

# **City of High Point**

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

## **Meeting Agenda**

**Monday, May 21, 2012**

**4:45:00 PM**

**Council Chambers**

## **Committee of the Whole**

*Rebecca R. Smothers, Mayor  
M. Christopher Whitley, Mayor Pro Tem  
Latimer B. Alexander, IV, James Corey,  
Foster Douglas, A.B. Henley, III,  
Britt W. Moore, Michael D. Pugh,  
Bernita Sims, M. Christopher Whitley*

**ROLL CALL, PRAYER, PLEDGE OF ALLEGIANCE****PRESENTATION OF ITEMS****FINANCE COMMITTEE****120134 Presentation of City of High Point 2012-2013 Annual Budget**

The City Manager will present the proposed 2012-2013 Annual Budget to City Council and ask Council to establish public hearings to receive comments on the budget for Monday, June 4th at 5:30 p.m. and Thursday, June 7th at 9:00 a.m. to received comments on the Outside Agency Funding.

**120127 Transit Capital Reserve Fund - Closure**

Council is requested to adopt a resolution which will terminate and close the Transit Capital Reserve Fund; and, adopt a budget ordinance amendment to transfer the remaining assets in that fund to the Transit Operations Fund and Transit Capital Project Fund.

**120128 Ordinance - Budget Ordinance Amendment - Shelter Plus Care - Housing First Project**

Adoption of an ordinance amending the 2011-2012 Budget Ordinance to appropriate funds in the amount of \$77,352 for a federal grant for Shelter Care Plus - 2011 Housing First Grant Award.

**120129 Conveyance of City Property - Habitat for Humanity and Unity Buildings, Inc.**

Council is requested to adopt resolutions authorizing the Mayor to execute appropriate documents conveying the following city owned property to Habitat for Humanity and Unity Builders, Inc.:

315 Murray Street - Habitat for Humanity

810 Mobile Street - Unity Builders, Inc.

818 Mobile Street - Unity Builders, Inc.

815-817 Mobile Street - Unity Builders, Inc.

**120130 Furniture Market Transportation Agreements**

Council is requested to authorize the Mayor to execute an agreement with the High Point Market Authority concerning the administration of furniture market transportation and a transportation agreement with McLaurin Transportation and Parking Company as the contract provider for the transportation services for furniture market. This is a three (3) year agreement effective July 1, 2012 with the option for renewal.

**120131 Contract - Bid No. 74 - Extension of East Grimes Avenue**

Approval of contract awarding Bid No. 74 to extend East Grimes Avenue from current dead end at Randolph Street to Asheboro Street. This will include water, sewer, storm sewer and sidewalk improvements. Purchasing and Engineering Services recommend that contract be awarded to Atlantic contracting Company in the amount of \$288,484.00 which is the lowest responsible, responsive bidder meeting specifications.

**120133 Contract - Bid No. 75 - Storm Water Improvements**

Approval of contract awarding Bid No. 75 for stormwater improvements for Asbill Avenue, Barbee Avenue and Rockbridge Road. Purchasing and Engineering Services recommends that contract be awarded to Yates Construction Company in the amount of \$334,924.00 which is the lowest responsible, responsive bidder meeting specifications.

**PUBLIC SAFETY COMMITTEE & COMMUNITY DEVELOPMENT COMMITTEE****120126 Ordinance - Vacate/Close Structure - 813 Woodbury Street**

Adoption of an ordinance ordering the inspector to effectuate the vacating and closing of a dwelling located at 813 Woodbury Street belonging to Velveteen Reed.

**120135 Resolution - Support of Piedmont Triad Ambulance and Rescue (PTAR)**

Council is requested to adopt a resolution urging the Guilford County Commissioners to review and support Piedmont Triad Ambulance and Rescue (PTAR).

**Pending Items****120032 Ordinance - Demolition of Structure - 1315 Vernon Place**

Adoption of an ordinance ordering the inspector to effectuate the demolition of a structure located at 1315 Vernon Place belonging to David L and Minnie L. Terry.

2/20/2012 Committee of the Whole postponed

Public Safety &  
Community Development  
Committee

**PUBLIC SERVICES COMMITTEE****PLANNING, EDC & INFORMATION TECHNOLOGY COMMITTEE****120120 Resolution of Intent - Street Abandonment 12-04 - Unnamed Alleys**

Approval of a Resolution of Intent that establishes a public hearing date of Monday, June 18, 2012 at 5:30 p.m. to consider a request to abandon unnamed alleys located north of Pine Street and south of Elm Street, between Gatewood Avenue and Church Avenue.

**120121 Resolution of Intent - Annexation 12-03 - Sandy Ridge Road**

Approval of a Resolution of Intent that establishes a public hearing date of Monday, June 18, 2012, at 5:30 p.m. to consider a voluntary contiguous annexation of approximately 3.46 acres. The area to be annexed is lying along the north side of Sandy Ridge Road, approximately 740 feet east of Squire Davis Road, and is also known as Guilford County Tax Parcel 0169235.

**120122 Appeal of Urban Forestry Committee Decision - 623 W. Lexington Avenue**

Appeal of the Urban Forestry Committee's decision to not remove two trees located on city controlled right-of-way.

**PUBLIC HEARINGS ON ITEMS****Planning, EDC & Information Technology Committee****120123 Ordinance - Annexation 12-02 - Greensboro Chinese Christian Church**

A request by the Greensboro Chinese Christian Church to consider a voluntary contiguous annexation of approximately 11.18 acres. The area to be annexed is lying along the south side of Hickwood Road, approximately 1,100 feet east of Deep River Road. The property is addressed as 1910 Hickwood Road, and also known as Guilford County Tax Parcel 0193150.

**120124 Resolution - Street Abandonment 12-02 - City of High Point**

A request by the Technical Review Committee to abandon a portion of Bellevue Drive and Old Winston Road abutting 930 Old Winston Road (HP Fire Station #4 ) and 1003 Northside Court.

**120125 Resolution - Street Abandonment 12-03 - City of High Point**

A request by the Technical Review Committee to abandon a portion of King Road (unimproved) located between East Springfield Road and Brentwood Street.

**ADJOURNMENT**



**MEMORANDUM**

TO: Randy McCaslin, Assistant City Manager

FROM: Michael E. McNair, Director of Community Development & Housing *MEME*

DATE: May 15, 2012

SUBJECT: Approval to convey four lots for affordable housing development

In order to continue infill housing development efforts in the Graves Avenue and Southside project areas, CD&H seeks Council approval to convey the following lots to Habitat for Humanity and Unity Builders Inc.:

- 315 Murray St - Habitat for Humanity
- 810 Mobile St. - Unity Builders Inc
- 818 Mobile St. - Unity Builders Inc
- 815-817 Mobile St. - Unity Builders Inc

Staff requests Council to authorize the Mayor to execute appropriate documents conveying the aforementioned parcels as indicated to Habitat for Humanity and Unity Builders Inc. After the conveyance, the properties will be used to develop five Energy Star compliant homes affordable to low to moderate-income homebuyers; lot 815-817 will be subdivided into two parcels. Resolutions for the conveyances are attached.

**RESOLUTION APPROVING CONVEYANCE  
OF REAL PROPERTY  
TO A NONPROFIT CORPORATION**

**WHEREAS**, the City of High Point owns a tract of land located at 818 Mobile Street in the City of High Point and is more particularly described in Deed Book 6929, Page 984-985 of the Guilford County Registry; and

**WHEREAS**, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

**WHEREAS**, North Carolina General Statute § 160A-456(b) authorizes a city to exercise directly those powers granted by law to housing authorities giving a city the ability and authority to undertake any activity that may be undertaken by a housing authority; and

**WHEREAS**, North Carolina General Statute § 157-9 sets out the powers granted by statute to housing authorities, one of which is to prepare, carry out, and operate housing projects; and

**WHEREAS**, North Carolina General Statute § 157-3(12) defines a housing project to include programs that assist developers of multifamily housing and developers and owners of owner-occupied housing; and

**WHEREAS**, North Carolina General Statute § 160A-20.1 authorizes cities to appropriate money to private organizations to carry out any activity that a city may carry out directly; and

**WHEREAS**, North Carolina General Statute § 160A-497 authorizes a city to undertake programs for the assistance and care of its senior citizens and to contract and appropriate funds to private organizations in order to carry out such programs; and

**WHEREAS**, the City of High Point has negotiated with Unity Builders, Inc. (hereafter, Unity) to convey the above-described tract to Unity in order that Unity may assist with the construction of owner-occupied housing;

**THEREFORE, THE CITY COUNCIL FOR THE CITY OF HIGH POINT RESOLVES THAT:**

1. The Mayor of the City of High Point is authorized to execute all documents necessary to convey title to a .17 acre tract of land located at 818 Mobile Street in the City of High Point, more particularly described as follows:

HOUSE AND LOT AT 818 A&B MOBILE STREET, HIGH POINT, NORTH CAROLINA  
MORE PARTICULARLY DESCRIBED AS BEING LOT 10 IN BLOCK D OF THE PLAT AS

RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR GUILFORD COUNTY, NORTH CAROLINA IN PLAT BOOK 4 AT PAGE 30. SAID LOT FACES ON THE WEST SIDE OF MIBLE STREET IN THE CITY OF HIGH POINT AND IS 50 FEET WIDE AND IS 150 FEET DEEP.

2. The consideration of the conveyance is Unity's agreement to use this property only for the "public" purpose of furthering the mission of Unity in providing 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. A statement to this effect shall be placed in the deed of conveyance.

3. The City Clerk shall publish a notice summarizing the contents of this resolution and the conveyance of the property may be consummated at any time after 10 days of publication of the notice.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2012

CITY OF HIGH POINT

By: \_\_\_\_\_  
Rebecca R. Smothers, Mayor

Attested to:

\_\_\_\_\_  
Lisa Vierling, City Clerk

**RESOLUTION APPROVING CONVEYANCE  
OF REAL PROPERTY  
TO A NONPROFIT CORPORATION**

**WHEREAS**, the City of High Point owns a tract of land located at 315 Murray Street in the City of High Point and is more particularly described in Deed Book 7236, Page 1767-1768 of the Guilford County Registry; and

**WHEREAS**, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

**WHEREAS**, North Carolina General Statute § 160A-456(b) authorizes a city to exercise directly those powers granted by law to housing authorities giving a city the ability and authority to undertake any activity that may be undertaken by a housing authority; and

**WHEREAS**, North Carolina General Statute § 157-9 sets out the powers granted by statute to housing authorities, one of which is to prepare, carry out, and operate housing projects; and

**WHEREAS**, North Carolina General Statute § 157-3(12) defines a housing project to include programs that assist developers of multifamily housing and developers and owners of owner-occupied housing; and

**WHEREAS**, North Carolina General Statute § 160A-20.1 authorizes cities to appropriate money to private organizations to carry out any activity that a city may carry out directly; and

**WHEREAS**, North Carolina General Statute § 160A-497 authorizes a city to undertake programs for the assistance and care of its senior citizens and to contract and appropriate funds to private organizations in order to carry out such programs; and

**WHEREAS**, the City of High Point has negotiated with Habitat for Humanity of High Point, Archdale, and Trinity (hereafter, Habitat) to convey the above-described tract to Habitat in order that Habitat may assist with the construction of owner-occupied housing;

**THEREFORE, THE CITY COUNCIL FOR THE CITY OF HIGH POINT RESOLVES THAT:**

1. The Mayor of the City of High Point is authorized to execute all documents necessary to convey title to a .12 acre tract of land located at 315 Murray Street in the City of High Point, more particularly described as follows:

BEING ALL OF LOTS 173 AND 174, AS SHOWN ON THE MAP OR PLAT OF WASHINGTON TERRACE, WHICH IS DULY RECORDED IN PLAT BOOK 6, PAGE 181, REGISTER OF DEEDS FOR

GUILFORD COUNTY, NORTH CAROLINA.

2. The consideration of the conveyance is Habitat's agreement to use this property only for the "public" purpose of furthering the mission of Habitat in providing 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. A statement to this effect shall be placed in the deed of conveyance.

3. The City Clerk shall publish a notice summarizing the contents of this resolution and the conveyance of the property may be consummated at any time after 10 days of publication of the notice.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF HIGH POINT

By: \_\_\_\_\_  
Rebecca R. Smothers, Mayor

Attested to:

\_\_\_\_\_  
Lisa Vierling, City Clerk

**RESOLUTION APPROVING CONVEYANCE  
OF REAL PROPERTY  
TO A NONPROFIT CORPORATION**

**WHEREAS**, the City of High Point owns a tract of land located at 810 Mobile Street in the City of High Point and is more particularly described in Deed Book 6932, Page 2260-2262 of the Guilford County Registry; and

**WHEREAS**, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

**WHEREAS**, North Carolina General Statute § 160A-456(b) authorizes a city to exercise directly those powers granted by law to housing authorities giving a city the ability and authority to undertake any activity that may be undertaken by a housing authority; and

**WHEREAS**, North Carolina General Statute § 157-9 sets out the powers granted by statute to housing authorities, one of which is to prepare, carry out, and operate housing projects; and

**WHEREAS**, North Carolina General Statute § 157-3(12) defines a housing project to include programs that assist developers of multifamily housing and developers and owners of owner-occupied housing; and

**WHEREAS**, North Carolina General Statute § 160A-20.1 authorizes cities to appropriate money to private organizations to carry out any activity that a city may carry out directly; and

**WHEREAS**, North Carolina General Statute § 160A-497 authorizes a city to undertake programs for the assistance and care of its senior citizens and to contract and appropriate funds to private organizations in order to carry out such programs; and

**WHEREAS**, the City of High Point has negotiated with Unity Builders, Inc. (hereafter, Unity) to convey the above-described tract to Unity in order that Unity may assist with the construction of owner-occupied housing;

**THEREFORE, THE CITY COUNCIL FOR THE CITY OF HIGH POINT RESOLVES THAT:**

1. The Mayor of the City of High Point is authorized to execute all documents necessary to convey title to a .16 acre tract of land located at 810 Mobile Street in the City of High Point, more particularly described as follows:

BEING LOT 6 IN BLOCK D OF THE VAIL PLAT AS RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR GUILFORD COUNTY, NORTH CAROLINA, IN PLAT BOOK 4 AT PAGE 30.

2. The consideration of the conveyance is Unity's agreement to use this property only for the "public" purpose of furthering the mission of Unity in providing 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. A statement to this effect shall be placed in the deed of conveyance.

3. The City Clerk shall publish a notice summarizing the contents of this resolution and the conveyance of the property may be consummated at any time after 10 days of publication of the notice.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2012

CITY OF HIGH POINT

By: \_\_\_\_\_  
Rebecca R. Smothers, Mayor

Attested to:

\_\_\_\_\_  
Lisa Vierling, City Clerk

**RESOLUTION APPROVING CONVEYANCE  
OF REAL PROPERTY  
TO A NONPROFIT CORPORATION**

**WHEREAS**, the City of High Point owns a tract of land located at 815-817 Mobile Street in the City of High Point and is more particularly described in Deed Book 6932, Page 2260-2262 of the Guilford County Registry; and

**WHEREAS**, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation, if the city is authorized by law to appropriate money to the corporation; and

**WHEREAS**, North Carolina General Statute § 160A-456(b) authorizes a city to exercise directly those powers granted by law to housing authorities giving a city the ability and authority to undertake any activity that may be undertaken by a housing authority; and

**WHEREAS**, North Carolina General Statute § 157-9 sets out the powers granted by statute to housing authorities, one of which is to prepare, carry out, and operate housing projects; and

**WHEREAS**, North Carolina General Statute § 157-3(12) defines a housing project to include programs that assist developers of multifamily housing and developers and owners of owner-occupied housing; and

**WHEREAS**, North Carolina General Statute § 160A-20.1 authorizes cities to appropriate money to private organizations to carry out any activity that a city may carry out directly; and

**WHEREAS**, North Carolina General Statute § 160A-497 authorizes a city to undertake programs for the assistance and care of its senior citizens and to contract and appropriate funds to private organizations in order to carry out such programs; and

**WHEREAS**, the City of High Point has negotiated with Unity Builders, Inc. (hereafter, Unity) to convey the above-described tract to Unity in order that Unity may assist with the construction of owner-occupied housing;

**THEREFORE, THE CITY COUNCIL FOR THE CITY OF HIGH POINT RESOLVES THAT:**

1. The Mayor of the City of High Point is authorized to execute all documents necessary to convey title to a .38 acre tract of land located at 815-817 Mobile Street in the City of High Point, more particularly described as follows:

LOTS NOS. 17 AND 18 OF THE VAIL PROPERTY, KNOWN ALSO AS THE MINNIE KINLOEY OR BROADHURT PROPERTY, MAP OR PLAT OF WHICH IS DULY RECORDED IN THE OFFICE OF THE

REGISTER OF DEEDS FOR GUILFORD COUNTY, NORTH CAROLINA, IN PLAT BOOK 4 AT PAGE 30, REFERENCE TO WHICH IS HEREBY MADE FOR FULLER DESCRIPTION.

2. The consideration of the conveyance is Unity's agreement to use this property only for the "public" purpose of furthering the mission of Unity in providing 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. A statement to this effect shall be placed in the deed of conveyance.

3. The City Clerk shall publish a notice summarizing the contents of this resolution and the conveyance of the property may be consummated at any time after 10 days of publication of the notice.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2012

CITY OF HIGH POINT

By: \_\_\_\_\_  
Rebecca R. Smothers, Mayor

Attested to:

\_\_\_\_\_  
Lisa Vierling, City Clerk

AN ORDINANCE REQUIRING THE BUILDING INSPECTOR OF THE CITY OF HIGH POINT TO VACATE AND CLOSE CERTAIN PROPERTY PURSUANT TO ARTICLE 19 OF THE GENERAL STATUTES OF NORTH CAROLINA; AND, TITLE 9, CHAPTER 6, 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 vacated and closed, and it further finds as a fact that the owner has been ordered to secure 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 securing of the following described buildings in accordance with code of Ordinances; and, Article 19 of Chapter 160A of the General Statutes of North Carolina.

**PROPERTY LOCATION**

**OWNER(S)**

813 Woodbury Street

Velveteen Reed  
813 Woodbury Street  
High Point, NC 27260

SECTION 3: That all ordinance 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 21<sup>st</sup> day of May, 2012

Lisa B. Vierling, City Clerk



CITY OF HIGH POINT  
NORTH CAROLINA

REBECCA R. SMOTHERS  
MAYOR

May 24, 2012

Mr. Melvin (Skip) Alston, Chairman  
Guilford County Board of Commissioners  
P.O. Box 3427  
Greensboro, NC 27402

SUBJECT: PTAR

Dear Mr. Chairman:

The City Manager, Strib Boynton, has forwarded a copy of a Resolution adopted by the High Point City Council to Ms. Brenda Fox-Jones regarding the deep concern for the possible reduction in funding for the Piedmont Triad Ambulance Service as a result of shifting non-emergency service calls to Guilford County EMS. In addition, there were two individual letters from our Police Chief and our Fire Chief who expressed their support for PTAR services. I am very concerned that there will be the potential for a decrease in the emergency medical response available to High Point residents if the policy of transporting non-emergency patients becomes a priority.

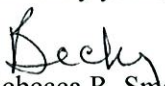
I fully understand the revenue shortfalls that all our local governments are experiencing. However, I urge you that there are no greater priorities for services than the public safety areas. Emergency medical response and transport are critical in the public's eyes and diminished medical emergency service will be met with outrage. To use these limited EMS resources for non-emergency calls puts the public at risk.

PTAR is a necessary component of the medical services system for High Point and all citizens in Guilford County. We, however, have only one EMS station in High Point. When those units are committed to service how do we fill the void? Yes, our fire department is a first responder but, with an older population, medical emergency calls are becoming more frequent. While public safety officers can assist in stabilizing, quick response by emergency medical help is mandatory for the patient. EMS critical care should always be the priority and diluting its availability is not wise.

Expanding the Guilford County EMS network to accommodate non-emergency calls is unnecessary and a poor use of tax payer dollars. If the object is to gain more income from non-emergency service calls, I remind you that that type service call is NOT the priority and I would call such action shameful if it means the weakening and/or potential demise of PTAR, whose service does not compete with EMS for critical care.

