



City of High Point

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

Meeting Agenda Special Called Meeting

*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, May 20, 2024

4:00 PM

3rd Floor Conference Room

CALL TO ORDER, ROLL CALL

ADOPT AGENDA

[2024-199](#)

Engineering and Facilities Departmental Overview
Staff will provide an overview of the Engineering and Facilities Department.

Attachments: [Engineering and Facilities Department Overview](#)

[2024-200](#)

Closed Session-Attorney Client Privilege
Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(3) for Attorney-Client Privilege.

ADJOURNMENT



City of High Point

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

Master

File Number: 2024-199

File ID: 2024-199

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Special Called Meeting

File Created: 05/16/2024

File Name:

Final Action:

Title: Engineering and Facilities Departmental Overview
Staff will provide an overview of the Engineering and Facilities Department.

Notes:

Sponsors:

Enactment Date:

Attachments: Engineering and Facilities Department Overview

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: Engineering and Facilities Departmental Overview	
FROM: Trevor Spencer, PE, Engineering and Facilities Director	MEETING DATE: May 20, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Engineering and Facilities Department Presentation	

PURPOSE: Staff will provide an overview of the Engineering and Facilities Department.

BACKGROUND: N/A

BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: None.

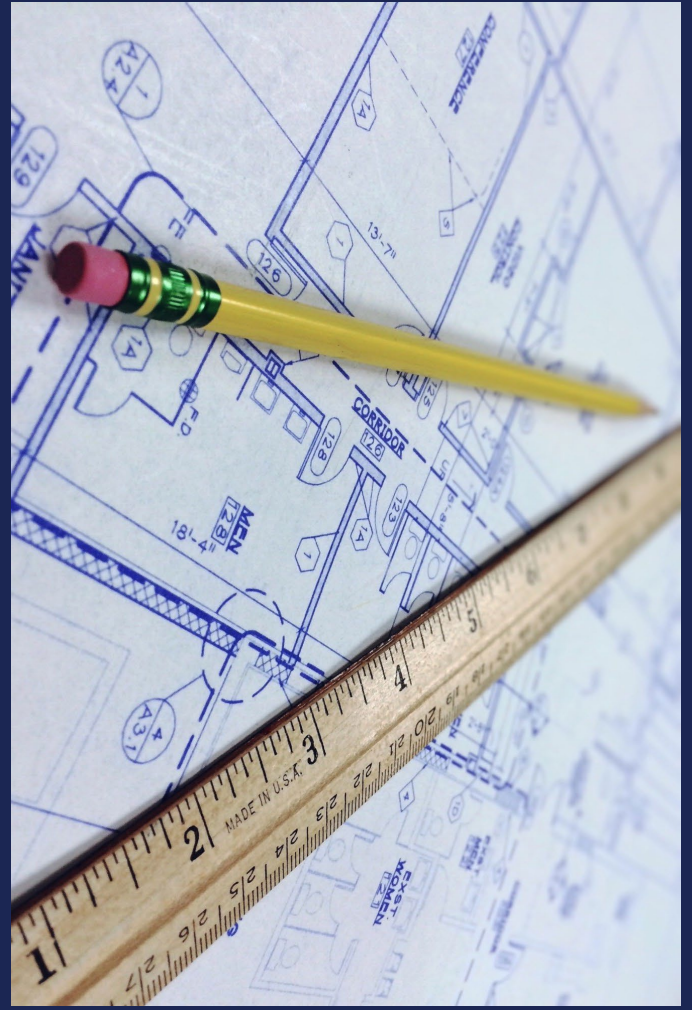




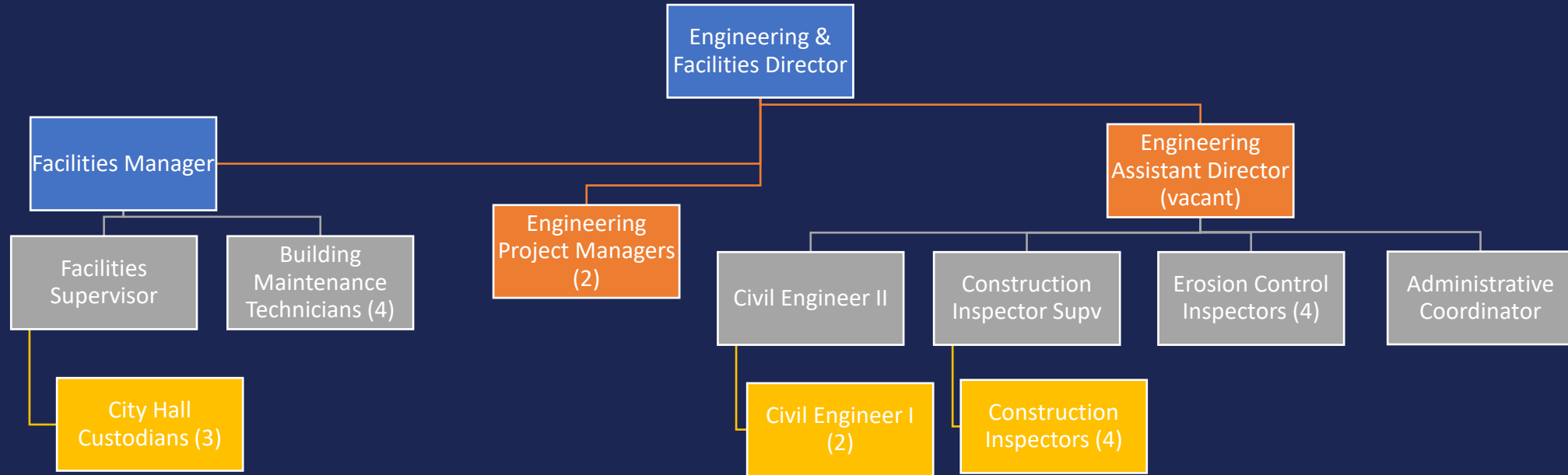
ENGINEERING & FACILITIES DEPARTMENT OVERVIEW

Special Meeting – 5/20/24

Trevor Spencer, PE
