City of High Point

Municipal Office Building
211 South Hamilton Street
High Point, NC 27261

Meeting Agenda

Monday, June 6, 2016

5:30 PM

Council Chambers

City Council

William S. Bencini, Jr., Mayor
Jeffrey J. Golden, Mayor Pro Tem
Latimer B. Alexander, IV, Cynthia Y. Davis,
James C. Davis, Jason P. Ewing,
Alyce E. Hill, Christopher Williams,
Jay W. Wagner

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE

RECOGNITIONS AND PRESENTATIONS

160150 Recognition of Honors Program Recipients
The Human Resources Department will present the certificates to the City of High Point Employees who are recipients of the HONORS Program awards.

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.

REGULAR AGENDA ITEMS

FINANCE COMMITTEE - Council Member J. Davis, Chair

160151 Contract - Bid No. 56 - 750 MCM Underground Cable
Council is requested to approve contract awarding Bid No. 56 to Irby of Rocky Mount, NC in the amount of $249,800.00 for the purchase of 750 MCM Underground Cable.

160152 Contract - Bid No. 59 - ICP Mass Spectrophotometer
Council is requested to approve contract awarding Bid No. 59 to Perkin Elmer in the amount of $124,687.00 for the purchase of a ICP Mass Spectrophotometer for the purpose of determining metals and several non-metals in water and wastewater.

160153 Contract - Bid No. 61 - Residential Water Meters
Council is requested to approve a contract awarding Bid No. 61 to Carolina Meter & Supply in the amount of $302,800 for the purchase of 2,000 residential water meters.

160154 Municipal Agreement - MLK, Jr. Drive Highway Signage
Consideration of a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) for the design, fabrication, installation and repayment of highway guide signs associated with the renaming of Kivett Drive to Dr. Martin Luther King, Jr.

160155 Primary Banking Services Provider 2016-2017
Council is requested to award the contract for Primary Banking Services to Bank of America for the period of July 1, 2016 - December 2021.

160156 Resolution - Interlocal Agreement- Justice Assistance Grant Program
Council is requested to adopt a Resolution ratifying and authorizing the execution of an interlocal agreement between the City of Greensboro, High Point, and Guilford County for the shared use of the 2016 Byrne Justice Assistance Grant (JAG) program award.

160157 City of High Point 2016-2017 Budget Ordinance and Related Documents
City Council is requested to adopt the FY 2016-2017 Budget Ordinance for the City of High Point and associated fee schedules.

160158 High Point Convention & Visitors Bureau - 2016-2017 Annual Budget/Contract
City Council is requested to approve the annual budget for the High Point Convention & Visitors Bureau (CVB) for FY 2016-2017 and authorize the City Manager to execute contract between the High Point Convention and Visitors Bureau for FY 2016-2017.

160159 International Home Furnishings Market Authority - 2016-2017 Annual Budget
City Council is requested to approve the FY 2016-2017 annual budget for the International Home Furnishings Market Authority (Market Authority).

COMMUNITY HOUSING & NEIGHBORHOOD DEVELOPMENT COMMITTEE - Mayor Pro Tem Golden, Chair

160160 Ordinance to Demolish - 1600 Valley Ridge Drive
Council is requested to adopt an ordinance ordering the inspector to effectuate the demolition of a dwelling located at 1600 Valley Ridge Drive belonging to Home Enhancements, Inc.

160161 Ordinance to Demolish - 320 Coltrane Avenue
Council is requested to adopt an ordinance ordering the inspector to effectuate the demolition of a dwelling located at 320 Coltrane Avenue belonging to Crystal A. Torrie.

160133 Transfer of Property - Bank of North Carolina - Infill Housing Needs
Council is requested to approve the transfer of a lot located at 524 Radford Street, upon completion of the purchase from Guilford County,

to the Bank of North Carolina to build a new, single family home to be sold at cost to a qualifying home buyer.

160162 Contracts - Habitat/Community Housing Development Organization (CHDO)
Council is requested to approve contract with Habitat for Humanity of High Point, Archdale, Trinity and Community Housing Development Organization (CHDO) to construct affordable homes in Southside and Washington Terrace in the funding amount of $348,000.00.

PROSPERITY & LIVABILITY COMMITTEE - Council Member Ewing, Chair

160163 Historical Marker Policy - Revision
Consideration of a revision to the City's Historical Marker Policy.

PLANNING & DEVELOPMENT COMMITTEE - Council Member Wagner, Chair

160164 Yihua Timer Industry, Inc. - Right-Of-Way Encroachment (RE-16-0013)
A request by Yihua Timer Industry, Inc. to allow a proposed building to be erected within the right-of-way along E. Commerce Avenue. The proposed building will replace the existing building located at 305 E. Commerce Avenue, which currently encroaches into the right-of-way. The proposed building will encroach 1.33-feet into the right-of-way.

PUBLIC HEARINGS

160165 Winning Link Property Resources, LLC - Zoning Map Amendment 16-08
A request by Winning Link Property Resources, LLC to rezone an approximately 0.9-acre parcel from the Highway Business (HB) District to the General Business (GB) District. The site is lying east of Westchester Drive and north of N. Ward Avenue (1911 Westchester Drive).

GENERAL BUSINESS AGENDA

160166 Revisions to the High Point City Council 2014-2017 Standing Committees
Council is requested to confirm the following revision to the 2014-2017 Standing Committees. High Point Theatre Advisory Board - remove Council Member Latimer Alexander and add Council Member Cynthia Davis. This revision is effective immediately.

160167 Reappointments/Appointment- Various Boards & Commissions
Council is requested to confirm reappointments and appointments to various Boards & Commissions as outlined in the attached documentation.

160168 Minutes to Be Approved
Community Housing & Neighborhood Development Committee Meeting; Tuesday, May 10th @ 10:00 am.
Finance Committee Meeting; Wednesday, May 11th @ 4:00 p.m.
Special Meeting (Presentation of Annual Budget); Wednesday, May 11th @ 4:30 p.m.
Manager's Briefing; Monday, May 16th @ 4:00 p.m.
Special Meeting; Monday, May 16th @ 4:30 p.m. (Closed Session)
Regular Council Meeting; Monday, May 16th @ 5:30 p.m.
Special Meeting (Budget); Wednesday, May 18th @ 3:00 p.m.
Special Meeting (Budget Comment Period); Thursday, May 19th @ 3:00 p.m.

ADJOURNMENT

CITY OF HIGH POINT
AGENDA ITEM

Title: 2016 Byrne Justice Assistance Grant (JAG) Interlocal Agreement

From: Chief Kenneth J. Shultz

Meeting Date: June 6, 2016

Public Hearing: N/A

Advertising Date / Advertised By: N/A

Attachments: FY 16 JAG MOU
Resolution Ratifying and Authorizing the Execution of An Interlocal Agreement

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PURPOSE:
Resolution Ratifying an Interlocal Agreement with Greensboro and Guilford County to receive 2016 Byrne Justice Assistance Grant (JAG) funding.

BACKGROUND:
The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The High Point Police Department, the Greensboro Police Department and the Guilford County Sheriff's Office have received this grant annually since 2005.

Under this year's award High Point will receive a total of $41,454.40 in JAG funding. (Original award $51,818 less 20% disparity amount of $10,363.60 given to Guilford County). The High Point Police Department will use the funds to purchase ten Watch Guard High Definition in-car video cameras for patrol vehicles. Although all the initial responding patrol units have in-car cameras some of the ICOP cameras are 10 years old and are no longer serviceable. These ten in-car cameras will replace old non serviceable ICOP cameras.

BUDGET IMPACT:
There is no budget impact, no matching funds required.

RECOMMENDATION *I* ACTION REQUESTED:
Request City Council to approve the attached resolution and authorize the Interlocal Agreement.

RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF GREENSBORO, NC; CITY OF HIGH POINT, NC; AND COUNTY OF GUILFORD, NC FOR SHARED USE OF 2016 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FUNDS

BE IT RESOLVED, that the High Point City Council hereby authorizes the City Manager and the City Clerk to execute the attached Interlocal Agreement between Guilford County, the City of Greensboro, and the City of High Point regarding the shared use of FY 2016 Byrne Justice Assistance Grant (JAG) Program Award funds in the amount of $204,515 as required by N.C.G.S. 160A Article 20, subject to pre-audit certificate thereon by the Finance Director, and approval as to form and legality by the City Attorney. The original Agreement is incorporated herein by reference.

Adopted this the 6th day of June, 2016.

Lisa B. Vierling
High Point City Clerk

CITY OF GREENSBORO, NC CITY OF HIGH POINT, NC &
GUILFORD COUNTY CONTRACT NO

STATE OF NORTH CAROLINA

KNOW ALL BY THESE PRESENTS

COUNTY OF GUILFORD

INTERLOCAL AGREEMENT

BETWEEN THE CITIES OF GREENSBORO, NC; HIGH POINT, NC; AND COUNTY OF GUILFORD, NC

2016 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

THIS AGREEMENT is hereby made and entered into this 1st day of October, 2016, by and between, the CITY OF GREENSBORO and, the CITY OF HIGH POINT, both of Guilford County, State of North Carolina, acting by and through their governing bodies, the respective City Councils, and GUILFORD COUNTY, acting by and through its governing body, the Guilford County Board of Commissioners, hereinafter referred to as the COUNTY.

W I T N E S S E T H:

WHEREAS, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions; and

WHEREAS, the JAG Program **(CFDA #16.738)** provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs including indigent defense, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives, and planning, evaluation, and technology improvement programs; and

WHEREAS, awards of at least $25,000 or more are four years in length with an award period of October 1, 2015 through September 30, 2019; and

WHEREAS, this Agreement is made under the authority of N.C. General Statutes Sections 160A-460 etseq. through 160A-466; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement; and

WHEREAS, The CITY OF GREENSBORO will serve as the lead administrator/fiscal agent for the **2016 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**; and

WHEREAS, the CITY OF GREENSBORO and the CITY OF HIGH POINT and the COUNTY believe it to be in their best interests to reallocate the **$204,515** in JAG funds; and

NOW THEREFORE, the CITY OF GREENSBORO and the CITY OF HIGH POINT and the COUNTY agree as follows:

Section 1.

The CITY OF GREENSBORO agrees to allocate to the CITY OF HIGH POINT a total of **$41,454.40** in JAG funds. (Original award $51,818 less 20% disparity amount of $10,363.60 given to GUILFORD COUNTY).

Section 2.

The CITY OF GREENSBORO agrees to allocate to the COUNTY a total of $51,542.20 in JAG funds. (Original award $13,299 plus 20% disparity of $38,243.20 total; $27,879.60 from the CITY OF GREENSBORO and $10,363.60 from the CITY OF HIGH POINT).

Section 3.

The CITY OF GREENSBORO shall retain **$**111,518.40 in JAG funds. (Original award $139,398 less 20% disparity amount of $27,879.60 to GUILFORD COUNTY).

Section 4.

Each party agrees to use the allocated JAG funds for purposes consistent with the grant program until they are expended.

Section 5.

The parties to this Agreement will seek reimbursement on a quarterly basis from the Bureau of Justice Assistance (BJA) via the CITY OF GREENSBORO serving as the lead administrator/fiscal agent.

Section 6.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 7.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 8.

This Agreement may only be terminated as to any party, by that party's un-incorporation or written notice to each of the other parties sixty (60) days prior to the requested termination.

Section 9.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

Section 10.

The terms of this Agreement may only be amended with a written Contract Amendment executed by the Parties.

Section 11.

This Agreement is subject to the jurisdiction and laws of the State of North Carolina.

Section 12.

This Agreement, including the Exhibits and/or Attachments, if any, sets forth the entire Agreement between the parties. All prior conversation or writings between the parties hereto or their representatives are merged within and extinguished.

IN WITNESS WHEREOF, the parties have set their hands and seals all pursuant to authority duly granted as of the day and year first above written.

(The remainder of this page has been intentionally left blank.)

CITY OF HIGH POINT

ATTEST:

_____
Lisa Vierling, City Clerk

_____
Greg Demko, City Manager

_____
Kenneth J. Shultz, Chief of Police

APPROVED AS TO FORM & LEGALITY:

_____
JoAnne Carlyle, City Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
Jeff Moore, Financial Services Director

CITY OF GREENSBORO

ATTEST:

_____
, City Clerk

_____
, City Manager

_____
, Chief of Police

APPROVED AS TO FORM & LEGALITY:

_____
, City Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
, Financial Services Director

GUILFORD COUNTY

ATTEST:

_____
, County Clerk

_____
, County Manager

_____
Sheriff

APPROVED AS TO FORM & LEGALITY:

_____
, County Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
, Financial Services Director

CITY OF HIGH POINT
AGENDA ITEM

Title: Recommendation for Primary Banking Services Provider 7/1/2016-12/31/2021

From: Jeffrey A Moore, Financial Services Director

Meeting Date: June 6, 2016

Public Hearing: No

Advertising Date / N/A
Advertised By: -

Attachments: Memo Detailing Recommendation for Primary Banking Services

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PURPOSE:
The City Council is required by General Statute 159-31 to authorize depositories for official receipts and transactions of the local government. As a matter of practice, the Financial Services staff periodically solicits Requests for Proposals from financial institutions who have a branch presence within the city limits and who are registered with the State Treasurer's Office.

BACKGROUND:
The City's current primary banking services provider, Bank of America, was originally approved in a competitive solicitation process in 2004. City Council awarded its depository relationship services to them again in the last proposal process completed in 2010.

BUDGET IMPACT:
The Manager's Recommended Annual Budget for the Fiscal Year 2016-2017 provides adequate funds for the costs of providing financial and depository services.

RECOMMENDATION / ACTIONS REQUESTED:
City Council is requested to award the contract for primary banking services to Bank of America for the period July 1, 2016 to December 31, 2021, and that the appropriate City officials be authorized to execute all necessary documents.

Financial Services

Jeffrey A. Moore, CPA CGMA
DIRECTOR

MEMORANDUM

May 27, 2016

MEMO TO: Randy McCaslin, Deputy City Manager

FROM: Jeffrey A. Moore, Financial Services Director
Jackie S. Astrop, Treasury Services Manager

SUBJECT: Recommendation for Primary Banking Services Provider

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Professional service contracts such as banking services are not required to be bid, but we continue to believe conducting a competitive bid process utilizing a formal request for proposal is the preferred process where there are opportunities for better pricing through competition. Almost all large units of government in North Carolina put their financial institutions through a periodic competitive bid process. This provides better pricing of services and many times better services than negotiated contracts. A longer contract period also encourages a better partnership with the financial institution.

The Treasury Services Division solicited proposals for banking services from all 8 financial institutions with offices in High Point. The City received 6 proposals from the following financial institutions:

Bank of America
BB&T
Capital Bank
First Bank
SunTrust Bank
Wells Fargo Bank

The evaluation team was composed of Jackie Astrop, Treasury Services Manager, Bob Martin, Director of Customer Services and myself. The proposals were evaluated with significant weight given to essential and existing services and the bank's use of technology to enhance the City's efficiency in its daily relationship and reporting with the financial institution. As expected, pricing was very competitive for product offerings. Following a comprehensive evaluation of services offered and comparative pricing, the evaluation team conducted additional analysis, including bank service performance, overnight investment performance, financial strength analysis, and reference checks.

In reviewing qualifications, the Evaluation Team had reservations about the single branch and proximity thereof for Capital Bank and SunTrust Bank. Though these institutions bid competitively, there was concern expressed that the lack of branches might hinder operations or increase costs because the City's revenue-producing facilities are spread throughout the city.

Each institution responded with their costs to provide services based on volume averages of the types of transactions the City of High Point has currently. In order to fairly evaluate the variety of services, we calculated and extended those unit prices in an annualized pro-forma, excluding any costs of conversion and implementation.

Bank of America	**$60,484**
BB&T	$98,040
Capital Bank	$55,581
First Bank	$112,413
SunTrust Bank	$84,023
Wells Fargo Bank	$55,391

As a result of our comprehensive evaluation, it is our recommendation that the City award the Primary Banking Services Contract to Bank of America. Wells Fargo Bank and Capital Bank have offered competitive fees for much of the requested services, but Capital Bank did not offer some services we currently utilize, without which would hinder the current level of financial and payment operations we provide. Additionally, the table above does not take into account costs for implementation and conversion of the City's programs to interface to an alternative financial institution. These one-time costs are estimated to be $25,000-$30,000 for programming changes.

Completing the competitive process this year is expected to yield annual savings in excess of $30,000 for most of the same levels of services and product offerings as compared to the current pricing structure of our contractual relationship with Bank of America.

For your additional information, City staff has been extremely pleased with the current relationship and the excellent service Bank of America has provided for the last 12 years. They have partnered with the City in numerous ways to provide payment options and services for our Customer Service Department.

We request City Council to award a contract relationship with Bank of America to provide the City's primary banking services for the period July 1, 2016 to December 31, 2021. Jackie Astrop and myself will be available to respond to any questions you may have about the bid process or our recommendation.

CITY OF HIGH POINT
AGENDA ITEM

Title: Approval of FY 2016-2017 Market Authority Budget

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Attachments: Market Authority budget

Meeting Date: June 6, 2016
Advertising Date: N/A
Advertised By: N/A

PURPOSE:
To approve the FY 2016-2017 Market Authority budget.

BACKGROUND:
The Market Authority requests that the City Council approve its budget on an annual basis.

BUDGET IMPACT:
n/a

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends and asks the Council to approve the FY 2016-2017 Market Authority budget.

High Point Market Authority
2016-17 Budget- Draft

Code	Revenue	2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Forecast (Mar)	2016-17 Budget
	High Point Area					
4001	Show Room License	$ 1,595,000.00	$ 1,628,241.38	$ 1,600,000.00	$ 1,608,800.00	$ 1,610,000.00
4002	Occupancy Tax (Guilford)	$ 275,000.00	$ 362,423.24	$ 350,000.00	$ 330,000.00	$ 330,000.00
4003	HPCVB	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00
4004	City of High Point	$ 1,000,000.00	$ 1,000,000.00	$ 1,000,000.00	$ 1,000,000.00	$ 1,000,000.00
4005	Guilford County	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00
	Total	**$ 3,095,000.00**	**$ 3,215,664.62**	**$ 3,175,000.00**	**$ 3,163,800.00**	**$ 3,165,000.00**
	State of North Carolina					
4011	NCDOT	$ 1,200,000.00	$ 1,200,000.00	$ 1,200,000.00	$ 1,200,000.00	$ 1,200,000.00
4012	NCDOC	$ 655,472.00	$ 655,472.00	$ 655,472.00	$ 1,155,472.00	$ 1,155,472.00
	Total	**$ 1,855,472.00**	**$ 1,855,472.00**	**$ 1,855,472.00**	**$ 2,355,472.00**	**$ 2,355,472.00**
	Other					
4024	Sponsorships	$ 385,000.00	$ 341,950.00	$ 130,000.00	$ 350,000.00	$ 130,000.00
4022	Interest	$ 18,000.00	$ 14,848.67	$ 25,000.00	$ 7,000.00	$ 7,000.00
4023	Miscellaneous	$ 5,000.00	$ 22,747.88	$ 5,000.00	$ 24,500.00	$ 5,000.00
	Total	**$ 408,000.00**	**$ 379,546.55**	**$ 160,000.00**	**$ 381,500.00**	**$ 142,000.00**
	Total Revenue	**$ 5,358,472.00**	**$ 5,450,683.17**	**$ 5,190,472.00**	**$ 5,900,772.00**	**$ 5,662,472.00**

High Point Market Authority
2016-17 Budget- Draft

Budget Code	Expense	2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Forecast (Mar)	2016-17 Budget
	Executive Leadership & Admin					
5001	Salaries & Benefits	$ 313,000.00	$ 301,099.86	$ 325,000.00	$ 325,000.00	$ 360,000.00
5002	Board of Directors	$ 5,000.00	$ 3,221.41	$ 5,000.00	$ 3,000.00	$ 5,000.00
5003	Audit	$ 25,000.00	$ 19,300.00	$ 20,000.00	$ 15,250.00	$ 18,000.00
5004	Travel & Entertainment	$ 20,000.00	$ 23,956.43	$ 20,000.00	$ 22,000.00	$ 20,000.00
5005	Telephone (Mobile & VoIP)	$ 26,000.00	$ 28,607.07	$ 26,000.00	$ 26,000.00	$ 26,000.00
5006	Government Relations	$ 55,000.00	$ 39,798.53	$ 35,000.00	$ 70,000.00	$ 60,000.00
5007	IT Services	$ 20,000.00	$ 16,107.96	$ 20,000.00	$ 15,000.00	$ 20,000.00
5009	Equipment Purchase	$ 15,000.00	$ 4,383.93	$ 15,000.00	$ 5,000.00	$ 5,000.00
5010	P&C, Liability Insurance	$ 13,000.00	$ 7,111.25	$ 13,000.00	$ 13,000.00	$ 13,000.00
5011	Equipment Maintenance & Repair	$ 5,000.00	$ 1,231.93	$ 5,000.00	$ 1,000.00	$ 3,500.00
5012	Memberships & Subscriptions	$ 15,000.00	$ 13,460.48	$ 16,000.00	$ 16,000.00	$ 18,000.00
5013	Office Supplies & Printing	$ 8,000.00	$ 12,885.76	$ 10,000.00	$ 10,000.00	$ 10,000.00
5014	Postage	$ 2,500.00	$ 6,619.26	$ 3,600.00	$ 2,000.00	$ 3,000.00
5016	Rent	$ 12,538.00	$ 12,537.51	$ 16,400.00	$ 16,400.00	$ 16,400.00
5018	Bank Service Charges	$ 1,000.00	$ 821.22	$ 1,000.00	$ 500.00	$ 500.00
5019	City & County Taxes	$ 1,300.00	$ 1,549.98	$ 1,600.00	$ 1,358.40	$ 1,600.00
5020	Misc Expenses	$ 5,000.00	$ 15,442.28	$ 5,000.00	$ 10,000.00	$ 5,000.00
5023	Accounting & Payroll Fees	$ 41,000.00	$ 41,818.25	$ 41,000.00	$ 35,000.00	$ 41,000.00
	Total	**$ 583,338.00**	**$ 549,953.11**	**$ 578,600.00**	**$ 586,508.40**	**$ 626,000.00**
	Transportation					
5104	Contractor Management/ Personnel	$ 220,000.00	$ 216,066.00	$ 220,000.00	$ 217,000.00	$ 212,000.00
5105	Vehicle Operations	$ 970,000.00	$ 1,017,217.76	$ 1,020,000.00	$ 1,020,000.00	$ 990,000.00
5106	Supplies	$ 5,000.00	$ 1,336.98	$ 3,000.00	$ 1,500.00	$ 1,700.00
5107	Tents	$ 5,000.00	$ 2,472.51	$ 4,000.00	$ 2,000.00	$ 2,000.00
5108	Rent	$ 12,538.00	$ 12,537.51	$ 12,500.00	$ 12,500.00	$ 12,500.00
5109	MA Salaries and Benefits	$ 171,000.00	$ 164,880.83	$ 181,000.00	$ 181,000.00	$ 191,000.00
5110	Part-time Event Staff	$ 35,000.00	$ 26,071.71	$ 30,000.00	$ 34,000.00	$ 35,000.00

High Point Market Authority
2016-17 Budget- Draft

Budget Code	Expense	2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Forecast (Mar)	2016-17 Budget
5112	Signage/Street Improvements	$ 30,000.00	$ 6,807.98	$ 30,000.00	$ 20,000.00	$ 29,000.00
5113	Trainings/Meetings	$ 2,000.00	$ 92.01	$ 1,000.00	$ 500.00	$ 500.00
5114	Miscellaneous	$ 1,000.00	$ 53.00	$ -	$ -	$ 500.00
5115	Transportation Command Center	$ 2,000.00	$ 477.13	$ 1,500.00	$ 750.00	$ 1,000.00
	Total	**$ 1,453,538.00**	**$ 1,448,013.42**	**$ 1,503,000.00**	**$ 1,489,250.00**	**$ 1,475,200.00**
	Parking					
5201	Davis Lot (South)	$ 80,000.00	$ 78,000.00	$ 80,000.00	$ 80,000.00	$ 80,000.00
5202	Oak Hollow Lot (North)	$ 41,000.00	$ 36,960.00	$ 38,000.00	$ 37,000.00	$ 38,000.00
5204	Maintenance & Security	$ 15,000.00	$ 7,169.20	$ 15,000.00	$ 10,000.00	$ 15,000.00
	Total	**$ 136,000.00**	**$ 122,129.20**	**$ 133,000.00**	**$ 127,000.00**	**$ 133,000.00**
	Centralized Registration					
5301	Professional Fees, Services & Upgrades	$ 138,000.00	$ 121,013.25	$ 108,000.00	$ 140,000.00	$ 125,000.00
5302	MA Salaried Personnel	$ 142,000.00	$ 131,527.30	$ 123,000.00	$ 115,000.00	$ 127,000.00
5304	Postage	$ 34,000.00	$ 30,686.50	$ 34,000.00	$ 31,000.00	$ 34,000.00
5305	Part-Time Event Staff	$ 37,000.00	$ 53,199.54	$ 63,000.00	$ 63,000.00	$ 68,000.00
5306	Ethernet Fiber Connections	$ 10,000.00	$ 9,720.00	$ 10,000.00	$ 10,900.00	$ 14,000.00
5307	Supplies	$ 15,000.00	$ 12,643.92	$ 4,000.00	$ 4,000.00	$ 15,000.00
5308	Training/Meetings	$ 1,000.00	$ 353.61	$ 1,000.00	$ 500.00	$ 1,000.00
5313	Travel/ Shipping	$ 43,600.00	$ 31,928.50	$ 40,000.00	$ 35,000.00	$ 40,000.00
5314	Auxiliary Services	$ 5,000.00	$ 12,494.75	$ 10,000.00	$ 16,000.00	$ 10,000.00
	Total	**$ 425,600.00**	**$ 403,567.37**	**$ 393,000.00**	**$ 415,400.00**	**$ 434,000.00**
	Marketing					
5401	Printed Collateral	$ 100,000.00	$ 65,333.37	$ 65,000.00	$ 75,000.00	$ 70,000.00
5403	Advertising: Print/Digital/Email	$ 280,000.00	$ 300,439.83	$ 320,000.00	$ 365,000.00	$ 340,000.00
5405	Agency Fees/Creative	$ 320,000.00	$ 320,302.25	$ 320,000.00	$ 350,000.00	$ 335,000.00
5406	MA Salaries & Benefits	$ 273,000.00	$ 283,972.63	$ 116,000.00	$ 115,000.00	$ 117,000.00

High Point Market Authority
2016-17 Budget- Draft

Budget Code	Expense	2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Forecast (Mar)	2016-17 Budget
5407	PR/ Freelance	$ 20,000.00	$ 26,204.78	$ 25,000.00	$ 80,000.00	$ 80,000.00
5408	Postage	$ 80,000.00	$ 88,223.99	$ 90,000.00	$ 105,500.00	$ 105,500.00
5409	Telemarketing	$ 125,000.00	$ 119,677.36	$ 125,000.00	$ 45,000.00	$ 25,000.00
5410	Signage	$ 8,000.00	$ 7,613.51	$ 10,000.00	$ 10,000.00	$ 10,000.00
5411	Media Center	$ 75,000.00	$ 86,920.79	$ 92,000.00	$ 120,000.00	$ 110,000.00
5413	Travel & Entertainment	$ 25,000.00	$ 21,169.66	$ 25,000.00	$ 12,000.00	$ 11,000.00
5415	Rent	$ 12,538.00	$ 12,537.51	$ 12,500.00	$ 12,500.00	$ 12,500.00
5417	Photo/ Video	$ 75,000.00	$ 77,503.00	$ 75,000.00	$ 85,000.00	$ 60,000.00
5418	Industry Education: DVS Speakers	$ 40,000.00	$ 34,217.09	$ 32,000.00	$ 64,000.00	$ 64,000.00
5420	Promotional Goods	$ 6,400.00	$ 6,943.67	$ 7,000.00	$ 14,000.00	$ 14,000.00
5421	Website/Data/Analytics	$ 237,500.00	$ 257,505.75	$ 250,000.00	$ 300,000.00	$ 300,000.00
5422	Mail house Services	$ 41,000.00	$ 37,108.66	$ 45,000.00	$ 45,500.00	$ 45,500.00
5423	List Acquisition	$ 4,000.00	$ 2,551.73	$ 2,000.00	$ 14,500.00	$ 9,500.00
5424	Database Management	$ 47,000.00	$ 46,897.97	$ 47,000.00	$ 13,000.00	$ 13,000.00
5426	Sales Tax	$ 22,000.00	$ 26,583.88	$ 25,000.00	$ 27,000.00	$ 27,000.00
5427	Sponsored Marketing/SS/Speakers	$ 70,000.00	$ 80,807.76	$ 100,000.00	$ 130,000.00	$ 130,000.00
5428	Miscellaneous Expenses	$ 7,000.00	$ 16,729.59	$ 5,000.00	$ 100,000.00	$ 34,000.00
5429	Sponsorship Expenses	$ 133,000.00	$ 136,053.36	$ 65,000.00	$ 337,000.00	$ 100,000.00
5430	Depreciation	$ -	$ -		$ 50,000.00	$ 160,866.00
	Total	**$ 2,001,438.00**	**$ 2,055,298.14**	**$ 1,853,500.00**	**$ 2,470,000.00**	**$ 2,173,866.00**
	Guest Services					
5502	Talent/ Operations/ Production	$ 390,000.00	$ 365,943.22	$ 350,000.00	$ 395,000.00	$ 350,000.00
5503	MA Salaries & Benefits	$ 61,000.00	$ 69,672.02	$ 115,000.00	$ 105,000.00	$ 121,000.00
5505	Food & Beverage	$ 121,000.00	$ 118,542.73	$ 131,000.00	$ 134,000.00	$ 131,000.00
5507	International Services	$ 25,000.00	$ 27,138.95	$ 28,000.00	$ 28,000.00	$ 30,000.00
5509	Program Operations	$ 25,000.00	$ 19,855.66	$ 25,000.00	$ 44,500.00	$ 125,000.00
5512	Contract Labor	$ 36,000.00	$ 25,534.08	$ 30,000.00	$ 28,000.00	$ 30,000.00

High Point Market Authority
2016-17 Budget- Draft

Budget Code	Expense	2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Forecast (Mar)	2016-17 Budget
5513	Rent	$ 12,538.00	$ 12,537.48	$ 12,500.00	$ 12,500.00	$ 12,500.00
	Total	**$ 670,538.00**	**$ 639,224.14**	**$ 691,500.00**	**$ 747,000.00**	**$ 799,500.00**
5600	Contingency	$ -	$ -	$ -	$ -	$ -
5700	Depreciation	$ 35,000.00	$ 36,261.67	$ 36,866.52	$ 55,000.00	$ 18,650.00
8520	Interest Expense	$ -	$ 496.15	$ -	$ 500.00	$ 500.00
	Total Expense	**$ 5,305,452.00**	**$ 5,254,943.20**	**$ 5,189,466.52**	**$ 5,890,658.40**	**$ 5,660,716.00**
	Total Income	**$ 5,358,472.00**	**$ 5,450,683.17**	**$ 5,190,472.00**	**$ 5,900,772.00**	**$ 5,662,472.00**
	Surplus/Deficit	**$ 53,020.00**	**$ 195,739.97**	**$ 1,005.48**	**$ 10,113.60**	**$ 1,756.00**

High Point Market Authority
2016-17 Budget- Draft

Budget Code	Account	2014-15 Budget	2015-16 Budget	2016-17 Budget
121	Office Furniture	$ 1,000.00	$ -	$ 1,000.00
123	Office Equipment	$ 1,000.00	$ 5,000.00	$ 500.00
125	Computer Equipment	$ 4,000.00	$ 7,000.00	$ 3,000.00
127	Market Equipment	$ 700.00	$ 1,000.00	$ 1,000.00
129	Leasehold Improvements	$ 4,000.00	$ -	$ -
130	Market Technology & Hardware			$ 70,000.00
	Total	**$ 10,700.00**	**$ 13,000.00**	**$ 75,500.00**

15259

SUB-RECIPTIENT AGREEMENT

EFFECTIVE DATE: OCTOBER 1, 2016

BETWEEN THE CITY OF GREENSBORO
A NORTH CAROLINA MUNICIPAL CORPORATION
AND
THE CITY OF HIGH POINT, NORTH CAROLINA
A NORTH CAROLINA MUNICIPAL CORPORATION

FOR THE DISBURSEMENT OF JUSTICE ASSISTANCE GRANT PROGRAMS FUNDS

THIS SUB-RECIPIENT AGREEMENT ("Agreement") is entered into by and between the City of Greensboro, a North Carolina municipal corporation ("Recipient" or "City"), and the City of High Point, a North Carolina municipal corporation ("Sub-recipient"). Recipient and Sub-recipient are collectively referred to herein as the "Parties".

RECITALS

WHEREAS, Edward Byrne Memorial JAG Program awards are authorized by the 42 U.S.C. § 3751(a); and

WHEREAS, The CFDA number for the Edward Byrne Memorial JAG Program (State and Local) is 16.738; and

WHEREAS, the U.S. Department of Justice ("USDOJ") has approved Recipient's application for funding under the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation in the amount of $209,425 ("JAG Funds") to be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies contractual support, information systems for criminal justice and criminal justice-relate research and evaluation activities, attached hereto as Exhibit "A"; and

WHEREAS, City entered into an Inter-local Agreement on September 25, 2018 which is retroactive to the beginning on the project period October 1, 2016 with Sub-recipient, et al., to reallocate the JAG Funds; and

WHEREAS, there are legal and administrative requirements that govern the Recipient and Sub-recipient for acceptance and use of federal JAG funds; and

WHEREAS, the Recipient and Sub-recipient desire to memorialize the terms and conditions of the disbursement of the JAG Funds in this Agreement;

NOW THEREFORE, the Parties do hereby agree as follows:

Section 1. GRANT FUNDS
Subject to the terms and conditions of this Agreement, Recipient agrees to make available and to disburse Grants Funds to Sub-recipient in the amount of $42,423.20 to be used to pay for equipment and upgrades as outlined in the grant application budget.

Section 2. DISBURSEMENT
The Sub-recipient shall have the right to disbursement from the Grant Funds on a quarterly basis after Recipient receives such funds from the USDOJ, and in any amount(s) approved by Recipient, such total

amount(s) not to exceed $42,423.20 in Grant Funds, provided Sub-recipient meets all the terms and conditions set forth in this Agreement.

Payments made by the Recipient to the Sub-recipient under this agreement will be issued upon receipt of an original invoice from Sub-recipient setting forth the amount due and payable pursuant to Item 4 of this agreement via a claim of reimbursement. Invoices will be reviewed by the Greensboro Police Department's Fiscal Management Office and City Financial Analyst for allowable and reasonable expenses as outlined in the approved grant budget. Upon approving an invoice, a check request will be submitted to the Finance Department and a check will be issued within 7 to 10 business days by the Recipient. All services must be performed to the satisfaction of the Recipient prior to any reimbursement being submitted for processing by the City's Finance Department and payment being made.

Section 3. TERM

This agreement and the terms and conditions contained herein shall remain in full force and effect from October 1, 2016 until September 30, 2020, the end of the Project Period as set forth in the Grant Award.

Section 4. DOCUMENTS REQUIRED PRIOR TO DISBURSEMENT JAG FUNDS

Sub-recipient agrees that prior to the initial disbursement of funds to Sub-recipient; it shall deliver to Recipient the following documents:

(a) Copies of expenditure invoices
(b) Proof of Payment
(c) Explanation of specific outcome and benefits derived from use of the JAG funds.

Section 5. ASSURANCES

Sub-recipient assures that it will comply with all legal and administrative requirements that govern the acceptance and use of federal grant fund by Recipient as set forth in Exhibit A attached hereto and made a part of this Agreement as if fully set forth herein.

Sub-recipient further agrees that it will comply with all applicable Federal civil rights laws, including requirement pertaining to developing and/or submitting an Equal Employment Opportunity Plan, reporting Findings of Discrimination, and providing language services any time upon request.

Sub-recipient agrees to provide the Recipient with a copy of the Equal Employment Opportunity Plan on file in accordance with 28 CRF 42.301 (d). A copy will be retained in the Greensboro Police Department's Fiscal Management Office and produced at the request of the Department of Justice (DOJ), Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA).

Section 6. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

It is the policy of City that City and its Sub-recipients, its employees, agents, Sub-recipients and others engaged by Sub-recipient that City opposes discrimination on the basis of race, color, religion, gender, age, national origin, handicap, or political affiliation or belief. During the performance of this Agreement, Sub-recipient agrees that neither Sub-recipient nor its employees, agents, Sub-recipients or others engaged by Sub-recipient shall discriminate against any person, whether employed by Sub-recipient or otherwise, for any basis stated herein. Sub-recipient further agrees to take affirmative action to insure that its employees, agents, Sub-recipients and others engaged by Sub-recipient, or applicants thereto shall be treated equally without regard to race, color, religion, gender, age, national origin, handicap, or political affiliation or belief. In all solicitations or advertisements for employees, agents, Sub-recipients or others to be engaged by Sub-recipient or placed by or on behalf of Sub-recipient, Sub-recipient shall state all

qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, national origin, handicap, or political affiliation or belief.

Section 7. CHOICE OF LAW AND FORUM

This contract shall be deemed made in Guilford County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Guilford County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

Section 8. ASSIGNMENT, SUCCESSORS AND ASSIGNS

Without the City's written consent, the Sub-recipient shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this Agreement. Unless the City otherwise agrees in writing, the Sub-recipient and all assigns shall be subject to all of the City's defenses and shall be liable for all of the Sub-recipient's duties that arise out of this contract and all of the City's claims that arise out of this contract. Without granting the Sub-recipient the right to assign, it is agreed that the duties of the Sub-recipient that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

Section 9. RECORDS AND REPORTS

Sub-recipient shall maintain records and other documentation accounting for the use of the JAG Funds as required by the Department of Justice and as outlined by the office of Management and Budget for the Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation Funds. Such records may be reviewed by the Recipient at any time upon request.

Section 10. COMPLIANCE WITH LAW

In performing all of the Work, the Sub-recipient shall comply with all laws and regulations which may apply to the performance of Sub-recipient's duties in the Agreement.

Sub-recipient shall use JAG Funds solely for activities authorized by and in accordance with all Federal laws and regulations as set forth in the Program Solicitation, attached hereto as Exhibit "B".

Section 11. COMPLIANCE WITH CITY POLICY

In performing all of the Work, the Sub-recipient shall comply with the Greensboro Police Department's Policy for Monitoring Sub-recipient Agencies Receiving Grant Funds, attached hereto as Exhibit "C".

Section 12. SUSPENSION AND TERMINATION

City, in its sole discretion, may terminate the Agreement in whole or in part if City determines that said termination is in its best interest. Termination or suspension of this agreement may occur if Sub-recipient materially fails to comply with any terms of this Agreement or the conditions set forth herein. Any such termination shall be effected by the delivery to Sub-recipient of a written notice of termination thirty (30) days before the effective date of the termination. In the event of termination by City under this Section, all obligations of either party which remain executor are discharged except to the extent that any right based upon prior breach or performance shall survive such termination. Sub-recipient shall promptly deliver to City all goods, items and documents for which City has paid under this Agreement which have not been delivered at termination as if this Agreement had not been terminated. City shall pay in full for all goods, services completed and expenses incurred by Sub-recipient up to and until the time of termination.

Section 13. EVENTS OF DEFAULT
Any of the following shall constitute an "Event of Default" hereunder:

The failure of Sub-recipient to perform any of the terms and conditions of this Agreement or any other document required under this Agreement;

The failure of Sub-recipient to furnish from time to time, at Recipient's request, financial information or other records required by Recipient; or

The failure of Sub-recipient to use by September 30, 2020 the JAG funds for approved uses in implementing the approved project.

Section 14. INDEMNIFICATION
To the fullest extent permitted under law, Sub-recipient shall defend, indemnify, and save harmless City, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of this Agreement as a result of the acts or omissions of the Sub-recipient or its Sub-recipients or anyone directly or indirectly employed by any of them or anyone for whose acts arising out of or related to this Agreement any of them may be liable, save and except for damage or injury caused solely by the negligence of City its agents, officers, or employees. In performing its duties under this section, Sub-recipient shall at its sole expense defend City, its agents, officers, and employees with legal counsel reasonably acceptable to City. As used in this subsection – "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of City that are otherwise provided in or arise out of this Agreement. This section shall remain in force despite termination of this Agreement (whether by expiration of its term or otherwise) and termination of the services of the Contract under this Agreement.

Section 15. NO THIRD PARTY RIGHT CREATED
This Agreement is intended for the benefit of City and Sub-recipient and not any other person.

Section 16. MODIFICATION
Further modification of this Agreement is not valid unless signed by both parties and otherwise in accordance with requirements of law.

THE UNDERSIGNED, as authorized representative on behalf of the Recipient or the Sub-recipient, have executed this Agreement, which shall be effective as of the date first written above.

Wayne Scott

Department Head Recommendation Authorization
Wayne Scott, Chief of Police

This instrument has been pre-audited in the manner required
By the Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

APPROVED AS TO FORM:

Asst City Attorney

CITY OF GREENSBORO
AUTHORIZATION

BY
City Manager

ATTEST:

Angela Lord
City Clerk
Deputy

ATTEST:

City Clerk, Deputy

CITY OF HIGH POINT

City Manager

APPROVED AS TO FORM:

City Attorney

Finance Director

Exhibit "A"

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 21

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)
City of Greensboro
P.O. Box 3136
Greensboro, NC 27404

4. AWARD NUMBER: 2017-DJ-BX-0813

5. PROJECT PERIOD: FROM 10/01/2016 TO 09/30/2020
BUDGET PERIOD: FROM 10/01/2016 TO 09/30/2020

6. AWARD DATE 06/26/2018

7. ACTION
Initial

2a. GRANTEE IRS/VENDOR NO.
566000230

8. SUPPLEMENT NUMBER
00

2b. GRANTEE DUNS NO.
071572374

9. PREVIOUS AWARD AMOUNT $ 0

3. PROJECT TITLE
Guilford County 2017 JAG

10. AMOUNT OF THIS AWARD $ 209,245

11. TOTAL AWARD $ 209,245

12. SPECIAL CONDITIONS
THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT
This project is supported under FY17(BJA - JAG State and JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 42 U.S.C. 3711 - 3797ff-5), including subpart 1 of part E (codified at 42 U.S.C. 3750 - 3758); see also 28 U.S.C. 530C(a).

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)
16.738 - Edward Byrne Memorial Justice Assistance Grant Program

15. METHOD OF PAYMENT
GPRS

[redacted] AGENCY APPROVAL [redacted]

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL
Alan R. Hanson
Principal Deputy Assistant Attorney General

17. SIGNATURE OF APPROVING OFFICIAL
Alan R. Hanson

[redacted] GRANTEE ACCEPTANCE [redacted]

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL
Jim Westmoreland
City Manager

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE
7-31-18

[redacted] AGENCY USE ONLY [redacted]

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	DJ	30	00	00		209245

21. SDJUGT0827

Exhibit "B"

Federal Laws and Regulations

Federal Authorization

- Part E of title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759). Consolidated Appropriations Act, 2008, Public Law 110-161. Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program.

Administrative Requirements

- Office of Management and Budget (OMB) OMB A-102 Replaced by Uniform Administrative Requirements, also known as "Common Rule"
- Department of Justice, Title 28 CFR Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements To State and Local Governments

Cost Principles

- Office of Management and Budget (OMB) Circular No. A-87, Relocated to 2 CFR, Part 225, Cost Principles for State and Local Governments, Revised
- Cost Principles in 28 CFR 66.22 and 28 CFR 70.27

Audit Requirements

- Office of Management and Budget (OMB) Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations
- Cost Principles in 28 CFR 66.22 and 28 CFR 70.27

Financial Oversight

- The Office of the Chief Financial Officer (OCFO) Financial Guide 2014

Government-Wide Common Rules

The uniform administrative requirements for grants and cooperative agreements to State and local units of government (also known as Grants Management Common Rule for State and Local Units of Government) for the Department of Justice (DOJ) are codified at Title 28 CFR Part 66.

The uniform administrative requirements for grants and cooperative agreements with institutions of higher education, hospitals, and other nonprofit organizations for DOJ are codified at Title 28 CFR Part 70.

- Government-wide Debarment and Suspension (Nonprocurement) is codified at Title 2 CFR Part 180, with DOJ-specific rules at Title 2 CFR Part 2867.
- Government-wide requirements for drug-free workplace (grants) rules are codified at Title 28 CFR Part 83.
- Restrictions on lobbying are codified at Title 28 CFR Part 69.

Administrative, National Policy, and other Legal Requirements

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Standard Assurances

Solicitation Requirements

- Civil Rights Requirements
- Financial Requirements

- Organizational Requirements
- Evidence, Research, and Evaluation Guidance and Requirements
- Mandatory Award Terms and Conditions
- Other Requirements

Mandatory Award Terms and Conditions

- Financial Guide
- Civil Rights: EEOP
- Audit - States, Units of Local Government, or Non-Profit Organizations
- Use of Federal Funds
- Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct
- Prohibit Use of Funds for ACORN and its Subsidiaries
- High-risk - Cf. 28 C.F.R. parts 66, 70
- Registration with the System for Award Management and Universal Identifier Requirements
- Text Messaging Policy
- Conference Costs
- Training Guiding Principles for Awardees
- Reporting of Potential Duplication of Federal Funding for Identical Cost Items
- Nondiscrimination in Programs Involving Students
- Computer Network Requirement

Financial Management and System of Internal Controls

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. The award recipient must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training.

Exhibit "C"

GREENSBORO POLICE DEPARTMENT POLICY FOR MONITORING SUB-RECIEPIENT AGENCIES RECEIVING GRANT FUNDS

- **Oversight** - The City of Greensboro will maintain regular communication with sub-recipients and make appropriate inquiries concerning program activities.

  The City of Greensboro will review monthly expenses submitted by the sub-recipient. This information must be submitted by sub-recipients to the City of Greensboro after the close of each month within their respective financial reporting systems. Additional back-up documentation may be requested to support monthly expenses.

  The City of Greensboro will review quarterly financial and performance reports, along with required supporting documentation, submitted by the sub-recipient. This information must be submitted by sub-recipients to the City of Greensboro by the 15th of the following month, post the end of a quarter (i.e. October-December). The performance report should include milestones achieved or to be achieved, any significant problems, issues or concerns, timely accomplishments and delays, and actual cost incurred compared to budget line items with variances explained. Additional back-up documentation may be requested to support program and financial reports.

  The City of Greensboro will complete periodic onsite monitoring of sub-recipients in accordance with grantor requirements and related regulations to examine financial and programmatic records and observe operations. Sub-recipients will be monitored as required by the grant or at least annually; or more frequently if circumstances or program guidance warrants. These visits will be scheduled in advance; a list of testing items will be provided.

  A written report will be completed for all formal site visits. Non-compliance and/or recommendations will be documented and the sub-recipient must resolve and correct findings timely and effectively.

- **Program monitoring-** Program monitoring will include, but not be limited to, discussion concerning the program operation, any problems or concerns associated with the program, and verification of information reported on the program monthly/quarterly reports/close out reports. Programs providing direct client services are subject to client file review, and should maintain appropriate releases of information to allow. Sample listing of information that may be reviewed programmatically:
  1. Inventory control listing for equipment
  2. Tags/labels on equipment
  3. Local procurement/purchasing policy
  4. Internal controls
  5. Program reporting
  6. Travel policy
  7. Personnel policy

- **Financial monitoring-** Financial monitoring will include, but not be limited to, comparison of recipient/sub-recipient financial reports with general ledgers to determine that claimed expenses have been charged to the proper accounts and that proper documentation exists to support claims for personnel, travel, etc., and that equipment, if purchased, has been inventoried and is being used for the stated purpose. Additionally, the agency's overall financial internal controls and policies and procedures may be reviewed and recommendations made if appropriate or necessary. Sample listing of information that may be reviewed financially:

1. Purchase order/requisition
2. Invoices/receipts from vendor
3. Bid/quote records
4. Sole source letters, where applicable
5. Cash management
6. Financial reporting

- **Timely response to written requests from City staff** - All written requests from City staff shall be responded to by the Contractor in writing within two (2) weeks of receipt. Responses shall be complete, or for items that have extenuating circumstances, such as requiring board meetings or approval, the agency will provide the City, within the two week period, an outline of the process and timeline needed to provide the complete information requested. Under extenuating circumstances, full responses shall be submitted within 45 days from date of request or a date agreed to by Greensboro Police Department Fiscal Management staff.

- **Record-Keeping Guidelines** - Record-keeping as prescribed by contracts will be strictly followed, and records will be kept in retrievable, reviewable, safe, and auditable condition for at least three (3) years from the date of final closeout notification. If any litigation, claim, negotiation, audit or other action involving these records is initiated during the 3-year period, the records should be kept until completion of such action. These records should be easily located and should be properly protected against fire or other damage.

- **Commingling of Funds Prohibited** - Contracts with recipients of City funds require that City of Greensboro funds provided to the entity for services or activities to be performed be maintained in a bank account or general ledger account that is clearly separate and distinguishable from other fund accounts or a separate bank account at the discretion of the organization. The City reserves the right to inspect fund accounts at any time to ensure compliance. Funding will be suspended to any organization found to be in non-compliance. Appropriate legal action will be taken as necessary.

- **Procurement** - Contracts for building, construction, or rehabilitation funded with City funds shall be carried out in compliance with all applicable State, Federal, and local laws and regulations. (See "Exhibit A")

- **City's Right to Visit Fund Recipients and Monitor for Compliance** - The City will enforce Zero Tolerance regarding fund recipients who refuse to comply with monitoring and auditing visit requests. The following actions will be taken:
  1. Funding will be immediately suspended if the agency refuses the visit or access to financial/program records.
  2. Legal remedies will be sought as appropriate

- **Audit Requirements** – Sub-recipients must obtain and submit a copy of the required audit to the City of Greensboro within 30 days of issuance and approval of the report, or as provided in the grant agreement. The sub-recipient must directly notify the City of Greensboro of any audit findings related to the sub-award.

  The City of Greensboro may use the information in the Federal Audit Clearinghouse Database as evidence to verify that the required audit was performed and that the sub-recipient had no audit findings. In cases of continued inability or unwillingness of a sub-recipient to have the required audits conducted, the City of Greensboro shall take appropriate action by using sanctions as prescribed in OMB Circular A-133.

- All grant expenditures must be reported in the Comprehensive Annual Financial Report's (CAFR) Schedule of Expenditures of Federal and State Awards or sub-recipient's year-end financial report if a CAFR is not required for the agency

- **Swift Resolution of Contract or Audit Compliance Issues -** Upon a finding of non-compliance with contract terms or with audit requirements, appropriate City of Greensboro and/or Greensboro Police Department Fiscal Management staff will issue a certified letter, return receipt requested, to the Authorizing Official of the non-compliant fund recipient. The letter will clearly document the issues of non-compliance. The fund recipient will have thirty (30) days from receipt of the certified letter to present to the appropriate City official evidence of resolution of all documented compliance issues unless other official documents specify an alternate remedy. Within thirty (30) days of the receipt of the fund recipient's response, the City Official will notify the respondent as to whether the issues have been resolved to the City's satisfaction. All City of Greensboro funding will be suspended until compliance issues are resolved to the satisfaction of the City of Greensboro.

- **Conduct of Annual Review-** Annual reviews are scheduled a minimum of 30 days in advance through written communication. Confirmation or rescheduling of a review date is required within two weeks. A qualified staff member of the Agency shall be available to City Internal Audit and/or Greensboro Police Department Fiscal Management staff during the annual review appointment. Audit staff shall be provided standard office work space within the Agency's office during the annual review appointment and any other scheduled appointments.

HIGH POINT CITY COUNCIL
SPECIAL MEETING
(PROPOSED FY 2016-2017 BUDGET)
HIGH POINT MUNICIPAL BUILDING
MAY 18, 2016 – 3:00 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM

MINUTES

Present:
Mayor Bill Bencini; Mayor Pro Tem Golden (Ward 1); and Council Members Cynthia Davis (At-Large); Alyce Hill (Ward 3); Jay Wagner (Ward 4); Jason Ewing (Ward 6) (joined meeting at 3:10 pm.); James Davis (Ward 5); and Latimer Alexander (At-Large)

Absent:
Chris Williams (Ward 2)

Staff Present:
Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; JoAnne Carlyle, City Attorney; Angela Kirkwood, Human Resources Director [joined meeting at 3:32 p.m.]; Eric Olmedo, Budget & Performance Manager; Laura Altizer, Senior Budget Analyst; Roslyn McNeil, Budget Analyst; Jeron Hollis, Communications & Public Engagement Director; Loren Hill, Economic Development Director; Jeff Moore, Director of Financial Services; Maria Smith, Deputy City Clerk; and Lisa Vierling, City Clerk

Others Presents:
Ralph Rodland, Caring Services

News Media:
Pat Kimbrough, High Point Enterprise

Note: The following handouts were distributed at the meeting and will be attached as a permanent part of these proceedings.

- ***City Council Proposed 2016/2017 Budget***

Mayor Bencini called the meeting to order and mentioned that the purpose of the meeting was to discuss the Proposed FY 2016-2017 Budget, but some Council Members would also like to bring up appointments to boards and commissions. City Attorney JoAnne Carlyle reminded Council

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that no decisions, motions, etc…. could be made regarding the boards and commissions, but Council could formally discuss the boards and commissions.

Boards and Commissions- Sub-Committee Recommendations

Council Member Alexander provided an update on the boards and commission. He shared that he met this morning with Council Member C. Davis to begin the process of reviewing the positions on the boards and commissions that have expired, soon to be expired and vacancies for 2016. He noted there were a number of key people serving in some of these positions with long service and great knowledge, but are not eligible for reappointment according to the current guidelines. He asked how Council felt about a more relaxed policy or if they desire to adhere to the strict letter of the law outlined in the adopted policy. He further explained there are some boards that are somewhat technical in nature and noted it takes a lot of staff time to work with new members to understand important issues. Some examples he provided were:

- *Planning and Zoning Commission and the Board of Adjustment.*
- *The ABC Board is high functioning with many rules/regulations. They have a great efficient team in place and felt it may be valuable to hold together.*
- *The Piedmont Triad Regional Water Authority.*

Council Member Alexander suggested there are a lot of positives in having long-term members because of their understanding of the issues and the nuances. He mentioned they have asked for staff to provide them with the attendance records for those positions on the boards and commissions and once they review this information, they plan to come back to each Council Member for his/her designated appointees to get their input, then they would reach out to the person in that position to ensure they want to be reappointed, then it will be placed on the agenda. Council Member C. Davis noted that this is mostly correct.

Mayor Bencini felt policy means that it is a little relaxed and not a law/rule, and although there are some individuals who have been on these boards and commissions a long time, he was not aware of any that should not be there. He seemed to think it would be reasonable to make these exceptions and did not feel the policy needs to be changed.

City Attorney JoAnne Carlyle pointed out this is the only policy that has been adopted by Council over the last several years that has been repeatedly changed up. She suggested if the policy is no longer fitting the needs, then maybe the Council should think about making revisions to reword it so that this issue doesn't keep getting repeated and she noted it would avoid conversations of this nature which come up from time-to-time.

Council Member J. Davis felt the current policy works good and inquired how the policy would be enforced. He mentioned Council Member Wagner's appointment on the Parks & Recreation Commission, Jim Bronnert, who was eligible for reappointment, but Council Member Wagner decided not to reappoint him and appoint Todd Nifong instead. He pointed out it was certainly Council Member Wagner's prerogative to do that, but Jim Bronnert never missed a meeting and was really active on the Parks & Recreation Commission. He agreed that it should be up to the individual Council Members to get fresh ideas/faces if they would like to do that.

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Council Member Alexander asked for clarification on Council Member J. Davis' previous comment that any appointees serving with more than two terms, it would be okay to leave it up to the Council Member responsible for that particular appointment as to whether or not to adhere to the non-rule policy. Council Member J. Davis pointed out this is how it has been handled in the past and used Mark Walsh as an example and noted he serviced for 17 years on Planning and Zoning. Mayor Bencini felt like if Mr. Walsh was not doing a great job, somebody would have brought that to Council's attention and he would not be serving on the Planning & Zoning Commission. Council Member J. Davis felt David Wall would fall into the same situation on the ABC Board. Council Member Wagner advised that Mr. Walsh did rotate off and has not continuously served for 17 years.

Council Member C. Davis begged to differ. She mentioned that when she was on the Planning & Zoning Commission for 4.5 years, Mr. Walsh did not rotate off at all. She advised her disagreement is that the average citizen who is not considered as huge of an asset, but is willing to serve is required to rotate off after two terms, or even one term, depending on who the Council Member is that wants to replace/reappoint. She felt the longevity of any one member should not be allowed because there are other avenues to find qualified individuals out in the community to serve in these positions. In her opinion, it comes back to a council or a body that is being lazy that does not want to go out and say, "Hey, I think you would make a great candidate for this…" and to have that person to serve. She noted that we have the High Point Builder's and Realtors Association along with a number of other committees and/or agencies and/or clubs to appeal to to get qualified individuals to ensure that we adhere to the policy that we have. She felt it was wrong to value one individual over another and allow them to serve for 17-20 years because this sends the wrong message to the other individual that one opinion is more valuable than another, then say, I am sorry, but your two terms are over.

Council Member J. Davis suggested making ex-officio positions on these boards; this would allow the boards to continue capitalizing on their expertise. He asked if it might be possible to get rid of the ETJ position because of the difficulty in finding people to serve. Council Member C. Davis pointed out the statutes require ETJ members to serve on certain boards. She explained the process of getting someone from the ETJ appointed, which starts with a letter being sent to Guilford County asking them to appoint someone. If they do not after 90 days, then Council can make the appointment. Council Member Wagner pointed out as the policy is currently, you serve two terms, then you are supposed to rotate off at least a year before you come back on. He remembered Mark Walsh sitting off a year and pointed out the ultimate reality is that every Council Member has control over who sits on the boards. He felt if there is someone in a position that is qualified to serve, he did not feel they should have to rotate off for a year because this was somewhat of a mockery gave his opinion as to if someone is qualified in position and serving should not have to rotate off for a year and is somewhat a mockery.

Council Member C. Davis also agreed that Council is supposed to be in control of it ultimately, but it really depends on who you are on this particular Council as to whether or not you get that privilege. She believes that is wrong and that the policy has been abused for many of years and there is an opportunity for Council to either trash the policy or follow it.

Council Member Alexander advised since Council cannot take any action at today's meeting, he suggested that he and Council Member C. Davis continue to move through and look at which

appointments are coming up in 2016, look at their attendance, etc….. Council Members Alexander and C. Davis plan on meeting again tomorrow and will be sending emails to the rest of the Council informing them He informed that he and Council Member C. Davis will meet again tomorrow and may send some emails out to Council that they may have some openings. Once this is done, they will ask Council to go ahead and make the reappointments in the next 90 days so all of it will be done for this year.

Mayor Bencini thanked Council Members Alexander and C. Davis for their time and efforts in this endeavor.

Proposed FY 2016-2017 Budget

City Manager Greg Demko turned the floor over to Eric Olmedo, Budget & Performance Manager, to begin his presentation on the Proposed 2016/2017 Budget.

Department of Labor Ruling: Overtime Regulations

Mr. Olmedo updated Council on the final ruling by the Department of Labor regarding the overtime regulations that will go into effect December 1, 2016. He noted this basically moves the threshold up to a little over $40,000/annually with anyone making under this amount automatically eligible for overtime. According to estimations by the city's Human Resources Department, there are approximately 94 employees that will be effected, but does not yet have a good cost estimate on how it will affect the city at this point.