I do hope that you and fellow commissioners will reverse the policy by the County Manager and protect the public.

Sincerely yours,

  
Rebecca R. Smothers

CC: Guilford County Board of Commissioners



**GUILFORD COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

P.O. Box 3427  
GREENSBORO, NORTH CAROLINA 27402

TELEPHONE (336) 641-3383  
FAX (336) 641-6833

June 5, 2012

Ms. Rebecca (Becky) Smothers, Mayor  
City of High Point  
P.O. Box 230  
High Point, NC 27261

**SUBJECT:** Piedmont Triad Ambulance and Rescue, Inc.

Dear Mayor Smothers:

We are in receipt of your letter dated May 24, 2012 regarding the operations of Piedmont Triad Ambulance and Rescue, Inc. Please allow me to respond to the concerns that you raise and attempt to clarify several inaccuracies.

First, the County's desire to respond to additional 9-1-1 calls is not a decision that was entered into without significant forethought and planning as it relates to clinical service delivery. As with all clinical related policy decisions, changes are based on guidance from the physicians who serve as the County's EMS Medical Directors (Attachment 1). As stated by Dr. Ghim, a number of 9-1-1 "alpha" requests can simply not be handled by the County's franchisee, Piedmont Triad Ambulance and Rescue. Although there will be some patient transport revenue enhancements realized from this operational change, it was not the motivating factor that you indicate in your letter.

Secondly, there appears to be quite a bit of confusion over the term non-emergency. The County's change in policy only affected calls that are received by 9-1-1 for medical assistance with symptom onset within 24 hours that are coded as "alpha" response within the Advanced Medical Priority Dispatch System (AMPDS). These responses are effectively emergency calls that are prioritized to be run without lights and sirens. This is significantly different from convalescent transport, which continues to be the majority of Piedmont's business. It is important to understand that Guilford County continues to dispatch PTAR on responses for which they have resources and are closer. With EMS on-duty supervisor approval, PTAR continues to provide patient transport.

Thirdly, there is a perspective that PTAR has abundant resources available, while the County does not. One of many factors leading to this operational change was the fact that at peak times, PTAR also had limited resources available many hours of the day for County responses. Often, they were tied up on convalescent and scheduled events, and the County responded to the "alpha" calls that were time sensitive.

Lastly, the County does have only one owned and operated facility in High Point; however EMS staffs north High Point from High Point Fire Station #13 and also provides multiple other ambulances for "stand by" to High Point City. Response times are continuously monitored for all AMPDS levels of service request.

Sincerely,



Melvin ("Skip") Alston  
Chairman, Board of County Commissioners

cc: Dr. Michael Y. Ghim, MD, FACEP  
Board of Commissioners



## Guilford County Emergency Services Emergency Medical Services Division

May 23, 2012

Dear Manager Fox and County Commissioners,

It has come to my attention that there continues to be some discussion regarding some operational changes that were made within the Guilford County EMS System in January 2012 regarding "Alpha" related EMS calls for service. I would like to address this issue with some facts and provide you the basis for these changes. As you are aware, the emergency medical services system provides rapid, appropriate pre-hospital care for the public prior to arrival to a local emergency department. As the medical director for Guilford County's medical response system, it is my job to make sure that the citizens of Guilford County receive the most appropriate level of medical care that can be offered based upon current practice standards. I am able to achieve this level of care through the actions of the many paramedics that serve Guilford County. Paramedic level treatments range from acute, immediate lifesaving interventions, to sharing of medical knowledge to make informed decisions. Other times, they simply provide human comfort, care, and compassion until more definitive care can be received in the hospital.

The process to become a paramedic in Guilford County is long and arduous. It requires well over 2,500 hours of training, classroom time, and fieldwork to gain the knowledge and experience necessary to provide the expected level of medical assessment and care. Paramedics receive the highest level of training of all EMS technicians in order to provide critical, advanced level patient assessments and interventions. Paramedics are provided invaluable assistance through the support of first responders (Fire Services and Piedmont Triad Ambulance and Rescue) who function at a basic or intermediate level of medical care. While not trained to the level of the paramedic, these responders have and will continue to serve a vitally important role initiating care before paramedic arrival and providing non-emergent prehospital care.

Deciding what level of care a patient will need is an ever evolving and challenging process. When someone calls 911 they are asked a series of scripted questions. Based on the answers the caller provides, the call is coded one of five levels. These levels range from Alpha to Echo. Alpha is generally considered non-emergent while Echo is considered the highest priority. This coding system is the most accurate available but is entirely dependent on the answers provided to a 9-1-1 telecommunicator by a medically uninformed caller who is in the midst of a personal emergency. As a result, many calls thought to be non-emergency actually require paramedic level care.


1002 Meadowood St., Greensboro, NC 27409  
(336) 641-7565

Our experience has identified that if insufficient resources are initially dispatched, there can be a significant delay in a paramedic level response. A delay that for example can result in 15 extra minutes that an elderly person suffers in unnecessary pain, a heart attack victim goes unrecognized, or a child isn't receiving the fluid(s) needed to save his or her life. To alleviate this issue, I decided that all calls would receive a paramedic level response if appropriate resources are available.

As we enter the first year of baby boomers turning 65 years of age, Guilford County like many other areas across the United States is experiencing a rapidly increasing demand for EMS services. The Guilford County EMS System responds to over 60,000 calls annually of which approximately 1,100 per month are coded as "Alpha" responses. Of these calls, 25% result in the need for paramedic level care. Without a paramedic level assessment, the risk of missing a life threatening injury or illness grows. Our data indicates that, without a paramedic level assessment, up to 50% of needed advanced level care may go unrecognized. There are many circumstances where treatment of a significant injury or life threatening condition can be delayed due to paramedics not being immediately dispatched because an intermediate level responder was sent.

For the clinical wellbeing of those we are here to serve, it is important that we continue to develop a system that is focused on sending the most appropriate medically trained provider to those requesting our services the first time. To ensure optimal care without delay, these responders must be paramedic level providers. We must give the public we serve the confidence to know they are receiving the highest level of care available. Without this confidence, we lose their willingness to call on us in their moment of need and they stand to lose much more. Minutes count for many of our patients and can mean the difference of a life without disability for the stroke patient, the ability to receive critical EKG assessment, or life saving hypothermia therapy. These interventions can only be effective if given within a short time period. In real cases, ten or fifteen minutes can make a life altering difference.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Ghim', with a large, sweeping underline that extends to the left and loops back under the signature.

Michael Ghim, MD, FACEP  
Wake Forest Baptist Health  
GCEMS Medical Director

**RESOLUTION URGING GUILFORD COUNTY BOARD OF COMMISSIONERS  
TO SUPPORT SERVICES OF  
PIEDMONT TRIAD AMBULANCE AND RESCUE, INC (PTAR)**

**WHEREAS**, PTAR has provided dedicated and effective emergency response and transportation service to the citizens of Guilford County for more than 40 yrs; and

**WHEREAS**, PTAR has expanded its service area, bases of operation, personnel and equipment in consultation and cooperation with the Guilford County Emergency Management Services; and

**WHEREAS**, PTAR provides its services to Guilford County citizens at no cost to the taxpayers; and

**WHEREAS**, Guilford County has reduced its referral of service calls to PTAR, which jeopardizes PTAR's continued effective service, and is contrary to past policies and understandings upon which PTAR has built its organization;

**NOW THEREFORE** be it resolved by the City Council of the City of High Point that the Guilford County Board of Commissioners is urged to insure that the volume of calls for service referred to PTAR not be reduced, and that PTAR's valuable service role be preserved and enhanced rather than diminished.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY OF HIGH POINT**

By

\_\_\_\_\_  
Rebecca R. Smothers, Mayor

Attested to:

\_\_\_\_\_



**MARTY A. SUMNER**  
Chief of Police

PHONE (336) 887-7970  
FAX (336) 887-7972  
TDD (336) 883-8517

## *High Point Police Department*

May 17, 2012

To the Guilford County Board of Commissioners,

Please accept this letter of support for the Piedmont Triad Ambulance & Rescue, Inc. During my twenty seven year career I have seen firsthand the direct benefit of the service provided by PTAR to the citizens of High Point and Guilford County. I watched as they expanded their coverage area when needed, modernized their equipment, added operator certifications and developed a strong partnership with the Guilford County Emergency Medical Services.

PTAR has been a strong partner and supporting agency to the High Point Police Department. They stand by at special events or large gatherings when our operational plans call for medical services. They respond and transport obese prisoners, something that we have no capacity to do for ourselves. They respond to critical incidents and have a member of their staff assigned to our Tactical Team on a volunteer basis. Each and every request for assistance or support the police department has made of PTAR was filled.

In my opinion PTAR is a professional agency with a proven record of providing service and partnerships that should figure prominently in Guilford County's emergency medical services delivery. I respectfully request the Guilford County Board of Commissioners continue to support and make use of PTAR services in Guilford County.

Sincerely,

Marty A. Sumner  
Chief of Police



**HIGH POINT  
FIRE DEPARTMENT**  
Office of the Chief

**Memo**

**DATE:** May 21, 2012  
**TO:** Guilford County Commissionners  
**FROM:** Lee Knight, Fire Chief  
**RE:** Piedmont Triad Ambulance & Rescue

---

The Piedmont Triad Ambulance & Rescue, Inc. (PTAR) has served the citizens of Guilford County for over forty years. During this time they have fulfilled a need in the City Of High Point by working to ensure adequate Emergency Medical Services are available in our area by helping with high priority calls when High Point experiences a high call volume that ultimately creates a shortage of ambulances in Guilford County.

PTAR also provides a much needed service by handling many of the nonemergency calls that arise. PTAR has the capability and willingness to transport nonemergency patients which frees up Paramedic level ambulances to handle high priority calls.

Over the years the High Point Fire Department, Guilford County Ambulance and PTAR have worked amicably together providing a high level of service for the citizens of High Point.

We consider PTAR to be an essential partner in providing this service. It's our belief that the Guilford County Commissionners should work closely with PTAR to find a solution that will allow the continuance of PTAR's high level of service and dedication to the citizens of High Point.

Lee Knight  
Fire Chief

Barry Tilley  
Deputy Fire Chief

Rick George  
Deputy Fire Chief

Tommy Reid  
Deputy Fire Chief

Mike Levins  
Fire Marshal

434 South Elm Street \* High Point, North Carolina \* (336) 883-3358

## **Points Regarding the Continued Operation of Piedmont Triad Ambulance & Rescue, Inc. in Guilford County**

Since the first of January 2012, Guilford County EMS has made a number of operational changes intended to “better serve our citizens”, however some of these changes have had a large negative impact on Piedmont Triad Ambulance & Rescue, Inc.

In 1979, Guilford County requested that PTAR expand its service area to meet the call demand of Guilford County.

- PTAR has now provided 40 plus years of dedicated service
- at no cost in tax dollars to anyone
- Always fulfilled any reasonable request that was made by Guilford County
  - \*Adding additional resources as needed
  - \*Adding more ambulance bases where needed
  - \*Adding more skills, medications, and state of the art equipment to meet or exceed national standards

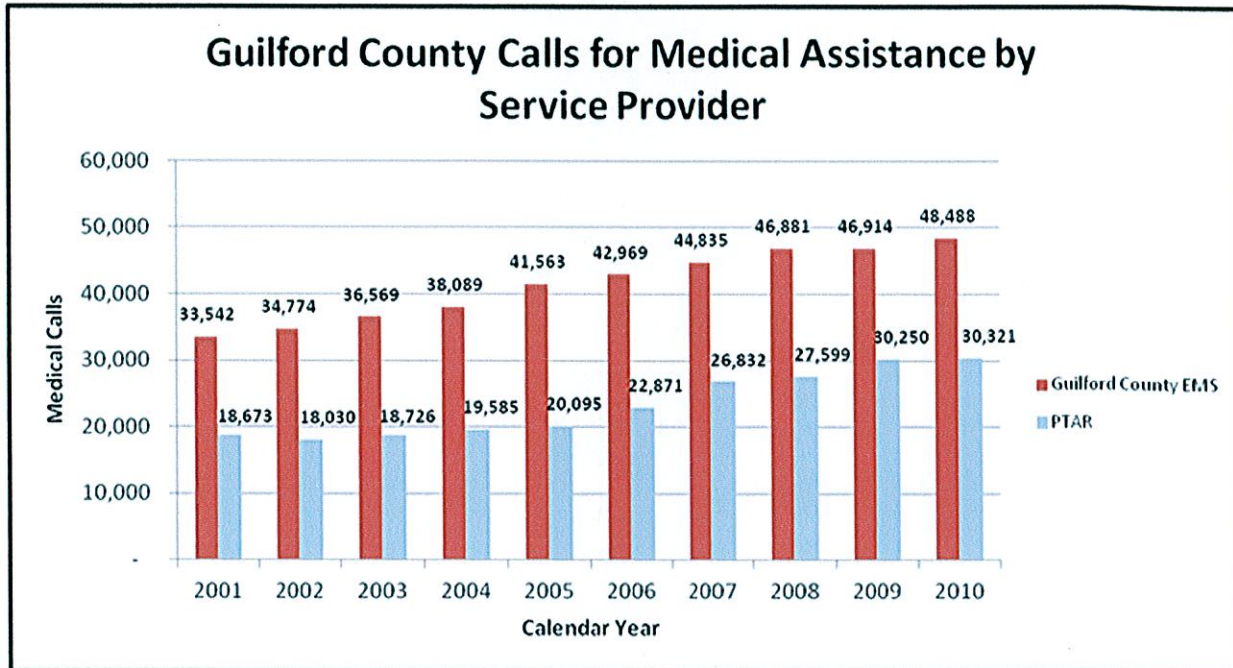
Piedmont Triad Ambulance currently operates 4 ambulance bases in Guilford County and 1 in Randolph County. In fact, PTAR engaged in a joint venture with Guilford County in 1999 when one of these bases was constructed together and has been shared by both since that time. PTAR’s bases have been strategically built in locations to augment the services provided in Guilford County. These PTAR bases house 21 ambulances that are licensed by the North Carolina State Office of Emergency Medical Services.

PTAR is currently the only provider in Guilford County that is equipped to handle the care and transport of Bariatric Patients (patients that exceed 500lbs). This also enhances the services that have been built by working together with GCEMS.

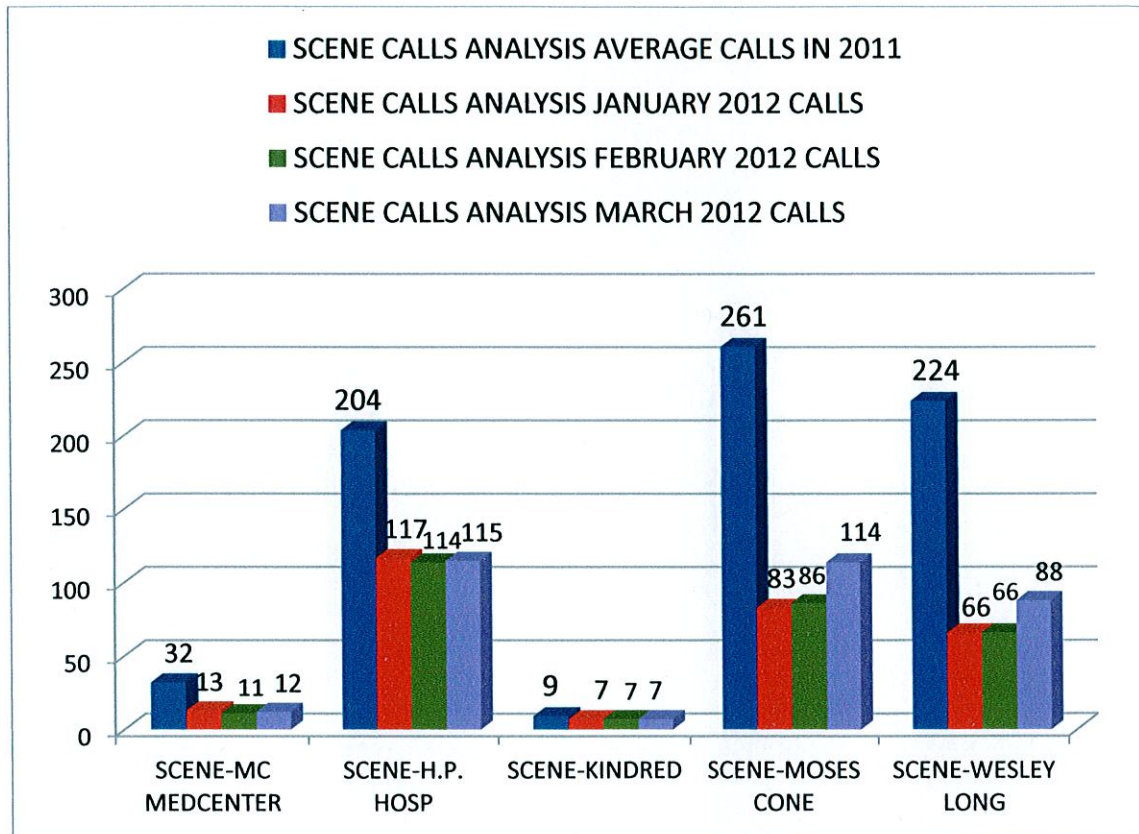
PTAR and GCEMS have built a state of the art EMS system utilizing all levels of credentialed personnel to attend to the different levels of medical emergencies and has traditionally sent the level of ambulance that is needed based on the priority symptoms. This allows the Paramedic level ambulance to be kept for a higher priority call. This is accomplished with the help of the 911 center who utilizes a dispatch protocol that prioritizes the calls based on the symptoms of the patient as described by the caller. This is a nationally accepted practice.

As of January 1, 2012, Guilford County made the decision to stop referring a portion of the calls that PTAR has traditionally been requested to respond to. PTAR has built its agency’s equipment, properties and employee staffing based on past needs and requirements as set forth by GCEMS.

With the recent changes, Guilford County's call volume has increased and PTAR's decreased. Each year volume increases some based on population growth, but the general increase for Guilford County now seems to have been because they are now answering the non-emergency calls PTAR has been traditionally franchised to handle. As demonstrated by the chart below, call volume has never gone down for either agency.



The graph below depicts the average call volume for 2011 of transports into the hospital by PTAR. It also shows how the call volume decreased for PTAR since the implementation of Guilford County's new procedure:



- Guilford County runs out of ambulances almost daily because of being tied up on non-emergency situations that PTAR has resources to cover.
- Paramedic units are being tied up with non-emergency calls PTAR has handled successfully for over 40 years.
- One-man medic units that serve outlying county citizens are pulled into the city leaving the county citizens without coverage and then PTAR or fire personnel are requested to respond to drive the paramedic into the hospital. This is all at PTAR or fire's expense. For the first quarter of 2012, PTAR has documented cases of driving a Guilford County's single man unit to the hospital on 31 different occasions and this number does not account for the time that county or city fire personnel has done the same.
- Sometimes PTAR is sent as a first responder to help improve response time goals and are not allowed to transport unless the system is busy. Also, many times PTAR is just required to sit on the scene with the patient until GCEMS arrives therefore delaying patient transport when PTAR can clearly handle the call. This might improve response goals, but two resources are tied up and transport is delayed.

- Guilford County EMS has been cited saying this is all being done so 911 callers are receiving a paramedic level response and assessment. This seems to have changed since the news story (WFMY TV 2) dated March 24, 2011, when they went on record saying that only 5% of the calls for EMS are life-threatening emergencies according to national training guidelines. This is where the priority dispatch system was put into place to get the right resource to the patients at the right time.

Changes made since January 1, 2012, have left GCEMS requesting additional funds for staff and equipment to meet the "increased demand". PTAR resources are now being under- utilized but PTAR remains ready to serve. Why?

# EMS Operations Manager: Only 5% Of Calls For EMS Are Life Threatening

7:30 PM, Mar 24, 2011 | [comments](#)



Written by  
Mac Ingraham

FILED  
UNDER

Local & State

Greensboro, NC -- When we think about the reasons for dialing 911 for an ambulance, most of us would bet it's a life-or-death situation.

But only 5% of all of the calls for EMS are life-threatening emergencies according to national training guidelines.

Which means 95-percent of the calls are non-emergency tying up limited numbers of ambulances as we've reported in Davidson and Rockingham counties.

