \$583,729.40 for the purchase of 95 portable radios and supporting materials and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

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City Council is requested to consider a contract with Graybar, Inc. in the amount of \$135,764.71 for a replacement UPS (Battery Backup) unit for the Primary Radio Tower Site and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

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Approved by the consent vote.

2024-341 Consideration of a Grant Agreement with North Carolina Department of Transportation (NCDOT)

City Council is requested to consider a grant agreement with NCDOT for the federal and state share of the FY25 Section 5303 Planning Grant and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-343 Consideration of Ratification of the Purchase of Property at 2613 Willard Dairy Road

City Council is requested to ratify the purchase of property at 2613 Willard Dairy Road in the amount of \$70,000 for the future construction of the Penny Road Extension. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-344 Consideration of a Contract with A&A Security

City Council is requested to consider a contract with A&A Security in the amount of \$126,921.60 for after hours security guard services at the Municipal Operations Center

and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-345 Consideration of a Sole Source Agreement with AiDash

City Council is requested to consider a sole source agreement with AiDash in the amount of \$61,000 per year for a total of \$183,000 over a 3-year period for a vegetation management system and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-346 Consideration of a Report of Surplus Equipment Disposal

City Council is requested to consider a report from Fleet Services outlining the disposal of surplus equipment. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-347 Consideration of a Purchase from Ascendum Machinery

City Council is requested to consider a purchase from Ascendum Machinery in the amount of \$265,546.40 for one (1) Lee Boy 8515E Asphalt Paver. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-348 Consideration of a Purchase from Deere & Company

City Council is requested to consider a purchase from Deere & Company in the amount of \$245,148.62 for two (2) John Deere 6230 tractors and declaring the old tractors and mowing accessories as surplus and disposing through the online auction process. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-349 Consideration of a Purchase from Piedmont Truck Center

City Council is requested to consider a purchase from Piedmont Truck Center in the amount of \$110,149.20 for one (1) Ford F750 truck and declare the current truck as surplus and disposing through the online auction process. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-350 Consideration of a Purchase from Piedmont Truck Center

City Council is requested to consider a purchase from Piedmont Truck Center in the amount of \$463,824 for two (2) Western Star 47X tandem dump trucks with Godwin Bodies and declaring the existing equipment as surplus and disposing of through the online disposal process. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-351 Consideration of a Task Order with GEL Engineering of NC, Inc.

City Council is requested to consider a Task Order with GEL Engineering of NC, Inc. for Professional Engineering Services in the amount of \$131,435 and authorize the

appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-352 Consideration of a Sole Source Purchase from Serpentix Conveyor Corporation

City Council is requested to consider a sole source purchase from Serpentix Conveyor Corporation in the amount of \$36,970.80 for replacement of the solids conveyor belt tray at the Eastside Wastewater Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-353 Consideration of a Sole Source Contract with Precision Infrastructure Management

City Council is requested to consider a sole source contract with Precision Infrastructure Management in the amount of \$68,808 and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-358 Consideration of an Agreement with The Ferguson Group, LLC

City Council is requested to consider an agreement with The Ferguson Group, LLC in an amount not to exceed \$93,200 for lobbyist services and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-359 Consideration of a Contract with Cigna Healthcare

City Council is requested to consider a contract with Cigna Healthcare for city employee healthcare coverage for 2025 and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-355 Consideration of Acceptance of a Grant Award and Approval of Budget Ordinance Amendment

City Council is requested to accept a grant award for HOME funds, approve the budget ordinance, and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

2024-354 Consideration of a Contract with Community Housing Solutions

City Council is requested to consider a contract with Community Housing Solutions in the amount of \$100,000 for materials and operational expenses associated with the Operation InAsMuch (OIAM) Fall 2024 event and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

Approved by the consent vote.

- 2024-375 Consideration of Resolutions to Approve Piedmont Triad Regional Water Authority Financing**
City Council is required to approve (1) the Resolution Authorizing and Approving Bond Anticipation Notes and the Amendment and Restatement of a Joint Governmental Agreement and (2) the Resolution Concerning the City's Obligations under its "Joint Governmental Agreement" among the City, Piedmont Triad Regional Water Authority and other Local Governments. (Recommended by the Finance Committee)
Approved by the consent vote.
- 2024-369 Consideration of Nomination to the ElectriCities Board of Directors**
City Council is requested to support and endorse the election of Tasha Logan Ford to serve on the ElectriCities Board of Directors as a weighted voting member for a three-year term. (Recommended by the Finance Committee)
Approved by the consent vote.
- 2024-357 Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation**
City Council is requested to consider a Resolution conveying 702, 704, 708 and 712 Vail Avenue properties and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Community Development Committee)
Approved by the consent vote.
- 2024-362 Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation**
City Council is requested to consider a Resolution conveying the properties located at 608 and 611 Cross Street and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Community Development Committee)
Approved by the consent vote.
- 2024-363 Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation**
City Council is requested to consider a Resolution conveying the property located at 810 Mobile Street and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Community Development Committee)
Approved by the consent vote.
- 2024-364 Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation**
City Council is requested to consider a Resolution conveying the properties located at 808 and 813 Tryon Avenue and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Community Development Committee)
Approved by the consent vote.
- 2024-374 Consideration of an Ordinance Amending Section 11-11-1 Social Districts of the High Point Code of Ordinances**
City Council is requested to consider and Ordinance Amending Section 11-11-1 Social Districts of the High Point Code of Ordinances to change the name of the Catalyst Social District to the Downtown Social District. (Recommended by the Prosperity, Livability & Safety Committee)

Approved by the consent vote.

2024-366 Consideration of Approval of Minutes

City Council is requested to approve the following minutes:

Finance Committee Minutes - August 15, 2024, at 4:00 p.m.

Manager's Briefing Minutes - August 19, 2024, at 4:00 p.m.

Regular Meeting of the High Point City Council Minutes - August 19, 2024, at 5:30 p.m.

Approved by the consent vote.

GENERAL BUSINESS AGENDA

2024-378 Consideration of Funding for High Point School Partnership - Outside Non-profit Organization

City Council is requested to approve the recommendation for funding the outside non-profit organization. (Recommended by the Finance Committee)

Mayor Jefferson offered his recusal from voting on this item, due to his wife being an employee of the High Point School Partnership.

Mayor Pro Tempore called for a motion to approve Mayor Jefferson's recusal.

Council Member Moore made a motion, seconded by Council Member Johnson, to accept Mayor Jefferson's recusal.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

Council Member Peters made a motion, seconded by Council Member Cook, to approve agenda item 2024-378.

Motion carried with the following vote:

Aye: Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

Recused: Mayor Jefferson

2024-379 Consideration of Funding for Macedonia Family Resource Center - Outside Non-profit Organization

City Council is requested to approve the recommendation for funding the outside non-profit organization. (Recommended by the Finance Committee)

Council Member Johnson offered his recusal from voting on this item because he sits on the Board of Directors for the Macedonia Family Resource Center.

Mayor Jefferson made a motion, seconded by Mayor Pro Tempore Holmes, to accept Council Member Johnson's recusal.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member McKiver, to approve agenda item 2024-379.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

Recused: Council Member Johnson

2024-380 Consideration of Funding for Friends of Coltrane and Greater High Point Food Alliance - Outside Non-profit Organizations

City Council is requested to approve recommendations for funding the outside non-profit organizations. (Recommended by the Finance Committee)

Council Member Harman provided his recusal from voting on this item because he sits on the Board for Friends of Coltrane and Greater High Point Food Alliance.

Mayor Jefferson made a motion, seconded by Council Member Johnson, to accept the recusal of Council Member Harman.

The motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

Council Member Peters made a motion, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-380.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, and Council Member Peters

Absent: Council Member Andrew

Recused: Council Member Harman

2024-381 Consideration of Funding for Outside Non-profit Organizations

City Council is requested to approve recommendations for funding the outside non-profit organizations. (Recommended by the Finance Committee)

Council Member Moore made a motion, seconded by Mayor Pro Tempore Holmes, to approve agenda item 2024-381.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

2024-365 Consideration of Revisions to the Boards and Commissions Liaison Members

City Council is requested to confirm the appointment of Council Member Peters as an Alternate Liaison to the Transportation Advisory Committee/MPO.

A motion was made by Council Member Britt Moore, seconded by Council Member Cook, to approve agenda item 2024-365.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

2024-371 Consideration of an Appointment to the Guilford County Historic Preservation Commission

City Council is requested to consider the appointment of Christie Lee as the High Point Representative on the Guilford County Historic Preservation Commission; term effective immediately and expiring on December 6, 2027.

A motion was made by Mayor Pro Tempore Holmes, seconded by Council Member Cook, to approve agenda item 2024-371.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

2024-372 Consideration of an Appointment to the Human Relations Commission

City Council is requested to confirm the appointment of Eric Foushee to the Human Relations Commission; term effective immediately and expiring on November 1, 2025.

A motion was made by Council Member Cook, seconded by Council Member Johnson, to approve agenda item 2024-372.

Motion carried with the following vote:

Aye: Mayor Jefferson, Mayor Pro Tem Holmes, At-Large Council Member Moore, At-Large Council Member Cook, Council Member McKiver, Council Member Johnson, Council Member Peters, and Council Member Harman

Absent: Council Member Andrew

ADJOURNMENT

Council Member Harman pointed out the City approval of conveyance of properties for affordable housing that was part of the Consent Agenda.

Council Member Moore reminded everyone to take part in events to commemorate the anniversary of September 11th.

Mayor Jefferson reminded everyone of the High Point Arts Council's "Day in the Park" which will take place on Saturday, September 21st.

Mayor Jefferson asked that the High Point University Bonner Program Students rise to be recognized.

There being no further business to come before the Regular Meeting of the High Point City Council, the meeting adjourned at 5:59 p.m.

Respectfully Submitted,

Cyril Jefferson, Mayor

Attest:

Sandra Keeney, City Clerk



City of High Point

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

Master

File Number: 2024-382

File ID: 2024-382

Type: Special Use Permit

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 09/26/2024

File Name:

Final Action:

Title: Quasi-Judicial Evidentiary Hearing - High Point Family Worship Center, Special Use 24-02
A request by High Point Family Worship Center to consider a Special Use Permit (SUP) request to allow a Major and Minor School use type, as listed in Principal Use Table 4.1.9 of the Development Ordinance, in the Residential Single Family - 3 (R-3) District. The site is located at the northwest corner of Kensington Drive and Country Club Drive (1207 Kensington Drive).

Notes:

Sponsors:

Enactment Date:

Attachments: Special Use 24-02 HP Family Worship Center

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: genine.solis@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Special Use Permit 24-02 - High Point Family Worship Center	
FROM: Sushil Nepal, AICP Planning & Development Director	MEETING DATE: October 7, 2024
PUBLIC HEARING: Yes	ADVERTISED DATE/BY: September 20 & 26, 2024 Planning & Development
ATTACHMENTS: Planning & Zoning Commission Staff Report SUP Written Decision Citizen Information Meeting Report Powerpoint Presentation	

PURPOSE: A request by High Point Family Worship Center to consider a Special Use Permit (SUP) request to allow a Major and Minor School use type, as listed in Principal Use Table 4.1.9 of the Development Ordinance, in the Residential Single Family – 3 (R-3) District. The site is located at the northwest corner of Kensington Drive and Country Club Drive (1207 Kensington Drive).

BACKGROUND: The Applicant is requesting a SUP to allow a Major and Minor School use type for a site in the Residential Single Family - 3 (R-3) zoning district. A special use is a land use that may be appropriate at some locations within the zoning district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate for the location. The SUP process requires City Council to conduct a quasi-judicial evidentiary hearing to consider these aspects of the proposed special use and determine whether the proposed special use meets the required review standards per the Development Ordinance.

The Development Ordinance allows the Major and Minor School use type in all the Residential Zoning Districts, subject to obtaining an SUP from City Council.

BUDGET IMPACT: There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

- A. Staff Recommendation
Staff recommended **approval** of this request as outlined in the attached staff report.
- B. Planning and Zoning Commission Action Not applicable, SUP requests proceed directly to the City Council.

**CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT**

**STAFF REPORT
SPECIAL USE PERMIT 24-02
October 7, 2024**

Request	
Applicant: High Point Family Worship Center	Owner: Life Tabernacle Pentecostal Church
Proposal:	A Special Use Permit (SUP) to allow a Major and Minor School use type, as listed in Principal Use Table 4.1.9 of the Development Ordinance, in the Residential Single Family – 3 (R-3) District.
Notices: <ul style="list-style-type: none"> Applicant held a Citizen Information Meeting (and sent required notification). As required by Section 2.3.6 (Notification) of the Development Ordinance, the Planning and Development Department provided published, mailed, and posted notice of this public hearing. 	

Site Information	
Location:	The site is located at the northwest corner of Kensington Drive and Country Club Drive (1207 Kensington Drive).
Tax Parcel Number:	Guilford County Tax Parcel 185694
Site Acreage:	Approximately 6.5 acres
Current Land Use:	Religious Institution (church)
Physical Characteristics:	The site is developed with a split level 21,300± square foot building with parking in the front and rear of the structure.
Water and Sewer Proximity:	A 6-inch City water line lies adjacent to the site along Kensington Drive. The site is served by a 8-inch private sewer line that connects to a public sewer line, lying west of the site, within the Hampshire Court right-of-way.
General Drainage and Watershed:	The site drains in a westerly direction and is within the Yadkin Pee-Dee (non-water supply) watershed. Dependent upon intensity of new development (new impervious coverage) stormwater control measures may be required.
Overlay District:	None

Adjacent Property Zoning and Current Land Use			
North:	R-3	Residential Single Family – 3 District	Single family detached dwellings
South:	R-3	Residential Single Family – 3 District	Single family detached dwellings
East:	R-3	Residential Single Family – 3 District	Religious Institution (church)
West:	R-3	Residential Single Family – 3 District	Single family detached dwellings
Zoning History:	The current Development Ordinance took effect on January 1, 2017 (replaced the 1992 Development Ordinance). To ensure the religious institutional use on this site, and on the adjacent parcel to the east (Emerywood Baptist Church), would not become nonconforming, both the site and adjacent parcel were rezoned in 2016 to the R-3 zoning district. There has been no other recent zoning activity in this area.		

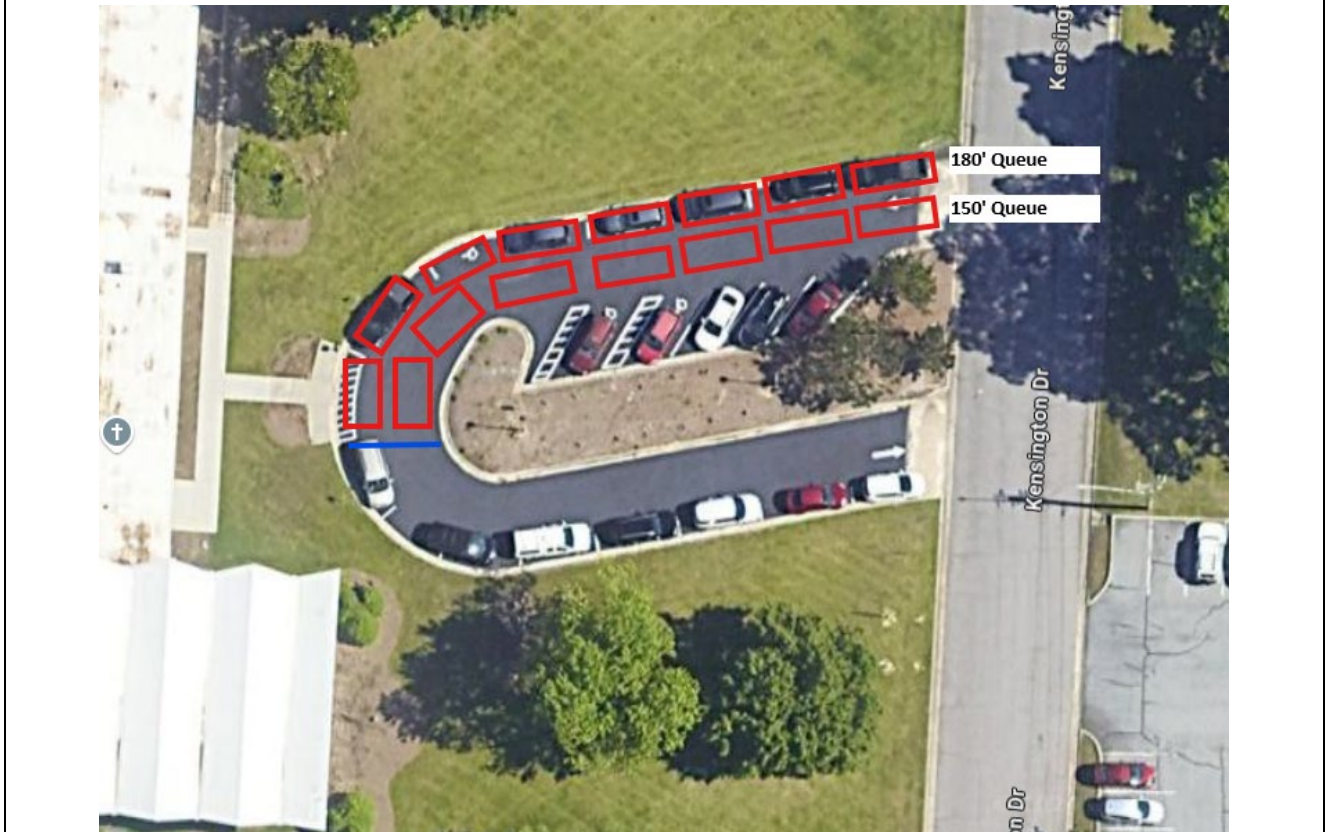
Comprehensive Plan Consistency	
Growth Framework Assessment:	<p><u>Place Type:</u> The High Point 2045 Comprehensive Plan shows this site located within a Suburban Neighborhood place type. This place type envisions a predominantly low-intensity, single-family detached residential development pattern, with public/institutional uses such as schools and religious institutions also listed as secondary uses.</p> <p><u>Open Space Preservation:</u> The site is within the developed area of the City and is not a target for land preservation.</p>
Comprehensive Plan Consistency:	<p><u>Core Values & Planning Principles:</u> The request is generally consistent with the core values of being an inclusive, entrepreneurial, and creative community, as well as planning principles related to including all voices, supporting strategic risk-taking while including necessary mitigation measures, and setting standards to ensure quality of place.</p> <p><u>Priorities & Strategic Initiatives:</u> The request to add a school of limited size to an existing religious institution does not advance or conflict with any of the three “Big Thing” priorities or strategic initiatives identified in the Plan.</p> <p><u>Preferred Growth Scenario:</u> The Comprehensive Plan provides for focusing growth inward and this request to expand an existing use within a developed area of the City is in keeping with that concept.</p>
Relevant Area Plan:	None applicable

Transportation Information			
Adjacent Streets:	Name		Approx. Frontage
	Kensington Drive		Collector Street 807 ft.
Vehicular Access:	Existing driveway access points (two access points) from Kensington Drive.		
Traffic Counts: (Average Daily Trips)	Kensington Drive		No data available (<i>traffic counts are not regularly conducted in residential neighborhoods</i>).
Estimated Trip Generation:	The site is currently used as a religious institution (church) and they are proposing to add a school use (K – 12 private school), with a maximum of 50 students, within the existing structure. The school use is anticipated to generate approximately 124 daily trips (during a 24-hour time period) with approximately 41 AM and approximately 29 PM peak-hour trips.		
Traffic Impact Analysis (TIA):	Required		TIA Comments
	<u>Yes</u>	<u>No</u> X	A TIA is not required. This analysis is only required for developments that generate more than 150 trips within the AM or PM peak hours.
Comments: The site has a one-way circular entrance/drop-off area and parking area in the front of the existing building off Kensington Drive. There is also a secondary access point from Kensington Drive that leads to a larger parking/drop off area at the rear of the building. Concerns were raised by staff as to whether vehicles using the front circular drive for student drop-off and pick-up would create safety concerns from vehicles backing up into the Kensington Drive right-of way. The Transportation Department analyzed this issue using the Municipal School Transportation Assistance (MSTA) guidance. The North Carolina Department of Transportation (NCDOT) MSTA program conducts			

studies to address pedestrian safety concerns and traffic operations on school campuses, and the effect that traffic has on adjacent state roadways.

Using the MSTA school calculator for 50 students, the Average Queue Length = 132 feet, and the High Demand Queue Length = 172 feet. Based on the existing conditions of the front circular drive, the proposed school can accommodate this queue by converting the existing parking on the outer lane of the circular drive into a drop-off/pick-up lane.

By utilizing both travel lanes (shown below), there is 330 feet of queue storage available. The maximum enrollment we would allow for this queueing arrangement is 110 students.



School District Comment

Not applicable to this SUP case.

Details of Proposal

Overview

The Applicant is requesting a Special Use Permit (SUP) to allow a Major and Minor School use type for this site located within the Residential Single Family - 3 (R-3) zoning district. A special use is a land use that may be appropriate at some locations within the zoning district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate for the location within the zoning district and compatible with its surroundings. The purpose of the SUP process is to allow the City Council an opportunity to conduct a quasi-judicial evidentiary hearing consider these aspects of the proposed special use and determine whether the proposed special use meets the required review standards provided in Section 2.4.12.C. of the Development Ordinance.