Council Member C. Davis advised when they returned from Washington, D.C., that was one of the issues they covered and said they had already made the allocation or had put the money aside for that. She questioned the need to change the budget if the money has already been put aside. Mr. Olmedo explained he was not saying that the budget needs to be changed, but staff does need to continue to monitor it and make sure that what has been set aside will address the actual impact. He noted some money has been set aside, but it is not clear as to the impact yet.

Senate Bill 846- Sales Tax Distribution

Mr. Olmedo addressed Sentae Bill 846 that was filed last week. He reported it would not have a budget impact this year, but as it currently stands, it would have a budget impact next year. According to estimates from the NC League of Municipalities, the city would lose about $130,000 based on that.

Council Member C. Davis expressed concerns about another bill that has not caused a lot of conversation. She felt it was important to discuss its impact in regards to monies that the city may get from federal/state government regarding the controversy that is in the media. She asked if any of this has been taken into account when creating this budget. Mr. Demko commented that it is an unknown. Mayor Bencini advised that the Council has no ability to control it. She stressed that the city needs to be proactive enough to look at the dollars that could be impacted by our state if they choose not to allocate these dollars because of a shortfall from the Federal Government to you because we have a short fall coming from the Federal Government and looking at what we get from the State as a whole."

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Mr. Demko stated that currently there are no projections right now and it is still an unknown. Mr. McCaslin advised that most of the money we receive directly from the Federal Government or as a pass-thru from the State is tied to specific grants, so it is not any of our operating dollars.

With that, Mr. Demko, announced that the public hearing for the proposed budget was held on Monday with five comments being received. He asked Mr. Olmedo if he had received any calls or comments on the budget and Mr. Olmedo replied he had not.

Council Member J. Davis asked what the ***city's bond debt*** *would be after the issuance of the $21 million total debt. Mr. Olmedo reviewed the debt service schedule and noted page mm13 of the manager's message lists the existing debt service requirements which totals $333 million. The addition of the anticipated water/sewer debt which is around $30 million and the first issue of the stormwater would be about $10 million. It would result in another $40 million on top of that.*

Council Member J. Davis noted, a prior Council issued about $65 million in debt to expand the waste water treatment plants to 12 million gallons per day. He stated that currently the city is using about 8 million gallons per day and felt the city should be good to go on that for several years. He asked if staff anticipates issuing this kind of bond debt for the next several years in a row to maintain the infrastructure that is already in place and mentioned the $21 million this year for ***stormwater infrastructure****.*

Mr. Olmedo explained the ***stormwater plan*** *was to do a $10.5 million this year, then another $10.5 million in the next three years. Mr. Demko pointed out another piece of this is the projects that have been identified. He noted since 2007, the area has been expanded to include the Kensington Avenue area and advised the estimate is for repairing all of those projects identified in 2007 and what goes beyond this is an unknown and would be another policy call by Council.*

Mayor Pro Tem Golden asked how much debt would make the city's bonds no longer attractive. Jeff Moore, Director of Financial Services, explained it would be 8% of the assessed valuation. Council Member Alexander noted the city has spent over $200 million upgrading the water/sewer intrastructure over last 6-7 years and that Davenport Associates had figured out a way to time these where there would be 3-5 percent increases every year. This was done to avoid those years where there could be double digit hits. He pointed out at that time the city was operating under a Special Order of Consent where the city was forced to make these improvements and the city has worked through that. Mr. Demko reminded Council that this proposed budget does not have a recommendation for any general obligation debt, but future budgets may depending on Council's approach.

Council Member J. Davis asked about the anticipation of the electric rates increasing due to the additional $20 million in debt. Council Member Alexander shared the projections for NCMPA1 (anticipate a 2% increase in 2021- provided nothing changes). That is assuming there are no changes in the Federal Regulations or no changes in the turbines or any of the other assets that go into making electricity. He felt the rates would be stable until 2021 and programmed for a 2% increase after that. He advised that the city has not seen the full 6% savings that ElectriCities said the city would experience. He further advised that in 2021, there would be money set aside for rate stabilization, but the question at that time will be for the Council to decide whether they want to allow the rate to go up 1% and take 1% from reserve to cover it, or

take one-half a percent or take it all and empty the savings account. It is all about how Council chooses to mitigate those dollars.

Mayor Bencini inquired about the ***Federal COPS Grant*** *(on page mm3 in the manager's message, expenditure highlights, second bullet point) and pointed out in the past, there was a requirement for the jurisdiction to maintain the additional officers on the force after the grant monies are gone and if this is still the case. Mr. Olmedo replied it is a four-year grant with the first year being an 80/20 then it scales back from there to a 75/25 at the end with the Feds paying 25 percent. Mr. Demko shared that the first year's match has been set aside as well as the capital needed for eight additional officer's positions. The study that was completed, indicated that there is a need for 16 additional police officer positions.*

Council Member C. Davis had a question regarding the ***healthcare*** *and asked if a decision has been made as to whether or not it would continue as it is currently, or if employees are going to start paying for it themselves, or if it is even known at this point. Angela Kirkwood, Human Resources Director, replied that another assessment would not be done until July/August and at that point, they will provide the market rates to determine what the current costs are in comparison to what the city and everyone else is paying, but those numbers will not be available until the summertime. Mr. Olmedo confirmed that they factored in a five percent increase and in the last budget, Council implemented the insurance reserved fund. The 5% was built in just in case a decision is made to go self-insured.*

Mayor Pro Tem Golden brought up the ***tuition reimbursement*** *in the departmental budgets and noted these numbers vary department to department (some as small as $500 and up to $8,000). He asked if the departments actually set these amounts. Mr. Demko replied they do, but it also depends on the number of people in the departments.*

Council Member Alexander asked about the status of council's travel for last year (page 62). Mr. Olmedo believes that Council was fairly close to budget. Council Member Alexander felt it was important that every Council Member has the opportunity to attend the National League of Cities as well as the NC League of Municipalities conferences. Mayor Bencini agreed. Mr. Demko recalled that in the 2015-2016 budget, Council's travel line item was increased to $30,000 and it was left at this level in this year's proposed budget.

Council Member J. Davis brought up Council's last visit to the National League of Cities conference held in Washington, DC in March, that Jennifer Imo also thought it was important that small groups of Council go at least twice a year to have that face-to-face time with the legislative bodies to discuss issues.

Council Member Alexander also encouraged attendance at the ElectriCities conference to learn more about ElectriCities. Council Member J. Davis shared that he has been asked to attend a conference through PART, RailVolution, about how mass transit and rail all ties in together. Council Member Alexander shared that he, Mayor Pro Tem Golden and Council Member Williams attended a conference in Detroit regarding blight, which resulted in the city receiving a grant from the Center for Community Progress. He suggested that trips of this nature should really come out of the Council's budget rather than taking it out of a department's budget.

*Council Member Alexander raised a question regarding the **city's parking facilities** and at one time these spaces were completely booked. He asked how the revenues are related to our capital expenditures for O&M and felt more activity downtown would help with this. Mayor Bencini noted the future success of the downtown revitalization would be the numbers increasing on parking facilities. Mr. Demko also mentioned how they have cut back the staffing hours the past two years until the activity picks back up. Council Member Wagner felt the city under cuts itself in this area because we do not charge for on-street parking, although it is not much of a problem right now because there is not that much of a demand. Mr. Demko recommended that the city seek some professional advice in this area and noted there are firms that can offer guidance as to the type of metering, etc….*

*Mayor Pro Tem Golden brought up the **Human Relations Commission** (page 22- General Fund) and pointed out several of the programs that were budgeted for did not take place. He asked if this money would be reallocated and available for these programs in the proposed budget. Jeron Hollis, Communications & Public Engagement Director, advised that the specific direction from Council to the newly formed Human Relations Commission was to come up with a work plan that would not have a significant budget impact, but the events such as the MLK fest and Hi-Fest were in the budget last year that they plan to do next year. He was not aware of anything coming forward that would require an additional line item and if necessary they would include this in their Work Plan so it could be scheduled accordingly. Mayor Pro Tem Golden explained he was not asking for a new line item; he was basically wanting to retitle it and leave the same dollar figures in. Mr. Demko explained that typically operating money is not put back in the same budget if it is not used.*

*Council Member Ewing asked why the **computer replacement rental** has decreased. Mr. Olmedo explained this was purposeful and noted in the Central Services Fund where the computer replacements are budgeted, they have actually built a surplus over the years and were able to use some of this fund balance (approximately $90,000 this coming year); this resulted in a decrease this amount in every department.*

*Council Member J. Davis had a question regarding the special appropriations and noted the contingency fund last year was zero and this year is at $2.4 million. Mr. Olmedo explained this is in the **Electric Fund- Special Appropriations** (page 315) and it relates to the rate stabilization fund. He advised it was put in the budget this way because Council has to take an action to spend contingency funds. Council Member J. Davis asked if this is going into the same fund that of the $400,000 that is contributed to every year; Mr. Olmedo advised this is separate.*

Although the information for the approved Economic Development incentives is not incorporated in the budget, Council Member Ewing felt it would be good for Council to know what incentives are still outstanding to be paid versus the fund balance. Loren Hill, President- High Point Economic Development Corporation, explained it is structured so that the company has to ask for it when they meet the terms.

*Council Member Alexander asked Mr. Demko how to find more money for **street resurfacing**. Mr. Demko shared that more money was put into the vehicle tax (went from $20, but can go to $30) or a tax rate or elimination of programs. Council Member Alexander asked what the number would be to stop the accumulation of the deferred maintenance and remembered it was*

something north of $3 million. Mr. Demko confirmed this and replied we are currently at $2.3 million. He advised that staff is working on a full presentation to Council. Council Member Alexander stated right now the manager is proposing a cut from 65 cents to 64¾ cents, which on a $100,000 house would amount to $2.50. He put Council on notice that he plans to address this on Thursday and will make a suggestion to leave the tax rate at 65 cents and take the one-quarter cent, which is $225,000 and add it to the $2.3 million, which is about a 10% increase to street resurfacing.

Council Member J. Davis mentioned that he would not be present next Thursday. He also shared that either way people would be getting a tax increase this year. He noted the former Council made a promise to the citizens when they started the Enterprise Fund that taxes would be reduced accordingly, but this is not happening this year. He pointed out no matter how you look at it, the citizens are getting a tax increase as a result. He advised that he has always supported street re-pavement and fought for it over the last four years and would like to see that budget increase. He stated he would like to leave the tax rate decrease as it is now in the budget and find the additional $225,000 somewhere else in the budget (looking at vehicle replacement, the increases in merit pay at four percent- what would three percent across the board look like, etc….) He believes there are other options that could be considered and he would at least like to see the .25 cents left in because across-the-board there will be water/sewer, stormwater, garbage fee rate increases, etc….

Council Member Alexander pointed out the city has been successful in transferring the obligation for government from the wealthy to the poor. ***Council Member Alexander advised that he would make a motion on Thursday and asked Council to consider one quarter of one cent****. Council Member J. Davis noted that in reality, this actually raises taxes $1.25 cents.*

Council Member C. Davis suggested purchasing one ***leaf truck*** *instead of three as proposed in the budget and purchase the others over the course of the next three years. Mr. Olmedo noted these trucks would be funded out of the Stormwater Fund, so it would have no impact on the General Fund. Mr. Demko pointed out leaf collection is an important service to the communities and having the extra vehicles elevates the service that the city provides and helps with how the city looks.*

Council Member C. Davis again reiterated that the ***citizens have not had ample time to review the proposed budget, nor has Council.*** *She felt this was a disservice to the citizens in our city. Council Member Wagner pointed out that Council would not be voting on the budget for two more weeks and felt that the citizens know how to contact Council Members with any questions/comments they may have before that time.*

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Mayor Bencini asked if anyone had any further questions/comments. There being no further questions or discussion, the meeting adjourned at 4:11 p.m. upon motion duly made and seconded.

Respectfully Submitted,

_____
William S. Bencini, Jr., Mayor

Attest:

_____
Maria A. Smith
Deputy City Clerk

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HIGH POINT CITY COUNCIL
SPECIAL MEETING
(CLOSED SESSION)
May 16, 2016 – 4:30 P.M.
CITY MANAGER'S CONFERENCE ROOM

Present:
Mayor William S. Bencini, Jr.; Mayor Pro Tem Jeff Golden (Ward 1); and Council Members Cynthia Davis (At-Large), Latimer Alexander (At-Large), Chris Williams (Ward 2), Alyce Hill (Ward 3), Jay Wagner (Ward 4), Jim Davis (Ward 5) and Jason Ewing (Ward 6) (arrived at 3:54 p.m.)

Staff Present:
Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; JoAnne Carlyle, City Attorney; Garey Edwards, Director of Electric Utilities; Maria Smith, Deputy City Clerk; Lisa Vierling, City Clerk

The Special Meeting was called pursuant to N.C. General Statute 143-318.11(a)(3) (City Council will receive legal advice on potential litigation).

Mayor Bencini called the meeting to order at 4:30 p.m. and advised the purpose of the meeting was to for the City Co0uncil to receive legal advice on potential litigation.

Upon motion by Council Member Wagner, second by Council Member Alexander, Council entered into a Closed Session for the purpose receiving legal advice on potential litigation. The motion carried unanimously. [9-0 vote]

Upon reconvening into Open Session at 4:55 p.m. upon motion duly made and seconded, Mayor Bencini reported there would be no announcement regarding the Closed Session.

The meeting adjourned at 4:55 p.m. upon motion duly made and seconded.

Respectfully Submitted,

_____
William S. Bencini, Jr., Mayor

Attest:

_____
Lisa B. Vierling, MMC
City Clerk

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HIGH POINT CITY COUNCIL
SPECIAL MEETING
(PROPOSED FY 2016-2017 BUDGET)
MAY 19, 2016 – 3:00 P.M.
COUNCIL CHAMBERS

MINUTES

Present:

Mayor William S. Bencini, Jr., Mayor Pro Tem Jeff Golden (Ward 1); and Council Members Cynthia Davis (At-Large), Latimer Alexander (At-Large), Chris Williams (Ward 2), Alyce Hill (Ward 3), Jay Wagner (Ward 4) and Jason Ewing (Ward 6)

Absent:
Council Member Jim Davis (Ward 5)

Staff Present:
Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; Angela Kirkwood, Human Resources Director; Eric Olmedo, Budget & Performance Manager; Laura Altizer, Budget Analyst; Rosyln McNeil, Budget Analyst; Terry Houk, Director of Public Services; Robby Stone, Asst. Public Services Director; Glenda Barnes, Public Services Analyst; Jeff Moore, Director of Financial Services; JoAnne Carlyle, City Attorney; Loren Hill, President- High Point Economic Development Corporation; Ryan Ferguson, Marketing Manager; and Maria Smith, Deputy City Clerk

News Media:
Pat Kimbrough, High Point Enterprise

CALL TO ORDER
Mayor Bencini called the meeting to order at 3:07 p.m. and stated the purpose of the meeting was to take Public Comments on the Proposed 2016-2017 Annual Budget. Mayor Bencini opened the public comment period.

_____Transcript_____

PUBLIC COMMENTS

Bob Carter: Mr. Mayor and City Council, My name Bob Carter, HPCCA Board, 2500 Midview Drive, High Point, NC, Ward 6 Mr. Ewing.

I am the Director of the High Point Community Concert Association and better known as the (HPCCA) also easier to say. We are affiliated with the High Point Arts Council and I thank you for allowing me to appear today. For 82 years the HPCCA has provided concerts mostly classical by highly skilled professional musicians. We strive to present excellent concerts and we need to continue that tradition. After all, we all want High Point to grow in excellence. Research data continues to underscore the fact that participation in and exposure in the performing arts play a pivotal role in the vibrancy and the healthy growth of individuals and the communities.

We thank you for the funding that you historically provided to augment the funds we raised through tickets sales and donation. We're doing our part to increase revenues and reduce expenses but we count on your support so we can continue to bring high caliber performance to our town. The cost of such performance trends upward not downward. Your job of managing and dispensing City funds is a daunting task and we understand that you have difficult decisions to make. However, the Arts Council has suffered large cuts in recent years. We strongly urge you to reconsider the proposal to cut, once again, funding for the High Point's Arts Council. Furthermore, we encourage you to restore funding to the level prior to last year's reduction. I believe that my colleagues on the HPCC Board do that High Point people do not have to travel to Greensboro or Winston-Salem or any other city to enjoy top notch classical music.

The goal of the High Point Community Concert Association is to provide opportunities for High Point's citizens to enjoy great concerts in our town. To enjoy an evening of an inspired entertainment, food and other amenities all awhile originallying the culture life in our town. We have accomplished this goal in part in funding through the Arts Council so when you consider the City's budget, please think of your support for the Arts in High Point at least in part as an investment not merely as an expense. Finally, it's important to remember that while the Arts Organization in our city is indeed a source of pride and joy for now, the work we do now to enliven the culture in our City helps also helps to ensure a vibrant creative future for those who come after us. Best wishes to you as you deliberate the emirate needs of our wonderful City. Thank you.

Mayor Bencini: Thank you Mr. Carter. If I'm not mistaken, you and I use to work together, did we not? Hamptonville, NC, right? [laughter] Thank you. Next is Mr. Clint Bowman.

Clint Bowman: Hello, My name is Clint Bowman and I am the Programs Coordinator at the High Point Arts Council located downtown at 121 South Centennial Street, High Point, NC.

I wanted to thank you all for allowing me this opportunity to speak with you today. I'm here to stress the point of why the High Point Arts Council needs public funding and cannot afford the proposed budget cuts. I just graduated with a degree in Parks, Recreation, and Tourism Management this past December at NC State University. I know very well how public Parks &

Recreation departments rely on public funding to make recreation opportunities available and affordable to the general public. For this same reason, the High Point Arts Council needs public funding to make the arts accessible to the general public and improve the quality of life for everyone in High Point and surrounding communities.

If the High Point Arts Council were to rely solely on private funding, then ticket prices to events presented through our affiliates and ourselves would make the arts inaccessible to the general public. Ticket prices for plays, concerts, and dance recitals that are normally fairly priced would have to be increased- causing them to only be accessible by the wealthy. The cost for rising 7th-12th graders to attend our John Coltrane Jazz Workshop would increase to the point that we take away the opportunity for most kids and families to learn and further appreciate a form of art that is rooted so deep in our History here in High Point. The arts enrich the lives of everyone around them; kids who participate in the arts have been scientifically proven to perform better academically and socially inside and outside of the classroom. If you truly want to invest in the future of High Point, then cutting funding for the arts is the biggest step backward you can take. Thank you for your time.

Mayor Bencini: Thank you Mr. Bowman. Anna Parrish.

Anna Parrish: Hello, my name is Anna Parrish. I am an intern for the High Point Arts Council and I live on 1104 North Main Street, High Point, NC.

When most people think of the arts, their minds automatically go to one specific thing, however, Arts Education includes four separate things, such as dance, music, theatre arts, and visual arts. Each of these branches have their own body of knowledge and set of skills.

I, myself, have been involved in the arts almost my whole life. I started dance at the age of three. When I was six years old, I was in the children's choir from kindergarten to eighth grade. At the end of my eight grade year, I was awarded the Musical Excellence award and the Perfect Attendance award. During my sophomore year of high school, I was introduced to theatre and all of its wonders.

When it came to deciding what I wanted to do with my life, there was no question about it. I am now majoring in Performing Arts Studies at Lees-McRae College, with a minor in Tech work and possibly a second minor in Education. This coming school year, I will be a semester ahead of my graduating class and Treasurer of Alpha Psi Omega, the Theatre Arts Honors Society.

Why are the Arts so important? Students that participate in the arts on a regular basis score higher on their SAT tests than students who do not. Students of the arts are more likely to be recognized for academic achievement, to participate in a math or science fair, to be elected to class office within their schools, and to win an award for school attendance.

The High Point Arts Council invests in public, private, and charter schools with their Teacher Arts Grant program. They provide funding for projects that integrate the arts with curriculum to enhance the learning process, such as teaching history through drama, literature through music, science through dance, or math through visual arts.

An arts education is important in preparing successful leaders who are problem solvers; ask any drama student what they learn from improvisation. Leaders, who have perseverance, ask a musician how much discipline it takes to play scales. Leaders, who are team builders, ask a dancer about the importance of being a team player in a ballet. Leaders, who are visionaries, ask a child who draws how they view the world.

The arts are a Science. The arts are Mathematical. The arts are a Foreign Language, History, Physical Education, Language-Arts, Business Technology and Economics. The arts are important to be taught to our community not because we expect our youth to major in it, and not because you are expected to perform all through life. But, so you will recognize beauty, so you will be sensitive, so you will be closer to an infinite beyond this world, so you will have more compassion, more gentleness, more good, in short, more life.

Mayor Bencini: Thank you. Mrs. Heidi Majors.

Heidi Majors: Good afternoon, I am Heidi Majors, the Executive Director of the Highj Point YWCA, 112 Gatewood Avenue, High Point, NC

I wanted to thank you for the opportunity to come and talk about the YWCA's proposed teaching kitchen. It has been a vision for our organization to have a teaching kitchen since early 2004 when we did our first strategic plan, which is when I came to the organization. Over the years, we've had many opportunities when we've partnered with the North Carolina Cooperative Extension, as well as NC State, to bring in teaching classes for our community. These classes teach eating on a budget, eating nutritionally and we also bring in chefs and nutritionists to talk about eating and the four different chronic diseases and health issues associated with improper eating habits. As we move into the second phase of our capital campaign, we would really like to bring in the teaching kitchen. It would expand the opportunity to serve more people within our community and we would also work with the High Point Greater Food Alliance and be able to provide more teaching classes for individuals. In the near future, and the next few months, we'll actually be submitting plans for our phase two development of which we have already raised $500,000 we would love to add in the teaching kitchen to this portion of this phase and not wait until phase three. So, we thank you for the opportunity to potentially have this as one of our capital projects. Thank you.

Mayor Bencini: Thank you Heidi.

Carl Vierling; Good afternoon. I'm Carl Vierling, the Executive Director of the Greater High Point Food Alliance and my address is 1411 Grantham Drive, High Point, NC

I want to speak on behalf and support of the teaching kitchen at the YWCA. One of our goals at the Food Alliance is to improve food education because often times we find people don't know how to prepare the simplest of recipes. And, this is one of the number of ways of touching a large number of people in order to give them the tools to empower them to make the right choices. As we struggle with the issues surrounding food insecurity, often time's people are making difficult choices and this will enable us to give them the tools to cook what's coming out of community gardens. Right now, for example, squash is being raised in the Burns Hill Community garden and is going to West End Ministries because there is such an abundance

produce. Without this kitchen, we won't be able to teach people. Another thing about the YWCA, it serves a very diverse portion of our community. It's situated right in the middle of the food desert and that's the most diverse population that we know of. Long term, we would like to see these community kitchens or teaching kitchens throughout the City. It serves two purposes: 1) It's a form of education 2) It's another access to food. As the community comes together, we begin to knock down some of those walls which is one of the goals of the YWCA. So, we're just speaking on behalf and support of the YWCA and the teaching kitchen they have in in mind. We really appreciate all that this City Council has done in the support of the efforts of the Greater High Point Food Alliance. And, I can tell you right now, that we've established a model that's being looked at across the state of North Carolina and the City Council has been a big part of it with the "adopt a lot" program and the overall support you've given us. We just think that this is another worthwhile project to bring the community together to make a world difference. Thank you very much for your time.

Mayor Bencini: Thank you Carl. Miss Holly Davis.

Holly Davis: Good afternoon, I am Holly Davis of 307 Otteray Avenue, High Point, NC. I represent High Point Community Theatre and we are a funded affiliate of the Arts Council.

I am a member of the board of High Point Community Theatre, celebrating its 40th year. I've been a member of this organization for three years and during that time our programs have grown significantly. In our audition process, we noticed a need for more shows that involved children, so we started a Youth Stage division to complement our Main Stage productions and reach out to children from 6-17. This has been successful and we produced two shows this year, Babes in Toyland and Godspell Jr., in addition to our summer camp programs. We are now starting a Teen Thespian group for children 15-22 who are too old for the youth shows, but not quite old enough for some of our main stage productions. We often perform at Centennial Station and it becomes easy for us to perform there and we'd like you to reconsider your funding for the Centennial Station and Arts Council. Thank you.

Mayor Bencini: Thank you Miss Davis. Mr. Ralph Rodland.

Ralph Rodland: Good afternoon, my name is Ralph Rodland. I live at 131 West Hartley Drive, High Point, NC

I have the privilege of serving as the Executive Director for Caring Services and we're located at 102 Chestnut Drive. We're a non-profit that's been here for 22 years. We have 11 long term transitional houses here in the High Point area that serves approximately 300-500 clients per year with more contacts that are made just on a in drop-in basis. I was unaware that there was a funding request for non-profits so I wanted just to say thank you that this is a possibility here in the City. I've been coming to your meetings where I've watched you all discuss and go over items from the budget and, as a citizen, you know with my ED hat off, I just wanted to thank you all for taking the time to really go over the numbers that are presented and really looking at how you can best be of assistance to the City of High Point. For us, we put forward a request for our phone system, maybe not one of the sexiest of topics to put forward, but if you have any interactions with any non-profit grant writing, you know that the requirements can be very

intensive and many at times don't allow for certain things to be put forward. Our phone system is 15-16 years old and on its very last legs. We've been told by North State that if we don't repair the system that if it goes out and they don't have the ability or the replacement parts to fix it. One of the things that we've done over the past year, as you may be aware of the opioid overdose epidemic from the spike in use of heroin, is that we have partnered with the High Point Police Department to do cold calling outreach anytime in the lock zone which is the opioid reversal agent administered in the field in the City of High Point. This makes it possible for the person to have a point of contact with someone who is offering and making treatment available to that individual should they so desire it within 24 hours. Also, the barrier to access treatment is often very high. Someone initiating treatment by walking into a center, may find it a burden too high for them to even reach. So, by us being able to have people call in and are constantly seeking referrals to our agencies or to other agencies is a key opponent of what we do. Also, family members who feel so unsupported and don't have the ability to reach out and find access to suitable substance use disorder and mental health care have professionals that are right here in the City of High Point. Where we are either able to refer them to our facility or somewhere else should their needs be different from what we provide. Again, I just really wanted to thank you all for all the effort you put into the budget considerations. I've been to all your meetings where you've considered them and I really appreciate that and I hope you'll consider keeping your proposed grant funding for Caring Services in your budget for this year. Thanks so much.

Mayor Bencini: Thank you Mr. Rodland. Mr. Louis Thibodeox.

Louis Thibodeaux: Good evening my name is Louis Thibodeaux and I reside 1242 Kensington Drive, High Point, NC

Mayor, City Council and City Manager, first the Kensington stormwater project and those effected would like to know how things will be different with this project. And I know, I've said that many times, and I'm going to touch on stormwater and will continue to talk about it and just want to keep this in front of you.

Second, as stated in the High Point Enterprise on May 18th concerning the utility debt when the City failed to recalculate bills, my proposal cuts that in half, since it was part the City's failure to recalculate the bills. An example was, my own example is: buy a car, set a payment for three years. Later, you're told you owe $2,500. Three years later, I ask you, would you pay it saying, "Thank you for letting me pay the $2,500 that you didn't add to my payment."

Another issue stated was the 20,000 out of 42,000 that don't pay on time. Why is that and what is being done to remedy this situation? I agree, Council you are to delegate. The City Manager oversees department heads, so Council please do your job.

Third, blighted property and the $1M to deal with it. We should not single out one area but all the City since all the citizens pay taxes are we trying to set an area up for the ballpark to be built. The City needs to be more diverse and revenue then to build a ballpark will come. Why not ask the Chamber of Commerce and the citizens to come together and share ideas to raise revenue? Because a bigger HPU and ballpark will not create the revenue that the City needs.

In closing, we are half way through this election cycle. When will the City Council listen to the citizens and not just do what you want to do or see done. You're elected to represent all citizens not just the selected few. I believe you hear what I'm saying but when will you comprehend what I am saying. Thank you.

Mayor Bencini: Thank you Mr. Thibodeaux. Anyone else present this evening care to speak? Please come forward and give us your name and address.

Larry Diggs: Larry Diggs, 1127 Gilmore Avenue, High Point, NC

I was reading in the paper and I know that you're all working on the budget and everything like this. There's still a lot of I noticed, a lot of boarded up houses and I don't know how much money you plan to put into that. But, I've seen many houses that have been sitting for year and I know it's been difficult because it's kind of got behind because there's a lot of them all over the city. But, I know just in particular, one that I've seen that's an eye sore on Washington Street that use to be a little two-story place where I think there were four people in there and it's been boarded up for at least five or six years and because of ones like that I was wondering when are you planning to do get more proactive tearing down more of these houses. Thank you, I don't know if you have any answers to that.

Mayor Bencini: Mr. Diggs, this is your time to give comments to us.

Larry Diggs: Ok, well, I'm saying, I was talking about the budget hoping that you would give more consideration to give more funding towards the tearing down some of the boarded houses all over the City. The people in my area, especially around Washington Street, in Mr. Golden's area would like to see more of these houses torn down.

[end of public comments]

Mayor Bencini: Thank you Mr. Diggs. Anyone else care to speak? See no one. I entertain a motion.

Council Member Alexander: I like to make a motion to ask Council to consider holding the tax rate of 65¢ and using that one quarter of one cent rate to add to our street resurfacing budget.

Mayor Bencini: We have a motion; do we have a second?

Council Member Williams: Do we discuss it; can we discuss it before we have to address the motion?

Mayor Bencini: Sure, after we have second we'll discuss it.

Council Member Williams: Ok, with that, I'll open for discussion, I'll SECOND it.

Mayor Bencini: We have a motion to SECOND. Mr. Alexander I presume…

Council Member Alexander: We have for many, many years differed maintenance on our streets. All of us use our streets. It's important to every business and every citizen in this town that our streets be well maintained. Our City Manager has promised to get back to us with a road rating and street miles and traffic count so that we can actually have a quantifiable number but we know and that quantifiable number is significantly higher than what we have done. Granted that over the last couple years we have increased our budget for street resurfacing but we are coming nowhere near where we need to be maintained for our streets. As I said yesterday, one quarter of one cent is a tax reduction on a $100,000 house. The old tax rate is $650, the new tax rate would be $647.50 so $2.50 on a $100,000 house would give us $225,000 more in our street resurfacing budget which is a 10 percent increase over what is being proposed. While it's still inadequate, it's at least something extra on that budget and I feel like it's something that we need to consider.

Mayor Bencini: Any other comments?

Council Member C. Davis: Well, I would like to say that even at the .25¢ decrease that's in the budget it doesn't even come close to what was promised to the citizens when the enterprise fund was created. They were promised as the Enterprise Fund rate went up that their taxes would come down and that was supposed to be .125¢. So I can't support the motion.

Mayor Bencini: Any other comments?

Mayor Pro Tem Golden: Yeah, I won't be supporting the motion either. I understand that it's only $2.50 per $100,000 but when I look at the increases that we'd made in some of the fees that $2.50 will at least off-set some of the fees in this budget, so I won't be supporting the motion.

Council Member Williams: I asked the same question when this was last brought before me and I posed the question to the staff and asked what exactly are we talking about as far as the coverage. What would that coverage…what would that $225-$230,000 coverage, you are talking about (if I'm saying this right and please have somebody correct me if I'm wrong), I thought it said it was about four lanes for four miles or two lanes for eight miles. That's a lot in a residential area, that's my point. And, the $2 I think, I did with $150,000, I think it was $3.75. that's not even the cost of a cup of coffee in some places. So, if it was my decision, I would rather deal with the fees then to increase the fees. That's more, that's a bigger impact on the average person or the low income families as opposed to the $3 or the $2. I'd rather see the roads fixed. We spent a significantly amount of money fixing downtown. We've paved some streets over there recently with Grave and Hamilton and I don't even see, I can even see the biggest tax payer in the City wouldn't mind some of the taxes going back to fixing the roads in the community if that's what we could apply that to. So I will support it.

Mayor Bencini: Any other comments?

Council Member C. Davis: I'm sorry…go ahead.

Council Member Ewing: I'm not going to support the increase in the tax. I agree that we need to be more proactive then just catching up with where we need to be with resurfacing. And, we got budgeted about $2M…$2.1M?

Mayor Pro Tem Golden: $3.5M or $4M or didn't we go up about $500,000 or $600,000 from last year? So, we're gradually increasing it anyway.

Council Member Ewing: But, what I would rather do, we've got almost a $4M surplus above and beyond and require a fund balance from a catch up stand point, I'd rather go in the fund balance to $500,000-$750,000 to try to get more street resurfacing done and then task staff for the next budget year to be able to get a $3M road resurfacing budget in and try to squeeze that into the actual budget so we're not depending on the fund balance beyond this year to get to where we're closer to our goal But, that would be my preference is using the fund balance as oppose to…

Council Member Alexander: We should have our audit back in a couple months and at that point in time, I would like Council to review the fund balance once we get our audit back and we know exactly where we are. We've always said that we wanted to keep a minimum of 10 percent and I think it's kind of been an unwritten policy that we want to keep that really above 12%. But, we might want to take a look after the audit at making a budget ordinance amendment and reallocating some dollars there, but I'd really like to see the books closed from last year so we know. I know they've given us a number here. But, I'd like to see the audit to make sure that we're, and I'm sure that we are, but make sure that we're exactly where we think we are before we do that.

Council Member Ewing: A few years ago when we still had some bond dollars left we dedicated it to sidewalks. We would put that into committee and staff brought us a priority list and we broke down all the priorities and looked at exact links and we we're able to give staff direction on how to best utilize those bond dollars. Even to that point, you know say, say we wanted to ear marked $750,000 in general fund, wait till we get the audit back before we actually act it and if we want to look at prioritization from staff's street analysis we can do that and decide as a Council, you know if it's between this street of this street or what residential streets to hit. I agree we need to put more in street resurfacing. I'm just not comfortable with the tax increase to do it. I think we need to hit it harder than just an extra $200,000.

Council Member Williams: To be clear, we're not talking about a tax increase just not a reduction.

Mayor Bencini: Right.

Council Member Williams: Ok, I'm not supporting a tax increase.

Council Member Hill: Is your suggestion designating then the amount from the fund balance now and just say conditioned upon us maintaining the 10 or 12 or whatever percentage reserved amount at that point…

Council Member Ewing: Yes, then in I guess my, then I will make a form of a substitute motion to earmark.

Mr. Greg Demko, City Manager: It may be good because we do have opportunities for budget amendments during the year should that come through and just address it at that point.

Mayor Bencini: I think we're just getting ahead of ourselves if we deal with future budget amendments.

Council Member Wagner: I think it would be wise to look at it, as Jason had said, and after the audit, I'm combining Latimer's idea and your idea to look at it after the audit and see if we have some wiggle room and do a budget amendment and move some money over. But, I don't think it was a commitment of a prior Council to do this and I was on that Council and supported it then and I will have to continue to stand by what I said.

Council Member C. Davis: I think that taking from the fund balance is or even from the conversation of taking it from fund balance before we consider the presentations that we had from the City Manager that was supposed to be the wish list from the departments for the budget. I think we can find the money for the wish list from the departments for the amount of money we want. It's a minimal amount of money so if we go back and look at the presentations as we were given as wish lists that were folded over into the budget, I think we could find the dollars without having to do either.

Mayor Bencini: Anyone else?

The reduction from our previous year's rate to the proposed rate this year seems to be largely symbolic, and I appreciate what previous Council's promised in the future. I do appreciate it, but at the same time, the reduction is so minimal and our road needs are so great so I am going to support this. We have gotten way, way, way, behind in our street maintenance and I think we need to catch up. Again, as Mr. Williams pointed out, it's either eight miles with two lanes or four miles four lanes and that's an addition over what we we're going to do. And, again, I think it's fairly symbolic when you're talking about a quarter of a penny. With that, I guess we'll call it a question.

All those in favor say Aye. Motion FAILED due to a tie.

Any other business to come forward to us this evening?

Council Member Alexander: I'd like to make a motion to move forward with the Manager's budget as presented and ask staff to prepare the documents for our June 6th meeting.

Mayor Bencini: Is there a SECOND? **Council Member Hill:** SECONDED. **Mayor Bencini:** Motion to SECOND, any further discussion?

Council Member C. Davis: I say absolutely not. Councilman J. Davis isn't here and we knew that he would be out. We have it scheduled for us for us to approve this budget on June the 6th.

Mayor Bencini: That's what we are, we are preparing documents.

Council Member C. Davis: Oh…preparing the documents. Well, then I'll say, "No". Still then on the fact that we said yesterday, when I argued the fact that we wouldn't have any more conversation on this budget until June the 6th, and I believe Councilman Wagner said that people can still call us and can still give input, and if we lock in the date and have them do the documents and then if we're able to come to some consensus for another special called meeting should there be a need for one between now and then. I think it's a little premature but if you want to take their time and to do it because you've already made up your mind consensually, then that's something that you can certainly do but I think it's basically saying to those that are present here today that the majority has made up their mind that they're going to seal the deal today and that there's no need for them to look at the budget and no need for us to continue to look at it beyond today. And, I think that doesn't do our seat justice.

Mayor Bencini: Any other comments?

Council Member Wagner: I don't think it means that we can't change the budget, they just have to have the ability and the time to get everything together. If there's changes, we can still make changes between now and then. It won't be major changes but we can still make changes to the budget.

Mayor Bencini: Any other comments? Alright, all those in favor say Aye, Opposed. That motion CARRIES.

[end of transcript]

There being no further discussion, the meeting adjourned at 4:00 p.m. upon motion duly made and seconded.

Respectfully Submitted,

_____

Maria A. Smith
Deputy City Clerk

BK: R 7820
PG: 1145-1146
RECORDED:
06-03-2016
04:55:03 PM
BY: TERESA STEELMAN
DEPUTY-GB

2016029161
GUILFORD COUNTY, NC
JEFF L. THIGPEN
REGISTER OF DEEDS

NC FEE $26.00
EXEMPT

2 SS

NORTH CAROLINA QUITCLAIM DEED

Excise Tax: N/A (N.C.G.S. §105-228.28)
Exempt
Prepared by: Matthew Mason, Chief Deputy County Attorney (without title examination)
Return to: Grantee @ c/o Brent Cole, Assistant City Attorney, 211 S. Hamilton St., P.O. Box 230, High Point, NC 27261
Grantor's address: P.O. Box 3427, Greensboro, N.C. 27402
Grantee's address: 211 S. Hamilton St., P.O. Box 230, High Point, N.C. 27261

The premises described below does not include the primary residence of a Grantor

Brief Description for Index: Lot 21, redivision of Lots 1-38, J.C. Elliott Property.

THIS DEED made this __ day of ____, 2016, by and between **Guilford County**, a body politic and corporate of the State of North Carolina (hereinafter referred to as "Grantor") and the **City of High Point**, a body politic and corporate of the State of North Carolina (hereinafter referred to as "Grantee");

WITNESSETH:

Transfer of Ownership: Grantor, pursuant to Resolution of the Guilford County Board of Commissioners adopted May 19, 2016 and for a valuable consideration paid by Grantee, the receipt of which is hereby acknowledged, has remised and released and does hereby remise, release and forever quitclaim to Grantee, all of its right, title and interest in and to that certain property, together with improvements thereon and appurtenances thereunto belonging, in the State of North Carolina, County of Guilford, City of High Point having an address of **524 Radford St.** and referred to as **Parcel 176535** and more particularly described as follows:

> BEING LOT 21, redivision of Lots 1 through 38, J.C. Elliott Property, as per plat thereof recorded in Plat Book 23 at Page 12, in the Office of the Register of Deeds for Guilford County, North Carolina.

For back reference, see deed recorded in Book 7683 at Pages 720-21 in the Office of the Register of Deeds for Guilford County, North Carolina.

TO HAVE AND TO HOLD the said Property and all privileges and appurtenances thereunto belonging to Grantee, its successors and/or assigns, in fee simple subject to any easements, restrictions, and rights-of-way, if any, and ad valorem taxes for current and subsequent years.

GRANTOR makes no warranty, express or implied, as to title to the Property.

The designation Grantor or Grantee as used herein shall include said parties, their heirs, successors, and/or assigns, and shall include singular, plural, masculine feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantor has set its hand and seal the day and year first above written.

By: Jeffrey M. Phillips
Chairman to the Board of County Commissioners

Jeffrey M. Phillips

ATTEST:

Robin B. Keller
Clerk to Board

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD

I, Taniya D. Reaves the undersigned Notary Public, do hereby certify that Robin Keller personally came before me this day and acknowledged that she is the Clerk to the Board of County Commissioners of Guilford County, a body politic and corporate, and that, by authority duly given and as the act of the said County, the foregoing instrument was signed in its name by Jeffrey M. Phillips, Chairman to the Board of County Commissioners of said County, and attested by Robin Keller as the Clerk to said Board and that the instrument is the act and deed of Guilford County.

Witness my hand and official seal, this 3rd day of June, 2016.

Taniya D. Reaves, Notary Public
My Commission Expires: 6/15/2016

TANIYA D. REAVES
Notary Public
Guilford County
NORTH CAROLINA

AN ORDINANCE AMENDING "THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE," PURSUANT TO SECTION 9-3-12, ZONING MAP AMENDMENTS, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of The City of High Point adopted "The City of High Point Development Ordinance" on January 7, 1992 with an effective date of March 1, 1992, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on May 24, 2016 and before the City Council of the City of High Point on June 6, 2016 regarding **Zoning Case 16-08** a proposed amendment to the Official Zoning Map of the "City of High Point Development Ordinance";

WHEREAS, notice of the public hearings were published in the High Point Enterprise on May 15, 2016, for the Planning and Zoning Commission public hearing and on May 25, 2016 and June 1, 2016, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on **June 6, 2016.**

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

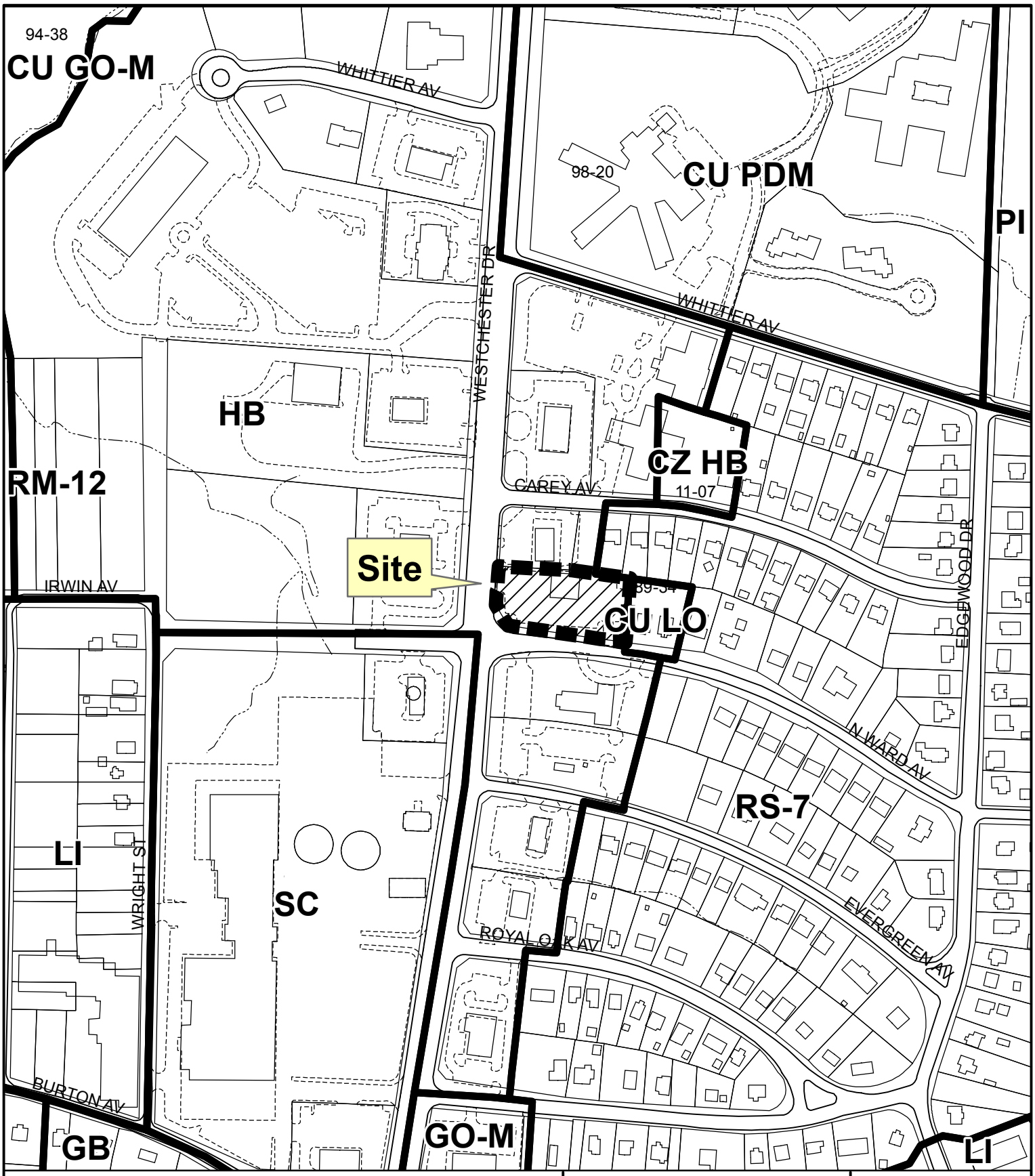
SECTION 1
That the Official Zoning Map of the City of High Point be amended to establish the following described area as: **General Business (GB) District.** The property is approximately 0.9-acres, lying east of Westchester Drive and north of N. Ward Avenue (1911 Westchester Drive). The property is also known as Guilford County Tax Parcel 0185434.

SECTION 2
Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 3
That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4.
This ordinance shall become effective upon the date of adoption.
6th day of **June, 2016**.

Lisa B. Vierling, City Clerk



ZONING MAP AMENDMENT ZA16-08

From: Highway Business
To: General Business

Existing Zoning Boundary
Subject Property Boundary

Planning & Development Department

City of High Point

Date: May 9, 2016

N

Scale: 1"=300'

G:/Planning/Secure/ba-pz/2016/pz/za16-08.mxd

COMMUNITY HOUSING & NEIGHBORHOOD DEVELOPMENT COMMITTEE
Committee Members: Golden, Ewing, Alexander and Williams
Chaired by Mayor Pro Tem Golden
MAY 10, 2016 – 10:00 A.M.
3RD FLOOR LOBBY CONFERENCE ROOM

MINUTES

Present:
Chairman Jeff Golden, and Committee Members Chris Williams and Jason Ewing

Absent:
Committee Member Latimer Alexander

Also Present:
Council Member Cynthia Davis

Staff Present:
Randy McCaslin, Deputy City Manager; Mike McNair, Director of Community Development; Richard Fuqua, Affordable Housing Manager; Thanena Wilson, CD Administrator; Michelle McNair, Community Resource Manager; Toni Jackson, Housing Specialist; Lauren Atwell Bass, Community Resource Specialist; Alisha Doulen, Community Resource Specialist; Fanta Dorley, Human Relations Manager; Lori Loosemore, Supervisor- Code Enforcement; Maria Smith, Deputy City Clerk; and Lisa Vierling, City Clerk

Others Present:
Wendell Davis, President of the Orangeburg Housing Authority
Tammy Templeton

News Media:
Pat Kimbrough, *High Point Enterprise*

Note: The following hand-outs were distributed during the meeting and will be attached as a permanent part of these proceedings:

- *Rendering of Housing Project (Live, Work and Play)*
- *PowerPoint Presentation: Proposed 2016-2017 Contracts with Habitat and Community Housing Solutions*
- *Agenda- Operation Inasmuch 2016*

DRAFT

1) Update- Neighborhood Clean-up/Code Enforcement Efforts (Great American Clean-Up)

Chip Vanderzee, Supervisor- Environmental Services, provided an update on behalf of Rebecca Coplin, who could not be present due to a recycling presentation at Oakview Elementary. He thanked city management and City Council for supporting them in this highly successful effort. He shared the following stats:

2016	2015
1,104 volunteers	464 volunteers
18,280 pounds of trash	1,500 pounds of trash
1,200 pounds recyclables	300 pounds recyclables

Mr. Vanderzee attributed the increases to the city management pushing the event to the business community; Community Development Department; getting the word out and doing presentations at the various neighborhood associations (Burns Hill, Highland Mills, The Meadows, Macedonia, Southside, Underhill and Washington Street). The volunteer efforts were almost tripled. There were many donors and sponsors of the event. The elementary and high schools (Allen Jay, Parkview, Fairview, Oakhill) also contributed. He noted they had the support of city management to continue with on-going events possibly quarterly or monthly. The next one is planned for October 1st (Big Sweep).

Rebecca Coplin joined the meeting at this time.

Randy McCaslin, Deputy City Manager, reiterated that the city does plan on expanding the program throughout the year and hopes to work up to at least 3,000 volunteers, which will almost take someone full-time to manage this effort.

Chairman Golden expressed appreciation to all those who participated.

2) Update- Code Enforcement

Mike McNair, Director of Community Development & Housing, shared a map which identified the active cases on file with an overlay of fire damaged properties. He then recognized Lori Loosemore to provide an update.

Lori Loosemore, Interim Supervisor for Local Codes, encouraged feedback from the Committee as to expectations. She advised that they have two full-time inspectors that started on April 11 and 18th respectively. There are now three full-time inspectors focusing on public nuisance and zoning issues. The two full-time housing inspectors (city employees) are focusing on housing.

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She reported they did participate in the bus tour on housing. They are focusing on complaints first and being proactive of other issues in the area. She noted they worked in the Park Terrace area first and plan on focusing on the Burns Hill neighborhood next.

Regarding the housing issues, they are focusing on the complaints first while checking on the older cases. Staff has 269 housing cases in the old software, SoftNet, they are trying to follow up on and have identified six that will be coming to the City Council. She pointed out the highest concentration of active housing cases seems to be in the Burns Hill neighborhood. In the current software, Accela, there are 71 active housing cases, which brings it to a total of 340 housing cases that staff is currently working on in the city.

Mr. McNair pointed out staff also mapped out a list of fire damaged properties that were identified in the study, which seem to be concentrated in some of the same areas. He advised staff wants to go where the data and concentrations are, but still investigates on a complaint basis.

Chairman Golden mentioned that he oftentimes repeatedly gets calls about the same burned houses and asked if there is a system in place that could alert and make the public aware so they won't be turning in the same ones over and over. He expressed concerns regarding the length of time some of these burned structures are sitting in neighborhoods for years. Ms. Loosemore explained there is a public access part to Accela, but she was unsure if the public is able to access the minimum housing cases. She agreed to find out and report back. Committee Member Williams suggested posting a placard in the yard so the public would be aware of it. Ms. Loosemore pointed out staff does not put postings in the yards for housing cases, but they do for mowing and securing a dwelling. Chairman Golden inquired about any privacy restrictions and Mr. McCaslin noted he was unaware of any privacy concerns and felt the property could be posted although sometimes the signs are removed.

Chairman Golden asked about the specific information that the public can access in Accela. Randy Hemann, Assistant City Manager, suggested having a training opportunity at a future meeting to give Council an idea of what information is accessible to the public and how to access the information.

Council Member C. Davis advised that she did get two to three calls concerning the areas the city is focusing on and the individuals were told that staff was instructed by Council to focus solely on the core. Mr. McNair noted the question that was posed to him was does the core city take preference over the rest of the community and his response to them was that staff responds to all complaints; however Council has indicated a preference for the core. In other words while staff is focusing on the core, they are not ignoring the rest of the city. She wanted assurance that the residents are being told that the city is going to look at every complaint with the same concern.

3) <u>Presentation- Multi-Family Construction on Meredith Street</u>

Wendell Davis shared a short video. Mr. Davis reported through his conversations with Mr. McNair and other city staff, it was evident that High Point is very serious about the housing issues that the city is challenged with. He noted that High Point is no different than most cities in that there are areas that have deteriorated and are in desperate need of revitalization. Mr.

Davis commended High Point for its code enforcement efforts to rectify these housing issues and noted they looked at the Core City Plan, which addresses the problems and looks at revitalization.

Mr. Davis then introduced Tammy Templeton, the President of the Orangeburg Housing Authority. He shared that he has a 34-year background in municipal government and construction and they have been involved in several infill projects and Ms. Templeton has 20-25 years in construction and business development. He advised that a few years ago, they had a vision to look at blighted areas to see if they could make a difference and started Orangeburg Housing Authority, a 501(c)3 non-profit with a goal to address some of the blighted areas to bring them back to where they once were. In the process, they found that invigorating the pride causes the entire neighborhood to reinvigorate itself. He felt they could offer a lot of key attributes to help High Point meet its goals.

Mr. Davis expressed an interest in developing a property that allows people to live, work and play and one that fits into the Core City plan. They would like to enhance Meredith Street so the city's center would also be enhanced. He then shared some photographs of the condition of the Meredith Street apartments before the City Council took the initiative to condemn and raze the property. He advised this left a vacant lot in the neighborhood and felt they could develop a project similar to a successful infill project they did in Spartanburg, SC. A number of those homes were removed and replaced with duplexes; this instilled a level of pride in the entire neighborhood and also drastically lowered the high crime rate in that area. He then shared some renderings of what they are looking to replace on Meredith Street and called attention to the fence. He explained that many times a fence demonstrates some level of pride as well as keeps some out. Mr. Davis noted they also talked about dog parks and pointed out there were about two acres on this property that can be utilized in different ways. These buildings will have one, two and three bedroom units from 700 sq. ft. up to 1,100 sq. ft. and they are looking to attract median income people.

Following the presentation, Mr. Davis and Ms. Templeton entertained questions.

Chairman Golden inquired about the number of units. Mr. Davis replied there would be 24 units per building, two buildings and three levels.

Council Member C. Davis asked how many duplexes could have been placed on this property. Ms. Templeton advised that duplexes would be cost prohibitive and they felt it would be more feasible to go with the condo-type units.

Deputy City Manager Randy McCaslin asked if they would retain ownership of the development and manage it and Mr. Davis replied in the affirmative and explained they would definitely want to be involved in managing it initially and their desire is to establish a partnership with High Point that moves beyond this project.

Mr. McNair advised they are in the due diligence phase and staff is trying to work through the details on how to put the package together. Once that is determined, staff will come back and provide more refined information and seek a referral to move forward.

Council Member C. Davis asked about any restrictions or limitations that would hinder them from developing this property. Mr. Davis indicated they are in the process of looking at the site to make sure there is not anything that would prohibit developing the site causing it to be cost prohibitive. Council Member C. Davis asked if it was necessary to have amenities in and around the development to make it work (i.e. grocery stores, etc….). Mr. McNair explained this would be conventional financing so that would not be a requirement as it would be with tax credits.

Mr. Davis concluded his comments by stating if they can reduce the negative impacts on the environment, it would result in also reducing the burden of service on the police department, fire department, public services.

4) Housing Construction Contract for Habitat (Graves Avenue) and Community Housing Solutions (Southside)

As a matter of clarification, Mr. McNair explained there is no contract yet, but staff is proposing to move forward with a contract.

Richard Fuqua, Affordable Housing Manager, expressed hope in continuing to expand the city's relationship with the affordable housing partners, particularly with Habitat and Community Housing Solutions (CHS). He provided a brief overview of the city's relationship with both.

Habitat: The city has enjoyed a relationship with the local Habitat affiliate since 2008 and since that time, they have built 25 homes in the neighborhood adjacent to Washington Terrace Park. Six homes are currently under construction or will be under construction before the end of the fiscal year. He mentioned that Habitat plans on doing a home building blitz starting Mary 14th with a goal of building two homes in the neighborhood during this time.

He shared a map showing the impact that Habitat has had (green stars are properties that have been completed and sold; yellow stars indicate properties that are under construction or will be under construction before the end of the fiscal year; the blue stars are four properties that the city is looking to contract with them for the next fiscal year.

Mr. Fuqua then shared some highlights of the proposed Habitat contract which would include constructing and selling four homes with a term of July 1, 2016 through FY ended June 30, 2017. The amount of the proposed contract will be $135,000 (hard costs for these four homes, as well as construction training program expenses).

He then shared some highlights of the proposed CHS contract. Last year, the city established a formal relationship with CHS to become one of the city's CHDOs, after Unity Builders decided to focus their efforts in Greensboro and Winston Salem. Mr. Fuqua reported that CHS has completed construction of two homes in the Southside area that are presently being marketed for sale or for lease purchase. CHS is also the lead organization for the city's operation of the Inasmuch effort, which is slated to occur this Saturday. He then shared a pictorial overview of some of the investments that have been made in the Southside neighborhood (green indicates homes that were built by Unity; yellow indicates the two homes that were completed by CHS; and blue indicates the number of properties that are actually owned by the city). Staff hopes this

contract will allow completion of homes in this block and as the market demands, continue to build on lots that the city owns to finish out this development. He pointed out there are four homes that were built by Unity Builders on Mobile Street (two have been leased and two are being marketed for sale).

Chairman Golden asked if staff was doing anything to promote interest in the blue-starred properties owned by the city. Mr. McNair explained staff is working through non-profit builders, and has not engaged the private sector in this regard. He noted it is possible to engage private builders, but this puts the responsibility on staff to constantly keep checking the property and there is not adequate staff to do this.

Council Member C. Davis inquired about the size of a corner lot. Mr. McNair advised that a recreation center used to be on this property in the past and staff is hoping to build a cul-de-sac here but there is an expensive infrastructure piece that staff needs to work out so it can be done. Committee Member Williams asked if the city could market the down payment assistance program to market these homes and staff indicated this is already being done. Mr. McNair advised that the City of High Point will be hosting a State event (workshop for realtors) on Wednesday, May 19th at Northpoint.

Council Member C. Davis asked if the State has a master list of CHDOs. Mr. McNair explained that a CHDO has to be a community organization, with most of them being in the areas they are located in. She asked about the possibility of private investors building on the city-owned lots as Committee Member Ewing has alluded to in the past. Committee Member Ewing explained it is a compounded issue because it is not that the product is bad, but has to do with the location. He felt it was important to not only look at redevelopment, infill within the neighborhoods, but to also look at the commercial areas to develop out to force more police, safety, etc…..

Mr. Fuqua advised the next step in the process would be to seek the Community Housing & Neighborhood Development Committee's recommendation to go to Council for approval of both of these contracts and staff hopes to take this to Council for consideration at the June 6th meeting and subject to Council's approval, staff will move forward with developing these contracts for execution by the end of this fiscal year, June 30, 2016.

Committee Member Williams moved to make a favorable recommendation to the City Council to move forward with these two proposed contracts. Committee Member Ewing made a second. The motion carried unanimously. [3-0 vote]

Council Member C. Davis asked if staff has considered bringing in some developers such as High Point Builder's Association or any local builders that may be interested in the city-owned properties. She suggested inviting them and providing lunch so staff could present the available properties throughout the city. Assistant City Manager Randy Hemann felt that was an interesting thought and felt there may be some developers that may not want to do this full-time, but would like to help out. He wondered if there was an umbrella like a community foundation that could possibly help staff pull together the necessary resources to create our own CHDO with our own builder. Committee Member Ewing suggested organizing "builders blitz's as in the past" and possibly doing it on a quarterly basis.

Mr. McCaslin asked the Committee to keep in mind that this might result in the city providing the carrying costs for loans, etc… Mr. McNair advised that he actually discussed this possibility in the past with members from the Builder's Association and it may be possible to deal with their upfront costs in terms of construction loan payments, etc…. and put the city's payback on the backend which would require them to pay the city when the property is sold. He suggested pulling a coalition of realtors/contractors together to facilitate construction going forward.

Mr. McCaslin shared that in a very near future Council meeting, Council would be considering the first lot where the city can acquire where Guilford County has already foreclosed on it where High Point can turn it over to the Bank of NC to do some sort of infill construction. Council Member C. Davis expressed hope that there are developers in the community that see the need in blighted areas that may do the right thing because it is the right thing to do. Committee Member Ewing suggested the best option would be to create programs/partnerships and offer specific sites that could be marketed as new construction is.