It means in Guilford County last year, out of the 60,868 calls to 911 with EMS response only 3,043 fell into the category of life threatening.

Guilford County EMS Operations Manager, Billy Livingston said the problem for EMS is

all calls have to be treated like they could be life threatening in that moment.

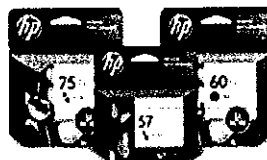
"We're county tax supported. We're here for the citizens. We're here to be their emergency medical service provider. We're their medical conscience prior to receiving medical care at a hospital," explained Livingston.

But in order to make sure that an ambulance reaches the 5% that are truly life-threatening emergencies, Livingston explained 911 communicators go to work sending help but categorize the call based on what the victim tells them.

"We have five levels of response that come into the 911 Center. A non-emergency that requires nobody to go lights and sirens and does not get first responders, all the way up to what we determine echo response which is ineffective breathing which we would consider a life threat until proven otherwise," stated Livingston.

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**DEPARTMENT OF PLANNING AND DEVELOPMENT  
INSPECTION SERVICES DIVISION  
HOUSING ENFORCEMENT**

**ORDINANCE  
REQUEST:**

Ordinance to Vacate

**PROPERTY  
ADDRESS:**

813 Woodbury Street

**OWNER:**

Velveteen Reed

**FIRST  
INSPECTION  
1-30-2012**

Number of Violations: Major 3 Minor 11  
1) loose electrical wires in laundry room, not properly secured  
2) no smoke detector  
3) probable leaking roof as evidenced by numerous location of deteriorated ceilings (living room, bedroom and kitchen)

**HEARING  
RESULTS:  
2-21-2012**

The owner did not appear for the hearing. The owner did contact the inspector by phone to discuss the violations and necessary repairs. The owner stated it is her intent to make the repairs. During the hearing, the following findings of fact were established. There are numerous violations of the Minimum Housing Code. The inspection was in response to the Burns Hill Neighborhood targeted inspection request. At the time of the initial inspection, the dwelling was unoccupied. The dwelling has been vacant since 4-8-2011. The ordinance is requested to allow the inspector to close, vacate and placard the dwelling in accordance with State statutes.

**ORDER(S)  
ISSUED:  
2-21-12**

Order to Repair or Vacate with a compliance date of 3-21-2012

**APPEALS:**

No appeals to date.

**OWNER  
ACTIONS:**

There have been no permits issued and repairs have not started.

**EXTENSIONS:**

None requested by the owner.

**CURRENT  
STATUS:  
5-9-2012**

Conditions still exist. Dwelling is vacant and secure.



**813 Woodbury Street**

**Ordinance to Vacate/Close**



**Location of subject property**

**Department of Planning  
and Development**

**City of High Point**

**Date: May 14, 2012**



**Scale: 1"=200'**  
y/ba-pz/Inspection/vacate



813 Woodbury Street

## **Quick 2012-1013 High Point Budget Summary**

- The 2012-2013 Annual Budget of \$326.9 million is balanced with anticipated revenues of \$316.9 million and appropriations of \$10.0 million from retained earnings and fund balances.
- The 2012-2013 Annual Budget represents a 2.69% or \$8.5 million increase from the adopted 2011-2012 Annual Budget of \$318.4 million.
- In addition to the \$326.9 million Annual Budget, an additional \$138.7 million is committed to complete the remaining multi-year projects in our fifteen year commitment to rebuild and upgrade our investments in the City's infrastructure.
- Major cost increases include:
  - \$3,280,000 increase in wholesale power costs,
  - \$2,331,000 for needed electric system improvements, including \$1,331,000 for the Jackson Lake transformer and \$1,000,000 to upgrade the Linden Substation,
  - \$1,470,000 in Kersey Valley, Phases I – III, post-closure costs,
  - \$1,839,000 for a 2.0% salary increase for employees effective July 1, 2012,
  - \$419,863 for debt service largely associated with financing the improvements to the upgraded Westside Wastewater Treatment Facility.
- Major cost reductions include:
  - 59 full and part-time positions have been eliminated through attrition in the past three years, with a net savings of \$3.3 million. Nearly 100 positions are currently vacant, and most but not all will remain so for 6 to 12 months.
  - The performance based salary adjustment program, suspended three years ago, continues suspended for 2012-2013. It may be reinstated during the year if revenues allow, or possibly beginning in 2013-2014. Total savings to date have been nearly \$3.9 million.
  - The City's volunteer early retirement program continues in 2012-2013. To date, 156 employees have elected to retire early. Cumulative net savings total an estimated \$2.5 million. An

estimated 25 to 30 of the 120 additional eligible employees are expected to retire by January 1, 2013. Additional net savings of \$500,000 are anticipated in 2012-2013.

Other major budget highlights include:

- \$20.2 million in various pay-as-we-go capital investments, including \$1.0 million for neighborhood street improvements and \$2.0 million for repairing and upgrading deteriorated neighborhood water and sewer lines.
- Continues City funding for the Market Authority at \$1.0 million in 2012-2013. The CVB budget continues Market Authority funding at \$150,000. There is some uncertainty with the level of state funding for 2012-2013.
- Anticipates a \$38,470 or 10.0% reduction from Guilford County in library funding, down from \$384,704 in 2011-2012 to \$346,234 for 2012-2013.
- Anticipates Guilford County's current financial support continuing unchanged in 2012-2013 for the EDC at \$75,000; Market Authority at \$75,000; and Downtown High Point at \$40,000.

Taxes and utility rates:

- Guilford County has rolled back the City's total assessed valuation by \$307.6 million or 3.3% during their recent revaluation. Translated, at the current tax rate of \$.662 that means an unacceptable and unsustainable \$2.0 million revenue loss in 2012-2013 for police, fire, transportation including transit and streets, solid waste collection and disposal, parks and recreation, library and other basic services. As such, the 2012-2013 budget includes and is based on a revenue neutral tax rate of \$.6854 for the coming year. Bottom line City revenues will be the same.
- For the first time in more than 15 years, the 2012-2013 Water and Sewer Fund budget does not require a water and sewer rate increase.
- The Electric Fund budget includes a 4.9% rate increase effective July 1, 2012 necessary to finance the 5.0% increase in the cost of wholesale electric power. For the average residential customer, their City electric bill will increase 20 cents per day (\$124.73 - \$118.88 = \$5.85 divided by 30 days = 20 cents).

**Budget Estimate Tax Levy**

	<u>Budget at Current Tax Rate of \$.662</u>	<u>Budget at Revenue Neutral Tax Rate @.6854</u>	<b>Increase needed \$.0234</b>
11-12			
Estimate of Property Valuation	\$ 9,187,810,627	\$ 8,880,160,000	-3.35%
Current Year Levy	\$ 60,823,306	\$ 58,799,221	
Estimated Uncollectible at Year-end	\$ (1,515,270)	\$ (1,507,651)	
	<u>\$ 59,308,036</u>	<u>\$ 57,291,571</u>	
General Fund Property Tax Budget	\$ 56,255,296	\$ 54,349,103	
Debt Serv Fund Property Tax Budget	\$ 3,052,740	\$ 2,942,467	
	<u>\$ 59,308,036</u>	<u>\$ 57,291,571</u>	

Revenue Neutral loss

\$ (2,024,085)

Revenue neutral budget  
comparison 11-12 to 12-13

**OUTSIDE AGENCIES  
Funding History and Requests**

	Approved FY 06-07	Approved FY 07-08	Approved FY 08-09	Approved FY 08-09	Approved FY 08-09	Approved 2009-10	Approved 2010-11	Approved 2011-12	Request for 2012-13	FY13 request as % of agency budget	Recommended for 2012-13
PIEDMONT TRIAD AMBULANCE & RESCUE SQUAD	1,620	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000		\$3,000
NATIONAL GUARD	2,000	2,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	25.0%	2,500
GUILFORD CO.HISTORIC PRESERVATION COM	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	32.1%	2,000
THEATRE ART GALLERY	26,650	30,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	19.1%	31,000
HIGH POINT ARTS COUNCIL	120,000	183,500	183,500	183,500	123,224	117,063	117,063	117,063	117,063	26.2%	117,063
PIEDMONT TRIAD FILM COMMISSION								15,000	15,000	11.0%	15,000
HIGH POINT WORKFORCE DEVELOPMENT		50,000	50,000	50,000	50,000	50,000			NA	NA	NA
NC SHAKESPEARE FESTIVAL Theatre Credits					50,000	50,000	50,000	50,000	70,000	2.0%	50,000
HIGH POINT HISTORICAL MUSEUM	300,000	374,816	320,000	370,000					NA	NA	NA
ROSETTA C. BALDWIN FOUNDATION/MUSEUM							10,000	10,000	75,000	95.0%	10,000
PIEDMONT TRIAD PARTNERSHIP							25,000	25,000	25,000	NA	25,000
FRIENDS OF JOHN COLTRANE, INC.							32,000	32,000	50,000	12.0%	32,000
SOUTHWEST RENEWAL FOUNDATION									6,000	4.2%	6,000
<b>TOTALS</b>	<b>456,270</b>	<b>645,316</b>	<b>592,000</b>	<b>642,000</b>	<b>261,724</b>	<b>240,563</b>	<b>287,563</b>	<b>396,563</b>	<b>-</b>	<b>-</b>	<b>\$293,563</b>

\$ change from 2011-12 budget \$6,000  
% change from 2011-12 budget 2.09%

## **2012-2013 Budget Review and Adoption Schedule**

<b><u>Mon, May 21</u></b>	<b>Budget Presentation</b>
<b><u>Thurs, May 24 from 9:00 to 11:30</u></b>	<b>Budget Review</b>
<b><u>Tues, May 29 from 9:00 to 11:30</u></b>	<b>Budget Review</b>
<b><u>Wed, May 30 from 9:00 to 11:30</u></b>	<b>Budget Review – If Necessary</b>
<b><u>Mon, June 4 at 5:30</u></b>	<b>PUBLIC HEARING</b>
<b><u>Thurs, June 7 at 9:00</u></b>	<b>PUBLIC HEARING – Outside agencies invited. A <u>final budget review</u> and discussion will follow the public hearing</b>
<b><u>Mon, June 18, 5:30</u></b>	<b>Formal Budget Adoption</b>



May 1, 2012

MEMORANDUM

TO: Strib Boynton  
City Manager

FROM: Glenda Barnes  
Budget Analyst

SUBJECT: Agenda Item for City Council

The City of High Point Housing and Community Development Department has been awarded a grant for the Shelter Plus Care – Housing First Project by the U.S. Department of Housing and Urban development. The grant award is for \$77,352.

HUD has allocated SPC grant funds in the amount of \$77,352 from 3/20/2012 through 3/19/2013. Under this agreement, the City will continue to serve as the fiscal agent for the Shelter Plus Care Program with Open Door Ministries serving as the service provider. The program is entering its six year and has assisted eleven chronically homeless persons who often have disabilities to “come off the streets”. Open Door Ministries provides ongoing supportive services from obtaining furniture to ensuring clients receive proper medical care.

Attached is a budget amendment to recognize the revenues received, and to appropriate funds for the Shelter Plus Care – 2011 Housing First Grant award.

Michael McNair will be available to answer any questions you may have.

Cc: Pat Pate  
Randy McCaslin  
Michael McNair  
Jeff Moore  
Louanne Hedrick  
Cindy Smith



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Greensboro Office

Office of Community Planning & Development  
1500 Pinecroft Road, 401, Asheville Building  
Greensboro, NC 27407-3838  
(336) 547-4000, ext. 2802  
[www.hud.gov](http://www.hud.gov) + [espanol.hud.gov](http://espanol.hud.gov)

March 6, 2012

Mr. Michael McNair  
City of High Point  
P O Box 230  
High Point, NC 27261

Dear Mr. McNair:

Congratulations to the city of High Point on its selection for funding under the Department of Housing and Urban Development's FY '11 Shelter Plus Care Program (SPC) (NC0224C4F041101). Addressing homelessness is one of the Department's top priorities and the continuance of the project will make a significant contribution toward developing a continuum of care system in the community.

Enclosed are three copies of the Shelter Plus Care Renewal Agreements (all copies must have original signatures) that will permit the final processing of this grant. Please sign, retain one copy for the agency's program file and return the remaining two copies to this office for processing within 10 days from receipt of this letter.

Should there be any questions on how to proceed with this SPC grant, please contact Libby Stanley at (336) 851-8051.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary A. Dimmick".

Gary A. Dimmick  
Director  
Office of Community Planning & Development

Enclosures

GRANT NUMBER: NC0224C4F041101  
RECIPIENT: City of High Point  
TOTAL AWARD: \$77,352  
PROJECT NAME: Housing First  
NUMBER OF UNITS: 11  
COMPONENT: Tenant-based Rental Assistance  
OFFICIAL CONTACT PERSON: Michelle McNair  
EMAIL ADDRESS: michelle.mcnair@highpointnc.gov  
TELEPHONE/FAX #: (336) 883-3685/883-3046  
TAX ID #: 56-6000231  
DUNS: 071581938  
EFFECTIVE DATE: March 20, 2012  
PROJECT LOCATION: High Point, NC

### 2011 SHELTER PLUS CARE RENEWAL GRANT AGREEMENT

This Agreement is made by and between the U.S. Department of Housing and Urban Development (HUD) and the Recipient, which is described in Section 1 of Exhibit 2.

This Agreement will be governed by Subtitle F of Title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C 11301 et. seq. (the Act); the HUD Shelter Plus Care Program final rule codified at 24 CFR 582 (the Rule), which is attached hereto and made a part hereof as Exhibit 1, and the Notice of Funding Availability (NOFA) that was published in two parts. The first part was the General Section of the NOFA and the second part was the Continuum of Care Homeless Assistance Programs section of the NOFA, which are located at <http://archives.hud.gov/funding/2011/fundsavail.cfm>. The terms "grant" or "grant funds" mean the funds for rental assistance that are provided under this Agreement. The term "application" means the original and renewal application submissions, including the certifications and assurances, and any information or documentation required to meet any grant award conditions (including the application submissions for grants being consolidated in this agreement), on the basis of which HUD approved a grant. The application is incorporated herein as part of this Agreement; however, in the event of any conflict between the application and any provision contained herein, this Shelter Plus Care Agreement shall control.

The following are attached hereto and made a part hereof:

- Exhibit 1 - the Shelter Plus Care Program Rule
- Exhibit 2 - for Tenant-based Rental Assistance
- Exhibit 3 - for Project-based Rental Assistance
- Exhibit 4 - for Sponsor-based Rental Assistance
- Exhibit 5 - for Section 8 Moderate Rehabilitation for Single Room Occupancy
- Exhibit 5A - for Subgrant for the Administration of Rental Assistance (SRO)

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the application, unless HUD is otherwise advised in writing. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement.

Recipient agrees to conduct an ongoing assessment of the rental assistance and supportive services required by the participants in the program; to assure the adequate provisions of supportive services to the participants in the program; to be responsible for overall administration of this grant, including overseeing any subrecipients, contractors and subcontractors; and, to comply with such other terms and conditions, including recordkeeping and reports (which must include racial and ethnic data on participants for program monitoring and evaluation purposes), as the Secretary may establish for purposes of carrying out the program in an effective and efficient manner.

The Recipient and project sponsor, if any, will not knowingly allow illegal activities in any unit assisted with S+C funds.

Recipient agrees to draw grant funds for and to make rental assistance payments on behalf of eligible program participants at least quarterly.

A default shall consist of any use of grant funds for a purpose other than as authorized by this Agreement, noncompliance with the Act, Rule, any material breach of the Agreement, failure to expend grant funds in a timely manner, or misrepresentations in the application submissions that, if known by HUD, would have resulted in a grant not being provided. Upon due notice to the Recipient of the occurrence of any such default and the provision of a reasonable opportunity to respond, HUD may take one or more of the following actions:

- a) direct the Recipient to submit progress schedules for completing approved activities;
- b) issue a letter of warning advising the Recipient of the default, establishing a date by which corrective actions must be completed and putting the Recipient on notice that more serious actions will be taken if the default is not corrected or is repeated;
- c) direct Recipient to establish and maintain a management plan that assigns responsibility for carrying out remedial actions;
- d) direct the Recipient to suspend, discontinue or not incur costs for the affected activity;
- e) reduce or recapture the grant;
- f) direct the Recipient to reimburse the program accounts for costs inappropriately charged to the program;
- g) continue the grant with a substitute Recipient selected by HUD;
- h) other appropriate action including, but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by HUD in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Recipient default.

The grantee shall comply with requirements established by the Office of Management & Budget concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the Central Contractor Registration (CCR) database and the Federal Funding Accountability and Transparency Act (FFATA), including Appendix A to Part 25 of the *Financial Assistance Use of Universal Identifier and Central Contractor Registration*, 75 Federal Regulation 55671 (September 14, 2010) (to be codified at 2 CFR Part 25) and Appendix A to Part 170 of the *Requirements for Federal Funding Accountability and Transparency Act Implementation*, 75 Federal Register 55663 (September 14, 2010) (to be codified at 2 CFR Part 170).

This Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by HUD and the Recipient. More specifically, Recipient shall not change sponsor or population to be served without the prior approval of HUD. No right, benefit or advantage of the Recipient or Sponsor hereunder may be assigned without prior written approval of HUD. The effective date of the Agreement is stated in the attached Exhibit.

Execution of this Agreement terminates any S+C Amendment and Extension Agreement executed by the parties, as of the effective date of this Agreement. (Where more than one grant is being consolidated, execution of this Agreement terminates the Grant Agreements for the grants identified in the attached exhibits, as of the effective date of this agreement.)

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This Agreement is hereby executed on behalf of the parties as follows:

UNITED STATES OF AMERICA  
Secretary of Housing and Urban Development


BY:   
\_\_\_\_\_  
Signature

Director  
Office of Community Planning & Development  
\_\_\_\_\_  
Title

03/06/2012  
\_\_\_\_\_  
Date

RECIPIENT

City of High Point  
\_\_\_\_\_  
Name of Organization

  
\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## TENANT-BASED RENTAL ASSISTANCE

- 1) The Recipient is the City of High Point.
- 2) HUD agrees, subject to the terms of the Agreement, to provide the grant funds in the amount specified below for the approved project(s) described in the application. HUD's total funding obligation is \$77,352 for 11 unit(s) of tenant-based rental assistance.
- 3) The term of this Grant Agreement shall be one year. One-year renewal grants cannot be extended and unobligated balances will be recaptured by HUD at the end of the grant period.
- 4) Recipient shall receive aggregate amounts of grant funds not to exceed the appropriate existing housing fair market rental value under Section 8(c)(1) of the U.S. Housing Act of 1937 in effect at the time the application was approved. This fair market rent may be higher or lower than the fair market rent in effect at the time of application submission.
- 5) The effective date of the Agreement shall be the expiration of the prior grant that is being renewed (applicable only to renewals of grants whose terms have not been extended)

“AN ORDINANCE AMENDING THE 2011-2012 BUDGET ORDINANCE  
OF THE CITY OF HIGH POINT, NORTH CAROLINA  
TO APPROPRIATE FUNDS FOR FEDERAL GRANT FOR  
SHELTER PLUS CARE – 2011 HOUSING FIRST GRANT AWARD

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

Section 1. The City has been awarded a \$77,352 HUD grant from the U. S. Department of Housing and Urban Development for the Shelter Plus Care - Housing First Project. In order for the Community Development and Housing to account for reimbursement of these funds, they need to be appropriated.

Section 2. That the 2011-2012 Budget Ordinance of the City of High Point is hereby amended as follows:

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

Federal Grant Revenues (302534/412999)	\$ 77,352
--	-----------

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

Expenditures- Community Development Fund (302534/527101)	\$ 77,352
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Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage."