The Development Ordinance allows the Major and Minor School use type in various zoning districts as outlined in Table 4.1.9 (Principal Use Table). This use type is allowed in some of the higher intensity non-residential zoning districts (General Business, Retail Center, Main Street, Mixed-Use and Institutional Districts) as a Permitted Use (use by right) subject to “Use Standards” of Section 4.3.3.C being met. The Major and Minor School use type may also be permitted in all the Residential Zoning Districts and the Agricultural District, subject to obtaining an SUP from City Council and meeting the “Use Standards” provided in Section 4.3.3.C. of the Development Ordinance.

Descriptions/Use Standards

School Use Type Description: The Development Ordinance classifies a school as an educational institution that provides elementary or secondary education. Accessory uses may include offices, play areas, cafeterias, recreational and sport facilities, auditoriums, and before-or-after-school day care.

- A “Major School” is any high school.
- A “Major School” is any middle school designed for 800 or more students.
- A “Minor School” is an elementary school or middle school designed for less than 800 students, or any combination thereof designed for less than 800 students.

Use Standards: Table 4.1.9 (Principal Use Table) provides that when allowed, either as a Permitted Use or by the issuance of a SUP, the Major and Minor School use type is subject to additional standards noted in Section 4.3.3.C. of the Development Ordinance, which requires the use to:

- 1) Have street frontage and gain primary access on a street classified higher than a residential local street; and
- 2) Have no access from a residential local street, unless the use is located on a corner lot with street frontage on a thoroughfare street.

Summary of Applicant’s Proposed Special Use Permit

The Applicant’s facility located at 1207 Kensington Street is a 21,300± square foot building currently being used as a religious institution (church). The building sits on a 6.5 acre parcel with a parking/drop-off area in the front of the building and a larger parking lot at the rear of the building. The Applicant intends to include a second principal use, a private school serving students from grades K – 12, along with the existing principle use of the building as a church. Because the proposed school will serve students from the elementary to high school grade levels, it is classified as both a Major and Minor School use. Below is a general summary of activity noted in the SUP application:

- Private Christian academy (private school).
- Typical school calendar from August to May. Daily operation from 8:00 am to 2:30 pm (Monday through Friday), with a 7:30 am – 8:00 am student drop-off and a 2:30 pm – 3:00 pm student pick-up.
- For the initial startup year, the Applicant anticipates having approximately 13 – 20 students with plans to grow to 50 students within 3 years.
- To ensure compatibility with the surrounding single family residential neighborhood, the following conditions have been offered by the Applicant as part of the SUP approval:
 - Limit number of students to maximum of 50.
 - Ensure a “Streetyard” perimeter landscape yard is installed along the Kensington Drive frontage of the site.

- Ensure a “Type B” perimeter landscape yard is installed or maintained along perimeter areas where the site abuts parcels developed with single family dwellings.

SUP Standards

Section 2.4.12.C. of the Development Ordinance requires the Applicant to demonstrate that certain standards are met before a SUP may be approved by City Council. Based on the Applicant’s submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments on whether the application meets such special use review standards.

Will not materially endanger the public health or safety if located where proposed.

Compliance	<ul style="list-style-type: none"> ❖ The Applicant has offered a condition to restrict the facility’s capacity to up to 50 students. The City’s Transportation Department estimates the proposed special use will generate approximately 124 daily trips with approximately 41 AM peak-hour trips. A Traffic impact analysis would only be required for development that generates over 150 trips during either the AM or PM peaks hours. ❖ The Applicant has offered a condition to revise the circulation pattern of the circular access drive in front of their facility from a one-way single-lane to a one-way dual-lane circulation pattern. This configuration will permit onsite dual stacking area for approximately 15 cars. The City of High Point Transportation Department has determined this is sufficient on-site vehicle queuing area for a school for 50 students. ❖ Based on the application and the conditions offered by the Applicant, staff is of the opinion that the proposed SUP will not materially endanger the public health or safety if located where proposed.
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Complies with all required standards, conditions, and specifications of the Development Ordinance, including Chapter 4: Uses.

Compliance	Based on the application and the conditions offered by the Applicant, and a review of the Development Ordinance, staff is of the opinion that the proposed special use meets or exceeds the standards of the Development Ordinance.
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Will not substantially injure the value of the abutting land, or the special use is a public necessity.

Compliance	<ul style="list-style-type: none"> ❖ The Applicant has provided a report from a property appraiser in which he evaluated three recently constructed schools (built between 2015 and 2021) and their impact upon adjacent single family residential properties. One school in the High Point City limits off Clinard Farms Road, one just outside the High Point City limits, also off Clinard Farms Road, and one in Summerfield, NC. The report notes that the building of these schools did not have negative impact on the values of single family residential homes sales within the immediate markets. <i>See</i> attached Letter to the High Point City Council from Christopher F. Howard State Certified Residential Real Estate Appraiser (Appraiser Number A6925). ❖ The site sits at the other edge of a single family residential neighborhood (the Emerywood Estates neighborhood) along a collector roadway. The proposed
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	<p>school will be within an existing institutional facility, limited to 50 students, and no building expansion is proposed as part of this submittal.</p> <ul style="list-style-type: none"> ❖ Based on the application and the report from the property appraiser submitted by the Applicant, as well as the conditions offered by the Applicant, staff is of the opinion that the proposed special use will not substantially injure the value of the abutting land.
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Will be in harmony with the area in which it is to be located.

Compliance	<ul style="list-style-type: none"> ❖ The site is located at the outer edge of the Emerywood Estates neighborhood where two higher intensity collector roads (Country Club Drive and Kensington Drive) intersect. Access to the site does not require traffic to travel through this single family residential neighborhood as the intersection lies one-tenth of a mile (700+ feet) from Westchester Drive. The signalized intersection located on Westchester Drive (a 4-lane major thoroughfare) and Country Club Drive forms the eastern edge of the is neighborhood. ❖ The site is currently developed and used as an institutional use. ❖ The site is approximately 6.5 acres and contains a 21,310 square foot structure and two parking lots. Approximately half of the land area of the site is undeveloped. ❖ Within the R-3 zoning district, permitted nonresidential structures must be setback a minimum of 25 feet from the property line of adjacent residential parcels. The structure on this site is situated in the following manner: <ul style="list-style-type: none"> North - approximately 190 feet from the nearest residential parcel. South - 79 feet from the nearest residential parcel. West - approximately 280 feet from the nearest residential parcel. ❖ Based on the application and the way the site is currently configured, staff is of the opinion that the proposed special use will be in harmony with area in which it is located.
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Is in general conformity with the City's adopted policy guidance.

Compliance	<ul style="list-style-type: none"> ❖ The Comprehensive Plan's Suburban Neighborhood place type for this area encourages supporting public/institutional uses such as schools and religious institutions as secondary uses. ❖ Under the district purpose statement of the R-3 District, complimentary uses such as open space, schools, utilities, religious institutions, and recreational facilities are also allowed. ❖ Based on the application and a review the City's Comprehensive Plan and Development Ordinance, staff is of the opinion that the proposed special use is in general conformity with the City's adopted policy guidance.
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Recommendation

Staff Recommends Approval:

The Planning and Development Department staff recommend approval of the SUP request to allow a Major and Minor School use type on the site.

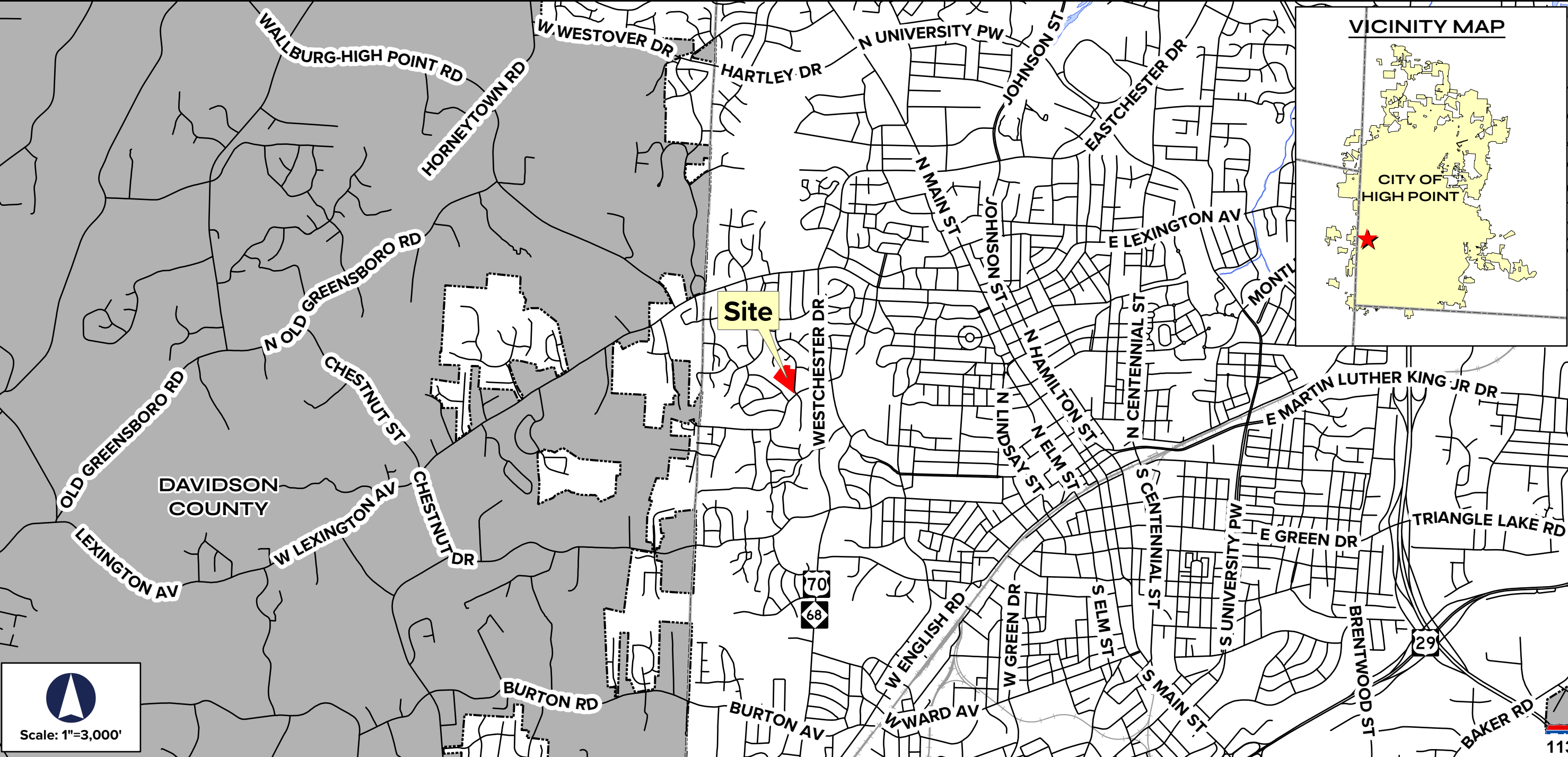
Based on a review of the application, the property appraisal report submitted by the Applicant, the conditions proposed by the Applicant, the Development Ordinance, and the City's Comprehensive Plan, the Planning and Development Department staff finds that the proposed special use will meet the review standards provided in Section 2.4.12.C. of the Development Ordinance.

Report Preparation

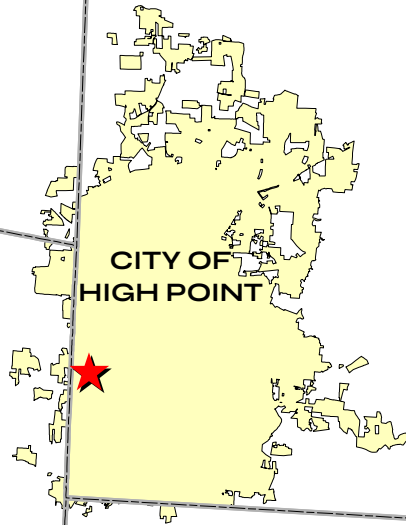
This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner and reviewed by Sushil Nepal AICP, Planning and Development Director.


LOCATION MAP

SPECIAL USE PERMIT: SU-24-02
Applicant: High Point Family Worship Center



VICINITY MAP

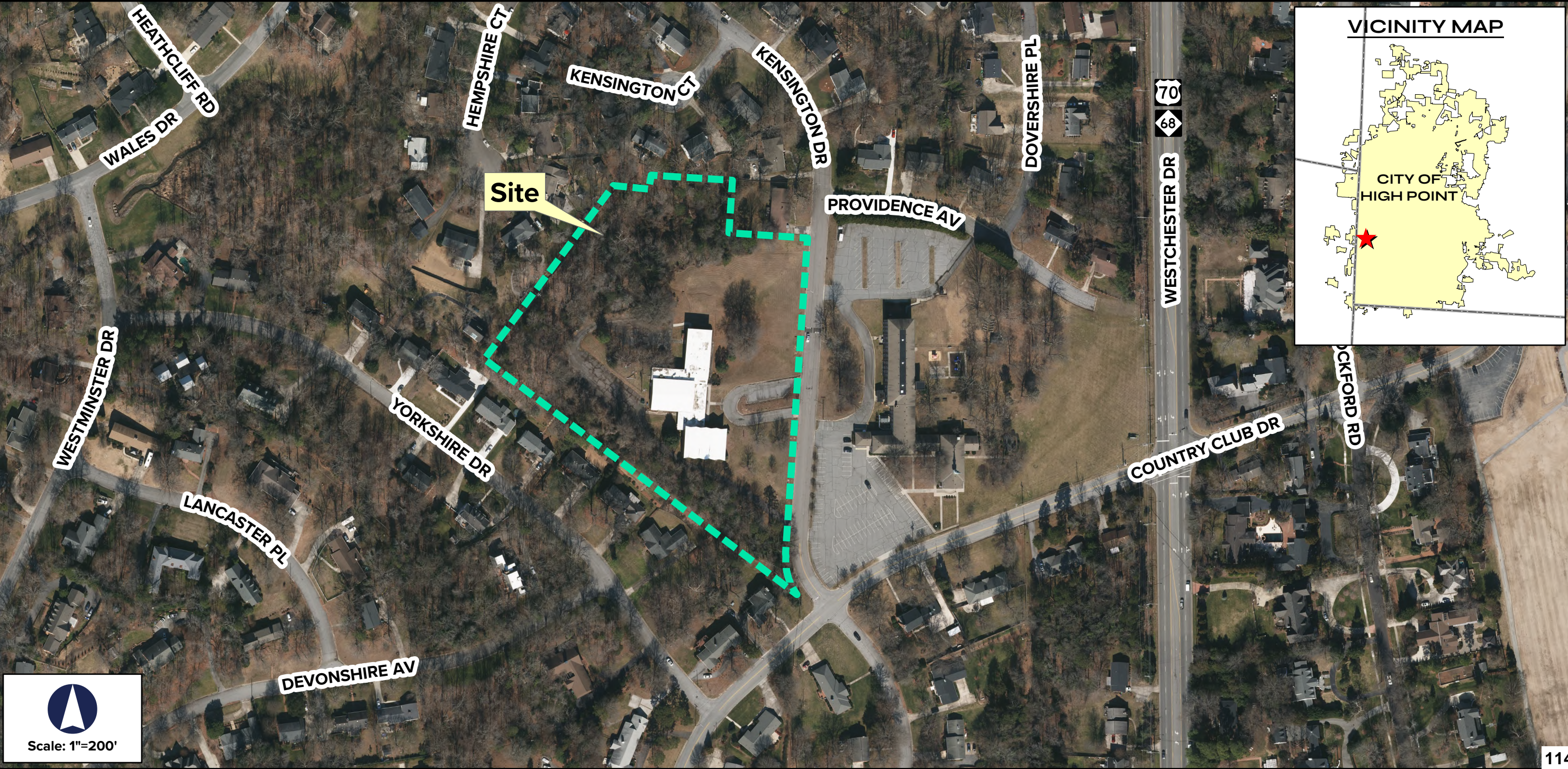




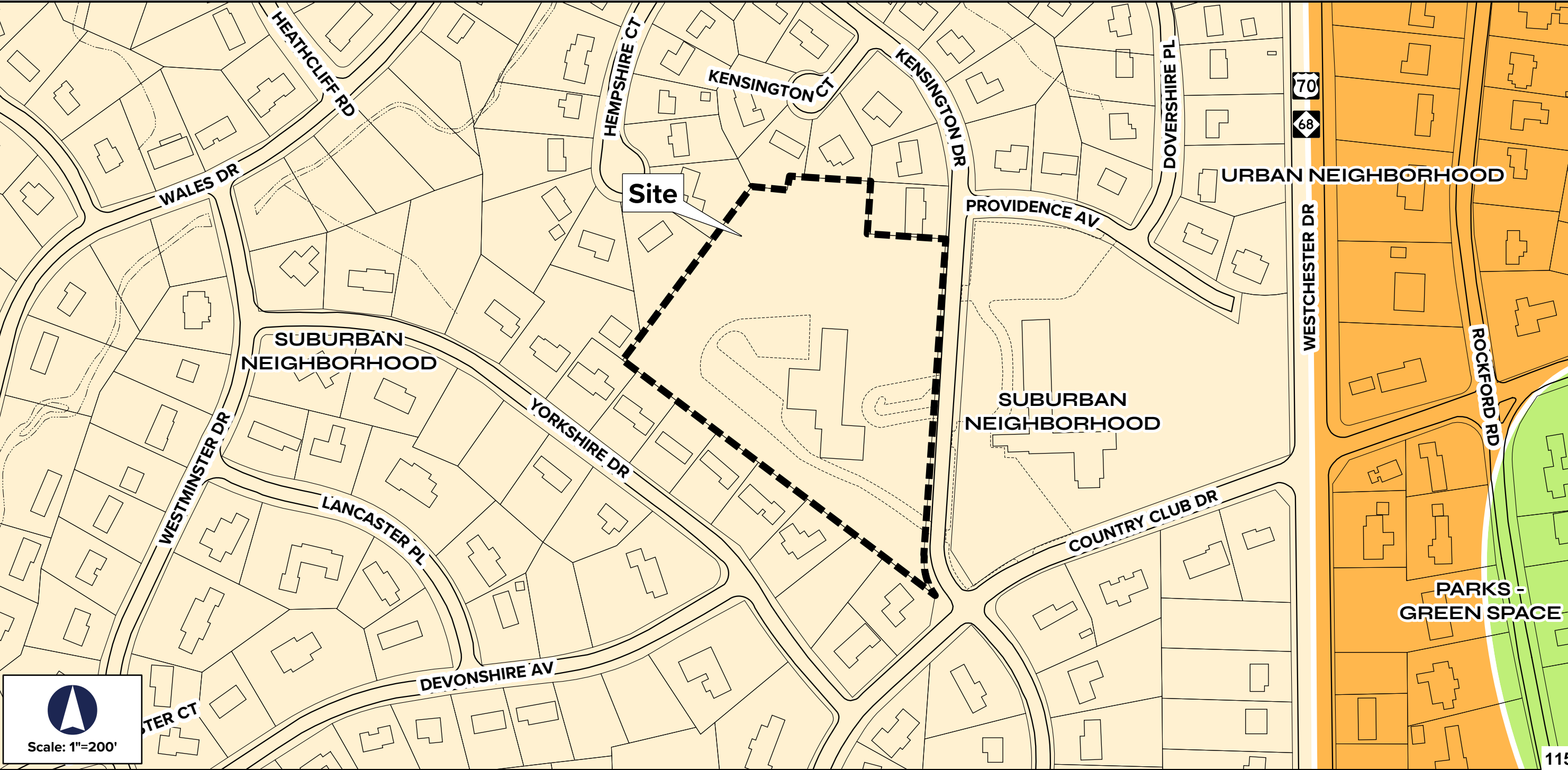
Scale: 1"=3,000'

SPECIAL USE PERMIT: SU-24-02

AERIAL PHOTOGRAPHY (FEB. 2022)