5) Update- Operation Inasmuch

Toni Jackson, Housing Specialist with the Community Development and Housing Department, provided an update on Operation Inasmuch. She advised that Operation Inasmuch is based on a principle of a scripture, Matthew 25:40-45. She reported that the Housing Consultant's Group (HCG) has met with the neighborhood association to let them know what to expect and what would be happening in the Southside neighborhood. She noted this neighborhood was selected after reviewing the market segmentation study that was done by UNC-G. In addition to the one-on-one visits, approximately 80 letters were mailed out to owner-occupied properties informing them of the survey that would be conducted later on in the month. On two Saturdays in a row, the HCG staff went out and personally interviewed owner-occupied property owners in Southside to get information as to specific repairs that were needed. Volunteers were recruited from local churches and organizations to help with the labor. Community Housing Solutions conducted intakes with homeowners to determine property eligibility as well as income eligibility. They completed the assessment of repairs that were requested and provided work write-ups to come up with a cost estimate.

The City of High Point staff provided technical and analytical support to both of these non-profit organizations (maps, data, etc.) to help them complete their tasks. The City of High Point is also underwriting the repair projects. The Operation Inasmuch Committee conducted volunteer training for the leaders from the volunteer groups from the local churches/organizations and attended the Blitz Day recently held in Fayetteville to see an event like this in progress.

Ms. Jackson explained each volunteer group has been assigned a particular home and had an opportunity to personally meet the homeowner to establish a report. She advised that the homeowners were extremely appreciative and very excited about what will be done. Eleven different homeowners were chosen with eight churches participating and eleven volunteer groups with a total of 141 volunteers. Some of the repairs included plumbing, electrical, roof replacement, gutter work/replacement, handrails, flooring, yard work, siding, brick work, painting, etc….

Council Member C. Davis inquired about the permits to do the work and asked if there might be some kind of exemption of an expedited process for activities such as these. Ms. Jackson noted that the process of obtaining permits has started and was unaware of any expedited procedures. Mr. McCaslin advised that most of the work would not require a permit and for the repairs that would require a permit, it would fall under the residential portion which is pretty much a one day in and out.

Chairman Golden inquired about a dollar value on the improvements that are proposed. Ms. Jackson estimated the repairs to be around $60,041. She explained three of these repairs will be done outsources which totals almost $11,000 due to the requirement for certified electricians, etc…. She shared there is also a clean-up plan in an effort to continue with the Great American Neighborhood Clean-up so those crews finishing before 4:00 p.m. will assist in cleaning up vacant lots.

Ms. Jackson then distributed an agenda of the activities for Operation Inasmuch that is scheduled for Saturday, May 14, 2016. The event will kick-off at 8:00 a.m. with a breakfast that will be served at the Southside Recreation Center, 401 Taylor Avenue. She also shared one of the shirts that they would be wearing for the event.

There being no further business to discuss, the meeting adjourned at 11:30 a.m. upon motion duly made and seconded.

Respectfully Submitted,

_____

Lisa B. Vierling, MMC
City Clerk

_____

Jeff Golden, Chairman

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2016 HONORS

WORKING TOGETHER

Joel Tuggle – Parks & Recreation Department

It is without question that Joel is the key to the success of Oak Hollow Campground and Marina. His positive attitude and willingness to do whatever it takes to get the job done is contagious. He understands the importance of having a well-kept facility and takes pride in maintaining the campground and helping out at the marina in addition to our other parks at Oak Hollow.

During the furniture market which is our most hectic time of the year, Joel is diligent about monitoring the campground, helping campers with any issues and recommending local restaurants. It has been a pleasure to work with Joel.

Alex Stafford – Parks & Recreation

His primary job is to handle the Pepsi vending for all the City facilities. In the past year we have added more and more to his plate with additional locations for him to serve. On top of his everyday tasks, he has managed to arrange his schedule to assist staff at the Oak Hollow Marina, Oak Hollow Campground and the Recreation Centers when staff are out or when there was a vacancy. He is also on the committee for the 4th of July event and a 5K race. He is a true team player.

James Casey-Parks & Recreation

I have known and worked with Mr. Casey for a year and a half. I have always found him to be nice, caring, dependable and helpful. From the way he greets customers as they walk through the door to his willingness to help with setting up with any event taking place in the building, Mr. Casey will do anything that is needed of him whether he is asked to do it or not. Mr. Casey shows by his actions what it means to be a true team player.

Stanley Duggins- Police

On August 28, 2015, I had the privilege to do a ride along with the HP Police Department and I was placed with Officer Stan Duggins. We had a very eventful evening. He responded to a variety of calls. Regardless of the situation, Officer Duggins was very respectful in his actions, mannerisms and overall demeanor to the citizens.

In between calls, we discussed his tenure on the force and I learned that he had only been an officer for four years. That really surprised me because I witnessed him performing his job and I thought he had a minimum of 10 years experience.

The HP Police Department and our community are very fortunate to have an Officer like Stan Duggins.

Joshua Urban-Parks & Recreation

I met Josh a year ago. Even though his job is to go to each park on his list to clean up and do whatever else he has to do on daily task, with help or no help, he gets it done. In his busy day, he still would find the time to call or come down to Washington Terrace to see if we needed him to pick up trash bags for us-most of the days he would come by with no questions asked. He was a great help to myself and co-workers when it came to getting the shelter in the park ready for the community.

James Jenkins-Customer Service

There was a dog running in traffic on Hickswood Road. James pulled over with his flashers on, stopped traffic to catch the dog and returned it to its owner.

Connie Carter-Planning & Development

I had a family member that was moving to High Point, NC and needed to know where to get the services needed. When I called the number, I got Ms. Connie Carter. It wasn't her department for turning on lights, but she was most helpful in letting me tell my family member where to go for her services.
She also said she was not originally from High Point so if she could be of assistance, she would be honored to help. Excellent Service!!

Chamreece Diggs-Parks & Recreation

She does not hesitate when it comes to helping you with anything from something work related to just being an ear to listen. She is a jack of all trades and is a great team player. If I was playing basketball, she would be one of my five on the court and if I was playing football, she would be one of my eleven on the field.

EXTRA MILE

911 Team: Devin Fennelly, David Wilson, Chelsea Ward, Theresa Varner, Kevin Knight, & Tammy Dyles

On Monday, November 9, 2015 about 9 pm, Baker Team received an audible Tracker Alert Alarm which noted an unauthorized movement of merchandise or money from a bank or store. The Tracker Alert Alarm is a GPS signal transmitted via the internet to monitoring agencies and this was coming from a Verizon store in Thomasville. Davidson County 911 had just received a call from the Verizon Store indicating an armed robbery had taken place there. Baker Team tracked the signal until it indicated it was headed into the High Point City Limits. An announcement was made on the main police dispatch channel to the Thomasville Police Department confirming an armed robbery of 63-I phones valued at $56,000. Officer Alex Lingerfelt spotted a vehicle fitting the description at Brentwood St and Lowe Ave. He initiated a traffic stop and the armed robbery suspects were apprehended and arrested.

Tim McKinney-Facilities Services

Many of our buildings are older and it takes a great deal to maintain them. Tim responds day or night to calls-it may be a flooded room or an emergency alarm that is sounding-even a bat that is in the building. Tim oversees the construction of new buildings and the demolition of others. He manages the housekeeping staff at City Hall; coordinates contractors when needed and keeps conditions safe for our employees and the public. Tim is a director that is not afraid to get dirty, promotes safety and works tirelessly to take care of the city.

Kristi Hunter-Safety & Health

The words that best describe her are passionate and extremely knowledgeable; a small package with contagious enthusiasm. She comes in at 6:30 to be ready for her 7:00 am meeting with the trash collectors before they start their route, she speaks to them about getting out of the truck periodically stretch. Later its over to the Library to check on the Healthy Vending Machines that she has had installed at three city locations to provide healthy eating options. At lunch she coordinates the Weight Watchers program, then downtown to meet the city walkers for a brisk stroll.

Kristi measures her success by helping people make good choices and to have a healthy lifestyle. She is a benefit to our employees.

Herb Shannon-Planning & Development

Herb constantly strives to deliver an excellent Customer Service experience for all cases that require a board action. He is very helpful to customers by helping them achieve their case objectives through fair and impartial assessment of the merits and circumstances of the case. Herb works long hours to ensure deadlines are met. Customers recognize Herb's effort and they vocalize this to Planning and Development Management. City Council and the Planning and Zoning Commission members also compliment Herb for his diligent and accurate approach to case resolution. Herb is a shining star, in one of the Planning and Development's most difficult case types.

Lisa Joseph-Safety & Health

In the Human Resources Department, our customers are the City of High Point employees and Lisa strives to exceed the expectation of each employee everyday. One particular instance –an employee was in need of various resources outside of her scope of expertise. Instead of simply referring the employee to another department, she assisted the employee in finding the resources needed. As a result, this employee was empowered with assistance to learn the native language(English) more fluently along with the ability to receive needed resources for their family and a liaison to assist in other personal and professional matters.

Jamal Pegues-Public Services(Landfill)

I work with Jamal every Saturday and during the week at the Ingleside Composting Facility. I receive compliments about him almost everyday. He is always friendly and has a smile for everyone that comes in. The children love to come see Jamal and his big "Tonko" toy bulldozer. Some of the statements I have heard about Jamal:
"He is a great guy"
"Don't know what we would do without him
"He sure is good at what he does
"We just love Jamal and his smile
"He just made my kids day!!"

ABOVE & BEYOND

Claire Robinson- Information Technology

Claire has demonstrated extensive knowledge, compassion for others, patience and her countless devoted time to everyone with such professionalism and integrity as the City continues to change/upgrade to new processes and procedures in our daily tasks. Her teaching skills are so well received. Her willingness to answer any and all questions until the person is comfortable with new processes and procedures makes her a great asset to the city to High Point.

Claire may be small in stature but a giant spiritually, emotionally and professionally. She is a fantastic teacher to many, a confidante to some, a professional at heart and friend for life.

Claire sees people as people with no race, color, creed, religion, position or title blocking her willingness to assist her fellow man while serving so many people in many communities, as a church leader and as a city employee.

Officers Caroline Loflin Edward Hurley

On a very hot summer day in July, my mother's car broke down in the middle of a very busy intersection. Officers Loflin and Hurley stopped to assist her. They tried to get her car re-started and assisted her in calling AAA. Officer Loflin moved my mother (83 yrs old) and her groceries into her air conditioned car. Once the tow truck arrived (45 minutes later), Officer Loflin drove my mother behind the tow truck so she could talk to the mechanic. The officer then drove my mother to her home and proceeded to carry her groceries into her home.

I'm sure both officers have mothers, so I know they could imagine the horror in my heart when my mother started telling me about this later that evening. I was scared thinking about all the things that could have happened to her that day. I could never express my gratitude to both officers for "just doing their jobs." What they did was above and beyond their jobs and I will be forever grateful.

CITY OF HIGH POINT
AGENDA ITEM

Title: **Ordinance to Demolish – 1600 Valley Ridge Drive**

From: Michael McNair, Director
Community Development & Housing

Meeting Date: June 6, 2016

Public Hearing: No

Advertising Date:

Advertised By:

Attachments:
A. Staff report
B. Ordinance to Demolish
C. Photos
D. Maps

PURPOSE:
A request by Community Development and Housing – Inspection Services to adopt an ordinance ordering the inspector to demolish the dwelling at 1600 Valley Ridge Drive.

BACKGROUND:
After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on October 7, 2014. No action occurred by the compliance date of January 9, 2015. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

A Lis Pendens was recorded on August 12, 2013. The owner of the property is still Home Enhancements, Inc. as recorded with the Guilford County Register of Deeds. The property has remained vacant since the expiration date of the Order to Repair or Demolish Notice.

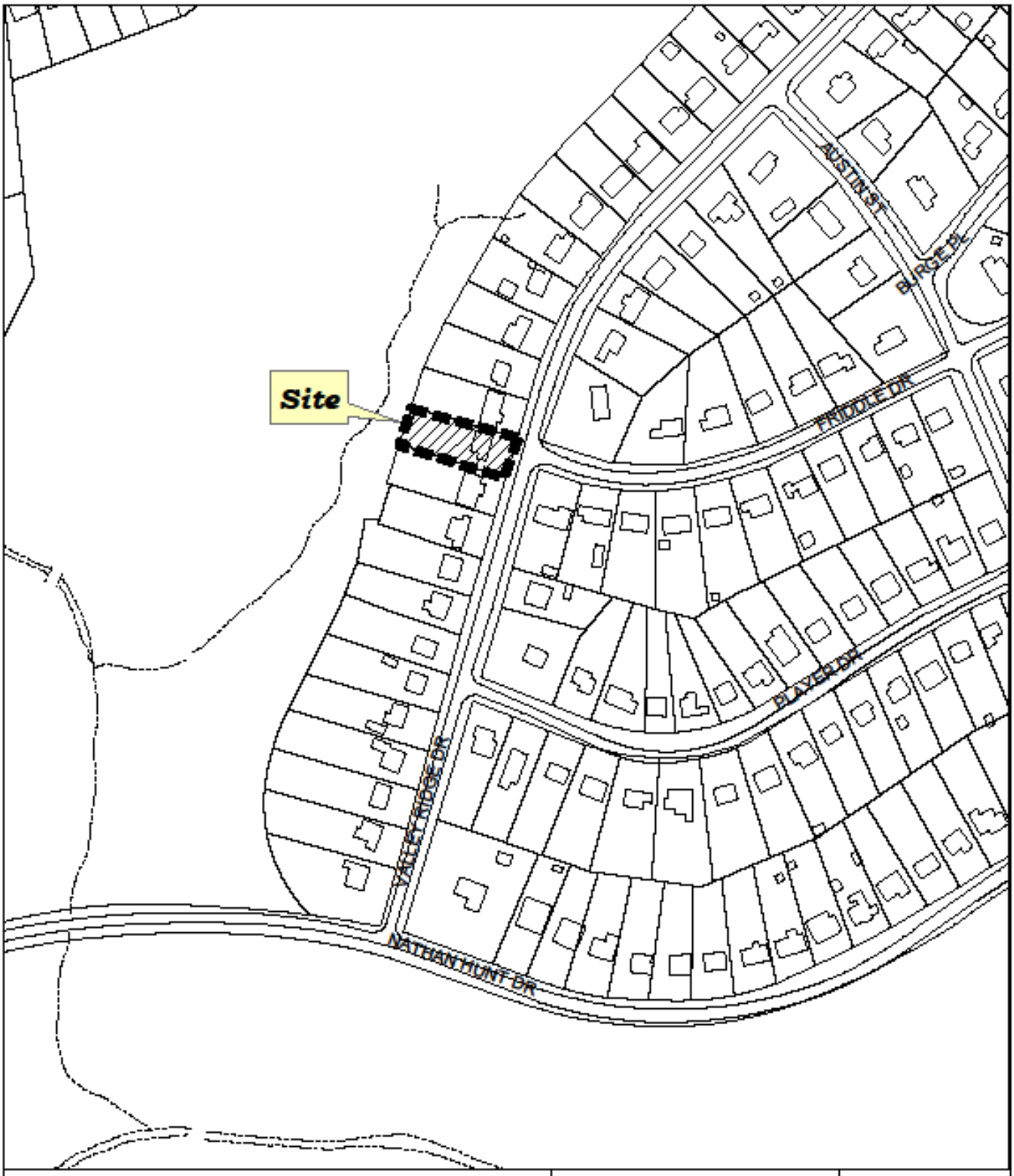
BUDGET IMPACT:
Funds are available in the Department budget for the demolition and asbestos testing of the structure(s), and for the asbestos removal if present.

RECOMMENDATION / ACTION REQUESTED:
Staff recommends the adoption of the requested ordinance to demolish this single family dwelling and the accessory structure based upon the enclosed staff report.

PENDING ACTION:
The ordinance becomes effective 30 days from the date of adoption. If there is no action by the property owner by the effective date of the ordinance, then asbestos testing and the demolition bid process will begin and the structure will be removed by the City. After City demolition, the property owner is billed for the cost. If the bill is unpaid, the City places a lien on the property.

DEPARTMENT OF PLANNING AND DEVELOPMENT
INSPECTION SERVICES
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Demolish
PROPERTY ADDRESS:	1600 Valley Ridge Drive
OWNER:	Home Enhancements, Inc.
FIRST INSPECTION: 9-3-2014	Summary of Major Violations 1. Broken interior wall studs 2. Fire damaged interior & exterior wall studs 3. Fire damaged flooring 4. Holes in exterior wall 5. Inoperable heating equipment
HEARING RESULT: 10-13-2014	The owner Chris Smith did appear for the Hearing to discuss the violations. The owner didn't dispute the condition of the house but did state that he had limited funds for repairs. He stated he would start making repairs. During the hearing the following Findings of Facts were established. There is numerous violations of the Minimum Housing Code. In its present state, necessary repairs to the dwelling exceed 50% of the value of the structure. The Guilford County Tax value of the dwelling is $29,400.00. The repair estimate is $27,500.00.
ORDER(S) ISSUED: 10-13-2014	Order to Repair or Demolish Date of Compliance 1-9-2015
APPEALS:	No appeals to date
OWNER ACTIONS:	The owner did obtain a residential alterations permit on 10-13-2014. An inspector visited the site and noted on numerous occasions that work was not being performed, no inspections were made. The permit was cancelled by the inspections division on 2-15-2016 per NCGS 160A-410.
EXTENSIONS:	None Requested



1600 Valley Ridge Drive

Ordinance to Demolish

Location of subject property

Planning and Development Department

City of High Point

Date: May 26, 2016

N

Scale: 1'=200'

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AN ORDINANCE REQUIRING THE BUILDING INSPECTOR OF THE CITY OF HIGH POINT TO DEMOLISH CERTAIN PROPERTY PURSUANT TO ARTICLE 19 OF THE GENERAL STATUTES OF NORTH CAROLINA; AND, TITLE 9, CHAPTER 11, ARTICLE E, OF THE MINIMUM HOUSING CODE OF THE CITY OF HIGH POINT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1: That the City Council of the City of High Point finds as a fact that the following described property has been ordered to be demolished, and it further finds as a fact that the owner has been ordered to demolish said building at his expense and said Owner has failed to comply with said order.

SECTION 2: That the Inspector of the City of High Point is hereby authorized and directed to proceed with the demolition of the following described building in accordance with code of Ordinances: and, Article 19 of Chapter 160A of the General Statutes of North Carolina.

PROPERTY LOCATION	OWNER (S)
1600 Valley Ridge Drive	Home Enhancements, Inc. 1600 Valley Ridge Dr. High Point, NC 27260

SECTION 3: That all ordinances or parts of ordinances in conflict with the provisions of this ordinance, are hereby repealed.

SECTION 4: That this ordinance shall become effective from and after its passage as by Law provided.

Adopted by City Council,
This the 6th day of June, 2016

Lisa B. Vierling, City Clerk

1600 Valley Ridge Dr.
Exterior Pictures Taken
5-24-2016

FINANCE COMMITTEE
Chaired by Council Member J. Davis
Members: J. Davis, Alexander, C. Davis, and Hill
MAY 11, 2016 – 4:00 P.M.
CITY MANAGER'S CONFERENCE ROOM

MINUTES

Present:
Committee Chairman Jim Davis and Committee Members Cynthia Davis and Alyce Hill

Absent:
Committee Member Latimer Alexander

Staff Present:
Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Eric Olmedo, Budget and Performance Manager; Laura Altizer, Senior Budget Analyst; Rosyln McNeil, Budget Analyst; Jeron Hollis, Communications & Public Engagement Director; Garey Edwards, Director of Electric Utilities; Gary Smith, Director of Fleet Maintenance; Loren Hill, President- High Point Economic Development Corporation; Jeff Moore, Director of Financial Services; Terry Houk, Director of Public Services; Glenda Barnes, Public Services Analyst; JoAnne Carlyle, City Attorney; Tommy Reid, Fire Chief; City Clerk, and Lisa Vierling, City Clerk

Others Present:
Ralph Rodland, Caring Services

Chairman J. Davis called the meeting to order at 4:00 p.m.

1. **Public Hearing- Proposed City of High Point FY 2016-2017 Annual Budget**

Monday, May 16, 2016 at 5:30 p.m. is the date and time established to receive public comments on the proposed City of High Point Budget for FY 2016-2017.

Committee Member C. Davis expressed concerns that the constituents would not have a copy of the proposed FY 2016-2017 budget until Council gets it today and felt that she would not have adequate time to review it before Monday's meeting, neither will her constituents. So this makes it difficult to formulate opinions and/or thoughts and concerns on the budget. She suggested possibly doing a special called meeting on Monday, May 30th to allow additional review time so the constituents could comment on the budget.

City Manager Greg Demko explained Council has been reviewing the budget over the past seven months and the contents of the proposed 2016-2017 budget is a compilation of the work/discussion that has been on-going for the past seven months.

Chairman J. Davis suggested that Committee Member C. Davis bring her concerns up in a meeting with the full Council.

2. **Contract – Purchase of Front Loading Refuse Truck**

Council is requested to approve the purchase of a Peterbilt truck with New Way front loading refuse body from Scranton Manufacturing Company in the amount of $228,987.22.

Gary Smith, Director of Fleet Maintenance, explained a fire last month damaged the truck portion of the equipment beyond repair. He noted an outside contractor came in and looked it over and determined it was due to an electrical fire. They provided a quote for buying a truck and transferring the body to it for about $200,000, but it would take about six months to do this and it would require the purchase of a chassis. He advised that he could buy a new truck for $228,000 that was earmarked for the rental program and have it delivered within 35-45 days.

Chairman J. Davis inquired about insurance on the truck and Mr. Smith replied that there was no insurance on the truck. Committee Member C. Davis asked if it might be possible to use the spare truck until the budget is passed/approved and purchase the truck in the next fiscal cycle. Mr. Smith explained the current spare would not hold up and that he had contacted Greensboro to see if they possibly had a truck that we could borrow until the next budget year, but they were also short a truck due to a fire about six months ago. Committee Member C. Davis suggested getting rid of the spare since it is a dud and trying to sell it on Govdeals to help offset the cost of the purchase. Mr. Smith explained that while the spare was not suitable for everyday use, it could be used as a spare for short periods of time.

Chairman J. Davis moved to forward this matter to the full Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried unanimously. [3-0 vote] [Committee Member Alexander was absent]

3. **Budget Ordinance Amendment – Purchase of Front Loader Refuse Truck**

Council is requested to adopt a budget ordinance amending the 2015-2016 Budget Ordinance to appropriate funds in the amount of $228,988 for the purchase of a Front Loader Refuse Truck.

Chairman J. Davis moved to forward this matter to the full Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried unanimously. [3-0 vote] [Committee Member Alexander was absent]

4. **Sole Source Contract – Underground Switches**

Council is requested to approve a sole source bid recommendation to Trayer Engineering in the amount of $119,448.00 for the purchase of six (6) 15kV Underground Switches.

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Garey Edwards, Director of Electric Utilities, reported these are underground switches that are used on the city's system; four will be used on the N. Main Street project and the other two will be stocked in the warehouse for replacement stock.

Chairman J. Davis moved to forward this matter to the full Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion, which carried unanimously. [3-0 vote] [Committee Member Alexander was absent]

5. **Change Order – Eastside WWTP Solids Handling Improvements**

Council is requested to approve a change order in the amount of $371,083.73 to the Wharton-Smith, Inc. contract for the Eastside WWTP solids handling improvements.

Terry Houk, Director of Public Services, advised that the City of High Point disposes of solids by incineration. He noted there are four separate contracts for this project and this change order is for the fourth contract (Wharton-smith, Inc.) for additional issues encountered during the upgrade and additional equipment that needs to be replaced. The amount of the change order is $371,083.73 and funds are still available in the project to cover the cost.

Chairman J. Davis pointed out there were two change orders and staff replied there would be an additional change order coming that would be more than this one.

Chairman J. Davis moved to forward this matter to the full Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried unanimously. [3-0 vote] [Committee Member Alexander was absent]

6. **Approval of Lease for City Owned Residences**

Council is requested to authorize the city attorney's office to execute five-year lease agreements on five residential dwellings that are property of the City of High Point.

Kim Thore, Right-of-Way Coordinator, explained there are a total of five properties with dwellings that were purchased in the past by both the Public Services and the Library/Museum Departments at various times for future use. The property addresses were identified as follows:

- 118 Underhill Street
- 1420 Bragg Avenue
- 3300 Hillside
- 809 Aberdeen Road
- 811 Aberdeen Road

She advised one of these does have lifetime rights associated with it (John Coltrane's childhood home on Underhill). She reported that each lease agreement generates stable annual revenue from the monthly rents of about $33,420 and that a public notice of these proposed leases was published in the April 12, 2016 edition of the High Point Enterprise. Staff is proposing to enter into five-year lease agreements on these residential dwellings and the proposed lease agreement contains an early termination item that would allow the landlord to terminate the lease upon a

sixty day written notice to the tenant. With the exception of the Coltrane home on Underhill, the long-term plan is to eventually demolish the dwellings.

Chairman J. Davis asked if all of these were currently leased and if the city uses a real estate company to manage them. Ms. Thore replied they all are leased and noted the City of High Point actually manages these properties.

A brief discussion followed regarding the cost of maintenance on these properties and whether or not the $33,420 was net or gross. Ms. Thore explained each property is a little different and some maintenance costs are a little higher than others. She shared that one of the tenants has been in one of the units for about forty years and does most of his maintenance. She noted the two houses on Aberdeen Street are located on the lake buffer and cannot be sold.

Committee Member C. Davis asked if a minimum housing sweep has been done on the Coltrane house and that she was told that the roof was in pretty bad shape. Mr. McCaslin advised that Tim McKinney, Director of Maintenance Facilities, went through it last week and pointed out the city put a lot of money into it several years ago when the city first purchased it. Mr. McKinney was surprised that it was in pretty good shape and did not come up with any items that were required. Staff noted that a new roof was put on it a few years back. Ms. Thore added that the yard does appear to be unkempt, but staff is addressing this.

Committee Member C. Davis suggested that the city consider gifting over the property to the elderly gentleman who has been living in the house for forty years. Ms. Thore replied that the city would not want to give the land up because the whole idea was to have the land for a buffer.

Chairman J. Davis moved to forward this matter to the full Council with a favorable recommendation for approval. Committee Member Hill made a second to the motion. The motion carried unanimously. [3-0 vote] [Committee Member Alexander was absent]

7. **Retire and Sale of Police K-9 Sable**

Council is requested to retire Police K-9 Sable and declare as surplus property to allow her to be purchased by Major Ken Steele who will assume all responsibility and liability for her care.

Committee Member C. Davis asked how much money was spent on training Sable. Mr. McCaslin advised Sable is a four and a half year-old dog that was donated to the High Point Police Department and a couple of recent incidents, it was determined that Sable is not performing as needed. He noted re-training is not an option, so the Police Department is asking that Sable be declared as surplus and sold to one of the officers for $1. They will be looking to replace the dog in the next budget. Committee Member Hill asked if the cost of the new replacement dog would include training or if training would be an additional expense. Mr. McCaslin thought the amount in the budget would be for a trained dog.

Chairman J. Davis moved to forward this matter to the full Council with a favorable recommendation for approval. Committee Member C. Davis made a second to the motion. The motion carried unanimously. [3-0 vote] [Committee Member Alexander was absent]

There being nothing further to discuss, the meeting adjourned at 4:20 p.m. upon motion duly made and seconded.

Respectfully submitted,

_____
Lisa B. Vierling, MMC
City Clerk

_____
James C. Davis, Chairman

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MANAGER'S BRIEFING SESSION
HIGH POINT MUNICIPAL BUILDING
MAY 16, 2016 – 4:00 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM

MEETING MINUTES

Present:
Mayor William S. Bencini, Jr.; Mayor Pro Tem Golden (Ward 1); and; Latimer Alexander (At-Large); Council Member Jason Ewing (Ward 6) (Joined meeting at 4:16 p.m.); Cynthia Davis (At-Large); Christopher Williams (Ward 2); Alyce Hill (Ward 3); Council Members James Davis (Ward 5) and Jay Wagner (Ward 4)

Staff Present:
Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; JoAnne Carlyle, City Attorney; Eric Olmedo, Budget and Performance Manager; Jeff Moore, Director of Financial Services; Sandra Driggers, Customer Service Representative and Collection Supervisor; Loren Hill, Economic Development Director; Maria Smith, Deputy City Clerk; and Lisa Vierling, City Clerk

News Media:
Pat Kimbrough, High Point Enterprise

Customer Service Procedures
Greg Demko, City Manager called the meeting to order at 4:00 p.m. and announced the closed session will follow at 4:30 p.m.

Randy McCaslin, Deputy City Manager, introduced Sandra Driggers, Customer Service Representative and Collection Supervisor. Mr. McCaslin discussed the letter that was in the newspaper to the editor from Eva Woodlief regarding her utility bill.

Mr. McCaslin read Ms. Woodlief's statement as it was printed in the newspaper. He explained it was not due to human error; it was an electronic error and advised that the city uses a machine that reads the bills as well as the checks. He proceeded to describe how the machine read the numbers incorrectly and credited it to the wrong account. Mr. McCaslin stated that he did get staff to pull the audio from the conversations with the Customer Service Department and at no point did any of the City of High Point customer service representatives get out of line; in fact,

the four times that the customer called were model customer service calls. Staff apologized to Ms. Woodlief during the initial call and let her know that in order for the city to resolve the issue, they needed some documentation from her bank. The second call was from her bank where they informed staff that they would be faxing over the cancelled check; and the third call was from City of High Point back to Ms. Woodlief in a message that was left to her advising her that the city discovered the mistake. At that time, staff again apologized and asked Ms. Woodlief to return the call so they could provide her with the details. The fourth and final call was when Ms. Woodlief called the city back to confirm that there would be no late fees as a result of the mistake and that her account was up-to-date. Mr. McCaslin pointed out that Ms. Woodlief's statement that was printed in the paper was incorrect.

Council Member C. Davis wanted to know how long the audios are kept and Ms. Driggers confirmed that they are kept for three months. Mr. McCaslin noted this incident happened within the last 30 days.

Review of the City's Equal Payment Plan

Mr. McCaslin proceeded to discuss the procedures for the Equal Payment Plan. He shared some of the history behind the transition from the old software program to the new software (Cayenta) and pointed out it has not been an easy transition. The city transitioned from the old software to Cayenta in 2013. Approximately 1,300 of the city's 42,000 customers participate in the Equal Payment Plan (EPP). In making the transition, staff was concerned about the larger number of customers and getting those bugs worked out of the new system rather than catching up and handling the EPP. Once the City found out there was a problem and the software did not automatically update the EPP each year like it should have, it took a year for Cayenta to get a software fix. Mr. McCaslin commented in year 2015 the City started to make those adjustments to these accounts.

Mr. McCaslin shared a sample of an old bill on the TV screen and pointed out the location of the previous, the payment, amount of this billing cycle and Equal Payment Plan. He called attention to the line on the bill showing the true balance for the utility amount and noted this is where it should have been adjusted. Every monthly bill has this information on it. Council Member Hill wanted to know if that was accumulative since the last adjustment and Mr. McCaslin confirmed that it was. He explained there are 16 billing cycles in a month and corrected those customers in the first six were up-to-date which reflected the new budget billing amount and this is what generated a phone call. Staff then set up a payment schedule to take care of the back balance and to take care of their normal bill.

Mr. McCaslin pointed out that customers said they only look at the amount that is due, so this prompted the city to identify the cumulative balance in red so it would stand out and this was done over a year ago. He advised that staff is working with these customers.

Mr. Demko asked if the extension policy was to spread the amount over the same number of months that it accumulated. Mr. McCaslin explained staff starts out at one year, then to two years and in the case of Josh Apel, who has also contacted Council, he is on a three-year plan. Mr. McCaslin informed Council that Mr. Apel is requesting that Council write off his amount. It

was noted that the city is not charging any interest, late fees, cut-off fees, etc…., but the city is trying to recoup the amount of utilities used in the system.

Mr. McCaslin reiterated that there are 1,300 accounts in the EPP; and 500 of those 1,300 either owe $100 or less or the city owes them money with the rest being in between. Council Member Hill asked how long the customers went before it was realized there was an issue. Mr. McCaslin replied it was approximately two years and noted that some customers actually contacted the city to work out the difference.

Council Member C. Davis suggested putting this figure in a box so it would be more noticeable; Mr. McCaslin reiterated that the decision to put it in red was made so it would stand out. Council Member C. Davis also suggested putting the amount due and make the miscellaneous box the EPP payment amount so that it is clearer. Council Member Wagner suggested increasing the font. Ms. Driggers responded that she does not believe that option would be available. Mayor Pro Tem Golden shared that some of the customers are upset because they felt even though it was due to a computer error, staff should have had some oversight and caught it. Mr. McCaslin pointed out in that case, staff would have had to go through and manually handle all these adjustments because the system was not programmed until last year to do this. He then shared that 42,000 monthly bills are sent out and of that 42,000, the city has to send out 20,000 monthly reminder notices that they did not pay the bill on time. Out of those, 1,900 are usually cut off as a result.

Mr. Demko asked if the customers are required to sign any kind of document that they recognize there is a settlement when signing up for the EPP. Ms. Driggers commented that the customer does not have to sign anything. Mr. McCaslin gave Duke Energy as a reference. He mentioned how they do an 11-month year where they take 12 months and divide it by 11 and then use the last month as the settle up month. You either get a credit or you pay at that point, but the city has never done it that way although they would like to once all 16 billing cycles are up-to-speed.

Council Member Alexander inquired how this would post in the billing. Mr. McCaslin replied that payments received are applied to the oldest bill first. He shared an example of how the billing cycle works:

- Customer receives their bill and has 21 days to pay it
- If the bill has not been paid, a reminder notice is generated
- A couple of days before the final due date, the customer will get next month's bill, which will show no payment was made on the last bill
- If the bill is not paid the day after receipt, the customer's utilities will be cut off

He noted that basically a customer has about 60 days to pay the bill before cut offs start.

Council Member C. Davis noted how the previous balance is shown, then you can see payment on the last bill and then budget billing. She suggested that the "true balance" could technically go in the previous balance box and then the last bill payment would show the amount the customer owes and needs to pay.

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Council Member Williams referred to Council Member C. Davis' response and if they just put the amount up in the box and if it could have an asterisk where the miscellaneous and then have an explanation where the red is now. Council Member C. Davis commented that at least the amount would be in a box and people are more apt to see what's in the box. Mr. McCaslin stated staff would follow up to see what could be done to put the figures in those boxes at Council's request.

As a policy maker, Council Member Alexander stated he would like to say thank you for working with the citizens and helping them get back to a good spot and being gracious in allowing them time to do that.

Mr. Demko noted another piece of this is typically Customer Service gets hit with a lot of different types of personalities and stories and they do work hard in listening. He pointed out in listening to the audios of the Customer Service calls, the Customer Service employees were very gracious and still being accused of not being so nice and demanding gets tough. Mr. McCaslin agreed and reiterated they showed nothing but text book customer service.

Council Member C. Davis asked how long the city has been offering the EPP. Ms. Driggers stated that she has been with the City for 17 years and the program has been in place since then. Council Member C. Davis remarked that for 17 years, most people knew what they owed with the exception of the last two years due to Cayenta not doing what it should have been doing. She pointed out there is still a problem with Cayenta not recognizing certain holidays and these have to be keyed in. As a policy maker, she felt if the city provides a program, it should work efficiently for the consumer to eliminate these types of scenarios and they should know what they owe. She felt it was up to Council to make sure that a customer does not have a situation where they are in a bind to pay for a service that they are using and are willing to pay because the EPP should reflect every six months that adjustment from usage so that they do not have that issue. She noted for some people a three-year working relationship may never be feasible if they are in a lower income bracket because they cannot ascertain that amount depending on how little they have coming in.

Mr. Demko suggested if they have these issues, then perhaps some people should not qualify for budget billing or remove the budget billing.

Mayor Pro Tem Golden asked how the city handles the accounts where the city owes the customer. Mr. McCaslin explained that the city gives them an option of either cashing out or adjusting the bill to use up that balance. Council Member C. Davis wanted to know where the customer would see the credit on their bill. Ms. Driggers confirmed it would be at the same place and it would be the true balance on the utility account minus $1,000.

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There being no further discussion, the meeting adjourned at 4:24 p.m. upon motion duly made and seconded.

Respectfully Submitted,

_____

Maria A. Smith
Deputy City Clerk

DRAFT

CITY OF HIGH POINT
AGENDA ITEM

Title: Approval of FY 2016-2017 Convention and Visitors Bureau Budget

From: Eric Olmedo, Budget Director

Meeting Date: June 6, 2016

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Convention and Visitors Bureau budget and annual contract

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PURPOSE:
To approve the FY 2016-2017 Convention and Visitors Bureau budget and annual contract.

BACKGROUND:
The Convention and Visitors Bureau requests that the City Council approve its budget on an annual basis.

BUDGET IMPACT:
N/A

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends and asks the Council to approve the FY 2016-2017 Convention and Visitors Bureau budget and annual contract.

NORTH CAROLINA **AGREEMENT FOR PROVISION OF**
GUILFORD COUNTY **CONVENTION AND VISITORS BUREAU**

THIS AGREEMENT, made and entered into before the first day of July 1, 2016 by and between the City of High Point (hereinafter referred to as the City) and the High Point Convention and Visitors Bureau, Inc. (hereinafter referred to as the Grantee), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of a grant or appropriation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds received by the City of High Point from the Guilford County 3% Room Occupancy and Tourism Development Tax, the Grantee named hereinabove does hereby agree to provide Convention and Visitors Bureau Services for the City of High Point in accordance with the terms of this Agreement as set forth herein.

In consideration of the above, the parties do hereby agree as follows:

(1) The Grantee agrees to expend the funds, which are the subject of this Agreement and perform services in consideration of the receipt of funds in accordance with the Overview of Program of Work as attached to this Agreement and incorporated herein by reference. The Grantee further agrees to expend the funds in accordance with an Annual Budget for said funds attached hereto and which is incorporated herein by reference. Funds made available to the Grantee pursuant to this Agreement shall be expended only in accordance with applicable federal, state, and local laws. The Grantee may amend the budget from time to time in order to conform with the actual amount of funds received under this agreement.

(2) The Grantee agrees that it will supply such records, reports, information, and verification relating to the expenditures of the funds or the operations of the Grantee on a monthly basis and as may be requested by the City. This shall include monthly reports on the receipts and expenditures, as well as an annual audit completed within six months of

the Grantee's fiscal year end, performed in accordance with generally accepted accounting principles of the revenues and expenditures of the Grantee. The Grantee shall maintain written accounting and documentation of all of its receipts and disbursements relating to the grant funds, which are subject to this Agreement. The Grantee agrees to subject itself to the provisions of Article 33c of Chapter 143 of the North Carolina Statutes entitled "Meetings of Governmental Bodies," to the same extent as the City.

(3) Funds will be distributed to the Grantee on a monthly basis in accordance with the attached budget. Further, should expenditures overspend the revenues under this Agreement; the City shall have no obligation to reimburse the Grantee for such expenditures.

(4) This Agreement will automatically terminate on June 30, 2017 at which time a new Agreement will be considered.

(5) Upon termination of this Agreement by either party all non-expendable property purchased under this Agreement shall revert to the City of High Point or its assigns.

(6) A High Point Convention and Visitors Bureau Board of Directors shall be appointed, which shall have the authority to oversee the Convention and Visitors Bureau's implementation of the program of work, and the expenditures of the grant funds, which are the subject of this Agreement. The Convention and Visitors Bureau Board shall be composed of a minimum of the following twelve (12) members:

(a) One member of the Guilford County Board of Commissioners appointed by the Board of County Commissioners.

(b) One member of the High Point City Council appointed by the City Council.

(c) Two owners or operators of hotels, motels, or other taxable tourist accommodations in the local metropolitan area, one of whom owns or operates hotels, motels, or other tourist accommodations with more than 100 rental units, and one of whom owns or operates hotels, motels, or other tourist accommodations with 100 or fewer rental units, both appointed by the Board of County Commissioners.

(d) One individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, and is a Board member of the High Point Chamber of Commerce, appointed by the Chamber of Commerce.

(e) One individual involved in the local restaurant or food service business who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(f) One individual involved in the cultural arts or tourist attraction business, who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(g) One at-large individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(h) One individual who has demonstrated an interest in tourism development and is a representative of a High Point public convention/trade show center, appointed by the High Point Chamber of Commerce.

(i) Two at-large individuals who have demonstrated an interest in tourism development and do not own or operate hotels, motels, or other tourist accommodations, appointed by the Board of County Commissioners.

(j) The President & CEO of the High Point Convention and Visitors Bureau, Inc., who shall be a non-voting, ex-officio member.

All voting members of the High Point Convention and Visitors Bureau Board shall serve without compensation. All members shall serve two-year terms. Members may serve no more than two consecutive terms. Members appointed to fill the at-large designations shall serve a full term, and have all voting rights and privileges. The members shall elect a chairperson, who shall also serve a two-year term if eligible. Members appointed to fill vacancies shall first serve for the remainder of the unexpired term for which they are appointed to fill, and then are eligible for appointment for a regular term. The Board shall meet at the call of the Chairperson, and shall adopt rules of procedure to govern its meetings. The Board shall appoint such ex-officio members as it deems appropriate.

(7) The attached Exhibits are:

(A) Overview & Program of Work
(B) Proposed New Budget and Explanation
(C) Occupancy Tax Comparison Current Year
(D) Financial Statement through April Current Year
(E) Arts & Tourism Grants Awards for Current Year
(F) Event Booking Incentives for Current Year
(G) Board of Directors, Organizational Chart, and Chart of Staff Organizational Involvement

These exhibits are incorporated herein by reference and shall have the same force and effect as if set forth herein.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its behalf; and the Grantee has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NORTH CAROLINA

ATTEST:

_____ _____

Lisa B. Vierling, City Clerk Greg Demko, City Manager

Approved as to legal form:

_____

JoAnne Carlyle, City Attorney

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

ATTEST:

_____ _____

Bruce Davis, Board Chair Timothy C. Mabe, President & CEO

HPCVB FY 16-17 BUDGET

No.	ITEM	FY 15-16 Approved	FY 16-17 Approved
INCOME			
OCCUPANCY TAX COLLECTION			
4101.0	**Transient Occupancy Tax**	**1,632,840**	**1,682,239**
OTHER INCOME			
4102.0	**Interest Income**	**1,000**	**800**
4105.0	**Reserve EBI Carry Over**	**105,387**	**102,250**
4106.1	**Sponsorship Revenue Earmarked for Visitor Center Marketing**	**75,000**	**100,000**
4106.2	**Sponsorship Revenue Earmarked for Reserves**	**75,000**	**100,000**
4107.0	**Regional Preferred Member Revenue for Marketing**	**10,000**	**10,000**
4108.0	**Arts & Tourism Grants Carry Over**	**0**	**0**
4109.0	**Building Rental Credit Earmarked for Reserves**	**12,000**	**12,000**
TOTAL BUDGET		**1,911,227**	**2,007,289**
GRANT PROGRAM (15% of occupancy tax)			
	Arts & Tourism Grants	**245,000**	**252,336**
INCOME (-15% grants)=Oper. Budget		**1,666,227**	**1,754,953**
EXPENSES			
ADMINISTRATIVE EXPENSES			
5201.0	**Salaries** (7 full-time staff positions and if we hire sales manager)	**392,861**	**439,401**
5202.0	**Retirement**	**22,000**	**24,000**
5203.0	**Life/Hosp/Dent. Ins.**	**66,800**	**77,000**
5204.0	**Soc. Security**	**30,054**	**39,000**
5205.0	**Unemployment Ins.**	**1,300**	**1,500**
ADMINISTRATIVE EXPENSES TOTAL		**513,015**	**580,901**
OPERATING EXPENSES			
5301.0	**Memberships/Subscriptions**	**29,845**	**7,500**
5302.0	**Travel/Entertainment**	**24,475**	**25,000**
5303.0	**General & Admininistrative Operations**	**102,040**	**109,500**
5304.0	**Postage/General**	**2,000**	**2,000**
5306.0	**Telephone**	**10,500**	**11,000**
5307.0	**Rent/Utilities**	**75,570**	**77,045**
5308.0	**Comm/Board Expenses**	**16,300**	**14,450**
5309.0	**Equipment**	**19,030**	**16,000**
OPERATING EXPENSES TOTAL		**279,760**	**262,495**

No.	ITEM	FY 15-16 Approved	FY 16-17 Approved
5401.0	**Convention Advertising**	**30,000**	**19,950**
5402.0	**Convention Services**	**326,700**	**318,000**
5402.1	Convention Services, Registrars, etc.	11,500	10,500
5402.5	Event Booking Incentives (includes $102,250 roll over)	150,000	150,000
5402.7	HP Market Authority	150,000	150,000
5402.8	Preferred Member Program	6,200	5,500
5402.9	Special Services	9,000	2,000
5403.0	**Entertainment**	**1,500**	**1,000**
5404.0	**Literature/Printing**	**16,453**	**13,200**
5405.0	**Memberships - Convention**	**7,200**	**8,260**
5406.0	**Postage - Convention**	**100**	**100**
5407.0	**Conv. - Special Promotional Projects**	**96,000**	**90,000**
5408.0	**Subscription/Publications**	**250**	**250**
5409.0	**Travel - Convention**	**17,100**	**15,700**
5410.0	**Trade Shows - Convention**	**10,250**	**3,000**
5411.0	**Sales Training**	**22,500**	**35,000**
5412.0	**Audiovisuals**	**1,500**	**10,000**
5413.0	**Intern(s)**	**0**	**0**
CONVENTION	**PROMOTIONS EXPENSES TOTAL**	**529,553**	**514,460**
TOURISM PROMOTION EXPENSES			
5501.0	**Advertising**	**54,000**	**52,900**
5502.0	**Audiovisuals**	**1,500**	**8,000**
5503.0	**Tourism - Literature/Printing**	**20,000**	**21,750**
5504.0	**Memberships/Subscriptions - Tourism**	**600**	**600**
5505.0	**Postage - Tourism**	**1,500**	**1,500**
5506.0	**Special Projects**	**20,000**	**33,100**
5507.0	**Travel/Entertainment**	**10,000**	**5,000**
5508.0	**Travel Shows**	**6,745**	**4,000**
5509.0	**Visitor Information Center**	**83,104**	**79,800**
5512.0	**Web**	**6,000**	**17,747**
5513.0	**Visitor Center Marketing**	**53,450**	**58,200**
5514.0	**Visitor Programming**	**0**	**2,500**
TOURISM PROMOTION EXPENSES TOTAL		**256,899**	**285,097**
TOTAL EXPENSES BEFORE GRANT EXPENSES		**1,579,227**	**1,642,953**
GRANT EXPENSES			
5800.1	**Arts & Tourism Grants Program**	**245,000**	**252,336**
5800.2	**Arts & Tourism Grants Program Carry Over**		
TOTAL GRANT EXPENSES		**245,000**	**252,336**
TOTAL EXPENSES		**1,824,227**	**1,895,289**

No.	ITEM	FY 15-16 Approved	FY 16-17 Approved
	Total Marketing Expense	1,031,452	1,051,893
Subtotal of Income over Expenses		87,000	112,000
	Sponsorship Expenses Earmarked for Reserves	75,000	100,000
	Building Rental Credit Earmarked for Reserves	12,000	12,000
Total Earmarked for Reserves (Year 3 Payback for Building/Move/Visitor Center Buildout)		87,000	112,000
Excess of Income over Expenses		0	0

FY 2016-2017 Budget Notes

Income

4101 - Occupancy Tax projections for FY-16/17 is $1,682,239, which is 3% over the last year's projected occupancy of $1,632,840. This is an estimation based on receipts thus far and keeping the estimation conservative over last year's estimates for May and June 2016.

4105 – Reserve EBI Carry Over is $102,250, which is what is currently remaining in the EBI line item 5402.5 that was budget at $150,000

4106.1 – Sponsorship Revenue Earmarked for VIC Marketing is $100,000, which is half of an estimated total revenue from sponsorships of $200,000 cash receipts. The sales team has set forth a goal of a 33% increase in sponsorships sales, where at least $100,000 will be cash.

4106.2 – Sponsorship Revenue Earmarked for Reserves is $100,000, which is half of an estimated total revenue from sponsorships of $200,000. This coincides with the 33% increase in sales goals and is consistent with the 5-year pay back plan.

4107.1 – Preferred Memberships include regional partners that we solicit outside of High Point. These members are promoted on website, Visitor Center, and app. Other revenue include realtor certification registration money. Also, the Sales and Marketing Dept. sells ads on the website and Visitor Guide where revenue would be in this line item.

4108 – No Grant carry over as we will be able to disperse any excess receipts X 15% by the end of June with the timing of our grants program in May where the committee can get together in June to decide.

4109 – Building Rental Credit Earmarked for Accts Receivables Chamber Loan on Balance Sheet is $12,000. The balance of the Chamber Foundation loan to build out the board room is $43,541.

The subtotal is **$2,007,289**. The restricted income is **$252,336** for Arts & Tourism Grants. The Total Income is **$1,754,953**

Administrative Expenses:

5201 – Salaries include 7 employees (+potential sales manager). Line item reflects adjustment recommendation from the CAI compensation comparison analysis approved by the HPCVB Executive Committee

5202 – Retirement is 5% +quarterly admin fee

5203 - Includes a 15% increase in insurance

5204 – Social Security

5205 – Unemployment Insurance

The Total Administrative Expenses are a **13% increase** over the FY 15-16 budget.

Operating Expenses:

5301 –Memberships include Guilford County Hotel Association, HP Partners, American Express Annual Fee, Guilford Merchants Association, American Chamber of Commerce Executives, Meeting Planners International (Tim), International Association of Venue Managers, NC Tourism Industry Association, Rotary Club of High Point, CAI (HR Membership), and Triad Women's Forum. We will be invoiced by Business HP Inc. in the next fiscal year and not for FY 16-17 and will take care of our vision invoice in 2015-2016.

5302 – Admin Travel & Entertainment includes mileage reimbursement at the IRS rate of 0.54.

5303 – General Administrative includes office supplies, maintenance, janitorial, general liability insurance, professional fees, staff training, community outreach events, Leadership High Point, Simpleview license renewal for 7 employees, renewal of the economic impact calculator, and computer maintenance. Will also need to purchase 3 new computers that are approaching end of life.

5304 – General Postage is $2,000

5306 – holds steady, working on year 3 of the 5 year phone lease plus regular service, fax, internet, toll free, and long distance.

5307 – Rent is $12.75/sq.ft starting in Feb'17. We are paying currently paying for the Coble Space and not paying for temporary workspace.

5308 – Committee Board Expense includes monthly lunch meetings, board retreats, receptions, board plaques, and board miscellaneous

5309 – Equipment includes computers, postage machines, copiers, and misc. office equipment and furniture. Property taxes and leases for equipment. We project a savings with our postage equipment with a new company and lease agreement

Total Operating Expenses are at a **6% decrease** from FY 15-16 budget.

Convention Expenses:

5401 – Convention Advertising includes AENC, Sports Events Magazine, Business NC Magazine, NC Motor coach Association, American Bus Association, and Group Tour Magazine plus some funds for impromptu opportunities that are available throughout the year.

5402 – Convention Services – include incentive gifts for groups (will not need to re-order as items since we have a good inventory on stock), Servsafe program, 2 customer service seminars, Market Authority of $150,000; Event Booking Incentives of $150,000, and special services (long-term goals for feasibility study or special circumstances that come up with groups that need help).

5403 – Entertainment/Meals for site visits with clients

5404 – Convention Literature and Printing –Destination Guides and production, stationery, and stock paper for sales collateral

5405 – Convention Membership – National Association of Sports Commissions, Meeting Planners International, American Express Annual Fees, AENC, Rotary, NC Sports Association, PT Sports Clubs, Destination Marketing Association International, American Bus Association, and NC Motorcoach Association

5406 – Convention Postage drops considerably with more email and e-blast correspondence.

5407 – Convention Special Promotions –, Designer tours, Furnish Your World Promotion (Shop & Stay Packages), and McNeill Communication PR contract is also in this line item too. We will not renew our doorway with Pursuit of Happiness Explore High Point Calendar and will have a link to the website from our website. Retire NC Certification will not need to be renewed this year.

5408 – Convention publications for sales leads

5409 – Sales travel, mileage reimbursement, meals on trips, hotel and flight for tradeshows at IRS standard rate of .54/mile

5410- Expo NC and impromptu opportunities. Taking a break from some sports shows since High Point is getting more regional leads and less direct leads and will focus and growing sports from a local level to bring more events here.

5411 – Sales & Marketing Training for reporting, database programs, certifications, planning, etc.

5412 – Audiovisuals include a sports video, general video and upgrades to our photo library for marketing

5413 – no pay interns

Total Convention Expenses are at **3% decrease** under FY 15-16 budget.

Tourism Expense:

5501 – Tourism Advertising Includes Carolina Field Trips, Enhanced Listing Visit NC website, Official NC Travel Guide, Southern Living, Our State, Radisson and Hampton Inn guest guides, Video Globetrotter, Hi Toms Program, Herst Travel Group (Woman's Day, Country Living and Good Housekeeping Magazine)USA Today HOME Magazine, Black Theatre Festival Program and more co-ops with NC Dept. of Commerce such as social media takeover (Coltrane Festival promotion)

5502- Audio Visuals includes enhancements to our photo library and more tourism promotional videos.

5503- Tourism Literature and Printing include production costs and printing of Map Pads, Stationery, African American Heritage Guides, Furniture Shopping Directories, Destination Guides, and Decals for Preferred Members and Showroom Decals

5504- Tourism Memberships such as NC Rail Trails, NC Civil War Tourism, HP Museum Guild, HP Enterprise and News & Record Subscriptions

5505-Tourism Postage stays the same

5506- Tourism Special Projects include the VIP Tour, Realtor Certification Classes, the Uptowne Holiday Stroll, Annual Meeting & Media Appreciation Luncheon, Arm Chair FAM, Welcome receptions for group tours on motorcoach, Piedmont Triad Destination Marketing Group co-op opportunities, facebook ads and contests, and annual report.

New programs with the state include the Influencer program where we can get infront of travel bloggers, social media specialist, and travel writers to set up appts. and pitch story ideas for tourism. We also want to purchase a curated media list from the state of travel writers that we can develop relationships for tourism promotion.

5507- for mileage and travel for tourism programs.

5508-Travel Shows include Travel South and ABA Tradeshow

5509- Visitor Information Center Expenses included part-time employees working weekend and some weekday as needed, refreshments, and Visitor Center build-out capital expenditures, graphics and videos (less than last year as the galleries and are more established and we will be handling more maintenance).

5512- Update and managed services for the website. This also includes implementing a state software program that is used for entering events. This software (API) will cut down on the man hours it takes to enter events on the cvb website and Visit NC website

5513- Visitor Center Marketing includes billboards with updates and replacements, realtor brochures, Ideal Living magazine, Recreation Magazine, and other promotional opportunities for advertising to relocation. Budgeted funds in this line item is partially funded by sponsorship dollars.

5514- Visitor Center Programs include Spotlight on Saturday and Last Tuesday events

Total Tourism Expenses are at an **11% increase** from FY 15-16 budget.

5800- Grant Expense is $252,336 is 15% of occ. tax

CITY OF HIGH POINT
AGENDA ITEM

Title: **Zoning Map Amendment 16-08**
(Winning Link Property Resources, LLC)

From: Lee Burnette, Planning & Development Director

Meeting Date: May 6, 2016

Public Hearing: Yes

Advertising Date: May 25, 2016 and June 1, 2016

Advertised By: Planning & Development

Attachments:
A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:
A request by Winning Link Property Resources, LLC to rezone an approximately 0.9-acre parcel from the Highway Business (HB) District to the General Business (GB) District. The site is lying east of Westchester Drive and north of N. Ward Avenue *(1911 Westchester Drive).*

BACKGROUND:
Staff report and the Planning & Zoning Commission's recommendation is enclosed.

BUDGET IMPACT:
There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

A. Staff recommended ***approval*** of this request, as outlined in the attached staff report.

B. On May 24, 2016, a public hearing was held before the Planning and Zoning Commission regarding Zoning Map Amendment 16-08. The Planning & Zoning Commission recommended ***approval*** of this request by a vote of 7-0 as outlined in the staff report.

PLANNING AND ZONING COMMISSION RECOMMENDATION

Winning Link Property Resources, LLC Zoning Map Amendment 16-08

At its April 26, 2016 public hearing, the Planning and Zoning Commission reviewed this request to rezone an approximate 0.9-acre parcel. Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval as outlined in the staff report.

Speaking in favor of the request:

Speaking in favor of the request was the applicant's representative, Mr. Jack Summers, 4206 Lupton Court, High Point. Mr. Summers provided an overview of the proposed redevelopment of the site and addressed building setback questions from the Commission.

Speaking in opposition of the request:

No one spoke in opposition to this request.

Planning & Zoning Commission Action

The Planning & Zoning Commission recommended ***approval*** of this request, as recommended by staff, by a vote of 7-0.

Upon making its recommendation, the Planning & Zoning Commission stated that its approval of Zoning Map Amendment 16-08 would be consistent with the City's adopted plans. Additionally, the Commission concurred with the staff report and found its approval recommendation reasonable and in the public interest because:

1) The request is consistent with the City's Land Use Plan;
2) The GB and HB Districts permit the same retail trade uses, thus approval will not be introducing new land uses along this commercial corridor; and
3) Based on the adoption of the new Development Ordinance and its conversion of all HB District zoning in the City to the GB District, the lesser setback standards of this district will be available to other commercial property owners in this immediate area. Thus, approval of this request will not give this property owner a long-term advantage that is not also available to other commercial property owners along this corridor, and is not considered illegal spot zoning.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

STAFF REPORT
ZONING MAP AMENDMENT 16-08
May 24, 2016

Request	
Applicant: Winning Link Property Resources, LLC	**Owner(s):** Diamond Dirt LLC and JLB Construction, Inc.
Zoning Proposal: To rezone an approximately 0.9-acre parcel.	**From:** **HB** Highway Business District **To:** **GB** General Business District

Site Information	
Location:	The site is lying east of Westchester Drive and north of N. Ward Avenue *(1911 Westchester Drive).*
Tax Parcel Numbers:	Guilford County Tax Parcel 0185434
Site Acreage:	Approximately 0.9 acres
Current Land Use:	The property is partially developed; the former restaurant has been demolished leaving only a paved parking lot.
Physical Characteristics:	The site is relative flat and gently sloping towards the Westchester Drive right-of-way.
Water and Sewer Proximity:	A 12-inch City water line and 8-inch City sewer line lie adjacent to the site along Westchester Drive. Additionally, a 6-inch City water line and 8-inch City sewer line lie within N. Ward Avenue.
General Drainage and Watershed:	The site drains in a westerly direction, and is within the Yadkin Pee-Dee (non-water supply) watershed. Based upon the size of the site, stormwater control are not required.
Overlay District:	None

Adjacent Property Zoning and Current Land Use			
North:	**HB**	Highway Business District	Convenience store with gas pumps and single family dwellings
South:	**HB**	Highway Business District	Church
East:	**CU-LO**	Conditional Use Limited Office District	Residential dwelling (Duplexes)
West:	**HB**	Highway Business District	Bank (across Westchester Drive)

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement:	Obj. 2E: Provide retail, service and dining opportunities within a walkable distance to most residents. Obj. 3C: Attract commercial tenants that will offer daily goods and services to nearby neighborhoods.