Engineering and Facilities Director



ENGINEERING & FACILITIES ORG CHART



FACILITIES SERVICES

Provides maintenance services for 11 city-owned facilities

- City Hall
- Truist Point Stadium
- Library
- Museum
- Police Department
- Municipal Operations Center
- Transportation Signs and Signals Shop
- Fleet Services Shop
- Environmental Services
- Train Depot
- 607 Idol Street – NC Works

Annual operating budget of \$2.3M



FACILITIES SERVICES

- Maintenance responsibilities

- Monthly safety inspections for all buildings
- HVAC contract administration – citywide full-service contract with Johnson Controls Inc. (\$400k annual cost)
- Routine repairs including plumbing, electrical, mechanical, painting, flooring, small construction
- Prioritize maintenance repairs and make capital improvement recommendations for large scale projects, provide cost estimates
- Provide on-call assistance for after-hours emergencies
- City Hall Custodians (3) collect office trash, clean common areas, conference rooms, Council Chambers, and restrooms daily



FACILITIES SERVICES PROJECTS

Facilities Services provides project management for facility upgrades and new construction projects

- Truist Point Stadium Renovations
- Library Chiller Replacement
- Library Entrance and Sensory Garden Project
- 300 Oak Renovation
- Health Clinic Renovations
- 607 Idol Street Renovations

Truist Point Stadium



ENGINEERING SERVICES DIVISIONS

- Engineering Design & Surveying
- Engineering Plan Review
- Project Management
- Construction Inspections
- Erosion Control Program

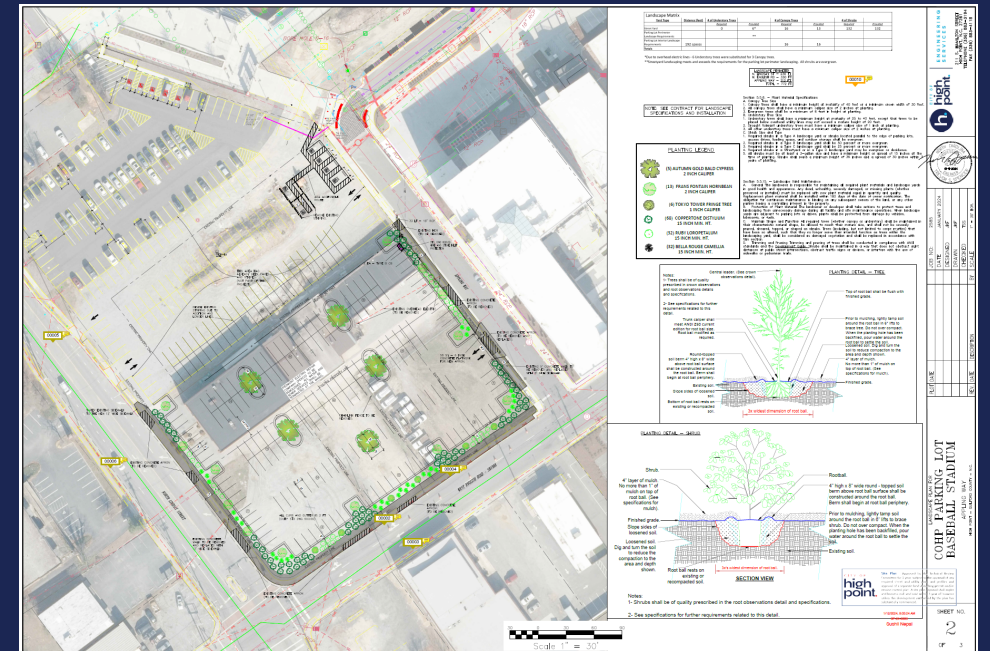


ENGINEERING DESIGN & SURVEYING

Engineering staff perform land surveying and prepare designs for various capital improvement projects, including:

- Roadway improvements
- Sidewalk projects and greenways
- Water, sewer, and stormwater utility improvements
- Asphalt paving and resurfacing projects
- Grading and site prep for Community Development projects
 - Cedrow Subdivision

Truist Point Parking Expansion

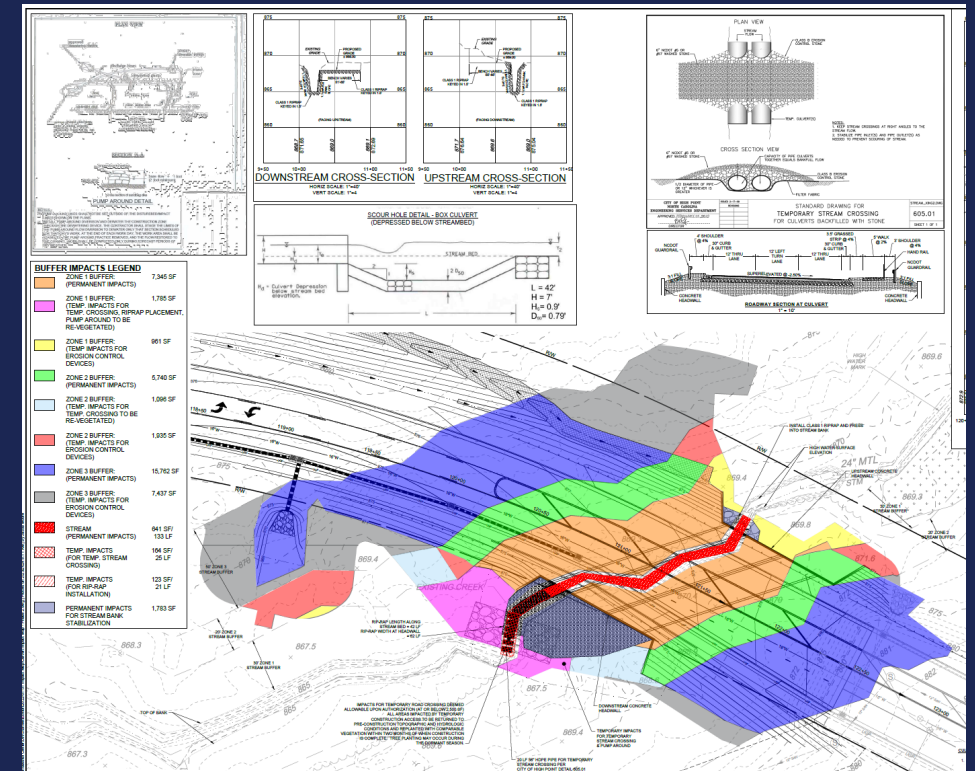


ENGINEERING PLAN REVIEW

Engineering provides plan reviews for the City's Technical Review Committee (TRC) for development applications

- Land Development Review
- Erosion Control Review
- Watershed Review
 - Floodplain Development Review and Permitting
 - Stream Buffer Authorizations