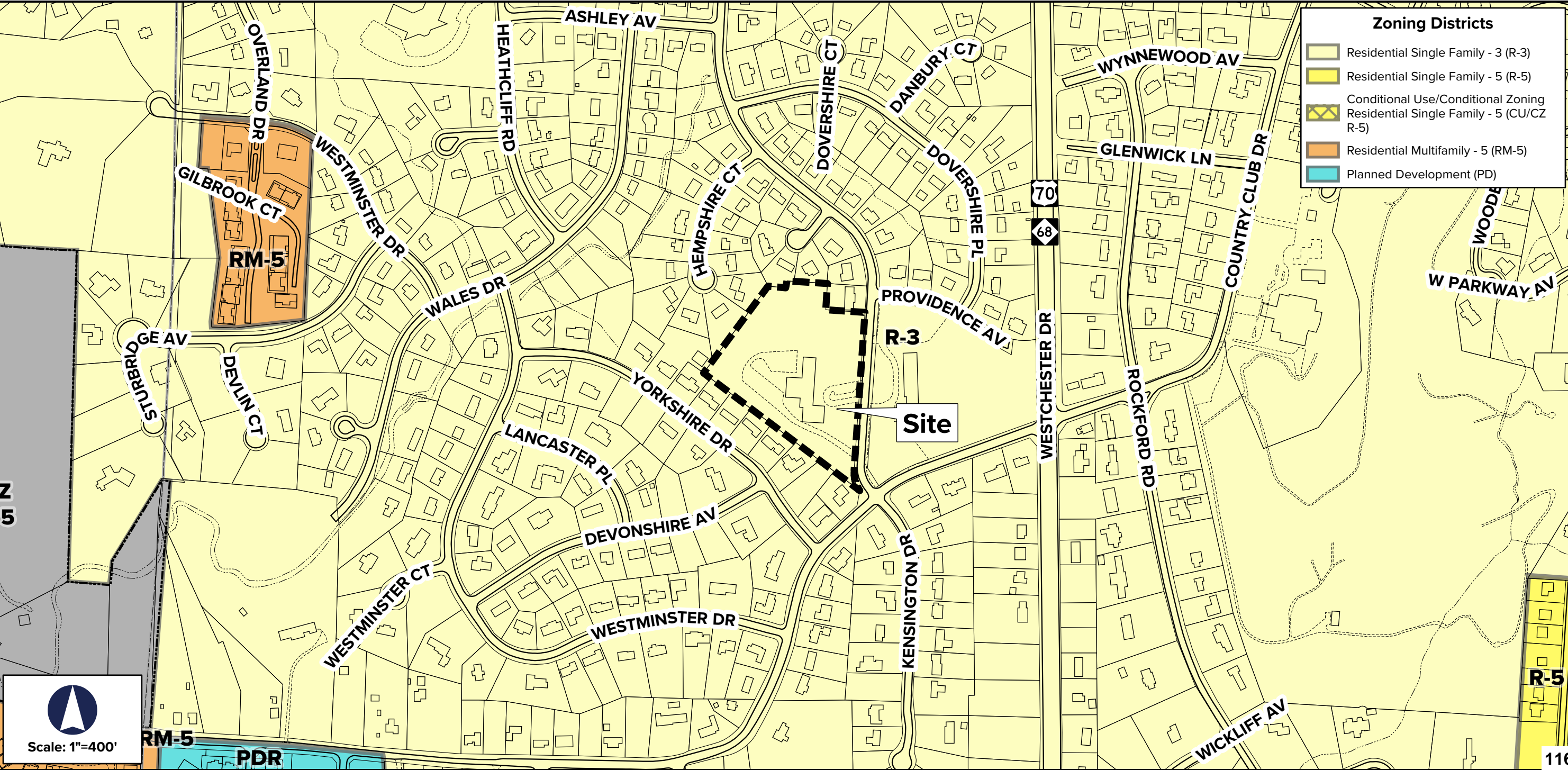


ZONING MAP AMENDMENT: PLACE TYPES MAP



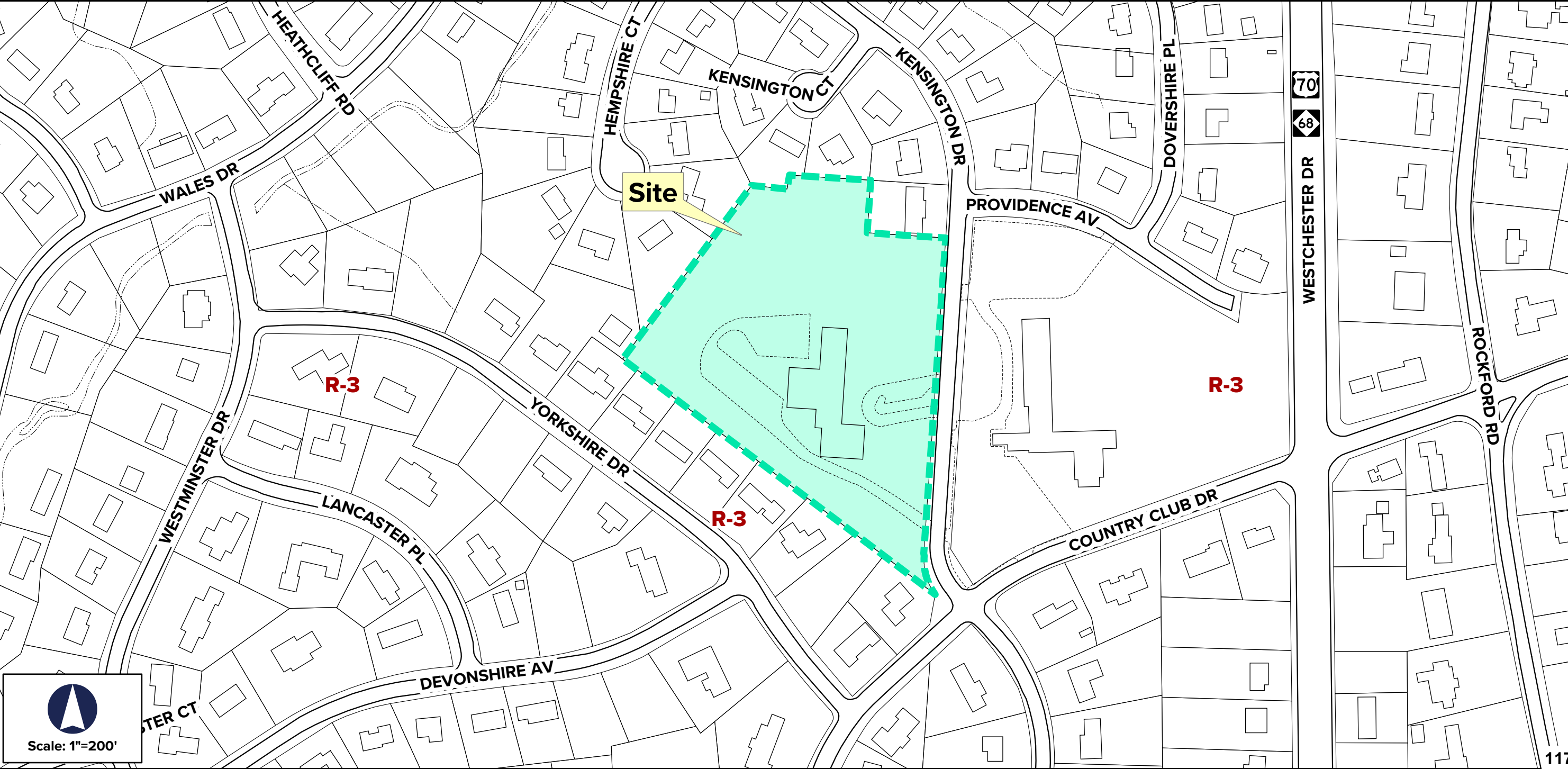
SPECIAL USE PERMIT: SU-24-02

COLOR-CODED ZONING MAP



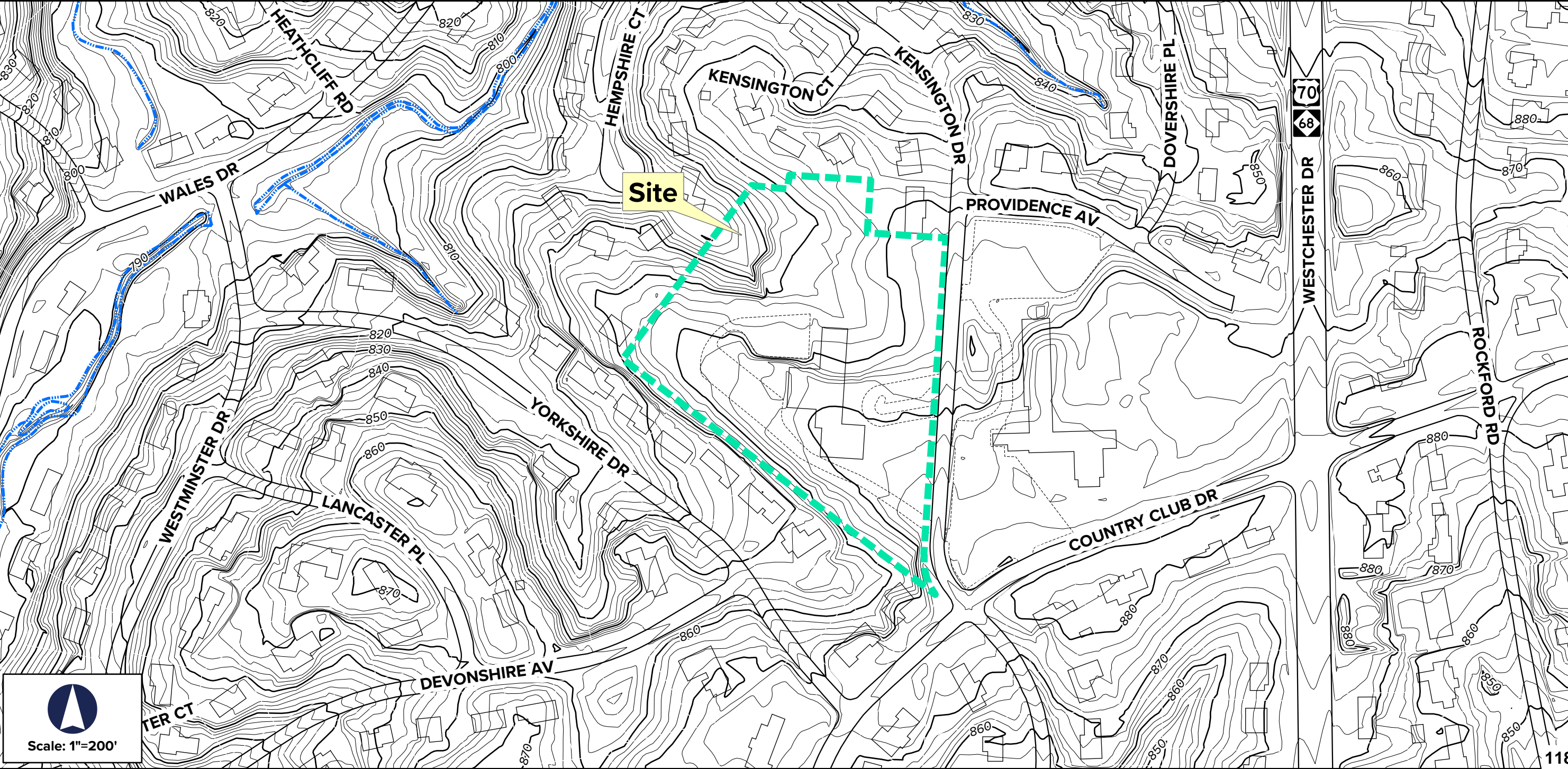
SPECIAL USE PERMIT: SU-24-02

ZONING MAP



SPECIAL USE PERMIT: SU-24-02

TOPOGRAPHY



I, JON ERIC DAVIS, certify that this plat was drawn under my supervision from an actual survey made under my supervision: (Deed description recorded in Book 2082, Page 498, etc.); that the boundary not surveyed are clearly indicated as drawn from information found in Book 2082, Page 498, etc.; that the ratio of precision as calculated is 1:20,000; that this plat was prepared in accordance with G.S. 47-20 as amended. Witness my original signature, registration number, and seal this 19th day of August 1999.

Stamp or Seal
JON ERIC DAVIS
Registered Land Surveyor, RLS No. L-3464

I, JON ERIC DAVIS, Registered Land Surveyor, RLS No. L-3464, certify that this is of a survey that:

- (1) Creates a subdivision of land within the area of a County or Municipality that has an ordinance that regulates parcels of land.
- (2) Is of another category, such as the re-division of existing parcels, a court-ordered re-division, or exceptions to the definition of subdivision.
- (3) Is of an existing parcel or parcel.

Ownership and Dedication:

The undersigned hereby acknowledge(s) this plat and agreement to be free act and deed and hereby dedicate(s) to the public use as streets, parks, drainage ways and open space, and easements forever all area so shown or indicated on said plat, and authorizes the City of High Point to record this plat in the office of the Register of deeds of Guilford County, North Carolina.

Signed Laurence Goldburg 7-29-99 Date
Laurence Goldburg (President)

Attest Susan W. Broder 7-30-99 Date
Susan Broder (Secretary)

Approval For Recordation

Approval by the Planning Department of HIGH POINT North Carolina on the 10 day of August 1999 pursuant to the HIGH POINT development ordinance.
Signed H. Lee Bunn
Planning Director

Statement no approval is required by NCDOT Division of Highways:

This plat does not require certificate of approval by the Division of Highways as provided in G.S. 136-102.6 Subsection (g).

Signed H. Lee Bunn 8-10-99
Planning Director

State of North Carolina
County of Guilford

I, Mark Schreder, Review Officer of the City of High Point, Guilford County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Signed Mark Schreder 8-10-99
Review Officer

NORTH CAROLINA -- Guilford County

The foregoing certificate(s) of is (are) certified to be correct. This instrument was presented for registration on and recorded in this office at Book Page .
This day of 19 at o'clock M.

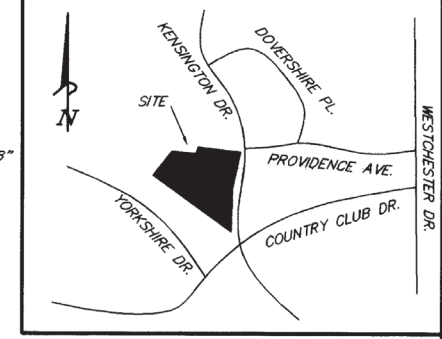
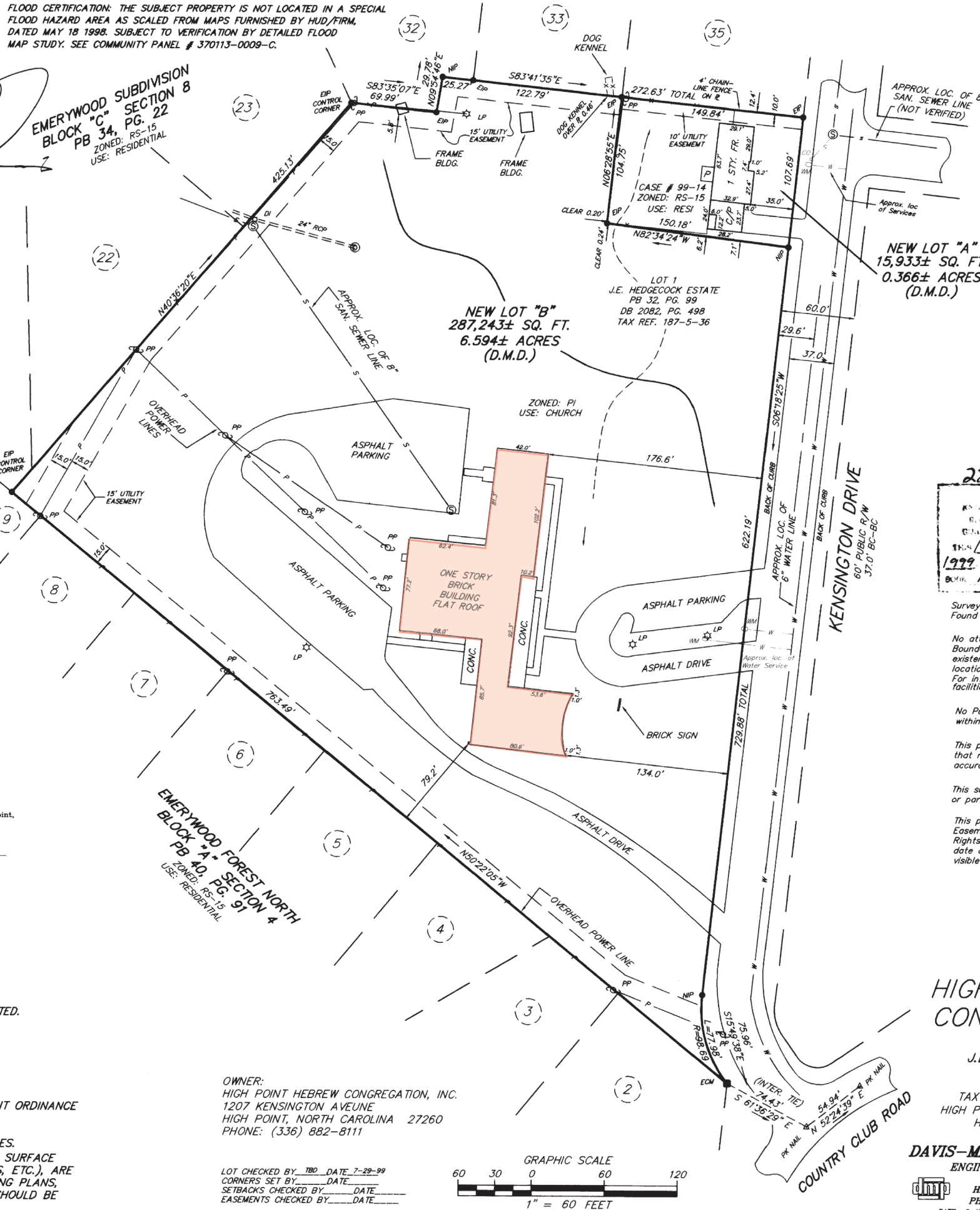
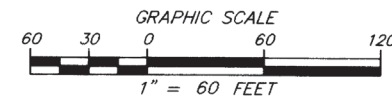
By
Register of Deeds

GENERAL NOTES

- 1) IRON PIPES AT ALL CORNERS UNLESS OTHERWISE NOTED.
- 2) CURRENT ZONING: PI
- 3) LAND USE: CHURCH / RESIDENTIAL
- 4) TAX MAP REFERENCES: MAP 187, BLOCK 5, LOT 36
- 5) TOTAL NUMBER OF LOTS: 2
- 6) TOTAL AREA = 6.96± ACRES
- 7) DEED REFERENCES: D.B. 2082 PG. 498
- 8) SETBACKS SHOWN IN ACCORDANCE WITH DEVELOPMENT ORDINANCE OF THE CITY OF HIGH POINT (TABLE 4-11-4).
- 9) ALL BEARINGS ARE PLAT BEARINGS.
- 10) ALL DISTANCES AREA HORIZONTAL GROUND DISTANCES.
- 11) UNDERGROUND UTILITIES, WHERE NOT DISCERNIBLE BY SURFACE APPURTENANCES (MANHOLES, CATCH BASINS, VALVES, ETC.), ARE SHOWN PER INFORMATION OBTAINED FROM ENGINEERING PLANS, UTILITY ENTITIES, SITE PLANS, AND OTHERS. THEY SHOULD BE CONSIDERED APPROXIMATE.

OWNER:
HIGH POINT HEBREW CONGREGATION, INC.
1207 KENSINGTON AVENUE
HIGH POINT, NORTH CAROLINA 27260
PHONE: (336) 882-8111

LOT CHECKED BY TBD DATE 7-29-99
CORNERS SET BY DATE
SETBACKS CHECKED BY DATE
EASEMENTS CHECKED BY DATE



284633
17th DAY OF August
1999 TIME 14:56:00
BOOK 134 PAGE 024

Survey Based on Existing Corners Found on Site.

No attempt has been made as a part of this Boundary Survey to obtain or show data concerning existence, size, depth, condition, capacity, or location of any utility or municipal/public service facility. For information regarding these utilities or facilities, please contact the appropriate agency.

No Published Horizontal Control within 2,000 Feet of this Survey.

This plat is subject to any facts that may be disclosed by a full & accurate title search.

This survey is of an existing parcel or parcels of land.

This plat is subject to any Easements, Agreements, or Rights-of-way of record prior to date of this plat, which was not visible at the time of my inspection.

08/17/1999 GUILFORD CO. NC
1 PLAT 284633 \$21.00

FINAL MINOR SUBDIVISION
PROPERTY OF
HIGH POINT HEBREW CONGREGATION, INC.

REDIVISION OF LOT 1
J.E. HEDGECOCK SUBDIVISION
PLAT BOOK 32, PAGE 99
DEED BOOK 2082, PAGE 498
TAX REF. MAP 187, BLOCK 5, LOT 36
HIGH POINT TOWNSHIP - GUILFORD COUNTY
HIGH POINT - NORTH CAROLINA
PREPARED BY

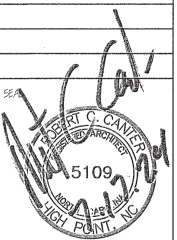
DAVIS-MARTIN-POWELL & ASSOC., INC.
ENGINEERING-LAND PLANNING-SURVEYING
218 GATEWOOD AVE., SUITE 102
HIGH POINT, NORTH CAROLINA 27262
PH (336) 886-4821 FAX (336) 886-4458
DATE: 3-17-99 SCALE: 1"=60' JOB No. S-40970
SURVEYED BY: J.R. DRAWN BY: TBD CHECKED BY: JED

DRAWING: K:\DWG\JUNCAN\540970\540970.DWG

ALTERATIONS and OCCUPANCY REVISION to
HIGH POINT FAMILY WORSHIP CENTER
 1207 KENSINGTON DRIVE
 HIGH POINT NORTH CAROLINA

ALL DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS PREPARED BY THE ARCHITECT FOR THIS PROJECT ARE INHERENTLY OF THE ARCHITECT'S SERVICE FOR USE SOLELY WITH RESPECT TO THIS PROJECT AND, UNLESS OTHERWISE PROVIDED IN WRITING BY THE ARCHITECT, THE ARCHITECT SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND SHALL RETAIN ALL COMMON LAW, STATUTE AND INTELLECTUAL PROPERTY RIGHTS. WITHOUT LIMITATION OF THE ABOVE, THE ARCHITECT'S COPYRIGHT, THE OWNER SHALL BE PERMITTED TO RETAIN COPIES OF THESE DOCUMENTS INCLUDING REPRODUCIBLE COPIES FOR INFORMATION AND REFERENCE IN CONNECTION WITH THE OWNER'S USE AND OCCUPANCY OF THE PROJECT. THESE DOCUMENTS SHALL NOT BE USED BY THE OWNER OR OTHERS ON PROJECTS OTHER THAN THIS ONE UNLESS AGREED TO IN WRITING BY THE ARCHITECT.