Land Use Plan Map Classification:	The site has both a Low-Density Residential and a Local/Convenience Commercial land use designation. These designations are defined as follows: • **Low-Density Residential:** These areas include primarily single family detached dwellings on individual lots. Development densities in these areas shall not exceed five dwelling units per gross acre. • **Local/Convenience Commercial:** This classification includes moderate-intensity convenience retail or service uses, generally serving small, local neighborhoods.
Land Use Plan Goals, Objectives & Policies:	The following goal and objective of the Land Use Plan are relevant to this request: Goal #5: Promote an urban growth pattern that occurs in an orderly fashion and conserves the land resources of the City and its planning area. Obj. #8. Stimulate more efficient use of the City's land resources by encouraging in-fill, mixed-use, cluster development and higher residential densities at appropriate locations.
Relevant Area Plan:	Not Applicable
Zoning History:	On the adjacent street north of the zoning site (Carey Avenue), the existing Hospice facility was expanded via a series of zoning applications in 2004, 2005 and 2011 (Zoning Map Amendment 04-20, 05-30 and 11-07) On the adjacent street south of the zoning site (Evergreen Avenue), a 2007 zoning request to establish a larger site for a drive-thru restaurant was denied (Zoning Map Amendment 07-14).

Transportation Information			
Adjacent Streets:	**Name**	**Classification**	**Approx. Frontage**
	Westchester Drive N. Ward Avenue	Major Thoroughfare Local Street	130 ft 305 ft
Vehicular Access:	Westchester Drive (public street) and N Ward Avenue (public street)		
Traffic Counts: *(Average Daily Trips)*	Westchester Drive N. Ward Avenue	18,504 ADT (2014, COHP 12-Hour Count) 1,964 ADT (2014, COHP 12-Hour Count)	
Estimated Trip Generation:	No information		
Traffic Impact Analysis:	**Required**		**Comment**
	Yes	No X	None
Pedestrian Access:	Development of the site is subject to the sidewalk requirements of the Development Ordinance.		

School District Comment
Not applicable to this zoning case.

Details of Proposal

The applicant is requesting to rezone the site from the HB District to the GB District to facilitate the development of a retail use on this 0.9-acre parcel. The HB and GB Districts are comparable in that they allow similar land uses; the GB District allows four uses that the HB District does not. The primary difference between the districts is the building setback standards. The HB District has larger setback standard since it's primarily intended to be used along major thoroughfares catering primarily to passing motorists. The applicant is requesting the GB District in order to develop the property under the lesser building setback standards of the GB District.

Staff Analysis

Commercial property along this segment of Westchester Drive, from Whittier Avenue to Burton Road, has a HB District zoning classification. Based on the small size of the parcel and that it is located within an area primarily zoned HB District, this zoning request must be thoroughly analyzed under case law standards for spot zoning. Spot zoning occurs when a zoning amendment reclassifies a relatively small parcel of land that is surrounded by a much larger area that is uniformly zoned and the zoning amendment either imposes greater restrictions upon the small parcel than is imposed upon the larger area, or it relieves the small parcel from restrictions to which the larger area is subjected. Spot zoning can be considered illegal unless the City can establish a reasonable public policy basis to approve the amendment. Case law does not allow just listing the benefits of such a zoning change; the City must demonstrate that the zoning change is reasonable. Among the factors that must be considered are the size of the tract; compatibility with the City's comprehensive plan; the benefits and detriments resulting from the zoning action for the owner and the neighbors; and the relationship of uses envisioned under the new zoning and uses currently present on adjacent and nearby parcels.

- *Compatibility with the City's comprehensive plan; land use pattern and relationship of uses*
  This segment of the Westchester Drive corridor has a Local Convenience/Commercial Land Use Map classification which is intended to support moderate-intensity convenience retail or service uses. Since the GB and HB Districts allow many of the same land uses, the request does not significantly alter the land use pattern that has been established in this area.

- *Balance benefits and detriments*
  The requested GB District allows a lesser building setback than the HB District. This is the primary reason the applicant has submitted this map amendment application. Allowing a small area, such as this 0.9-acre parcel, to be rezoned differently from an overall larger area solely to take advantage of that districts lesser setback standards would be granting that property owner an advantage or benefit over other property owners in the area.

  However, this concern has been alleviated with the adoption of the new Development Ordinance by City Council at the May 16, 2016 public hearing. The new ordinance consolidates some of the City's zoning districts that are similar in nature. Under the new ordinance, the current HB and GB Districts will be combined to create a new GB District with lesser building setback standards. The new Development Ordinance will become effective on January 1, 2017. Thus, within approximately 180 days the zoning site and all of the surrounding GB and HB zoned property in this immediate area will be governed by the

same development standards of the new GB District. The property owner could have waited until the new Development Ordinance becomes effective, however, they desire to rezone the property now in order to commence with development as soon as possible.

Staff offers the following for the Planning & Zoning Commission's and the City Council's consideration as they deliberate on this request:

Consistency with Adopted Plans:
The proposed Zoning District is appropriate for its proposed location and is consistent with the purposes, goals, objectives and policies of relevant comprehensive land use or area plans

Staff Comments:

- The proposed zoning allows redevelopment of the site that will provide commercial goods and services within a walkable distance of the adjacent neighborhood, which meets several goals and objectives of the Community Growth Vision Statement and Land Use Plan.
- In regards to permitted uses, the requested GB District is similar to the current HB District and will not alter the development pattern envision by the Land Use Map for this portion of the Westchester Drive corridor. Additionally, with the adoption of the new Development Ordinance that will become effective on January 1, 2017, the zoning site and surrounding HB zoned properties will be under the same zoning and development standards of the GB District. Thus, alleviating illegal spot zoning concerns.

Reasonableness/Public Interest:
An approval of the proposed Zoning District is considered reasonable and in the public interest.

Staff Comments:

In this case, staff suggests that the approval of this request is reasonable and in the public interest because:

1) The request is consistent with the City's Land Use Plan;
2) The GB and HB Districts permit the same retail trade uses, thus approval will not be introducing new land uses along this commercial corridor; and
3) Based on the adoption of the new Development Ordinance and its conversion of the HB District zoning in the City to the GB District, the lesser setback standards of this district will be available to other commercial property owners in this immediate area. Thus, approval of this request will not give this property owner a long-term advantage that is not also available to other commercial property owners along this corridor, and is not considered illegal spot zoning.

Recommendation

Staff Recommends Approval:

The Planning & Development Department recommends approval of the request to rezone this 0.9-acre parcel to the GB District.

Required Action

Planning and Zoning Commission:

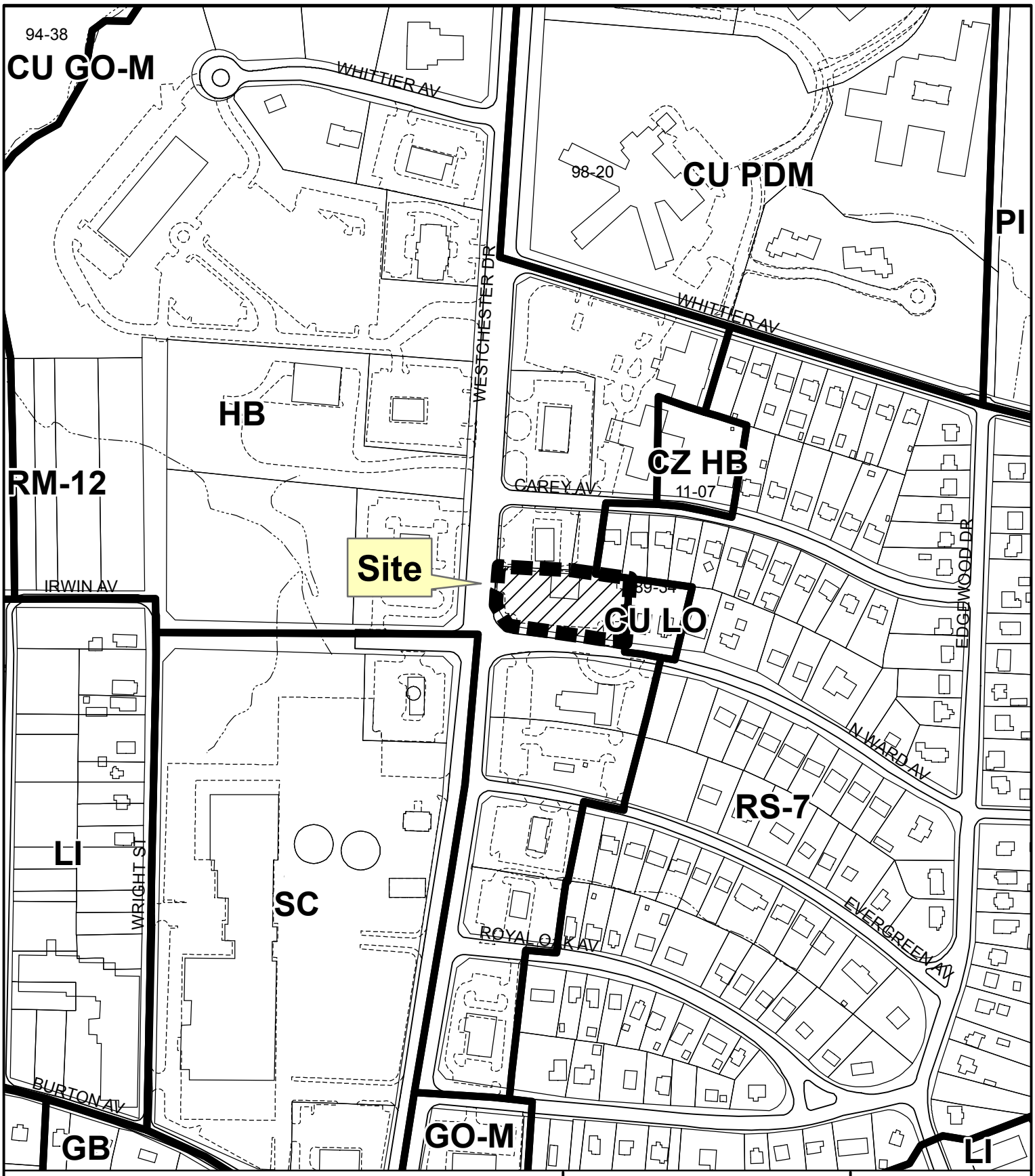
The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

City Council:

The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner, and reviewed by Robert Robbins AICP, Development Services Administrator and Lee Burnette AICP, Director.



ZONING MAP AMENDMENT ZA16-08

From: Highway Business
To: General Business

Existing Zoning Boundary ———
Subject Property Boundary - - - - -

Planning & Development Department

City of High Point

Date: May 24, 2016

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Scale: 1"=300'

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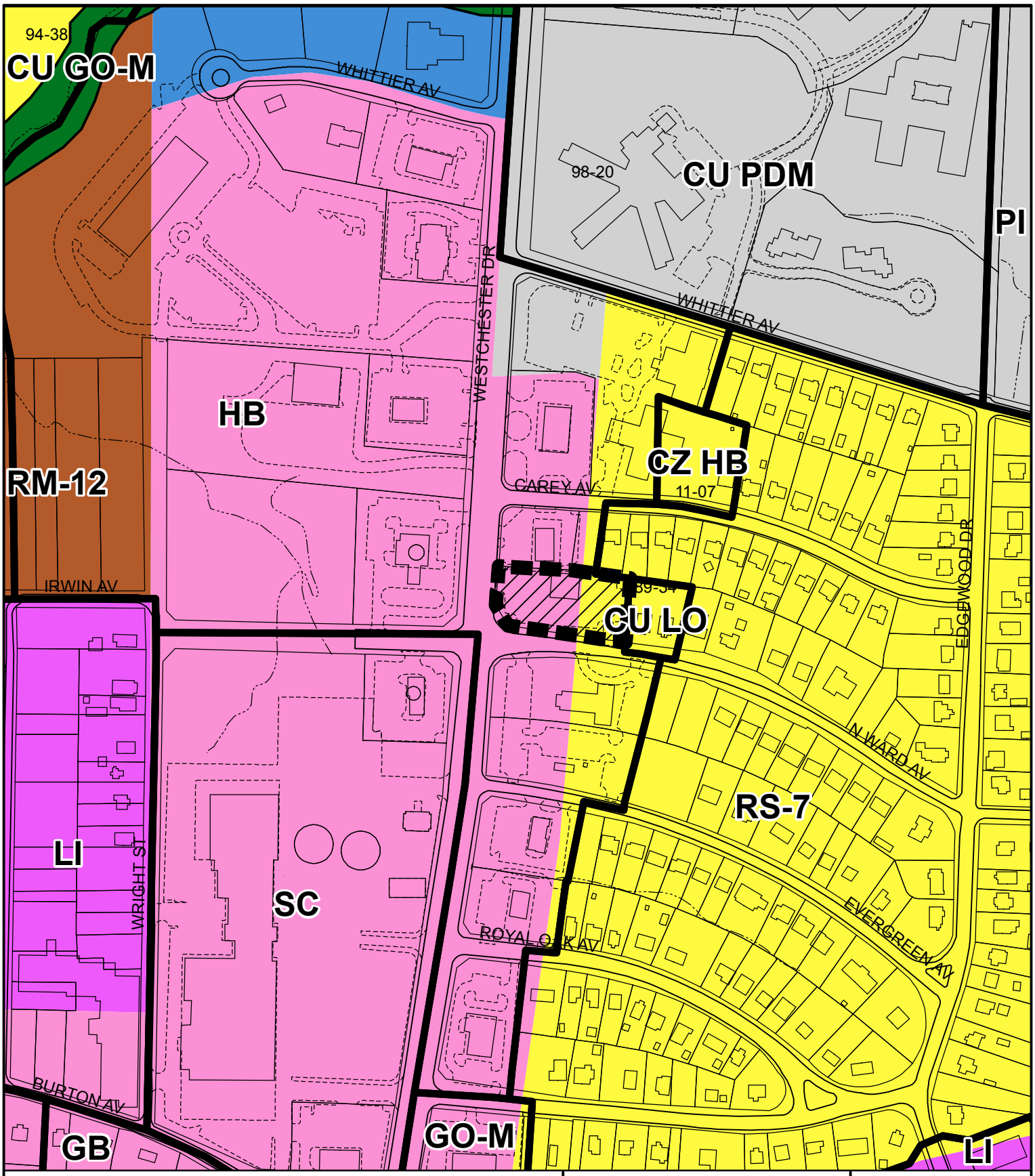

ZONING MAP AMENDMENT ZA16-08

Land Use Plan

- Low-Density Residential
- Medium-Density Residential
- Office
- Local/Convenience Commercial
- Light Industrial
- Institutional
- Recreation/Open Space

Planning & Development Department

City of High Point

Date: May 24, 2016

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Scale: 1"=300'

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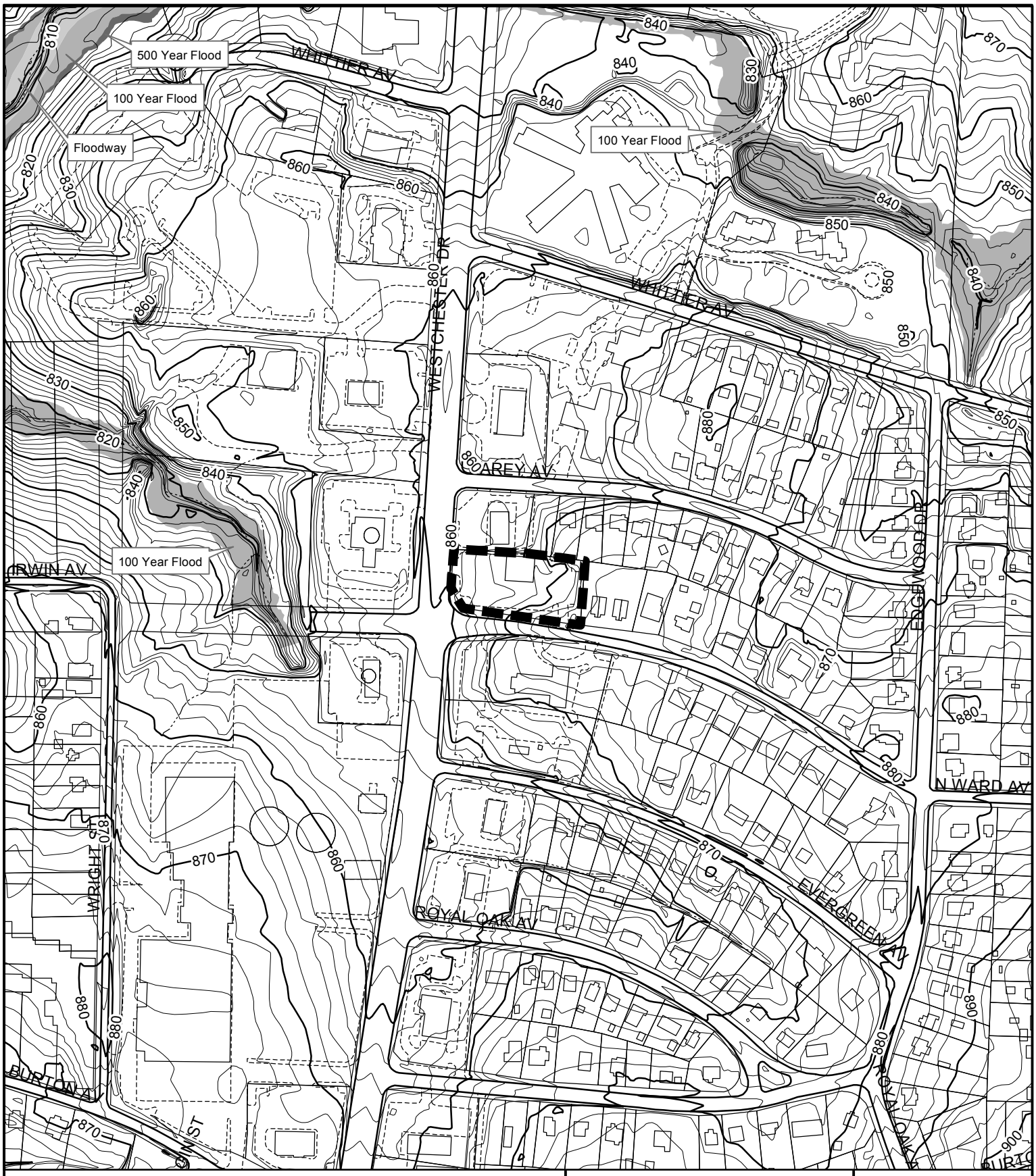
ZONING MAP AMENDMENT ZA16-08



ZONING MAP AMENDMENT ZA16-08

Topography

Subject Property Boundary - - - - - - - - - -

Planning & Development Department

City of High Point

Date: May 24, 2016

N

Scale: 1"=300'

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AN ORDINANCE AMENDING "THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE," PURSUANT TO SECTION 9-3-12, ZONING MAP AMENDMENTS, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of The City of High Point adopted "The City of High Point Development Ordinance" on January 7, 1992 with an effective date of March 1, 1992, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on May 24, 2016 and before the City Council of the City of High Point on June 6, 2016 regarding **Zoning Case 16-08** a proposed amendment to the Official Zoning Map of the "City of High Point Development Ordinance";

WHEREAS, notice of the public hearings were published in the High Point Enterprise on May 15, 2016, for the Planning and Zoning Commission public hearing and on May 25, 2016 and June 1, 2016, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on **June 6, 2016.**

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1
That the Official Zoning Map of the City of High Point be amended to establish the following described area as: **General Business (GB) District.** The property is approximately 0.9-acres, lying east of Westchester Drive and north of N. Ward Avenue (1911 Westchester Drive). The property is also known as Guilford County Tax Parcel 0185434.

SECTION 2
Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 3
That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4.
This ordinance shall become effective upon the date of adoption.
6th day of **June, 2016**.

Lisa B. Vierling, City Clerk

AGREEMENT FOR THE CONVENTION & VISITORS BUREAU

BETWEEN THE

CITY OF HIGH POINT

AND THE

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

FY 2016 - 2017

CONTENTS:

Contract Agreement FY 2016 - 2017
Overview & Program of Work FY 2016 - 2017
Proposed Budget and Explanation for FY 2016 – 2017
Occupancy Tax Receipts for FY 2015 - 2016
Financial Statement for March FY 2015 - 2016
Arts & Tourism Grants Program Awards FY 2015 -2016
Event Booking Incentives for FY 2015 - 2016
Board of Directors
Organizational Chart
Chart of Staff Organizational Involvement

NORTH CAROLINA
GUILFORD COUNTY

AGREEMENT FOR PROVISION OF CONVENTION AND VISITORS BUREAU

THIS AGREEMENT, made and entered into before the first day of July 1, 2016 by and between the City of High Point (hereinafter referred to as the City) and the High Point Convention and Visitors Bureau, Inc. (hereinafter referred to as the Grantee), pursuant to and subject to the restrictions and conditions set forth herein:

WITNESSETH:

In consideration of receipt of a grant or appropriation of funds from the City Council of the City of High Point equal to the total amount of the net proceeds received by the City of High Point from the Guilford County 3% Room Occupancy and Tourism Development Tax, the Grantee named hereinabove does hereby agree to provide Convention and Visitors Bureau Services for the City of High Point in accordance with the terms of this Agreement as set forth herein.

In consideration of the above, the parties do hereby agree as follows:

(1) The Grantee agrees to expend the funds, which are the subject of this Agreement and perform services in consideration of the receipt of funds in accordance with the Overview of Program of Work as attached to this Agreement and incorporated herein by reference. The Grantee further agrees to expend the funds in accordance with an Annual Budget for said funds attached hereto and which is incorporated herein by reference. Funds made available to the Grantee pursuant to this Agreement shall be expended only in accordance with applicable federal, state, and local laws. The Grantee may amend the budget from time to time in order to conform with the actual amount of funds received under this agreement.

(2) The Grantee agrees that it will supply such records, reports, information, and verification relating to the expenditures of the funds or the operations of the Grantee on a monthly basis and as may be requested by the City. This shall include monthly reports on the receipts and expenditures, as well as an annual audit completed within six months of

the Grantee's fiscal year end, performed in accordance with generally accepted accounting principles of the revenues and expenditures of the Grantee. The Grantee shall maintain written accounting and documentation of all of its receipts and disbursements relating to the grant funds, which are subject to this Agreement. The Grantee agrees to subject itself to the provisions of Article 33c of Chapter 143 of the North Carolina Statutes entitled "Meetings of Governmental Bodies," to the same extent as the City.

(3) Funds will be distributed to the Grantee on a monthly basis in accordance with the attached budget. Further, should expenditures overspend the revenues under this Agreement; the City shall have no obligation to reimburse the Grantee for such expenditures.

(4) This Agreement will automatically terminate on June 30, 2017 at which time a new Agreement will be considered.

(5) Upon termination of this Agreement by either party all non-expendable property purchased under this Agreement shall revert to the City of High Point or its assigns.

(6) A High Point Convention and Visitors Bureau Board of Directors shall be appointed, which shall have the authority to oversee the Convention and Visitors Bureau's implementation of the program of work, and the expenditures of the grant funds, which are the subject of this Agreement. The Convention and Visitors Bureau Board shall be composed of a minimum of the following twelve (12) members:

(a) One member of the Guilford County Board of Commissioners appointed by the Board of County Commissioners.

(b) One member of the High Point City Council appointed by the City Council.

(c) Two owners or operators of hotels, motels, or other taxable tourist accommodations in the local metropolitan area, one of whom owns or operates hotels, motels, or other tourist accommodations with more than 100 rental units, and one of whom owns or operates hotels, motels, or other tourist accommodations with 100 or fewer rental units, both appointed by the Board of County Commissioners.

(d) One individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, and is a Board member of the High Point Chamber of Commerce, appointed by the Chamber of Commerce.

(e) One individual involved in the local restaurant or food service business who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(f) One individual involved in the cultural arts or tourist attraction business, who has demonstrated an interest in tourism development, and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(g) One at-large individual who has demonstrated an interest in tourism development and does not own or operate hotels, motels, or other tourist accommodations, appointed by the High Point Chamber of Commerce.

(h) One individual who has demonstrated an interest in tourism development and is a representative of a High Point public convention/trade show center, appointed by the High Point Chamber of Commerce.

(i) Two at-large individuals who have demonstrated an interest in tourism development and do not own or operate hotels, motels, or other tourist accommodations, appointed by the Board of County Commissioners.

(j) The President & CEO of the High Point Convention and Visitors Bureau, Inc., who shall be a non-voting, ex-officio member.

All voting members of the High Point Convention and Visitors Bureau Board shall serve without compensation. All members shall serve two-year terms. Members may serve no more than two consecutive terms. Members appointed to fill the at-large designations shall serve a full term, and have all voting rights and privileges. The members shall elect a chairperson, who shall also serve a two-year term if eligible. Members appointed to fill vacancies shall first serve for the remainder of the unexpired term for which they are appointed to fill, and then are eligible for appointment for a regular term. The Board shall meet at the call of the Chairperson, and shall adopt rules of procedure to govern its meetings. The Board shall appoint such ex-officio members as it deems appropriate.

(7) The attached Exhibits are:

(A) Overview & Program of Work
(B) Proposed New Budget and Explanation
(C) Occupancy Tax Comparison Current Year
(D) Financial Statement through April Current Year
(E) Arts & Tourism Grants Awards for Current Year
(F) Event Booking Incentives for Current Year
(G) Board of Directors, Organizational Chart, and Chart of Staff Organizational Involvement

These exhibits are incorporated herein by reference and shall have the same force and effect as if set forth herein.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its behalf; and the Grantee has caused the same to be duly executed in its behalf as of the date first above written.

CITY OF HIGH POINT, NORTH CAROLINA

ATTEST:

Lisa B. Vierling, City Clerk

Greg Demko, City Manager

Approved as to legal form:

JoAnne Carlyle, City Attorney

HIGH POINT CONVENTION & VISITORS BUREAU, INC.

ATTEST:

Bruce Davis, Board Chair

Timothy C. Mabe, President & CEO

OVERVIEW & PROGRAM OF WORK FY 2016 - 2017

1. NEW BUDGET

The Proposed Budget for the High Point Convention & Visitors Bureau (HPCVB) is for FY 16-17. The projected HMT revenues is $1,682,239, which reflects an increase of 3% from projected actual receipts to end the current fiscal year FY 15-16 at an estimated $1,633,242. The approved budget for FY 15-16 was $1,632,840. Remaining conservative, the new budget reflects $1,682,239 tax receipts plus $800 interest, and $102,250 EBI rollover totaling $1,754,953. In addition, sponsorship revenues earmarked for marketing the new visitor center is $100,000. The amount of sponsorship revenue that is earmarked to build up the reserves is $100,000. The Regional Preferred Member Revenue for Marketing is projected at $10,000. There is also a building credit from the High Point Chamber to satisfy their loan to build-out of the board room totaling $12,000 for the year. A copy of the April Financial Statement for FY 15-16 is attached.

The 15% room tax revenue allocated for the Arts & Tourism Grants Program is restricted at $252,336. The Marketing Budget is $1,051,893. This includes Convention Promotions, Tourism Promotions, as well as the Grants Program, which is a significant arm of the tourism effort for the City. The Event Booking Incentive (EBI) Line Item is $150,000, which includes the roll over from the previous year of $102,250, and Market Authority Line Item is $150,000.

2. PARTNERSHIPS

Arts & Tourism Grants Program:

The Arts & Tourism Grants Program's 15% will be awarded to a number of arts and tourism related projects during FY 16-17. This current year, FY 15-16, support was awarded to 35 worthy projects totaling $256,560.

Funding for High Point Market Authority:

For FY 15-16, the HPCVB has allocated $150,000 to the High Point Market Authority with the understanding that this will be a critical year for the Authority in its role of furthering the success of the High Point Market.

Events Booking Incentives:

A number of Event Booking Incentives were offered for conventions and events that were to occur in FY 15-16 and is projected to total $47,750. The events booking program is more than incentives to book. It is expanded to include maintenance, retention, and support of groups. At the end of FY 15-16 $102,250 will be rolled over into FY 16-17 EBI line item. These incentives continue to be successful tools in moving convention/event proposals from lead status to definite bookings.

3. ORGANIZATION

The Board of Directors consists of eleven Board Members, twelve Ex-officio positions (including the Bureau CEO and the *Chairman Emeritus*) and two staff members. The Organizational Chart presents an overview of the High Point Convention & Visitors Bureau, the Board and Staff. The Bureau Staff currently consists of seven full time employees. In addition, Registrars and Visitor Information Specialists are employed on an 'as needed basis'. The Bureau staff holds memberships and board positions on a number of industry related organizations.

4. SUMMARY

The Bureau has always recognized its role to fill the City between the International Home Furnishings Markets, thereby keeping a year-round healthy hospitality environment. The Bureau's main focus continues to be *strong solicitation and service to overnight visitors, conventions, special events and trade shows; providing these visitors with outstanding services and insuring a most enjoyable experience for all.*

HPCVB FY 16-17 BUDGET

No.	ITEM	FY 15-16 Approved	FY 16-17 Approved
INCOME			
OCCUPANCY TAX COLLECTION			
4101.0	Transient Occupancy Tax	1,632,840	1,682,239
OTHER INCOME			
4102.0	Interest Income	1,000	800
4105.0	Reserve EBI Carry Over	105,387	102,250
4106.1	Sponsorship Revenue Earmarked for Visitor Center Marketing	75,000	100,000
4106.2	Sponsorship Revenue Earmarked for Reserves	75,000	100,000
4107.0	Regional Preferred Member Revenue for Marketing	10,000	10,000
4108.0	Arts & Tourism Grants Carry Over	0	0
4109.0	Building Rental Credit Earmarked for Reserves	12,000	12,000
TOTAL BUDGET		1,911,227	2,007,289
GRANT PROGRAM (15% of occupancy tax)			
	Arts & Tourism Grants	245,000	252,336
INCOME (-15% grants)=Oper. Budget		1,666,227	1,754,953
EXPENSES			
ADMINISTRATIVE EXPENSES			
5201.0	Salaries (7 full-time staff positions and if we hire sales manager)	392,861	439,401
5202.0	Retirement	22,000	24,000
5203.0	Life/Hosp/Dent. Ins.	66,800	77,000
5204.0	Soc. Security	30,054	39,000
5205.0	Unemployment Ins.	1,300	1,500
ADMINISTRATIVE EXPENSES TOTAL		513,015	580,901
OPERATING EXPENSES			
5301.0	Memberships/Subscriptions	29,845	7,500
5302.0	Travel/Entertainment	24,475	25,000
5303.0	General & Admininistrative Operations	102,040	109,500
5304.0	Postage/General	2,000	2,000
5306.0	Telephone	10,500	11,000
5307.0	Rent/Utilities	75,570	77,045
5308.0	Comm/Board Expenses	16,300	14,450
5309.0	Equipment	19,030	16,000
OPERATING EXPENSES TOTAL		279,760	262,495

No.	ITEM	FY 15-16 Approved	FY 16-17 Approved
5401.0	**Convention Advertising**	30,000	19,950
5402.0	**Convention Services**	326,700	318,000
5402.1	Convention Services, Registrars, etc.	11,500	10,500
5402.5	Event Booking Incentives (includes $102,250 roll over)	150,000	150,000
5402.7	HP Market Authority	150,000	150,000
5402.8	Preferred Member Program	6,200	5,500
5402.9	Special Services	9,000	2,000
5403.0	**Entertainment**	1,500	1,000
5404.0	**Literature/Printing**	16,453	13,200
5405.0	**Memberships - Convention**	7,200	8,260
5406.0	**Postage - Convention**	100	100
5407.0	**Conv. - Special Promotional Projects**	96,000	90,000
5408.0	**Subscription/Publications**	250	250
5409.0	**Travel - Convention**	17,100	15,700
5410.0	**Trade Shows - Convention**	10,250	3,000
5411.0	**Sales Training**	22,500	35,000
5412.0	**Audiovisuals**	1,500	10,000
5413.0	**Intern(s)**	0	0
CONVENTION	**PROMOTIONS EXPENSES TOTAL**	529,553	514,460
TOURISM PROMOTION EXPENSES			
5501.0	**Advertising**	54,000	52,900
5502.0	**Audiovisuals**	1,500	8,000
5503.0	**Tourism - Literature/Printing**	20,000	21,750
5504.0	**Memberships/Subscriptions - Tourism**	600	600
5505.0	**Postage - Tourism**	1,500	1,500
5506.0	**Special Projects**	20,000	33,100
5507.0	**Travel/Entertainment**	10,000	5,000
5508.0	**Travel Shows**	6,745	4,000
5509.0	**Visitor Information Center**	83,104	79,800
5512.0	**Web**	6,000	17,747
5513.0	**Visitor Center Marketing**	53,450	58,200
5514.0	**Visitor Programming**	0	2,500
TOURISM PROMOTION EXPENSES TOTAL		256,899	285,097
TOTAL EXPENSES BEFORE GRANT EXPENSES		1,579,227	1,642,953
GRANT EXPENSES			
5800.1	**Arts & Tourism Grants Program**	245,000	252,336
5800.2	**Arts & Tourism Grants Program Carry Over**		
TOTAL GRANT EXPENSES		245,000	252,336
TOTAL EXPENSES		1,824,227	1,895,289

No.	ITEM	FY 15-16 Approved	FY 16-17 Approved
	Total Marketing Expense	1,031,452	1,051,893
	Subtotal of Income over Expenses	87,000	112,000
	Sponsorship Expenses Earmarked for Reserves	75,000	100,000
	Building Rental Credit Earmarked for Reserves	12,000	12,000
	Total Earmarked for Reserves (Year 3 Payback for Building/Move/Visitor Center Buildout)	87,000	112,000
	Excess of Income over Expenses	0	0

FY 2016-2017 Budget Notes

Income

4101 - Occupancy Tax projections for FY-16/17 is $1,682,239, which is 3% over the last year's projected occupancy of $1,632,840. This is an estimation based on receipts thus far and keeping the estimation conservative over last year's estimates for May and June 2016.

4105 – Reserve EBI Carry Over is $102,250, which is what is currently remaining in the EBI line item 5402.5 that was budget at $150,000

4106.1 – Sponsorship Revenue Earmarked for VIC Marketing is $100,000, which is half of an estimated total revenue from sponsorships of $200,000 cash receipts. The sales team has set forth a goal of a 33% increase in sponsorships sales, where at least $100,000 will be cash.

4106.2 – Sponsorship Revenue Earmarked for Reserves is $100,000, which is half of an estimated total revenue from sponsorships of $200,000. This coincides with the 33% increase in sales goals and is consistent with the 5-year pay back plan.

4107.1 – Preferred Memberships include regional partners that we solicit outside of High Point. These members are promoted on website, Visitor Center, and app. Other revenue include realtor certification registration money. Also, the Sales and Marketing Dept. sells ads on the website and Visitor Guide where revenue would be in this line item.

4108 – No Grant carry over as we will be able to disperse any excess receipts X 15% by the end of June with the timing of our grants program in May where the committee can get together in June to decide.

4109 – Building Rental Credit Earmarked for Accts Receivables Chamber Loan on Balance Sheet is $12,000. The balance of the Chamber Foundation loan to build out the board room is $43,541.

The subtotal is **$2,007,289**. The restricted income is **$252,336** for Arts & Tourism Grants. The Total Income is **$1,754,953**

Administrative Expenses:

5201 – Salaries include 7 employees (+potential sales manager). Line item reflects adjustment recommendation from the CAI compensation comparison analysis approved by the HPCVB Executive Committee

5202 – Retirement is 5% +quarterly admin fee

5203 - Includes a 15% increase in insurance

5204 – Social Security

5205 – Unemployment Insurance

The Total Administrative Expenses are a **13% increase** over the FY 15-16 budget.

Operating Expenses:

5301 –Memberships include Guilford County Hotel Association, HP Partners, American Express Annual Fee, Guilford Merchants Association, American Chamber of Commerce Executives, Meeting Planners International (Tim), International Association of Venue Managers, NC Tourism Industry Association, Rotary Club of High Point, CAI (HR Membership), and Triad Women's Forum. We will be invoiced by Business HP Inc. in the next fiscal year and not for FY 16-17 and will take care of our vision invoice in 2015-2016.

5302 – Admin Travel & Entertainment includes mileage reimbursement at the IRS rate of 0.54.

5303 – General Administrative includes office supplies, maintenance, janitorial, general liability insurance, professional fees, staff training, community outreach events, Leadership High Point, Simpleview license renewal for 7 employees, renewal of the economic impact calculator, and computer maintenance. Will also need to purchase 3 new computers that are approaching end of life.

5304 – General Postage is $2,000

5306 – holds steady, working on year 3 of the 5 year phone lease plus regular service, fax, internet, toll free, and long distance.

5307 – Rent is $12.75/sq.ft starting in Feb'17. We are paying currently paying for the Coble Space and not paying for temporary workspace.

5308 – Committee Board Expense includes monthly lunch meetings, board retreats, receptions, board plaques, and board miscellaneous

5309 – Equipment includes computers, postage machines, copiers, and misc. office equipment and furniture. Property taxes and leases for equipment. We project a savings with our postage equipment with a new company and lease agreement

Total Operating Expenses are at a **6% decrease** from FY 15-16 budget.

Convention Expenses:

5401 – Convention Advertising includes AENC, Sports Events Magazine, Business NC Magazine, NC Motor coach Association, American Bus Association, and Group Tour Magazine plus some funds for impromptu opportunities that are available throughout the year.

5402 – Convention Services – include incentive gifts for groups (will not need to re-order as items since we have a good inventory on stock), Servsafe program, 2 customer service seminars, Market Authority of $150,000; Event Booking Incentives of $150,000, and special services (long-term goals for feasibility study or special circumstances that come up with groups that need help).

5403 – Entertainment/Meals for site visits with clients

5404 – Convention Literature and Printing –Destination Guides and production, stationery, and stock paper for sales collateral

5405 – Convention Membership – National Association of Sports Commissions, Meeting Planners International, American Express Annual Fees, AENC, Rotary, NC Sports Association, PT Sports Clubs, Destination Marketing Association International, American Bus Association, and NC Motorcoach Association

5406 – Convention Postage drops considerably with more email and e-blast correspondence.

5407 – Convention Special Promotions –, Designer tours, Furnish Your World Promotion (Shop & Stay Packages), and McNeill Communication PR contract is also in this line item too. We will not renew our doorway with Pursuit of Happiness Explore High Point Calendar and will have a link to the website from our website. Retire NC Certification will not need to be renewed this year.

5408 – Convention publications for sales leads

5409 – Sales travel, mileage reimbursement, meals on trips, hotel and flight for tradeshows at IRS standard rate of .54/mile

5410- Expo NC and impromptu opportunities. Taking a break from some sports shows since High Point is getting more regional leads and less direct leads and will focus and growing sports from a local level to bring more events here.

5411 – Sales & Marketing Training for reporting, database programs, certifications, planning, etc.

5412 – Audiovisuals include a sports video, general video and upgrades to our photo library for marketing

5413 – no pay interns

Total Convention Expenses are at **3% decrease** under FY 15-16 budget.

Tourism Expense:

5501 – Tourism Advertising Includes Carolina Field Trips, Enhanced Listing Visit NC website, Official NC Travel Guide, Southern Living, Our State, Radisson and Hampton Inn guest guides, Video Globetrotter, Hi Toms Program, Herst Travel Group (Woman's Day, Country Living and Good Housekeeping Magazine)USA Today HOME Magazine, Black Theatre Festival Program and more co-ops with NC Dept. of Commerce such as social media takeover (Coltrane Festival promotion)

5502- Audio Visuals includes enhancements to our photo library and more tourism promotional videos.

5503- Tourism Literature and Printing include production costs and printing of Map Pads, Stationery, African American Heritage Guides, Furniture Shopping Directories, Destination Guides, and Decals for Preferred Members and Showroom Decals

5504- Tourism Memberships such as NC Rail Trails, NC Civil War Tourism, HP Museum Guild, HP Enterprise and News & Record Subscriptions

5505-Tourism Postage stays the same

5506- Tourism Special Projects include the VIP Tour, Realtor Certification Classes, the Uptowne Holiday Stroll, Annual Meeting & Media Appreciation Luncheon, Arm Chair FAM, Welcome receptions for group tours on motorcoach, Piedmont Triad Destination Marketing Group co-op opportunities, facebook ads and contests, and annual report.

New programs with the state include the Influencer program where we can get infront of travel bloggers, social media specialist, and travel writers to set up appts. and pitch story ideas for tourism. We also want to purchase a curated media list from the state of travel writers that we can develop relationships for tourism promotion.

5507- for mileage and travel for tourism programs.

5508-Travel Shows include Travel South and ABA Tradeshow

5509- Visitor Information Center Expenses included part-time employees working weekend and some weekday as needed, refreshments, and Visitor Center build-out capital expenditures, graphics and videos (less than last year as the galleries and are more established and we will be handling more maintenance).

5512- Update and managed services for the website. This also includes implementing a state software program that is used for entering events. This software (API) will cut down on the man hours it takes to enter events on the cvb website and Visit NC website

5513- Visitor Center Marketing includes billboards with updates and replacements, realtor brochures, Ideal Living magazine, Recreation Magazine, and other promotional opportunities for advertising to relocation. Budgeted funds in this line item is partially funded by sponsorship dollars.

5514- Visitor Center Programs include Spotlight on Saturday and Last Tuesday events

Total Tourism Expenses are at an **11% increase** from FY 15-16 budget.

5800- Grant Expense is $252,336 is 15% of occ. tax

OCCUPANCY TAX COMPARISON 2015-2016 to PAST YEAR 2014-2015

Month Received	Month Collected	Monthly Amt. Rec'd 15-16	Total Amt. YTD 15-16	Monthly Amt. Rec'd 14-15	Total Amt. YTD 14-15	% Change by Month	Diff.from Last Yr. by Month	Diff.from Last Yr. YTD	% Change YTD
Jul-15	May-15	$142,872	$142,872	$126,253	$126,253	13	$16,619	$16,619	13
Aug-15	Jun-15	$134,980	$277,852	$126,422	$252,675	7	$8,558	$25,177	10
Sep-15	Jul-15	$129,100	$406,952	$129,211	$381,886	0	($111)	$25,066	7
Oct-15	Aug-15	$138,989	$545,941	$133,061	$514,947	4	$5,928	$30,994	6
Nov-15	Sep-15	$115,666	$661,607	$128,147	$643,094	-10	($12,481)	$18,513	3
Dec-15	Oct-15	$225,083	$886,690	$200,194	$843,288	12	$24,889	$43,402	5
Jan-16	Nov-15	$99,231	$985,921	$115,371	$958,659	-14	($16,140)	$27,262	3
Feb-16	Dec-15	$86,382	$1,072,303	$84,430	$1,043,089	2	$1,952	$29,214	3
Mar-16	Jan-16	$88,910	$1,161,213	$96,442	$1,139,531	-8	($7,532)	$21,682	2
Apr-16	Feb-16	$120,157	$1,281,370	$106,237	$1,245,768	13	$13,920	$35,602	3
May-16	Mar-16	$0		$169,574	$1,415,342				
Jun-16	Apr-16	$0		$196,218	$1,611,560				

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - APRIL 15/16

No.	Item	ACTUAL Month-April This Year 15/16	ACTUAL Month-April This Year 14/15	ACTUAL YTD This Year 15/16	ACTUAL YTD Last Year 14/15	Operational Budget HPCVB FY '15/16	10 Month Estimate	YTD Variance
INCOME								
4101	Transient Occ. Tax (Feb.)	120,157	106,237	1,281,371	1,245,769	1,632,840	1,360,700	(79,329)
4102	Interest Income	50	45	561	654	1,000	833	(272)
4104	Other Income	-	-	-	-		-	-
4105	Reserve Carry Over EBI	-	-	-	-	105,387	87,823	(87,823)
4106.1	Sponsorship Revenue Earmarked for VIC Marketing	6,167	6,375	57,167	52,489	75,000	62,500	(5,333)
4106.2	Sponsorship Revenue Earmarked for Reserves	6,167	6,375	57,167	52,400	75,000	62,500	(5,333)
4107	Regional Preferred Member Revenue for Marketing	200	263	5,233	7,330	10,000	8,333	(3,100)
4108	Art & Tourism Grants Carryover		-	-	-	-	-	-
5515.3	Balll Park Contribution			81,555		63,000	52,500	29,055
1002	Approved to come out of reserve			-		7,000	5,833	(5,833)
2200	Building Rental Credit Earmarked for Reserves			-		12,000	10,000	(10,000)
TOTAL INCOME		**132,741**	**119,295**	**1,483,054**	**1,358,642**	**1,981,227**	**1,651,023**	**(181,190)**
	Restricted A & T Grant Income	**20,417**	**19,181**	**204,170**	**191,810**	**245,000**	**204,167**	3.33
UNRESTRICTED INCOME		**112,324**	**100,114**	**1,278,884**	**1,166,832**	**1,736,227**	**1,446,856**	**(167,972)**
EXPENDITURES								
Administrative								
5201	Salaries	30,933	33,000	289,249	319,909	392,861	327,384	(38,135)
5202	Retirement	943	2,050	11,849	17,486	22,000	18,333	(6,484)
5203	Life/Hosp/Dent. Ins.	5,564	4,932	49,190	48,376	66,800	55,667	(6,477)
5204	Soc. Security	2,533	2,546	23,694	24,752	30,054	25,045	(1,351)
5205	Unemployment Ins.	79	123	806	952	1,300	1,083	(277)
TOTAL ADMINISTRATIVE EXP.		**40,052**	**42,651**	**374,788**	**411,475**	**513,015**	**427,513**	**(52,725)**
Operations								
5301	**Memberships - General**	410	465	4,343	26,889	29,845	24,871	(20,528)
5302	Travel Local	2,183	321	20,520	18,996	24,475	20,396	124
5303	**General & Administrative**	13,638	3,582	80,908	103,774	102,040	85,033	(4,125)
5304	Postage/General	9	-	9,978	1,664	2,000	1,667	8,311
5305	Parking	-	-	-	-	-	-	-
5306	Telephone	1,006	986	10,457	10,757	10,500	8,750	1,707
5307	Rent/Utilities - Bureau/PDMM	6,364	6,244	62,802	57,365	75,570	62,975	(173)
5308	Comm/Board Expenses	-	292	9,273	17,213	16,300	13,583	(4,310)
5309	Equipment	1,851	783	14,682	13,212	19,030	15,858	(1,176)
TOTAL OPERATIONS EXPENSE		**25,461**	**12,673**	**212,963**	**249,870**	**279,760**	**233,133**	**(20,170)**
Convention Promotion								
5401	Advertising	3,519	-	22,874	12,235	30,000	25,000	(2,126)
5402	**Convention Services - General**	766	1,813	6,681	21,465	11,500	9,583	(2,902)
5402.5	Convention Services - Event Booking Incentive	1,000	1,000	40,750	42,613	150,000	125,000	(84,250)
5402.7	IHFMA Furn. Market Support	12,500	12,500	125,000	125,000	150,000	125,000	-
5402.8	Preferred Member Program	32		2,565		6,200	5,167	(2,602)
5402.9	Special Services			135		9,000	7,500	(7,365)
5403	Entertainment	-	-	12	104	1,500	1,250	(1,238)

HIGH POINT CONVENTION VISITORS BUREAU - FINANCIAL - APRIL 15/16

No.	Item	ACTUAL Month-April This Year 15/16	ACTUAL Month-April 14/15	ACTUAL YTD 15/16	ACTUAL YTD 14/15	Operational Budget HPCVB 15/16	10 Month Estimate	YTD Variance
5404	Literature/Printing	180	-	1,963	511	16,453	13,711	(11,748)
5405	Memberships - Convention	3,674	3,375	7,273	5,820	7,200	6,000	1,273
5406	Postage	-	-	-	3	100	83	(83)
5407	Special Projects	11,785	14,055	84,290	82,124	96,000	80,000	4,290
5408	Subscription/Publ.	-	-	327	168	250	208	119
5409	Travel	866	3,058	12,018	15,716	17,100	14,250	(2,232)
5410	Trade Shows	-	-	13,342	3,288	10,250	8,542	4,800
5411	Sales Training			22,560		22,500	18,750	3,810
5412	Audio-Visuals	-	-	-	-	1,500	1,250	(1,250)
5413	Systems/Intern	-	-	-	3,270	-	-	-
TOTAL CONVENTION PROM.		**34,322**	**35,801**	**339,790**	**312,317**	**529,553**	**441,294**	**(101,504)**
Tourism Promotion								
5501	Advertising	5,930	7,510	48,880	51,282	54,000	45,000	3,880
5502	Audio Visuals	-	-	5,421	-	1,500	1,250	4,171
5503	Literature/Printing	11,701	534	23,298	21,413	20,000	16,667	6,631
5504	Memberships - Tourism	-	-	154	390	600	500	(346)
5505	Postage	-	-	375	6,500	1,500	1,250	(875)
5506	Special Projects	886	2,900	6,034	12,597	20,000	16,667	(10,633)
5507	Travel/Entertainment	1,689	608	5,125	2,771	10,000	8,333	(3,208)
5508	Travel Shows	-	-	1,565	4,000	6,745	5,621	(4,056)
5509	**Visitor Info. Center**	7,410	20,304	47,225	106,535	83,104	69,253	(22,028)
5512	Web	478	-	8,407	5,010	6,000	5,000	3,407
5513	Visitor Center Marketing	6,586	28,041	67,404	76,107	53,450	44,542	22,862
5514	Visitor Center Programming	-	-	186	6,710	-	-	186
5515	Baseball Taskforce			63,323		70,000	58,333	4,990
TOTAL TOURISM PROMOTION		**34,680**	**59,897**	**277,397**	**293,315**	**326,899**	**272,416**	**4,981**
Subtotal unrestricted expenses		**134,515**	**151,022**	**1,204,938**	**1,266,977**	**1,649,227**	**1,374,356**	**(169,417)**
Net unrestricted income after expenses		**(22,191)**	**(50,908)**	**73,946**	**(100,145)**	**87,000**	**72,500**	**1,446**
ARTS & TOURISM GRANTS PROGRAM								
	Restricted A & T Grant Income	20,417	19,181	204,170	191,810	245,000	204,167	3.33
5800	**Restricted A & T Grants Expense**		-	244,962	216,334	245,000	204,167	40,795
Net restricted income after expenses		**20,417**	**19,181**	**(40,792)**	**(24,524)**	**245,000**	**204,167**	**40,795**
	TOTAL EXPENDITURES	**134,515**	**151,022**	**1,449,900**	**1,483,311**	**1,894,227**	**1,578,523**	**(128,622)**
	Total Earmarked for Reserves (Year 1 Payback)					**87,000**	**72,500**	**(72,500)**
						1,981,227	**1,651,023**	**(201,122)**
	Sub total Excess Receipts over Expenses	(1,774)	(31,727)	33,154	(124,669)		(0)	33,150
	Building Rental Credit Earmarked for Reserves - Chamber loan	0	1,000	0	10,000	0		
	Total of non-operational budget expenses (depicted in footnotes (1-4)	0	20,823	**0**	125,703			
	Total of Operational Budget Expenditures	134,515	130,199	**1,449,900**	1,357,608			
	TOTAL OPERATIONAL BUDGET RECEIPTS OVER EXPENSES	**(1,774)**	**(10,904)**	**33,154**	**1,034**	0	0	33,154

HPCVB Arts Tourism Grants Awards FY 15-16

ORGANIZATION	PROJECT	GRANT AWARD
Macedonia Family Resource Center	Legends 10 Year Anniversary Homecoming	$5,200
High Point Area Arts Council	Marketing and Ticketing for Arts & Entertainment Events	$20,000
High Point Area Arts Council	Capital Campaign for Centennial Station Arts Center	$21,250
Alexander Martin National Society of the American Revolution	Celebrate the Old North State	$10,600
J Gallery Fine Art / Bienenstock Furniture Library	2015 Piedmont Plein Air Paintout	$13,000
High Point Community Chorus	18th Annual Concert	$488
Piedmont Artists	Piedmont Artists Concert Series	$400
Southwest Renewal Foundation of High Point	WONDER: Beauty from Unseen Places	$500
Southwest Renewal Foundation of High Point	Gardens of High Point	$1,500
Southwest Renewal Foundation of High Point	High Point by Design	$6,000
Southwest Renewal Foundation of High Point	HP Core City Public Art Pilot Project - Year 2	$2,600
Piedmont Soccer Alliance	Phillips Park Soccer Complex Plans to Attract Additional Events	$24,000
Big Brothers Big Sisters of the Central Piedmont	Spider Digital Tennis Classic	$4,110
HP Parks and Recreation	July 4th Uncle Sam Jam at Oak Hollow Festival Park	$2,778
High Point Historical Society	HP Museum Brochures & Rack Cards for Fire Dept. Exhibit	$3,417
High Point Historical Society	Guilford Under the Stars and Bars - Civil War Advertising	$4,333
Friends of John Coltrane	6th Annual John Coltrane International Jazz and Blues Festival	$52,700
Kilby of Hope	The March on an All-American City	$3,750
Historic Jamestown Society	Tourism Development Program	$1,667
Theatre Art Galleries	Rebranding & Audience Building Campaign	$4,000
High Point Ballet	Nutcracker Set Refurbishment for HP Theatre	$6,000
The City Project	Ignite High Point Whistle Stop Concert Series	$9,417
The City Project	Designer Shop N Stay Events	$2,133
High Point Theatre	Passport to Entertainment	$5,767
Veterans Memorial of High Point	2015 Veteran's Day Parade	$500
Piedmont Triad Airport	Chuck Foster Collaboration	$1,500
Piedmont Triad Airport	Collaboration with Theatre Art Galleries	$2,900
Piedmont Triad Airport	Fly Easy High Point Campaign	$11,667
High Point Community Theatre	Tell Everybody!	$2,275
High Point Community Theatre	Youth Stage	$2,650
High Point Community Theatre	" A Christmas Carol" Returns to High Point	$4,125
Carl Chavis YMCA	Field Upgrades	$13,750
Washington Street Business Association - Hayden Harman Foundation	Washington Street Unity Festival	$4,333
High Point Community Concert Association	High Point Community Concert Association	$700
High Point Swim Club	Splash Back to High Point/Go for the Gold	$6,550
	FY 15-16 Grant Allocation **$256,560**	**$256,560**

EVENT BOOKING INCENTIVES
PROPOSED/DEFINITE
FY 15-16

GROUP	AMOUNT
High Point Golf Swingers	$2,000
Piedmont Soccer Alliance	$2,500
HPU Fall Family Weekend	$2,000
HPU Fall Alumni Weekend	$1,000
Miss NC USA Teen and Miss NC USA Pageant	$10,000
Special Olympics	$10,000
Showtime - ITMA	$14,000
HPU Spring Family Weekend	$1,000
Tar Heel Swim Meet	$2,000
Willow Creek Senior Golf HOF Championship	$2,000
Willian Penn T.I.G.E.R.S	$250
5th Annual John Coltrane Festival	$1,000
TOTAL TO DATE	**$47,750**

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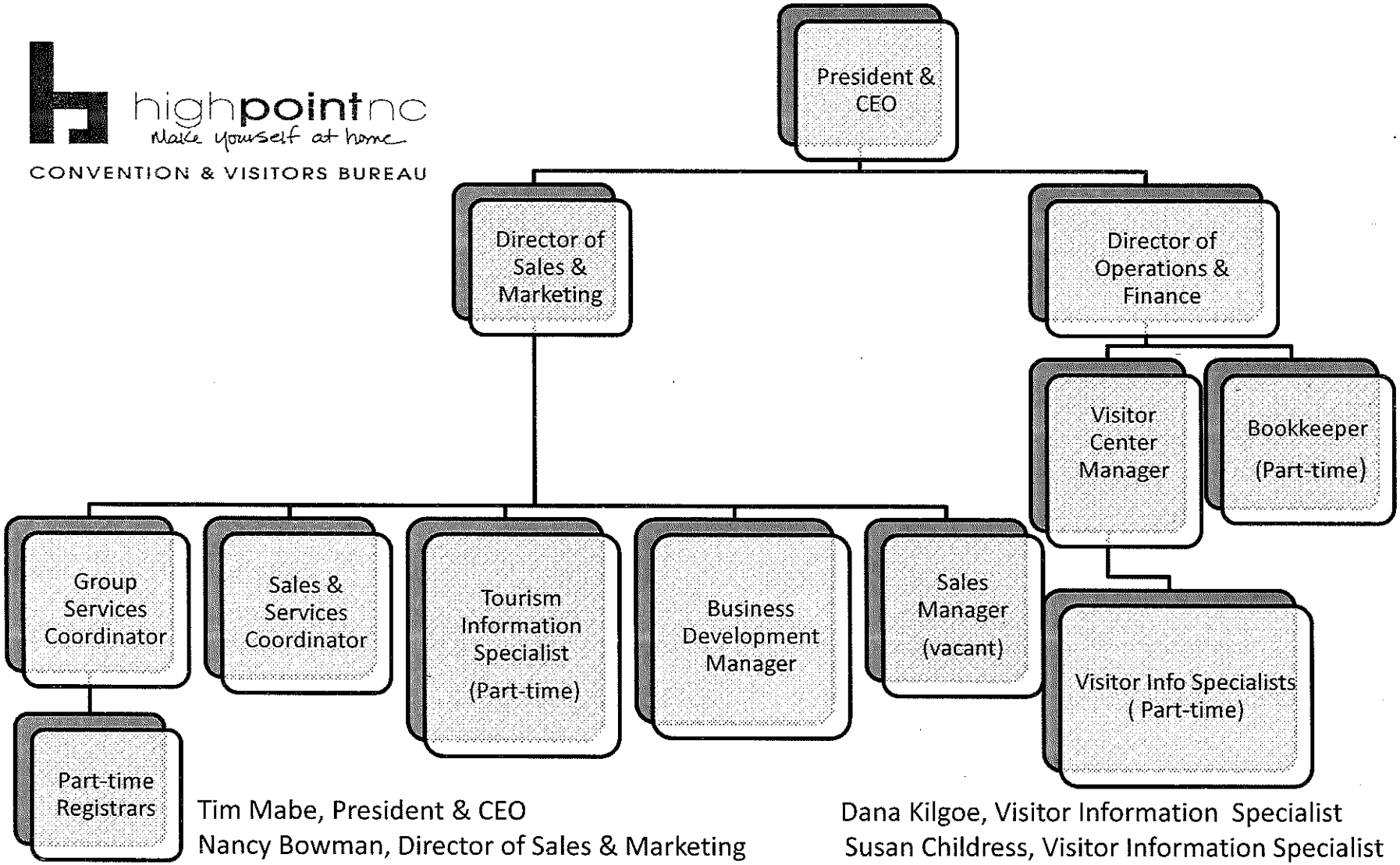
CONVENTION & VISITORS BUREAU



Tim Mabe, President & CEO
Nancy Bowman, Director of Sales & Marketing
Melody Burnett, Director of Operations & Finance
Joyce Allen-Crawford, Visitor Center Manager
Bill Kester, Business Development Manager
Kimberly Mozingo, Group Services Coordinator
Janet Siler, Sales & Marketing Coordinator
Judy Allen, Tourism Information Specialist
Marlene Hedrick, Bookkeeper/Visitor Information Specialist

Dana Kilgoe, Visitor Information Specialist
Susan Childress, Visitor Information Specialist
Darlene East-Wagoner, Visitor Information Spec.
Shirley Anderson, Registrar

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CONVENTION & VISITORS BUREAU

Board of Directors

Board Member	Representing	Terms	Appointed By:
Bruce Davis **Chair** KidAppeal 1010 Greensboro Rd., HP NC 27260 Work: 336-887-3684; 336-688-2431 BruceDavis@Triadbiz.rr.com	**Voting** At Large	1/15 – 12/16*	County
Patrick Harman **Vice Chair** 1214 Woodland Pl HP NC 27262 Phone: 508-2703; Home 336-882-3551 Patrickatserve@aol.com	**Voting** Arts & Tourism Attractions	12/14 – 11/16*	Chamber
Corine Hollingsworth **Treasurer** Radisson Hotel High Point 135 S. Main St. HP NC 27260 Work: 336-889-8888 Chollingsworth@innercirclehp.com	**Voting** Accommodations with more than 100 rooms	1/15 -12/16 FIT	County
Cliff Mann **Asst. Treasurer** High Point Country Club 800 Country Club HP NC 27262 Work: 336-889-0818 Cell: 843-267-2085 CMann@hpcountryclub.com	**Voting** At-Large	12/14-11/16*	Chamber
A. Doyle Early Jr. **Chairman Emeritus** Wyatt Early Harris Wheeler P.O. Drawer 2086; HP NC 27261 Work: 336-819-6046 DEarly@WEHWLaw.com	Ex-Officio Chairman Emeritus	One of HPCVB's Founders Ex-Officio 1996 Ex Officio Emeritus 1998 Chairman Emeritus 2008	HPCVB Board
Mary Lou Blakeney **Past Chair** 1411-D Bergamot Loop HP NC 27260 Cell: 336-471-3178 Purplelady44@gmail.com	Ex-Officio Past Chair	Term Began 12/15	HPCVB Board

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 1/13/15

Board Member	Representing	Terms	Appointed by:
Ron Barker Seven Oaks Bed & Breakfast 833 Old Mill Rd. HP NC 27265 Work: 336-899-6257 Sevenoaks@triad.rr.com	**Voting** Accommodations with 100 or fewer rooms	1/15-12/16*	County
Scott Eckman International Market Centers 209 S. Main St. HP NC 27260 Work: 336-888-3737 Cell: 336-413-1825 SEckman@imcenters.com	**Voting** Tradeshow/Convention Ctr.	12/14-11/16*	Chamber
Commissioner Carlvena Foster 818 Runyon Dr. HP, NC 27260 336-471-4091 Cfoster@co.guilford.nc.us	**Voting** County Commissioner	1/15-12/16*	County
Councilwoman Alyce Hill 701 Hillcrest Dr. HP NC 27262 Phone : 336-688-4910 Alyce.Hill@highpointnc.gov	**Voting** City Council	1/15-12/17*	City Council
Carol Jollay Jollay Design Center 800 N. Main St. HP NC 27262 Work: 336-885-3597; 336-861-2149 info@jollaydesign.com	**Voting** Chamber	12/14-11/16*	Chamber
Leah Price BB&T 620 N. Main St., HP, NC 27260 Work: 336-889-1121 LPPrice@BBandT.com	**Voting** At-Large	12/15 – 11/17*	County
Karen Willette Visions Catering 1569 National Hwy Thomasville, NC 27360 336-886-4900 Karen@visionscatering.com	**Voting** Restaurants/Food Service Business	12/14-11/16*	Chamber

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 1/13/15

Board Member	Representing	Terms	Appointed by:
Tom Conley High Point Market Authority 164 S. Main St. Suite 700.; HP NC 27260 336-869-1000 Tom@HighPointMarket.org	Ex-Officio Market Authority	Term Began 8/11 in conjunction with Market Authority Role	HP Market Authority
Dorothy Darr Southwest Renewal Foundation 501 W. High St. HP, NC 27260 Phone: 336-887-5130 Cell: 336-689-8122 Dorothy1@northstate.net	Ex-Officio Southwest Renewal	Term Began 12/14 in conjunction with Southwest Renewal Role	Southwest Renewal
Phil Driscoll Chamber Chairman 101 St. Andrews Dr. High Point, NC 27265 Phone: 336-689-2550 phildriscoll101@gmail.com	Ex-Officio High point Chamber	Term Began 1/16 in conjunction with Chamber Chairmanship	HP Chamber
Peter Freeman Freeman Kennett Architects 1102 N. Main St. Ste. 102 HP, NC 27262 Phone 336-869-3464 Freeman@freemankennett.com	Ex-Officio City Architect of Record	Term began 12/14 with Freeman Kennett's involvement in City of High Point's core city planning	HP City
Natalie Haire HPU Roberts Hall 313 Drawer 59, HP NC 27262 Work: 336-841-9524; 880-9166 NHaire@HighPoint.edu	Ex-Officio High Point University	Term began 3/15 in conjunction with High Point University role	HPU
Mark Harris GTCC 901 S. Main St.; HP NC 27260 Cell: 336-854-0424 MEHarris@gtcc.edu	Ex-Officio GTCC	Term began 3/15 in conjunction with GTCC role	GTCC
Ken Smith EDC Chairman 4035 Premier Drive Suite 300, HP NC 27265 Work: 336-821-1333 Cell: 336-687-4494 Ksmith@smithleonardcpas.com	Ex-Officio High Point EDC	Term began 1/16 in conjunction with HP EDC chairmanship	HP EDC
Lee Tillery High Point Parks and Recreation 136 Northpoint Ave. HP, NC 27262 Work: 336-883-3473 Lee.tillery@highpointnc.gov	Ex-Officio High Point Parks and Recreation	Term began 12/14 in conjunction with HP Parks and Recreation Role	HP Parks and Rec

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 1/13/15

Board Member	Representing	Terms	Appointed by:
Scott Tilley High Point Partners 501 N. Main St. HP, NC 27260 Phone: 336-410-7204 Scott_tilley@ml.com	Ex-Officio High Point Partners	Term began 12/14 in conjunction with High Point Partners Role	High Point Partners
Don Webb Wells Fargo Advisors 1725 N. Main St. HP, NC 27262 Phone: 336-878-7515 Don.webb@wellsfargoadvisors.com	Ex-Officio PTI Airport Board	Term began 12/14 in conjunction with PTIA role	PTIA Board
Richard Wood City Project Chairman 1220 N. Main St. HP NC 27262 Cell: 336-848-2121 Rfwood@northstate.net	Ex-Officio City Project	Term Began 1/13 in conjunction with the City Project Chairmanship	City Project
Tim Mabe **President & CEO** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 TMabe@HighPoint.org	Ex-Officio HPCVB President & CEO	Term began 2/11 in conjunction with HPCVB role	HPCVB
Melody Burnett **Board Secretary/Executive Administrator** High Point CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 MBurnet@HighPoint.org	HPCVB Corporation Secretary	Term began 5/03 in conjunction with HPCVB role	HPCVB
Nancy Bowman **Director of Sales & Marketing High Point** CVB P.O. Box 2273; HP NC 27261 Work: 336-884-5255 NBowman@HighPoint.org	HPCVB Marketing & Communications Mgr.	Term began 8/02 in conjunction with HPCVB role	HPCVB

FIT = Fulfilled Incomplete Term
*=Renewable Term

Updated 1/13/15

HPCVB INVOLVEMENT

Fiscal Year 2015/2016

CITY REPRESENTATION

Chamber of Commerce	Bruce Davis, Tim Mabe (substitute)
Economic Development Committee	Bruce Davis, Tim Mabe (substitute)
Rotary Club of High Point	Tim Mabe, Nancy Bowman
Leadership High Point Alumni	Tim Mabe, Melody Burnett, Nancy Bowman
Triad Women's Forum	Melody Burnett
High Point Market Authority	Bruce Davis, Tim Mabe
High Point Design Center	Joyce Allen-Crawford
Uptowne High Point Committee	Melody Burnett
Open Door Ministries	Nancy Bowman
High Point Theatre	Joyce Allen-Crawford
HP Area Arts Council	Joyce Allen-Crawford
YWCA of High Point	Melody Burnett
Business High Point Inc.	Tim Mabe
HP Partners Board	Tim Mabe
Multipurpose Stadium Committee (Phase 1)	Tim Mabe, Melody Burnett, Bruce Davis, Doyle Early, Patrick Harman
Southwest Renewal Foundation	Tim Mabe

COUNTY REPRESENTATION

Guilford County Hotel Association	Joyce Allen-Crawford

TRIAD REPRESENTATION

Piedmont Triad Film Commission	Tim Mabe & Nancy Bowman
Piedmont Triad Sports Clubs	Nancy Bowman
Piedmont Triad Host DMO Group	Tim Mabe & Nancy Bowman

STATE REPRESENTATION

Association Executives of North Carolina	Nancy Bowman
Governor's Conference - Tourism	Tim Mabe, Nancy Bowman
Meeting Professionals International - Carolinas Chapter	Nancy Bowman and Tim Mabe
American Bus Tours	Nancy Bowman
NC Motorcoach Association	Nancy Bowman
National Association of Sports Commissions	Nany Bowman
NC Tourism Industry Association	Tim Mabe

NATIONAL REPRESENTATION

CONNECT	Nancy Bowman
IAVM - National & Regional	Tim Mabe
Destination Marketing Association Intl.	Melody Burnett
TEAMS	Nancy Bowman

CITY OF HIGH POINT
AGENDA ITEM

Title: Approval of Contracts to construct homes in Southside and Washington Terrace

From: Michael E. McNair, Director

Meeting Date: 6/6/2016

Advertising Date N/A

Advertised By:

Public Hearing: N/A

Attachments: Income Limit table
Aerial Views – Washington Terrace and Southside
Building Designs

PURPOSE:
The Community Development and Housing Department proposes to execute two contracts: (1) Habitat for Humanity in the amount of $105,000 to construct three affordable homes in the neighborhood adjacent to Washington Terrace Park as well as for operational funding and (2) Community Housing Solutions (CHS) in the amount of $243,000 to construct two affordable homes in the Southside neighborhood. Construction is expected to begin on or shortly after July 1st.