Adopted by the High Point City Council  
The \_\_\_\_ day of May, 2012

**RESOLUTION URGING GUILFORD COUNTY BOARD OF COMMISSIONERS  
TO SUPPORT SERVICES OF  
PIEDMONT TRIAD AMBULANCE AND RESCUE, INC (PTAR)**

**WHEREAS**, PTAR has provided dedicated and effective emergency response and transportation service to the citizens of Guilford County for more than 40 yrs; and

**WHEREAS**, PTAR has expanded its service area, bases of operation, personnel and equipment in consultation and cooperation with the Guilford County Emergency Management Services; and

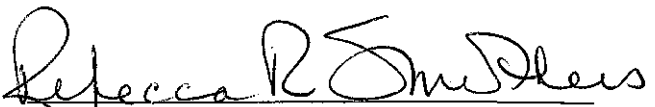
**WHEREAS**, PTAR provides its services to Guilford County citizens at no cost to the taxpayers; and

**WHEREAS**, Guilford County has reduced its referral of service calls to PTAR, which jeopardizes PTAR's continued effective service, and is contrary to past policies and understandings upon which PTAR has built its organization;


**NOW THEREFORE** be it resolved by the City Council of the City of High Point that the Guilford County Board of Commissioners is urged to insure that the volume of calls for service referred to PTAR not be reduced, and that PTAR's valuable service role be preserved and enhanced rather than diminished.

**ADOPTED** this the 21<sup>st</sup> day of May, 2012.

**CITY OF HIGH POINT**

By   
Rebecca R. Smothers, Mayor

Attested to:

  
\_\_\_\_\_  
Deputy City Clerk

## PLANNING AND ZONING COMMISSION RECOMMENDATION

On April 24, 2012, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Keith McInnis, Ms. Martha Shepherd and Mr. John McKenzie

### **City of High Point**

### **Street Abandonment Case 12-03**

A request by the Technical Review Committee to abandon a portion of King Road (unimproved) located between East Springfield Road and Brentwood Street.

Mr. Mark Schroeder presented the request and recommended approval as outlined in the staff report.

No one spoke in favor or in opposition to Street Abandonment Case 12-03.

The Planning & Zoning Commission recommended *approval* of Street Abandonment Case 12-03, by a vote of 6-0, with the retention of public utility easements, as recommended by staff.

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

**STAFF REPORT  
STREET ABANDONMENT CASE 12-03  
April 24, 2012**

<b>Request</b>	
<b>Applicant:</b> Technical Review Committee	<b>Proposal:</b> Abandon a portion of King Road (unimproved) located between East Springfield Road and Brentwood Street

<b>Adjacent Streets</b>		
<b>Name:</b>	<b>Classification:</b>	<b>Right-of-Way and Pavement Width:</b>
Bellemeade Street	Collector	60 ft. right-of-way – 36 ft. curb & gutter
Brentwood Street	Major Thoroughfare	90 ft. right-of-way – 60 ft. curb & gutter

<b>Adjacent Property Zoning and Current Land Use</b>		
North	Single Family Residential – 7 (RS-7)	Vacant
East	Single Family Residential – 7 (RS-7)	Vacant
South	Single Family Residential – 7 (RS-7)	Vacant
West	Single Family Residential – 7 (RS-7)	Vacant

**Analysis**

The right-of-way being considered for abandonment is approximately 1/3 of an acre in area, measuring 400 feet in length by 35 feet in width. The right-of-way is unimproved with the exception of an existing 8-inch sanitary sewer main.

The abutting property to the north and south is owned by Springfield Church. Additional right-of-way to the east could not be abandoned at this time because reasonable means of access to several parcels would be impacted.

**Findings**

The Technical Review Committee (TRC) reviewed this request on April, 2008 and identified no concerns related to abandonment of this portion of the right-of-way. An early notice was sent to the abutting property owners on March 21, 2012. There has been no response to the early notices.

This abandonment of the public's interest and conveyance of the right-of-way to the abutting property owners, as provided by state statutes, is found not to be contrary to the public's interest and found not to deprive owners in the vicinity of the right-of-way or in the subdivision reasonable means of ingress and egress to their property.

### **Recommendation**

The Planning and Development Department recommends approval of the requested street right-of-way abandonment with the retention of a 20-foot sanitary sewer easement centered on the existing 8-inch sanitary sewer main based on preliminary findings that the abandonment is not contrary to the public interest, and that no property in the vicinity of the street abandonment would be deprived of reasonable means of ingress or egress.

### **Report Preparation**

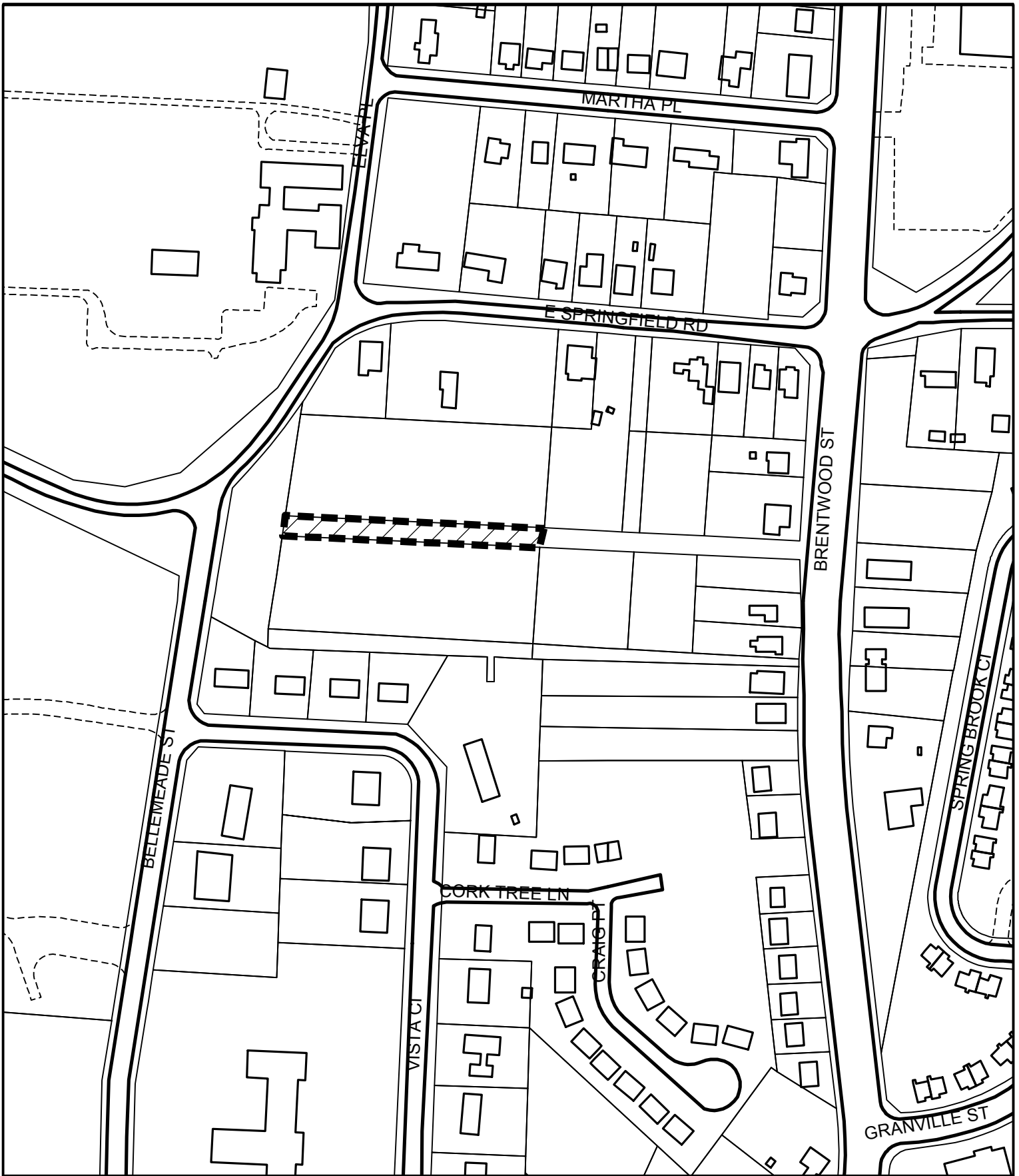
This report was prepared by Planning and Development Department staff member Mark Schroeder, AICP, Senior Planner and reviewed by Bob Robbins, AICP, Development Administrator, and Lee Burnette, AICP, Director.



Looking east from the intersection of Bellemeade Street and E. Springfield Rd.



Looking west from Brentwood Street



**STREET ABANDONMENT REQUEST SA12-03**

**Applicant: City of High Point**  
**Area: 0.290 acres**

 Location of requested street abandonment

 Previously abandoned right-of-ways

**Department of Planning  
 and Development**

**City of High Point**

**Date: April 10, 2012**



**Scale: 1"=200'**

y:/ba-pz/2012/pz/sa12-03.mxd

**STREET ABANDONMENT REQUEST SA12-03**



MARTHA PL

E SPRINGFIELD RD

BELLEMEADE ST

BRENTWOOD ST

VISTA CT

CORK TREE LN

CRAIG PT

Engineering Services Department

B. Keith Pugh, P.E.

DIRECTOR



Date: May 16, 2012

To: Pat Pate, Assistant City Manager

From: Keith Pugh, Engineering Services *BKP*

Re: City Council Agenda, May 21, 2012 – Award of Storm Drainage Improvements – City Contract ENG-2011-007

On Wednesday, May 9, 2012 the City of High Point opened bids for Storm Drainage Improvements. The City received 6 bids:

Yates Construction Company	\$344,924.00
Regional Site Solutions	\$394,249.00
R.F. Shinn Contractor	\$410,951.00
Triangle Grading and Paving	\$420,598.40
Breece Enterprises	\$423,775.00
Jimmy R. Lynch & Sons	\$934,101.00

The contract contains storm drainage improvement projects for Asbill Avenue, Barbee Avenue, and Rockbridge Road. The improvements for Asbill and Barbee consist of replacing existing, undersized pipe with larger diameter pipe to better handle storm flows and reduce localized flooding. The drainage improvement on Rockbridge Road consists of removing approximately 1,400 cubic yards of sand and silt accumulation at this culvert crossing. This contract contains an extension clause that allows the City to extend the contract up to 100 percent beyond the original bid amount at the contract unit prices.

Engineering Services and Public Services recommend the contract be awarded to Yates Construction Company at the contract bid price of \$344,924.00.

Funding is available in:

Asbill	671732 533701 671121020705 40201	\$100,030.00
Barbee	671732 533701 671121020805 40201	\$180,094.00
Rockbridge	671732 533701 671121020905 40201	\$ 64,800.00

/bkp

Ec: Mr. Jeff Moore, Finance Director  
Mr. Chris Thompson, Public Services Director  
Mr. Leon Adams, Adams and Clark Enterprises, Inc.

Ms. Patty Sykes, Purchasing Division  
Mrs. Lou Hedrick, Budget Director



**FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Engineering Services**

COUNCIL AGENDA DATE: **May 21, 2012**

BID NO.: **75-050912** CONTRACT NO.: **ENG2011-007** DATE OPENED: **May 9, 2012**

DESCRIPTION:  
Storm sewer improvements for Asbill Avenue, Barbee Avenue and Rockbridge Road.

PURPOSE:  
Asbill Avenue - work to replace existing 36" pipe with 48" pipe to improve capacity and reduce flooding.  
Barbee Avenue - replace and relocate existing line to improve capacity  
Rockbridge Road - work to remove 1,400 cubic yards of sand and silt to restore triple barrel culvert capacity

COMMENTS:  
Funding for this contract is through the Storm Water Capital Improvements Fund

RECOMMEND AWARD TO: **Yates Construction Company, Inc.** AMOUNT: **\$344,924.00**

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
671732	533701	671121020705	40201	\$100,030.00
671732	533701	671121020805	40201	\$180,094.00
671732	533701	671121020905	40201	\$64,800
TOTAL BUDGETED AMOUNT				\$344,924

DEPARTMENT HEAD: **B.K. Pugh** Digitally signed by B.K. Pugh  
DN: cn=B.K. Pugh, c=US, o=City of High Point,  
ou=Engineering Services, email=keith.pugh@highpointnc.gov  
Date: 2012.05.16 08:42:14 -0400 DATE: **May 16, 2012**

The Purchasing Division concurs with recommendation submitted by the **Engineering Svcs Dept** and recommends award to the lowest responsible, responsive bidder **Yates Construction Co.** in the amount of \$ **344,924.00**.

PURCHASING MANAGER: **Patricia H. Sykes** Digitally signed by Patricia H. Sykes  
DN: cn=Patricia H. Sykes, o=City of High Point,  
ou=Purchasing, email=patty.sykes@highpointnc.gov, c=US  
Date: 2012.05.16 11:35:12 -0400 DATE: **May 16, 2012**

Approved for Submission to Council  
FINANCIAL SERVICES DIRECTOR: **Jeffrey Moore** Digitally signed by Jeffrey Moore 20120516 13:00:21  
DN: cn=Bank of America, ou=Bank of America Global Corporate & Institutional  
Banking, email=jmoore@bofa.com, High Point, City of High Point, o=AMERICA2137, ou=Jeffrey Moore 20120516 13:00:21, email=jmoo  
re@highpointnc.gov  
Date: 2012.05.16 11:44:56 -0400 DATE: **May 16, 2012**

CITY MANAGER: **Strib Boynton** Digitally signed by Strib Boynton  
DN: cn=Strib Boynton, o=City of High Point, ou=City Manager,  
email=strib.boynton@highpointnc.gov, c=US  
Date: 2012.05.16 11:44:56 -0400 DATE: **May 16, 2012**





# CITY OF HIGH POINT NORTH CAROLINA




DEPARTMENT OF TRANSPORTATION

PUBLIC TRANSPORTATION DIVISION

May 14, 2012

AGENDA ITEM

**To:** Randy McCaslin  
Assistant City Manager

**From:** Mark McDonald   
Transportation Director

**Subject:** Furniture Market Transportation Contract

Recently, the City collaborated with the High Point Market Authority to solicit proposals for Furniture Market transportation services. Each of the three companies who responded was interviewed and made a presentation of their proposal. After a thorough evaluation, the Selection Committee has recommended that McLaurin Transportation and Parking Company (McLaurin) of Raleigh, NC be awarded the contract for the services outlined in the solicitation. The McLaurin team has been providing these services under contracts the Market Authority and/or PART for the past ten years, and possesses unparalleled knowledge and experience with the Market's transportation logistics system. Their submittal also included the lowest average annual cost estimate (\$1,280,011).

A significant part of the funding for Market transportation services is being provided to the City through a grant from the North Carolina Department of Transportation (NCDOT). To ensure that the grant funds are properly applied and accounted for, a payment process of checks and balances has been developed. This process involves NCDOT (the grantor), the City (the grantee), the Market Authority (the recipient of services), and the service contractor (McLaurin). As services are provided, McLaurin will invoice the Market Authority, who will review, correct, approve, and pay the invoice. The Market Authority will then submit qualifying expenses to the City for approval and grant reimbursement. The City will draw down funds from the grant, and the amount reimbursed to the Market Authority each year by the City will not exceed the annual grant amount received from NCDOT. In FY 2011-12, the amount budgeted by NCDOT for this was \$928,000. Any additional costs above and beyond the grant funding will be borne by the Market Authority.

A Memorandum of Understanding (MOU) outlining the administration of transportation services and state funding for the Market was executed by the City of High Point and the High Point Market Authority in January 2012. This MOU specifically addressed the transfer of contract services from PART to the City for FY 11-12. A new agreement (attached) has been prepared to address the payment arrangements necessary between the City and the Market Authority for the new contract term (FY 12-15).

We are requesting City Council's approval and authorization to enter into a contract (also attached) with McLaurin Transportation and Parking Company for Furniture Market transportation services. The contract period is scheduled to begin in July 2012, with an initial term of three years (Fall 2012 – Spring 2015 Markets), with two additional one year extensions with mutual agreement by both parties.

Please advise if you have any questions or concerns regarding this recommendation. Buddy Cox and I will be available on May 21 to address questions from the City Council.

716 West Kivett Drive, High Point, North Carolina 27262  
Phone (336) 889-7433 • TDD Phone (336) 883-8517  
Fax (336) 883-3425 • [www.high-point.net/hitrans](http://www.high-point.net/hitrans)

# Executive Summary

The bi-annual nature of the High Point Furniture Market requires on-going planning in order to sustain the business momentum stimulated by the economic engine of this International Market. This advance planning extends to the services of transportation and parking. Our firm will begin planning the next Market upon the conclusion of a current Market. Information gained from an occurring Market is documented for appropriate application for the next and succeeding Markets.

Hotel Shuttle schedules will be completed within three weeks of a concluding Market and submitted to the Market Authority for publication into the Buyers' Guide serving the Market. Bus vendors are retained and confirmed five months in advance of the upcoming Market. An emphasis is placed upon using North Carolina Firms in an effort to bring maximum economic return to the State of North Carolina and to the Triad Area.

Returning staff is contacted two months in advance of each Market with a return rate of 95% of working staff from one Market to the next. The remaining needed staff is recruited by the renowned Human Resources Department of the firm retaining new staff from within the Triad Area. Uniforms are ordered to match the staff members two months in advance of the pending Market.

The Schedule A document detailing all operational cost is submitted to the Market Authority 45 days in advance of the pending Market. This document details transportation service vendors, task assignment, and relevant costs for each segment of the transportation portion of the project. Meetings are scheduled with Market Authority Officials to check-off each operational detail in advance of the Market one month prior to the start date of Market.

Hotel lobby signs are prepared one month in advance for each of the 103 hotels by the company-owned sign company with completion of up-to-date signs prepared for each of the hotels assisting Market guests. The Traffic Officers complete on-site Training Sessions three weeks

in advance of the pending Market. The parking / host and hostess/ support staff complete a training session

## Advantages of the Firm

- **Knowledge of the task**
- **Knowledge of all hotel locations**
- **Knowledge of High Point**
- **Trained local staff in place**
- **Technological programs for tracking vehicles**
- **Comprehensive communication plan**
- **Proven record in staff recruitment**
- **Proven record of customer service**
- **Dedicated senior manager assigned to the project**
- **Trained, certified traffic officers**
- **Sign making capabilities within the firm**
- **Operational infrastructure to fulfill all tasks are already in place**
- **Experienced team of area managers for the various assignments serving the Market.**
- **Unrivaled knowledge of the Market and its impact on the City and North Carolina.**

announcing any changes for the pending Market two weeks in advance of the Market. This training session serves as both informational and motivational in preparing the team for an enthusiastic approach to the arriving Market.

Each bus company providing service receives a hand-delivered SOP (Standard Operating Procedure), Transportation Terminal Credentials, and printed numbers for display matching the assigned Route # for their assigned duties within one week of the pending Market. During this delivery, an interview between the McLaurin Transportation Manager and the bus company representative takes place to insure all assignments are well understood with all questions answered.

- **Established relationships with Bus Companies**
- **A passion for the project and assignment**

Signage listing the bus stops for the Downtown Showroom Shuttle Service is delivered to the City of High Point at least 10 days in advance of the pending Market allowing for City Staff placement in the Downtown Area. This signage is sufficient to cover each of the bus stop locations with proper signage on both sides of the support pole for easy pedestrian reading. The Market Authority Office (also about ten days in advance of the Market) is contacted to insure all support actions have been ordered or set in place including Park- and- Ride Parking Lot Port-a- Johns.

Supplies including communication devices, Command Center computers, office supplies, software programs, Park-and-Ride Lot signage, taxi-dispatch supplies, uniforms, and host/ hostess kits are all delivered to the Command Center no less than four days in advance of the Market. The site manager arrives in the City of High Point to remain for the duration of the Market at this time. Host/ Hostesses are met for distribution of their informational kits three days in advance of the Market opening date. Among the inclusions of this kit is an SOP for the Host/ Hostess that details their exact duties on their assigned Hotel Shuttle Route Number.

The Human Resources Department of the firm contacts each worker no less than four days in advance of the starting date of Market confirming their receipt of assigned duties and times to report to work. Each worker or location supervisor is to call the Command Center or the Senior Manager 15 minutes in advance of the respective start time for each work assignment, each day of the Market. A supervisor visits both of the Park-and-Ride Locations before 6:45 a.m. each day to insure operations are up and running. A lot dispatcher is assigned to the Morehead Recreation Center beginning at 5:45 a.m. to insure all vehicle dispatch is fulfilled on schedule. Staff needing transportation to their work station is dispatched by 6:00 a.m. The Employee Shuttle Service begins at 6:30 a.m., the Go-Anywhere Service Vehicles are initially dispatched at 7:15 a.m.