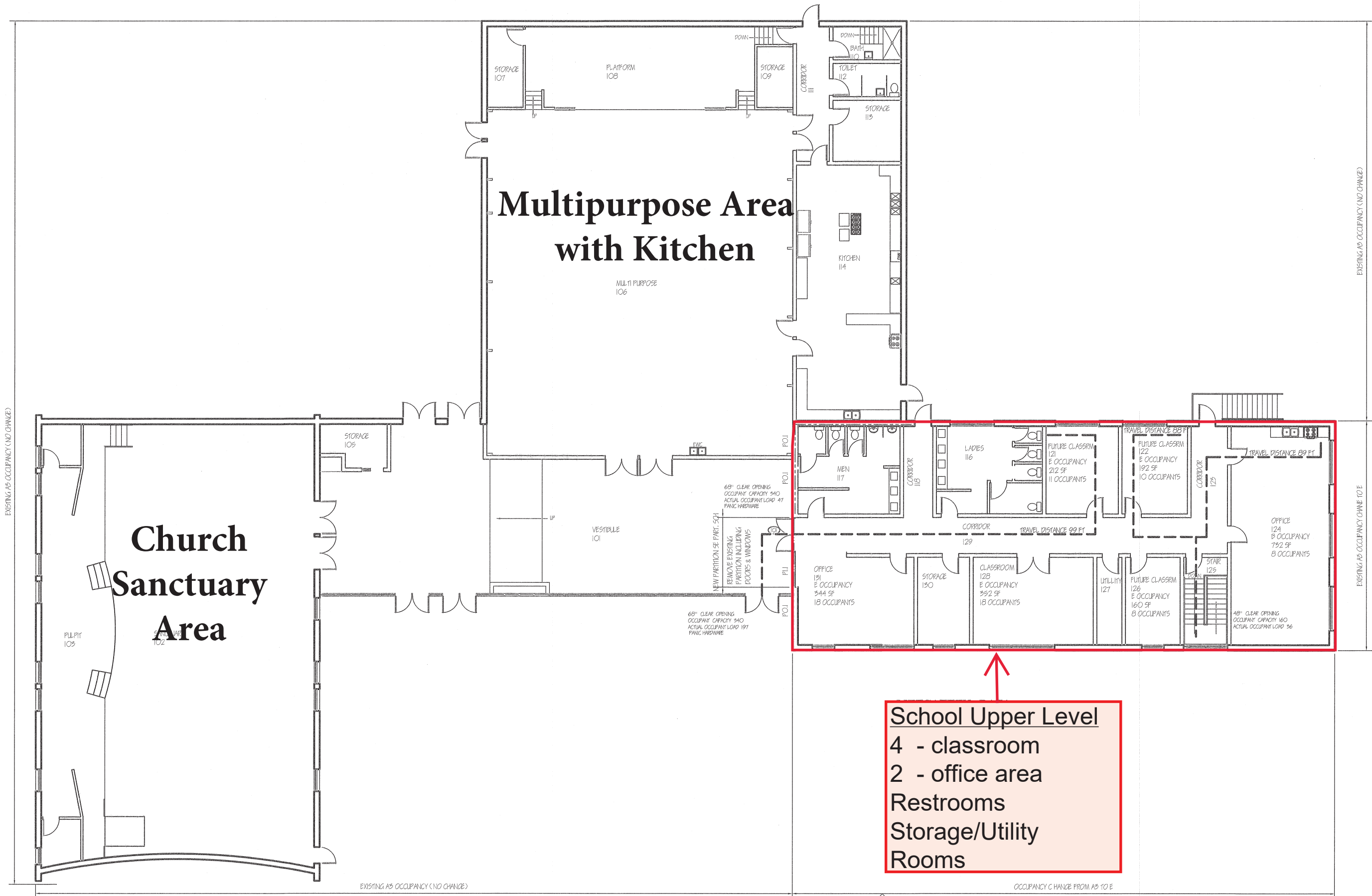
PROJECT NO.	24-14
DRAWN BY	
DATE	7-17-24
REVISIONS	



SHEET

A1

Of 2



MAIN FLOOR PLAN

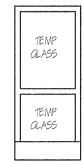
$$1/8'' = 1'-0''$$


DOOR SCHEDULE

DR#	SIZE	DOOR TYPE	MAT.	FRAME	MAT.	JAMB	HEAD	NOTES
00	3'-0" X 7'-0"	D1	AL	F1	AL	J3/J4	H2	1 1/2 HR DOOR & FRAME
01	3'-0" X 7'-0"	D2	WD	F2	HM	J5	H3	1 1/2 HR DOOR & FRAME
02	3'-0" X 7'-0"	D3	WD	F3	HM	J3/J2	H1	1 1/2 HR DOOR & FRAME

DOOR TYPES

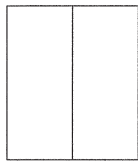
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D1



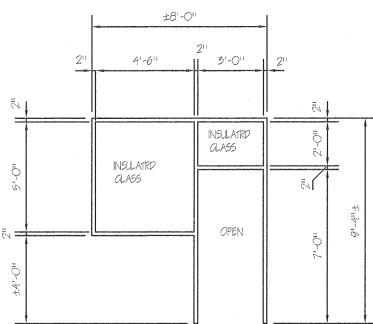
D2



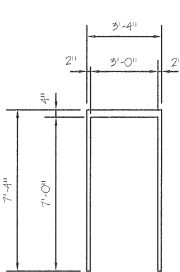
D3

DOOR FRAMES

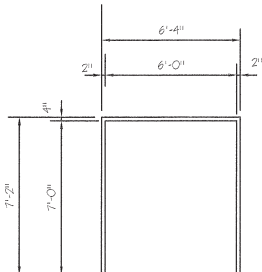
1/4" = 1'-0"



F1



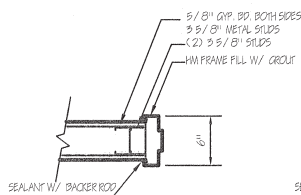
F2



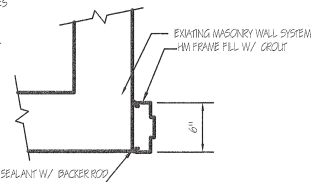
F3

DOOR JAMBS

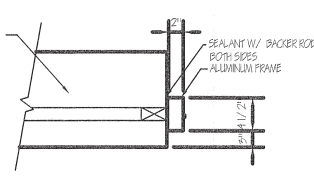
1" = 1'-0"



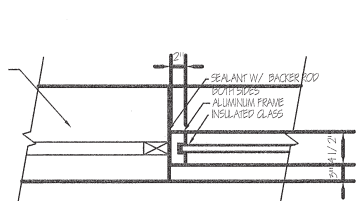
J1



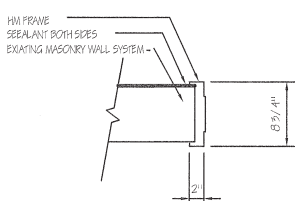
J2



J3



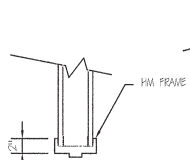
J4



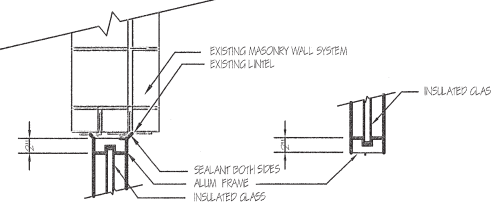
J5

DOOR HEADS

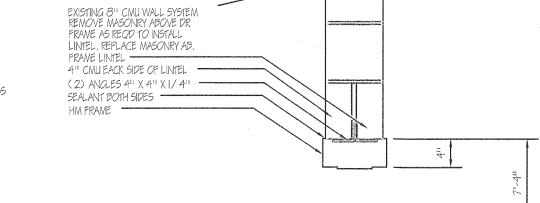
1" = 1'-0"



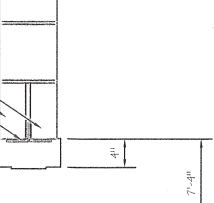
H1



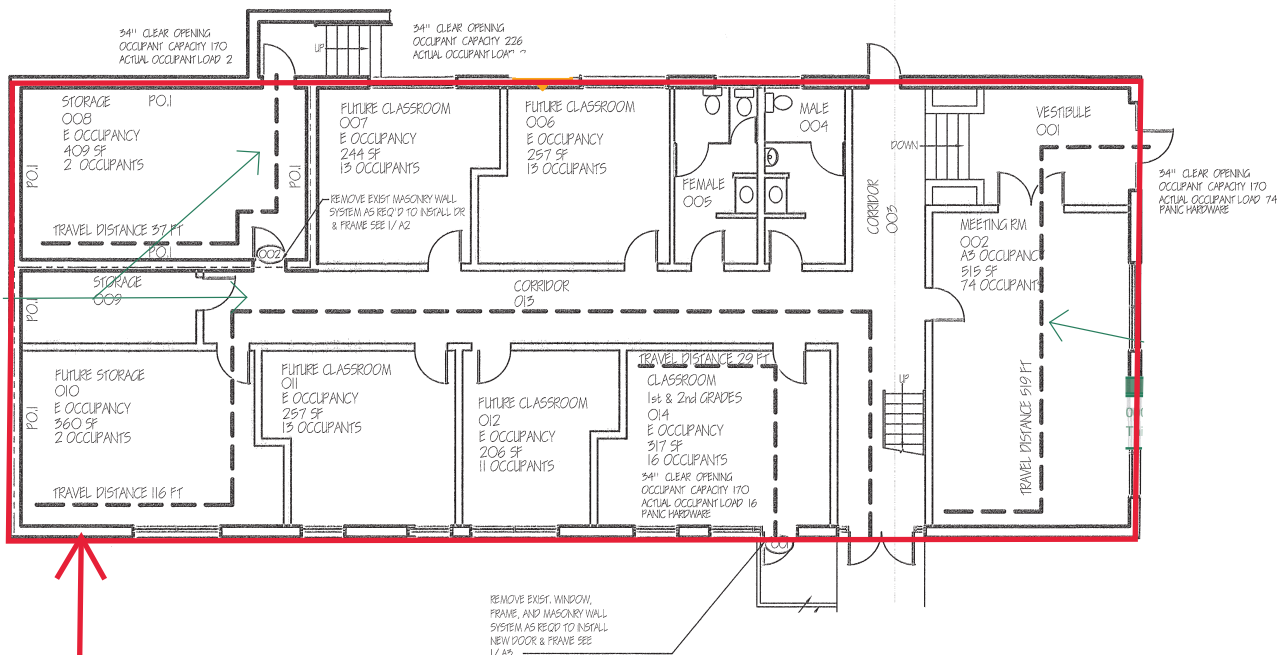
H2



H3



H4



School Lower Level
5 - classroom
Large Meeting Room
Restrooms
Storage Rooms

LOWER FLOOR PLAN

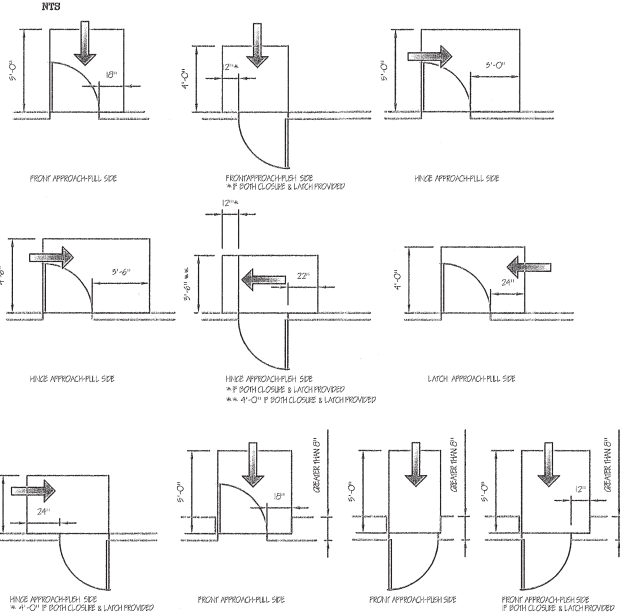
1/4" = 1'-0"

SAFETY DATA

CONSTRUCTION TYPE - 1B NON SPRINKLED
OCCUPANCY CLASSIFICATION - E
MAXIMUM TRAVEL DISTANCE - 200 FT
MAXIMUM COMMON PATH TRAVEL DISTANCE - 75 FT
MAXIMUM DEAD END CORRIDOR TRAVEL DISTANCE - 20 FT

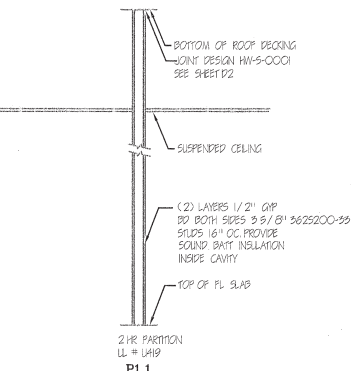
DENOTES EXISTING 2HR FIRE PARTITION OR WALL
DENOTES NEW 2HR FIRE PARTITION OR WALL
DENOTES EXISTING 2HR FIRE PARTITION OR WALL
DENOTES TRAVEL PATH

SWINGING DOOR APPROACHES



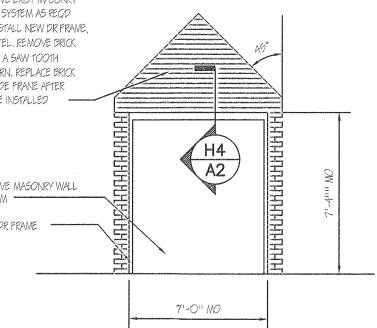
INTERIOR PARTITION SCHEDULE

NTS



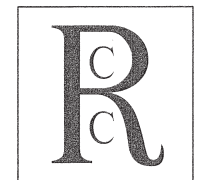
EXISTING (NO WORK)
2 HR WALL
UL-1000

REMOVE EXIST MASONRY
WALL SYSTEM AS REQ'D
TO INSTALL NEW DR FRAME.
8 LINTEL, REMOVE BRICK
USING A SAW TOOTH
PATTERN, REPLACE BRICK
OUTSIDE FRAME AFTER
FRAME INSTALLED



TYPICAL DOOR FRAME DEMO

NTS



ROBERT C. CANTER, AIA
154 WESTGATE DRIVE
HIGH POINT, NORTH CAROLINA
27262
PHONE: (336) 854-4540
E-MAIL: RCanter@earthlink.net

ALTERATIONS and OCCUPANCY REVISION to
HIGH POINT FAMILY WORSHIP CENTER
1207 KENSINGTON DRIVE
HIGH POINT
NORTH CAROLINA

ALL DRAWINGS, SPECIFICATIONS, AND OTHER
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THIS PROJECT ARE INSTRUMENTS OF THE
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RESPONSIBLE FOR OBTAINING ALL NECESSARY
PERMITS AND APPROVALS FROM THE
APPLICABLE AGENCIES. THESE DOCUMENTS
SHALL NOT BE USED FOR ANY OTHER
PROJECTS WITHOUT THE WRITTEN
PERMISSION OF THE ARCHITECT.

PROJECT NO. 24-14
DRAWN BY
DATE 7-17-24
REVISIONS
SEAL
5109
SHEET
A2
OF 2

Consent to SUP Conditions

I consent to the conditions provided below being incorporated into the Special Use Permit.

(sign by property owner/applicant)

If you have no objection to these conditions, please sign above. If the final SUP is approved by City Council, this document will be reviewed and issued by the Planning Director.

SPECIAL USE PERMIT 24-02 CITY OF HIGH POINT, NORTH CAROLINA (High Point Family Worship Center)

October 7, 2024.
(Pending Approval)

The City of High Point City Council, pursuant to Section 2.4.12, Special Use, of the City of High Point Development Ordinance, approves a Special Use Permit for the property located at 1207 Kensington Drive (Parcel # 185694), subject to the following condition(s):

Part I.

1. Major and Minor School use types and their customary accessory uses shall be permitted on the property, subject to the development and dimensional requirements of the Residential Single Family – 3 (R-3) District and the specific conditions listed in this Special Use Permit.
2. Student capacity shall not exceed 50 students.

Part II.

1. Site Development

- a) The structure located on the property shall not be expanded beyond the building footprint as shown on the map entitled “Final Minor Subdivision – Property of High Point Hebrew Congregation, Inc. (revision of Lot 1)”, as recorded in Plat Book 134, Page 24 of the Guilford County Register of Deeds Office, except if an amendment to this Special Use Permit is approved and subject to the property owner obtaining all other required permits and approvals.
- b) The above noted condition (Part II. 1.(a)) shall not preclude the installation of fencing, playground equipment, picnic shelter(s), or other accessory recreational equipment, subject to obtaining all other required permits and approvals. Recreation equipment and picnic shelter(s) shall not be placed within perimeter landscaping yards.

2. Landscaping, Buffers and Screening

- a) Kensington Drive Streetyard: A Streetyard (Landscape Yard Type from Table 5.5.11.B of the Development Ordinance) shall be installed and maintained along the entire Kensington Drive frontage of the property. The property owner shall present a landscape plan to the City of High Point Planning and Development Department on or before April 1, 2025, and following approval of the plan, the streetyard shall be installed on or before October 1, 2025, and maintained in perpetuity.
- b) Landscape Yard: A Type B Semi Opaque Landscape Yard (Landscape Yard Type from Table 5.5.11.B of the Development Ordinance) shall be installed and maintained along the entire perimeter (non-street frontage area) of the property. The property owner shall present a landscaping plan to the City on or before April 1, 2025, and following approval of the plan, the Type B yard shall be installed on or before October 1, 2025, and maintained in perpetuity.
- c) Per the standards of Section 5.5.8 (Credit for Existing Vegetation) of the Development Ordinance, existing vegetation may be used to meet the above noted planting yard conditions.

3. Transportation Conditions

- a) Access: No additional vehicular access point shall be permitted unless an amendment to this Special Use Permit is approved and subject to the property owner obtaining all other required permits and approvals.
- b) On-Site Vehicle Queuing Area: The property owner shall work with the City of High Point Transportation Department to convert the existing circle drive to a queuing and drop-off area. On or before January 1, 2025, this circular drive shall be converted so that the existing parking spaces on the outer lane of the circular drive will function as a double lane vehicular drop-off/pick-up lane.
- c) Other Transportation Conditions: In the event the property owner proposes to modify or widen the current access points, the City of High Point Transportation Director shall approve the exact location and design of all modifications and improvements.

Part III.

This Special Use Permit is perpetually binding and runs with the land, unless amended. A material change to the Special Use Permit that alters the objectives and purposes of the requirements or conditions of the Special Use Permit constitutes an amendment to the Special Use Permit.

If the approved special use (the Major and Minor School use) is discontinued for a period exceeding one (1) year, or if the special use is replaced by a use otherwise permitted by right in the zoning district, this special use is deemed abandoned and this Special Use Permit is null and void. An action invalidating a special use condition of approval for any reason shall render Special Use Permit null and void.

Part IV.

Based upon the City Council's approval of the special use of the property, and the accompanying written Decision Approving Special Use Permit 24-02 adopted by the City Council on October 7, 2024, this Special Use Permit 24-02 is hereby issued and effective upon the date provided below.

Sushil Nepal, Planning & Development Director

Date

High Point City Council,

My name is Chris Howard, North Carolina Certified Appraiser License number A6925. I have been performing appraisals in Guilford County and the surrounding Triad area since 2006. During that time, I have performed thousands of appraisals and worked with many of the local lenders and homeowners for their residential valuation needs.

I have been asked to do some research on the impact that building a school has on the residential properties that are in that school's immediate market area. As part of this research, I identified a few different schools that have been built since 2015 and have been able to compile some market research to show the property values for residential homes within close proximity of those schools. Below are the names, addresses, years they were built and the home values for the homes researched for those areas.

Carolina Conference Association/Seventh Day Adventist
8000 Clinard Dairy Farms Rd, High Point, NC 27265
Built in 2015

Phoenix Academy Foundation INC
7847 Clinard Dairy Farms Rd, High Point, NC 27265
Built in 2015

Triad MLS data does not start until 2016, so the data started near the end of construction of the schools or shortly after the schools were finished. Both schools were close and shared the same data below.

Homes between 2000 sf – 2500 sf within 1 Mile of these campus's average home prices and date ranges

01/01/2016 – 01/01/2017 -- \$225,000 (18 sales)
01/01/2017 – 01/01/2018 -- \$231,000 (29 sales)
01/01/2018 – 01/01/2019 -- \$243,000 (17 sales)
09/17/2023 – 09/17/2024 -- \$368,000 (15 sales)

Revolution Academy

3800 Oak Ridge Rd, Summerfield NC 27358

Built 2021

Homes between 3000 sf – 3500 sf within 2 Mile of this campus average home price and date range

01/01/2019 - 01/01/2020 -- \$375,000 (17 sales)

01/01/2020 – 01/01/2021 -- \$423,000 (16 sales)

01/01/2021 – 01/01/2022 -- \$477,000 (18 sales)

01/01/2022 - 01/01/2023 -- \$589,000 (10 sales)

09/17/2023-09/17/2024 -- \$707,000 (9 sales)

As you can see by these data sets, the building of these schools did not have a negative impact on the values of the single family residential houses within the immediate market. The first data set was only after the completion of the schools but shows increasing property values with no negative impact. The data for Revolution Academy has data prior to the school being built, during construction, and post construction which shows no negative impact to single family home values in the area. The distance of the data search for Revolution Academy was expanded to 2 miles to allow for enough data to have a reliable result.

In addition to the multiple years of data following construction of these campus's, the appraiser included the average sales prices for those sale home sizes for the prior year of the development of this report. Again, these areas have shown an increase in values. The appraiser also acknowledges that the local Triad real estate market has experienced a significant amount of growth starting before the dates used in the data set however in the Appraiser's opinion the building of these schools has had minimal to no impact on the values of the surrounding residential properties.