Contract with Habitat: The City has contracted with Habitat to construct affordable housing in High Point since 2008. To date, Habitat has completed and sold 25 homes in the neighborhood adjacent to Washington Terrace Park, with five presently under construction.

Contract with CHS: CHS has been a CHDO with the City since 2015 and has recently completed two homes in Southside that are presently available for purchase. The completed houses associated with the proposed contract will be made available to income eligible participants of the Lease Purchase Program. Successful lease purchase candidates will have lease payments not exceeding 30% of their income and are expected to purchase the home within one year of occupancy.

BACKGROUND:
A Community Housing Development Organization (CHDO) is a private nonprofit, community-based service organization whose primary purpose is to provide and develop decent, affordable housing for the community it serves. Habitat and CHS have met HUD requirements for designation as a Community Housing Development Organization (CHDO) and have been certified by the department. In addition to meeting CHDO requirements, Habitat and CHS have demonstrated the necessary organizational capacity to build and/or sell in the affordable housing arena.

Council has periodically approved CHDO contracts as required by HUD regulations. Council approved a CHDO contract in the amount of $265,000 in July 2014 with Habitat to construct houses in the Graves area. Council also approved a CHDO contract with CHS in July 2015 in the amount of $287,038 to construct two homes in Southside.

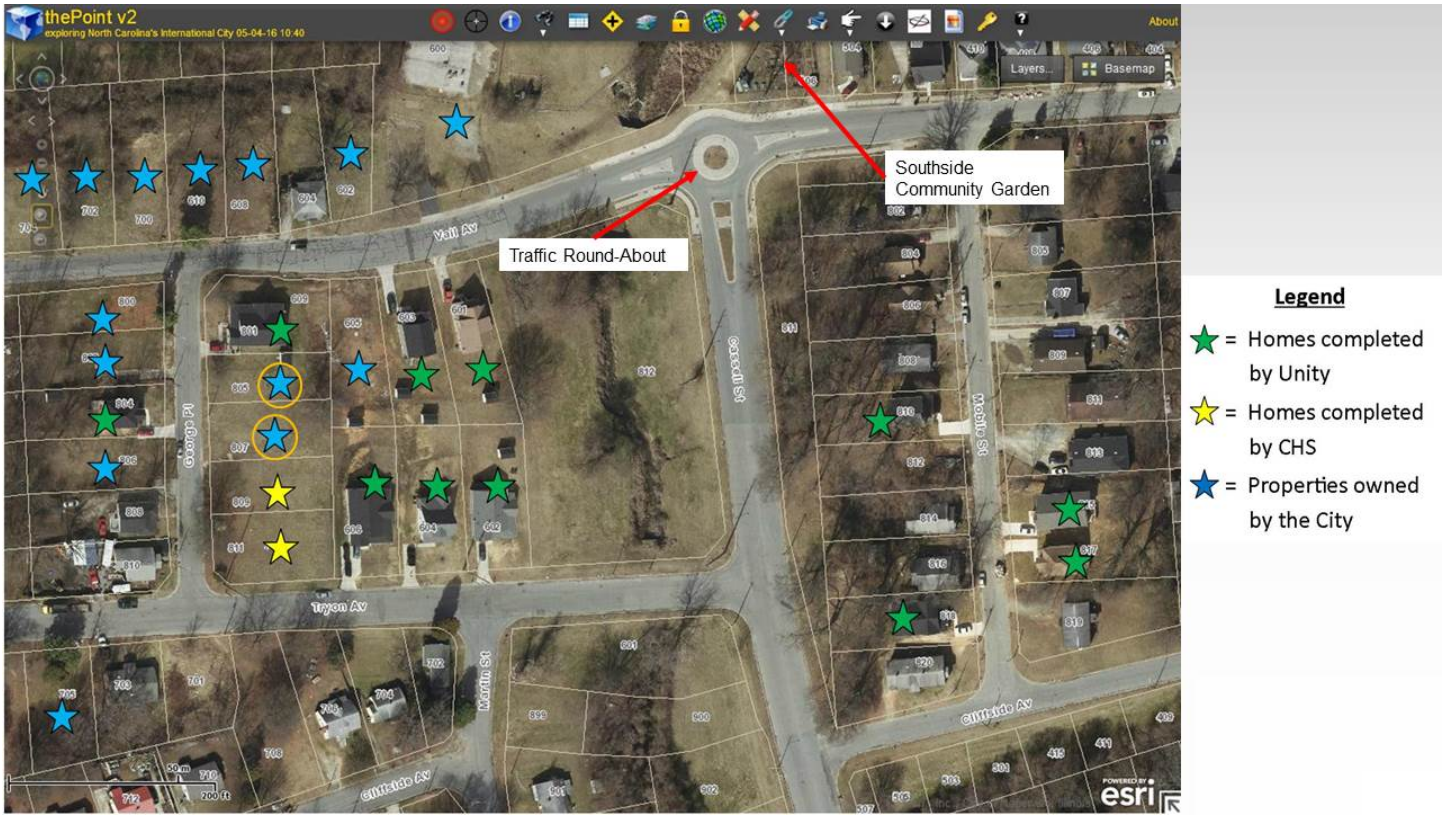
BUDGET IMPACT:
Funding in the amount of $348,000.00 will be sourced from the City's HOME program allocation.

RECOMMENDATION / ACTION REQUESTED:
The Community Development and Housing Department recommends approval of the contracts and that the appropriate City official and/or employee be authorized to execute all necessary documents.

2016 INCOME LIMITS				
FAMILY SIZE	VERY LOW INCOME (30% MEDIAN)	LOW INCOME (50% MEDIAN)	60% MEDIAN	MODERATE INCOME (80% MEDIAN)
1	$11,900	$19,850	$23,820	$31,750
2	$13,600	$22,700	$27,240	$36,300
3	$15,300	$25,550	$30,660	$40,850
4	$17,000	$28,350	$34,020	$45,350
5	$18,400	$30,650	$36,780	$49,000
6	$19,750	$32,900	$39,480	$52,650
7	$21,100	$35,200	$42,240	$56,250
8	$22,450	$37,450	$44,940	$59,900

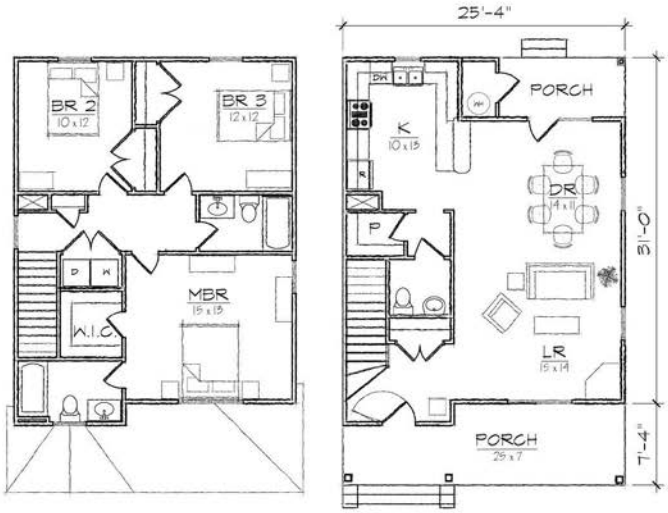
Habitat Construction in Washington Terrace Area

Southside – Homes Constructed/Other Investments



Fisher III

square footage	**1496 sq ft**
bedrooms	**3**
bathrooms	**2.5**
stories	**2**
width	**25' 4"**
depth	**38' 4"**
1st floor ceiling height	**9' 0"**
2nd floor ceiling height	**8' 0"**
roof pitch	**8/12**

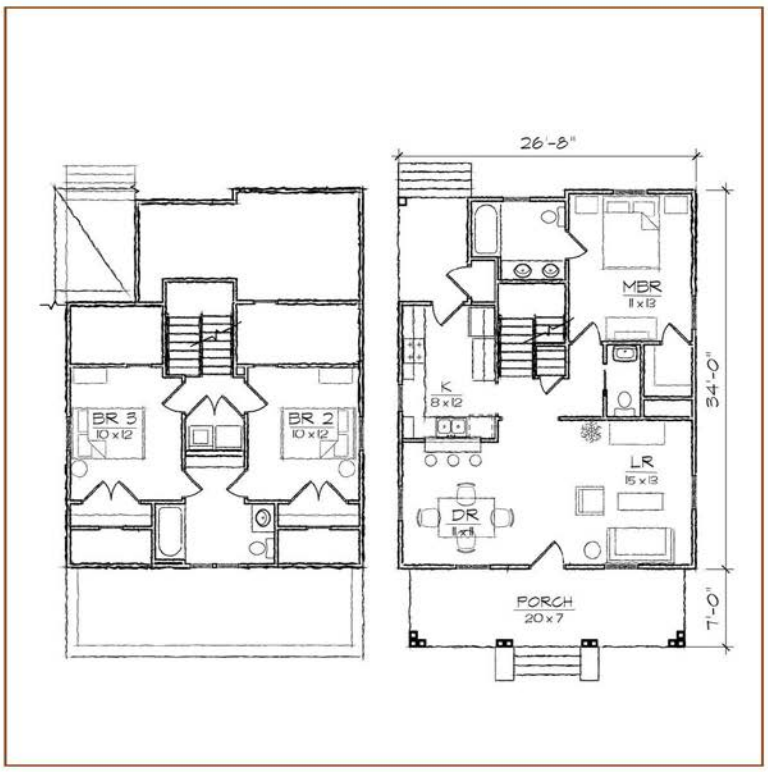


This two story turn of the centurystyle house of 1496 square feet features a large open living and dining area, spacious kitchen and a private master bedroom suite, and includes a total of three bedrooms, two full bathrooms and a laundry room, a powder room and U-shaped kitchen with a breakfast bar that opens to the dining room. The Queen Anne inspired exterior offers a hiproof, a full front porch with a hip roof and gabled entry, covered rear porch, and exterior storage room. At 25'4" in width, it is ideally suited for a narrow lot.

*Contact us for more information on handicap, basement, garage, foundation, or framing modifications.

Bailey II

square footage	**1258 sq ft**
bedrooms	**3**
bathrooms	**2.5**
stories	**2**
width	**26' 8"**
depth	**41' 0"**
1st floor ceiling height	**9' 0"**
2nd floor ceiling height	**8' 0"**
roof pitch	**9/12**



This one and one half story bungalow style home of 1258 square feet features a large open living and dining area, a first floor master bedroom suite, and includes a total of three bedrooms, two full bathrooms and an L-shaped galley kitchen with a breakfast bar that opens to the dining room. The second floor offers two bedrooms and a shared bathroom, the laundry area, and abundant easily accessible storage. The Arts and Crafts inspired exterior offers a side to side gabled roof and a front gabled dormer, a covered front and rear porch, and exterior storage room. At 26'-8" it is ideally suited for a narrow lot.

*Contact us for more information on handicap, basement, garage, foundation, or framing modifications.

CITY OF HIGH POINT
AGENDA ITEM

Title: Historic Marker Policy Revisions

From: Randy Hemann

Meeting Date: June 6, 2016

Public Hearing: N/A

Advertising Date / Advertised By: N/A

Attachments: Historic Marker Policy with Revisions

PURPOSE:
This Historic Marker Policy was designed to provide guidelines and criteria to facilitate the selection and placement of City of High Point Roadside Historic Markers.

BACKGROUND:
The City approved the Roadside Historic Marker policy on January 19, 2016. Two issues have come up during implementation that need clarified/revised. The section on Marker Uniformity needs additional clarification and the proposed revision specifies that "The standard Marker shall be black with silver letters with the city seal positioned at the top in the arch as demonstrated on several existing markers." Likewise, the section on funding has is proposed for amendment to allow the City to fund markers when desired. The revised section is as follows: "The City does not budget annually for Markers. However in some instances, the City may fund or assist with the funding of Markers. The City may accept and utilize funds for Markers from organizations, private individuals, or other government entities. Priority for Marker placement will be given to proposed markers that meet requirements and have private funding."

BUDGET IMPACT:
N/A.

RECOMMENDATION / ACTION REQUESTED:
Staff recommends City Council adopt the attached revised Historic Marker Policy

City of High Point
Historic Marker Policy

PURPOSE

This Historic Marker Policy is designed to provide guidelines and criteria to facilitate the selection and placement of City of High Point Roadside Historic Markers ("Marker"). Approved Markers shall be placed in recognition of important people and events that have contributed to the history and culture of the City of High Point.

HISTORIC PRESERVATION COMMISSION

The Historic Preservation Commission ("Commission") was created under the authority given City Council by the North Carolina General Statutes and is codified in the High Point Code of Ordinances. By ordinance, the Commission shall consist of nine (9) members who have demonstrated experience or interest in historic preservation. Vacancies in the nine (9) member Commission shall not prevent the current members of the Commission from hearing applications under this policy.

REVIEW PROCESS

All requests for recognition and placement of a Marker shall be heard by the Commission as follows:

1. The Commission will receive request from applicant, at which time Commission will determine whether or not the request meets the minimum evaluation criteria set forth below. Applications to the commission may come from High Point residents, City Staff, or as a request from the High Point City Council.

2. If the Commission determines the request meets the minimum evaluation criteria, the request will be evaluated based relevant criteria as determined by the Commission, including the following:

    a. Is each historical claim by the applicant presenting the request supported by documentation or other evidence of the claim's validity? Documentation should consist of primary sources that were created at the time of the event and may include tax records, deeds, newspaper articles, meeting minutes, photographs, etc. Secondary sources may be submitted to help provide context and justify the significance of the event, person, or location.

b. In an attempt to avoid repetition and promote diversity in the recognitions, is the requested site, event or individual closely related to a site, event or individual accomplishment that has already been recognized with a Marker?
c. Has the site, event, or individual contribution maintained its significance over time?
d. Is the site, event or individual recognized outside of High Point at state wide, national, or international levels?
e. Marker proposals will be rejected if the Commission cannot authenticate or verify the historical information to its satisfaction. The Commission shall make the deciding rule if there is conflicting evidence.

MINIMUM EVALUATION CRITERIA

The following criteria must be present and factually correct in order for the Historic Preservation Commission to review any request for placement of a Marker:

1. Any site or event requested to be recognized must be at least fifty (50) years old and for any individual to be recognized with a Marker, the individual's contribution that is the subject of the request must have occurred at least fifty (50) years before the request.
2. There may not be any current markers, public or private, currently recognizing the site or event within the City of High Point.
3. The location requested to be recognized must be within the corporate limits of the City of High Point and within public view.

VOTING AND RECOMMENDATION

All applicants for Markers shall have the right, but not the obligation, to present their claim to the Commission. The Commission may limit the time and manner of the presentation. Upon hearing the claim, the Commission will vote to approve or deny the request for a Marker. If approved by majority vote, the Commission will forward a recommendation of approval to the City Council for final determination. The recommendation to the City Council shall be in writing and include the proposed language to be placed on the Marker. The Commission may set times throughout the year as they deem necessary to hear requests for Markers, but shall set forth at least two (2) dates annually for the hearing of such requests.

MARKER IDENTIFICATION AND INSCRIPTIONS

All final marker titles and inscriptions shall be drafted by the Historic Preservation Commission and accompany their recommendation to the City Council for approval. The Commission may request input from the applicant regarding the final text of the Marker, but the final inscription shall be at the discretion of the Commission. The inscription shall only include acknowledged historical facts to the satisfaction of the Commission. The City Council shall have the authority

to amend any inscription in so much as their amended text can be verified as historically accurate.

MARKER UNIFORMITY

Each Marker shall be of the same size, shape, and general design. The standard Marker shall be black with silver letters with the City seal positioned at the top in the arch as demonstrated on several existing markers. Any vendor engaged to produce the Markers for the City must do so in a manner consistent with the current Marker design as may be approved and amended by the City Council from time to time.

MARKER LOCATION

All Markers approved under this policy shall be installed within public rights-of-way within the general area of the site requested for the marker's placement and within the City of High Point. If the most appropriate location for the requested Marker falls within a right-of-way not owned by the City, the Commission may coordinate with City staff to determine the feasibility and procedure for securing the interest necessary to place the marker in that area.

FUNDING

~~The City shall not provide funds for the Markers through the budget process~~. The City does not budget annually for Markers. However in some instances, the City may fund or assist with the funding of Markers. ~~However, t~~The City may accept and utilize funds for Markers from ~~any~~ organizations~~,~~, private individuals, or other government entities. ~~***No Marker may be approved prior to its funding being previously secured.***~~ Priority for Marker placement will be given to proposed markers that meet requirements and have private funding. Unveiling ceremonies must be approved by the City Manager or his designee.

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If a Marker is damaged, the City Council may at their discretion vote to pay for the repair or replacement of the Marker out of City funds. Nothing shall prevent a private organization or individual from offering funds for the repair or replacement.

APPROVAL, DENIAL AND RE-APPLICATION

Markers approved by City Council through majority vote shall be placed in the approved location within one (1) year of approval. However, City Council reserves the right to remove any Marker without notice by a simple majority vote of the City Council.

An application that is denied may not submit for reconsideration until at least two (2) years after the denial of the application.

CITY OF HIGH POINT
AGENDA ITEM

Title: **Ordinance to Demolish – 320 Coltrane Avenue**

From: Michael McNair, Director
Community Development & Housing

Meeting Date: June 6, 2016

Public Hearing: No

Advertising Date:

Advertised By:

Attachments:
A. Staff report
B. Ordinance to Demolish
C. Photos
D. Maps

PURPOSE:
A request by Community Development and Housing – Local Codes Section to adopt an ordinance ordering the inspector to demolish the dwelling at 320 Coltrane Avenue.

BACKGROUND:
After a Complaint and Notice of Hearing was issued and a hearing held, an Order to Repair or Demolish was issued on May 29, 2012. No action occurred by the compliance date of August 28, 2012. The necessary repairs to the dwelling exceed its current tax value and the demolition is warranted.

A Lis Pendens was recorded on October 12, 2012. The property has remained vacant since the expiration date of the Order to Repair or Demolish Notice, August 28, 2012. The current owner is Torrie A. Crystal as recorded with Guilford County on July 21, 2015.

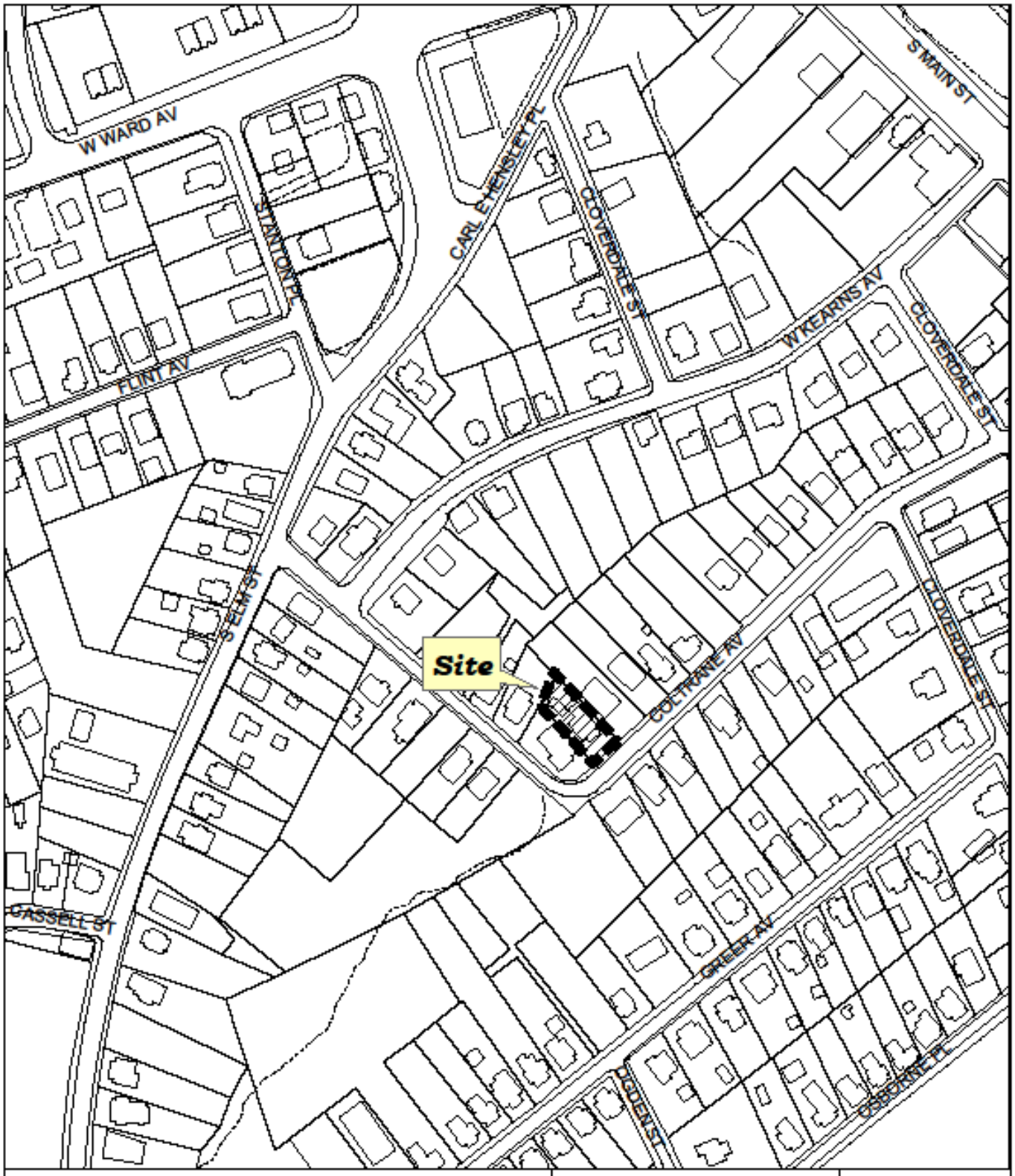
BUDGET IMPACT:
Funds are available in the Department budget for the demolition and asbestos testing of the structure(s), and for the asbestos removal if present.

RECOMMENDATION / ACTION REQUESTED:
Staff recommends the adoption of the requested ordinance to demolish this single family dwelling and the accessory structure based upon the enclosed staff report.

PENDING ACTION:
The ordinance becomes effective 30 days from the date of adoption. If there is no action by the property owner by the effective date of the ordinance, then asbestos testing and the demolition bid process will begin and the structure will be removed by the City. After City demolition, the property owner is billed for the cost. If the bill is unpaid, the City places a lien on the property.

DEPARTMENT OF PLANNING AND DEVELOPMENT
INSPECTION SERVICES
HOUSING ENFORCEMENT DIVISION

ORDINANCE REQUEST:	Ordinance to Demolish
PROPERTY ADDRESS:	320 Coltrane Avenue
OWNER:	Crystal A. Torrie Property obtained July 21, 2015
FIRST INSPECTION: 5-8-2012	Summary of Major Violations 1. Broken and rotten rafters 2. Holes in roof covering 3. Improperly/insufficiently supported floor system 4. Weak/damaged floor joists 5. Rotten porch ceiling
HEARING RESULTS: 5-29-2012	No one appeared for the Hearing to discuss the violations. During the hearing the following Findings of Facts were established. There is numerous violations of the Minimum Housing Code. There are multiple structural violations in the house that make it unsafe. This request includes the accessory structure located on the property. In its present state, necessary repairs to the dwelling exceed 50% of the value of the structure. The Guilford County Tax value of the dwelling is $11,200.00. The repair estimate is $17,775.00.
ORDER(S) ISSUED: 5-29-2012	Order to Repair or Demolish Date of Compliance 8-28-2012
APPEALS:	No appeals to date.
OWNER ACTIONS:	There have not been any permits issued or repairs completed.
EXTENSIONS:	None Requested



320 Coltrane Avenue

Ordinance to Demolish

Location of subject property

Planning and Development Department

City of High Point

Date: May 26, 2016

N

Scale: 1'=200'

y:/bs-pz/inspections/ord-demo.mxd

AN ORDINANCE REQUIRING THE BUILDING INSPECTOR OF THE CITY OF HIGH POINT TO DEMOLISH CERTAIN PROPERTY PURSUANT TO ARTICLE 19 OF THE GENERAL STATUTES OF NORTH CAROLINA; AND, TITLE 9, CHAPTER 11, ARTICLE E, OF THE MINIMUM HOUSING CODE OF THE CITY OF HIGH POINT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1: That the City Council of the City of High Point finds as a fact that the following described property has been ordered to be demolished, and it further finds as a fact that the owner has been ordered to demolish said building at his expense and said Owner has failed to comply with said order.

SECTION 2: That the Inspector of the City of High Point is hereby authorized and directed to proceed with the demolition of the following described building in accordance with code of Ordinances: and, Article 19 of Chapter 160A of the General Statutes of North Carolina.

PROPERTY LOCATION	OWNER (S)
320 Coltrane Ave	Torrie A. Crystal 1222 NC Hwy 68 N Oak Ridge, NC 27310

SECTION 3: That all ordinances or parts of ordinances in conflict with the provisions of this ordinance, are hereby repealed.

SECTION 4: That this ordinance shall become effective from and after its passage as by Law provided.

Adopted by City Council,
This the 6th day of June, 2016

Lisa B. Vierling, City Clerk

320 Coltrane Avenue
Exterior Pictures taken 5/24/16

320 Coltrane Avenue
Exterior Pictures taken 5/24/16

DRAWN BY: JoAnne Carlyle, City Attorney, City of High Point
RETURN TO: City Attorney, P. O. Box 230, High Point, NC 27261

Excise Tax: $_____

NORTH CAROLINA

GUILFORD COUNTY

QUIT CLAIM DEED

THIS QUIT CLAIM DEED, made and entered into this _____ day of _____, 2016, by and between the **CITY OF HIGH POINT**, a municipal corporation, (P. O. Box 230, High Point, NC, 27261), existing under the laws of the State of North Carolina, hereinafter referred to as GRANTOR, and, **STERLING REAL ESTATE HOLDINGS, LLC,** (3980 Premier Drive, High Point, NC 27265), hereinafter referred to as GRANTEE;

WITNESSETH:

WHEREAS, the City of High Point, subject to and in consideration of the conditions set forth and the further sum of One Dollar ($1.00) to it paid by the party of the second part, the receipt of which is hereby acknowledged, has quitclaimed and by these presents, does quitclaim unto the said party of the second part, its successors and assigns, all right, title and interest which it has in and to the tract or parcel of land in the County of Guilford, State of North Carolina, High Point Township, and more particularly bounded and described as follows:

BEING LOT 21, redivision of Lots 1 through 38, J.C. Elliott Property, as per plat thereof recorded in Plat Book 23 at Page 12 in the Office of the Register of Deeds for Guilford County, North Carolina.

For back reference, see deed recorded in Book 7820, Page: 1145-1146 of the Guilford County Registry.

SPECIAL PROVISIONS:

The consideration of this conveyance is the Sterling Real Estate Holdings, LLC's agreement to use this property only for the "public" purpose of furthering the mission of providing low to moderate, owner-occupied housing. If for any reason the property ceases to be used for a "public" purpose, the property shall revert back to the City of High Point.

TO HAVE AND TO HOLD, the said Property and all privileges and appurtenances thereunto belonging to Grantee, its successors ad/or assigns, in the fee simply subject to any easements, restrictions, and right-of-way, if any, and ad valorem taxes for current and subsequent years.

GRANTOR makes no warranty, express or implied, as to the title of the Property.

The designation of Grantor or Grantee as used herein shall include said parties, their heirs, successors, and/or assigns, and shall include singular, plural, masculine feminine or neuter as required by context.

IN WITNESS WHEREOF, the said party of the first part has caused this Deed to be executed in its corporate name by its Mayor, attested by its City Clerk, the day and year first above written.

CITY OF HIGH POINT

By: William S. Bencini

William S. Bencini, Jr., Mayor

ATTEST:

Lisa B. Vierhaver

City Clerk

NORTH CAROLINA

GUILFORD COUNTY

I, _____, a Notary Public of the County and State aforesaid, do hereby certify that Lisa B. Vierling personally appeared before me this day and acknowledged that she is City Clerk of the City of High Point, and that by authority duly given and as an act of the said City, the foregoing instrument was signed in its name by its Mayor, and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the___ day of _____, 2016.

_____
Notary Public

My commission expires:

_____

CITY OF HIGH POINT
AGENDA ITEM

Title: 750 MCM Underground Cable - Bid #56-051216

From: Garey S. Edwards, Electric Utilities Director

Meeting Date: June 6, 2016

Public Hearing: N/A

Advertising Date / Advertised By: N/A

Attachments: Attachment A: Bid Tabulation
Attachment B: Recommendation Form

PURPOSE:
This cable will be used to replenish warehouse stock. This size cable is used on main feeder lines which serve the downtown area.

BACKGROUND:
Some of our older underground electric system is need of cable replacement. These lines were installed 30 to 40 years ago and they are at the end of their useful lives. Most of the failures we have seen have been due to either age or moisture problems. Over the years, we have been in the process of replacing this cable, using in-house labor and equipment.

BUDGET IMPACT:
Funds are included in the 2015-16 budget to cover this expense.

RECOMMENDATION / ACTION REQUESTED:
Council is requested to award contract for the purchase of underground cable to Irby of Rocky Mount, NC for a total amount of $249,800.00.

NORTH CAROLINA'S INTERNATIONAL CITY

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: ELECTRIC

COUNCIL AGENDA DATE: 5/12/2016

BID NO.: 56-051216 CONTRACT NO.: DATE OPENED: 05/12/2016

DESCRIPTION:

WHS#113
WIRE-PRIMARY UG 750MCM CU 1/C 15K
(PER SPECIFICATIONS)

PURPOSE:

TO REPLENISH STOCK IN WAREHOUSE

COMMENTS:

IT IS MY RECOMMENDATION THAT THE BID BE AWARDED TO IRBY IN THE AMOUNT OF $249,800.00 . THIS REPRESENTS THE BEST OVERALL VALUE TO THE CITY OF HIGH POINT .

RECOMMEND AWARD TO: IRBY AMOUNT: $249,800.00

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631783	529182			$249,800.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Garey S Edwards Digitally signed by Garey S Edwards DN: cn=Garey S Edwards, o=City of High Point, ou=Electric, email=garey.edwards@highpointnc.gov, c=US Date: 2016.05.19 09:54:10 -04'00' DATE:

The Purchasing Division concurs with recommendation submitted by the ELECTRIC DEPT. and recommends award to the lowest responsible, responsive bidder IRBY in the amount of $ 249,800.00.

PURCHASING MANAGER: Erik S. Conti Digitally signed by Erik S. Conti DN: cn=Erik S. Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2016.05.20 12:55:36 -04'00' DATE: May 20, 2016

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US Date: 2016.05.20 16:16:02 -04'00' DATE: May 20, 2016

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o, ou, email=greg.demko@highpointnc.gov, c=US Date: 2016.05.25 13:26:27 -04'00' DATE: May 25, 2016

BIDDERS LIST & TABULATION

* * AWARDED TO IRBY * *

FORMAL BID #56-051216 – WIRE #113					
VENDOR NAME & ADDRESS	**ITEM #**	**QTY.**	**UNIT PRICE (UOM=FT)**	**TOTAL PRICE**	**DELIVERY A.R.O.**
ANIXTER 5031 UNICON DR. WAKE FOREST, NC 27587	**113**	**20,000'**	**$12.663**	**$253,260.00**	**77 DAYS**
IRBY P.O. BOX 7457 ROCKY MOUNT, NC 27804	**113**	**20,000'**	**$12.49**	**$249,800.00**	**14-16 WKS.**
SHEALY ELEC. WHOLESALERS P.O. BOX 8597 COLUMBIA, SC 29202	**113**	**20,000'**	**$15.76**	**$315,200.00**	**45 DAYS**
WESCO 3025 STONYBROOK DR. RALEIGH, NC 27604	**113**	**20,000'**	**-**	**NO QUOTE**	**-**

* Bids emailed April 29, 2016.

HIGH POINT CITY COUNCIL
SPECIAL MEETING
(PRESENTATION OF THE PROPOSED FY 2016-2017 BUDGET)
HIGH POINT MUNICIPAL BUILDING
MAY 11, 2016 – 4:30 P.M.
3RD FLOOR LOBBY CONFERENCE ROOM

MINUTES

Present:
Mayor Bill Bencini; and Council Members Cynthia Davis (At-Large); Latimer Alexander (At-Large); Chris Williams (Ward 2); Alyce Hill (Ward 3); Jay Wagner (Ward 4); James Davis (Ward 5; and Jason Ewing (Ward 6)

Absent:
Mayor Pro Tem Golden (Ward 1)

Staff Present:
Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; JoAnne Carlyle, City Attorney; Angela Kirkwood, Human Resources Director; Eric Olmedo, Budget & Performance Manager; Laura Altizer, Senior Budget Analyst; Roslyn McNeil, Budget Analyst; Jeron Hollis, Communications & Public Engagement Director; Loren Hill, Economic Development Director; Jeff Moore, Director of Financial Services; Tommy Reid, Fire Chief; Glenda Barnes, Public Services Analyst; and Lisa Vierling, City Clerk

Others Presents:
Ralph Rodland, Caring Services

News Media:
Pat Kimbrough, High Point Enterprise

Note: The following handouts that were distributed during this meeting will be attached as a permanent part of these proceedings:

- City of High Point; Outside Agency Funding Requests; FY 2016-2017

Presentation of the FY 2016-2017 Proposed Budget
City Manager Greg Demko expressed pleasure in presenting the Proposed FY 2016-2017 Budget. He advised that the public hearing on the proposed budget has been scheduled for Monday, May 16th and he would be reviewing the budget calendar at the end of this

DRAFT

presentation. Mr. Demko noted the budget incorporates all the work that has been done since January as a result of the on-going budget review sessions with Council highlighting the different departments. Mr. Demko announced that the budget is balanced and meets all statutory requirements.

He then reviewed some of the ***Policy Goals*** *that were established with this proposed budget*:

- Current service levels have been maintained
- Prior year priorities remain funded
- Additional Council priorities have been added to the proposed budget (as a result of the Strategic Planning Session)

Revenue Policy Changes in this proposed budget include:

- Property Tax Rate Decrease of .25 cents
  - From .65 cents to .6475 cents
  - Completes Solid Waste transition to Enterprise Fund
  - Prior planned decrease adjusted to recognize impact of unintended consequence of sales tax loss
- Solid Waste Fee Increase of $3.00
  - From $11/month to $14/month
- Municipal Vehicle Fee increase
  - From $5 to $20 annually
    (also funds an additional $300,000 for street improvements)
- Implement Business Registration Program
  - $25 Annual Fee
  - Restore information of former Business License Program
- Increase Water and Sewer Rates 4% effective October 1, 2016
  - Continues long range financial strategy to fund needed water and sewer system improvements
- Increase Stormwater ERU fee $1/month
  - From $3 to $4/month
  - Allows issuance of $21 million in revenue bonds to fund capital projects over the next 5 years, including…..
    - ✓ Jacobs Place- $3.3 million
    - ✓ Hamilton Street- $1.57 million
    - ✓ Rockford/Rotary/Farris- $400,000
    - ✓ Kensington/Country Club/Dovershire- $1.54 million
    - ✓ Ray Street/Hospital area- $14.34 million

Mr. Demko explained this was the completion of a plan that was done in 2007 where only a partial amount of money was borrowed to do the known projects at that time. He pointed out staff continues to hear from the community and Council on these stomrwater projects, so they have been included in the proposed budget.

The Proposed FY 2016-2016 Budget also includes the following:

- $500,000 funding for Core City Redevelopment Programs (adds to the $500,000 appropriated in FY 2016)
- Forward High Point appropriation- $250,000 (offset by reduction of current cost of $125,000)
- Continuation of Countywide EDC Agreement- $100,000
- Continuation of the Façade Grant Program- $50,000
- Lease purchase of three Fire Department apparatus- $2 million
- Replaces $5.275 million in vehicles and large equipment ($3.275 million in cash funding, $2 million in lease purchase)
- Adds three additional leaf collection vehicles
- Increases annual street resurfacing funding from $1.925 million to $2.315 million
- Adds Wi-Fi at Southside, Morehead and Washington Terrace Recreation Centers- $38,000
- 2017 Employee Pay for Performance Program- 0% to 4% increase, based on merit (General Fund $1.2 million; Water/Sewer $138,000; Electric Fund $68,00; Other Funds $59,000). No COLA is included in the proposed budget.
- Application for Federal COPS Grant (if successful, it will add eight grant funded police officers positions (grant award outcome will be known in September). Mr. Demko pointed out there is a need for these additional officers based on call volumes, which equates to about 16 officers. Proposing eight this year and eight in another year, using grant funding to transition monies for the city. He noted there is a need to drive growth and more values to be able to afford to do this once the grants come off.
- Adds $100,000 for Neighborhood Traffic Calming Devices. Council Member C. Davis asked if this would be for Rotary Drive. Mr. McCaslin explained that it is not earmarked for any one specific project at this time; that it would be up to the Prosperity & Livability Committee to come up with a recommendation for a policy to implement it.
- Expanded Transit Service- $600,000 ($480,000 Federal Grant, $120,000 City match)
- Funds one additional transit bus- $560,000 ($504,000 Federal Grant, $28,000 State Grant, $28,000 City match)

*Mr. Demko advised that the city has started to use an increased amount of cash in **Pay-As-You-Go projects**- it funds over $29 million in **Pay-As-You-Go** projects as compared to approximately $24.5 million from the prior year.*

Council Member J. Davis asked who would be administering the Façade Grants. Mr. Demko explained this would come under Assistant City Manager Randy Hemann's administration and would be done in partnership with Forward High Point with Mike McNair involved. He shared that how it would be defined and how the process works is still to be determined.

Council Member J. Davis asked if staff could explain how the sales tax was affected by reducing the property taxes. Mr. Demko replied in North Carolina, sales tax is distributed on an ad-valorem basis (the property values times the tax rate) and it is distributed based on that percentage to all the taxing entities/authorities within the county. He noted there is a statutory limitation of no more than $1.50 on the total property taxes that can be billed in North Carolina.

Council Member Alexander asked where the budget can be viewed. Eric Olmedo, Budget & Performance Manager explained a copy is available in the City Clerk's Office at City Hall; a copy at the Library and on-line on the city's website as well.

Council Member C. Davis reported that she mentioned some concerns during the Finance Committee meeting held just prior to this meeting about the public hearing on the budget being scheduled for Monday, May 16th at 5:30 p.m. She felt this was not enough time for the citizens to go through and review the budget and formulate questions and/or concerns by Monday. She suggested that Council hold a special called meeting on Monday, May 30th and have the public comment session at 5:30 p.m. then to allow them more time to review and inspect the budget. It was noted that May 30th was Memorial Day.

At this time, Mr. Demko reviewed the next steps in the budget process:

- Monday, May 16th- Budget Public Hearing at regularly scheduled Council Meeting at 5:30 p.m.
- Wednesday, May 18th- Friday, May 20th 3:00 p.m. – 5:00 p.m. Special Meetings of City Council as needed
- Monday, June 6th- Council consideration/adoption of the FY 2016-2017 Budget at regularly scheduled City Council Meeting

Council Member C. Davis felt these meetings were all well and good but didn't change the fact that the citizens would not have adequate time to review the budget before having an opportunity to comment on it. She reminded Council that citizens show up to the meetings, but are not allowed an opportunity to speak. She suggested possibly having a public comment session on Tuesday, May 31st since Monday, May 30th was a holiday.

Council Member Alexander then **MOVED TO ALLOW PUBLIC COMMENT AT THE MEETING FOR WEDNESDAY, MAY 18TH; THURSDAY, MAY 19TH AND FRIDAY, MAY 20TH.**

Mayor Bencini pointed out those meetings may not happen because they are scheduled "as needed."

Following a brief discussion on when to schedule the public comment on the budget, **Council Member Alexander amended his motion to SCHEDULE A PUBLIC COMMENT PERIOD ON THURSDAY, MAY 19TH AT 3:00 P.M. Council Member Williams made a second to the motion, which carried by an 8-0 unanimous vote. [Council Member Golden was absent]**

<u>Outside Agency Funding Recommendations</u>

Council Member J. Davis distributed copies of the Finance Committee's recommendation after reviewing the applications for outside agency funding requests last week. He informed Council that the Finance Committee made a unanimous recommendation to approve the funding for those agencies as identified on the attached FY 2016-2017 Outside Agency Funding Request spreadsheet.

Council Member C. Davis mentioned she had an afterthought regarding allocating the $12,000 to Caring Services for a phone system since Council Member Alexander had suggested that the city possibly look at donating some computers from the city to Mt. Zion Baptist Church since their requested amount was not funded. She noted the telephone service in the 9-1-1 Call Center would soon be upgraded and suggested it might be possible to donate some of those phones to Caring Services, Inc., which would allow the city to retain the $12,000.

Council Member Alexander stated he was not certain that the type of phone system used in the 9-1-1 Call Center would transfer to an office. Council Member C. Davis asked if there were any other telephone systems in the City Hall that may be compatible. Council Member J. Davis pointed out most of the phones are obsolete. Regarding the computers, Council Member J. Davis mentioned that the city replaces about 200 computers on an annual basis, and it would take a Council decision to make the donation. Mr. Olmedo explained that IT staff would wipe the hard drive clean before giving the computers away, which means it would be left without an operating system which would require them to purchase licenses to be able to use the computers.

Council Member Ewing asked if staff reached out to past recipients to make sure they were aware of the application process for the funding requests. Mr. Olmedo replied that staff did reach out via mail and email to every prior recipient and when staff receives requests during the year, and staff sends them applications also.

At this time, **Council Member Alexander MOVED TO APPROVE THE OUTSIDE AGENCY FUNDING REQUESTS FOR FY 2016-2017 AS RECOMMENDED BY THE FINANCE COMMITTEE. Council Member J. Davis MADE A SECOND TO THE MOTION. The motion carried by a 7-1 vote as follows**:

Ayes: Mayor Bencini; Council Members Alexander, Williams, Hill, Wagner, J. Davis and Ewing.

Nay: Council Member C. Davis

Absent: Mayor Pro Tem Jeff Golden

Budget Documents

The budget staff distributed the Proposed FY 2016-2017 Budget at this time. Mr. Olmedo thanked the City Council for all the time they committed to during the last six months and thanked the budget staff for their assistance in putting the budget together and expressed appreciation to Mr. Hollis's department for designing the front cover. He explained that although everything is contained in one notebook this year as compared to two notebooks in the past, it does include all the information that has been historically that has been contained in two. He called Council's attention to the 17-page Manager's Message, which is located in the front pocket of the notebook that gives a summary/overview of the budget.

Council Member C. Davis posed a question to the city manager regarding the Strategic Plan that was approved and discussed during the Council Retreat specifically dealing with the Millennials and the baseball complex. She asked if funding for these was incorporated in the 2016-2017 Proposed Budget. Mr. Demko explained these are addressed in the budget, with the millennial

piece being a portion of the Prosperity & Livability Committee and there is a sub-committee that will be working on that. He advised no information is available yet regarding the baseball complex and there is an expectation of receiving the information from the Baseball Task Force sometime around the end of July, so it was premature at this point to put anything in the budget for that.

Mr. Olmedo encouraged questions from Council and asked them to email staff and staff would reply back to all Council Members so everyone would have the same information.

Council Member C. Davis asked if the part-time positions for the High Point CAV were included in the budget. Mr. Demko explained there was not yet a defined program for this yet

Respectfully Submitted,

_____
William S. Bencini, Jr., Mayor

Attest:

_____
Lisa B. Vierling, MMC
City Clerk

DRAFT

NORTH CAROLINA
GUILFORD COUNTY

TRAFFIC – SIGNAGE AGREEMENT

DATE: 4/11/2016 - REVISED

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

AND

WBS Elements: 7.104112, 7.104132

CITY OF HIGH POINT

THIS AGREEMENT is made and entered into on the last date executed below, between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the City of High Point, hereinafter referred to as the "Municipality".

W I T N E S S E T H:

WHEREAS, the Department and the Municipality propose to make certain public information improvements/traffic control improvements under said project 7.104112, 7.104132, in Guilford County; and,

WHEREAS, the Municipality has agreed to participate in the actual cost of the project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF WORK

1. The Project consists of the fabrication and installation of new signs on I-74 and I-85 Business. The existing signs for Kivett Drive on these routes will be replaced with Martin Luther King Jr. Drive signs.

DESIGN

2. The Department shall design, fabricate and provide the necessary labor for the installation of the signs. Said work shall be accomplished in accordance with Departmental standards and specifications, and all local codes and ordinances.

UTILITIES AND RIGHT OF WAY

3. It is understood by the parties hereto that all work shall be contained within the existing right of way and that there are no utilities in conflict with the installation of the signs. However, should it become necessary, the Municipality shall be responsible for providing any additional right of way and relocate any utilities, at no expense or liability whatsoever to the Department.

FUNDING

4. The Municipality shall reimburse the Department one hundred percent (100%) of the actual cost of the work performed by the Department, including administrative costs, associated with the installation and/or replacement of said signs. The estimated cost is $66,242. The Department shall charge a late payment penalty on any unpaid balance due in accordance with G.S. 147-86.23.

5. Upon completion of the work, the Municipality shall submit a payment to the Department's Division Engineer. The payment shall be made in 2 separate payments due for each fiscal year by the dates shown:

1st year – 7/31/16

2nd year – 7/31/17

6. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, North Carolina General Statute 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by the General Statues of North Carolina, Section 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement.

MAINTENANCE

7. During the life of these directional signs, the Department shall be solely responsible for all maintenance and replacement costs associated with the signs and supports due to damage, deterioration or loss.

8. It is understood by the Department that should the installation of any of these directional signs become problematic, the signs may be removed at the Department's sole discretion, and the Municipality will be responsible for any cost incurred by the Department associated with the removal of the signs.

DHH

ADDITIONAL PROVISIONS

9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S.§ 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

10. Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.* requires that each vendor, prior to contracting with the State, certify that the contracting party meets the requirements of the Iran Disinvestment Act. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

    - By execution of this AGREEMENT each Party certifies that neither it nor its Agents or Contactors/Subcontractors 1) are on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; 2) shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and 3) that the undersigned are authorized by the Parties to make this Certification.
    - During the term of this AGREEMENT, should the Parties receive information that a person is in violation of the Act as stated above, the Department will offer the person an opportunity to respond and the Department will take action as appropriate and provided for by law, rule, or contract. Should this Act be voided by NC General Statute, this AGREEMENT will remain valid; however this certification will no longer be required.

IT IS UNDERSTOOD AND AGREED that the approval of the project by the Department and the Municipality is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

ATTEST:

BY: Maria S. Smith

TITLE: Deputy City Clerk

DATE: 6/6/2016

CITY OF HIGH POINT

BY: William S. Bencini

TITLE: Mayor

DATE: 6/6/2016

Approved by the City of High Point as attested to by the signature of Maria S. Smith, Deputy Clerk of said governing body on 6/6/2016 (Date)

This instrument has been pre-audited in the Manner required by the Local Government Budget and Fiscal Control Act

Federal Tax Identification Number

56-6000231

(SEAL)

Remittance Address:

City of High Point

P.O. Box 230

High Point, NC 27261

DEPARTMENT OF TRANSPORTATION

BY: (CHIEF ENGINEER)

DATE: 6/30/16

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: 1-7-2016

CITY OF HIGH POINT
AGENDA ITEM

Title: Transfer of Property - Infill Housing Needs

From: Randy McCaslin, Deputy City Manager

Meeting Date: June 6, 2016

Public Hearing: N/A

Advertising Date / Advertised By: N/A

Attachments: Map

PURPOSE:
Transfer of a lot (524 Radford Street) to help address the City's infill housing needs.

BACKGROUND:
The City of High Point is partnering with the Bank of North Carolina to address the City's infill housing needs. At this time, we have identified a "lot" (524 Radford Street) that Guilford County has foreclosed on for non-payment of property taxes that can be used for this purpose. In this particular case, we are using funds appropriated in our FY 2015-2016 budget for infill housing to purchase this lot. We paid $10,676.28 for this lot; $6,528.80 is for back taxes, half which will come back to the City; and $4,147.48 in legal expenses associated with the foreclosure.

BUDGET IMPACT:
Sufficient funds are available in the Community Development and Housing Department – Infill Housing Budget.

RECOMMENDATION / ACTION REQUESTED:
We are requesting and recommending that the City Council approve the transfer of this lot to the Bank of North Carolina. The bank will then build a new, single family home on the lot, and sell it "at cost" to a qualifying buyer. The City Council also authorizes the appropriate City official to execute all appropriate documents.

SITE
524 RADFORD STREET
E Lexington Ave
1454 E LEXINGTON AVE
2006 E LEXINGTON AVE
Bailey Cir
Waverly Cir
1115 MONTLIEU AVE
1116 MONTLIEU AVE
1114 MONTLIEU AVE
1105 MONTLIEU AVE
1404 MCGUINN DR
Guyer St
Del E Dr
Kimmons Ave
Terrell Dr
McGuinn Dr
Biltmore
Cedre
712 ELLWOOD DR
Arlington St
Dart
825 CIRCLE DR
Circle Dr
902 N COLLEGE DR
N College Dr
Montlieu Ave
Meadowbrook Blvd
Radford
Ashburn St
Wendell Ave
Henry Pl
Harrison St
811 MONTLIEU AVE
801 MONTLIEU AVE
930 MONTLIEU AVE
Boundary Ave
716 W COLLEGE DR
Barbee Ave
Graves Ave
100 MURRAY ST

CITY OF HIGH POINT
AGENDA ITEM

Title: Municipal Agreement for MLK, Jr. Dr. Highway Signing

From: Mark McDonald, Transportation Director

Meeting Date: June 6, 2016

Public Hearing: N/A

Advertising Date / Advertised By: N/A

Attachments: Exhibit A – Municipal Agreement

PURPOSE:
Consideration of an agreement with the North Carolina Department of Transportation (NCDOT) for the design, fabrication, installation, and repayment of highway guide signs associated with the renaming of Kivett Drive for Dr. Martin Luther King, Jr.

BACKGROUND:
In 2014 the High Point Planning and Zoning Commission approved the renaming of Kivett Drive to Martin Luther King, Jr. Drive. This action was later endorsed by the City Council.

To implement this street name change, the City replaced street-level signing at 45 intersections along the corridor from English Road on the west end, through downtown, to I-85 Business/US 29-70 on the east end, a distance of about five miles. The cost of this resigning effort to the City was approximately $17,000.

Additionally, six overhead highway sign assemblies on I-74/US 311 and five ground mount assemblies on I-85 Business/US 29-70 were replaced at the City's request by NCDOT. The actual cost to design, fabricate and install all of these larger signs was $66,242.

This agreement establishes the terms and conditions for the City to reimburse NCDOT for the cost of the new highway guide signing on I-74/US 311 and I-85 Business/US 29-70. The Department will invoice the City for one-half of the cost in July 2016, and for the remaining balance in July 2017.

BUDGET IMPACT:
Funding for this reimbursement was requested in the Transportation Department's Capital Projects budget submittal for FY 2016-18.

RECOMMENDATION / ACTION REQUESTED:
Staff recommends approval of the Municipal Agreement.