Stream Buffers at Gallimore Dairy
Extension Culvert Crossing

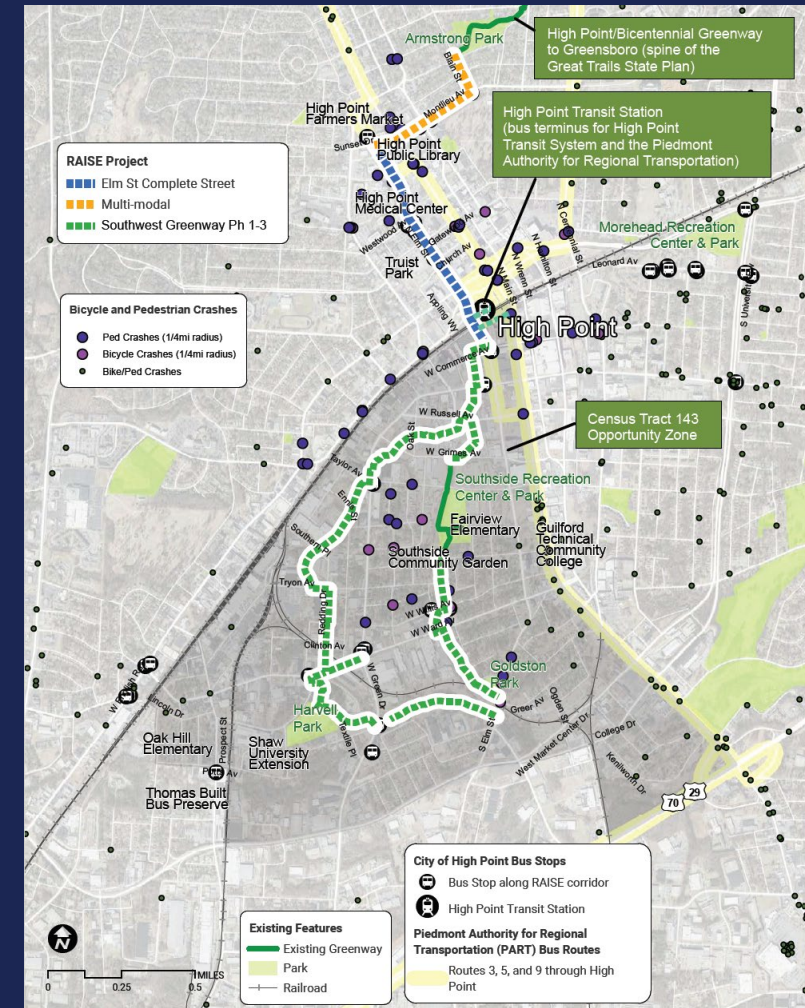


PROJECT MANAGEMENT

Project Managers usher projects through all phases from start to finish

- Prepare budget cost estimate for funding
- Coordinate design efforts (internally or with consultants)
- Utility coordination and relocations
- Obtain required permits and encroachments
- Compile bid documents and coordinate with Purchasing on bid process
- Construction contract administration
 - Payments, Change Orders, Requests For Information
- Project closeout

RAISE Grant Project Map



ENGINEERING PROJECTS

Recently Completed Projects

- Qubein Ave Roadway & Utility Improvements
- Foxwoode Meadows Roadway Connector
- Blair Park Drainage Improvements
- East State Ave Utility Improvements (water, sewer, resurfacing)

Current Projects

- Washington Street Realignment
- Samet Drive Extension
- Water & Sewer Maintenance Contract
- Oakwood Cemetery and Parking Lots Resurfacing
- Stadium Upgrades
- English and Lindsey Parking Lot

Upcoming Projects

- Burton Avenue
- Triangle Lake Road
- High Point on the Rise (RAISE Grant)
- S. Main Street/Market District Improvements
- Washington Street Historic District
 - Undergrounding Utilities
- Sidewalk Projects
 - University Drive, Eastchester Drive, N. Main St

CONSTRUCTION INSPECTIONS

Development

- Engineering Services performs construction inspection on infrastructure within the public right-of-way for all development projects
 - Water, sewer, stormwater utilities inspections
 - Roadway, sidewalk, and curb and gutter inspections
 - Driveway inspections
 - Right-of-way disturbance permits
 - Final acceptance of streets and utilities in subdivisions and commercial developments

Northborough Subdivision



CONSTRUCTION INSPECTIONS

Capital Projects

- Provide daily inspection for city-owned construction projects
 - Maintain daily reports
 - Document daily quantities for pay estimates
 - Ensure safety for traveling public
 - Traffic control
- Provide on-call inspections for Water & Sewer Maintenance Contract

Washington Street Traffic Control



EROSION CONTROL

Engineering Services administers the City's local erosion and sedimentation control program

- North Carolina Department of Environmental Quality delegates authority to the City



Samet Drive Extension



- Review and approve erosion control plans for private development, issue land disturbance permits
- Provide biweekly inspections for all sites
 - Four (4) full-time erosion control inspectors
 - Currently 80 active sites totaling 702 acres of land-disturbance citywide
 - Proactive compliance is the goal, enforce when necessary

QUESTIONS?



City of High Point

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

Master

File Number: 2024-200

File ID: 2024-200

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Special Called Meeting

File Created: 05/16/2024

File Name:

Final Action:

Title: Closed Session-Attorney Client Privilege
Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(3) for Attorney-Client Privilege.

Notes:

Sponsors:

Enactment Date:

Attachments:

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: alison.glynn@highpointnc.gov

Effective Date:

History of Legislative File

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