Certificate No. A6925

State of North Carolina



North Carolina Appraisal Board

Christopher F. Howard

having satisfied the North Carolina Appraisal Board regarding the qualifications to practice as a Residential Real Estate Appraiser in this State and having complied with the requirements prescribed by law, is hereby certified as a

State-Certified Residential Real Estate Appraiser

Given under and by virtue of the provisions of Article 1 Chapter 93E of the General Statutes of North Carolina, I hereunto set my hand and seal of the North Carolina Appraisal Board at Raleigh on the date below shown:

This certificate shall expire on the 30th day of June following the date shown below unless renewed prior to expiration.

August 28, 2008

**NORTH CAROLINA
APPRAISAL BOARD**

APPRAISER QUALIFICATION CARD
REGISTRATION / LICENSE / CERTIFICATE HOLDER
CHRISTOPHER F HOWARD

24

A6925
APPRAISER NUMBER

C
TYPE

Y
NATIONAL REGISTRY

25



Appraiser's Signature Executive Director

EXPIRES JUNE 30, 2025

Philip W. Humphries
Philip W. Humphries
Executive Director



**Decision of the City of High Point
City Council
Special Use Permit (SUP-24-02)
High Point Family Worship Center, Applicant
and Life Tabernacle Pentecostal Church,
Property Owner**

Decision Approving Special Use Permit

The High Point City Council held a quasi-judicial evidentiary hearing on October 7, 2024, to consider Application SUP-24-02 filed by High Point Family Worship Center, Applicant, and Life Tabernacle Pentecostal Church, Property Owner. The Applicant requested a Special User Permit (SUP) to allow the subject property located at 1207 Kensington Drive, High Point, North Carolina (Parcel Number 185694) to be used for a Major and Minor School use type. This Decision is the written quasi-judicial decision of the City Council and includes findings of fact and conclusions of law based on the competent, material, and substantial evidence presented at the hearing in accordance with the North Carolina General Statutes. This Decision is effective upon being filed with the City Clerk.

Findings of Fact

1. The subject property is a 6.5-acre parcel located off Kensington Drive (a collector street) currently developed with a 21,300± structure that is used as an institutional use (church) known as the High Point Family Worship Center. Guilford County records indicate that the structure was built in 1966.
2. The subject property is located in the Residential Single Family – 3 (R-3) zoning district and designated by the High Point 2045 Comprehensive Plan as being within a Suburban Neighborhood place type. The R-3 zoning district and Suburban Neighborhood place type both support public/institutional uses, such as schools and religious institutions, as secondary principal uses, subject to meeting certain standards in the Development Ordinance.
3. The subject property is located at the outer edge of a single family neighborhood (the Emerywood Estates neighborhood) where two collector streets (Country Club Drive and Kensington Drive) intersect. Access to the subject property does not require vehicular traffic to travel through the Emerywood Estates neighborhood, as this intersection lies one-tenth of a mile (700± feet) from Westchester Drive. The signalized intersection at Westchester Drive (a 4-lane major thoroughfare) and Country Club Drive forms the eastern edge of the Emerywood Estates neighborhood.
4. The land uses surrounding the subject property consist of single family detached dwellings to the north, west, and south, and a religious institution use type (Emerywood Baptist Church) lies to the east (across Kensington Drive). The adjacent Emerywood Baptist Church site is a 6.1 acre parcel lying between Westchester Drive (major thoroughfare) and Kensington Drive (collector street). The subject property (6.5 acres) and the Emerywood Baptist Church site (6.1 acres) form a 12.6± acre area of institutional land uses at the outer edge of this Emerywood Estates neighborhood.
5. On August 12, 2024, following a pre-application conference, the Applicant and Property Owner filed Application SUP-24-02 requesting a SUP to use the subject property for a Major and Minor School use type, as noted in Table 4.1.9 (Principal Use) of the Development Ordinance.

6. The Applicant's proposed school will serve students from grades K – 12 and have a maximum enrollment/capacity of 50 students.
7. The Applicant's proposed school will operate within the existing 21,300± institutional structure on the subject property, no building expansion is proposed. The northern portion of the structure will house the classrooms and offices for the school. The northern portion of the structure contains two-building stories with approximately 3,400 square feet of floor area at each level (total of 6,800± square feet) that will house classrooms, offices and restrooms for the school. The structure also contains a 5,000± square foot multipurpose room (separate from their sanctuary) with a kitchen that the school could use for special events or as a cafeteria.
8. Approximately half of the land area of the subject property is undeveloped, and the current institutional structure lies on the subject property in such a manner that it is not closer than 79 feet from the nearest residential property line.
9. The Applicant has provided a report from a certified real estate appraiser in which the appraiser evaluated three recently constructed schools (built between 2015 and 2021) and their impact upon adjacent single family residential properties. The report notes that the building of these schools did not have negative impact on the values of single family residential homes sales within the immediate markets.
10. Student drop-off and pick-up for the Applicant's proposed school will be from the circular one-way entrance drive at the front of the subject property (driveway access from Kensington Drive). The Applicant has offered a condition to the SUP to revise the circulation pattern of the circular access drive in front of their facility from a one-way single-lane to a one-way dual-lane circulation pattern. This configuration will permit onsite duel stacking area for approximately 15 cars. The City of High Point Transportation Department has determined that, subject to this entrance drive being modified to a duel one traffic flow, sufficient vehicular queuing area is available to accommodate a school of 50 up to students.
11. On October 7, 2024, a quasi-judicial evidentiary hearing was held on Application SUP-24-02. The Applicant and Property Owner were represented by attorney Ronnie D. Ingle, Jr.
12. During the hearing, no one testified in opposition to the SUP and no competent, material, or substantial evidence was presented to rebut the *prima facie* case presented by the Applicant.
13. The City Council voted **X-X** on October 7, 2024, that the Applicant met the SUP review standards provided in Section 2.4.12.C. of the Development Ordinance.

Conclusions

The City Council has reached the following conclusions based upon Application SUP-24-02, the staff report (and attachments), the above-findings of fact, the legal arguments made by the parties, and the competent, material, and substantial evidence submitted during the hearing in this matter:

1. Sufficient vehicle queuing can be provided on the subject property to limit vehicles backing into the Kensington Drive right-of way during student drop-off and pick-up. Vehicular traffic impacts will be limited due to the facility being restricted to a maximum enrollment/capacity of 50 students. Additionally, the Applicant has offered a condition to the SUP to revise the circulation pattern of the circular access drive in front of their facility from a one-way single-lane to a one-way dual-lane circulation pattern. This configuration will permit onsite duel stacking area for approximately 15 cars. As a result, the proposed special use will not materially endanger the public health or safety if located where proposed.
2. The proposed special use complies with all required standards, conditions, and specifications of the Development Ordinance, including Chapter 4: Uses.

3. Based upon the application and the competent, material, and substantial evidence from the Applicant's appraiser, as well as the conditions offered by the Applicant, the proposed special use will not negatively impact adjacent residential property values. As result, the proposed special use will not substantially injure the value of the abutting land.
4. The proposed special use will be in harmony with the area in which it is to be located because of the size of the subject property, its location on a collector street at the outer edge of the Emerywood Estates neighborhood, and its restriction of the allowable number of students.
5. The proposed special use is in general conformity with the City's adopted policy guidance, including The High Point 2045 Comprehensive Plan, which designates the subject property area as being within a Suburban Neighborhood place type. The R-3 zoning district and Suburban Neighborhood place type both support public/institutional uses, such as churches and schools, in these areas subject to meeting standards of the Development Ordinance.

THEREFORE, on the basis of the foregoing, the SUP requested in Application SUP-24-02 is hereby APPROVED subject to the conditions consented to by the Applicant and Property Owner and provided in the attached SUP.

This SUP is perpetually binding and runs with the land, unless amended. A material change to the SUP that alters the objectives and purposes of the requirements or conditions of the SUP constitutes an amendment to the SUP. If the approved special use (the Major and Minor School use) is discontinued for a period exceeding one (1) year, or if the special use is replaced by a use otherwise permitted by right in the zoning district, the special use is deemed abandoned and the SUP is null and void. An action invalidating a special use condition of approval for any reason shall render SUP null and void.

Approved this [redacted] day of [redacted], 2024.

Mayor

Filed with the City Clerk this [redacted] day of [redacted], 2024.

City Clerk

NOTE: This Decision of the City Council may be appealed to the Superior Court of Guilford County within thirty (30) days after a written copy of this Decision is given in accordance with N.C.G.S. 160D-406 and 1405, and Section 2.4.3. of the Development Ordinance.

CITIZEN INFORMATION MEETING REPORT

SPECIAL USE CASE SU-24-02

SUBMITTED BY:

Barton J. Adkins

Pastor & CEO, *High Point Family Worship Center*

Principal, *Kensington Christian Academy*

Meeting Report

October 3, 2024

To: City of High Point, North Carolina
Planning and Development Department

From: Barton J. Adkins
Pastor & CEO, High Point Family Worship Center
Principal, Kensington Christian Academy

Re: Special Use Case SU-24-02

In an effort to expeditiously meet all requirements and conditions of municipal code for special use permits and, based upon the limited time available to accomplish these project markers by October 7, 2024, the applicant chose to send a letter concerning SU-24-02 to each property owner on City Of High Point's notification list.

The attached letter was sent on September 19th to all residents/property owners on the attached mailing list provided by the Planning Department.

The letter explained the request for special use, the reason for it, and conditions being met/already met. Additionally, the letter informed the recipient of the date, time and location of the City Council public hearing and invited the recipient to contact the applicant with any questions.

To date, we have received four responses from the letter. Attached is a copy of the call record.

Call Record for
Citizen Information Meeting (Held Via letter)
September 19, 2024
Call-In: (336)-887-7768

Call 1.

Monday, September 23, 2024, 3:26pm

- ♦ Property owner Sharon K Barrier (1311 Country Club Dr, High Point NC 27262)
 - ♦ Ms. Barrier called with questions/statements including:
 - ♦ *When would our congregation install permanent signage rather than the vinyl*
 - ♦ Ms. Barrier was informed that our congregation is working diligently in appropriation of funds towards the completion of the signing project.
 - ♦ Ms. Barrier was informed that the issue of High Point Family Worship Center's signage was not cogent to SU-24-02.
 - ♦ *Would we be parking in the street affecting her driveway?*
 - ♦ Ms. Barrier was informed that neither our faculty or parent/student parking would be in the street, but confined to our three parking lots.
 - ♦ *You don't have proper 'egress' out of your parking lots*
 - ♦ Ms. Barrier was informed that there is, in fact, adequate egress from all three parking areas, which is used over five times a week for services and fellowship events at full capacity.
 - ♦ Ms. Barrier was also informed that, at the current cap of 50 students, City of High Point Transportation Safety department had already run engineering analysis for both traffic and queuing and that we do, in fact, have both adequate parking and traffic access for ingress, drop-off, and egress.
 - ♦ *Do you have adequate fencing to protect children?*
 - ♦ Ms. Barrier was informed that there is, in fact, a fenced playground, but that we are not restricted from using the lower field for open play with all appropriate supervision, and that the gymnasium is also used for student recreation as well.

Call 2.

Monday, September 23, 2024, 11:37am

- ♦ Property owner Peter Kopack (1314 Hampshire Ct, High Point, NC 27262)
 - ♦ Mr. Kopack called with questions/statements including:
 - ♦ *What is this permit all about? What are you planning on doing out there?*
 - ♦ Mr. Kopack was referred to the wording of the letter which we sent, and informed that we are opening a private Christian academy which necessitates a special use permit from the City of High Point since it is in an R-3 zoning district.
 - ♦ *Well we just don't think you're a good fit for this neighborhood.*
 - ♦ Mr. Kopack was informed that we regret to hear that he feels as such, and that we strive to promote the well-being, harmony, and development of our community.
 - ♦ *Well, the last thing we need here another High Point University. We don't want stadiums and ballfields here.*
 - ♦ Mr. Kopack was informed that our initial enrollment is only thirteen students, and that our approved special use permit would limit us to a fifty student cap.
 - ♦ *Well what will you do when you reach more than fifty students?*

- ✦ Mr. Kopack was informed that we would have to reapply for an amended special use permit in the event that we wanted/needed to enroll more than fifty students.

Call 3.

Friday, September 27, 2024, 3:33pm

- ✦ Property owner George White (1311 Hampshire Ct, High Point, NC 27262)
 - ✦ Mr. White called with questions including:
 - ✦ *We are happy about what you all are doing and you have our support.*
 - ✦ Mr. White was thanked for his support.
 - ✦ *How are you all being funded?*
 - ✦ Mr. White was informed that all funding is coming from contributions from within the church, as well as the volunteering/donation of time for teachers and staff.

Call 4.

Monday, September 30, 2024, 11:19am

- ✦ Property owner Jacquelyn Templeton (1303 Kensington Ct, High Point, NC 27262)
 - ✦ Ms. Templeton called with questions including:
 - ✦ *Will you all be removing any trees or buffer between your property and mine?*
 - ✦ Ms. Templeton was informed that KCA/HPFWC would not be removing any treeline/shrub/bush buffer between the properties in an effort to maintain mutual privacy and quiet.
 - ✦ *What kinds of buildings will you be building for this school?*
 - ✦ Ms. Templeton was informed that currently there are no plans to expand with building for the school, and that expansion was not a part of SU-24-02.
 - ✦ *What grades will be in the school?*
 - ✦ Ms. Templeton was informed that KCA would enroll students from grades K-12.
 - ✦ *I sure do appreciate you all doing this. We need more private schools like this.*
 - ✦ Ms. Templeton was thanked for her support.

Call 5.

Monday, September 30, 2024, 2:49pm

- ✦ Property owner James Mayer (1212 Yorkshire Dr. High Point, NC 27262)
 - ✦ Mr. Mayer called with questions including:
 - ✦ *I'm your neighbor right behind you and my property gets a lot of water runoff from your property.*
 - ✦ Mr. Mayer was informed that neither Public Works Department nor Stormwater Division were involved with SU-24-02 and that all issues of runoff would have to be handled on his own property.
 - ✦ *You're not taking care of the hill the way the Jewish people did. I would like you to clear the trees, bushes, and shrubs from that hill we share.*
 - ✦ Mr. Mayer was informed that, in the near 3 years of our occupancy, we have actually made a strong, concerted effort reclamation from intense overgrowth which was allowed by the previous owners of the property.

- ♦ Additionally, Mr. Mayer was informed that both KCA/HPFWC and several neighbors wish to see all buffer zones maintained for privacy and that, in an effort to do the most good for the most people, we would not be able to clear that hill.
- ♦ Moreover, Mr. Mayer was informed that, if clearing of trees/bushes/shrubs were to take place, his water runoff issue would be even worse. He agreed.
- ♦ *Are you going to have a cafeteria?*
 - ♦ Mr. Mayer was informed that we use our gymnasium as a multipurpose space including that for lunchtime.



September 19, 2024

RE: Application for Re-Zoning and Special Use Permit, 24-02 (SU-24-02) for 1207 Kensington Drive, High Point, North Carolina (the "Subject Parcel")

Dear Property Owner,

336-887-7768
info@hpfwc.com

Kensington Christian Academy
1207 Kensington Drive
High Point, NC 27262

The purpose of this letter is to inform you that our congregation, *High Point Family Worship Center*, has applied to the City of High Point for (i) re-zoning the Subject Parcel to a Conditional Zoning R-5 District via a (ii) special use permit to allow the facility to be used for educational purposes and (iii) a partial change of Certificate of Occupancy/Use, A-3 to E.d.c. These applications have been made pursuant to opening a private school, *Kensington Christian Academy*, with a student capacity not to exceed 50 students, on our current campus.

Conditions provided by City of High Point, to be made towards approval, involve interior physical/structural changes already underway/completed including (i) new panic exit doorway for elementary grade classroom at ground level and (ii) new fire walls and fire rated doors at key locations within the building. No exterior building changes or expansions will be made in these improvements. Parking and traffic flow will remain consistent with our congregation's daily activity already established in the last 3 years.

We plan to operate our private school including grades K - 12. The immediate student body for year one will include 13 students, with an expected growth to 25 students in year two, and up to 50 students by year three/four. We have worked closely with City of High Point and Guilford County staff to certify full compliance with building code, environmental health, expected standards, and to ensure that our applications, growth, and development are in keeping with City of High Point's vision for this part of the city. We believe our request is in harmony with the surrounding community, endeavoring to raise a generation of well educated, morally and ethically directed young people to act as responsible contributors to society.

If you have any questions regarding our applications or the school, please feel free to contact us at the number listed below. The High Point City Council will meet to consider our request on Monday, October 7th at 5:30pm. The meeting will be held in the City Council Chambers on the third floor of the Municipal Building located at 211 S. Hamilton Street, High Point, North Carolina.

For information or questions call: 336-887-7768

Regards,

Barton Adkins, PharmD, M.S.C.R.
Principal, Kensington Christian Academy
Pastor, High Point Family Worship Center

ADAMS, MACON R;ADAMS, LINDSEY
1128 KENSINGTON DR
HIGH POINT, NC 27262

BALL, LAUREN E
1225 DOVERSHIRE PL
HIGH POINT, NC 27262

BARKLEY, CHARLES S;BARKLEY, TONYA MICHELL
1316 HEMPSHIRE CT
HIGH POINT, NC 27262

BOWMAN, DANIEL KEITH;BOWMAN, LESLEY
HEATHER
1123 KENSINGTON DR
HIGH POINT, NC 27262

BOWMAN, ERIC;LEONARD, SARAH
1310 PROVIDENCE AVE
HIGH POINT, NC 27262

BUI, HUNG V;LE, MICHELLE
1317 HEMPSHIRE CT
HIGH POINT, NC 27262

CLEMMER, WILLIAM H;CLEMMER, BEVERLY W
1216 YORKSHIRE DR
HIGH POINT, NC 27262

DAVENPORT, JANE FELTON;DAVENPORT, MILTON
GLENN
1220 YORKSHIRE DR
HIGH POINT, NC 27262

EMERYWOOD BAPTIST CHURCH
1300 COUNTRY CLUB DR
HIGH POINT, NC 27262

FERRELL, ARTHIA JEAN TRUSTEE;BARRIER,
SHARON KAY TRUSTEE;WILLIE E FERRELL AND
ARTHIA JEAN FERRELL JOINT REVOCABLE TRUST
1311 COUNTRY CLUB DR
HIGH POINT, NC 27262

GODFREY, RICHARD BYRON;GODFREY, JO ELLEN
1215 KENSINGTON DR
HIGH POINT, NC 27262

HARRIS, CARL R
1208 YORKSHIRE DR
HIGH POINT, NC 27262

HARRIS, WILLIAM P;HARRIS, ANNE C
1309 HEMPSHIRE CT
HIGH POINT, NC 27262

HAYAT, KASHMALA;IQBAL, JAVAID;JAVAID,
MOHAMMAD ANEEB
1400 COUNTRY CLUB DR
HIGH POINT, NC 27262

HAYNES, LEAH JUSTINE SINK;SINK, NATHAN
MICHAEL
1225 KENSINGTON DR
HIGH POINT, NC 27262

HINNANT, SAMUEL;HINNANT, OLIVIA
1220 KENSINGTON DR
HIGH POINT, NC 27262

HOWARD, MICHAEL N;HOWARD, MERIA L
1218 KENSINGTON DR
HIGH POINT, NC 27262

JOHNSON, HAROLD P;JOHNSON, BETTY C
1207 YORKSHIRE DR
HIGH POINT, NC 27262

KASIAS, LEIGH ANNE
1318 HEMPSHIRE CT
HIGH POINT, NC 27262

KEARNS, MARSHALL C
1305 KENSINGTON CT
HIGH POINT, NC 27262

KELLEY, AMBER S;KELLEY, MARK A
1313 HEMPSHIRE CT
HIGH POINT, NC 27262

KOPACK, PETER D;KOPACK, CAROL A
1314 HEMPSHIRE CT
HIGH POINT, NC 27262

LABUDA, TIMOTHY
1301 KENSINGTON CT
HIGH POINT, NC 27262

LIFE TABERNACLE PENTECOSTAL CHURCH
1207 KENSINGTON DR
HIGH POINT, NC 27262

LOUK, MARY CHRISTINE;LOUK, DOUGLAS KEITH
1315 HEMPSHIRE CT
HIGH POINT, NC 27262

MAYER, JAMES J TRUSTEES;MAYER, BETTY S
TRUSTEES;JAMES AND BETTY MAYER REVOCABLE
TRUST
1212 YORKSHIRE DR
HIGH POINT, NC 27262

MISIAVEG, SUZANNE KENNEDY TRUSTEE;THE
SUZANNE K MISIAVEG REVOCABLE
TRUST;KENNEDY, ADRIENNE LEIGH;KENNEDY,
CYNTHIA KAY;KENNEDY, JAY WAYNE
3826 WARRINGTON DR
CHARLOTTE, NC 28211