Transportation

PAT McCRORY
Governor

NICHOLAS J. TENNYSON
Secretary

April 29, 2016

Mr. Mark V. McDonald, PE
Director of Transportation
City of High Point
PO Box 230
High Point, NC 27261

SUBJECT: **Traffic – Signage Agreement (REVISED)**
Project WBS: 7.104112
City of High Point
Guilford County

Dear Mr. McDonald:

Enclosed are two (2) revise duplicate originals of the municipal agreement for the fabrication and installation of new signs on I-74 and I-85 Business. This agreement provides funding and municipal responsibilities for reimbursement.

Please review the agreements and, if satisfactory, have **both** originals executed by the City within sixty (60) days and return to me for execution by the Department of Transportation. The Department of Transportation will execute the agreements and send one fully executed agreement back to the City of High Point.

If you have any questions, please contact Donnie Huffines, Division Project Manager at (336)487-0075.

Sincerely,

J. M. Mills

J. M. Mills, P.E.
DIVISION ENGINEER

JMM/drh
Enclosures

cc: file

NORTH CAROLINA
GUILFORD COUNTY

TRAFFIC – SIGNAGE AGREEMENT

DATE: 4/11/2016 - REVISED

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

AND

WBS Elements: 7.104112, 7.104132

CITY OF HIGH POINT

THIS AGREEMENT is made and entered into on the last date executed below, between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the City of High Point, hereinafter referred to as the "Municipality".

W I T N E S S E T H:

WHEREAS, the Department and the Municipality propose to make certain public information improvements/traffic control improvements under said project 7.104112, 7.104132, in Guilford County; and,

WHEREAS, the Municipality has agreed to participate in the actual cost of the project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF WORK

1. The Project consists of the fabrication and installation of new signs on I-74 and I-85 Business. The existing signs for Kivett Drive on these routes will be replaced with Martin Luther King Jr. Drive signs.

DESIGN

2. The Department shall design, fabricate and provide the necessary labor for the installation of the signs. Said work shall be accomplished in accordance with Departmental standards and specifications, and all local codes and ordinances.

UTILITIES AND RIGHT OF WAY

3. It is understood by the parties hereto that all work shall be contained within the existing right of way and that there are no utilities in conflict with the installation of the signs. However, should it become necessary, the Municipality shall be responsible for providing any additional right of way and relocate any utilities, at no expense or liability whatsoever to the Department.

FUNDING

4. The Municipality shall reimburse the Department one hundred percent (100%) of the actual cost of the work performed by the Department, including administrative costs, associated with the installation and/or replacement of said signs. The estimated cost is $66,242. The Department shall charge a late payment penalty on any unpaid balance due in accordance with G.S. 147-86.23.

5. Upon completion of the work, the Municipality shall submit a payment to the Department's Division Engineer. The payment shall be made in 2 separate payments due for each fiscal year by the dates shown:

1st year – 7/31/16

2nd year – 7/31/17

6. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, North Carolina General Statute 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by the General Statues of North Carolina, Section 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement.

MAINTENANCE

7. During the life of these directional signs, the Department shall be solely responsible for all maintenance and replacement costs associated with the signs and supports due to damage, deterioration or loss.

8. It is understood by the Department that should the installation of any of these directional signs become problematic, the signs may be removed at the Department's sole discretion, and the Municipality will be responsible for any cost incurred by the Department associated with the removal of the signs.

ADDITIONAL PROVISIONS

9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S.§ 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

10. Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.* requires that each vendor, prior to contracting with the State, certify that the contracting party meets the requirements of the Iran Disinvestment Act. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

    - By execution of this AGREEMENT each Party certifies that neither it nor its Agents or Contactors/Subcontractors 1) are on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; 2) shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and 3) that the undersigned are authorized by the Parties to make this Certification.
    - During the term of this AGREEMENT, should the Parties receive information that a person is in violation of the Act as stated above, the Department will offer the person an opportunity to respond and the Department will take action as appropriate and provided for by law, rule, or contract. Should this Act be voided by NC General Statute, this AGREEMENT will remain valid; however this certification will no longer be required.

IT IS UNDERSTOOD AND AGREED that the approval of the project by the Department and the Municipality is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

ATTEST:

BY: _____

TITLE: _____

DATE: _____

CITY OF HIGH POINT

BY: _____

TITLE: _____

DATE: _____

Approved by the City of High Point as attested to by the signature of _____

Clerk of said governing body on _____ (Date)

This instrument has been pre-audited in the Manner required by the Local Government Budget and Fiscal Control Act.

Federal Tax Identification Number

_____

(SEAL)

Remittance Address:

City of High Point

_____

_____

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: _____

CITY OF HIGH POINT
AGENDA ITEM

Title: Adoption of FY 2016-2017 Annual Budget

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Attachments: Budget ordinance and related documents

Meeting Date: June 6, 2016
Advertising Date: N/A
Advertised By: N/A

PURPOSE:
Consideration of an ordinance to adopt the FY 2016-2017 Annual Budget ordinance and associated fee schedules for the City of High Point.

BACKGROUND:
Staff has worked in conjunction with the City Council and the City Manager to prepare the FY 2016-2017 Annual Budget. A series of budget meetings were held throughout the first few months of 2016. Budget meetings were held January 7th, January 21st, February 4th, February 18th, March 10th and March 17th. The City Council held a Strategic Planning retreat on March 22nd.

The Proposed Budget was presented to the City Council on Wednesday, May 11th. A public hearing on the Proposed Budget was held on May 16th. City Council held worksessions on May 18th and May 19th, and public comment was heard on May 19th.

Listed below are the ordinances and schedules necessary to adopt the 2016-2017 Budget:

- Budget ordinance for fiscal year 2016-2017
- NCMPA Electric Rate Rider RECR-1
- NCMPA REPS Retail Rate Rider
- Water/Sewer Rate Schedule

BUDGET IMPACT:
n/a

RECOMMENDATION / ACTION REQUESTED:
The Budget Department recommends and asks the Council to approve the budget ordinance and associated fee schedules.

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2016-2017 Budget Ordinance

BE IT ORDAINED BY THE CITY OF HIGH POINT, NORTH CAROLINA:

Section 1. The following amounts are hereby appropriated for the operation and maintenance of the City's various governmental departments and divisions for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

(1) That for said fiscal year there is hereby appropriated out of the GENERAL FUND for general governmental operations the sum of:

$ 106,453,058

(2) That for said fiscal year there is hereby appropriated out of the SPECIAL GRANTS FUND for purposes outlined within the various grant provisions, the sum of:

$ 4,575,782

(3) That for said fiscal year there is hereby appropriated out of the COMMUNITY DEVELOPMENT FUND for purposes outlined within the grant, the sum of:

$ 2,759,012

(4) That for said fiscal year there is hereby appropriated out of the ECONOMIC DEVELOPMENT FUND, the sum of:

$ 757,000

(5) That for said fiscal year there is hereby appropriated out of the GENERAL DEBT SERVICE FUND for the payment of debt service charges on general obligation debt, the sum of:

$ 8,993,524

(6) That for said fiscal year there is hereby appropriated out of the GENERAL CAPITAL PROJECTS FUND for the purpose of construction and/or acquisition of certain long-lived assets, the sum of:

Capital Projects	$ 977,000
Transfer to Other Funds	180,000
	$ 1,157,000

(7) That for said fiscal year there is hereby appropriated out of the CENTRAL SERVICES FUND the following:

Fleet Services	$ 12,320,347
Radio Repair Shop	1,644,985
Computer Replacement	734,384
	$ 14,699,716

(8) That for said fiscal year there is hereby appropriated out of the WATER and SEWER FUND the following:

Operations	$ 26,845,984
Debt Service	18,446,217
Transfer to Capital Projects Fund	6,350,000
TOTAL WATER and SEWER FUND	$ 51,642,201

(9) That for said fiscal year there is hereby appropriated out of the WATER and SEWER CAPITAL PROJECTS FUND the following:

Water Sewer Capital Projects	$ 6,350,000

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2016-2017 Budget Ordinance

(10) That for said fiscal year there is hereby appropriated out of the ELECTRIC FUND the following:

Operations	$ 122,521,098
Capital Projects	9,531,000
TOTAL ELECTRIC FUND	$ 132,052,098

(11) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT FUND for the purpose of operating High Point's Transit System, the sum of:

$ 4,411,793

(12) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT CAPITAL PROJECTS FUND, the sum of:

$ 560,000

(13) That for said fiscal year there is hereby appropriated out of the PARKING FACILITIES FUND for the purpose of operating City parking facilities, the sum of:

$ 372,001

(14) That for said fiscal year there is hereby appropriated out of the SOLID WASTE FUND the following:

Operations	$ 14,650,648
Capital Projects	1,921,000
TOTAL SOLID WASTE FUND	$ 16,571,648

(15) That for said fiscal year there is hereby appropriated out of the STORM WATER FUND the following:

Operations	$ 2,287,389
Debt Service	1,948,693
Capital Projects	1,322,100
TOTAL STORM WATER FUND	$ 5,558,182

(16) That for said fiscal year there is hereby appropriated out of the MARKET AUTHORITY FUND, the sum of:

$ 2,990,000

(17) That for said fiscal year there is hereby appropriated out of the INSURANCE RESERVE FUND, the sum of:

$ 15,387,430

Section 2. It is estimated that the following revenues will be available during fiscal year beginning July 1, 2016 and ending June 30, 2017:

General Fund	
Ad Valorem Taxes	$ 56,792,208
Sales & Use Taxes	26,532,500
Intergovernmental Revenues	9,846,723
Licenses & Permits	2,448,650
Charges for Services	4,562,362
Miscellaneous	2,715,000
Fund Balance Appropriated	3,555,615
Total Revenues and Other Financing Sources	$ 106,453,058

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2016-2017 Budget Ordinance

Grants Fund		
Intergovernmental Revenues	$	4,575,782
Community Development Fund		
Intergovernmental Revenues	$	2,759,012
Economic Development Fund		
Transfer From General Fund	$	75,000
Transfer From Electric Fund		400,000
Fund Balance Appropriated		282,000
Total Revenues and Other Financing Sources	$	757,000
General Debt Service Fund		
Ad Valorem Taxes	$	3,121,202
Interest on Investments		80,000
Miscellaneous		529,631
Transfer from Other Funds		4,743,550
Fund Balance Appropriated		519,141
Total Revenues and Other Financing Sources	$	8,993,524
General Capital Projects Fund		
Transfer from Other Funds		1,157,000
Total Revenues and Other Financing Sources	$	1,157,000
Central Services Fund		
Charges for Services		8,212,543
Miscellaneous Revenues		5,774,674
Fund Balance Appropriated		712,499
Total Revenues and Other Financing Sources	$	14,699,716
Water and Sewer Fund		
Charges for Services	$	48,663,135
Non-operating Revenues		717,000
Retained Earnings Appropriated		2,262,066
Total Revenues and Other Financing Sources	$	51,642,201
Water and Sewer Capital Projects Fund		
Transfer from Water and Sewer Fund	$	6,350,000
Electric Fund		
Charges for Services	$	131,613,098
Non-operating Revenues		239,000
Retained Earnings Appropriated		200,000
Total Revenues and Other Financing Sources	$	132,052,098
Mass Transit Fund		
Charges for Services	$	2,673,598
Intergovernmental Revenues		910,360
Transfer From Other Funds		827,835
Total Revenues and Other Financing Sources	$	4,411,793

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2016-2017 Budget Ordinance

Mass Transit Capital Projects Fund		
Federal Grant	$	448,000
State Grant		56,000
City Matching Funds		56,000
Total Revenues and Other Financing Sources	$	560,000
Parking Facilities Fund		
Charges for Services	$	212,000
Transfer From Other Funds		62,162
Fund Balance Appropriated		97,839
Total Revenues and Other Financing Sources	$	372,001
Solid Waste Fund		
Operating Revenue	$	14,937,111
Miscellaneous		152,500
Transfers from Other Funds		1,482,037
Total Revenues and Other Financing Sources	$	16,571,648
Storm Water Fund		
Charges for Services	$	5,143,182
Miscellaneous		40,000
Retained Earnings Appropriated		375,000
Total Revenues and Other Financing Sources	$	5,558,182
Market Authority Fund		
Room Occupancy Taxes	$	365,000
Licenses & Permits		1,625,000
Transfer from General Fund		240,000
Transfer from Water-Sewer Fund		50,000
Transfer from Electric Fund		710,000
Total Revenues and Other Financing Sources	$	2,990,000
Insurance Reserve Fund		
Transfer From Other Funds		15,387,430
Total Revenues and Other Financing Sources	$	15,387,430

Section 3. There is hereby levied the following rates of tax on each one hundred dollars ($100) valuation of taxable property, as listed for taxes as of January 1, 2016, for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimates of revenue, and in order to finance the foregoing appropriations.

Rate per $100 Valuation
General Fund $.6475

Such rates of tax are based on an estimated total valuation of property for purpose of taxation of **$9,125,801,713** and an estimated rate of collections of **98.0%** during the current year.

Section 4. That the reserve for encumbrances at June 30, 2016, representing the unearned portion of contracts as of that date, shall be re-appropriated and distributed as it applied in order to properly account for the payment against which the fiscal year in which it is paid.

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2016-2017 Budget Ordinance

Section 5. That the unencumbered balances as of June 30, 2016 of those capital projects and operating encumbrances which were not completed in Fiscal Year 2015-2016 be reappropriated into the Fiscal Year 2016-2017 budget in order to allow completion.

Section 6. That the unencumbered balances in Grant funds which remain as of June 30, 2016 be re-appropriated into the Fiscal Year 2016-2017 budget for the completion of their original purposes.

Section 7. That the landfill closure funds previously expended and established as a liability in the Landfill Development and Maintenance Capital Reserve Fund and which remain as of June 30, 2016 be appropriated in the Fiscal Year 2016-2017 budget for their intended purposes.

Section 8. The number of persons to be employed and the salaries and wages to be paid shall be those which are included in the detailed operation budgets; unless provision is made by the City Manager or City Council for employing additional persons.

Section 9. The City Manager is hereby authorized to approve transfers of appropriations within any fund, provided transfers between funds, and authorization for making expenditures from excess revenue shall be made by the City Council.

Section 10. There is hereby levied a tax of twenty dollars ($20.00) per year upon any vehicle resident within the City, pursuant to G.S. 20-97 (c).

Section 11. There is hereby levied a fee of twenty-five dollars ($25.00) per year upon any qualifying business within the City, pursuant to G.S. 160A-194.

Section 12. There is hereby levied a solid waste availability fee of fourteen dollars ($14.00) per month for services provided by the City.

Section 13. There is hereby levied a stormwater management fee of four dollars ($4.00) per month for single family residential units and a fee of four dollars ($4.00) per equivalent residential unit (ERU) for other property for services

Section 14. Utility payments will be applied in the following order: Deposits, credit/collection fees, oldest bill first, miscellaneous fees/charges, and utility services.

Section 15. Copies of this ordinance shall be furnished to the City Clerk and the Director of Financial Services to be kept on file by him for his direction in the collection and disbursement of City funds.

Section 16. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Adopted this 6th day of June, 2016.

_____

Attest: Lisa B. Vierling, MMC
City Clerk

City of High Point
Renewable Energy Credit Rider
Electric Rate Rider RECR-1

AVAILABILITY

This optional rate rider is available to customers on any City of High Point ("City") rate schedule who operate solar photovoltaic, wind powered, or biomass-fueled generating systems, without battery storage, located and utilized at the customer's primary residence or business. To qualify for this rate rider, the customer must have complied with the City's Interconnection Standards and have an approved Interconnection Request Form. As part of the Interconnection Request Form approval process, the City retains the right to limit the number and size of renewable energy generating systems installed on the City's System. The generating system that is in parallel operation with service from the City and located on the customer's premises must be manufactured, installed, and operated in accordance with all governmental and industry standards, in accordance with all requirements of the local code official, and fully conform with the City's applicable renewable energy interconnection interface criteria. Qualified customers must be generating energy for purposes of a "buy-all/sell-all" arrangement to receive credits under this rate rider. That is, the City agrees to buy all and the customer agrees to sell all of the energy output and associated energy from the renewable energy resource. Customers with qualified systems may also apply for NC GreenPower credits or North Carolina Municipal Power Agency 1 ("NCMPA1") Renewable Energy Certificate ("REC") credits.

The Fixed Long-Term Rates on this Rider are available only to Customers who have executed a Power Purchase Agreement with the City on or before July 1, 2017 [or other date determined by City] for delivery of power beginning on or before the earlier of thirty (30) months from the date of execution of the Power Purchase Agreement.

Notwithstanding the above, all qualifying facilities have the option to sell energy to the City on an "as available" basis and receive energy credits based on the Variable Rates identified in this Rider for the delivered energy.

MONTHLY CREDIT

Monthly credits are paid according to the type of renewable generation.

Wind and Biomass Energy Credit ($ Per kWh):

		Fixed Long-term Rate		
	Variable	**5 Years**	**10 Years**	**15 Years**
On-peak energy*	$0.028	$0.0315	$0.0337	$0.0361
Off-peak energy	$0.0103	$0.0108	$0.0110	$0.0117

City of High Point
Electric Rate Rider REPS
Renewable Energy Portfolio Standards (REPS) Charge

Applicability
The Renewable Energy Portfolio Standards Charge set forth in this Rider is applicable to all customer accounts receiving electric service from the City of High Point ("City"), except as provided below. These charges are collected for the expressed purpose of enabling the City to meets its Renewable Energy Portfolio Standards compliance obligations as required by the North Carolina General Assembly in its Senate Bill 3 ratified on August 2, 2007.

Billing
Monthly electric charges for each customer account computed under the City's applicable electric rate schedule will be increased by an amount determined by the table below:

	Monthly Charges		
Customer Type	Renewable Resources	DSM/Energy Efficiency	Total REPS Charge
Residential Account	$ 0.54	$ 0.07	$ 0.61
Commercial Account	$ 2.95	$ 0.00	$ 2.95
Industrial Account	$30.41	$ 0.00	$30.41

Exceptions
Industrial and Commercial Customer Opt-out
All industrial customers, regardless of size, and large commercial customers with usage greater than one million kWh's per year can elect not to participate in City's demand-side management and energy efficiency measures in favor of its own implemented demand-side management and energy efficiency measures by giving appropriate written notice to the City. In the event such customers "opt-out", they are not subject to the DSM/Energy Efficiency portion of the charges above. All customers are subject to the Renewable Resources portion of the charges above.

Auxiliary Service Accounts
The following service schedules will not be considered accounts because of the low energy use associated with them and the near certainty that customers served under these schedules already will pay a per account charge under another residential, commercial or industrial service schedule:

- Schedule 17 & 29 – Outdoor Lighting Flood Lighting Service (metered and unmetered)
- Schedule Z – Street and Public Lighting Service
- Schedule 20 & 22 – Traffic Signal Service
- Etc.

Sales Tax
Applicable North Carolina sales tax will be added to charges under this Rider.

Effective for service rendered after July 1, 2016.

Solar Photovoltaic Energy Credit ($ Per kWh):

		Fixed Long-term Rate		
	Variable	**5 Years**	**10 Years**	**15 Years**
All energy*	$0.0304	$0.0336	$0.0359	$0.0383

* These energy credits include a capacity component.

MONTHLY ENERGY
Monthly Energy shall be the total kWh of energy produced by the generating facility during the current calendar month. All energy produced by the Customer's renewable energy generating system must be delivered to the City, since the city does not offer net metering at this time.

ON-PEAK ENERGY
On-Peak Energy shall be the metered energy during the On-Peak Energy Period of the current calendar month, whereby the On-Peak Energy Period is defined as non-holiday weekdays from 7:00 AM to 11:00 PM EPT.

OFF-PEAK ENERGY
Off-Peak Energy shall be the Monthly Energy less the amount of energy billed as On-Peak Energy.

CONTRACT PERIOD
Prior to receiving service under this Rider, the City and the customer shall have entered either an Interconnection Agreement or executed a Certificate of Completion (inverter-based generators less than 10 kW) and a Power Purchase Agreement which covers the special terms and conditions for the customer's requirements related to the interconnection of the customer's renewable energy generating system.

Each of these agreements shall have a minimum term of one (1) year. Either party may terminate the agreements after one year by giving at least thirty (30) days previous notice of such termination in writing.

GENERAL
Service under this Rider is subject to the provisions of the Service Regulations of the City contained in the City of High Point's Code of Ordinances

SPECIAL CONDITIONS
The customer's service shall be metered with two meters, one of which measures all energy provided by the City and used by the customer, and the other measures the amount of energy generated by the customer's renewable energy generator which is provided to the City.

In the event that the City determines that it is necessary to install any additional equipment to protect the safety and adequacy of electric service provided to other customers, the customer shall pay for the cost of such equipment in accordance with the terms of its Power Purchase Agreement.

Effective July 1, 2016.

City of High Point Water and Sewer Rate Schedule Effective October 1, 2016

Water Rates:

Commodity Charges (Residential)

	Inside Rate	Outside Rate
All Units	$ 2.82	$ 5.64

Commodity Charges (Commercial and Industrial)

	Inside Rate	Outside Rate
First 35 units	$ 2.82	$ 5.64
Next 765 units	2.55	5.10
Next 2200 units	2.27	4.54
Over 3000 units	1.96	3.92

Commodity Charges (Intergovernmental)

All units	$ 1.96	$ 3.92

Commodity Charges (Irrigation)

All units	$ 4.21	$ 8.42

Fixed Charges:

Meter Code	Meter Size	Inside Rate	Outside Rate
WT1	5/8" & 3/4"	$ 8.51	$ 17.02
WT2	1"	21.26	$ 42.52
WT3	1-1/2"	42.48	$ 84.96
WT4	2"	67.95	$ 135.92
WT5	3"	135.96	$ 271.92
WT6	4"	212.43	$ 424.86
WT7	6"	424.84	$ 849.68
WT8	8"	679.09	$ 1,358.18
WT10	10"	1,231.67	
WT12	12"	1,826.21	

1 unit = 748 gallons

Sewer Rates

Commodity Charges

	Inside Rate	Outside Rate
All units	$ 4.90	$ 9.80

Fixed Charges

Meter Code	Meter Size	Inside Rate	Outside Rate
WT1	5/8" & 3/4"	$ 13.17	$ 26.34
WT2	1"	$ 32.99	$ 65.98
WT3	1-1/2"	66.01	$ 132.02
WT4	2"	105.56	$ 211.12
WT5	3"	211.15	$ 422.30
WT6	4"	329.92	$ 659.84
WT7	6"	659.82	$ 1,319.64
WT8	8"	1,055.75	$ 2,111.50

Industrial Surcharge

BOD	$ 59.34	$ 118.68
SS	$ 52.74	$ 105.48

Residential Flate Rate Sewer	$ 47.56	$ 95.12

Septage Tickets

1 ticket per 1000 gallons of tank capacity or fracton thereof:	$ 42.10
1 ticket per 3000 gallons of tank capacity or fraction thereof:	$ 126.30

2675
12051

SUB-RECIPTIENT AGREEMENT

EFFECTIVE DATE: OCTOBER 1, 2015

BETWEEN THE CITY OF GREENSBORO
A NORTH CAROLINA MUNICIPAL CORPORATION
AND
THE CITY OF HIGH POINT, NORTH CAROLINA
A NORTH CAROLINA MUNICIPAL CORPORATION

FOR THE DISBURSEMENT OF JUSTICE ASSISTANCE GRANT PROGRAMS FUNDS

THIS SUB-RECIPTIENT AGREEMENT ("Agreement") is entered into by and between the City of Greensboro, a North Carolina municipal corporation ("Recipient" or "City"), and the City of High Point, a North Carolina municipal corporation ("Sub-recipient"). Recipient and Sub-recipient are collectively referred to herein as the "Parties".

RECITALS

WHEREAS, Edward Byrne Memorial JAG Program awards are authorized by the 42 U.S.C. § 3751(a); and

WHEREAS, The CFDA number for the Edward Byrne Memorial JAG Program (State and Local) is 16.738; and

WHEREAS, the U.S. Department of Justice ("USDOJ") has approved Recipient's application for funding under the FY 2016 Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation in the amount of $204,515 ("JAG Funds") to be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies contractual support, information systems for criminal justice and criminal justice-relate research and evaluation activities, attached hereto as Exhibit "A"; and

WHEREAS, City entered into a Interlocal Agreement on October 18, 2016 which is retroactive to the beginning on the project period October 1, 2015 with Sub-recipient, et al., to reallocate the JAG Funds; and

WHEREAS, there are legal and administrative requirements that govern the Recipient and Sub-recipient for acceptance and use of federal JAG funds; and

WHEREAS, the Recipient and Sub-recipient desire to memorialize the terms and conditions of the disbursement of the JAG Funds in this Agreement;

NOW THEREFORE, the Parties do hereby agree as follows:

Section 1. GRANT FUNDS
Subject to the terms and conditions of this Agreement, Recipient agrees to make available and to disburse Grants Funds to Sub-recipient in the amount of $41,454 to be used to pay for equipment and upgrades as outlined in the grant application budget.

Section 2. DISBURSEMENT
The Sub-recipient shall have the right to disbursement from the Grant Funds on a quarterly basis after Recipient receives such funds from the USDOJ, and in any amount(s) approved by Recipient, such total

amount(s) not to exceed $41,454 in Grant Funds, provided Sub-recipient meets all the terms and conditions set forth in this Agreement.

Payments made by the Recipient to the Sub-recipient under this agreement will be issued upon receipt of an original invoice from Sub-recipient setting forth the amount due and payable pursuant to Item 4 of this agreement via a claim of reimbursement. Invoices will be reviewed by the Greensboro Police Department's Fiscal Management Office and City Financial Analyst for allowable and reasonable expenses as outlined in the approved grant budget. Upon approving an invoice, a check request will be submitted to the Finance Department and a check will be issued within 7 to 10 business days by the Recipient. All services must be performed to the satisfaction of the Recipient prior to any reimbursement being submitted for processing by the City's Finance Department and payment being made.

Section 3. TERM

This agreement and the terms and conditions contained herein shall remain in full force and effect from October 1, 2015 until September 30, 2019, the end of the Project Period as set forth in the Grant Award.

Section 4. DOCUMENTS REQUIRED PRIOR TO DISBURSEMENT JAG FUNDS

Sub-recipient agrees that prior to the initial disbursement of funds to Sub-recipient; it shall deliver to Recipient the following documents:

(a) Copies of expenditure invoices
(b) Proof of Payment
(c) Explanation of specific outcome and benefits derived from use of the JAG funds.

Section 5. ASSURANCES

Sub-recipient assures that it will comply with all legal and administrative requirements that govern the acceptance and use of federal grant fund by Recipient as set forth in Exhibit A attached hereto and made a part of this Agreement as if fully set forth herein.

Sub-recipient further agrees that it will comply with all applicable Federal civil rights laws, including requirement pertaining to developing and/or submitting an Equal Employment Opportunity Plan, reporting Findings of Discrimination, and providing language services any time upon request.

Sub-recipient agrees to provide the Recipient with a copy of the Equal Employment Opportunity Plan on file in accordance with 28 CRF 42.301 (d). A copy will be retained in the Greensboro Police Department's Fiscal Management Office and produced at the request of the Department of Justice (DOJ), Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA).

Section 6. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

It is the policy of City that City and its Sub-recipients, its employees, agents, Sub-recipients and others engaged by Sub-recipient that City opposes discrimination on the basis of race, color, religion, gender, age, national origin, handicap, or political affiliation or belief. During the performance of this Agreement, Sub-recipient agrees that neither Sub-recipient nor its employees, agents, Sub-recipients or others engaged by Sub-recipient shall discriminate against any person, whether employed by Sub-recipient or otherwise, for any basis stated herein. Sub-recipient further agrees to take affirmative action to insure that its employees, agents, Sub-recipients and others engaged by Sub-recipient, or applicants thereto shall be treated equally without regard to race, color, religion, gender, age, national origin, handicap, or political affiliation or belief. In all solicitations or advertisements for employees, agents, Sub-recipients or others to be engaged by Sub-recipient or placed by or on behalf of Sub-recipient, Sub-

recipient shall state all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, national origin, handicap, or political affiliation or belief.

Section 7. CHOICE OF LAW AND FORUM

This contract shall be deemed made in Guilford County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Guilford County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

Section 8. ASSIGNMENT, SUCCESSORS AND ASSIGNS

Without the City's written consent, the Sub-recipient shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this Agreement. Unless the City otherwise agrees in writing, the Sub-recipient and all assigns shall be subject to all of the City's defenses and shall be liable for all of the Sub-recipient's duties that arise out of this contract and all of the City's claims that arise out of this contract. Without granting the Sub-recipient the right to assign, it is agreed that the duties of the Sub-recipient that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

Section 9. RECORDS AND REPORTS

Sub-recipient shall maintain records and other documentation accounting for the use of the JAG Funds as required by the Department of Justice and as outlined by the office of Management and Budget for the Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation Funds. Such records may be reviewed by the Recipient at any time upon request.

Section 10. COMPLIANCE WITH LAW

In performing all of the Work, the Sub-recipient shall comply with all laws and regulations which may apply to the performance of Sub-recipient's duties in the Agreement.

Sub-recipient shall use JAG Funds solely for activities authorized by and in accordance with all Federal laws and regulations as set forth in the Program Solicitation, attached hereto as Exhibit "B".

Section 11. COMPLIANCE WITH CITY POLICY

In performing all of the Work, the Sub-recipient shall comply with the Greensboro Police Department's Policy for Monitoring Sub-recipient Agencies Receiving Grant Funds, attached hereto as Exhibit "C".

Section 12. SUSPENSION AND TERMINATION

City, in its sole discretion, may terminate the Agreement in whole or in part if City determines that said termination is in its best interest. Termination or suspension of this agreement may occur if Sub-recipient materially fails to comply with any terms of this Agreement or the conditions set forth herein. Any such termination shall be effected by the delivery to Sub-recipient of a written notice of termination thirty (30) days before the effective date of the termination. In the event of termination by City under this Section, all obligations of either party which remain executor are discharged except to the extent that any right based upon prior breach or performance shall survive such termination. Sub-recipient shall promptly deliver to City all goods, items and documents for which City has paid under this Agreement which have not been delivered at termination as if this Agreement had not been terminated. City shall pay in full for all goods, services completed and expenses incurred by Sub-recipient up to and until the time of termination.

Section 13. EVENTS OF DEFAULT
Any of the following shall constitute an "Event of Default" hereunder:

The failure of Sub-recipient to perform any of the terms and conditions of this Agreement or any other document required under this Agreement;

The failure of Sub-recipient to furnish from time to time, at Recipient's request, financial information or other records required by Recipient; or

The failure of Sub-recipient to use by September 30, 2019 the JAG funds for approved uses in implementing the approved project.

Section 14. INDEMNIFICATION
To the fullest extent permitted under law, Sub-recipient shall defend, indemnify, and save harmless City, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of this Agreement as a result of the acts or omissions of the Sub-recipient or its Sub-recipients or anyone directly or indirectly employed by any of them or anyone for whose acts arising out of or related to this Agreement any of them may be liable, save and except for damage or injury caused solely by the negligence of City its agents, officers, or employees. In performing its duties under this section, Sub-recipient shall at its sole expense defend City, its agents, officers, and employees with legal counsel reasonably acceptable to City. As used in this subsection – "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of City that are otherwise provided in or arise out of this Agreement. This section shall remain in force despite termination of this Agreement (whether by expiration of its term or otherwise) and termination of the services of the Contract under this Agreement.

Section 15. NO THIRD PARTY RIGHT CREATED
This Agreement is intended for the benefit of City and Sub-recipient and not any other person.

Section 16. MODIFICATION
Further modification of this Agreement is not valid unless signed by both parties and otherwise in accordance with requirements of law.

THE UNDERSIGNED, as authorized representative on behalf of the Recipient or the Sub-recipient, have executed this Agreement, which shall be effective as of the date first written above.

Department Head Recommendation Authorization
Wayne Scott, Chief of Police

This instrument has been pre-audited in the manner required
By the Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

APPROVED AS TO FORM:

Assistant City Attorney

CITY OF GREENSBORO
AUTHORIZATION

BY
City Manager

ATTEST:

City Clerk

ATTEST:

City Clerk

CITY OF HIGH POINT

City Manager

This instrument has been pre-audited in the manner required
By the Local Government Budget and Fiscal Control Act.

11/4/2016

Finance Director

APPROVED AS TO FORM:

City Attorney

Exhibit "A"

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)
City of Greensboro
P.O. Box 3136
Greensboro, NC 27404

4. AWARD NUMBER: 2016-DJ-BX-1074

5. PROJECT PERIOD: FROM 10/01/2015 TO 09/30/2019
BUDGET PERIOD: FROM 10/01/2015 TO 09/30/2019

6. AWARD DATE 09/08/2016

7. ACTION
Initial

2a. GRANTEE IRS/VENDOR NO.
566000230

8. SUPPLEMENT NUMBER
00

2b. GRANTEE DUNS NO.
071572374

9. PREVIOUS AWARD AMOUNT $ 0

3. PROJECT TITLE
Guilford County LE Enhancements FY 16

10. AMOUNT OF THIS AWARD $ 204,515

11. TOTAL AWARD $ 204,515

12. SPECIAL CONDITIONS
THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT
This project is supported under FY16(BJA - JAG) 42 USC 3750, et seq.

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)
16.738 - Edward Byrne Memorial Justice Assistance Grant Program

15. METHOD OF PAYMENT
GPRS

AGENCY APPROVAL

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL
Denise O'Donnell
Director

17. SIGNATURE OF APPROVING OFFICIAL
Denise O'Donnell

GRANTEE ACCEPTANCE

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL
Jim Westmoreland
City Manager

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL
Jim Westmoreland

19A. DATE
9/9/16

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	DJ	80	00	00		204515

21. RDJUGT1042

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

Exhibit "B"

Federal Laws and Regulations

Federal Authorization

- Part E of title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759). Consolidated Appropriations Act, 2008, Public Law 110-161. Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program.

Administrative Requirements

- Office of Management and Budget (OMB) OMB A-102 Replaced by Uniform Administrative Requirements, also known as "Common Rule"
- Department of Justice, Title 28 CFR Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements To State and Local Governments

Cost Principles

- Office of Management and Budget (OMB) Circular No. A-87, Relocated to 2 CFR, Part 225, Cost Principles for State and Local Governments, Revised
- Cost Principles in 28 CFR 66.22 and 28 CFR 70.27

Audit Requirements

- Office of Management and Budget (OMB) Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations
- Cost Principles in 28 CFR 66.22 and 28 CFR 70.27

Financial Oversight

- The Office of the Chief Financial Officer (OCFO) Financial Guide 2014

Government-Wide Common Rules

The uniform administrative requirements for grants and cooperative agreements to State and local units of government (also known as Grants Management Common Rule for State and Local Units of Government) for the Department of Justice (DOJ) are codified at Title 28 CFR Part 66.

The uniform administrative requirements for grants and cooperative agreements with institutions of higher education, hospitals, and other nonprofit organizations for DOJ are codified at Title 28 CFR Part 70.

- Government-wide Debarment and Suspension (Nonprocurement) is codified at Title 2 CFR Part 180, with DOJ-specific rules at Title 2 CFR Part 2867.
- Government-wide requirements for drug-free workplace (grants) rules are codified at Title 28 CFR Part 83.
- Restrictions on lobbying are codified at Title 28 CFR Part 69.

Administrative, National Policy, and other Legal Requirements

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Standard Assurances

Solicitation Requirements

- Civil Rights Requirements
- Financial Requirements
- Organizational Requirements

- Evidence, Research, and Evaluation Guidance and Requirements
- Mandatory Award Terms and Conditions
- Other Requirements

Mandatory Award Terms and Conditions

- Financial Guide
- Civil Rights: EEOP
- Audit - States, Units of Local Government, or Non-Profit Organizations
- Use of Federal Funds
- Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct
- Prohibit Use of Funds for ACORN and its Subsidiaries
- High-risk - Cf. 28 C.F.R. parts 66, 70
- Registration with the System for Award Management and Universal Identifier Requirements
- Text Messaging Policy
- Conference Costs
- Training Guiding Principles for Awardees
- Reporting of Potential Duplication of Federal Funding for Identical Cost Items
- Nondiscrimination in Programs Involving Students
- Computer Network Requirement

Financial Management and System of Internal Controls

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. The award recipient must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training.

Exhibit "C"

GREENSBORO POLICE DEPARTMENT POLICY FOR MONITORING SUB-RECIEPIENT AGENCIES RECEIVING GRANT FUNDS

- **Oversight** - The City of Greensboro will maintain regular communication with sub-recipients and make appropriate inquiries concerning program activities.

  The City of Greensboro will review monthly expenses submitted by the sub-recipient. This information must be submitted by sub-recipients to the City of Greensboro after the close of each month within their respective financial reporting systems. Additional back-up documentation may be requested to support monthly expenses.

  The City of Greensboro will review quarterly financial and performance reports, along with required supporting documentation, submitted by the sub-recipient. This information must be submitted by sub-recipients to the City of Greensboro by the 15th of the following month, post the end of a quarter (i.e. October- December). The performance report should include milestones achieved or to be achieved, any significant problems, issues or concerns, timely accomplishments and delays, and actual cost incurred compared to budget line items with variances explained. Additional back-up documentation may be requested to support program and financial reports.

  The City of Greensboro will complete periodic onsite monitoring of sub-recipients in accordance with grantor requirements and related regulations to examine financial and programmatic records and observe operations. Sub-recipients will be monitored as required by the grant or at least annually; or more frequently if circumstances or program guidance warrants. These visits will be scheduled in advance; a list of testing items will be provided.

  A written report will be completed for all formal site visits. Non-compliance and/or recommendations will be documented and the sub-recipient must resolve and correct findings timely and effectively.

- **Program monitoring-** Program monitoring will include, but not be limited to, discussion concerning the program operation, any problems or concerns associated with the program, and verification of information reported on the program monthly/quarterly reports/close out reports. Programs providing direct client services are subject to client file review, and should maintain appropriate releases of information to allow. Sample listing of information that may be reviewed programmatically:
  1. Inventory control listing for equipment
  2. Tags/labels on equipment
  3. Local procurement/purchasing policy
  4. Internal controls
  5. Program reporting
  6. Travel policy
  7. Personnel policy

- **Financial monitoring-** Financial monitoring will include, but not be limited to, comparison of recipient/sub-recipient financial reports with general ledgers to determine that claimed expenses have been charged to the proper accounts and that proper documentation exists to support claims for personnel, travel, etc., and that equipment, if purchased, has been inventoried and is being used for the stated purpose. Additionally, the agency's overall financial internal controls and policies and procedures may be reviewed and recommendations made if appropriate or necessary. Sample listing of information that may be reviewed financially:

1. Purchase order/requisition
2. Invoices/receipts from vendor
3. Bid/quote records
4. Sole source letters, where applicable
5. Cash management
6. Financial reporting

- **Timely response to written requests from City staff** - All written requests from City staff shall be responded to by the Contractor in writing within two (2) weeks of receipt. Responses shall be complete, or for items that have extenuating circumstances, such as requiring board meetings or approval, the agency will provide the City, within the two week period, an outline of the process and timeline needed to provide the complete information requested. Under extenuating circumstances, full responses shall be submitted within 45 days from date of request or a date agreed to by Greensboro Police Department Fiscal Management staff.

- **Record-Keeping Guidelines** - Record-keeping as prescribed by contracts will be strictly followed, and records will be kept in retrievable, reviewable, safe, and auditable condition for at least three (3) years from the date of final closeout notification. If any litigation, claim, negotiation, audit or other action involving these records is initiated during the 3-year period, the records should be kept until completion of such action. These records should be easily located and should be properly protected against fire or other damage.

- **Commingling of Funds Prohibited** - Contracts with recipients of City funds require that City of Greensboro funds provided to the entity for services or activities to be performed be maintained in a bank account or general ledger account that is clearly separate and distinguishable from other fund accounts or a separate bank account at the discretion of the organization. The City reserves the right to inspect fund accounts at any time to ensure compliance. Funding will be suspended to any organization found to be in non-compliance. Appropriate legal action will be taken as necessary.

- **Procurement** - Contracts for building, construction, or rehabilitation funded with City funds shall be carried out in compliance with all applicable State, Federal, and local laws and regulations. (See "Exhibit A")

- **City's Right to Visit Fund Recipients and Monitor for Compliance** - The City will enforce Zero Tolerance regarding fund recipients who refuse to comply with monitoring and auditing visit requests. The following actions will be taken:
  1. Funding will be immediately suspended if the agency refuses the visit or access to financial/program records.
  2. Legal remedies will be sought as appropriate

- **Audit Requirements** – Sub-recipients must obtain and submit a copy of the required audit to the City of Greensboro within 30 days of issuance and approval of the report, or as provided in the grant agreement. The sub-recipient must directly notify the City of Greensboro of any audit findings related to the sub-award.

  The City of Greensboro may use the information in the Federal Audit Clearinghouse Database as evidence to verify that the required audit was performed and that the sub-recipient had no audit findings. In cases of continued inability or unwillingness of a sub-recipient to have the required audits conducted, the City of Greensboro shall take appropriate action by using sanctions as prescribed in OMB Circular A-133.

  All grant expenditures must be reported in the Comprehensive Annual Financial Report's (CAFR) Schedule of Expenditures of Federal and State Awards or sub-recipient's year-end financial report if a CAFR is not required for the agency

- **Swift Resolution of Contract or Audit Compliance Issues -** Upon a finding of non-compliance with contract terms or with audit requirements, appropriate City of Greensboro and/or Greensboro Police Department Fiscal Management staff will issue a certified letter, return receipt requested, to the Authorizing Official of the non-compliant fund recipient. The letter will clearly document the issues of non-compliance. The fund recipient will have thirty (30) days from receipt of the certified letter to present to the appropriate City official evidence of resolution of all documented compliance issues unless other official documents specify an alternate remedy. Within thirty (30) days of the receipt of the fund recipient's response, the City Official will notify the respondent as to whether the issues have been resolved to the City's satisfaction. All City of Greensboro funding will be suspended until compliance issues are resolved to the satisfaction of the City of Greensboro.

- **Conduct of Annual Review**- Annual reviews are scheduled a minimum of 30 days in advance through written communication. Confirmation or rescheduling of a review date is required within two weeks. A qualified staff member of the Agency shall be available to City Internal Audit and/or Greensboro Police Department Fiscal Management staff during the annual review appointment. Audit staff shall be provided standard office work space within the Agency's office during the annual review appointment and any other scheduled appointments.

NORTH CAROLINA
GUILFORD COUNTY

TRAFFIC – SIGNAGE AGREEMENT

DATE: 4/11/2016 - REVISED

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

AND

WBS Elements: 7.104112, 7.104132

CITY OF HIGH POINT

THIS AGREEMENT is made and entered into on the last date executed below, between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the City of High Point, hereinafter referred to as the "Municipality".

W I T N E S S E T H:

WHEREAS, the Department and the Municipality propose to make certain public information improvements/traffic control improvements under said project 7.104112, 7.104132, in Guilford County; and,

WHEREAS, the Municipality has agreed to participate in the actual cost of the project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF WORK

1. The Project consists of the fabrication and installation of new signs on I-74 and I-85 Business. The existing signs for Kivett Drive on these routes will be replaced with Martin Luther King Jr. Drive signs.

DESIGN

2. The Department shall design, fabricate and provide the necessary labor for the installation of the signs. Said work shall be accomplished in accordance with Departmental standards and specifications, and all local codes and ordinances.

UTILITIES AND RIGHT OF WAY

3. It is understood by the parties hereto that all work shall be contained within the existing right of way and that there are no utilities in conflict with the installation of the signs. However, should it become necessary, the Municipality shall be responsible for providing any additional right of way and relocate any utilities, at no expense or liability whatsoever to the Department.

FUNDING

4. The Municipality shall reimburse the Department one hundred percent (100%) of the actual cost of the work performed by the Department, including administrative costs, associated with the installation and/or replacement of said signs. The estimated cost is $66,242. The Department shall charge a late payment penalty on any unpaid balance due in accordance with G.S. 147-86.23.

5. Upon completion of the work, the Municipality shall submit a payment to the Department's Division Engineer. The payment shall be made in 2 separate payments due for each fiscal year by the dates shown:

1st year – 7/31/16

2nd year – 7/31/17

6. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, North Carolina General Statute 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by the General Statues of North Carolina, Section 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement.

MAINTENANCE

7. During the life of these directional signs, the Department shall be solely responsible for all maintenance and replacement costs associated with the signs and supports due to damage, deterioration or loss.

8. It is understood by the Department that should the installation of any of these directional signs become problematic, the signs may be removed at the Department's sole discretion, and the Municipality will be responsible for any cost incurred by the Department associated with the removal of the signs.

DHH

ADDITIONAL PROVISIONS

9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S.§ 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

10. Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.* requires that each vendor, prior to contracting with the State, certify that the contracting party meets the requirements of the Iran Disinvestment Act. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

    - By execution of this AGREEMENT each Party certifies that neither it nor its Agents or Contactors/Subcontractors 1) are on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; 2) shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and 3) that the undersigned are authorized by the Parties to make this Certification.
    - During the term of this AGREEMENT, should the Parties receive information that a person is in violation of the Act as stated above, the Department will offer the person an opportunity to respond and the Department will take action as appropriate and provided for by law, rule, or contract. Should this Act be voided by NC General Statute, this AGREEMENT will remain valid; however this certification will no longer be required.

IT IS UNDERSTOOD AND AGREED that the approval of the project by the Department and the Municipality is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

ATTEST:

BY: Maria S. Smith

TITLE: Deputy City Clerk

DATE: 6/6/2016

CITY OF HIGH POINT

BY: William S. Bencini

TITLE: Mayor

DATE: 6/6/2016

Approved by the City of High Point as attested to by the signature of Maria S. Smith, Deputy Clerk of said governing body on 6/6/2016 (Date)

This instrument has been pre-audited in the Manner required by the Local Government Budget and Fiscal Control Act

Federal Tax Identification Number

56-6000231

(SEAL)

Remittance Address:

City of High Point

P.O. Box 230

High Point, NC 27261

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: _____

CITY OF HIGH POINT
AGENDA ITEM

Title: Residential 5/8" Water Meters – Bid 61-051816

From: Bob Martin, Director of Customer Service

Public Hearing: No

Attachments: Recommendation Form
Bid Tabulation

Meeting Date: June 6, 2016
Advertising Date / May 10, 2016
Advertised By: Purchasing

PURPOSE:
The Customer Service Department purchases water meters to replace aging equipment and for new service installation.

BACKGROUND:
As water meters age they under record flow which results in lost revenue to the City. To recover that lost revenue the City replaces aged meters with new meters which read more accurately and allow for remote reading.

Customer Service anticipates installing 2,000 5/8" water meters during Fiscal Year 2016-2017. This quantity covers both replacing of aged meters and installation for new service. Meter pricing has increased due to 60W ERTs being discontinued and replaced by 100W ERTs. The newer ERTs support greater data storage and retrieval.

BUDGET IMPACT:
Funds are included in the 2016-17 budget to cover this expense.

RECOMMENDATION / ACTION REQUESTED:
The Customer Service Department recommends that City Council award this contract to Carolina Meter and Supply for the purchase of the water meters.

NORTH CAROLINA'S INTERNATIONAL CITY™

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Customer Service

COUNCIL AGENDA DATE: June 6, 2016

BID NO.: 61-051816 CONTRACT NO.: DATE OPENED: 5-18-2016

DESCRIPTION:

2000 each 5/8 X 3/4 residential water meters, encoder registers with 100w-Ert with inline connector and mounting kits bid at $147.50 each. Additionally 100 pads/adapter kits at $3.00 each and 100 Itron 100W Erts at $75.00 each.

PURPOSE:

As meters age and wear they under record actual flow and the City loses revenue. Replacing these meters will restore accuracy to consumption readings and allow for recovery of lost revenue. The purchase of these meters will also be used for establishing new service.

COMMENTS:

Bid tabulation is attached. NOTE: Total price is based on the purchase of 2000 meters. Customer Service anticipates purchasing approximately 2000 5/8" meters as well as 100 each of pads/mounting kits and Erts in FY 2016/2017.

RECOMMEND AWARD TO: Carolina Meter and Supply AMOUNT: $302,800

JUSTIFICATION:

Bid is awarded to lowest responsible, responsive bidder, Carolina Meter and Supply.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631257	526101			$202,800
421779	533701	421001010705	40202	$100,000
TOTAL BUDGETED AMOUNT				$302,800

DEPARTMENT HEAD: T. Robert Martin Digitally signed by T. Robert Martin DN: cn=T. Robert Martin, o=City of High Point, ou=Customer Service, email=bob.martin@highpointnc.gov, c=US Date: 2016.05.25 17:12:50 -04'00' DATE: May 25, 2016

The Purchasing Division concurs with recommendation submitted by the Customer Service and recommends award to the lowest responsible, responsive bidder Carolina Meter in the amount of $ 302,800.00.

PURCHASING MANAGER: Erik S. Conti Digitally signed by Erik S. Conti DN: cn=Erik S. Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2016.05.26 08:11:53 -04'00' DATE: May 26, 2016

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey A. Moore Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US Date: 2016.05.26 11:16:04 -04'00' DATE: May 26, 2016

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o, ou, email=greg.demko@highpointnc.gov, c=US Date: 2016.05.27 08:23:52 -04'00' DATE: May 26, 2016

BID TABULATION
5/8” X 3/4” Water Meters
BID #61-051816

Vendor	5/8” X 3/4” Water Meters
Carolina Meter	**$302,800.00**
Ferguson Water Works	$421,700.00
Fortiline Water Works	$312,120.00
Miller Supply	$321,050.00

CITY OF HIGH POINT
AGENDA ITEM

Title: **Right-Of-Way Encroachment RE-16-0013**
(Yihua Timber Industry, Inc.)

From: Lee Burnette, Planning & Development Director

Meeting Date: June 6, 2016

Advertising Date: Not Applicable

Public Hearing: No

Advertised By: Not Applicable

Attachments:
A. Staff Memo
B. Agreement
C. Location Map
D. Site Plan

PURPOSE:
A request by Yihua Timber Industry, Inc. to construct a proposed 5-story building that will encroach 1 foot 4 inches within the East Commerce Avenue right-of-way.

BACKGROUND:
Staff memo and the Technical Review Committee's recommendation is enclosed.

BUDGET IMPACT:
There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:
A. On May 26, 2016 the Technical Review Committee recommended ***approval*** of Right-Of-Way Encroachment RE-16-0013.

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

RIGHT-OF-WAY ENCROACHMENT
RE-16-0003
June 6, 2016

Request	
Applicant: Yihua Timber Industry, Inc.	**Proposal:** Construct a proposed 5-story building that will encroach 1 foot 4 inches within the East Commerce Avenue right-of-way.

Adjacent Streets		
Name:	**Classification:**	**R/W and Pavement Width:**
East Commerce Avenue	Collector	76 feet and 53 feet from curb to curb

Analysis

The applicant is requesting an encroachment agreement for a proposed 5-story building, a portion of which will intrude 1 feet 4 inches into the street right-of-way along East Commerce Avenue.

The new building will replace an existing building, addressed as 305 East Commerce which also intrudes into the East Commerce Avenue right-of-way 1 feet 4 inches. The proposed replacement building will reside in the same footprint as the existing building. The applicant has stated that the need for this encroachment is to maintain the character of the existing streetscape and avoid potential engineering issues relating to structural support for the adjacent building, addressed as 135 South Hamilton Street, which will be connected to the new building

The Technical Review Committee reviewed this request on May 26, 2016, and determined that the proposed encroachment would not affect public safety or interfere with street maintenance needs, especially since the new building will use the same footprint as the existing one.

The site plan for the proposed building is attached depicting its location and the associated encroachment.

Recommendation

The location of the proposed 5-story building would not intrude into the right-of-way more than the existing building and would not affect public safety or interfere with street or utility maintenance. Staff recommends approval of this requested right-of-way encroachment.

Report Preparation

This report was prepared by Planning and Development Department staff member Justin S. Westbrook, and was reviewed by G. Lee Burnette, AICP.

DRAWN BY: JoAnne L. Carlyle, City Attorney
RETURN TO: City Attorney, P.O. Box 230, High Point, NC 27261

NORTH CAROLINA

GUILFORD COUNTY

RIGHT OF WAY
ENCROACHMENT AGREEMENT

THIS AGREEMENT (Agreement) made this _____ day of _____, 2016, between **THE CITY OF HIGH POINT**, a municipal corporation existing under the laws of the State of North Carolina (the "City") and **Yihua Timber Industry (USA), INC.**, hereinafter known as the "Company"

W I T N E S S E T H

WHEREAS, the City owns the public right of way that includes East Commerce Avenue; and

WHEREAS, the Company desires, for its interest and convenience, to construct, maintain and put in place a building in said public right-of-way as described in Exhibit A ("Building") in said public right of way; and

WHEREAS, the City under the terms and conditions herein set forth, is willing to allow the above described improvements to be made, and allow the Company to encroach upon the above-referenced City-owned right of way; and

WHEREAS, the Company has paid to the City the sum of $150.00, which partially defrays the administrative costs of the City.

NOW, THEREFORE, in consideration of the premises and $150.00 in hand paid receipt of which is hereby acknowledged and other consideration, the Company hereby covenants and agrees that:

1. The Company is responsible for any and all expenditure of labor or materials required in the installation, erection, repair, maintenance or location of the above-referenced Building.

2. The Company is responsible for any and all labor or expense which results from any and all future maintenance and repair of such Building, and the removal or dismantling of the Building if and when the Building is removed.

3. The Company is to be fully responsible for any and all property damage or injury to or death of any person which results from any and all negligence, omission, defect in design, maintenance or workmanship created by the Company, its agents, employees, contractors or subcontractors in connection with the Encroachment, or any cause of action arising out of the installation, maintenance, or location of said Building or any other cause of action arising out of the planting, installation, maintenance, or location of said Building (collectively, "Claims and Causes of Action").

4. The Company agrees:

(a) to hold the City, its officers, agents and employees harmless from any and all liability arising out of any such Claims and Causes of Action, and

(b) to defend the City, its officers, councilors and employees and pay all attorney fees in any and all actions brought as a result of such Claims and Causes of Action; and

(c) indemnify the City, its officers, agents and employees against any and all loss sustained by reason of such Claims and Causes of Action.

5. The Company, during the life of this agreement, agrees to procure or cause to be procured from a responsible insurance carrier or carriers, authorized under the laws of the State of North Carolina, insurance in the minimum amounts of One Million Dollars ($1,000,000.00) per occurrence and in the aggregate, combined single limit for personal injury, property damage, or wrongful death caused by construction, maintenance, location, repair or visual obstruction of said encroachment with the City of High Point being included as additional insured as respects work under this Agreement. Company shall furnish the City upon the City's request, but no more than once in any 12 month period, a certification from the insurance carrier or carriers with whom the insurance herein mentioned is carried, stating that such compensation is covered by such carrier or carriers and showing such insurance to be in full force and effect (or proof of self-insurance as referenced below). Company shall give the City at least 30 days advanced written notice of any cancellation of any required coverage that is not replaced. Should Company fail to

pay premiums upon said insurance, or should Company fail to obtain said insurance, or to perform any of the agreements, terms, or conditions herein contained; the City at its option, by written notice may declare this agreement cancelled and terminated and all rights acquired hereunder by Company shall thereupon terminate, except Owner shall still be responsible for removing the Equipment from the right of way. In lieu of the foregoing, Company may self insure for any or all of the coverages set forth above.

6. The Company, upon completion of the installation of the Building, shall submit to the City revised drawings in the form of an AutoCad (.dwg) file for retention by the City if the actual installation differs significantly from the installation shown on the Exhibit B (Site Plan) (in such event, the Company shall secure approval of the City prior to the differing installation).

7. The Company agrees to abide by all lawful statutes and ordinances governing construction of the Building as contemplated herein.

8. This Agreement shall not divest the City of any rights or interest in said right of way.

9. The Company shall contact "NC One Call Center" prior to excavation where and in the manner required by the NC One Call law.

11. This Agreement shall be binding upon and ensure to the benefit of all of the parties hereto and their heirs, personal representatives, grantees, successors, and assigns.

12. All matters relating to this Agreement shall be governed by laws of the State of North Carolina without regard to its choice of law provisions, and venue for any action related to the Agreement shall be Guilford County Superior Court or the United States District Court for the Middle District of North Carolina.

13. All notices required herein shall be deemed given by depositing such in the United States Mail, first class, and addressed as follows:

<u>If to City</u>:
City of High Point
Planning & Development Department
P.O. Box 230
High Point, NC 27261
ATTN: Planning Director

<u>If to Company</u>:
Waterleaf Property Management, LLC
4301 Waterleaf Court
Greensboro, NC 27410

IN WITNESS WHEREOF, the City of High Point has caused this instrument to be signed by its Mayor and attested by its Clerk and its seal to be affixed by the duly-granted authority of its City Council, the day and year first above written.

Yihua Timber Industry (USA), INC.
(A California Corporation)

(Corporate Seal)

By: _____

Print Name: _____

Title: _____

STATE OF _____

_____ COUNTY

I, _____, a Notary Public of the County and State, do hereby certify that _____, personally came before me this day and acknowledged that he/she is _____, and that he/she, as _____ being authorized to do so, executed the foregoing on behalf of the corporation.

Witness my hand and official stamp or seal, this the ____ day of _____, 2016.

My commission Expires: _____

_____
Notary Public

APPROVED AS TO FORM BY:

_____
JoAnne Carlyle, City Attorney

CITY OF HIGH POINT

By: _____
Bill Bencini, Mayor

ATTEST:

_____
Lisa B. Vierling, City Clerk

SEAL

NORTH CAROLINA

GUILFORD COUNTY

I, _____, a Notary Public of said county and state do hereby certify that Lisa B. Vierling is known to me as City Clerk of the City of High Point; that she personally appeared before me this date; and, that by authority duly given, and as the act of the said City of High Point, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal, and attested by herself as its clerk.

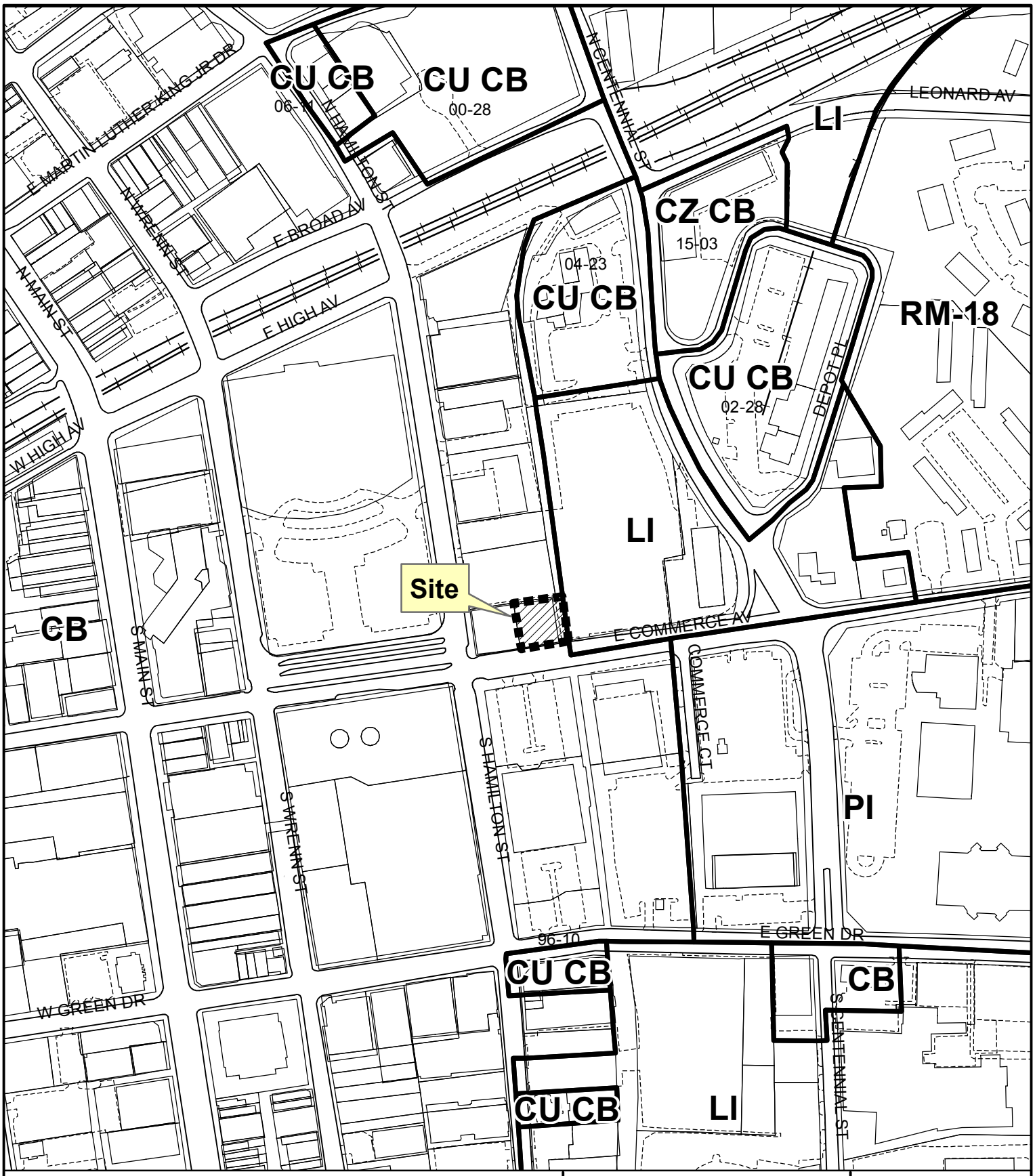
Witness my hand and official stamp or seal, this the ____ day of_____, 2016.