The Command Center opens for business each day of operations (beginning the day before the first scheduled day of the Market) at 5:30 a.m. The Command Center Supervisor remains in the Command Center from 5:30 a.m. until 10:30 p.m. each evening. This Center is the call center for all staff seeking to check-in and / or to seek support for their work effort. At 7:30 a.m., the Command Center staff begins expanding to its full strength of four workers by 8:00 a.m. From this location all operational situations that may arise are addressed with expediency, and all calls for Go-Anywhere Service are dispatched. This office remains open until 11:00 p.m. or longer each night of the Market Operation. The Command Center and the Project Manager maintain direct two-way communication with each aspect of the operation at all times of the day.

The Traffic Officer Operation begins at 6:00 a.m. with all posts filled by a trained and uniformed officer by 7:00 a.m. A supervisor dedicated to the Traffic Operation remains in uniform and assigned exclusively to this side of the operation for each minute the officers are on post for each day of the Market. The Traffic Officer Operation does not conclude until 9:00 p.m. each day of the Market excluding the final day when an abbreviated time schedule is followed.

The Airport Service to Raleigh-Durham and Charlotte begins at 6:45 a.m. from the dispatch location for departures from High Point at 7:00 a.m. A host / hostess travels with the first run to these airports to serve as the concierge at each of the two airports for the duration of the day to attract the Market visitors and connect them to the service. The Greensboro Airport Service begins with four motor coach vehicles at 8:30 a.m. each morning led by four company concierges dispatching buses and assisting customers at this airport. All airport service follows a strict time schedule displaying the time sensitivity required by the Market Patrons.

Go-Anywhere Service begins at 7:15 a.m. from the vehicle dispatch area and provides service from 7:30 a.m. until 8:00 p.m. This service is dispatched from the Command Center using an innovative and unique system that offers expedient service and extensive activity tracking. Two dispatch areas are positioned within the high demand areas allowing for Patrons to simply walk-up and seek transportation service around town or to inquire of the service from these two on-site dispatchers.

Downtown Showroom Shuttle Service begins promptly at 8:00 a.m. with four bus units for the North Downtown Route and two bus units for the South Downtown Route. The Outlying Shuttle Service van begins at 8:15 a.m. from the dispatch area for an 8:30 a.m. schedule for service initiation each day of the Market.

Support staff including the Taxi Dispatchers, the Go-Anywhere Dispatchers, and the Airport Service Dispatchers check-in with the Command Center 15-minutes in advance of their assigned time and pick-up their supplies for their position. Detailed information is recorded by the staff from each of these locations displaying the number of passengers processed each day. The Buyer Parking Lot / Disability Lot begins operation at 5:45 a.m. each morning displaying another key component fulfilled by the support staff.

The Hotel host/ hostess operation begins at 6:30 a.m. with each team member mandated to report (by calling from the assigned site) by that time. The Park-and-Ride Operations begin at 6:30 a.m. each morning with parking staff, supervisors, and transportation units in place and operational at that time each day of the Market plus the single day in advance of the Market.

A dispatcher is assigned to take command of the Transportation Terminal by 12:30 p.m. each day to take the lead on dispatching the mid-day return service to all 115 hotels. These return service routes depart at 1:00 p.m. and 3:00 p.m. This dispatcher assists the Information Booth in advising inquiring Market Guests about the availability of the service and to align patrons with the correct route for their hotel.

The mass movement for the evening departure begins at 5:00 p.m. with motor coach buses collecting in an assembly area located 10 blocks from the Transportation Terminal. No hotel shuttle bus is allowed in the Transportation Terminal until 15 minutes before their scheduled departure time excepting the first run bus units. Buses are not to stage on City streets. The Hotel Shuttle Buses must be strictly instructed and managed to insure all staging in a designated (approved) area ten blocks away from the Transportation Terminal until the instructed time for entry. Timing is vital for this movement as all hotel buses must load on-time and depart on time. Vans are kept in escrow for deployment when a Market Patron misses their hotel bus allowing for this support service to act as the net to catch lost passenger demand and provide superior service McLaurin has demonstrated to the Market Patron by getting them to their hotel.

The Project Manager begins each day at 5:15 a.m. checking each aspect of the operation on its start time and insuring all elements are operating on schedule. If any problem is detected in meeting any schedule, the manager has demonstrated a strong record of finding remedies to any and all service issues in a timely manner. Knowledge of all aspects of the operation are vital by the Project Manager as well as an experienced aptitude for solving problems. Among the vital position assignments of the project manager is taking command of the Transportation Terminal from 5:15 p.m. until 9:00 p.m. each night of the Market. Five additional workers will also be assigned to the Transportation Terminal at during this timeframe to assist inquiring Market Patrons and provide assistance in matching the Patron with the correct Hotel Route Number for the safe return to the Patron's Hotel during their visit. The Project Manager oversees this operation while also insuring the bus entry and departure times are strictly followed. The Traffic Officer Supervisor also participates on the timely movement of all evening bus service.

The multitude of time sensitive task assignments initiated each day requires hands-on management. The Project Manager must be knowledgeable of the entire project and multiple tasks in detail, and the manager must possess the know-how to remedy any occurring situation that may potentially affect timely service delivery. The Company Project Manager assigned to this project for this proposal and for the past twenty Markets offers an unparalleled ability to meet these goals. Attention to detail has been demonstrated as a consistent talent provided by the firm's assigned project manager.

Customer service is paramount to the success of the Market. Each Market there is a growing awareness of the care taken by McLaurin Transportation and Parking in providing the highest level of customer service. While level of customer service may appear to be building satisfaction one customer at a time, the word of mouth praise for this high service level has become a hallmark of the Market.

Key elements contributing to the overall success of the past ten Markets and planned for continued adherence are the following:

- Detailed planning with service contingency plans in place
- Success in staff recruitment and job assignment matching staff abilities to assigned tasks
- Attention to all operational aspects beginning and continuing on-time each day of operations.
- Emphasis is placed on customer service in training session and throughout the Market for the entire workforce
- A cheerful work environment
- Extensive and well used communication system
- Technological infrastructure / computer programs aiding the speed of service delivery

**The Highlight from this Executive Summary is the detailed information of operations thereby demonstrating a singularly unique knowledge of the magnitude of the Project. Two additional offerings over and above the exemplary service enjoyed by the Market Authority are presented within this Proposal advancing both Customer Service and Technology.**

The enclosed proposal will provide more detail into the operations provided by the firm. It is projected that no competing firm can match the detail in planning and the plan execution of McLaurin Transportation and Parking. The entire work team is dedicated to the task of solving transportation and parking challenges and transforming a potential obstacle for the Market Patrons into a service amenity. The result of the work effort has been a consistent offering of customer service that is unparalleled by other transportation and parking management firms.

## **Agreement Concerning Administration of Transportation Services to the High Point Furniture Market (“Market”)**

**WHEREAS**, the parties to this Agreement, the **High Point Market Authority** (“Market Authority”) and the **City of High Point** (“City”) enter into this Agreement concerning administration and funding of transportation services for the Market;

**WHEREAS**, the High Point International Home Furnishing Market is a bi-annual event attracting thousands of attendees to High Point and surrounding areas; and

**WHEREAS**, the North Carolina General Assembly recognizes the significant economic benefit of the Market to the State and has appropriated funding for transportation services for the Market; and

**WHEREAS**, the funding for these transportation services is provided by agreement between the North Carolina Department of Transportation Public Transportation Division (NCDOT-PTD) and the City; and

**WHEREAS**, the Market Authority is a nonprofit corporation created to promote, enhance, and fund services related to the Market; and

**WHEREAS**, the City has been designated by NCDOT-PTD to receive and administer the funds for Market transportation services beginning in 2012, and the City and Market Authority desire to agree as to the administration and funding of such transportation services;

### **NOW, THEREFORE, THE PARTIES AGREE:**

1. A contract for transportation services for the Market shall be secured through a collaborative process between the City and the Market Authority, in compliance with local, state and federal guidelines, for execution by the City and the contractor.
2. The contract for transportation services between the City and the contractor provides that the Market Authority will pay the contractor for the transportation services by periodic invoice from the contractor to the Market Authority, after review and approval of the invoice by the City, and the Market Authority agrees to pay the contractor as provided herein.
3. Reimbursement to the City by NCDOT-PTD for transportation services will be determined by NCDOT-PTD in consultation with the City and the Market Authority.
4. The City shall request reimbursement from NCDOT-PTD of all eligible Market Authority transportation related expenses and the City shall make payment directly to the Market Authority upon receipt of such funds.
5. All subcontracts by the contractor for transportation services, and rates and expenses for all services provided by the contractor shall be reviewed and approved by the City and the Market Authority.

6. Planning, oversight, and direct control of the daily operations of transportation services for the Market shall be approved by the City and the Market Authority.
7. Reports related to transportation services requested by the City, including expense summaries and other data documentation, shall be prepared by the Market Authority and submitted to the City immediately upon request.
8. The Market Authority shall submit documentation as requested by the City which may be required to complete either an internal or external audit.
9. Deposits or prepayments made to vendors or contractors by the Market Authority are the sole responsibility of the Market Authority.
10. The total dollar amount of eligible reimbursable expenses paid by the City to the Market Authority for transportation services shall not exceed the amount appropriated to NCDOT-PTD and actually received by the City from NCDOT-PTD.
11. The Market Authority acknowledges that the cost for transportation services provided by the contractor under its contract with the City will exceed the amount received by the City from NCDOT-PTD and reimbursed by the City to the Market Authority as provided herein.
12. The Market Authority agrees to be responsible to the contractor and the City for any amounts due the contractor under its agreement with the City which are over and above any reimbursement from the City to the Market Authority of the funds received by the City from NCDOT-PTD for transportation services, and will hold the City harmless for any such amounts.

**IN WITNESS WHEREOF**, by signature below, the parties indicate that they have authority to execute this agreement, and to bind themselves and/or their entity as above identified to the terms herein.

SEAL

Attest	Date	Mayor of the City of High Point
--------	------	---------------------------------

SEAL

Attest	Date	President of the High Point Market Authority
--------	------	--

**TRANSPORTATION MANAGEMENT AND TRANSPORTATION SERVICES  
AGREEMENT**

This TRANSPORTATION MANAGEMENT AND TRANSPORTATION SERVICES AGREEMENT for the provisions of the High Point Market Event entered into this \_\_\_\_ day of \_\_\_\_\_ 2012, by and between McLaurin Transportation and Parking Company, hereinafter called "The Contractor" and the City of High Point, hereinafter called "the City".

**WITNESSETH:**

**WHEREAS**, the High Point International Home Furnishings Market is a bi-annual event that attracts thousands of exhibitors and buyers to High Point and surrounding areas; and

**WHEREAS**, the High Point Market Authority is a non-profit corporation created to operate, promote, enhance, and fund services related to the High Point International Home Furnishings Market; and

**WHEREAS**, the North Carolina General Assembly recognizes the significance the High Point International Home Furnishings Market plays in the economy of the state of North Carolina and the North Carolina General Assembly has designated funding for transportation services for it; and

**WHEREAS**, the City of High Point and the High Point Market Authority have conducted a competitive procurement process for Transportation Management and Operation Services as specified in a request for proposal entitled "Contract Provider for Transportation Management and Transportation Services", dated December 15, 2011, attached hereto as EXHIBIT A; and

**WHEREAS**, the City of High Point received proposals from McLaurin Transportation and Parking Company, Transportation Management Services, Inc., and Vector Group, LLC; and

**WHEREAS**, after careful review of all proposals by the City of High Point and the High Point Market Authority it is recommended to engage with a Contractor to provide Market Event Transportation Management and Operation Services in accordance with the Proposal dated February 2012, attached hereto as Exhibit B for the dollar amount negotiated and approved by the City and the Market Authority for services as outlined on Schedule A thirty (30) days prior to each Market; and

**WHEREAS**, the City of High Point, High Point Market Authority and the Contractor will negotiate semi-annual rates per major service category provided under the provisions of this agreement for each subsequent year of the services provided under this agreement; and

**WHEREAS**, the effective date of this contract, which supersedes all other contractual agreements with the Contractor shall be \_\_\_\_\_ for an initial term of

three (3) years, at which time the City of High Point has the right in its discretion to extend the contract for two (2) additional one (1) year terms or any part thereof upon the same terms and conditions of this original Agreement.

**NOW, THEREFORE**, in consideration of the foregoing, the Contractor hereby covenants and agrees to perform such work and furnish such labor, materials, equipment, apparatus and supplies, in accordance with the specifications and plans, at the prices and rates named herein, and to comply with each obligation set forth in the Proposal, and the City agrees to perform its obligations set forth in the Proposal and request for proposals.

The Contractor hereby agrees to be responsible for and to make good at its expense any and all damages of whatever nature to persons, property, or property rights caused by carelessness, neglect, or want of due precautions on the part of the Contractor, or its agents or employees. In addition, the Contractor hereby agrees to identify and save harmless the City of High Point, its officers and agents, from all claims, suits, and proceedings of every description which may be brought against the City of High Point, its officers and agents, for any injuries or damages to persons, property rights, sustained by any person or persons, firm or corporation, on account of any act or omission of said Contractor, or its agents or employees.

It is agreed that the advertisement for proposals, instructions to bidders, the proposal, the general conditions, and all other conditions and provisions, if any, and the detailed scope of work are incorporated herein and effective to the same extent as set out herein in full.

**SIGNATURES ON FOLLOWING PAGE**

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their authorized officers:

ATTEST:

McLaurin Transportation and Parking Co.

By: \_\_\_\_\_  
Witness

By: \_\_\_\_\_

Date: \_\_\_\_\_

-----

ATTEST:

The City of High Point

By: \_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Mayor of the City of High Point

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_

By: \_\_\_\_\_  
High Point City Attorney

“This instrument has been preaudited in the Manner required by Local Government Budget and Fiscal Control Act.”

By: \_\_\_\_\_  
City of High Point Financial Services Director

Publish four (4) consecutive weeks: May 25, June 1, 8, & 15, 2012

**RESOLUTION OF INTENT TO CONSIDER A**  
**STREET ABANDONMENT**  
**(Case # SA12-04)**

WHEREAS, the City Council is requested to abandon unnamed alleys located east of Pine Street between Gatewood Avenue and Church Avenue;

WHEREAS, G.S. 160A-299 requires the Council to first adopt a resolution declaring its intent to abandon the street and calling a public hearing on the question;

NOW, THEREFORE BE IT RESOLVED, THAT THE COUNCIL declares its intent to consider the abandonment of the street above described and sets Monday, June 18, 2012, at 5:30 p.m. as the date for said public hearing before the Council of the City of High Point, in the Council Chambers of the Municipal Building in High Point, on the abandonment of said street.

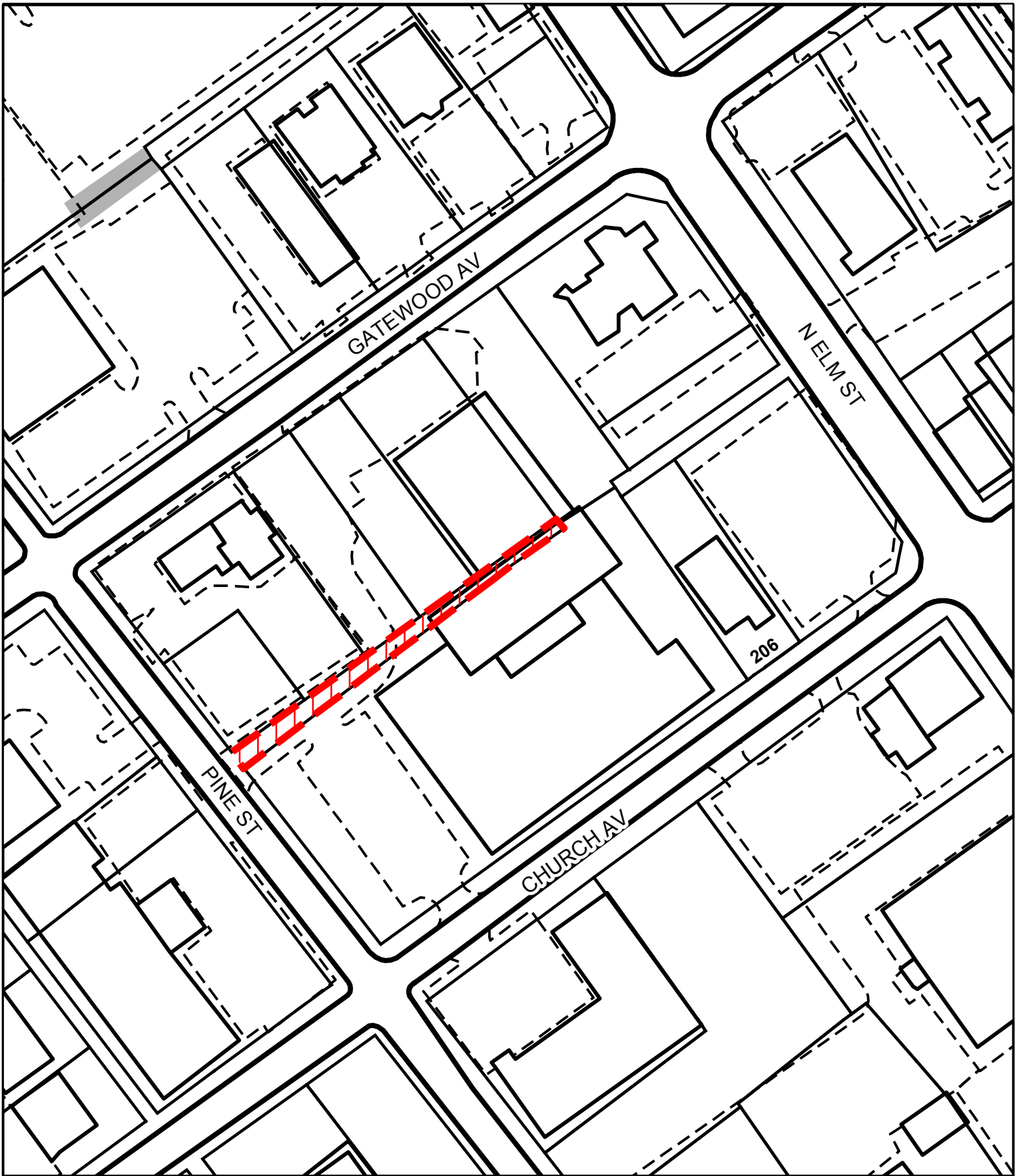
Persons wishing to be heard either for or against the said street abandonment are asked to be present for the hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need a special accommodation, call 336/883-3298 or TDD# 336/883-8517.

Further information pertaining to this request is available at the Planning and Development Department in Room 316 of the Municipal Office Building, 211 South Hamilton Street, High Point, North Carolina, 336/883-3544 or FAX 336/883-3056.

By Order of the City Council  
This the 21st day of May, 2012.

Lisa B. Vierling, City Clerk

Petition Submitted By: Technical Review Committee



**STREET ABANDONMENT REQUEST SA12-04**

Applicant: City of High Point  
 Area: 0.087 acre



Location of requested street abandonment



Previously abandoned right-of-ways

Department of Planning  
 and Development

City of High Point

Date: May 14, 2012



Scale: 1"=100'

y:/ba-pz/2012/pz/sa12-04.mxd

**Prepared by and Return to:**

T. Locklair  
The Banks Law Firm, P.A.  
P.O. Box 14350  
Durham, NC 27709-4350

**STATE OF NORTH CAROLINA**

**LICENSE AGREEMENT**

**COUNTY OF GUILFORD**

**THIS LICENSE AGREEMENT** (the "Agreement") is made as of June 5, 2012 by and between the Housing Authority of the City of High Point, a North Carolina public body and a body corporate and politic ("Licensor"), and The City of High Point, a North Carolina municipal corporation ("Licensee").