MOHORN, RACHEL H;MOHORN, ZACKYRY T
1500 COUNTRY CLUB DR
HIGH POINT, NC 27262

MUELLER, MICHAEL;MUELLER, BROOKE
1222 YORKSHIRE DR
HIGH POINT, NC 27262

MURROW, ANGELA CUMBLIDGE;MURROW,
JEFFREY TODD
1206 LANCASTER PL
HIGH POINT, NC 27265

PEARCE, ROBERT W TRUSTEE;ROBERT W PEARCE
REVOCABLE TRUST
1217 YORKSHIRE DR
HIGH POINT, NC 27262

PEGUES, FRANCES
1222 KENSINGTON DR
HIGH POINT, NC 27262

POOLE, ROBERT G III;POOLE, BRITTNEY L
1223 KENSINGTON DR
HIGH POINT, NC 27262

POWELL, PEGGIE G
1125 KENSINGTON DR
HIGH POINT, NC 27262

RAGAN, GEORGE W JR
PO BOX 5311
HIGH POINT, NC 27262

SMITH, LONNIE WILBUR JR
1210 YORKSHIRE DR
HIGH POINT, NC 27262

STRASSELL, ANDREW JAMES;STRASSELL, SARA
MCCRARY
1218 YORKSHIRE DR
HIGH POINT, NC 27262

TEMPLETON, JOHN A;TEMPLETON, JACQUELYN C
1303 KENSINGTON CT
HIGH POINT, NC 27262

TOLLIVER, CHRISTOPHER SHELLY;TOLLIVER,
BRIDGETT MESHELL
1214 YORKSHIRE DR
HIGH POINT, NC 27262

VAN AUSDALL, STEPHEN LUKE ;VAN AUSDALL,
CARLY EVERHART
1309 COUNTRY CLUB DR
HIGH POINT, NC 27262

VANDBERRY, JAMES GREER JR;VANDBERRY,
BRENNAN RIVES
1213 YORKSHIRE DR
HIGH POINT, NC 27262

VAUGHN, CAMDEN MARCUS;MYERS, LAUREN
1402 COUNTRY CLUB DR
HIGH POINT, NC 27262

WARNER, SHEILA LYNN
1219 KENSINGTON DR
HIGH POINT, NC 27262

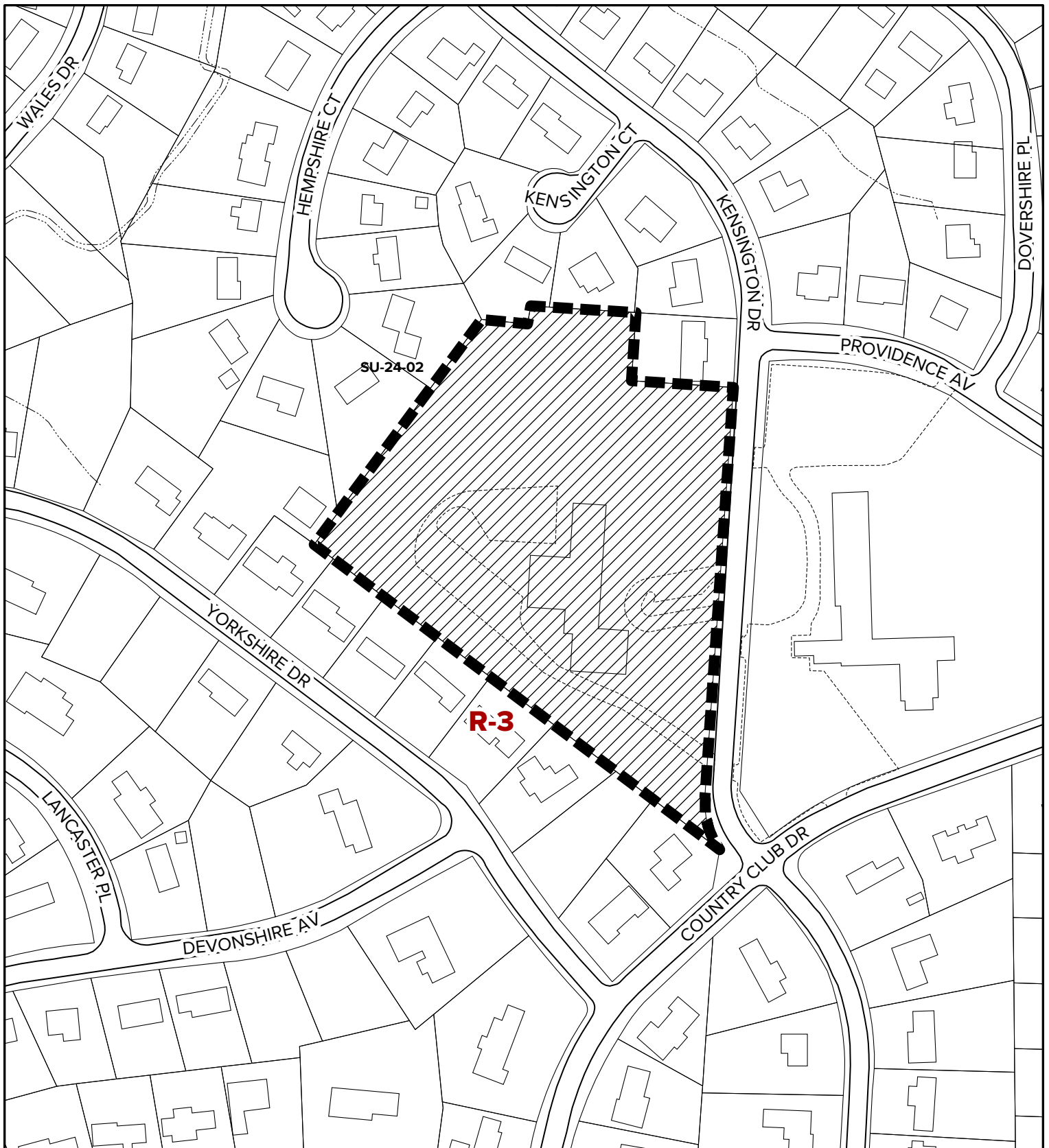
WATKINS, REBEKA TRUSTEE;1213 KENSINGTON
TRUST
1213 KENSINGTON DR
HIGH POINT, NC 27262

WHITE, GEORGE LAY;WHITE, LLEWJEAN M
1311 HEMPSHIRE CT
HIGH POINT, NC 27262

WHITESIDE, NORMAN F;WHITESIDE, SALLY S
1316 PROVIDENCE AVE
HIGH POINT, NC 27262

WILLIAMS, MATTHEW J;WILLIAMS, PRISCILLA P
1312 PROVIDENCE AVE
HIGH POINT, NC 27262

WRIGHT, BRADLEY EDWARD
1307 HEMPSHIRE CT
HIGH POINT, NC 27262



SPECIAL USE PERMIT SU-24-02

Request:

To allow ? in the R-3 District.

CITY OF
high point.

PLANNING AND
DEVELOPMENT



Scale: 1" = 200'

Existing Zoning Boundary
Subject Property Boundary



Citizen Information Meetings Overview

Persons filing certain development applications with the City of High Point are required to hold a citizen information meeting per standards of Section 2.3.3 of the City of High Points Development Ordinance. This requirement applies to applications for a Conditional Zoning District, Planned Development District, Special Use and a Zoning Map Amendment that proposes to establish a more intense zoning district.

The City of High Point finds that quality development is better achieved through an informed and cooperative process than an adversarial one. The purpose of the citizen information meeting is to allow the person filing an application, otherwise known as the applicant, the opportunity to inform citizens about their development proposal and to provide citizens the opportunity to ask questions and find out more about the proposal prior to any official public hearings.

The applicant's development proposal is officially presented, at a public hearing, to the Planning & Zoning Commission. Depending on the type of submittal or if the Planning and Zoning Commissions decision is appealed, some applications will go before the City Council for a final decision. At the public hearing, the presiding board will hear comments and concerns from citizens regarding the proposal prior to making decisions. The public hearing is not the preferred setting for citizens to learn about a development proposal for the first time. It may be difficult to gain a clear understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The citizen information meeting is important in that it can provide basic information and allow communication with the applicant before the public hearing, so that citizens may informatively develop their comments and any concerns, and later present them at the public hearings for consideration.

Applicants may vary the form and number of citizen information meetings they conduct; however, they are required to contact or otherwise notify owners of property located within 300 feet of the proposed site. Whatever form the meeting takes, those citizens participating are to be provided with this written statement from the City of High Point, which describes the purpose of the citizen information meeting, the application process and where additional information may be obtained from the City. In addition, the applicant must provide a description of the development proposal and are encouraged to share any other available information, such as proposed uses or a concept plan, that would help citizens to better understand it.

Once the Citizens Information Meeting(s) are completed, the applicant will submit to the City a written report of the citizen information meeting(s). At a minimum, this report records:

- The date, time, and location of the meeting;
- The method and date of notification about the meeting;
- A list of landowners notified about the meeting;

- A list of meeting attendees;
- If the meeting was conducted as a series of telephone calls;
- The description of the development proposal presented to the attendees; and
- A summary of attendee comments, ideas, and suggestions from citizens to be incorporated into the development proposal.

Before the public hearings are held, the City's Planning & Development Department mails notices to all owners of property located within 300-feet of the site. This notice provides a brief summary of the application; the time, date and place of the public hearing; and contact information. Also, signs are placed on the site giving notice of the City's public hearing.

After hearing public comments and considering the development proposal, the board holding their public hearing, decides what action should be taken on the proposal. Changes to the applicant's proposal can occur during this process in order to ensure consistency with City policy and development regulations, and to minimize expected impacts that can be generated by the development or use of the site.

Development conditions can be adopted for a Conditional Zoning District, Planned Development District, or Special Use. However, no condition can be included that:

- Specifies the ownership status, race, religion, or other characteristics of the development's occupants;
- Establishes a minimum size of a dwelling unit;
- Establishes a minimum value of buildings or improvements;
- Excludes residents based upon race, religion, or income; or
- Obligates the City to perform in any manner relative to the approval of or development of the land.

Recipients of a public hearing notice may wish to share it with their neighbors whose property is more than 300 feet from the proposed zoning site. All interested citizens are strongly encouraged to contact the City's Planning & Development Department and visit the website below for additional information on the City's zoning process, and for information about specific development proposals.

Contact:

Planning & Development Department 336-883-3328

www.buildhighpoint.com

Revised 04-24-24



211 South Hamilton St. High Point, NC 27260



336.883.3328



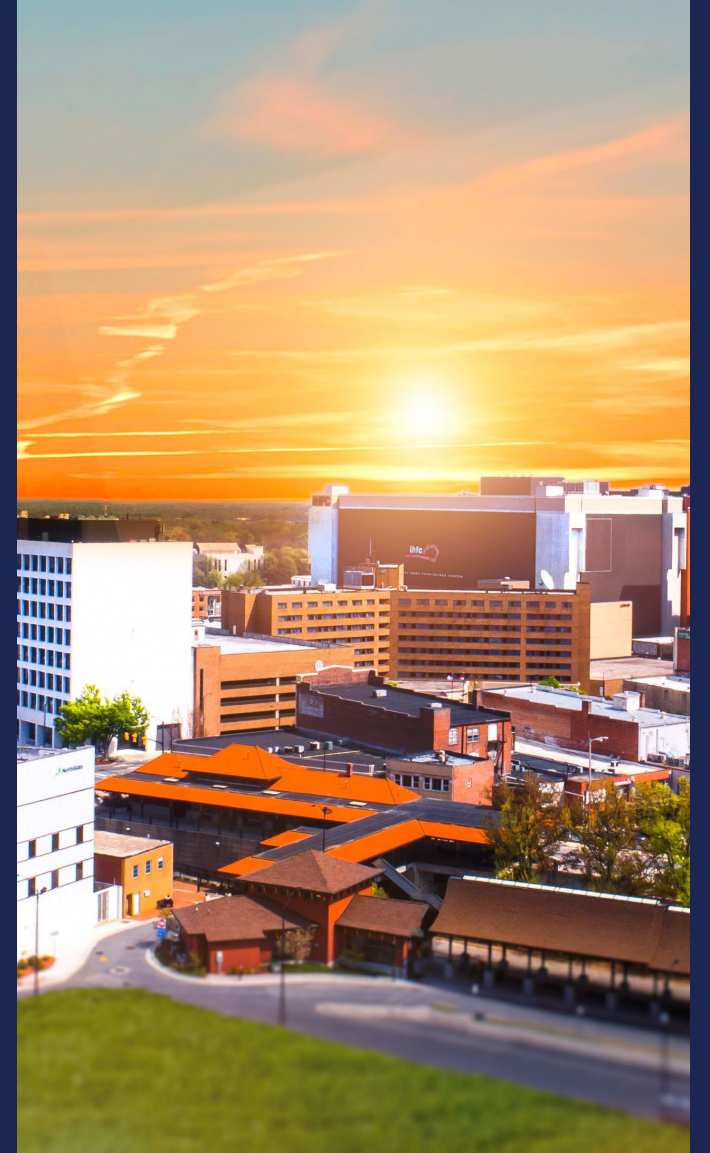
HighPointNC.gov





CITY COUNCIL PUBLIC HEARING

October 7, 2024





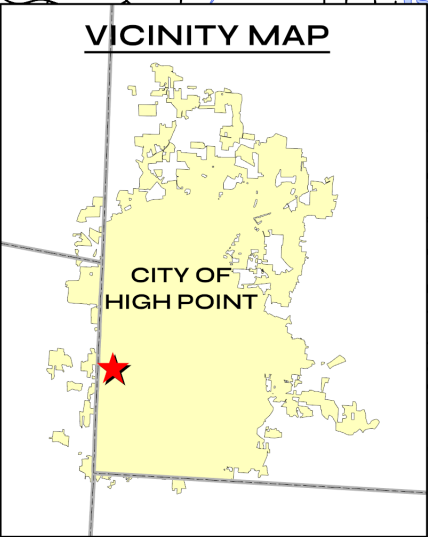
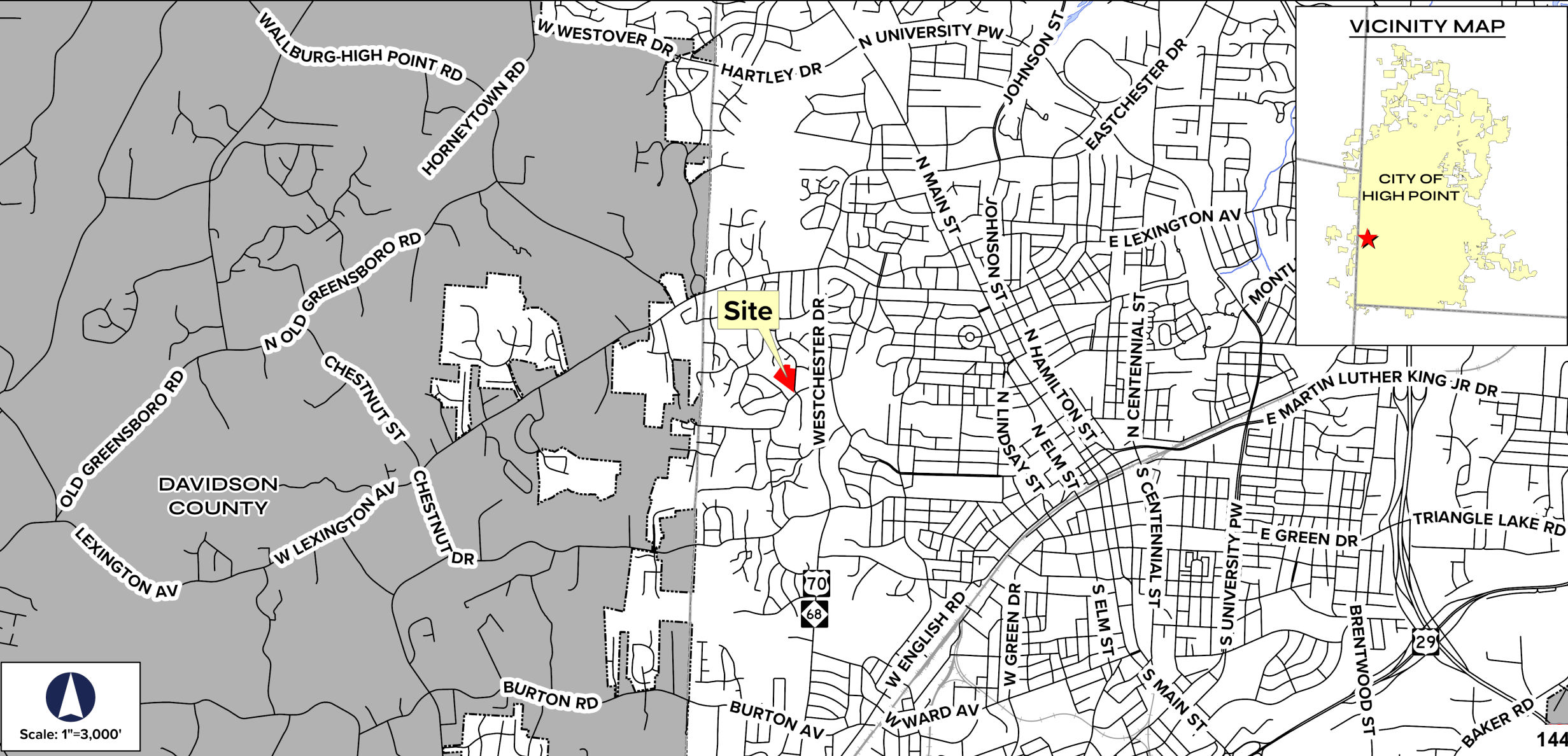
SPECIAL USE PERMIT 24-02

Applicant: **High Point Family Worship Center**
1207 Kensington Drive

Request: A Special Use Permit (SUP) to allow a Major and Minor School use type in the Residential Single Family – 3 (R-3) District.

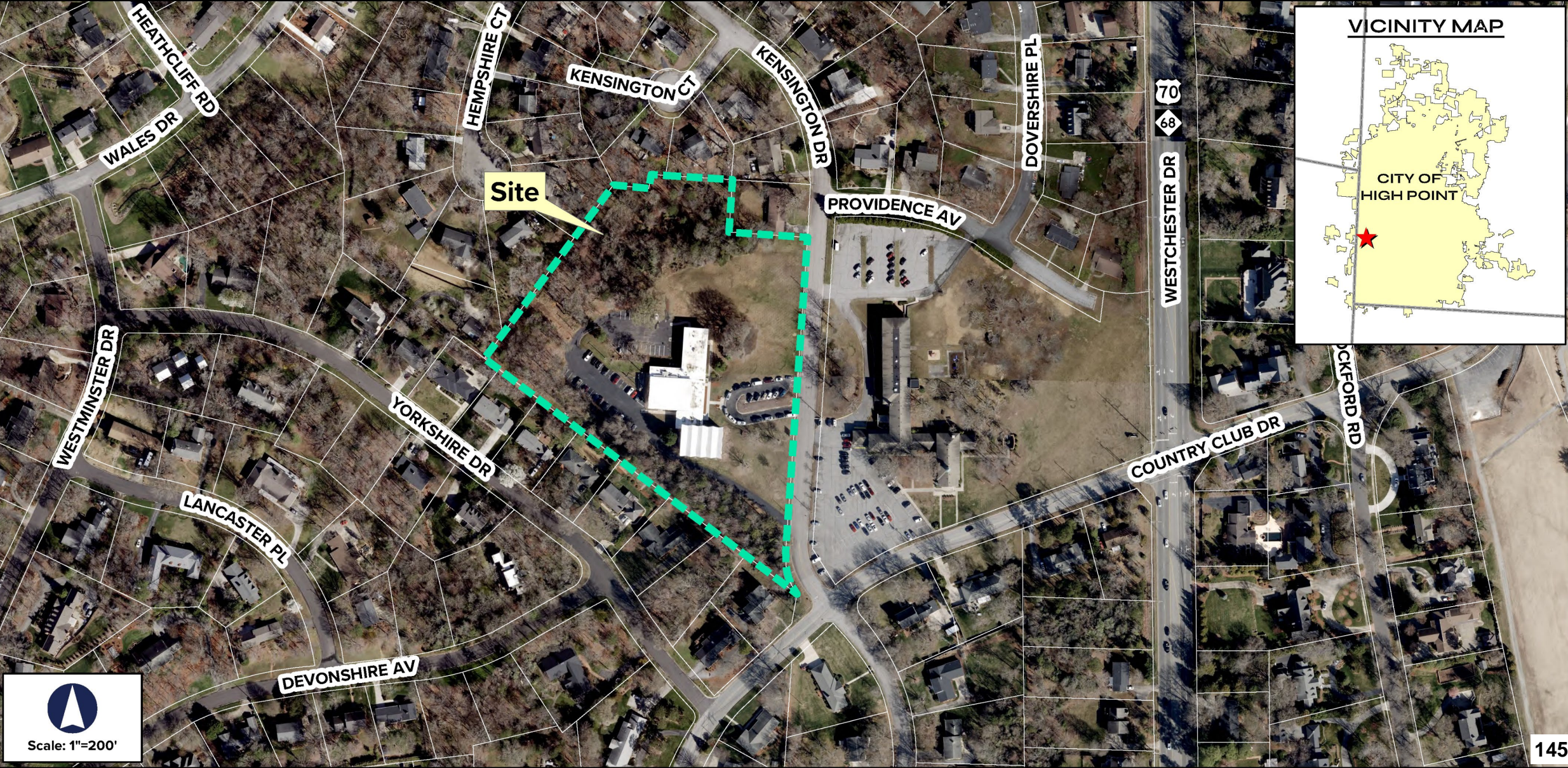
LOCATION MAP

SPECIAL USE PERMIT: SU-24-02
Applicant: High Point Family Worship Center



SPECIAL USE PERMIT: SU-24-02

AERIAL PHOTOGRAPHY (FEB. 2024)