My commission Expires: _____ _____

Notary Public

EXHIBIT A

Starting at the South-East corner on E Commerce Street running along the right of way S81°14’56”W, 120.15 lf to an existing corner; then running along the same right of way S81°10’23”W, 100 lf to a property corner at the intersection of S Hamilton Street and East Commerce Street; then running along the S Hamilton Street right of way N08°35’03”W, 100 lf to a point, then n81°11’18”E, 100 lf; then n81°06’43”E, 119.84 lf; then S08°45’47”E, 100.26 to the point of beginning.



RIGHT-OF-WAY ENCROACHMENT RE-16-0013

Yihua Timber Industry (USA) Inc.
305 East Commerce Avenue

Existing Zoning Boundary ———
Subject Property Boundary - - - - -

Planning & Development Department

City of High Point

Date: May 25, 2016

N

Scale: 1"=300'

G:/Planning/Secure/ba-pz/2016/boa/rE16-0013.mxd

EXHIBIT B
(Site Plan)

GENERAL SITE NOTES:

1. THE INFORMATION SHOWN HEREIN WAS TAKEN FROM SURVEY PROVIDED BY: REGIONAL LAND SURVEYORS
   8642 WEST MARKET STREET, SUITE 100
   GREENSBORO, NORTH CAROLINA 27409
   TELEPHONE (336) 665-8155
2. THE LOCATIONS OF ALL UTILITIES SHOWN ON THESE PLANS ARE BASED ON THE AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF UTILITIES WITH THE UTILITY OWNERS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
3. ALL HANDICAP SITE FEATURES SHALL BE CONSTRUCTED TO MEET ALL FEDERAL, STATE AND LOCAL CODES.
4. ANY DISCREPANCY IN THIS PLAN AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE ENGINEER PRIOR TO START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS, AND DIMENSIONS SHOWN HEREON BEFORE BEGINNING CONSTRUCTION.
5. THE CONTRACTOR SHALL CONTACT ALL OWNERS OF EASEMENTS, UTILITIES AND R.O.W.S, PUBLIC OR PRIVATE, PRIOR TO WORKING IN THESE AREAS.
6. ACCESS TO UTILITIES, FIRE HYDRANTS, STREET LIGHTING, ETC., SHALL REMAIN UNDISTURBED, UNLESS COORDINATED WITH RESPECTIVE UTILITY.
7. DO NOT SCALE THIS DRAWING AS IT IS A REPRODUCTION AND SUBJECT TO DISTORTION.
8. ALL UTILITIES TO SERVICE BUILDING SHALL BE UNDERGROUND ON SITE UNLESS OTHERWISE NOTED.
9. THE CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ANY EXISTING ITEM AND/OR MATERIAL DUE TO CONSTRUCTION OPERATIONS. ALL STREET SURFACES, DRIVEWAYS, CULVERTS, CURB AND GUTTERS, ROADSIDE DRAINAGE DITCHES AND OTHER STRUCTURES THAT ARE DISTURBED OR DAMAGED IN ANY MANNER AS A RESULT OF CONSTRUCTION SHALL BE REPLACED OR REPAIRED IN ACCORDANCE WITH THE SPECIFICATIONS.
10. COMPACTION AND MAINTENANCE OF PROPER MOISTURE CONTENT OF THE SOIL UNDER BUILDINGS AND PAVED AREAS SHALL BE ACCOMPLISHED TO ACHIEVE 98% OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY OR AS RECOMMENDED IN THE SOIL REPORT (IF AVAILABLE).
11. THE CONTRACTOR SHALL NOTE THAT THE DRAWINGS ARE SCHEMATIC IN NATURE AND DO NOT SHOW EVERY OFFSET, TRANSITION, FITTING, ETC. THAT MAY BE REQUIRED FOR A COMPLETE AND WORKING SYSTEM.
12. ALL PERMITS RELATIVE TO PROJECT MUST BE OBTAINED, PRIOR TO CONSTRUCTION. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH PERMITS ISSUED AND APPLICABLE STATE, COUNTY AND LOCAL CODES.
13. THE CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES. THE LOCATION OF ALL EXISTING UTILITIES ARE NOT NECESSARILY SSHOWN ON PLANS AND WHERE SHOWN ARE ONLY APPROXIMATE. THE CCONTRACTOR SHALL ON HIS INITIATIVE AND AT NO EXTRA COST HAVE LOCATED ALL UNDERGROUND LINES AND STRUCTURES AS NECESSARY. NO CLAIMS FOR DAMAGES OR EXTRA COMPENSATION SHALL ACCRUE TO THE CONTRACTOR FROM THE PRESENCE OF SUCH PIPE OTHER OBSTRUCTIONS OR FROM ANY DELAY DUE TO REMOVAL OR REARRANGEMENT OF THE SAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UNDERGROUND STRUCTURES. CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL NONSUBSCRIBING UTILITIES. THE CONTRACTOR(S) SHALL CONTACT NORTH CAROLINA "ONE CALL" AT 1-800-632-4949 FOR ASSISTANCE IN LOCATING EXISTING UTILITIES. CALL AT LEAST 48 HOURS PRIOR TO ANY DIGGING.
14. FOR BUILDING DIMENSIONS, SEE ARCHITECTURAL DRAWINGS.
15. LANDSCAPE PLANTINGS AND SIGN LOCATIONS AT ENTRANCE/EXITS WILL BE INSTALLED AND MAINTAINED SO AS NOT TO INTERFERE WITH SIGHT DISTANCE NEEDS OF DRIVERS IN THE PARKING AREA AND AT ENTRANCE/EXIT LOCATIONS, PER LOCAL STANDARDS.
16. SEEDING TO BE INSTALLED TO LOCAL REQUIREMENT & STANDARD PRACTICES.
17. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION OF ANY ITEM SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED ALL PLANS AND ANY OTHER DOCUMENTATION FROM ALL OF THE PERMITTING AND ANY OTHER REGULATORY AUTHORITIES. FAILURE OF THE CONTRACTOR TO FOLLOW THIS PROCEDURE SHALL CAUSE THE CONTRACTOR TO ASSUME FULL RESPONSIBILITY FOR ANY SUBSEQUENT MODIFICATION OF THE WORK MANDATED BY ANY REGULATORY AUTHORITY.
18. ANY AND ALL QUANTITIES SHOWN OR IMPLIED ON THESE PLANS ARE FOR ESTIMATION PURPOSES ONLY.

CONTRACTOR NOTES:

NOTE: ALL DIMENSIONS AND RADII ARE TO OUTSIDE FACE OF BUILDING OR TO FACE OF CURB, OR TO THE CENTER OF STRUCTURES SUCH AS INLETS, SIGN POSTS, ETC., UNLESS OTHERWISE NOTED.

CONTRACTOR TO:

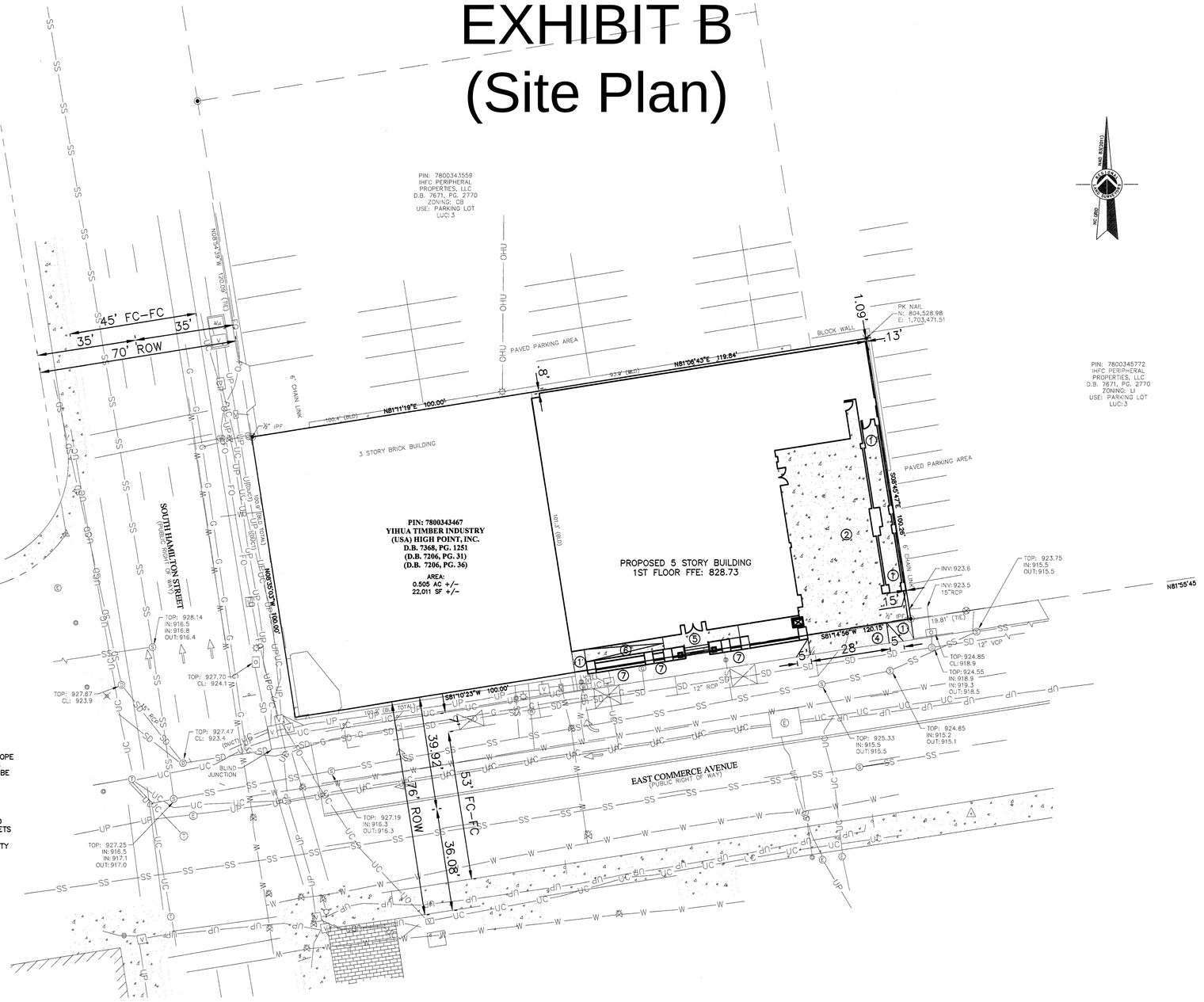
1. VISIT SITE AND BRING TO THE ENGINEER'S ATTENTION IN WRITING ANY PROBLEMS OR DISCREPANCIES WITH SITE OR PROJECT PRIOR TO CONSTRUCTION.
2. COORDINATE WITH THE OWNER FOR PHASING OF CONSTRUCTION. INSURE A HIGH LEVEL OF SAFETY DURING ALL PHASES OF CONSTRUCTION.
3. CHECK ALL "VERIFY" DIMENSIONS NOTED ON PLANS. REPORT ANY DISCREPANCIES TO THE ENGINEER IN WRITING PRIOR TO ANY FURTHER CONSTRUCTION.
4. CONTACT ENGINEER FOR OBSERVATION OF CONSTRUCTION RELATED TO REQUIRED FEDERAL, STATE OR LOCAL CERTIFICATIONS INCLUDING BUT NOT LIMITED TO PROOFROLL AND ASPHALT PLACEMENT. PROVIDE 24 HOUR NOTICE TO ENGINEER FOR REQUIRED CONSTRUCTION OBSERVATION RELATED TO CERTIFICATION OF ROADWAY, WATER SYSTEM, PAVEMENT, ETC.
5. KEEP ALL PLANTING AND GRASS AREAS FREE OF DEBRIS, STONES, CONSTRUCTION MATERIALS, ETC., RESPONSIBLE FOR NOT DAMAGING EXISTING PLANTING TO REMAIN.
6. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND AVOIDING ALL UNDERGROUND UTILITIES WHETHER SHOWN ON THE SITE PLAN OR NOT. THOSE SHOWN ARE BASED ON THE SURVEY PROVIDED AND MAY NOT BE ALL INCLUSIVE. CONTACT UTILITY LOCATION SERVICE OR OTHER APPROPRIATE UTILITY LOCATION SERVICE FOR UTILITY IDENTIFICATION PRIOR TO ANY WORK. CONTRACTOR TO PROTECT ALL UTILITIES TO REMAIN-TYPICAL. CONTACT ALL UTILITY COMPANIES TO INSURE THE UTILITIES ARE SHUT DOWN PRIOR TO THE START OF ANY DEMOLITION AND/OR SITE WORK.
7. PATCH/REPAIR STREETS, STRUCTURES, ETC. AS NECESSARY AFTER CONNECTION OF PROPOSED UTILITIES.
8. SEE GRADING PLAN FOR PROPOSED GRADES AND EROSION CONTROL.
9. USE THE ARCHITECT'S DRAWINGS FOR BUILDING DIMENSIONS.
10. USE CITY OF HIGH POINT STANDARD CONSTRUCTION DETAILS FOR ALL SITE WORK ITEMS.

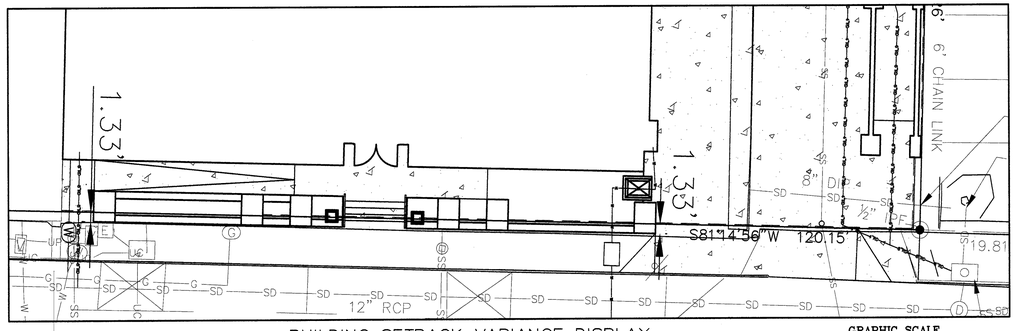
ADEQUATE DRAINAGE FOR BUILDING PADS

ALL NEW CONSTRUCTION SITES SHALL PROVIDE ADEQUATE DRAINAGE FROM THE BUILDING FOUNDATION. FOR RESIDENTIAL CONSTRUCTION THE GRADE SHALL SLOPE A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET FROM THE FOUNDATION AS REFERENCED IN NC STATE BUILDING CODE. ADEQUATE DRAINAGE SHALL ALSO BE PROVIDED FOR NEW COMMERCIAL CONSTRUCTION IN COMPLIANCE WITH THE NC STATE BUILDING CODE.

REPLACEMENT OF SIDEWALKS AND CURB AND GUTTERING

1) ANY UNUSED CURB OPENINGS/DRIVEWAYS WILL BE CLOSED WITH STANDARD CURB AND GUTTER ON CURB AND GUTTER STREETS. ON RIBBON PAVED STREETS THE DRIVEWAY AND ANY PIPE SHALL BE REMOVED.
2) DAMAGE TO EXISTING SIDEWALK SHALL BE REPAIRED TO MEET CURRENT CITY SIDEWALK STANDARDS.





BUILDING SETBACK VARIANCE DISPLAY

GRAPHIC SCALE
10 0 5 10 20
SCALE: 1"=10'

SITE KEY NOTES:

1. CONSTRUCT CONCRETE SIDEWALK (4" THICK) PER CONCRETE SIDEWALK DETAIL. SEE SHEET C 2.4.
2. CONSTRUCT CONCRETE PAVEMENT (6" THICK) PER CONCRETE PAVEMENT DETAIL. SEE SHEET C 2.4.
3. PAINT 4" WIDE STRIPE, WHITE.
4. CONSTRUCT STREET TYPE COMMERCIAL DRIVEWAY PER CITY OF HIGH POINT STD. SEE SHEET C 2.3.
5. CONSTRUCT CONCRETE SIDEWALK, SEE ARCHITECTURAL PLANS FOR DETAILS
6. CONSTRUCT HANDICAP RAMP, SEE ARCHITECTURAL PLANS FOR DETAILS
7. CONSTRUCT PLANTER, SEE ARCHITECTURAL PLANS FOR DETAILS

WATERSHED NOTE:
NO NEW IMPERVIOUS SURFACE IS PROPOSED AS PART OF THIS PLAN SO NO WATER QUALITY/QUANTITY BMP IS PROPOSED.

GRAPHIC SCALE
20 0 10 20 40
SCALE: 1"=20'

TECHNICAL REVIEW COMMITTEE ENDORSEMENT BLOCK FOR SITE PLANS

APPROVED BY THE TECHNICAL REVIEW COMMITTEE FOR 18 MONTHS (DEV # _____) SUBJECT TO THE APPROVAL OF ANY REQUIRED STREET AND UTILITY PLANS AND PROFILES AND APPROVAL OF A SEPARATE LAND-DISTURBING PERMIT AND/OR EROSION CONTROL PLAN.

DIRECTOR OF PLANNING AND DEVELOPMENT _____ DATE _____

ENFORCEMENT OFFICER APPROVAL FOR LANDSCAPE PLANS

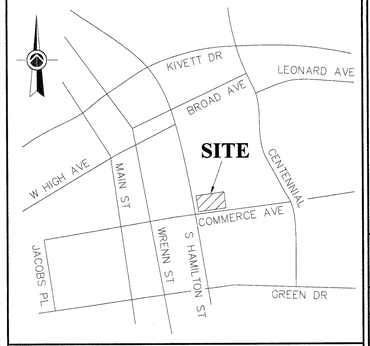
THIS PLAN APPEARS TO COMPLY WITH THE PROVISIONS OF THE CITY OF HIGH POINT DEVELOPMENT ORDINANCE CONCERNING LANDSCAPING.

DIRECTOR OF PLANNING AND DEVELOPMENT _____ DATE _____

OWNER'S/DEVELOPER'S CERTIFICATE OF COMPLIANCE

I, _____, ACCEPT THIS SUBMISSION AS MY PLAN OF DEVELOPMENT AND AGREE TO INSTALL ALL REQUIRED IMPROVEMENTS AND COMPLY WITH THE CONDITIONS OF APPROVAL.

OWNER/DEVELOPER _____ DATE _____



VICINITY MAP (NTS)

SITE INFORMATION

EX. ZONING	CB
PROP. ZONING	CB
CURRENT LANDUSE	RETAIL
PROP. LANDUSE	RETAIL
PIN	7800343467-000
PLAT REFERENCE	-
DEED REFERENCE	007368-01251
TOTAL AREA	0.51 AC
WATERSHED	RANDLEMAN GWA
BUILDING SETBACK	0' OR 5'
DISTANCE TO NEAREST FEMA FLOOD PLAIN	1328 LF
SOILS	Ur

	ACREAGE	PERCENTAGE
DISTURBED	0.505	100%
UNDISTURBED	0.00	0%
EX. BUA	0.505	100%
PROP. BUA	0.505	100%
TOTAL BUA	0.505	100%
EX. PERVIOUS	0.00	0%
PROP. PERVIOUS	0.00	0%
TOTAL PERVIOUS	0.00	0%

PARKING INFORMATION

TOTAL SPACES	NO SPACES REQUIRED

UTILITY INFORMATION

	SIZE	TYPE	LOCATION
SANITARY SEWER	8"	VCP	S HAMILTON ST
WATER	6"	DIP	S HAMILTON ST
STORM SEWER	12"	RCP	S HAMILTON ST
ELECTRIC	XXX	XXX	XXX

OWNER INFORMATION

DEVELOPER\OWNER:
YIHUA TIMBER INDUSTRY (USA) INC
10808 6TH ST
RANCHO CUCAMONGA, CA 91730

LEGEND

NAIL FOUND
IRON PIPE FOUND
RR SPIKE FOUND
PK-NAIL FOUND
WATER VALVE
WATER METER
WATER MANHOLE
GAS VALVE
GAS METER
CURB INLET
STORM DRAIN MANHOLE
SANITARY SEWER CLEAN OUT
SANITARY SEWER MANHOLE
SIGN
BOLLARD
FFE/TBM
LIGHT POLE
ELECTRICAL MANHOLE
POWER METER
UNDERGROUND VAULT

GAS LINE
OVERHEAD UTILITIES
UNDERGROUND COMMUNICATIONS
UNDERGROUND FIBER OPTICS
UNDERGROUND POWER
SUBJECT BOUNDARY LINE (SURVEYED)
ADJOINER BOUNDARY LINE (NOT SURVEYED)
WATER LINE
SANITARY SEWER LINE
STORM DRAIN LINE

CONCRETE

REV	DATE	DESCRIPTION

These drawings are instruments of service and shall remain the property of the engineer whether the project for which they are made is executed or not. They are not to be used by the owner or others on other projects or extensions to this project except by agreement in writing and with appropriate compensation to the engineer.

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125 SOUTH ELM STREET, SUITE 606
GREENSBORO, NC 27401
WWW.WSAAENG.COM
PHONE: 336.310.9722

LOCATION
NEW CLASSIC FURNITURE
135 S HAMILTON ST
HIGH POINT NC, 27265

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CONTACT ONE-CALL CENTER
1-800-632-4949

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL
PRELIMINARY
NOT FOR CONSTRUCTION
MICHAEL B. WESTCOTT

#	DATE	ISSUED FOR
1	XX/XX/XX	XXXX

PROJECT NO: E-1292
DATE: 2/17/16
SCALE: 1"=20'
DRAWN BY: MBW
CHECKED BY: VWS

C 2.0
SITE/WATERSHED PLAN

4/20/2016 10:27:56 AM

DRAWN BY: JoAnne L. Carlyle, City Attorney
RETURN TO: City Attorney, P.O. Box 230, High Point, NC 27261

NORTH CAROLINA

GUILFORD COUNTY

RIGHT OF WAY
ENCROACHMENT AGREEMENT

THIS AGREEMENT (Agreement) made this 9th day of June, 2016, between **THE CITY OF HIGH POINT**, a municipal corporation existing under the laws of the State of North Carolina (the "City") and **Yihua Timber Industry (USA), INC.**, hereinafter known as the "Company"

W I T N E S S E T H

WHEREAS, the City owns the public right of way that includes East Commerce Avenue; and

WHEREAS, the Company desires, for its interest and convenience, to construct, maintain and put in place a building in said public right-of-way as described in Exhibit A ("Building") in said public right of way; and

WHEREAS, the City under the terms and conditions herein set forth, is willing to allow the above described improvements to be made, and allow the Company to encroach upon the above-referenced City-owned right of way; and

WHEREAS, the Company has paid to the City the sum of $150.00, which partially defrays the administrative costs of the City.

NOW, THEREFORE, in consideration of the premises and $150.00 in hand paid receipt of which is hereby acknowledged and other consideration, the Company hereby covenants and agrees that:

1. The Company is responsible for any and all expenditure of labor or materials required in the installation, erection, repair, maintenance or location of the above-referenced Building.

2. The Company is responsible for any and all labor or expense which results from any and all future maintenance and repair of such Building, and the removal or dismantling of the Building if and when the Building is removed.

3. The Company is to be fully responsible for any and all property damage or injury to or death of any person which results from any and all negligence, omission, defect in design, maintenance or workmanship created by the Company, its agents, employees, contractors or subcontractors in connection with the Encroachment, or any cause of action arising out of the installation, maintenance, or location of said Building or any other cause of action arising out of the planting, installation, maintenance, or location of said Building (collectively, "Claims and Causes of Action").

4. The Company agrees:

(a) to hold the City, its officers, agents and employees harmless from any and all liability arising out of any such Claims and Causes of Action, and

(b) to defend the City, its officers, councilors and employees and pay all attorney fees in any and all actions brought as a result of such Claims and Causes of Action; and

(c) indemnify the City, its officers, agents and employees against any and all loss sustained by reason of such Claims and Causes of Action.

5. The Company, during the life of this agreement, agrees to procure or cause to be procured from a responsible insurance carrier or carriers, authorized under the laws of the State of North Carolina, insurance in the minimum amounts of One Million Dollars ($1,000,000.00) per occurrence and in the aggregate, combined single limit for personal injury, property damage, or wrongful death caused by construction, maintenance, location, repair or visual obstruction of said encroachment with the City of High Point being included as additional insured as respects work under this Agreement. Company shall furnish the City upon the City's request, but no more than once in any 12 month period, a certification from the insurance carrier or carriers with whom the insurance herein mentioned is carried, stating that such compensation is covered by such carrier or carriers and showing such insurance to be in full force and effect (or proof of self-insurance as referenced below). Company shall give the City at least 30 days advanced written notice of any cancellation of any required coverage that is not replaced. Should Company fail to

pay premiums upon said insurance, or should Company fail to obtain said insurance, or to perform any of the agreements, terms, or conditions herein contained; the City at its option, by written notice may declare this agreement cancelled and terminated and all rights acquired hereunder by Company shall thereupon terminate, except Owner shall still be responsible for removing the Equipment from the right of way. In lieu of the foregoing, Company may self insure for any or all of the coverages set forth above.

6. The Company, upon completion of the installation of the Building, shall submit to the City revised drawings in the form of an AutoCad (.dwg) file for retention by the City if the actual installation differs significantly from the installation shown on the Exhibit B (Site Plan) (in such event, the Company shall secure approval of the City prior to the differing installation).

7. The Company agrees to abide by all lawful statutes and ordinances governing construction of the Building as contemplated herein.

8. This Agreement shall not divest the City of any rights or interest in said right of way.

9. The Company shall contact "NC One Call Center" prior to excavation where and in the manner required by the NC One Call law.

11. This Agreement shall be binding upon and ensure to the benefit of all of the parties hereto and their heirs, personal representatives, grantees, successors, and assigns.

12. All matters relating to this Agreement shall be governed by laws of the State of North Carolina without regard to its choice of law provisions, and venue for any action related to the Agreement shall be Guilford County Superior Court or the United States District Court for the Middle District of North Carolina.

13. All notices required herein shall be deemed given by depositing such in the United States Mail, first class, and addressed as follows:

<u>If to City</u>:
City of High Point
Planning & Development Department
P.O. Box 230
High Point, NC 27261
ATTN: Planning Director

<u>If to Company</u>:
Waterleaf Property Management, LLC
4301 Waterleaf Court
Greensboro, NC 27410

IN WITNESS WHEREOF, the City of High Point has caused this instrument to be signed by its Mayor and attested by its Clerk and its seal to be affixed by the duly-granted authority of its City Council, the day and year first above written.

Yihua Timber Industry (USA), INC.
(A California Corporation)

(Corporate Seal)

By: Zhuangchao Liu

Print Name: Zhuangchao Liu

Title: CEO

STATE OF California

San Bernardino COUNTY

WAN QIANG LIU
COMM. #2139197
Notary Public · California
San Bernardino County
My Comm. Expires Feb. 1, 2020

I, WAN QIANG LIU, a Notary Public of the County and State, do hereby certify that Zhuangchao Liu, personally came before me this day and acknowledged that he/she is CEO, and that he/she, as CEO being authorized to do so, executed the foregoing on behalf of the corporation.

Witness my hand and official stamp or seal, this the 9th day of June, 2016.

My commission Expires: Feb 1, 2020

Notary Public

APPROVED AS TO FORM BY:

JoAnne Carlyle, City Attorney

CITY OF HIGH POINT

By: Bill Bencini

Bill Bencini, Mayor

ATTEST:

Lisa B. Vierling, City Clerk

(SEAL)

EXHIBIT A

Starting at the South-East corner on E Commerce Street running along the right of way S81°14'56"W, 120.15 lf to an existing corner; then running along the same right of way S81°10'23"W, 100 lf to a property corner at the intersection of S Hamilton Street and East Commerce Street; then running along the S Hamilton Street right of way N08°35'03"W, 100 lf to a point, then n81°11'18"E, 100 lf; then n81°06'43"E, 119.84 lf; then S08°45'47"E, 100.26 to the point of beginning.

HIGH POINT CITY COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS – HIGH POINT MUNICIPAL BUILDING
May 16, 2016 – 5:30 P.M.

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE

Mayor Bencini called the meeting to order and asked everyone to stand for a moment of silent prayer. The Pledge of Allegiance followed.

Upon call of the roll, the following Council Members were present:

Present: *Mayor William S. Bencini, Jr., Mayor Pro Tem Jeffrey Golden (Ward 1); and Council Members Cynthia Y. Davis (At-Large), Latimer Alexander (At-Large); Christopher Williams (Ward 2), Alyce Hill (Ward 3), Jay Wagner (Ward 4), James C. Davis (Ward 5) and Jason Ewing (Ward 6)*

PUBLIC HEARINGS

160125 **Public Hearing- Proposed City of High Point FY 2016-2017 Annual Budget**

Monday, May 16, 2016 at 5:30 p.m. is the date and time established to receive public comments on the proposed City of High Point Budget for FY 2016-2017.

Prior to receiving comments from public speakers, Eric Olmedo, Budget and Performance Manager, gave a presentation on the major changes to the proposed 2016-2017 budget.

Note: This a brief summary of the comments made during the Public Comment Period for the budget. The transcript containing the full dialogue is hereby attached in Legistar as a permanent part of these proceedings.

Chairman J. Davis opened the Public Hearing for public comments on the proposed City of High Point FY 2016-2017 Annual Budget.

The following person(s) addressed City Council regarding the budget:

Debbie Lumpkins, Executive Director, of the High Point Arts Council, Janette McNeill, Board Chair, of the High Point Arts Council, Dottie O'Connor, and Mark Harris all spoke in support of funding for the High Point Arts Council. They expressed concerns about the decreased funding over the years and felt the City be investing more in the Arts. They all felt the arts are essential to a well-rounded City.

David Willett addressed Council with concerns regarding ElectriCities, burned structures process. He applauded City crews on a great job paving the streets and asked Council to do something about the electric rates.

Chairman J. Davis solicited additional comments on the budget. There being no further comments, the public hearing was closed.

Council will receive public comments at a Special Meeting on Thursday, May 19, 2016 at 3:00 p.m. acknowledge public hearing held.

FINANCE COMMITTEE - Council Member J. Davis, Chair
Committee Members: J. Davis, Alexander, C. Davis, Hill (All were present)

CONSENT AGENDA ITEMS

Chairman J. Davis announced that the Finance Committee met on Wednesday, May 11, 2016 and favorably recommended the following matters for approval.

Council Member J. Davis then moved to approve the following matters: 160126, 160127, 160128, 160129, 160130, and 160131. Council Member Williams made a second. The motion carried unanimously.

Note: Although one motion was made to approve/adopt these matters, action on all of these matters will be reflected throughout these minutes as being made and seconded by the same persons.

160126 **Contract - Purchase of Front Loading Refuse Truck**

Council is requested to approve the purchase of a Peterbilt truck with New Way front loading refuse body from Scranton Manufacturing Company in the amount of $228,987.22.

Approved the purchase of a Peterbilt truck with New Way New Way front loading refuse body from Scranton Manufacturing Company in the amount of $228,987.22.

A motion was made by Council Member J. Davis, seconded by Council Member Williams, to approve this purchase. The motion passed by a 9-0 unanimous vote.

160127 **Budget Ordinance Amendment - Purchase of Front Loader Refuse Truck**

Council is requested to adopt a budget ordinance amending the 2015-2016 Budget Ordinance to appropriate funds in the amount of $228,988 for the purchase of a Front Loader Refuse Truck.

Adopted ordinance amending the 2015-2016 budget ordinance to appropriate funds in the amount of $228,988 for the purchase of a Front Loader Refuse Truck.

A motion was made by Council Member J. Davis, seconded by Council Member Williams, that this matter be adopted. The motion passed by a 9-0 unanimous vote.

Ordinance No: 7205/16-25
Introduced 5/16/2016; Adopted 5/16/2016
Ordinance Book Vol. XIX, Page 88

160128 **Sole Source Contract - Underground Switches**

Council is requested to approve a sole source bid recommendation to Trayer Engineering in the amount of $119,448.00 for the purchase of six (6) 15kV Underground Switches.

Approved a contract to Trayer Engineering in the amount of $119,448.00 for the purchase of six (6) 15kV Underground Switches.

A motion was made by Council Member J. Davis, seconded by Council Member Williams, that this matter be approved. The motion passed by a 9-0 unanimous vote.

160129 **Change Order - Eastside WWTP Solids Handling Improvements**

Council is requested to approve a change order in the amount of $371,083.73 to the Wharton-Smith, Inc. contract for the Eastside WWTP solids handling improvements.

Approved a change order in the amount of $371,083.73 to the Wharton-Smith, Inc. contract for the Eastside WWTP solids handling improvements.

A motion was made by Council Member J. Davis, seconded by Council Member Williams, that this matter be approved. The motion passed by a 9-0 unanimous vote.

160130 **Approval of Lease for City Owned Residences**

Council is requested to authorize the city attorney's office to execute five-year lease agreements on five residential dwellings that are property of the City of High Point.

Authorized the city attorney's office to execute five-year lease agreements on five residential dwellings that are property of the City of High Point. Properties are located at: 118 Underhill Street, 1420 Bragg Avenue, 3330 Hillside Drive, 809 Aberdeen Road, and 811 Aberdeen Road.

A motion was made by Council Member J. Davis, seconded by Council Member Williams, that this matter be approved. The motion passed by a 9-0 unanimous vote.

160131 **Retire and Sale of Police K-9 Sable**

Council is requested to retire Police K-9 Sable and declare as surplus property to allow her to be purchased by Major Ken Steele who will assume all responsibility and liability for her care.

Adopted resolution authorizing the sale of retired K-9 Sable to Major Ken Steele who will assume all responsibility and liability for her care.

A motion was made by Council Member J. Davis, seconded by Council Member Williams, that this matter be adopted as recommended. The motion passed by a 9-0 unanimous vote.

Resolution No: 1617/16-17
Introduced 5/16/2016; Adopted 5/16/2016
Resolution Book Volume XIX, Page 87

REGULAR AGENDA ITEMS

160146 **Revised Interlocal Agreement on Tax Collection - Guilford County Tax Office**

Council is requested to approve a revised Interlocal Agreement on Tax Collection with the Guilford County Office replacing Section 13 of the agreement. This agreement was approved

at the May 2nd City Council meeting, however the County would not accept the City's revision to the agreement.

Since this item did not appear on the prepared agenda, a motion was made by Council Member Alexander and seconded by Council Member J. Davis to suspend the rules to place it on the agenda for consideration. The motion carried by a 9-0 unanimous vote.

Randy McCaslin, Deputy City Manager, advised the tax agreement was approved last month; however, Guilford County did not agree with it. Article 13 changes the word "may" to "shall." He explained this refers to Guilford County properties that are to be foreclosed on for unpaid taxes. The City will bid on the properties in the city limits if no one shows up to bid.

Adopted a Resolution authorizing the Mayor to execute a revised Interlocal Agreement on Tax Collection with the Guilford Office replacing Section 13 of the agreement. This agreement is for the collection of ad valorem tax listing and collection services for the period of July 1, 2016 - June 30, 2021. (This agreement was approved at the May 2nd City Council meeting, however, the County would not accept the City's revision to the agreement.)

Council Member C. Davis expressed concerned over Section 12 of the agreement which addresses involuntary annexations. She requested to have those words removed from the agreement because High Point does not do involuntary annexations. City Attorney, JoAnne Carlyle, had no problems leaving the verbiage in.

A motion was made by Council Member Alexander, seconded by Council Member Ewing, that this matter be approved. The motion passed by an 8-1 unanimous vote as follows:

Aye (8): Council Member Hill, Council Member Williams, Council Member Ewing, Council Member Wagner, Mayor Pro Tem Golden, Mayor Bencini, Council Member Alexander, and Council Member J. Davis

Nay (1): Council Member C. Davis

Resolution No: 1619/16-19
Introduced 5/16/2016; Adopted 5/16/2016
Resolution Book Volume XIX, Page 89

160147 **<u>Donation of Retired Service Animals - Local Act</u>**

Council is requested to approve an amendment to a Local Act on the donation of retired service animals to add the City of High Point.

Since this item did not appear on the prepared agenda, a motion was made by Council Member Alexander and seconded by Council Member J. Davis to suspend the rules to place it on the agenda for consideration. The motion carried by a 9-0 unanimous vote.

City Attorney, JoAnne Carlyle, advised this is merely a Housekeeping item. She has discussed this with Fred Baggett, the City's State Legislature Lobbyist, and he indicated that

High Point could be added to the Cities listed in the bill all though the local bill filing has passed.

Authorized the City Attorney's office to file an amendment to House Bill 1009 to add the City of High Point which will allow for the municipality to donate any horse, dog, or other animal used by the municipality's police department or any other municipal agency to the officer or employee who had normal custody and control of the animal during its service to the municipality when the animal is deemed no longer fit for public service.

A motion was made by Council Member J. Davis, seconded by Council Member Alexander, that this matter be approved. The motion passed carried by a 9-0 unanimous vote.

COMMUNITY HOUSING & NEIGHBORHOOD DEVELOPMENT COMMITTEE - Mayor Pro Tem Golden, Chair
Committee Members: Golden, Alexander, Ewing, & Williams (All were present)

160132 **Clarification to Ordinance to Demolish Dwelling - 1110 Blain Street**

Council is requested to continue with an ordinance ordering the inspector to effectuate the demolition of a dwelling located at 1110 Blain Street belonging to CBC Investment Properties, LLC. The ordinance was adopted at the March 21, 2016 City Council meeting and contained an inaccuracy in the staff report which listed the property value at $1,700 when the actual value was $7,100.00.

Lori Loosemore, Interim Supervisor for Local Codes, explained that, although, Council took action on March 21, 2016 to adopt the ordinance, because it contained a clerical error in the tax value (it was listed at $1,700 instead of the correct amount of $7,100). She reported the estimate for repairs to the dwelling remains at $41,300.

Ms. Bonnie Rudy, Manager, CBC Investment Properties, LLC., 6211 Hickory Creek Road, Winston-Salem, NC., owner of the property addressed Council on this matter. She advised that they did not receive the letter about the meeting on March 21st until that same day so she was not able to make the meeting. She informed Council that they are trying to market the property and noted the actual value is $22,000 because it was reassessed after the fire that occurred in 2012. She shared that they have always kept the property taxes paid and they do have a buyer who is interested in making the necessary repairs. Therefore, she is requesting additional time and advised that she has been working with the Inspections Department, and Mike McNair, Director of Community Development and Housing. Mayor Pro Tem J Davis reiterated that the fire was in 2012. Ms. Rudy confirmed yes, but stated they were in litigation for a year and half and was paying a mortgage on the property.

Council Member Alexander proceeded to read the background information contained in the staff report and pointed out an order to repair or demolish was issued on December 13, 2012; however, no action has occurred by the compliance date of March 13, 2013. Staff reported that the necessary repairs to the dwelling exceed the current tax value and felt that the demolition was warranted.

For clarification, Ms. Loosemore reiterated that notice was sent to the property owner and the hearing was held on December 13, 2012. At that time, it was deemed that the repairs to the property exceeded 50 percent of the tax value, which resulted in an order to repair or demolish. Ms. Loosemore advised that no repairs were made and no appeals were received from the property owner so it was brought to the City Council for demolition.

Ms. Rudy stated that she never received a letter from the City. Council Member Alexander inquired about how the letters notification process and how the letters are mailed. Council Member C. Davis was bothered because the owner did not receive the letter until right before the meeting. Mayor Pro Tem Golden pointed out that contradicts the 2012 notice. Ms. Loosemore clarified that the letters are mailed 7-10 days before the hearing by both regular mail and certified mail through the USPS. Ms. Rudy responded by saying that she had not heard anything from the City in 2-1/2 years until she had received notice of this meeting. She had been emailing Inspector, Scott Wall, who no longer works for the City. She felt like she had not had adequate response from the City.

Council Member Williams wanted confirmation on how long the property was in litigation and Ms. Rudy confirmed it was 1-1/2 years. She confirmed that they settled out of court with the insurance company. Council Member Alexander asked Ms. Rudy why she had not fixed the property and she advised that they had been trying to sell the property as is. She noted they had been maintaining the property itself. Council Member C. Davis pointed out that they do have a potential buyer for the property. Ms. Rudy confirmed this but noted they do not have a signed contract to purchase.

Council Member Ewing questioned the timing from the adoption of the order to demolish and the actual demolition. Randy McCaslin, Deputy City Manager, advised that if action were to be taken at this meeting, there would be a 30-day period and then staff would go to purchasing to finalize the demolition and it would be approximately 45 days. He advised another consideration would be to place some kind of timeframe for the new purchaser to make the necessary repairs.

Council Member Ewing suggested that even with the adoption of the ordinance and the fact that Ms. Rudy has a buyer and if she were to come back on June 6, 2016 with a signed contract, we can then remove the ordinance for demolition. Mr. McCaslin suggested putting something into a new consideration for the next meeting on June 6, 2016. Council Member Alexander suggested that Ms. Rudy and the potential buyer plan on attending the City Council meeting on June 6, 2016.

160133 **Transfer of Property - Bank of North Carolina - Infill Housing Needs**

Council is requested to approve the transfer of a lot located at 524 Radford Street, upon completion of the purchase from Guilford County, to the Bank of North Carolina to build a new, single family home to be sold at cost to a qualifying home buyer.

Deputy City Manager Randy McCaslin, requested this matter be continued to the June 6, 2016 City Council meeting.

A motion was made by Council Member Wagner, seconded by Council Member Ewing, that this matter be continued to the June 6th City Council meeting. The motion passed by a 9-0 unanimous vote.

PLANNING & DEVELOPMENT COMMITTEE - Council Member Wagner, Chair
Committee Members: Wagner, C. Davis, J. Davis, & Golden (All were present)

160134 **Initiation of Zoning Map Amendments**

A request by the Planning and Development Department to initiate a zoning map amendment process so that the new Development Ordinance can be made effective.

Note: At the request of the Planning staff, this matter was actually heard after the Public Hearing for 160136 New Development Ordinance.

Ms. Heidi Galanti reviewed the 41 areas that have been identified that will require rezoning under the new Development Ordinance. The majority are governmental and religious institutional areas. Together they cover 36 of the 41 areas. She anticipates the first group of zoning changes go before the Planning and Zoning Commission in July or August and hopes to conclude with City Council by the end of October and recommend the January 1, 2017 adoption date. She shared that a zoning map application will be available on the City's website which will allow the public to enter an address which will show them how the property currently zoned and how it can be zoned under the new ordinance. There will be a description of the zoning districts with additional fact sheets that they can also access.

Approved the request by the Planning and Development Department to initiate a zoning map amendment process to coincide with the new Development Ordinance which goes into effect January 1, 2017.

A motion was made by Council Member Wagner, seconded by Council Member Williams, that this matter be approved. This motion passed by a 9-0 unanimous vote.

160135 **Resolution of Intent - Annexation 16-03**

Approval of a Resolution of Intent that establishes a public hearing date of Monday, June 20, 2016, at 5:30 p.m. to consider a voluntary contiguous annexation request. The proposed annexation site is approximately 2.15 acres and lying along the west side of St. Johns Street, approximately 750 feet north of Skeet Club known as Guilford County Tax Parcels 01694450, 01694451, 01694452, and 01694453.

Adopted Resolution of Intent establishing Monday, June 20, 2016 at 5:30 p.m. to consider a voluntary contiguous annexation request.

A **motion was made by Council Member Wagner, seconded by Council Member Williams, that this Resolution be adopted. The motion passed by a 9-0 unanimous vote.**

Resolution No: 1618/16-18
Introduced 5/16/2016; Adopted 5/16/2016
Resolution Book Volume XIX, Page 88

PUBLIC HEARINGS FOR PLANNING & DEVELOPMENT ITEMS

160136 **New Development Ordinance**

Monday, May 16, 2016 is the date to receive public comments on a request by the Planning and Zoning Commission to adopt a new Development Ordinance for the City of High Point Planning and Development Department.

Note: (Council Member C. Davis left the Council meeting without being excused and was not present when the vote was taken on this matter. Pursuant to North Carolina General Statute 160A-75, her vote will be counted as a yes vote.)

The Public Hearing for this matter was held on Monday, May 16, 2016 at 5:30 p.m.

Heidi Galanti, Senior Planner provided an overview of the staff report which is hereby attached in Legistar as a permanent part of these proceedings.

She shared a timeline/history for the project.

- 2007 - Core City Plan which called for the rewrite for the development ordinance primary because the current ordinance was written in 1992 is oriented in suburban development, is difficult for infill and revitalization, and it treats development as one size fits all.

- 2008/2009 - Consultants prepared a Code Assessment of the current Development Ordinance. It was presented at the Planning and Zoning Commission and City Council at that time and they were given the notice to proceed with the development ordinance rewrite.

Ms. Galanti stated how the recession hit and in the fall in 2011 the City applied for and received a community challenged grant from HUD to do the project.

- In 2012, we established an 18-member Advisory Committee and worked with that committee and worked with the consults to refresh the 2009 Code Assessment.
    - Held joint meetings with the Planning and Zoning Commission and City Council regarding the refresh code assessment.
    - Started drafting the ordinance.

While drafting the new ordinance that took place in 2013-2015.

- Worked with the update Advisory Committee and met with them multiple times on the three different modules of that project.
- We held public review meetings and tested the draft ordinance.
- Held joint meetings with the Planning and Zoning Commission and City Council on each module.

Ms. Galanti shared that the Planning and Zoning Commission held a Public Hearing on February 9th and based on the comments they received at the public hearing, asked staff to

draft some changes for their review. Staff presented those changes to the Commission at a work session on February 13, 2016. On March 22, 2016 the Planning and Zoning Commission recommended a revised draft by a vote of 7-0. Staff then presented the Planning and Zoning Commission's the recommended draft to the City Council at a Manager's Briefing Session on April 7th.

Ms. Galanti explained how the document includes 10 chapters but governs zoning, environmental, and sub divisional regulations. She added that the document is to be a replacement of the City's current development ordinance. Currently, the City's ordinance has 38 zoning districts; there are 28 zoning districts in the new Development Ordinance. She continued that many of the new districts are a translation form the old districts which meant that the zoning district has been renamed and in some cases combined with other districts and a rezoning is not required. She noted some of the zoning districts in the old development districts such as: RS-20, RS-40, RS-15 and RS-12 have now been combined into a new R-3 district, which does not require rezoning.

However, there are some instances where properties will require rezoning of the property to new zoning districts. For example, the Public and Institutional (PI) district under the old Development Ordinance has split into two districts: Institutional (I) and the Parks and Natural Resources (PNR) district. She noted the areas that are currently zoned PI district in the old Development Ordinance have been evaluated and some will translate under the new institutional district which is intended to accommodate large size institutional uses in a campus like setting such as the Hospital and High Point University. She did state that other areas will have to be rezoned based on the current use of the property.

Ms. Galanti advised these necessary rezoning's will take time for staff to prepared and process and staff is suggesting the effective date for the new development ordinance to be January 1, 2017. Once the ordinance goes into effect, there will be a one year period where applicants can opt to use the standards in the new development ordinance or the old development ordinance. She stated that the purpose of this is to provide options in the case of some unforeseen circumstances where the new development ordinance can unintentionally delay the applicant from moving forward with the development project.

At this time, Chairman Wagner opened the Public Hearing and asked if there was anyone present who would like to speak regarding this matter.

Jerry Corns, Oakview Road, addressed Council regarding a 60-year old family-owned store located on the corner of James Road and Oakview Road. He informed Council that the canopy over the gas pumps was damaged during an ice storm in January 2016 and it had to be removed. He had made a number of requests for a permit to replace the canopy with a new canopy on the existing site. Several years ago when Oakview Road was widened, this canopy was deemed noncompliant; however, it was grandfathered because it was there before the road construction. In the event the structure were ever damaged beyond 50% it would need to be removed, and replaced to conform with the current development code or the property owner could appeal to the Board of Adjustment for a variance.

Mr. Corns pointed out that he had met with David Fencl, Senior Planner, and Robert Robbins, Development Administrator, of the Planning and Development Department. Mr. Corns disputed that the damage exceeded 50 percent. He removed the structure because of age and safety considerations. He was advised by a contractor to take it down and build a new one, but his permit was declined. He appealed to Council to be awarded a permit to build the new canopy without going through the Board of Adjustment appeal process.

Chairman Wagner requested for the City Manager to meet with Mr. Corns to help resolve this matter.

Randy Hemann, Assistant City Manager, addressed Council and advised that the James Road widening changed the setback of this canopy and staff recommended to Mr. Corns to apply for a variance through the Board of Adjustments, but he chose not to take that route.

Judy Stalder representing TREBIC, 115 South Westgate Drive, Greensboro, commended staff in getting this new Development Ordinance to City Council for a Public Hearing. She especially thanked staff and the Planning and Zoning Commission as well as City Council for partnering with TREBIC and letting them participate in the process. She also expressed appreciation for the opportunity to serve on the Advisory Committee. TREBIC also endorses the one-year transition period between the old and the new.

With no other speakers to come forth, Chairman Wagner closed the Public Hearing.

Adopted a new Development Ordinance for the City of High Point Planning and Development Department with the effective date of January 1, 2017.

A motion was made by Council Member Wagner, seconded by Council Member J. Davis, that this matter be adopted. The motion passed by a 9-0 unanimous vote.

Ordinance No: 7206/16-26
Introduced 5/16/2016; Adopted 5/16/2016
Ordinance Book Vol XIX, Page 89

160137 **<u>Ordinance - Zaki Uddin Khalifa - Zoning Map Amendment 16-06</u>**

A request by Zaki Uddin Khalifa to rezone approximately 3.46 acres from the Main Street (MS) District to the Central Business (CB) District. The site is lying along the west side of S. Main Street, between W. Grimes Avenue and Taylor Avenue *(600 S. Main Street)*.

The joint public hearing for this matter and related matter 160138 Text Amendment 16-01 was held on Monday, May 16, 2016 at 5:30 p.m.

Herb Shannon of Planning and Development provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

The petitioner is requesting this property be rezoned from the Main Street (MS) District to the Central Business (CB) District in order for the facility to be used for a market showroom.

In conjunction with this zoning request, the applicant has also submitted an amendment to the Development Ordinance (Text Amendment Case 16-01) to remove this block from the Main Street (MS) District, Sub Area C, so as to allow the requested CB District to be considered for this property. Approval of this zoning request is contingent upon approval of this text amendment application.

Mr. Shannon advised that the Planning and Zoning Commission heard this matter at its meeting on April 26, 2016 and is forwarding it to the City Council by a 6-0 vote with a favorable recommendation.

Chairman Wagner opened Public Hearing for the Zoning Map Amendment Case 16-06.

Mr. John Ruffin, 147 South Cherry Street, Winston-Salem, NC, representing, the property owner, stated he was in attendance to answer any questions Council or staff may have.

Chairman Wagner asked if there was anyone present that would like to speak in support of or in opposition to this request. There being none, he closed the Public Hearing.

Adopted an ordinance rezoning this property from the Main Street (MS) District to the Central Business (CB) District based on consistency with the City's adopted plans and Council finds their decision to be reasonable and in the public interest.

A motion was made by Council Member Wagner, seconded by Council Member C. Davis, that this matter be adopted. The motion passed by a 9-0 unanimous vote.

Ordinance No: 7207/16-27
Introduced 5/16/2016; Adopted 5/16/2016
Ordinance Book Vol XIX, Page 90

160138 **Ordinance - Zaki Uddin Khalifa - Text Amendment 16-01**

A request to by Zaki Uddin Khalifa to amend Section 9-4-5(a)(1) (Special District) of the Development Ordinance to revise the boundary of the Main Street (MS) District.

The joint public hearing for this matter and related matter 160137 Zoning Map Amendment 16-06 was held on Monday, May 16, 2016 at 5:30 p.m.

Note: For specific comments made during the joint public hearing, please refer to related matter 160137 Zoning Map Amendment 16-06.

Herb Shannon of Planning and Development provided an overview of the staff report, which is hereby attached in Legistar as a permanent part of these proceedings.

Mr. Shannon reported that in addition to the Zoning Map Amendment 16-06, the applicant is also asking for considering of a text amendment (Text Amendment 16-01) to amend section 9-4-5(a)(1) (Special District) of the Development Ordinance to revise the boundary of the Main Street (MS) District.

Adopted ordinance requested by Zaki Uddin Khalifa to amend Section 9-4-5(a)(1) (Special District) of the Development Ordinance to revise the boundary of the Main Street (MS) District.

A motion was made by Council Member Wagner, seconded by Council Member C. Davis, that this matter be adopted. The motion passed by a 9-0 unanimous vote.

Ordinance No: 7208/16-28
Introduced 5/16/2016; Adopted 5/16/2016
Ordinance Book Vol XIX, Page 91

160139 **City of High Point - Special Use 16-01**

A request by the City of High Point (Electric Utilities Department) to allow a Utility Service Facility (electrical sub-station) in the Residential Single Family 7 (RS-7) District and the Residential Single Family-5 (RS-5) District. The site is lying along the east side of N. University Parkway, between Boundary Avenue and Graves Avenue *(1404, 1406 & 1408 Boundary Avenue and 1605 Graves Avenue).*

Transcript

Herb Shannon, Senior Planner: *This next agenda item is a Special Use Permit 16-01. This is a request from the City of High Point Electric Utilities Department. They are requesting a special use permit to allow a utility service facility specifically substation in a residential zoning district. The parcel that is in question is approximately 1.08 acres lying on the east side of University Parkway between Boundary Avenue and Graves Avenue. This is North University Parkway, Boundary Avenue to the north Graves Avenue south and the area that is cross-hatched is the site in question for the special use permit. I would note that the site is currently zoned residential. The special use permit is not a rezoning. The zoning is going to remain residential. Utility service facilities are permitted in all residential zoning districts, subject to obtaining a special use permit and the development ordinance requires utility service facilities to meet specific development standards and development criteria and to be compatible with the surrounding area which is located. And there are specific findings which I will go into later in the report.*

A special use review....the primary purpose is to ensure that that request of the facility is appropriate for that location and if there are any issues that they are sufficiently mitigated. This site is located from the Core City area and currently there is an issue with electrical service in that portion of the Core City. There are three electrical substations in the surrounding area that have been forced to handle electric service in this area and those facilities are currently over capacity. The star represents the site in question. The three substations that handle this area, there's one to the south. The Filter Station off of East Martin Luther King, Jr. Drive. There's one off Eastchester just East Main Street directly south of Carolina Diner in that little shopping plaza and the third is off of Deep River Road near the end section with Gordon Street.

The City has requested this application for this special use permit to try to relieve a service load. A three of those other substations are at capacity attempting to serve this area. This is

a composite map noting the service area. The site in question is right here. The area that is outlined in purple that would be the service area of that substation. The filter station to the south, it kind of serves the area outlined in blue. If approved, they would be able to remove this area from that service station. The facility off of Eastchester that is outlined by the area in orange. If approved, this area would be able to be removed from that service area. And Deep River Road service area is kind of outlined in yellow, if approved this portion can be removed from that service area and that will relieve the pressure on those other three substations.

Included in your staff report, is several findings. One of the key items that was looked at is if the use meets all the required development standards. Based upon the site plan provided, staff has made a determination that the request is able to meet the requirements of the Development Ordinance. The City will have submit for grading permits and will have to submit a landscape plan for the City to approve.

This is a general layout of the site. Access is proposed to be from Boundary Avenue. Another issue that was looked at is that the use will not substantially injure the value of adjoining properties or there is a public necessity. This facility is a public necessity based upon the reasons outlined previously; those other substations are over capacity in this service facility as needed to meet the growing demands of the citizens in this portion of the City.

Finally, we looked at the character of the surrounding area and will the request be in performance with the uses in the surrounding area or have there been appropriate conditions to mitigate the impact. This site is unique in that it sits in a hole and as part of the development, it will be graded down a few feet even further along Graves Avenue it's about 15-18 feet below the Graves Avenue street elevation. Along Boundary it's about 8-10 feet below the Boundary Avenue street elevation. By sitting lower into that hole for the lack of a better term, that would help screen the facility from abutting neighbors. In addition, staff is proposing with the concept plan that would have to be approved that the permit of the site be circled with vegetation. Previous substations have included similar site plans for the perimeter of the site to be surrounded by evergreen trees to offer year round screening of the facility. There are two single family homes directly to the east. The Development Ordinance requires a Type-A planting yard. That's our most stringent planting yard next to those single family homes that requires 33 shrubs, and 14 trees every 100 linear feet. Basically, a minimum of 51 trees would need to be planted along this eastern boundary site. It is proposed for a majority of those to be evergreen trees. In addition, the special use permit has a condition that a minimum six-foot high wood fence, opaque fence be installed along that entire eastern property line to further provide screening to the abutting property owners.

Lee, if you can go to the next slide. I just wanted to show you some examples of other substations that went through this process and received approval.

This is the facility off of Barrow Road. It's aligned between the Fire Station and the Cottesmore Residential development. This was approved in 2007. Similar type of landscaping plan where giant arborvitae proposed to be plant around the perimeter of this

site and those are fast growing evergreens and would offer year-round screening and would grow up to 20-25 feet in height.

This is our latest facility that was approved in 2011off of Penny Road across from the Glenn Eagle residential development. Those trees are starting to mature. In the future will provide similar type screening as the Barrow Road site. That is the type landscaping which is proposed to be around the perimeter of this site. In regards to compatibility, only 40 percent of the sites going to be developed. You're gonna have the substation in the middle, there will be a security fence around it and around that will be buffer areas and the landscaping.

Based upon the limited area of development, the 40 percent, the proposed landscaping plan and the screening that would provide next to adjacent property owners and the fact that this is a public necessity, staff is recommending approval of this special use permit.

The Planning and Zoning Commission reviewed this at the April meeting and they made the determination that the request is meeting all the requirements of the Development Ordinance and that it is a public necessity and they recommended an approval by a vote of 6-0.

That is a brief summary of the requests. Is there any questions of staff at this time?