**WITNESS THAT:**

**WHEREAS**, Licensor is the owner of that certain real property and related improvements located in High Point, North Carolina and described as Phase III of Park Terrace located near the intersection of Park Street, East Russell Avenue, and Asheboro Street, High Point, North Carolina (the "Property"), as further identified in Exhibit A;

**WHEREAS**, the Licensor and the Licensee have entered into that certain Memorandum of Understanding dated April 11, 2012 ("MOU"), wherein the Licensee has agreed to utilize its funds and resources to extend East Grimes Avenue from Randolph Street to Asheboro Street ("East Grimes Avenue Extension"); and

**WHEREAS**, pursuant to the terms of the MOU, Licensor has agreed to provide a license to Licensee that provides access to the Property to allow Licensee to remove up to 1,600 cubic yards of dirt from the graduated, undeveloped stockpile of dirt on the Property (as further identified in Exhibit B attached hereto and incorporated herein by reference) to complete the East Grimes Avenue Extension, pursuant to construction plans as approved by the appropriate department of the City of High Point.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties hereto do hereby agree as follows:

1. Grant of License. Licensor hereby grants to Licensee, subject to all of the terms and conditions hereof, a license to enter the Property to remove up to 1,600 cubic yards of dirt from the Property as needed to complete the East Grimes Avenue Extension and to have the right of ingress, egress and regress over and upon the unimproved portion of the Property for itself, its agents, and other related invitees (the "License"). However, Licensee does not have the rights granted herein to the exclusion of the rights of the Licensor to use the Property in any matter it wishes.

2. Term of License. This License shall commence on June 7, 2012 ("Commencement Date") and continue until August 31, 2012 ("Termination Date").

3. Personal License Only. It is agreed between Licensor and Licensee that this License is personal to Licensee and shall not inure to the successors or assigns of Licensee.

4. Licensee Has No Interest or Estate. Licensee agrees that it does not and shall not claim at any time any interest or estate of any kind or extent whatsoever in the Property, by virtue of this License or Licensee's occupancy or use hereunder and Licensor conveys no interest in the Property to Licensee by this Agreement.

5. Completion of East Grimes Avenue Extension. The East Grimes Avenue Extension shall be completed by Licensee at its sole cost and expense.

6. Conduct of Permitted Use. Neither Licensee nor Licensee's agents shall make any changes to the Property other than those changes explicitly stated in this Agreement without prior written consent of the Licensor, which consent may be withheld by Licensor in its sole discretion. Licensee agrees to reseed the area of the Property that will be disturbed by the removal of not more than 1,600 cubic yards of dirt that will be used by the Licensee in the East Grimes Avenue Extension. In addition to reseeding the disturbed area, Licensee will implement and maintain all other erosion control measures required on the Property resulting from the Licensee's or Licensee's agents' activity on the Property, and those measures associated with the East Grimes Avenue Extension. The erosion control measures employed by the Licensee will be those required by local, state and federal ordinance and regulations, as necessary. Licensee shall not construct, install, or permit the construction or installation of any barrier or other obstruction which would prohibit, restrict or hinder the use of the Property by the Licensor. Licensee shall keep the Property in clean and sanitary condition, free of waste, trash, unsanitary, hazardous or flammable matter, and prevent the posting of advertising bills or signs upon the Property, except the usual business sign of the Licensee. Neither Licensee nor Licensee's agents shall dispose of any waste of any kind, whether hazardous or not, on said Property which may or does require a hazardous waste treatment, storage or disposal facility permit from either federal or state agencies. Licensee hereby agrees to indemnify and hold harmless Licensor resulting from violations of paragraph 6 of this Agreement and agrees to reimburse Licensor for all actual cost and expenses incurred by Licensor in eliminating such violations, including, but not limited to, all cost and expenses to decontaminate the property.

7. Termination. Notwithstanding anything to the contrary, Licensor may terminate the License hereby given at any time by giving Licensee at least sixty (60) days written notice of such termination. Upon termination of the License by Licensor and upon request of Licensor,

With a copy to: Ms. Tanya Locklair  
The Banks Law Firm, P. A.  
Winchester Place, Suite 225  
4309 Emperor Boulevard  
Durham, North Carolina 27703

If to the City: Strib Boynton, City Manager  
City of High Point  
211 S. Hamilton Street  
High Point, North Carolina 27260

With a copy to: Joanne Carlyle, Assistant City Attorney  
City of High Point  
211 South Hamilton Street  
High Point, North Carolina 27260

13. Recording. Licensor and Licensee hereby agree to record this Agreement at the request and expense of Licensee.

14. Waiver. No waiver of any condition, covenant or restriction of this Agreement by either party shall be deemed to imply or constitute a further waiver of the same or any other condition or covenant of this Agreement.

15. Survival. All provisions to be performed or which apply to circumstances subsequent to the Termination Date shall survive the Termination Date.

16. Entire Agreement. This Agreement embodies the entire agreement between the parties relative to the subject matter hereof, and there are no oral or written agreements between the parties nor any representations made by either party relative to the subject matter hereof which are not expressly set forth herein.

**[Signature Page Follows]**

**IN WITNESS WHEREOF**, the parties herefo have executed this Agreement, all as of the day and year first above written.

**LICENSOR:**

HOUSING AUTHORITY OF THE CITY  
OF HIGH POINT

By: Angela G. McGill  
Angela G. McGill, Chief Executive Officer

**LICENSEE:**

THE CITY OF HIGH POINT

By: Strib Boynton  
Strib Boynton, City Manager

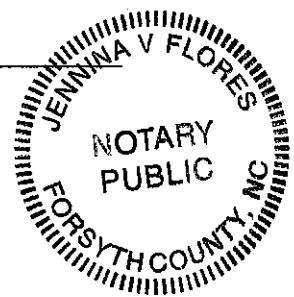
STATE OF NORTH CAROLINA

ACKNOWLEDGEMENT

COUNTY OF GUILFORD

This 5 day of June, 2012, I, Jennina V Flores, a notary public for said County and State, certify that Angela G. McGill, who, being by me duly sworn, says that she is the Chief Executive Officer of the Housing Authority of the City of High Point, a North Carolina public body and a body corporate and politic, and that the foregoing instrument was signed and sealed on behalf of the Housing Authority of the City of High Point by its authority duly given to its Chief Executive Officer, and the said Chief Executive Officer acknowledged the writing to be the act and deed of said public body and a body corporate and politic.

Jennina V Flores  
Notary Public



My commission expires: 1/9/2017

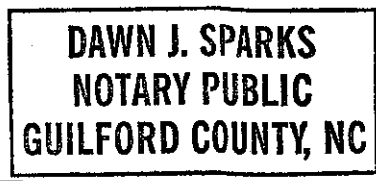
STATE OF NORTH CAROLINA

ACKNOWLEDGEMENT

COUNTY OF GUILFORD

This 8 day of June, 2012, I, Dawn J Sparks a notary public for said County and State, certify that Strib Boynton, who, being by me duly sworn, says that he is the City Manager of The City of High Point, a North Carolina municipal corporation, and that the foregoing instrument was signed and sealed on behalf of The City of High Point by its authority duly given to its City Manager, and the said City Manager acknowledged the writing to be the act and deed of said public body and a body corporate and politic.

Dawn J. Sparks  
Notary Public



My Commission Expires: 8/18/13

**Exhibit A**

**Lot 2B**

Commencing at a P/K Nail at the intersection of the southern right of way line of Russell Avenue and the eastern right of way line of Park Street, said P/K Nail lying N 79° 17' 50" E, 2067.01 feet from NCGS Monument TRUST, said P/K Nail having North Carolina Grid Coordinates (NAD83, 2001 Adjustment) of N 802,961.963, E 1,704,809.294, said P/K Nail being the northwest corner of Lot 1 of Plat Book 177, Page 11, Guilford County Registry; thence with the north line of said Lot 1 and the southern right of way line of Russell Avenue, S 87° 35' 39" E, 365.87 feet to an existing rebar, the northeast corner of said Lot 1 and the northwest corner of Lot 2A (Plat Book 179, Page 4, Guilford County Registry); thence with the north line of said Lot 2A and the southern right of way line of Russell Avenue the following three (3) calls: (1) S 87° 35' 39" E, 59.71 feet to an existing rebar; (2) S 02° 40' 46" W, 5.00 feet to an existing rebar; (3) S 87° 35' 01" E, 570.25 feet to an existing rebar, the intersection of the southern right of way line of Russell Avenue and the western right of way line of Asheboro Street, lying N 87° 35' 01" W, 5.72 feet from an existing iron pipe; thence with the western right of way line of Asheboro Street, the following two (2) calls: (1) S 02° 28' 20" W, 218.30 feet to an existing rebar; (2) along an arc to the right having a radius of 603.80 feet and an arc length of 41.93 feet, and having a chord bearing and distance of S 04° 36' 04" W, 41.92 feet to a new rebar, the northeast corner of the parcel described herein, the point of BEGINNING; thence still with the western right of way line of Asheboro Street the following five (5) calls: (1) along an arc to the right having a radius of 603.80 feet and an arc length of 79.12 feet, and having a chord bearing and distance of S 10° 20' 40" W, 79.06 feet to an existing rebar; (2) S 13° 45' 36" W, 1.75 feet to an existing rebar; (3) along an arc to the left having a radius of 573.69 feet and an arc length of 97.17 feet, and having a chord bearing and distance of S 08° 54' 27" W, 97.05 feet to an existing concrete nail; (4) S 02° 58' 22" W, 33.06 feet to an existing iron pipe; (5) S 04° 08' 12" W, 275.12 feet to an existing rebar, the northeast corner of Lot 5 of Plat Book 177, Page 11, Guilford County Registry; thence with the north line of said Lot 5, N 87° 08' 23" W, 299.14 feet to an existing rebar; thence with Lot 2A the following two (2) calls: (1) N 02° 51' 37" E, 484.72 feet to a new rebar; (2) S 87° 08' 23" E, 326.19 feet to a new rebar, the point and place of BEGINNING. The parcel described herein contains 148,812 square feet (3.416 acres) more or less.

TOGETHER WITH easement rights as set forth in Reciprocal Easement Agreement by and among Clara Cox I, LLC, a North Carolina limited liability company, Clara Cox II, LLC, North Carolina limited liability company, and The Housing Authority of the City of High Point, a municipal corporation, and its successors and assigns ("HPHA"), recorded in Book R 7147, Page 2581, Guilford County Registry, as amended by an Amended Reciprocal Easement Agreement recorded in the aforesaid Registry in Book R7299, Page 1133.

TOGETHER WITH easement rights as set forth in Parking Encroachment Agreement by and among Clara Cox II, LLC, a North Carolina limited liability company, and said HPHA, recorded in Book R 7299, Page 1122, Guilford County Registry.

## PLANNING AND ZONING COMMISSION RECOMMENDATION

On April 24, 2012, a public hearing was held before the Planning and Zoning Commission regarding the request described below. All members of the Commission were present except Mr. Keith McInnis, Ms. Martha Shepherd and Mr. John McKenzie

### **City of High Point**

### **Street Abandonment Case 12-02**

A request by the Technical Review Committee to abandon a portion of Bellevue Drive and Old Winston Road abutting 930 Old Winston Road (HP Fire Station #4 ) and 1003 Northside Court.

Mr. Mark Schroeder presented the request and recommended approval as outlined in the staff report.

No one spoke in favor or in opposition to Street Abandonment Case 12-02.

The Planning & Zoning Commission recommended *approval* of Street Abandonment Case 12-02, by a vote of 6-0, with the retention of public utility easements, as recommended by staff.

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

**STAFF REPORT  
STREET ABANDONMENT CASE 12-02  
April 24, 2012**

<b>Request</b>	
<b>Applicant:</b> Technical Review Committee	<b>Proposal:</b> Abandon a portion of Bellevue Drive and Old Winston Rd abutting 930 Old Winston Road (HP Fire Station) and 1003 Northside Court.

<b>Adjacent Streets</b>		
<b>Name:</b>	<b>Classification:</b>	<b>Right-of-Way and Pavement Width:</b>
Old Winston Road	Minor Thoroughfare	62 ft. right-of-way – 40 ft. curb & gutter
Edgedale Drive	Local	60 ft. right-of-way – 28 ft. curb & gutter

<b>Adjacent Property Zoning and Current Land Use</b>		
North	Single Family Residential – 9 (RS-9)	Single Family Residence & Fire Station
East	Conditional Use Limited Business (CU LB)	Vacant
South	Conditional Use Limited Business (CU LB)	Vacant
West	Conditional Use Limited Business (CU LB)	Single Family Residence

**Analysis**

The right-of-way being considered for abandonment is approximately 1/3 of an acre in area, consisting of two areas, northeast and southwest of the Bellevue Drive and Old Winston Road intersection. The Old Winston Road realignment/widening project is complete and the areas identified are excess right-of-way.

The right-of-way retained for the new alignments of Old Winston Road and Bellevue Drive is sufficient to maintain the cartways, sidewalks, and water mains. Easements shall be retained in the abandoned right-of-way for existing sanitary sewer mains, stormwater pipes, and electric utility lines.

In October, 2007, the Board of Adjustment granted a variance for the Fire Station (930 Old Winston Road) that allowed the building to encroach within the required street yard setback along Old Winston Road. If the street abandonment is approved, the existing Fire Station will no longer encroach into the Old Winston Road street yard setback.

**Findings**

The Technical Review Committee (TRC) reviewed this request on March, 2012 and identified no concerns related to abandonment the right-of-way.

This abandonment of the public's interest and conveyance of the right-of-way to the abutting property owners, as provided by state statutes, is found not to be contrary to the public's interest and found not to deprive owners in the vicinity of the right-of-way or in the subdivision reasonable means of ingress and egress to their property.

### **Recommendation**

The Planning and Development Department recommends approval of the requested street right-of-way abandonment with the retention of the following utility easements: 1) A 20-foot sanitary sewer easement centered on the existing mains; 2) A 15-foot stormwater easement centered on existing stormwater pipes; and 3) A 30-foot electric utility easement centered on the existing lines based on preliminary findings that the abandonment is not contrary to the public interest, and that no property in the vicinity of the street abandonment would be deprived of reasonable means of ingress or egress.

### **Report Preparation**

This report was prepared by Planning and Development Department staff member Mark Schroeder, AICP, Senior Planner and reviewed by Bob Robbins, AICP, Development Administrator, and Lee Burnette, AICP, Director.



Looking west along the northern limits of Old Winston Road



Looking north along the western limits of Old Winston Road



**STREET ABANDONMENT REQUEST SA12-02**

Applicant: City of High Point

Area: 0.266 acres

 Location of requested street abandonment

 Previously abandoned right-of-ways

**Department of Planning  
and Development**

**City of High Point**

**Date: March 27, 2012**



**Scale: 1"=200'**

y:/ba-pz/2012/pz/sa12-02.mxd

**STREET ABANDONMENT REQUEST SA12-02**



NORTHSIDE CT

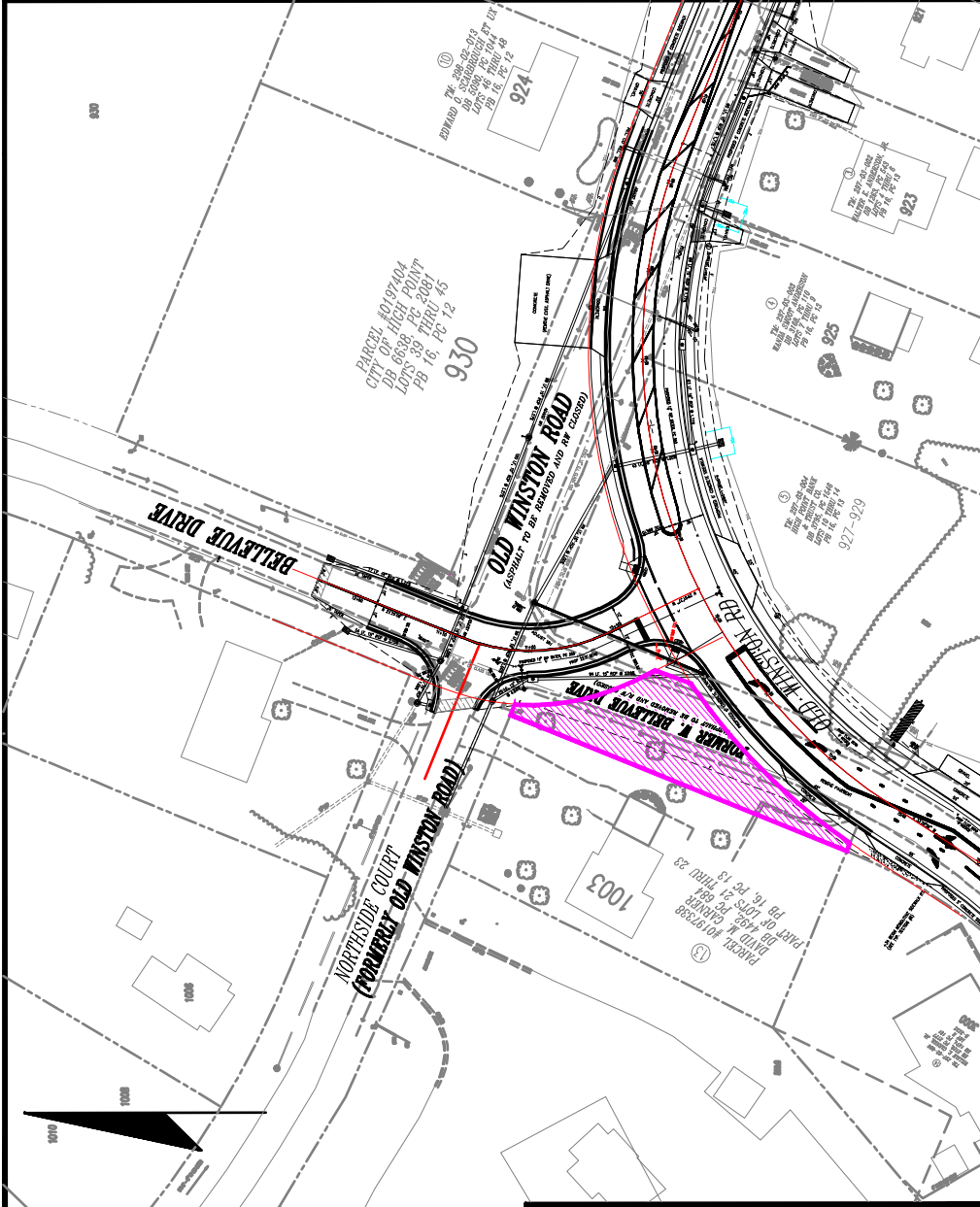
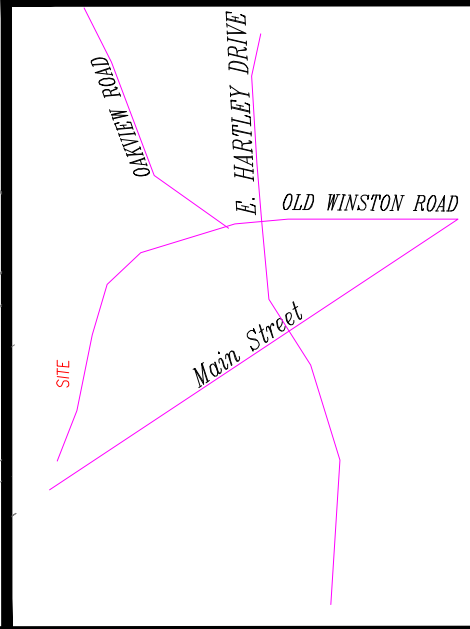
BELLEVUE DR

OLD WINSTON RD

THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN APPROVED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.

THE INFORMATION ON THIS MAP IS TAKEN FROM A CITY OF HIGH POINT GIS DEVELOPED IN 2005.