1210 Kensington Dr
High Point, North Carolina
View on Google Maps



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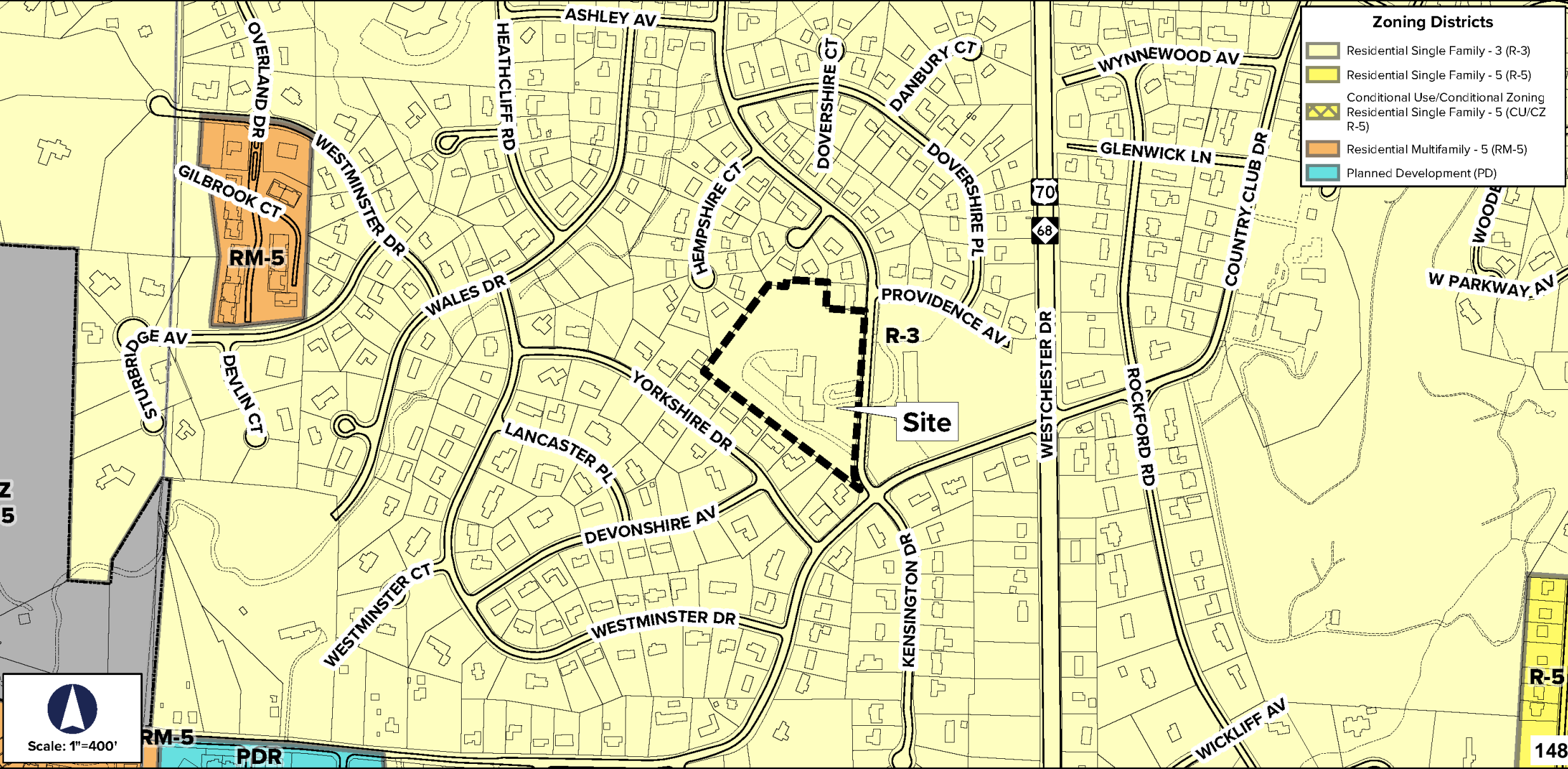
1213 Kensington Dr
High Point, North Carolina
[View on Google Maps](#)



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SPECIAL USE PERMIT: SU-24-02

COLOR-CODED ZONING MAP





Scale: 1"=400'

I, JON ERIC DAVIS, certify that this plat was drawn under my supervision from an actual survey made under my supervision. (Dead description recorded in Book 280 Page 498 etc.) that the boundary not surveyed are clearly indicated as drawn from information found in Book 280 Page 498 that the ratio of precision as calculated is 1:2000. I certify that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this 19th day of August 1999.

Stamp of Seal
JON ERIC DAVIS
Registered Land Surveyor, REG. No. L-3464

I, JON ERIC DAVIS, Registered Land Surveyor, REG. No. L-3464, certify that this is a survey that:

(1) Create a subdivision of land within the area of a County or Municipality that has an ordinance that regulates parcels of land.

(2) Is of another category, such as the subdivision of existing parcels, a court-ordered subdivision, or a subdivision of land for a specific purpose, except to the definition of a parcel.

(3) Is of an existing parcel or parcel.

Ownership and Dedication:

The undersigned hereby acknowledge(s) this plat is a dedication to be free set and deed and hereby dedicate(s) to the public use as streets, parks, drainage ways and open space, and easements forever all area so shown or indicated on said plat, and authorizes the City of High Point to record this plat in the office of the Register of deeds of Guilford County, North Carolina.

Signed Laurence G. Hargrove 7-29-99
Laurence G. Hargrove (President) Date

Attest Susan M. Broder 7-30-99
Susan Broder (Secretary) Date

Approval For Recordation

Approval by the Planning Department of HIGH POINT North Carolina on the 10 day of August 1999

present to the HIGH POINT development ordinance of 1999

Planning Director

Statement no approval is required by NCDOT Division of Highways:

This plat does not require certificate of approval by the Division of Highways as provided in G.S. 136-102.6 Subsection (a).

Signed H. Lee Bunn 8-10-99
Planning Director

State of North Carolina
County of Guilford

I, Mark Schaefer, Review Officer of the City of High Point, Guilford County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer Mark Schaefer 8-10-99 Date

NORTH CAROLINA -- Guilford County
The foregoing certificate(s) of _____ is (are) certified to be correct. This instrument was presented for registration on and recorded in this office at Book _____ Page _____ This _____ day of _____ 19 _____ at _____ o'clock on _____ M.

By _____ Register of Deeds

GENERAL NOTES

- IRON PIPES AT ALL CORNERS UNLESS OTHERWISE NOTED.
- CURRENT ZONING: PI
- LAND USE: CHURCH / RESIDENTIAL
- TAX MAP REFERENCES: MAP 187, BLOCK 5, LOT 36
- TOTAL NUMBER OF LOTS: 2
- TOTAL AREA = 6.96± ACRES
- DEED REFERENCES: D.B. 2082 PG. 498
- SETBACKS SHOWN IN ACCORDANCE WITH DEVELOPMENT ORDINANCE OF THE CITY OF HIGH POINT (TABLE 4-11-4).
- ALL BEARINGS ARE PLAT BEARINGS.
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
- UNDERGROUND UTILITIES, WHERE NOT DISCERNIBLE BY SURFACE APPURTENANCES (MANHOLES, CATCH BASINS, VALVES, ETC.), ARE SHOWN PER INFORMATION OBTAINED FROM ENGINEERING PLANS, UTILITY ENTITIES, SITE PLANS, AND OTHERS. THEY SHOULD BE CONSIDERED APPROXIMATE.

FLOOD CERTIFICATION: THE SUBJECT PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS SCALED FROM MAPS FURNISHED BY HUD/FIRM, DATED MAY 18 1986. SUBJECT TO VERIFICATION BY DETAILED FLOOD MAP STUDY. SEE COMMUNITY PANEL # 370113-0009-C.

EMERYWOOD SUBDIVISION
BLOCK "C" SECTION 8
PB 34 PG. 22
ZONED: RS-15
USE: RESIDENTIAL

NEW LOT "B"
287,243± SQ. FT.
6.594± ACRES
(D.M.D.)

NEW LOT "A"
15,933± SQ. FT.
0.366± ACRES
(D.M.D.)

284633
1999 AUG 14 14:56:00
134 024

Survey Based on Existing Corners Found on Site.

No attempt has been made as a part of this Boundary Survey to obtain or show data concerning existence, size, depth, condition, capacity, or location of any utility or municipal/public service facility. For information regarding these utilities or facilities, please contact the appropriate agency.

No Published Horizontal Control within 2,000 Feet of this Survey.

This plat is subject to any facts that may be disclosed by a full & accurate title search.

This survey is of an existing parcel or parcels of land.

This plat is subject to any Easements, Agreements, or Rights-of-way of record prior to date of this plat, which was not visible at the time of my inspection.

FINAL MINOR SUBDIVISION
PROPERTY OF

HIGH POINT HEBREW CONGREGATION, INC.

REDIVISION OF LOT 1

J.E. HEDGECOCK SUBDIVISION

PLAT BOOK 32, PAGE 99

DEED BOOK 2082, PAGE 498

TAX REF. MAP 187, BLOCK 5, LOT 36

HIGH POINT TOWNSHIP -- GUILFORD COUNTY

HIGH POINT -- NORTH CAROLINA

PREPARED BY
DAVIS-MARTIN-POWELL & ASSOC., INC.

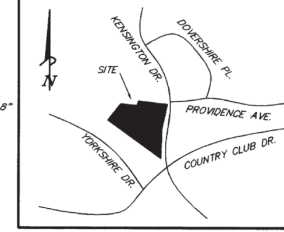
ENGINEERING-LAND PLANNING-SURVEYING

218 GATEWOOD AVE., SUITE 102
HIGH POINT, NORTH CAROLINA 27262
PH (336) 886-4821 FAX (336) 886-4458
DATE: 3-17-99 SCALE: 1"=60' JOB NO. S-40970
SURVEYED BY: J.L. DRAWN BY: TBO CHECKED BY: JED

OWNER:
HIGH POINT HEBREW CONGREGATION, INC.
1207 KENSINGTON AVENUE
HIGH POINT, NORTH CAROLINA 27260
PHONE: (336) 882-8111

LOT CHECKED BY: TBO DATE: 7-22-99
CORNERS SET BY: DATE:
SETBACKS CHECKED BY: DATE:
EASEMENTS CHECKED BY: DATE:

GRAPHIC SCALE
60 30 0 60 120
1" = 60 FEET



VICINITY MAP
1"=2000'



08/17/1999 GUILFORD CO. NC
1 PLAT 284633 \$21.00



ALTERATIONS and OCCUPANCY REVISION to
HIGH POINT FAMILY WORSHIP CENTER
1207 KENSINGTON DRIVE
HIGH POINT NORTH CAROLINA

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. DATE 05-11-2010 BY 60322 UCBAW/STP

PROJECT NO. 24-14

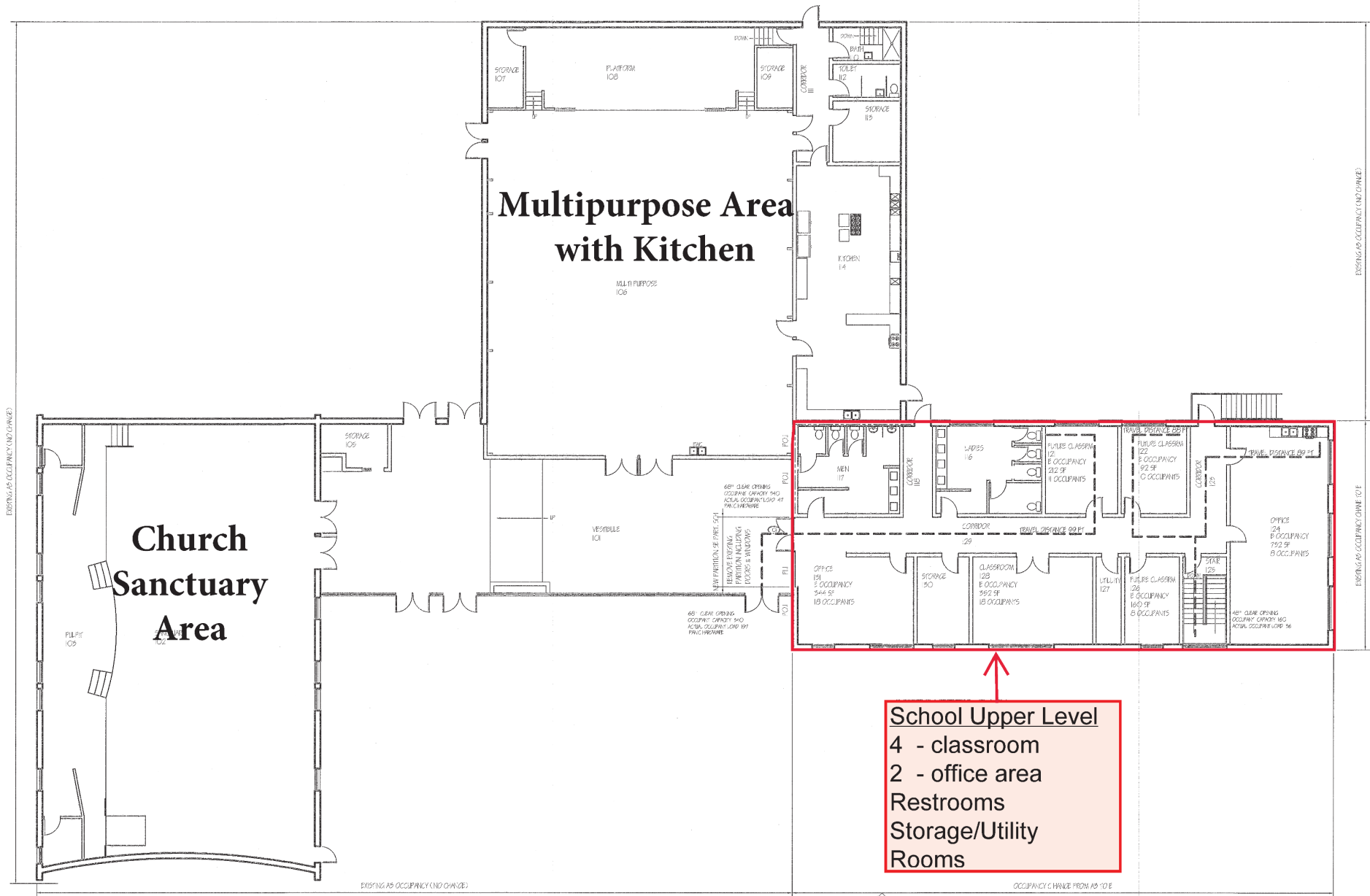
DATE 7-17-24



542

A1

60



MAIN FLOOR PLAN



DOOR SCHEDULE

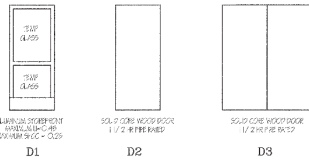
DR# SIZE DOOR TYPE MAT. FRAME MAT. JAMB HEAD NOTES

001	3'-0" X 7'-0"	2	AL	F2	HA	3/4"	H2	11/2" H DOOR & FRAME
002	3'-0" X 7'-0"	2	AL	F2	HA	3/4"	H2	11/2" H DOOR & FRAME
003	3'-0" X 7'-0"	2	AL	F2	HA	3/4"	H2	11/2" H DOOR & FRAME

00020 - CNST (Don Claiborne)
Door 002?

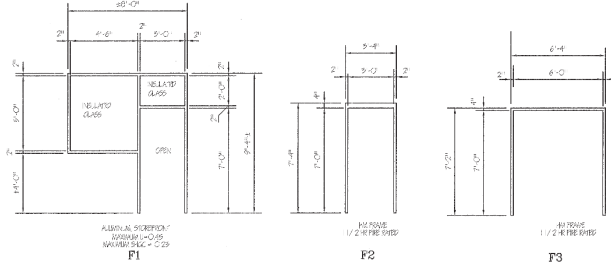
DOOR TYPES

1/4" = 1'-0"



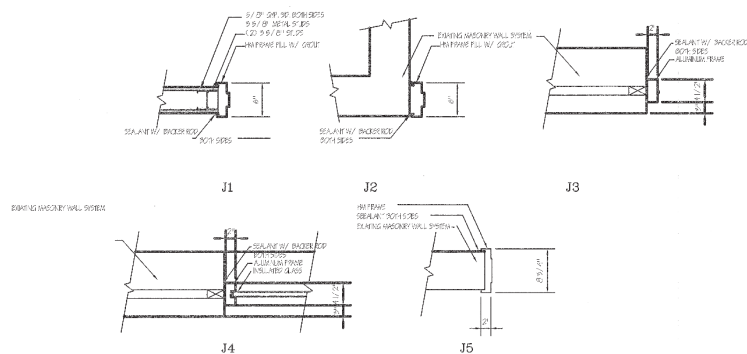
DOOR FRAMES

1/4" = 1'-0"



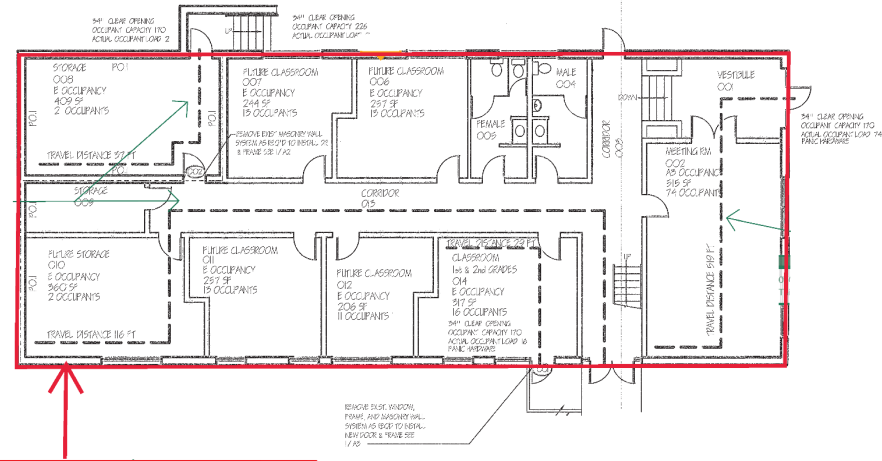
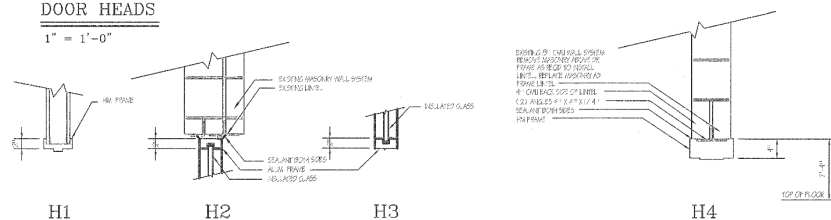
DOOR JAMBS

1" = 1'-0"



DOOR HEADS

1" = 1'-0"



School Lower Level
5 - classroom
Large Meeting Room
Restrooms
Storage Rooms

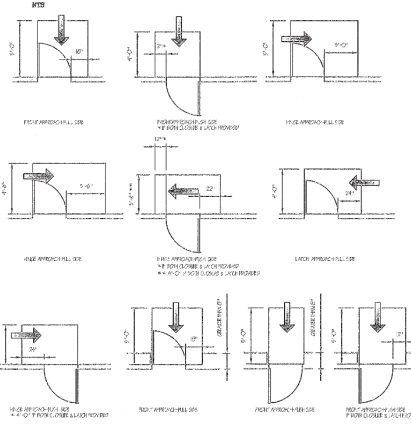
LOWER FLOOR PLAN

1" = 1'-0"

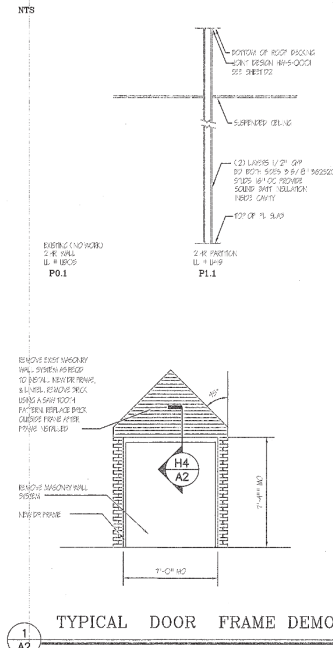
SAFETY DATA

CONSTRUCTION TYPE - 1/2" NON-PENETRATING
OCCUPANCY CLASSIFICATION - E
MINIMUM TRAVEL DISTANCE - 100 FT
MINIMUM COMMON PATH TRAVEL DISTANCE - 75 FT
MINIMUM TRAVEL DISTANCE - 100 FT
MINIMUM TRAVEL DISTANCE - 100 FT