Council Member Alexander: *So Herb, the stockade fence will go along beside the homes at the property line and then the vegetation is behind the stockade fence. Then there's another internal fence?*

Herb Shannon: *Yes, this is the actual service facility. There will be an eight foot high chain link fence around the substation as a security measure.*

Council Member Alexander: *Okay, and everything outside that fence would be grass or gravel or what?*

Herb Shannon: *It would be a grass-landscape area. I would note there is a significant drop from Graves Avenue and along Boundary into the site, so landscaping would be placed up at the upper end. And then the site drops down about 18 feet from Graves Avenue and approximately 10 feet from Boundary. But the intent is that the landscaping be placed on the highest portion on the edge of the property.*

Council Member Williams: *What's in the entrance there? What's going to be.....*

Herb Shannon: *This is the entrance drive into the site. And then you have the security fence right there.*

Council Member Williams: *So that's just going to be open?*

Herb Shannon: *Yes, because you do have to have a paved driveway for entrance into the site for the service vehicles that would visit the site a few times a week.*

Mayor Pro Tem Golden: *Herb, have we met with the two families adjacent to the property?*

Herb Shannon: *There were no neighborhood meetings. Public notices were sent out for both the Planning and Zoning Commission and City Council meeting to all property owners within 300 feet and that would have encompassed those two neighbors. I did not receive a call specifically from those two neighbors. I did receive some calls from other adjacent property owners and explained what was proposed and noted the public hearing dates.*

Mayor Pro Tem Golden: *And what was that reception like? Were they positive or negative or what?*

Herb Shannon: *I would say, most of the callers wanted to know if the City would be willing to buy their property. The other callers just said, I saw the sign, what's going on? After I explained it to them, and noted the public hearing date and no one, as far as the phone calls I received, objected.*

Council Member C. Davis: *What about putting the entry way over on University Parkway versus Boundary so that the neighbors don't have to be bothered? Then you just turn in right off of University Parkway.*

Herb Shannon: *Due to topography, that would be difficult because you would have to have a transition drive that would eat up more of the site and it would be difficult for the site to even work for that use because of that topography difference.*

Council Member C. Davis: *I have a couple of questions for Garey, if you don't mind or Randy.*

Randy McCaslin, Deputy City Manager*: Garey wasn't sworn in.*

Council Member C. Davis*: I'm Sorry. Well, I guess the question…Hopefully, you can answer that one--is what does it cost the City do a complete substation right there at that location. What is the cost to the City?*

Randy McCaslin, Deputy City Manager: *We will have anywhere from $3 to $5 million in this substation.*

Council Member C. Davis: *Okay. How much would it cost the City if we decided, because I'm looking at your comments from the Planning and Zoning Commission, it says, "McCaslin responded that the City looked at expanding that facility, referring to the one over near Parkway and Martin Luther King Drive." What would the cost be to the City if we expanded an existing substation?*

Randy McCaslin, Deputy City Manager: *I was going to cover that in my comments in just a minute.*

Council Member C. Davis: *Okay, could you give me the answer.*

Randy McCaslin, Deputy City Manager: *Well, the filter substation which is right where the mark is, is at capacity. There is no expansion capability there. There is some property across the street, across Washington Street across the railroad tracks in there and the City owns part of that. It's like 13 different tracts in there. The City owns part of it. The rest of it is owned by the Housing Authority. The Housing Authority has Federal Regulations they would have to abide by and we, of course, could use our side. The larger portion there, right there, is an in-ground water tank, old water tank from the old water plant. Our plans there are to tear down the old sediment basins at the water plant, put them in the water tank and then cover it over with a good amount fill dirt and hopefully be able to use that area for additional athletic fields somewhere down the road for the park that's in the area.*

The remaining area, most of the area along the frontage of Washington Street, the city doesn't own. That's owned by the Housing Authority. The property that we own, in the back part, could it be used for this purpose, more than likely, yes. But it also backs up to residential properties some of which are Habitat homes on Brooks Avenue. Putting the substation here would impact more property owners and more houses than the site we are proposing.

Council Member C. Davis: *And what would the cost be roughly?*

Randy McCaslin, Deputy City Manager: *I have no idea on the cost figures there. It is a heavily wooded lot. All that area is heavily wooded. A lot of land and trees, a lot of grading would have to be done there and trees taken out as well as a pretty substantial roadway built in there to serve that all the way down from Washington Street. Because to get in there to build a substation we'd have to be able to access that with 1) heavy equipment, 2) a crane to install the transformers, and 3) tractor trailer trucks to bring in the transformers in.*

Council Member C. Davis: *But we did look at it considering that facility, but we don't have any numbers.*

Randy McCaslin, Deputy City Manager: *We did look at filters, we did look at that. And due to the fact that we didn't own the property as well as the additional costs, we went on to the preferred site. The preferred site, one, as Herb very adequately said, it's sitting low, it's easy to screen, it's right beside a 100 KV line so we're not having to add any additional 100 KV poles that we've talked about before. It is our preferred site.*

Council Member Williams: *I've got a question. Is that area, is it the reason why it's blank, did it have prior problems with run off going down in that?*

Randy McCaslin, Deputy City Manager: *To be honest, I couldn't tell you. I don't know what the topography is of that area is. I don't know whether there are run off problems or not. I don't know how the City ended up with that property over the years.*

Council Member C. Davis: *Herb, could you show me where the park is? I'm sorry.*

Randy McCaslin, Deputy City Manager: *That's the preferred site right there. Do you have the topography of the other site Herb? Down closer to.....right there? Right there. Yeah,*

you've got a low place right there. I don't know how much of that would actually be useable. But, you can see Brooks Avenue just to the north there and all of those houses there would be a greater impact at that them at location than at the preferred site.

Council Member Williams: *My question was for Greg, but that's okay you answered that.*

Council Member C. Davis: *Herb, could you go back to the other picture to where the site was over near Washington Street where the water tank is? Where's the park at in relation to the site over here? Okay, there and then they were thinking about burying the water tank and putting in more fields there?*

Randy McCaslin, Deputy City Manager: *Right there.*
Council Member C. Davis: *Okay, thank you.*

Mayor Pro Tem Golden: *Herb, you talked about need, in the event that this did not happen, what are we looking at in the near future as far as power goes?*

Randy McCaslin, Deputy City Manager: *We have to have an additional substation. The filter location, as we said, is heavily overloaded. That carries a majority of the Furniture Market district so you know from Furniture Market, the power needs ramp up very quickly during that period of time then drop back down. But, we need to get some of the load off the filters so we don't have a problem during the Furniture Market. We've also got Deep River and Eastchester that also need the load taken off of them so we've got to find a location for a substation.*

Mayor Pro Tem Golden: *And we've got to find a location that services this area.*

Randy McCaslin, Deputy City Manager: *Yes, and the further you are from it, the more difficult it is to serve it. I was going to point out this service area here. This is the area that would be served. It does serve High Point University. High Point University is our largest single power user in the City, but it also serves an area much larger than the University and will make the power in these additional areas as we hope they redevelop in the future, will be more reliable. Because if we leave them on filter sooner or later we're going to have a problem.*

Council Member Ewing*: Randy, the areas in the purple that would be the new substation service area, most of those neighborhoods are they older?*

Randy McCaslin, Deputy City Manager: *It's Core City, yes sir, they would be older neighborhoods with older services.*

Council Member Ewing: *So, if one of our goals in creating more infill development and improving more of the Core City as those homes are either torn down and rebuilt or just rehabilitated and completed upgraded. What capacity.... if the current substations are fairly overloaded now, a lot of the older homes that might still be on the 100 AMP service, is there an upgrade to a 200 AMP service? What…*

Randy McCaslin, Deputy City Manager: *That's an additional power requirement. Yes sir. And that would put a greater service load on the Filter plant, especially at Deep River and Eastchester also.*

Council Member C. Davis: *You see, my concern is this, is the fact that 1) we don't know where the University's expanding to because we haven't gotten an updated University Area Plan so the cost, is the cost built into the current budget for this power station or is there an amendment that we would have to make once the budget's done?*

Randy McCaslin, Deputy City Manager: *We've been budgeting for this station for the last 3-4 years.*

Council Member C. Davis: *And then the second part is seeing how we don't know whether the University's going to move further towards Eastchester or one of the other substations that could handle whatever it is that they develop in the near future, I'm still curious as to dollar amount for the expansion. So, without that number, I'm not sure that I've got the answer that I need.*

Randy McCaslin, Deputy City Manager: *I can't give you the cost on what the other sites, potential sites would be. I can give you the cost on the preferred site and that's where we'll have $3-$5 million investment there.*

Council Member C. Davis: *I guess where I'm having trouble is the fact that it says that the City looked at expanding the facilities. So if we looked at expanding a facility, I would think that we would know the cost of what that expansion would have been versus building a new plant.*

Randy McCaslin, Deputy City Manager: *When I said that, I was referring to the Filter substation site and it is at capacity and it cannot be expanded.*

Council Member Ewing: *So when you talked about expanding facilities you were looking at capacity before you were looked at dollars because if it can't handle capacity, there's no use at looking at the dollars.*

Randy McCaslin, Deputy City Manager: *Well, there's no more room for an additional transformers on the site. You can't increase the capacity of the substation without increasing the number of transformers. So there's just physically, there's no more room there.*

Council Member C. Davis: *Well, actually the comment Jason that I'm looking at within the report just so we're all clear, is that Mr. McCaslin responded that the City looked at expanding that facility, however, it is not close enough to the area that needs to be served and would require the installation of additional 100KV lines or AND 100-foot tall poles which has been unpopular in other areas of the City.*

So, for me, that doesn't go along with what you were trying to say. So I was just curious if we were looking at it, what was the cost if we did it versus the $3-$5 million range. That's all, I was just curious if we had an idea of what that would cost us to do.

Council Member Ewing: *I think, and where I was at, was if that specific facility doesn't have the ability to add capacity they would never go through a cost approach to figure out what it would cost if it can't handle it.*

Council Member C. Davis: *Yeah, but cost wasn't part of the statement.*

Council Member Ewing: *But that's what you were looking for.*

Randy McCaslin, Deputy City Manager: *I would also point out that the two additional substations that Herb had on the map, Penny Road that is our most recent substation, and Barrow Road the other substation, we had the picture of, both of those.... Penny Road is right across the street from a residential development. Barrow Road backs right up to Cottesmore Subdivision. Cottesmore is fully developed and, to my knowledge, we've never had a complaint coming from Cottesmore regarding the substation and it is directly adjacent to the backyards of several houses in Cottesmore.*

Council Member Alexander: *Is there any sound, smell, or any negative impact on any of the adjacent properties from the substation?*

Randy McCaslin, Deputy City Manager: *Wouldn't be any smell. Those transformers create heat so they have fans on them that have to cool them off, so there might be some humming from some of the fans but, then, again, there's not a great deal. We have substations all over town that abut residential properties and, to my knowledge, never had a complaint about any noise emanating from the substations.*

Council Member Alexander: *I know it's hard to compare something, but would you say that the average air conditioner fan would be comparable to a fan on a transformer? I mean just ballpark it.*

Randy McCaslin, Deputy City Manager: *Ballpark, I'm sure it is. I have no idea about the decibels.*

Council Member Alexander: *It would be like your neighbors A/C coming on.*

Council Member Wagner: *You said you had a presentation, have you pretty covered everything?*

Randy McCaslin, Deputy City Manager: *I've pretty much covered it now.*

Chairman Wagner: *Okay, so nothing else from you. Is there anyone else from staff who's going to be speaking? Herb or no, okay.*

I have two folks that signed up to speak on this. Yeah, two. The first one that signed up was Susan Wood. And you were sworn, correct?

Susan Wood: *Yes,*

Chairman Wagner: *Okay*

Susan Wood: *Hello my name is Miss Susan Wood and I'm the Director of Habitat for Humanity in High Point/Archdale/Trinity, my residential address is 3645 Rising River Lane, Greensboro/High Point.*

We feel that a site here as the proposed site is detrimental to the City's Land Use Plan. That plan quotes to encourage development and enhance and preserve neighborhoods. The neighborhood along Boundary Avenue, and Boundary does lead into a school, is an established Core City neighborhood that is solid and strong. The neighborhood to the south of the plan, the Graves Avenue area, is a neighborhood that Habitat, thousands of volunteers and the City Community Development Department has been working strongly to redevelop and improve.

To date Community Development has allocated over $1.5 million in HUD/HOME funds. Habitat has a $3 million investment in that neighborhood and we are growing that. We have five homes currently under construction. The City in 2010 changed the zoning to encourage development in this neighborhood along with their own land use plan. I would ask that Council send this request back to staff and ask them to reconsider other locations.

The Tudor Avenue location which is the area to the bottom across from the station that Randy mentioned is yes, part of that is own by the City. Part of that is owned by the Housing Authority. That area is very hard to develop because of its closeness to the railroad tracks. Federal government doesn't want you to use their money to develop that close to a railroad track so, unless Randy can tell us what the Housing Authority's specific restrictions are and whether or not they'd be able to sell that to the City, I don't think that location should be crossed out as not an option. Especially since they don't have a dollar figure on how much that would cost. I do know that that site is relatively flat because I've driven my car up into it. There's a little road up there. I just have a Chevy. And, it would be easy to get equipment in and out of it. That site also drops significantly from University Avenue so there is trees there, but they could be a natural boundary.

We are concerned about the evergreen trees that are going to be planted up on the site on Graves and Boundary. Those trees when they are up on Barrow Avenue they are beautiful. They have been there for ten years. If those trees go down in this inner City location, they will become a haven for illegal activity.

At our habitat sites, we are constantly clearing out underbrush and finding all kinds of paraphernalia from drug activity and this as Habitat and the community is fighting to bring this neighborhood out, this would be a step backwards in trying to get the foot traffic and the crime traffic and the drug traffic out of that neighborhood.

Those trees are just going to provide an opportunity for people to hide behind them. When you talk to the police and they talk to you about securing your home, they say don't put privacy fences, don't put thick hedges because it's just an area for criminals to hide and that would become an issue there.

I have some families with me from the neighborhood. If you from the Boundary Street or the Graves Street area would you please raise your hand. I would like to acknowledge them. Elizabeth. They've been very patient with their families. I also want to point out with the Graves Avenue area has been recognized statewide as a jewel in the crown. We have been recently in the North Carolina Housing Financing Agency Annual Report. They've put our Graves Avenue houses there as an example of how building is an economic development issue and they highlighted one of our houses. Also, the local media has highlighted the Graves Avenue area as place of inner-city Development that is positive and going on in High Point. Not low income inner-city development, not Habitat inner-city development, but inner-city development. This area is a jewel in High Point; it is shining brighter every day. It is the entry way to parks and schools and a substation here would be detrimental to the community. I have copies for this and would love to take questions if you all have any.

Council Member Alexander: *Would you feel a fence, a stockade type fence around the property would alleviate your concerns?*

Susan Wood: *I'm not quite sure what a stockade fence is, is it a privacy type fence.*

Council Member Alexander: *Six foot*

.

Susan Wood: *Six foot that people could not get behind it?*

Council Member Alexander: *Yes…*

Susan Wood: *And it…what up to the edge of the substation? It might, it would alleviate my crime concerns of people hiding in those bushes but it would not alleviate the image and the consequences of having that substation right at the entry of two established High Point neighborhoods.*

Council Member Alexander: *Well, we've got to put it somewhere…*

Chairman Wagner: *Are there any more questions?*

Susan Wood: *I understand and I would just ask that Council consider sending this back to staff and asking them look further into the Tudor Street area, talk to the Housing Authority and see if they would be interested if they are able to give that land or sell that land inexpensively to the City. I also think about the water area and thinking that that would be would a park area. It is not adjacent to the park, people would have to cross a very busy street and through a fenced church parking lot to get to the park. It's not ideal for that.*

Chairman Wagner: *Anyone else have any questions for Ms. Wood? [none] Thank you, Ms. Wood.*

Susan Wood: *Thank you so much for your time.*

Chairman Wagner: *The other person that signed up was Sabrina White Astucci. Did I say your name right? Good, I got lucky on that one.*

Sabrina White Astucci: *I first want to say thank you for you guys taking the time out to listen to what I have to say. I did speak with Mr. Herb about that, I did call him and inquire about what was going on about the rezoning and he said it was a substation that was going be placed there. At the time I was on my way on to Karate with my daughter and hadn't had a chance to look up what that substation would look like and what all it would do.*

I moved into the area into a Habitat home. I was blessed with one. I really strongly think they should actually look at the property that is actually on Washington Street where it's where the water station is that they're talking about. The little piece of land that they do have, I really strongly think they should look there. My reasoning in back that is because that area where they're wanting to putting at is not my house that it backs up to, but it is one of my neighbor's houses that it backs up to.

Excuse me, I didn't tell you my address, 317 Murray Street. I've been in my house for six years now and when I moved there, there was no substation. I understand that we need it to help with the power, not only power where I live at, but other people also. But I also look at the fact that I went in and I've actually looked at what substations are and what they do.

I'm just going to be frank with you. I've already got health conditions and putting a substation there, for me with the health conditions that I have, and I'm not only thinking about myself, I'm thinking about the elderly and other people that live in the area. I don't think it would be fair to them and I'm taking myself out of the whole look of everything. It wouldn't be fair to them because you've got to look at the fact that, yes, this thing is going to be putting off heat and yeah there's fans on there to cool that thing, but can you imagine how much heat it's actually putting off for an elderly person that is living in a house that doesn't have air condition and only has a fan to cool them off. And there is....I know an elderly couple that lives across the street on Murray where it would be right in front of that substation.

The only thing I'm asking, is if City go back and try to find someplace else that's going to be close enough where they can put where it's not inconveniencing anybody. I know that we need it, I'm not disputing that at all. But if they could look at that one area. I understand that you guys are saying that the City, well the city is saying that the Federal Government owns part of it, I guess, it's from like the Housing Authority with the Daniel Brooks area. It's probably some of their land, but the other part of that land you are looking at a flat piece of land. And, yes I know it's going to back up to some of those houses on Brooks, but if it doesn't have to be that far off up the road. From what I've seen, when I pass by there, I'm 42-years-old. I've lived in High Point practically all my life. I was born here. I remember passing by there.... there's never been nothing on that one spot of land as far as I can remember. Why would that piece of land not be able to be used? If you guys can just go back, rethink things, I'd appreciate it. Thank you.

Chairman Wagner: *Thank you very much. Is there anyone else who was sworn who is not on my list who wants to speak? [none] Then I will close the public hearing on this item.*

And just to get the discussion going, I will make a motion for approval of Special Use Case 16-01.

Mayor Bencini: *We have a motion. Is there a second?*

Council Member Alexander: I'll make a Second.

Mayor Bencini: *We have a motion and a second. Any further discussion?*

Council Member Alexander: *I'd like to ask a question of staff. Would it be possible, I don't know what our setbacks are or what Board of Adjustment would allow as a variance for that topography in there. Would it be possible to put a stockade fence around the outside except for the driveway area and then to bring that stockade fence into the driveway area so that we could keep activities out of that piece of property?*

Lee Burnette, Planning and Development Director: *The property is large enough where you could put a stockade fence around it. It may not be such that it would be on the property line surrounding like I said putting in the setbacks. And also the Ordinance still requires some level of vegetation. So the vegetation would still have to be there.*

Council Member Alexander: *So in front of the stockade fence if you put some low growing shrubs and then a stockade fence and trees behind that, I mean you know, if you had some small shrubs that were four feet or less that's gonna probably keep that activity out of there.*

Lee Burnette, Planning and Development Director: *I want to say that is theoretically possible. However, there are some topography issues as Herb noted on the site and they haven't done the site grading plans yet. They are required to accommodate the required landscaping so that figures into it as well. So, I don't know what kind of issue that would pose but I would say again in terms of .....*

Council Member C. Davis: *I have another thought in regards to the site itself. Have we considered maybe approaching High Point University to see what they have available in and around the campus as it is going to be a substation that serves the University. Do they own the property from Eastchester all the way back towards the University? There on that corner maybe where it's wooded or what not maybe there's a section in that area that could be utilized. I don't know, I'm just curious is there a piece of property on the edge of campus other than this particular location they anticipate growing into that we might be able to use.*

Mayor Pro Tem Golden*: I don't know about that but I don't think it's unreasonable for us to have staff to look at another site and doing some kind of cost analysis on what it would cost to develop there.*

Council Member C. Davis: *Me too.*

Council Member Williams: *Are we talking about where the Housing Authority owns?*

Mayor Pro Tem Golden: *Talking about Washington Street…yes, the Washington Street site that is partially owned by the Housing Authority.*

Council Member Ewing: *Randy, where are we at from a timing standpoint? From now until when we want to have this up and running, equipment acquisition.... but what kind of timeline are we looking at?*

Randy McCaslin, Deputy City Manager: *You have already approved orders for the transformers. They take 12 months or so to construct, and should be in within the next 2-3 months and it's going to take that long to do the site prep work to get it ready to have a place to put the transformers when they do arrive.*

Council Member Williams: *Is it anything specifically with the design of the transformers depending on the location or is it just something that's general, or does it affect it at all? I'm asking.....*

Randy McCaslin, Deputy City Manager: *It was designed, we have an electrical engineer and it was designed for this substation, yes.*

Council Member Williams*: For that site?*

Randy McCaslin, Deputy City Manager: *Not site specific, it's for the load.*

Council Member Williams*: Okay, I understand that. I was just wondering if it makes a difference and if it holds up production.*

Randy McCaslin, Deputy City Manager: *No, it's designed for the load not the site.*

Council Member Alexander: *I'd like to see.....I think the site's going to work. I'd like to see either a six-foot chain fence or six-foot stockade fence located around the site. You might have some vegetation in front of it that's relatively low, but if that site's boxed in as tight as we can get it, and I think our police do a pretty good job of riding by, you know, they can make sure that the integrity of the fence remains there. I think I can support it as long as we try and answer the questions of, you know, making sure that we're not providing a site for misbehavior.*

Council Member Williams: *I actually still would like to see what the possibilities are at the Washington Street site but… Here's a question, how do you secure the entrance if it were to pass, the preferred site, how would they secure the entrance to keep anybody from just driving in or anything like that. How is that secure or not?*
Randy McCaslin, Deputy City Manager: *Well, the interior chain link fence would be locked.*

Council Member Williams: *I understand that point.*

Randy McCaslin, Deputy City Manager: *Put up a cable there at a straight someone coming in. Not at the security fence there at the driveway, just from keeping people coming in.*

Council Member Williams: *Our point was worried about somebody going in and doing stuff behind the fence.*

Randy McCaslin, Deputy City Manager: *We could put up about any kind of fence that you want from a cable to some kind of gated fence if you'd like.*

Mayor Pro Tem Golden: *While you guys are talking about fencing now, you've got to think about the neighborhood. You don't want to put a huge chain link fence in these people's neighborhoods that they have to look at every day.*

Council Member Alexander: *Well, I appreciate that, but they've cited the issue of security and we can secure the area and with the security you are looking at a fence, or we can vegetate the area and they're concerned it would provide a screened area where undesirable activities might occur and they'd like that removed from their neighborhood. So there's a balance there, and I don't know how to strike the balance, but if the neighbors are concerned about hidden activities a stockade fence with a gate would stop that.*

Council Member C. Davis: *I've got another thought too, the neighbors don't want it there and I can perfectly understand that especially if we can see a cost savings for the City to put it elsewhere. But when you're looking at the relevant area plans too when you consider the University as identified as a key corridor in the Core City plan and it recommends that it be treated as a gateway to the University for both aesthetics and functional improvements. Is it something the University is going to want their seeing how we haven't approached them to see if they have an optional piece of property that moves in towards the campus or on another location? Because they're the ones that are going to be using the substation the most. It will be dedicated to them. So not only is it not going to look pleasing to the neighbors here, but I would assume that the University's not going to like the placement of it either.*

Mayor Bencini*: We have a motion and a second. All those in favor say Aye.*

Mayor Bencini; and Council Members Alexander, Hill, Wagner, J. Davis and Ewing*. [6]*

Mayor Bencini*: Those opposed?*

Mayor Pro Tem Golden, and Council Members C. Davis and William*s: Nay.[3]*

Mayor Bencini: *Noes, raise your hands please. One, two, three.* **That MOTION CARRIES.**

[end of transcript]

Approved Special Use 16-01 to allow a Utility Service Facility (electrical sub-station) in the Residential Single Family 7 (RS-7) District and the Residential Single Family-5 (RS-5) District based upon the findings of fact as outlined in the staff report and that the request is generally consistent with the surrounding zoning and development in this area and the use is a public necessity and will meet development criteria of the Development Ordinance.

A motion was made by Council Member Wagner, seconded by Council Member Alexander, that this matter be approved. The motion carried by a 6-3 vote.

Aye (6): Council Member Hill, Council Member Ewing, Council Member Wagner, Mayor Bencini, Council Member Alexander, and Council Member J. Davis

Nay (3): Council Member Williams, Mayor Pro Tem Golden, and Council Member C. Davis

160140 **Ordinance - BSC Holdings - Zoning Map Amendment 16-07**

A request by BSC Holdings to rezone an approximately 25.5 acres parcel from a Conditional Use Residential Single Family-9 (CU RS-9) District to a Conditional Zoning Residential Single Family-9 (CZ RS-9) District and the Residential Single Family-9 (RS-9) District.

The site is lying along the south side of Bame Road, approximately 1,900 feet west of Sandy Ridge Road *(8711 Bame Road)*.

Transcript

The Public Hearing for this matter was held on Monday, May 16, 2016 at 5:30 p.m.

Herb Shannon: Herb Shannon, City of High Point Planning and Development Department. Zoning Case 16-07 is an application to rezone a 25.5 acre parcel lying along the south side of Bame Road approximately 1,900 feet west of Sandy Ridge Road. Just to note to everyone where we're at, this is Sandy Ridge Road. This is Bame Road. The site that's highlighted in the blue area that is the size in question. This property was annexed into the city by a voluntary annexation in 2007. At that time, it was granted a Conditional Use Single Family Residential-9 or RS-9 District zoning. At that time, the property was supposed to sell the site to a developer that was looking to do a 90-unit single-family subdivision. The initial subdivision proposal never took off and the site has been sitting vacant ever since then. It's always been eligible for development to the RS-9 standards.

As you may recall, last November, there was a Special Use permit application submitted to allow a160-foot tall telecommunications tower on the site. That was approved. The approval of that tower will alter the manner in which the site could be developed. Instead of the entire site being able to be developed, when you have a tower, no new residential lots can be established within 160 feet of that tower based up-on the height. So, therefore, this zoning request proposal is to rezone the site from its current Conditional Use RS-9 and they are proposing that the western portion of the site be rezoned to a Conditional Zoning RS-9 and that is proposed to be sold off to a developer who desires to develop single family homes on the property.

The eastern portion of the site, the Tract B area is proposed for General Zoning RS-9 District. The property owners are proposing to maintain ownership of that portion of the site. Due to its narrow configuration and the location of a Piedmont Natural Gas line that runs along the eastern boundary of that tract, that portion of the site has limited development opportunities. The property owners noted long-term they may consider subdividing off a lot for a new single-family home along the front, but the rest of the site will remain for the proposed telecommunications tower.

The main reason this request is being brought to you today is the developer is proposing to purchase Tract-A. He is requesting that the Zoning condition that required a turning lane at the intersection of Bame and Sandy Ridge Road be removed. When this was initially approved in 2007 for the proposed 80 units, there was a proposed condition that a turn lane be installed at the intersection of Bame and Sandy Ridge Road. That requirement covers the entire site. Under this new proposal, all those previous conditions that were adopted in 2007 are being transferred over into this new case, except for that one item. The main reason this is proposed for removal is the proposed widening of Sandy Ridge Road. There is a Traffic Improvement Plan that has been approved and funded for the widening of the Johnson Street and Sandy Ridge Road corridor from Skeet Club Road all the way up to I-40. That project includes intersection improvements at the intersection of Bame and Sandy Ridge Road that will improve that intersection for that new four-lane roadway. Because that project has been funded, it has an anticipated start date of 2021; the Transportation Department has noted no objections with the removal of that condition knowing that long-term that intersection improvement will be part of that corridor improvement. So the main issue is the removal of that one condition. The zoning stays the same as far and will still be under the same RS-9 zoning district standards. In fact, the density will be reduced and since that tower is proposed there, this eastern portion of the site is limited so the density will most likely be reduced from approximately 80 single-family homes to approximately 60 single-family homes. All the other conditions remain as initially approved.

In this case, staff suggests the requested rezoning for Tract A to be Conditional Zoning RS-9 and Tract-B to be RS-9 is reasonable in the public interest as the request is consistent with the Land Use Plan. Development intensity as permitted by the RS-9 District is not changing. It will still meet the same standards. Future transportation improvements associated with the Sandy Ridge Road widening will improve that intersection of Bame and Sandy Ridge Road and the requested RS-9 District does not significantly alter the previously adopted findings used for approval of this request in 2007. The Planning and Zoning Commission reviewed this application at the April public hearing and recommended approval by a vote of 6-0. Are there any questions?

Council Member Alexander: *Herb, where's the right-of-way for widening Sandy Ridge and has it been dedicated yet?*

Herb Shannon: *I will ask Transportation to address that. I don't know the answer as to what phase of that project they're in at this time.*

Mark McDonald: *[inaudible- speaking from audience]*

Chairman Wagner: *We'll hear from the applicant.*

Barry Siegal: *Thank you, good evening. My name is Barry Siegal, 3929 Tinsely Drive, Suite 104, High Point. I think Herb Shannon pretty much summarized it very concisely. We met with the neighborhood and there is, in fact, a summary of the meeting in the package that you have and we've had some additional conversation and I think some of the issues besides the fact some, I guess do not appreciate the encroachment of the City of High Point out into the County is the fact of the concern of the Bame Road the condition of Bame Road. And, one of the conditions of the 2007 zoning approval was that the Developer would have the requirement to improve Bame Road from Atkins Road which is approximately 1400 feet or so down back toward to Sandy Ridge to improve Bame Road to NCDOT standards. That is, in fact, a condition in this that has not changed. I trust that you perhaps might hear something about that from one of the neighbors. There were also comments or questions about the preservations of trees particularly with regard to neighborhood to the south of Rosemount and there is (if you look in your package) there is a creek that runs along southern boundary along the site. There is a portion of the site that is south of that creek and, of course, that area would not be disturbed and then, of course, there are requirements for undisturbed areas around the creek anyway. And, one of the other question or discussions that came up with regard to the additional stubbing that's required by transportation to a stub to the western property line and in the original zoning back in 2007 there were the requests or conditions for two stubs into that and with this modified request there's this condition only for one stub. And, the adjourning property owner had asked whether or not could in fact be deleted and I think Transportation spoke to that at the Planning and Zoning meeting and certainly can speak to that this evening.*

I'd be more than happy to answer questions that you'd have. You know, our intent is to develop this, build homes in the $225,000-250,000 price range and, as Herb Shannon had said, basically the property could be developed today okay under the existing conditions with the caveat that one would make the improvement on Sandy Ridge Road at Bame Road that would be ripped up and perhaps a couple of years from now. So, I think that Transportation must I'm not speaking for them recognizes that condition now based upon the big change from 2007 doesn't make any sense to hold. I'll be happy to answer any questions that you may have.

Chairman Wagner: *Anyone have any questions for Mr. Siegal. Okay, thank you. The only person that I have signed up is Kay Sterling. Please come forward. We have your address. You've written it down so you can go ahead and speak.*

Kay Sterling: *I'm Kay Sterling. I live at 8731 Bame Road, High Point, NC., which is right beside the corner. I've lived there almost 40 years. As it has been said, the developer could develop right away. He's made that perfectly clear to us. So regardless of what I say, he is saying, it does not matter because we can develop it just as it has been originally proposed. I am not sure I like that approach, but, none-the-less, he may be right. My considerations are the stubs. I can see why the City of High Point would want stubs because it encourages development. I do not want my land developed. It will not be developed, I can tell you that. But, if your goal is to facilitate development, I have an entrance to my property so there is no*

need for a stub. So, I am asking and, by the way, that is one thing that the developer and I do agree on--not to have a stub. So, I am asking that be eliminated from the requirement.

Also, I understand out of the requirement, there will be some kind of holding pond. With the concerns of mosquitoes, I think that they should be required to put some kind of water flow, not just in that one, but in all of them to try to keep down the mosquitoes and other such things but definitely mosquitoes. And I think we all know why.

Another thing that I am concerned about is Bame Road. The road is too narrow. It is too narrow for the people that live on it, but we all have been there for many years. When I pass a car coming from the opposite direction, I slow down and let that person pass. Otherwise, I may lose a mirror. So when you add 60 more houses, at least 120 cars on Bame Road and, by the way, is only about 17 feet in some areas. We've measured it. I have been talking to NCDOT, an engineer, and he saying that no one has approached him at all about doing anything with Bame Road, but something needs to be done to it…widening it specifically. I know that the developer does not want to go to the expense to build a turn lane. I'm not going to speak to that, but I am going to speak that it does need be widened.

I met with NCDOT a couple of weeks ago. A couple of engineers along with my son and myself and we discussed it. What I fear will happen is the developer will go forward and then there's going to be so many complaints because it is a state maintained road and there's going to be a lot of complaints about it's not wide enough, we have school buses, people cannot pass and that sort of thing. And then there will be such an uproar that NCDOT will then have to widen it at tax payer expenses. Except for development, Bame Road would not be widened. It wouldn't touch in any way. So, why should a developer put in development on a road that is too narrow already and at some point is going to have to be widened? Why should it be at the expense of the tax payer--that would be the tax payers of Guilford County of North Carolina and if there is any Federal Funds it will be Federal money too. And all of that is unnecessary and I think that there should be a requirement that the developer widen Bame Road. Becky Smothers even said a number of years ago, Bame Road is not a Road it is a lane, it's not wide enough to be a Road. That is what Becky Smothers said in her own words. So, I happen to agree with that.

But the point is if the development is going to go in as proposed, then the developer needs to pay to widen Bame Road certainly to the development. Not all the way into Bame Road because that would not be necessary. But, certainly, I have concerns that the developer had said that he is going change the lay of the land which means that he will have to cut down all the trees. You cannot change the lay of the land if there are trees there. So, I have concerns about what he is going to do to change the lay of the land because it is rolling land. I have heard everything he has said but I do not see how he is going to accomplish it based upon what he said at a meeting that he held. But, none-the-less, to wrap it up, I don't want a stub at my property; there's no need for it. There is another entrance to my property and if they are unsightly they encourage trespassing and I don't want a stub facing my property. The second thing is the holding pond. I think they should be mandated to put something in a holding pond to keep the water moving. When the developer walks away, it be then up the homeowners association to keep it up and I don't feel good about that because it usually doesn't happen, but at least it needs to start out that way. And Bame Road needs to be

widened to accommodate the extra traffic that's going to occur on Bame Road, certainly from Adkins to the development. Thank you very much.

Chairman Wagner: *Is there anyone else present who didn't sign up, but would like to speak on this matter? Okay, not seeing anyone, I'll close the public hearing. Mr. Shannon, would you like to address, again, the portion about the widening of Bame Road?*

Council member Williams: *As he's coming up, can you give me the price range of the homes that he's going to be developing?*

Barry Siegal: *Yes Sir. $225,000 to about $250,000. They will probably be about 2,500 square feet to approximately 3,000 square feet.*

Mark McDonald: *The improvements to Bame Road to Adkins Road to the western property boundary, there would be a condition in the 2007 rezoning that continues through this action and that would make improvements to Bame Road that would widen it from approximately 17-feet wide to a minimum of 20-feet wide via an overlay of about 3.5 inches of base and surface course asphalt.*

Chairman Wagner: *And that's to NCDOT standards?*

Mark McDonald: *Yes.*

Chairman Wagner: *Does anybody have a transportation question?*

Council Member Ewing: *While you're up, I've got a question regarding the turn lane. Sandy Ridge Road....what's the timeline on that?*

Mark McDonald: *it's in the environmental documentation process right now and it is funded at least for the early stages of construction probably in 2021. Just to clarify a point on the turn lane. The turn lane that was in the 2007 rezoning was an east bound, right turn lane on Bame Road--not a turn lane on Sandy Ridge Road. It's off of Bame Road onto Sandy Ridge. With the reduction in the number of homes being built, we didn't feel like that turn lane was necessary.*

Chairman Wagner: *Okay, thank you Mr. McDonald. To get the discussion going, I will make a MOTION for approval of this item and state that it is consistent with the city's adopted plans and it's reasonable and in the public interest for the reasons as stated in the staff report.*

Council Member J. Davis: *SECOND.*

Mayor Bencini: *We have a MOTION. And a SECOND from Mr. Davis. Any further discussion? [none] All those in favor, say Aye.*

Mayor Bencini: *Mayor Pro Tem Golden; and Council Members Alexander, C. Davis, Williams, Hill, Wagner, J. Davis and Ewing: Aye.*

Mayor Bencini: *Opposed? [none] That MOTION CARRIES.*

[end of transcript]

Adopted ordinance to rezone an approximate 25.5-acre parcel from a Conditional Use Residential Single Family-9 (CU RS-9) District to a Conditional Zoning Residential Single Family-9 (CZ RS-9) District and the Residential Single Family-9 (RS-9) District based on consistency with the City's adopted plans. Additionally, Council finds this action to be reasonable and in the public interest.

With no other speakers to address City Council, Chairman Wagner closed the public hearing.

A motion was made by Council Member Wagner, seconded by Council Member J. Davis, that this matter be adopted. The motion passed by a 9-0 unanimous vote.

Ordinance No: 7209/16-29
Introduced 5/16/2016; Adopted 5/16/2016
Ordinance Book Vol XIX, Page 92

GENERAL BUSINESS AGENDA

160141 **Appointment - Boards & Commissions - Historic Preservation Commission - Patrick**

Council is requested to confirm the appointment of Doris Patrick to the Historic Preservation Commission as Council Member Golden's (Ward 1) appointment. Appointment to be effective immediately and will expire July 1, 2018.
Approved the appointment of Doris Patrick to the Historic Preservation Commission effective immediately and expiring July 1, 2018.

A motion was made by Mayor Pro Tem Golden, seconded by Council Member Ewing, to appoint Doris Patrick to the Historic Preservation Commission. The motion passed by a 9-0 unanimous vote.

160143 **Appointment - Boards & Commissions - Citizens Advisory Council - Farabow**

Council is requested to confirm the appointment of Matthew Farabow to the Citizens Advisory Council as Council Member Hill's (Ward 3) appointment. Appointment to be effective immediately and will expire on May 31, 2018.

Approved the appointment of Matthew Farabow to the CAC. Appointment effective immediately and will expire May 31, 2018.

A motion was made by Council Member Hill, seconded by Council Member Wagner, that this Matthew Farabow be appointed to the CAC. The motion passed by a 9-0 vote.

160142 **Minutes to be Approved**

- Manager's Briefing; Monday, May 2nd @ 3:30 p.m.
- Regular City Council Meeting; Monday, May 2nd @ 5:30 p.m.
- Planning & Development Committee Meeting; Tuesday, May 3rd @ 4:00 p.m.

- Finance Committee Meeting (Non-Profit Funding Requests) Thursday, May 5th @ 4:00 p.m.

The preceding minutes were unanimously approved as submitted..

A motion was made by Council Member Williams, seconded by Council Member Hill, that the preceding minutes be approved. The motion passed by a 9-0 unanimous vote.

150270 **Boards and Commissions - Vacancy Report**

Attached is the current list of vacancies for all Boards and Commissions.
This is attached for informational purposes only.

COUNCIL COMMENTS

Council Member Williams expressed his gratitude for the Inasmuch Project from the past weekend. With that, 160 volunteers came out to service and revitalize 11 homes. He also thanked the Community Housing Solution, the Housing Consultants Group and The City of High Point in the Southside Neighborhood along with other churches and organizations from the local area. Council Member Williams encouraged any future volunteers to speak with Mr. Mike McNair, Director of Community Development, for the next targeted area the Burns Hill organization.

ADJOURNMENT

Upon motion duly made and seconded, the meeting adjourned at 8:00 p.m.

Respectfully Submitted,

_____
William S. Bencini, Jr., Mayor

Attest:

_____
Maria A. Smith
Deputy City Clerk

CITY OF HIGH POINT
AGENDA ITEM

Title: ICP Mass Spectrophotometer

From: Terry Houk – Public Services Director

Meeting Date: June 6, 2016
Advertising Date: May 12, 2016
Advertised By: Purchasing

Public Hearing: No

Attachments: Attachment – Bid Tabulation Sheet

PURPOSE:

A inductively coupled plasma mass spectrometer (ICP-MS) is an analytical instrument used for elemental determinations. The instrument is capable of determining metals and several non-metals at concentrations below one part per trillion (ppt).

BACKGROUND:

The North Carolina Department of Environmental Quality (NCDEQ) Dissolved Metals Rule is requiring municipalities to monitor metals in the ppt range. The ICP/MS has advantages of high speed, precision and sensitivity compared to other instruments and techniques. The instrument is also superior to detection capability of other instruments with the same sample throughput and has the ability to obtain isotopic information which is ideal for elements such as chromium. Perkin-Elmer has been selected to provide this equipment.

BUDGET IMPACT:

Funds for this project are included in the 2015-2016 budget.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents.

NORTH CAROLINA'S INTERNATIONAL CITY™

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Public Services

COUNCIL AGENDA DATE: June 6, 2016

BID NO.: 59-051216 CONTRACT NO.: DATE OPENED: May 12, 2016

DESCRIPTION:

ICP - Mass Spectrophotometer

PURPOSE:

Ultra low level metal pollution analysis in water and wastewater.

COMMENTS:

RECOMMEND AWARD TO: Perkin Elmer AMOUNT: $124,687.00

JUSTIFICATION:

Low bid

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	533101	421161027680	40202	$150,000.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Terry Houk Digitally signed by Terry Houk DN: cn=Terry Houk, o=City of High Point, ou=Public Services, email=terry.houk@highpointnc.gov, c=US Date: 2016.05.26 07:55:24 -04'00' DATE: May 26, 2016

The Purchasing Division concurs with recommendation submitted by the Public Services and recommends award to the lowest responsible, responsive bidder Perkin Elmer in the amount of $ 124,687.00.

PURCHASING MANAGER: Erik S. Conti Digitally signed by Erik S. Conti DN: cn=Erik S. Conti, o, ou, email=erik.conti@highpointnc.gov, c=US Date: 2016.05.26 09:46:51 -04'00' DATE: May 26, 2016

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Digitally signed by Jeffrey A. Moore DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeffmoore@highpointnc.gov, c=US Date: 2016.05.26 11:02:07 -04'00' DATE: May 26, 2016

CITY MANAGER: Greg Demko Digitally signed by Greg Demko DN: cn=Greg Demko, o, ou, email=greg.demko@highpointnc.gov, c=US Date: 2016.05.26 13:47:07 -04'00' DATE: May 26, 2016

Bid Tabulation
Bid Number 59-051216
Inductively Coupled Plasma Mass Spectrometer
Date: May 12, 2016 @ 3:00 P.M.

BIDDERS	Brand/Model	Total Bid Price
Agilent Technologies	Agilent 7800	$127,628.44
Perkin Elmer	NexION300/350X ICP-MS	$124,687.00

CITY OF HIGH POINT, NORTH CAROLINA
Fiscal Year 2016-2017 Budget Ordinance

BE IT ORDAINED BY THE CITY OF HIGH POINT, NORTH CAROLINA:

Section 1. The following amounts are hereby appropriated for the operation and maintenance of the City's various governmental departments and divisions for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

(1) That for said fiscal year there is hereby appropriated out of the GENERAL FUND for general governmental operations the sum of:

$ 106,453,058

(2) That for said fiscal year there is hereby appropriated out of the SPECIAL GRANTS FUND for purposes outlined within the various grant provisions, the sum of:

$ 4,575,782

(3) That for said fiscal year there is hereby appropriated out of the COMMUNITY DEVELOPMENT FUND for purposes outlined within the grant, the sum of:

$ 2,759,012

(4) That for said fiscal year there is hereby appropriated out of the ECONOMIC DEVELOPMENT FUND, the sum of:

$ 757,000

(5) That for said fiscal year there is hereby appropriated out of the GENERAL DEBT SERVICE FUND for the payment of debt service charges on general obligation debt, the sum of:

$ 8,993,524

(6) That for said fiscal year there is hereby appropriated out of the GENERAL CAPITAL PROJECTS FUND for the purpose of construction and/or acquisition of certain long-lived assets, the sum of:

Capital Projects	$ 977,000
Transfer to Other Funds	180,000
	$ 1,157,000

(7) That for said fiscal year there is hereby appropriated out of the CENTRAL SERVICES FUND the following:

Fleet Services	$ 12,320,347
Radio Repair Shop	1,644,985
Computer Replacement	734,384
	$ 14,699,716

(8) That for said fiscal year there is hereby appropriated out of the WATER and SEWER FUND the following:

Operations	$ 26,845,984
Debt Service	18,446,217
Transfer to Capital Projects Fund	6,350,000
TOTAL WATER and SEWER FUND	$ 51,642,201

(9) That for said fiscal year there is hereby appropriated out of the WATER and SEWER CAPITAL PROJECTS FUND the following:

Water Sewer Capital Projects	$ 6,350,000

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(10) That for said fiscal year there is hereby appropriated out of the ELECTRIC FUND the following:

Operations	$ 122,521,098
Capital Projects	9,531,000
TOTAL ELECTRIC FUND	$ 132,052,098

(11) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT FUND for the purpose of operating High Point's Transit System, the sum of:

$ 4,411,793

(12) That for said fiscal year there is hereby appropriated out of the MASS TRANSIT CAPITAL PROJECTS FUND, the sum of:

$ 560,000

(13) That for said fiscal year there is hereby appropriated out of the PARKING FACILITIES FUND for the purpose of operating City parking facilities, the sum of:

$ 372,001

(14) That for said fiscal year there is hereby appropriated out of the SOLID WASTE FUND the following:

Operations	$ 14,650,648
Capital Projects	1,921,000
TOTAL SOLID WASTE FUND	$ 16,571,648

(15) That for said fiscal year there is hereby appropriated out of the STORM WATER FUND the following:

Operations	$ 2,287,389
Debt Service	1,948,693
Capital Projects	1,322,100
TOTAL STORM WATER FUND	$ 5,558,182

(16) That for said fiscal year there is hereby appropriated out of the MARKET AUTHORITY FUND, the sum of:

$ 2,990,000

(17) That for said fiscal year there is hereby appropriated out of the INSURANCE RESERVE FUND, the sum of:

$ 15,387,430

Section 2. It is estimated that the following revenues will be available during fiscal year beginning July 1, 2016 and ending June 30, 2017:

General Fund	
Ad Valorem Taxes	$ 56,792,208
Sales & Use Taxes	26,532,500
Intergovernmental Revenues	9,846,723
Licenses & Permits	2,448,650
Charges for Services	4,562,362
Miscellaneous	2,715,000
Fund Balance Appropriated	3,555,615
Total Revenues and Other Financing Sources	$ 106,453,058

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Grants Fund	
Intergovernmental Revenues	$ 4,575,782
Community Development Fund	
Intergovernmental Revenues	$ 2,759,012
Economic Development Fund	
Transfer From General Fund	$ 75,000
Transfer From Electric Fund	400,000
Fund Balance Appropriated	282,000
Total Revenues and Other Financing Sources	$ 757,000
General Debt Service Fund	
Ad Valorem Taxes	$ 3,121,202
Interest on Investments	80,000
Miscellaneous	529,631
Transfer from Other Funds	4,743,550
Fund Balance Appropriated	519,141
Total Revenues and Other Financing Sources	$ 8,993,524
General Capital Projects Fund	
Transfer from Other Funds	1,157,000
Total Revenues and Other Financing Sources	$ 1,157,000
Central Services Fund	
Charges for Services	8,212,543
Miscellaneous Revenues	5,774,674
Fund Balance Appropriated	712,499
Total Revenues and Other Financing Sources	$ 14,699,716
Water and Sewer Fund	
Charges for Services	$ 48,663,135
Non-operating Revenues	717,000
Retained Earnings Appropriated	2,262,066
Total Revenues and Other Financing Sources	$ 51,642,201
Water and Sewer Capital Projects Fund	
Transfer from Water and Sewer Fund	$ 6,350,000
Electric Fund	
Charges for Services	$ 131,613,098
Non-operating Revenues	239,000
Retained Earnings Appropriated	200,000
Total Revenues and Other Financing Sources	$ 132,052,098
Mass Transit Fund	
Charges for Services	$ 2,673,598
Intergovernmental Revenues	910,360
Transfer From Other Funds	827,835
Total Revenues and Other Financing Sources	$ 4,411,793

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Mass Transit Capital Projects Fund		
Federal Grant	$	448,000
State Grant		56,000
City Matching Funds		56,000
Total Revenues and Other Financing Sources	$	560,000
Parking Facilities Fund		
Charges for Services	$	212,000
Transfer From Other Funds		62,162
Fund Balance Appropriated		97,839
Total Revenues and Other Financing Sources	$	372,001
Solid Waste Fund		
Operating Revenue	$	14,937,111
Miscellaneous		152,500
Transfers from Other Funds		1,482,037
Total Revenues and Other Financing Sources	$	16,571,648
Storm Water Fund		
Charges for Services	$	5,143,182
Miscellaneous		40,000
Retained Earnings Appropriated		375,000
Total Revenues and Other Financing Sources	$	5,558,182
Market Authority Fund		
Room Occupancy Taxes	$	365,000
Licenses & Permits		1,625,000
Transfer from General Fund		240,000
Transfer from Water-Sewer Fund		50,000
Transfer from Electric Fund		710,000
Total Revenues and Other Financing Sources	$	2,990,000
Insurance Reserve Fund		
Transfer From Other Funds		15,387,430
Total Revenues and Other Financing Sources	$	15,387,430

Section 3. There is hereby levied the following rates of tax on each one hundred dollars ($100) valuation of taxable property, as listed for taxes as of January 1, 2016, for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimates of revenue, and in order to finance the foregoing appropriations.

Rate per $100 Valuation
General Fund $.6475

Such rates of tax are based on an estimated total valuation of property for purpose of taxation of **$9,125,801,713** and an estimated rate of collections of **98.0%** during the current year.

Section 4. That the reserve for encumbrances at June 30, 2016, representing the unearned portion of contracts as of that date, shall be re-appropriated and distributed as it applied in order to properly account for the payment against which the fiscal year in which it is paid.

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Section 5. That the unencumbered balances as of June 30, 2016 of those capital projects and operating encumbrances which were not completed in Fiscal Year 2015-2016 be reappropriated into the Fiscal Year 2016-2017 budget in order to allow completion.

Section 6. That the unencumbered balances in Grant funds which remain as of June 30, 2016 be re-appropriated into the Fiscal Year 2016-2017 budget for the completion of their original purposes.

Section 7. That the landfill closure funds previously expended and established as a liability in the Landfill Development and Maintenance Capital Reserve Fund and which remain as of June 30, 2016 be appropriated in the Fiscal Year 2016-2017 budget for their intended purposes.

Section 8. The number of persons to be employed and the salaries and wages to be paid shall be those which are included in the detailed operation budgets; unless provision is made by the City Manager or City Council for employing additional persons.

Section 9. The City Manager is hereby authorized to approve transfers of appropriations within any fund, provided transfers between funds, and authorization for making expenditures from excess revenue shall be made by the City Council.

Section 10. There is hereby levied a tax of twenty dollars ($20.00) per year upon any vehicle resident within the City, pursuant to G.S. 20-97 (c).

Section 11. There is hereby levied a fee of twenty-five dollars ($25.00) per year upon any qualifying business within the City, pursuant to G.S. 160A-194.

Section 12. There is hereby levied a solid waste availability fee of fourteen dollars ($14.00) per month for services provided by the City.

Section 13. There is hereby levied a stormwater management fee of four dollars ($4.00) per month for single family residential units and a fee of four dollars ($4.00) per equivalent residential unit (ERU) for other property for services

Section 14. Utility payments will be applied in the following order: Deposits, credit/collection fees, oldest bill first, miscellaneous fees/charges, and utility services.

Section 15. Copies of this ordinance shall be furnished to the City Clerk and the Director of Financial Services to be kept on file by him for his direction in the collection and disbursement of City funds.

Section 16. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Adopted this 6th day of June, 2016.

Attest: Lisa B. Vierling, MMC
City Clerk

City of High Point
Renewable Energy Credit Rider
Electric Rate Rider RECR-1

AVAILABILITY

This optional rate rider is available to customers on any City of High Point ("City") rate schedule who operate solar photovoltaic, wind powered, or biomass-fueled generating systems, without battery storage, located and utilized at the customer's primary residence or business. To qualify for this rate rider, the customer must have complied with the City's Interconnection Standards and have an approved Interconnection Request Form. As part of the Interconnection Request Form approval process, the City retains the right to limit the number and size of renewable energy generating systems installed on the City's System. The generating system that is in parallel operation with service from the City and located on the customer's premises must be manufactured, installed, and operated in accordance with all governmental and industry standards, in accordance with all requirements of the local code official, and fully conform with the City's applicable renewable energy interconnection interface criteria. Qualified customers must be generating energy for purposes of a "buy-all/sell-all" arrangement to receive credits under this rate rider. That is, the City agrees to buy all and the customer agrees to sell all of the energy output and associated energy from the renewable energy resource. Customers with qualified systems may also apply for NC GreenPower credits or North Carolina Municipal Power Agency 1 ("NCMPA1") Renewable Energy Certificate ("REC") credits.

The Fixed Long-Term Rates on this Rider are available only to Customers who have executed a Power Purchase Agreement with the City on or before July 1, 2017 [or other date determined by City] for delivery of power beginning on or before the earlier of thirty (30) months from the date of execution of the Power Purchase Agreement.

Notwithstanding the above, all qualifying facilities have the option to sell energy to the City on an "as available" basis and receive energy credits based on the Variable Rates identified in this Rider for the delivered energy.

MONTHLY CREDIT

Monthly credits are paid according to the type of renewable generation.

Wind and Biomass Energy Credit ($ Per kWh):

		Fixed Long-term Rate		
	Variable	**5 Years**	**10 Years**	**15 Years**
On-peak energy*	$0.028	$0.0315	$0.0337	$0.0361
Off-peak energy	$0.0103	$0.0108	$0.0110	$0.0117

City of High Point
Electric Rate Rider REPS
Renewable Energy Portfolio Standards (REPS) Charge

Applicability
The Renewable Energy Portfolio Standards Charge set forth in this Rider is applicable to all customer accounts receiving electric service from the City of High Point ("City"), except as provided below. These charges are collected for the expressed purpose of enabling the City to meets its Renewable Energy Portfolio Standards compliance obligations as required by the North Carolina General Assembly in its Senate Bill 3 ratified on August 2, 2007.

Billing
Monthly electric charges for each customer account computed under the City's applicable electric rate schedule will be increased by an amount determined by the table below:

	Monthly Charges		
Customer Type	Renewable Resources	DSM/Energy Efficiency	Total REPS Charge
Residential Account	$ 0.54	$ 0.07	$ 0.61
Commercial Account	$ 2.95	$ 0.00	$ 2.95
Industrial Account	$30.41	$ 0.00	$30.41

Exceptions
Industrial and Commercial Customer Opt-out
All industrial customers, regardless of size, and large commercial customers with usage greater than one million kWh's per year can elect not to participate in City's demand-side management and energy efficiency measures in favor of its own implemented demand-side management and energy efficiency measures by giving appropriate written notice to the City. In the event such customers "opt-out", they are not subject to the DSM/Energy Efficiency portion of the charges above. All customers are subject to the Renewable Resources portion of the charges above.

Auxiliary Service Accounts
The following service schedules will not be considered accounts because of the low energy use associated with them and the near certainty that customers served under these schedules already will pay a per account charge under another residential, commercial or industrial service schedule:

- Schedule 17 & 29 – Outdoor Lighting Flood Lighting Service (metered and unmetered)
- Schedule Z – Street and Public Lighting Service
- Schedule 20 & 22 – Traffic Signal Service
- Etc.

Sales Tax
Applicable North Carolina sales tax will be added to charges under this Rider.

Effective for service rendered after July 1, 2016.

Solar Photovoltaic Energy Credit ($ Per kWh):

		Fixed Long-term Rate		
	Variable	**5 Years**	**10 Years**	**15 Years**
All energy*	$0.0304	$0.0336	$0.0359	$0.0383

* These energy credits include a capacity component.

MONTHLY ENERGY
Monthly Energy shall be the total kWh of energy produced by the generating facility during the current calendar month. All energy produced by the Customer's renewable energy generating system must be delivered to the City, since the city does not offer net metering at this time.

ON-PEAK ENERGY
On-Peak Energy shall be the metered energy during the On-Peak Energy Period of the current calendar month, whereby the On-Peak Energy Period is defined as non-holiday weekdays from 7:00 AM to 11:00 PM EPT.

OFF-PEAK ENERGY
Off-Peak Energy shall be the Monthly Energy less the amount of energy billed as On-Peak Energy.

CONTRACT PERIOD
Prior to receiving service under this Rider, the City and the customer shall have entered either an Interconnection Agreement or executed a Certificate of Completion (inverter-based generators less than 10 kW) and a Power Purchase Agreement which covers the special terms and conditions for the customer's requirements related to the interconnection of the customer's renewable energy generating system.

Each of these agreements shall have a minimum term of one (1) year. Either party may terminate the agreements after one year by giving at least thirty (30) days previous notice of such termination in writing.

GENERAL
Service under this Rider is subject to the provisions of the Service Regulations of the City contained in the City of High Point's Code of Ordinances

SPECIAL CONDITIONS
The customer's service shall be metered with two meters, one of which measures all energy provided by the City and used by the customer, and the other measures the amount of energy generated by the customer's renewable energy generator which is provided to the City.

In the event that the City determines that it is necessary to install any additional equipment to protect the safety and adequacy of electric service provided to other customers, the customer shall pay for the cost of such equipment in accordance with the terms of its Power Purchase Agreement.

Effective July 1, 2016.

City of High Point Water and Sewer Rate Schedule Effective October 1, 2016

Water Rates:

Commodity Charges (Residential)

	Inside Rate	Outside Rate
All Units	$ 2.82	$ 5.64

Commodity Charges (Commercial and Industrial)

	Inside Rate	Outside Rate
First 35 units	$ 2.82	$ 5.64
Next 765 units	2.55	5.10
Next 2200 units	2.27	4.54
Over 3000 units	1.96	3.92

Commodity Charges (Intergovernmental)

All units	$ 1.96	$ 3.92

Commodity Charges (Irrigation)

All units	$ 4.21	$ 8.42

Fixed Charges:

Meter Code	Meter Size	Inside Rate	Outside Rate
WT1	5/8" & 3/4"	$ 8.51	$ 17.02
WT2	1"	21.26	$ 42.52
WT3	1-1/2"	42.48	$ 84.96
WT4	2"	67.95	$ 135.92
WT5	3"	135.96	$ 271.92
WT6	4"	212.43	$ 424.86
WT7	6"	424.84	$ 849.68
WT8	8"	679.09	$ 1,358.18
WT10	10"	1,231.67	
WT12	12"	1,826.21	

1 unit = 748 gallons

Sewer Rates

Commodity Charges

	Inside Rate	Outside Rate
All units	$ 4.90	$ 9.80

Fixed Charges

Meter Code	Meter Size	Inside Rate	Outside Rate
WT1	5/8" & 3/4"	$ 13.17	$ 26.34
WT2	1"	$ 32.99	$ 65.98
WT3	1-1/2"	66.01	$ 132.02
WT4	2"	105.56	$ 211.12
WT5	3"	211.15	$ 422.30
WT6	4"	329.92	$ 659.84
WT7	6"	659.82	$ 1,319.64
WT8	8"	1,055.75	$ 2,111.50

Industrial Surcharge

BOD	$ 59.34	$ 118.68
SS	$ 52.74	$ 105.48

Residential Flate Rate Sewer	$ 47.56	$ 95.12

Septage Tickets

1 ticket per 1000 gallons of tank capacity or fracton thereof:	$ 42.10
1 ticket per 3000 gallons of tank capacity or fraction thereof:	$ 126.30