VICINITY MAP : NOT TO SCALE



**CITY OF HIGH POINT  
NORTH CAROLINA**

**ENGINEERING SERVICES  
DEPARTMENT**

**RELINQUISH OF RIGHT OF WAY**

**PROPERTY OF CITY OF HIGH POINT  
1003 NORTHSIDE COURT  
APPROXIMATELY 0.13 ACRES RW  
Parcel #0197338**

**SCALE: N.T.S.**

**BY: MBN**

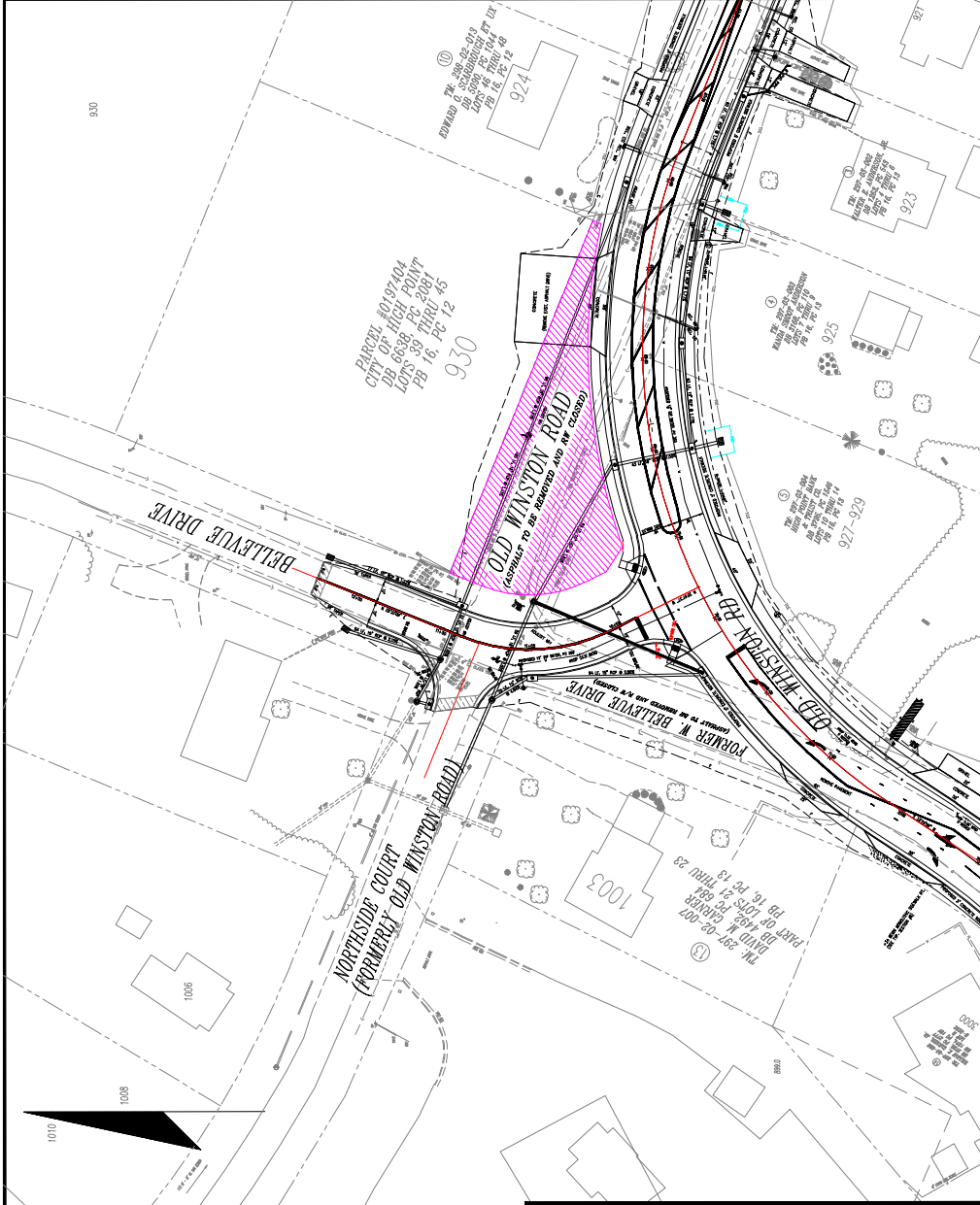
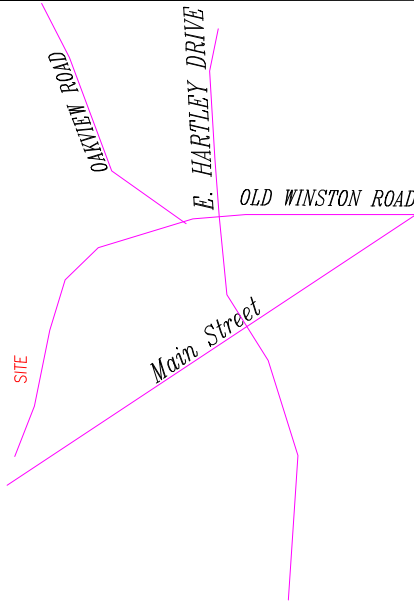
**PROJECT: 2227**

**DATE: MARCH 2012**

THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN APPROVED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.

THE INFORMATION ON THIS MAP IS TAKEN FROM A CITY OF HIGH POINT GIS DEVELOPED IN 2005.

VICINITY MAP : NOT TO SCALE



**CITY OF HIGH POINT  
NORTH CAROLINA**

**ENGINEERING SERVICES  
DEPARTMENT**

**RELINQUISH OF RIGHT OF WAY**

**PROPERTY OF CITY OF HIGH POINT  
930 OLD WINSTON ROAD  
APPROXIMATELY 0.20 ACRES RW  
Parcel #0197404**

**SCALE: N.T.S.**

**BY: MBN**

**PROJECT: 2227**

**DATE: MARCH 2012**



## MEMORANDUM

May 10, 2012

**MEMO TO:** Pat Pate, Assistant City Manager

**FROM:** Jeffrey A. Moore, Financial Services Director *JAM*

**SUBJECT:** Request for formal closure of the Transit Capital Reserve Fund

---

The City established a capital reserve fund for the Transit Fund many years ago. Over recent years, the dedicated revenues which provided the funding source have been eliminated. Coincidentally, the purpose of the reserve fund has diminished as the City's new general ledger system was implemented and accounting and internal control procedures improved. Consequently, the existing capital reserve fund does not meet a defined statutory purpose anymore.

The Accounting Division has been in discussion and research with the Transit Division to make sure all the facts are accurately stated and to ensure there would be no unexpected compliance issues that would arise from the proposed action to close the Transit Capital Reserve Fund. Angela Wynes has assured my team that there would be no negative consequences, and will in fact make it easier for her to complete her reconciliations and SMAP reports to the NCDOT and Federal Transit Administration.

The requested actions will consolidate the remaining funds to the Transit Fund and Transit Capital Projects Fund for accounting and budgeting purposes.

The Financial Services Department recommends that the City Council adopt the accompanying resolution and budget amendment which will (1) terminate and close the Transit Capital Reserve Fund and (2) transfer the remaining assets in that fund to the Transit Operations Fund and Transit Capital Projects Fund in keeping with the original funding sources.

Accounting  
336.883.3240

Internal Audit  
336.883.3122

Purchasing  
336.883.3219

Treasury Services  
336.883.3230

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RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGH POINT  
TO TERMINATE AND CLOSE THE TRANSIT CAPITAL RESERVE FUND

WHEREAS, N.C.G.S. 159-18 makes provision for local governments to establish and maintain a capital reserve fund for any purposes for which it may issue bonds; and

WHEREAS, the funding source from North Carolina Department of Transportation no longer exists and has been repurposed by current funding legislation for operating purposes and is no longer dedicated for capital purposes; and

WHEREAS, N.C.G.S. 159-22 allows a governing body to authorize the withdrawal of funds for stated purposes of the capital reserve fund through an appropriation ordinance and to close said capital reserve funds when such authorized purposes no longer are necessary nor exist; and

WHEREAS, the City Council of the City of High Point has determined that it is desirable and in the best interests of the City of High Point to terminate and close the Transit Capital Reserve Fund

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of High Point that the City Council hereby authorizes the City to terminate and close the Transit Capital Reserve Fund and to transfer the remaining assets therein to the Transit Operations Fund and Transit Capital Projects Fund from which they will be subsequently appropriated and disbursed in accordance with the Local Government Budget and Fiscal Control Act.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

"AN ORDINANCE AMENDING THE 2011-2012 BUDGET ORDINANCE  
OF THE CITY OF HIGH POINT, NORTH CAROLINA TO TRANSFER THE TRANSIT  
CAPITAL RESERVE FUND TO THE TRANSIT OPERATIONS FUND  
AND TRANSIT CAPITAL PROJECTS FUND

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

Section 1. The City has determined that the purposes for which the Transit Capital Reserve Fund has been maintained no longer exists, and has by a Resolution of City Council terminated and closed the Transit Capital Reserve Fund and directed that remaining assets of that fund be transferred by appropriation to the Transit Operations Fund and the Transit Capital Projects Fund for accounting and disbursement. These funds must be appropriated for use.

Section 2. That the 2011-2012 Budget Ordinance of the City of High Point, adopted on June 20, 2011, be and the same is hereby amended as follows:

- (A) That the Transit Capital Reserve Fund (841) be amended as follows:
- |  |                |
|--|----------------|
| Increase Appropriated Fund Balance                 | \$ 532,612     |
| Increase Transfer to Transit Operations Fund       | \$ 77,464      |
| Increase Transfer to Transit Capital Projects Fund | <u>455,148</u> |
|  | \$ 532,612     |
- (B) That the Transit Operations Fund (641) be amended as follows:
- |   |           |
|---|-----------|
| Increase Transfer from Transit Capital Reserve Fund | \$ 77,464 |
| Increase Transit Capital and Operations Maintenance | \$ 77,464 |
- (C) That the Transit Capital Projects Fund (441) be amended as follows:
- |   |            |
|---|------------|
| Increase Transfer from Transit Capital Reserve Fund | \$ 455,148 |
| Increase Transit Capital Outlay                     | \$ 455,148 |

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage."

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

**STAFF REPORT  
ANNEXATION CASE 12-02  
May 21, 2012**

<b>Request</b>	
<b>Applicant:</b> Greensboro Chinese Christian Church	<b>Owner:</b> Greensboro Chinese Christian Church
<b>Proposal:</b> Voluntary contiguous annexation of an 11.8 acre parcel.	<b>Effective Date:</b> Upon adoption.

<b>Site Information</b>	
<b>Location:</b>	Lying along the south side of Hickwood Road, approximately 1,100 feet east of Deep River Road ( <i>1910 Hickwood Road</i> ).
<b>Tax Parcel Numbers:</b>	0193150 (Guilford County)
<b>Site Acreage:</b>	Approximately 11.8 acres
<b>Current Land Use:</b>	Single family dwelling
<b>Current Fire District:</b>	Deep River Fire District
<b>Proposed Development:</b>	Church
<b>Proposed Unit Type, Number &amp; Average Value:</b>	Not applicable.
<b>Proposed Build-out Schedule:</b>	Unknown at this time.
<b>Proposed City of High Point Council Ward:</b>	The proposed annexation site is currently surrounded by Ward 6. If approved, the annexation area will be part of Ward 6.
<b>Physical Characteristics:</b>	The site has a moderate to severely sloping terrain. The northwestern quadrant of the site consists of open pastureland and the remaining area is wooded. A perennial stream is lying along the eastern boundary and near the southern boundary of the site. The steeper terrains, and flood zones associated with the streams, are lying to the east and south of the site near these streams.
<b>Water and Sewer Proximity:</b>	A 12-inch City water line and an 18-inch sewer line are lying adjacent to the site along Hickwood Road. There is also an 18-inch sewer line running along the southern boundary and a 30-inch sewer line running along the eastern boundary of the site.
<b>General Drainage and Watershed:</b>	The site drains in a general easterly and southeasterly direction. Development of the site will be subject to the City Lake Watershed Critical Area requirements. The site is with Tier 4 of this Watershed Critical Area and development is restricted to 2 dwelling units per acre or 50% built-upon area.

<b>Overlay District:</b>	City Lake Watershed Critical Area (WCA), Tier 4
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<b>Adjacent Property Zoning and Current Land Use</b>			
<b>North:</b>	<b>RS-15</b>	Residential Single Family-15 District <i>(City of High Point's ETJ)</i>	Single family dwellings
<b>South:</b>	<b>PI</b>	Public & Institutional District	Undeveloped
<b>East:</b>	<b>RS-15</b>	Residential Single Family-15 District <i>(City of High Point's ETJ)</i>	Single family dwellings
	<b>CU RS-12</b>	Conditional Use Residential Single Family-12 District	Undeveloped common are of the Mendenhall Mill subdivision
<b>West:</b>	<b>RS-15</b>	Residential Single Family-15 District <i>(City of High Point's ETJ)</i>	Single family dwellings

<b>Transportation Information</b>			
<b>Adjacent Streets:</b>	<b>Name</b>	<b>Classification</b>	<b>Approx. Frontage</b>
	Hickswood Road	Collector	169 ft.
<b>Vehicular Access:</b>	The applicant is proposing to take access from Hickswood Road via a private driveway.		

**City Department Comment Summary**

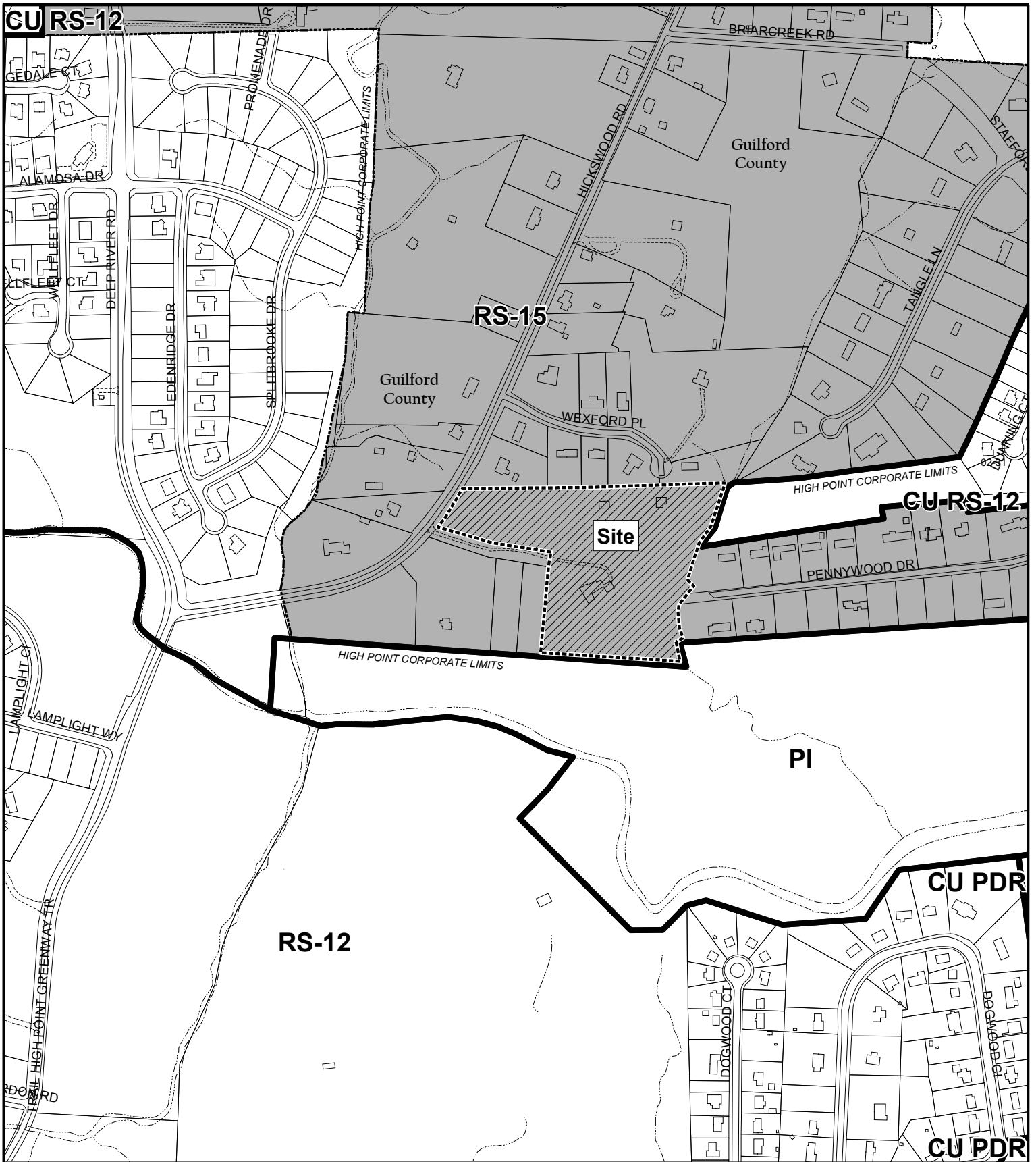
Annexation petitions for uses within close proximity to existing service areas do not cause the need for individual department comment. Therefore, comments were not requested for this proposed annexation due to the fact the Hickswood Road area is surrounded by the City's corporate limits.

**Details of Proposal**

The applicant is requesting annexation to obtain access to city utilities for a future development. The site currently abuts the City limits to the south and east. Unincorporated properties along Hickswood Road are within the City's Extraterritorial Jurisdiction, and are subject to the City's zoning and development standards. This annexation petition represents a logical progression of the City's annexation policy for this area as the annexation site is in an area where City services and service vehicles are already present. The northern and southern segments of Hickswood Road are already within the City limits thus the only means of access to Hickswood Road is to travel through the City's corporate limits. The annexation of this parcel will not negatively impact the City's ability to provide services in this area.

**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.



**ANNEXATION REQUEST ANX12-02**

**Applicant: Greensboro Chinese Christian Church**  
**Area: 11.180 acres**

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

**Planning & Development  
 Department**

**City of High Point**

**Date: March 15, 2012**



**Scale: 1"=500'**  
 y:/ba-pz/2012/pz/anx12-02.mxd



# ANNEXATION REQUEST ANX12-02

**Applicant: Greensboro Chinese Christian Church**  
**Area: 11.180 acres**

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

**Planning & Development  
 Department**

**City of High Point**

**Date: April 25, 2012**



**Scale: 1"=900'**

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**ANNEXATION OF CONTIGUOUS LANDS**  
**AN ORDINANCE EXTENDING THE CITY LIMITS OF THE CITY OF HIGH POINT**

WHEREAS, The City of High Point has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and,

WHEREAS, the City Clerk has investigated the sufficiency of said petition and has certified it to be valid and the City Council set a public hearing date and notice of public hearing was published; and,

WHEREAS, a public hearing on this annexation was held at the Municipal Building at 5:30 p.m. on the \_\_\_\_ day of \_\_\_\_\_, 2012; and,

WHEREAS, the City of High Point does hereby find as a fact that said petition meets the requirements of G.S. 160A-31 as amended;

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

SECTION 1. By virtue of the authority granted by G.S. 160A-31 as amended, the following described territory is hereby annexed, and made a part of the City of High Point as of \_\_\_\_\_, 2012.