SWINGING DOOR APPROACHES



INTERIOR PARTITION SCHEDULE



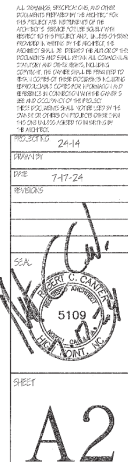
TYPICAL DOOR FRAME DEMO

1/2" A2 NTS



ROBERT C. CANINE, INC.
ARCHITECTS
1100 S. 10TH AVE.
TAMPA, FL 33606
PHONE (813) 281-4400
FAX (813) 281-4401

ALTERATIONS and OCCUPANCY REVISION to
HIGH POINT FAMILY WORSHIP CENTER
1207 KENSINGTON DRIVE
NORTH CAROLINA
HIGH POINT

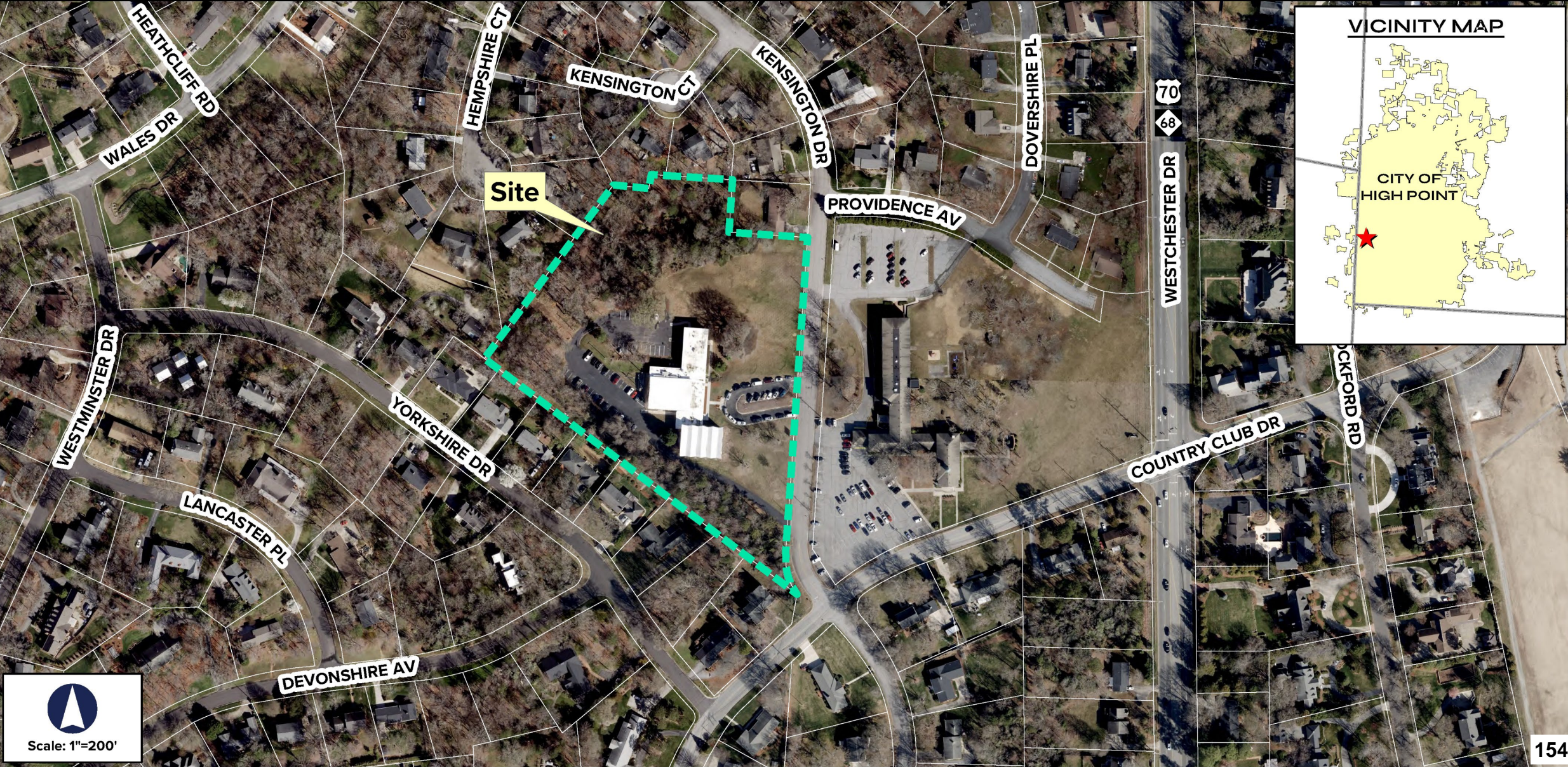


	Summary of SUP Conditions
Use	Major and Minor School use type. Student capacity shall not exceed 50 students.
Site Development	The structure shall not be expanded beyond the building footprint. This shall not preclude the installation of fencing, playground equipment, picnic shelters, or other accessory recreational equipment. Recreation equipment and picnic shelters shall not be placed within perimeter landscaping yards.
Vehicular Access	No additional vehicular access point shall be permitted. Convert the existing circle drive to a dual lane queuing and drop-off area.

	Summary of SUP Conditions
Landscaping	<p>A Streetyard (Landscape Yard) shall be installed and maintained along the entire Kensington Drive frontage of the property. <i>[2 trees and 17 shrubs every 100 linear feet]</i></p> <p>A Type B Semi Opaque Landscape Yard (Landscape Yard) shall be installed and maintained along the entire perimeter of the property. <i>[14 trees and 33 shrubs every 100 linear feet]</i></p> <p>Existing vegetation may be used to meet the above noted planting yard conditions.</p>

SPECIAL USE PERMIT: SU-24-02

AERIAL PHOTOGRAPHY (FEB. 2024)



I, JON ERIC DAVIS, certify that this plat was drawn under my supervision from an actual survey made under my supervision. (Dead description recorded in Book 280 Page 498 etc.) that the boundary not surveyed are clearly indicated as drawn from information found in Book 280 Page 498 that the ratio of precision as calculated is 1:2000. I certify that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this 19th day of August 1999.

Stamp of Seal
JON ERIC DAVIS
Registered Land Surveyor, RLS No. L-3464

I, JON ERIC DAVIS, Registered Land Surveyor, RLS No. L-3464, certify that this is a survey that:

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Ownership and Dedication:

The undersigned hereby acknowledge(s) this plat is a dedication to be free set and deed and hereby dedicate(s) to the public use as streets, parks, drainage ways and open space, and easements forever all area so shown or indicated on said plat, and authorizes the City of High Point to record this plat in the office of the Register of deeds of Guilford County, North Carolina.

Signed Laurence G. Hargrove 7-29-99
Laurence G. Hargrove (President) Date

Attest Susan M. Broder 7-30-99
Susan Broder (Secretary) Date

Approval For Recordation

Approval by the Planning Department of HIGH POINT North Carolina on the 10 day of August 1999

present to the HIGH POINT development ordinance of 1999
H. Lee Bunn
Planning Director

Statement no approval is required by NCDOT Division of Highways:

This plat does not require certificate of approval by the Division of Highways as provided in G.S. 136-102.6 Subsection (a).

Signed H. Lee Bunn 8-10-99
Planning Director

State of North Carolina
County of Guilford

I, Mark Schaefer, Review Officer of the City of High Point, Guilford County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer Mark Schaefer 8-10-99 Date

NORTH CAROLINA -- Guilford County
The foregoing certificate(s) of _____ is (are) certified to be correct. This instrument was presented for registration on and recorded in this office at Book _____ Page _____ This _____ day of _____ 19 _____ at _____ o'clock on _____ M.

By _____ Register of Deeds

GENERAL NOTES

- IRON PIPES AT ALL CORNERS UNLESS OTHERWISE NOTED.
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- TAX MAP REFERENCES: MAP 187, BLOCK 5, LOT 36
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EMERYWOOD SUBDIVISION
BLOCK "C" SECTION 8
PB 34 PG. 22
ZONED: RS-15
USE: RESIDENTIAL

NEW LOT "B"
287,243± SQ. FT.
6.594± ACRES
(D.M.D.)

NEW LOT "A"
15,933± SQ. FT.
0.366± ACRES
(D.M.D.)

284633
1999 AUG 14 14:56:00
134 024

Survey Based on Existing Corners Found on Site.

No attempt has been made as a part of this Boundary Survey to obtain or show data concerning existence, size, depth, condition, capacity, or location of any utility or municipal/public service facility. For information regarding these utilities or facilities, please contact the appropriate agency.

No Published Horizontal Control within 2,000 Feet of this Survey.

This plat is subject to any facts that may be disclosed by a full & accurate title search.

This survey is of an existing parcel or parcels of land.

This plat is subject to any Easements, Agreements, or Rights-of-way of record prior to date of this plat, which was not visible at the time of my inspection.

FINAL MINOR SUBDIVISION
PROPERTY OF

HIGH POINT HEBREW CONGREGATION, INC.

REDIVISION OF LOT 1

J.E. HEDGECOCK SUBDIVISION

PLAT BOOK 32, PAGE 99

DEED BOOK 2082, PAGE 498

TAX REF. MAP 187, BLOCK 5, LOT 36

HIGH POINT TOWNSHIP -- GUILFORD COUNTY

HIGH POINT -- NORTH CAROLINA

PREPARED BY
DAVIS-MARTIN-POWELL & ASSOC., INC.

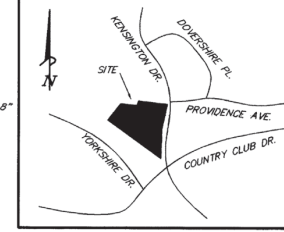
ENGINEERING-LAND PLANNING-SURVEYING

218 GATEWOOD AVE., SUITE 102
HIGH POINT, NORTH CAROLINA 27262
PH (336) 886-4821 FAX (336) 886-4458
DATE: 8-17-99 SCALE: 1"=60' JOB NO. S-40970
SURVEYED BY: J.L. DRAWN BY: TBO CHECKED BY: JED

OWNER:
HIGH POINT HEBREW CONGREGATION, INC.
1207 KENSINGTON AVENUE
HIGH POINT, NORTH CAROLINA 27260
PHONE: (336) 882-8111

LOT CHECKED BY: TBO DATE: 7-29-99
CORNERS SET BY: DATE:
SETBACKS CHECKED BY: DATE:
EASEMENTS CHECKED BY: DATE:

GRAPHIC SCALE
60 30 0 60 120
1" = 60 FEET



VICINITY MAP
1"=2000'



DRAWING: H. L. DAVIS (L) J. DAVIS (R) S. DAVIS (B) S. DAVIS (T) S. DAVIS (C) S. DAVIS (S) S. DAVIS (E) S. DAVIS (N) S. DAVIS (O) S. DAVIS (D) S. DAVIS (G) S. DAVIS (I) S. DAVIS (A) S. DAVIS (M) S. DAVIS (P) S. DAVIS (Q) S. DAVIS (R) S. DAVIS (S) S. DAVIS (T) S. DAVIS (U) S. DAVIS (V) S. DAVIS (W) S. DAVIS (X) S. DAVIS (Y) S. DAVIS (Z)



City of High Point

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

Master

File Number: 2024-392

File ID: 2024-392	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: City Council
		File Created: 09/30/2024

File Name:	Final Action:
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Title: Consideration of a Resolution Supporting Guilford County Board of Commissioners Sales Tax Referendum
City Council is requested to consider a Resolution in support of the Guilford County Board of Commissioners sales tax referendum to increase wages for teachers and front-line workers.

Notes:

Sponsors:	Enactment Date:
-----------	-----------------

Attachments: Resolution - Guilford County Sales Tax Referendum	Enactment Number:
Contact Name:	Hearing Date:
Drafter Name:	Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Resolution in Support of the Sales Tax Referendum to Increase Wages for Teachers and Front-Line Workers	
FROM: City Manager's Office	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Resolution	

PURPOSE: The City of High Point received a request to advance the County's position in continued growth and economic development by supporting the Guilford County Commissioners resolution to add a sales tax referendum to the November 2024 ballot to support teachers and front-line workers as well.

BACKGROUND: On June 20, 2024, the Guilford County Board of Commissioners passed a resolution directing the Guilford County Board of Elections to add a referendum to the November 2024 ballot permitting the levy of a .25 percent, a fraction of a penny, sales and use tax for consideration by the citizens of Guilford County. The sales and use tax will be used for increasing the County's local supplement towards compensation for teachers and classified employees of Guilford County Schools. The additional levy would equate to 5 cents on every \$20 spent and wouldn't be applicable to gas, groceries or prescriptions.

BUDGET IMPACT: None

RECOMMENDATION/ACTION REQUESTED: City Council is requested to approve the resolution in support of The Guilford County Board of Commissioners sales tax referendum.

**RESOLUTION of the HIGH POINT CITY COUNCIL
SUPPORTING THE SALES TAX REFERENDUM TO INCREASE
WAGES FOR TEACHERS AND FRONT-LINE WORKERS**

WHEREAS, the City of High Point is the voice for the business community and is the champion of bold initiatives to move our community forward; and

WHEREAS, our mission is to help High Point do business better; and

WHEREAS, the City of High Point aims to work in partnership with efforts that empower our workforce to grow and stay here in High Point; and

WHEREAS, the City of High Point supports the Guilford County Board of Commissioners resolution passed on June 20, 2024, directing the Guilford County Board of Elections to add a referendum to the November 2024 ballot permitting the levy of a .25 percent, a fraction of a penny, sales and use tax for consideration by the citizens of Guilford County; and

WHEREAS, the City of High Point supports the Commissioners goal for this sales and use tax to be used for increasing the County's local supplement towards compensation for teachers and classified employees of Guilford County Schools; and

WHEREAS, the City of High Point supports the intent of this referendum to make local teacher salaries more competitive, which can help our schools recruit and retain talent; and

WHEREAS, schools need front-line workers (custodians, mechanics, bus drivers) to be paid at a market rate; and

WHEREAS, our city will be benefitted and viewed as more attractive through such efforts that improve the quality of education in High Point; and

WHEREAS, the City of High Point supports that the proposed sales tax referendum is a fraction of a penny, yet will not apply to such items as gas, groceries and prescription drugs; and

WHEREAS, this sales tax referendum will spread the cost of education to residents and visitors.

NOW, THEREFORE, IT BE RESOLVED that the City of High Point enthusiastically supports the Guilford County Commissioners and the passed resolution to add a sales tax referendum to support teachers and front-line workers as well as advance the County's position to grow and attract business.

ADOPTED this the 7th day of October 2024.

Cyril Jefferson, Mayor

ATTEST:

Sandra R. Keeney, City Clerk



City of High Point

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

Master

File Number: 2024-394

File ID: 2024-394

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: City Council

File Created: 09/30/2024

File Name:

Final Action:

Title: Consideration of an Appointment to the Historic Preservation Commission
City Council is requested to confirm the appointment of John Maze to the Historic Preservation Commission; term effective immediately and expiring on June 30, 2025.

Notes:

Sponsors:

Enactment Date:

Attachments: Appointment John Maze - Historic Preservation Commission

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Appointment – John Maze	
FROM: City Clerk's Office	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Application	

PURPOSE: To confirm the appointment of John Maze to the to the Historic Preservation Commission.

BACKGROUND: Council Member Cook is requesting the appointment of John Maze to the Historic Preservation Commission to fill an unexpired term. Term is effective immediately and expiring on June 30, 2025.

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: City Council is requested to confirm the appointment of John Maze to the Historic Preservation Commission to fill an unexpired term. Term is effective immediately and expiring on June 30, 2025.

Profile

John

First Name

Maze

Last Name

mazejmaze1@aol.com

Email Address

221 Woodrow Ave

Street Address

Suite or Apt

High Point

City

NC

State

27262

Postal Code

Home: (704) 524-6462

Primary Phone

Alternate Phone

Helping Hands High Point

Employer

Which Boards would you like to apply for?

Historic Preservation Commission: Submitted

Ward you reside in?

Sherrod Park

Interests & Experiences

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.

I have ten years in drawings, permitting with zoning, building, fire, and food. I live in the Sherrod Park historic district and would like to be able to help bridge communication from the board to historic communities. Living here, I hear residents say they aren't working on their homes because they aren't sure what repercussions there are. After tonight's zoning meeting on 8/14/24 there was talk of getting the historic areas involved in communication for enhanced street signage and perhaps explain more about how to go about doing projects that improve homes and the neighborhoods. I want to help High Point and help our local communities move forward. I have worked in High Point for 20+ years and have seen it thrive over this time.

[John_s_resume__1_.docx](#)

Upload a Resume

Have you participated in Leadership High Point?☐ Yes ☒ No

If yes, please list the year in which you participated in Leadership High Point:

planning in September to start. My resume is on my old computer in Lexington. I can get it the next time I head down there.

Gender *

☒ Male

John R. Maze
221 Woodrow Avenue
High Point, NC 27262
704-524-6462 (c)
mazejmaze1@aol.com
hmrprman@gmail.com

SUMMARY

Retail management professional with thirty-two years of experience in convenience store retailing and five years big box retail. A motivating, hands on leader with effective communication and problem-solving skills. Adaptable and welcome to change, takes initiative, and produces results on a timely basis. Customer service levels go well beyond expectation.

PROFESSIONAL EXPERIENCE

Helping Hands High Point, High Point, NC (May 2023 through current) Director of Operations for large food pantry serving an average of 600 families and an average of 2200 individuals weekly. Responsible for all operational aspects of the pantry, building maintenance, vehicles maintained, staff, and volunteers.

TJX Corporation (HomeGoods), Concord, NC (June 2022-May 2023) Assistant manager of operations. Responsible for backroom, front end, hiring, counseling, scheduling.

NCDMV contractor, (Nov 2021-June 2022) Lexington, NC, office manager and title clerk for local DMV office. Interviewing, hiring, terminations, daily deposits, customer service, and building maintenance.

NC Notary Public (July 2019 – July 2024) Davidson County, NC. Obtained notary to aid in documents at work after the company was purchased, and the one notary at the office retired.

Wilco Hess aka Speedway aka 7-Eleven, Winston-Salem, NC/Dallas, TX/Enon, OH **Feb. 1999-October 2021**

Construction Project Manager (10/2014-10/2021)

- interior remodels and UST replacements
- rebranding of 1200+ Hess/Wilco Hess locations to Speedway as well as remodel projects to Speedway's "made to cook", "grab and go" food lines, beer walk ins, interior renovations, exterior additions

Construction Manager (Hess Corp after buyout of Wilco) Feb. 2014-Oct. 2014 transitioned to Florida Area to focus on remodels of legacy Hess sites.

Manager Special Projects May 2007-Feb. 2014

- Ensuring 260 retail units changed over to Dunkin' Donuts coffee and or coffee/donuts.
- remaining smaller units remodeled with current in-house coffee program
- survey site, draw store, reconfigure floor plan, determine if building addition possible, order equipment, interior/exterior signage, permit locations to include state food permitting when applicable. Coordinate with Wilco Hess departments, vendors, and construction companies start to finish.

Region Manager May 2003-May 2007

- Responsible for 7 district managers, 70+ retail sites, exceptional customer service, sales growth, controllable expenses, meeting or exceeding bottom line budgets.

District Manager Feb. 1999-April 2003

- Responsible for 8-16 stores covering most of NC and SC where needed. Minimized cost controls, turned sales issues around, improved staffing and customer service levels.
- Trained new district managers
- Operated region when necessary
- Hired several managers to later become district managers and or region managers.

EZSERVE Corporation, June 1998-Dec 1998

- **District Manager** Tallahassee FL
- Managed a 9-store group, reversed negative earnings after 60 days. Company was sold three months into the job. Left 7-Eleven to join division manager at 7-Eleven as CEO of EZServe.

7-Eleven Aug 1988-June 1998

- **Store Manager/Field Consultant**, Virginia Beach, VA, Portsmouth, VA and Richmond, VA
- Promoted from store manager in Va. Beach market to field consultant in Portsmouth, VA.
- Responsible for maximizing earnings for eight stores about to be closed. Implementing 7-Eleven business concepts, image, in stocks, emphasizing fresh food.
- Operating earnings increased \$600,000 over a two-year period in Portsmouth, VA.
- Located a fresh food "Commissary" for the division
- Dramatic decreases in merchandise shortages from 3% of sales to 1.2%

Kmart Corporation, Oct 1983-Aug 1988

- **Home Improvement Manager**
- started as a night stocker in high school in Ohio, worked through layaway, garden shop while going to college. Promoted to Home Improvement Manager in Norfolk, VA.

EDUCATION

Columbia Southern University 2017-Feb. 2021

A.S. Business Administration/Management graduate 2/2021 with 3.83 GPA.

Virginia Wesleyan College Norfolk VA

Business Management 1984-1986

Tidewater Community College, Virginia Beach, VA

Business Administration

Norwalk High School, Norwalk, Ohio

- Graduate 1984, graduated third in class.

ACCOMPLISHMENTS/COMMUNITY

- Local volunteer for Touching Davidson County with Love, repairing homes for those in need
- Board member serving at Open Hands of Davidson County food ministries
- Cook and board member for a homeless program under Grace Episcopal Kitchen Ministries
- Director of Saturday Lunch Ministries ensuring homeless and those in need are fed a warm, nutritious meal each Saturday.
- Co-chair building and grounds First Reformed United Church of Christ
- President's Award for excellence Wilco Hess 2010
- National Honor Society at Norwalk High, Virginia Wesleyan College
- Columbia Southern University (Omega Nu Lambda National Honor Society for Online Students)



City of High Point

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

Master

File Number: 2024-397

File ID: 2024-397	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: City Council
		File Created: 10/01/2024
File Name:		Final Action:

Title: Consideration of a Reappointment to the Library Board of Trustees
City Council is requested to confirm the reappointment of Rick Cornwell to the Library Board of Trustees; term effective immediately and expiring on October 31, 2026.

Notes:

Sponsors: Enactment Date:

Attachments: Reappointment Rick Cornwell - Library Board of Trustees Enactment Number:

Contact Name: Hearing Date:

Drafter Name: Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Reappointment – Library Board of Trustees	
FROM: City Clerk's Office	MEETING DATE: October 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: none	

PURPOSE: To confirm the reappointment of Rick Cornwell to the to the Library Board of Trustees.

BACKGROUND: Council Member Harman is requesting the reappointment of Rick Cornwell to the Library Board of Trustees; term effective immediately and expiring on October 31, 2026.

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: City Council is requested to confirm reappointment of Rick Cornwell to the Library Board of Trustees; term effective immediately and expiring on October 31, 2026.