**Annexation Case 12-02 – Greensboro Chinese Christian Church**

Beginning at a existing iron pipe in the recorded eastern margin of Hickwood Road, as shown on a map entitled “Kensington Heights” and recorded in Plat Book 33, Page 17 in the Office of the Register of Deeds of Guilford County, N.C., said pipe being the recorded northwestern corner of Grantor (now or formerly Greensboro Chinese Christian Church as described and recorded in Deed Book 6811, Page 104 and being Lot 1 as shown on a map entitled “Fred H. Leonard and Minta C. Leonard” recorded in said Plat Book 27, Page 9 in said Guilford County Registry) and the recorded southwestern corner of Margaret W. Kanoy as described and recorded in Deed Book 2448, Page 31 and being Lot 1 as shown and recorded in Plat Book 33, Page 17 in said Guilford County Registry; thence from said beginning point along Grantor’s recorded northern property line, the recorded southern line of Margaret W. Kanoy, North 88°48’48” East 1039.21 feet to a point in the centerline of creek, said point being the common corners of Lots 12 & 13 as shown on a map entitled “Pennywood Trails” and recorded in Plat Book 55, Page 86 in said Guilford County Registry; thence, along Grantor’s existing eastern boundary, the following sixteen (16) courses and distances: 1) South 23°39’11” West 53.55 feet to a point in the centerline of creek; thence 2) South 42°35’27” West 69.41 feet to a point in the centerline of creek; thence 3) South 28°50’03” East 26.14 feet to a point in the centerline of creek; thence 4) South 39°15’52” West 99.46 feet to a point in the centerline of creek; thence 5) South 13°57’48” West 39.68 feet to a point in the centerline of creek; thence 6) South 17°09’01” West 54.49 feet to a point in the centerline of creek; thence 7) South 12°00’28” West 78.90 feet to a point in the centerline of creek; thence 8) South 42°20’35” East 30.94 feet to a point in the centerline of creek; thence 9) South 37°31’52” West 52.86 feet to a point in the centerline of creek; thence 10) South 56°53’59” West 36.53 feet to a point in the centerline of creek; thence 11) South 03°52’49” West 82.18 feet to a point in the centerline of creek; thence 12) South 02°48’21” East 46.27 feet to a point in the centerline of creek; thence 13) South 36°55’58” East 42.67 feet to a point in the centerline of creek; thence 14) South 61°28’56” West 43.75 feet to a point in the centerline of creek; thence 15) South 27°38’50” East 49.42 feet to a point in the centerline of creek; thence 16) South 42°51’49” East 39.32 feet to a point in the centerline of creek; said point being Grantor’s

southeastern property corner and the recorded northeastern corner of the City of High Point as described and recorded in Deed Book 3125, Page 295 in said Guilford County Registry; thence, along said recorded southern line of Grantor, said northern line of said City of High Point, North 85°37'36" West 595.56 feet to an existing iron pipe; thence, along said recorded western line of Grantor, said eastern line of John R. McGim as described and recorded Deed Book 3611, Page 14 of said Guilford County Registry, North 01°14'36" West 446.94 feet to an existing iron pipe located on the recorded northern margin of a Unnamed Street as shown on the said map entitled "Fred H. Leonard and Minta C. Leonard" as recorded in said Guilford County Registry; thence, along said recorded northern margin of the Unnamed Street, Grantor's recorded southern property line the following two (2) courses and distances: 1) South 88°50'47" West 224.65 feet to a existing iron pipe; thence, 2) North 66°19'13" West 155.49 feet to a existing iron pipe located on the recorded eastern margin of Hickswood Road; thence, along said recorded eastern margin of Hickswood Road the following two (2) courses and distances: 1) North 39°01'37" East 47.64 feet to a point; thence, 2) North 35°23'56" East 122.22 feet to the point of beginning, containing an area of 11.180 acres, more or less.

SECTION 2. Upon and after \_\_\_\_\_, 2012, the foregoing property and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of High Point, and shall be entitled to the same privileges and benefits as other parts of the City of High Point. Said territory shall be subject to municipal taxes according to G.S. 160A-31.

SECTION 3. The Mayor of the City of High Point shall cause to be recorded in the Office of the Register of Deeds for Guilford County and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1, thereof, together with a duly certified copy of this ordinance.

Adopted by City Council,  
this the \_\_\_\_\_ day of \_\_\_\_\_, 2012  
Lisa B. Vierling, City Clerk

## COMMUNITY DEVELOPMENT & HOUSING

Michael E. McNair

DIRECTOR OF COMMUNITY DEVELOPMENT & HOUSING



### MEMORANDUM

DATE: **May 15, 2012**

TO: Randy McCaslin

FROM: Michael E. McNair, Director

SUBJECT: Contract Award for Grimes Avenue Extension

Council approved the extension of Grimes Avenue as part of the 2011-12 Annual Action Plan. The project was planned in collaboration with the High Point Housing Authority. The extension of Grimes Avenue will assist the development of Park Terrace by improving neighborhood connectivity and providing additional frontage for phase III of Park Terrace; that phase is expected to add 88 units to the complex.

Engineering Services has completed project design, conducted a formal bid process and identified the lowest responsible bidder. Funding for the project will come from available HUD grant resources with a project budget of \$288,484.00. The contractor is prepared to get underway immediately pending Council approval. CD&H requests Council's favorable consideration of the formal bid recommendation for the extension of Grimes Avenue to Atlantic Contracting in the amount of \$288,484.00.



**FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Engineering Services**

COUNCIL AGENDA DATE: **May 21, 2012**

BID NO.: **74-050912** CONTRACT NO.: **ENG2012-001** DATE OPENED: **May 9, 2012**

DESCRIPTION:  
Extend East Grimes Avenue from current dead end at Randolph Street to Asheboro Street. This will include water, sewer, storm sewer and sidewalk improvements.

PURPOSE:  
The extension of East Grimes Avenue will provide additional residential development in concert with the Park Terrace redevelopment area. This project is strongly supported by and funded through our Community Development and Housing Department.

COMMENTS:  
This project is being funded through federal sources.

RECOMMEND AWARD TO: **Atlantic Contracting Company, Inc.** AMOUNT: **\$288,484.00**

JUSTIFICATION:  
ACC is the lowest responsible and responsive bidder for this work. We received a total of 10 bids for the work.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
302536	527101	302104046170	53010	\$263,758.05
302530	527101	302121026870	53010	\$24,725.95
TOTAL BUDGETED AMOUNT				\$288,484.00

DEPARTMENT HEAD: **B.K. Pugh** Digitally signed by B.K. Pugh  
DN: cn=B.K. Pugh, c=US, o=City of High Point,  
ou=Engineering Services, email=keith.pugh@highpointnc.gov  
Date: 2012.05.15 14:35:50 -0400 DATE: **May 15, 2012**

The Purchasing Division concurs with recommendation submitted by the **Engineering Svcs Dept** and recommends award to the lowest responsible, responsive bidder **Atlantic Contracting** in the amount of \$ **288,484.00**.

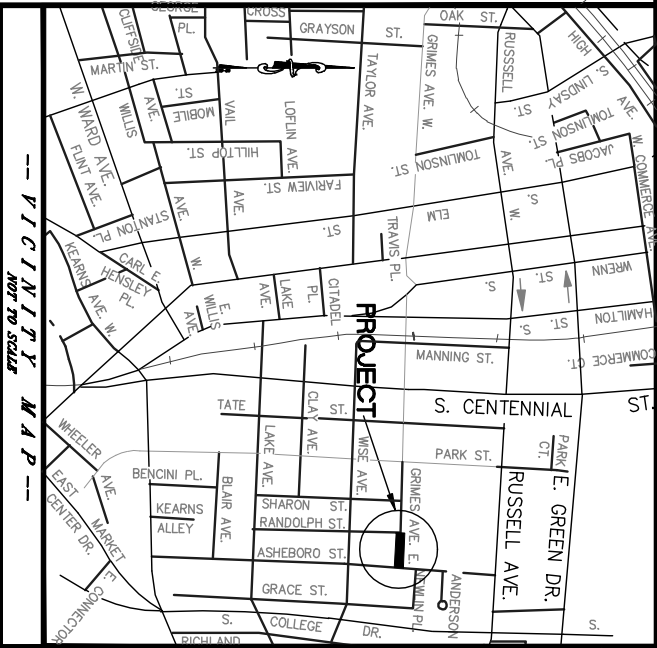
PURCHASING MANAGER: **Patricia H. Sykes** Digitally signed by Patricia H. Sykes  
DN: cn=Patricia H. Sykes, o=City of High Point,  
ou=Purchasing, email=patty.sykes@highpointnc.gov, c=US  
Date: 2012.05.16 11:40:33 -0400 DATE: **May 16, 2012**

Approved for Submission to Council  
FINANCIAL SERVICES DIRECTOR: **Jeffrey Moore** Digitally signed by Jeffrey Moore 20120516194842  
DN: cn=Bank of America, ou=Bank of America 004 of Corporate & In-branch  
Banking, ou=Bank of America -High Point, City, NC, cn=jeffmoore@BOA-OF-AMERICA0042127, ou=Jeffrey Moore 20120516194842, email=jeff.moore@highpointnc.gov  
Date: 2012.05.16 14:04:24 -0400 DATE: **May 16, 2012**

CITY MANAGER: **Strib Boynton** Digitally signed by Strib Boynton  
DN: cn=Strib Boynton, o=City of High Point, ou=City Manager,  
email=strib.boynton@highpointnc.gov, c=US  
Date: 2012.05.16 14:04:24 -0400 DATE: **May 16, 2012**

BID TABULATION  
 GRIME STREET EXTENSION  
 BID NO. 74-050912

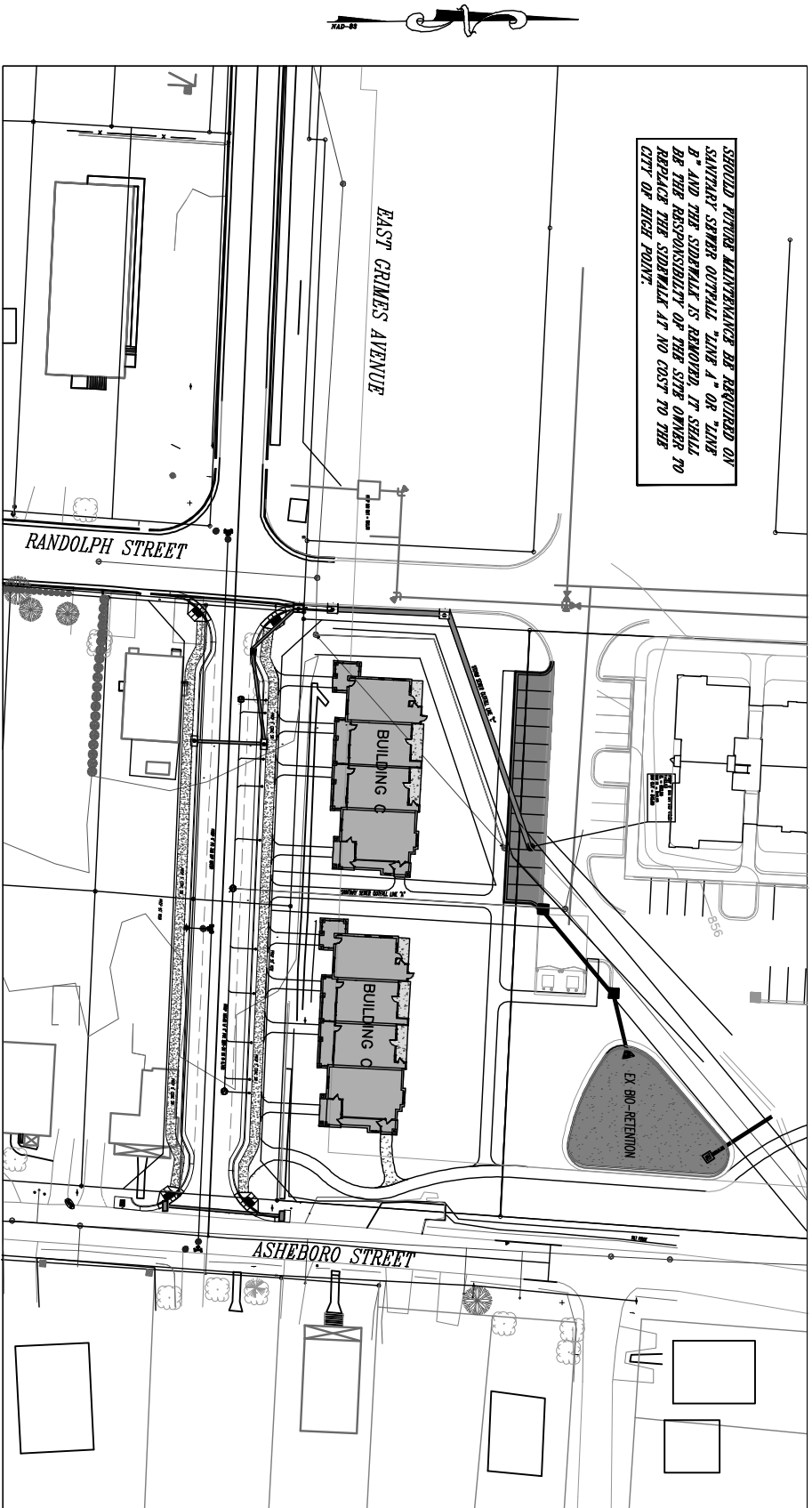
Atlantic Contracting P.O. Box 49559 Greensboro, NC 27419	\$288,484.00
Triangle Grading & Paving P.O. Box 2570 Burlington, NC 27216-2570	\$296,859.00
Yates Construction Company 9220 NC 65 Stokesdale, NC 27357	\$306,558.60
Regional Site Solutions Box 5047 High Point, NC 27262	\$311,181.90
Sealand Contractors Corp. 1708 North Caldwell Street Charlotte, NC 28206	\$317,667.00
Larco Construction 4130 N Glenn Avenue Winston-Salem, NC 27105	\$331,834.00
Charles E. Lowder 2810 Griffith Rd. Winston-Salem, NC 27103	\$335,441.32
Vecellio & Grogan / Sharpe Brothers 204 Base Leg Road Greensboro, NC 27409	\$359,366.32
R F Shinn Contractor 2305 Pleasant Grove Church Rd Marshville , NC 28103	\$406,102.00
Jimmy R. Lynch & Sons, Inc. 307 South Academy Street Pilot Mountain, NC 27041	\$667,645.00



PROJECT LENGTH  
 -EAST GRIMES AVENUE - 300 LF (0.057 MILES)

CITY OF HIGH POINT  
 ENGINEERING SERVICES DEPARTMENT  
 ROADWAY PLANS FOR  
 EAST GRIMES AVENUE EXTENSION  
 RANDOLPH ST TO ASHEBORO ST  
 GUILFORD COUNTY

LOCATION: RANDOLPH STREET TO ASHEBORO STREET  
 TYPE OF WORK: GRADING, EROSION CONTROL, STORM DRAINAGE,  
 WATER, SANITARY SEWER, CURB AND GUTTER AND PAVING



PLANS PREPARED BY:  
 CITY OF HIGH POINT  
 ENGINEERING SERVICES DEPARTMENT  
 HIGH POINT, N.C. 27261  
 CONTACT ENGINEERING SERVICES  
 OFFICE: (336) 883-3194  
 FAX: (336) 883-4118



STANDARD SPECIFICATIONS:  
 NORTH CAROLINA DEPT. OF TRANSPORTATION, JANUARY 2006  
 STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES  
 CITY OF HIGH POINT, STANDARD SPECIFICATIONS AND DETAILS  
 FOR ROADS, STRUCTURES AND UTILITIES, (LATEST EDITION)  
 CONTRACT NO. \_\_\_\_\_  
 LETTING DATE \_\_\_\_\_

THE FOLLOWING RESTRICTIONS SHALL APPLY TO ALL PROTECTED DRAINAGE AREAS.

- 1-NO FILL, BUILDINGS OR STRUCTURES, EXCEPT FOR WATER DRAINAGE STRUCTURES, SHALL BE CONSTRUCTED WITHIN PROTECTED DRAINAGE AREAS. ROADS OR OTHER RELATED PUBLIC IMPROVEMENTS SHALL BE PLACED OR CONSTRUCTED WITHIN PROTECTED DRAINAGE AREAS AS PROVIDED IN TABLE 6-16-4.
- 2-DROPS, PARKING AREAS, OR OTHER IMPROVEMENTS SHALL BE CONSTRUCTED NO CLOSER THAN TWO (2) FEET HORIZONTALLY FROM THE TOP OF ANY BACK SLOPE ALONG ANY OPEN WATERCOURSE. PARKING AREAS AND ASSOCIATED DROPS MAY BE CONSTRUCTED OVER ENCLOSED SUBSURFACE DRAINS.
- 3-IT SHALL BE THE OWNER'S RESPONSIBILITY TO MAINTAIN ALL WATERCOURSES ON PRIVATE PROPERTY WHETHER ENCLOSED AS SUBSURFACE DRAINS OR REMAINING AS OPEN CHANNELS.

**PROJECT DEVELOPER:**  
 CITY OF HIGH POINT  
 COMMUNITY DEVELOPMENT DEPARTMENT

TECHNICAL REVIEW COMMITTEE ENDORSEMENT BLOCK

APPROVED BY THE TECHNICAL REVIEW COMMITTEE FOR 2 YEARS, SUBJECT TO THE APPROVAL OF A SEPARATE LAND DISTURBING PERMIT AND/OR EROSION CONTROL PLAN, AND MAY BE EXTENDED WITH THE PROVISIONS OF SECTION 9-6-9(e) OF THE HIGH POINT DEVELOPMENT ORDINANCE.

DIRECTOR OF PLANNING AND DEVELOPMENT \_\_\_\_\_ DATE \_\_\_\_\_

THIS PROPOSED TO UNIT HOUSING IS A PHASE OF THE RICE TERRACE DEVELOPMENT. SEE THE MASTER WATERSHED PLAN BY ALLED CONSULTING ENGINEERS, P.A.

THE ONLY IMPERVIOUS SURFACE AREA GENERATED BY THESE PLANS ARE FROM THE ROADWAY PAVEMENT AND SIDEWALK AND IN THE AREAS THAT ARE LOCATED IN 80' RIGHT-OF-WAY.

PROPOSED ROADWAY ON FOUR EXISTING LOTS:  
 TAX PARCEL - 18-00-0045-0-0006-00-014  
 TAX PARCEL - 18-00-0045-0-0006-00-015  
 TAX PARCEL - 18-00-0045-0-0006-00-029  
 TAX PARCEL - 18-00-0045-0-0006-00-030  
 TOTAL AREA OF PROPOSED LOTS = 0.888 AC  
 -EXISTING ISA REMOVED = 1500 SF  
 -PROPOSED ISA (ROADWAY AND SIDEWALK) = 13,491 SF  
 -NET INCREASE ISA = 9,935 SF  
 -DISTURBED AREA = 28,219 SF (0.648 ACRES)

**LEGEND**

	EXISTING FIRE HYDRANT
	PROPOSED FIRE HYDRANT
	EXISTING WATER VALVE
	PROPOSED WATER VALVE
	EXISTING WATER METER
	PROPOSED WATER METER
	EXISTING SEWER CLEANOUT
	PROPOSED SEWER CLEANOUT
	EXISTING ROW MARKERS & EIP
	PROPOSED ROW MARKERS & EIP

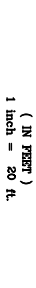
	WATERLINE WITH VALVE
	SANITARY SEWER WITH MH
	PROPOSED DITCH
	EXISTING DITCH
	PROPERTY LINE
	TEMPORARY EASEMENT
	RIGHT OF WAY
	TYPE "B" CATCH BASIN
	GRADED INLET
	YARD INLET
	PROP. STORM PIPE (TYPE B)
	PROP. PIPE AND PROP. DITCH
	DRAINAGE MANHOLE
	GAS VALVE
	CURB & GUTTER
	FENCE
	WOODS LINE
	POWER POLE
	TELEPHONE POLE WITH GUY
	UNDERGROUND TELEPHONE
	FIBER OPTIC LINE
	EDGE PAVEMENT
	CENTERLINE
	CABLE TV PEDESTAL
	TELEPHONE PEDESTAL
	EXISTING WELL
	PROP. HANDICAP RAMP
	EXISTING TREE/ EX. TREE TO BE REMOVED
	EXISTING SIGN

OWNER'S / DEVELOPER CERTIFICATE OF COMPLIANCE

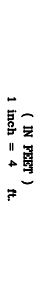
I, \_\_\_\_\_ ACCEPT THIS SUBMISSION AS MY PLAN OF DEVELOPMENT AND AGREE TO INSTALL ALL REQUIRED IMPROVEMENTS AND COMPLY WITH THE CONDITIONS OF \_\_\_\_\_

OWNER / DEVELOPER \_\_\_\_\_ DATE \_\_\_\_\_

GRAPHIC SCALE



PROFILE VERTICAL PLANS



**PUBLISH ONCE: Friday, May 25, 2012**

**RESOLUTION TO ESTABLISH A  
PUBLIC HEARING DATE FOR  
VOLUNTARY CONTIGUOUS ANNEXATION  
(Case # ANX12-03)**

WHEREAS, the City Council has been petitioned to annex the property of the Presbyterian Home, Inc. The proposed annexation site consists of approximately 3.46 acres and is lying along the north side of Sandy Ridge Road, approximately 740 feet east of Squire Davis Road. The property is addressed as 1901 Sandy Ridge Road, and is also known as Guilford County Tax Parcel 0169235.

WHEREAS, the City Clerk is in receipt of said petition and has determined its sufficiency in accordance with G.S. 160A-31;

NOW, THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL establishes Monday, June 18, 2012, at 5:30 p.m., in the Council Chambers in the Municipal Building at 211 South Hamilton Street, High Point, North Carolina, as the date for the public hearing regarding the requested annexation.

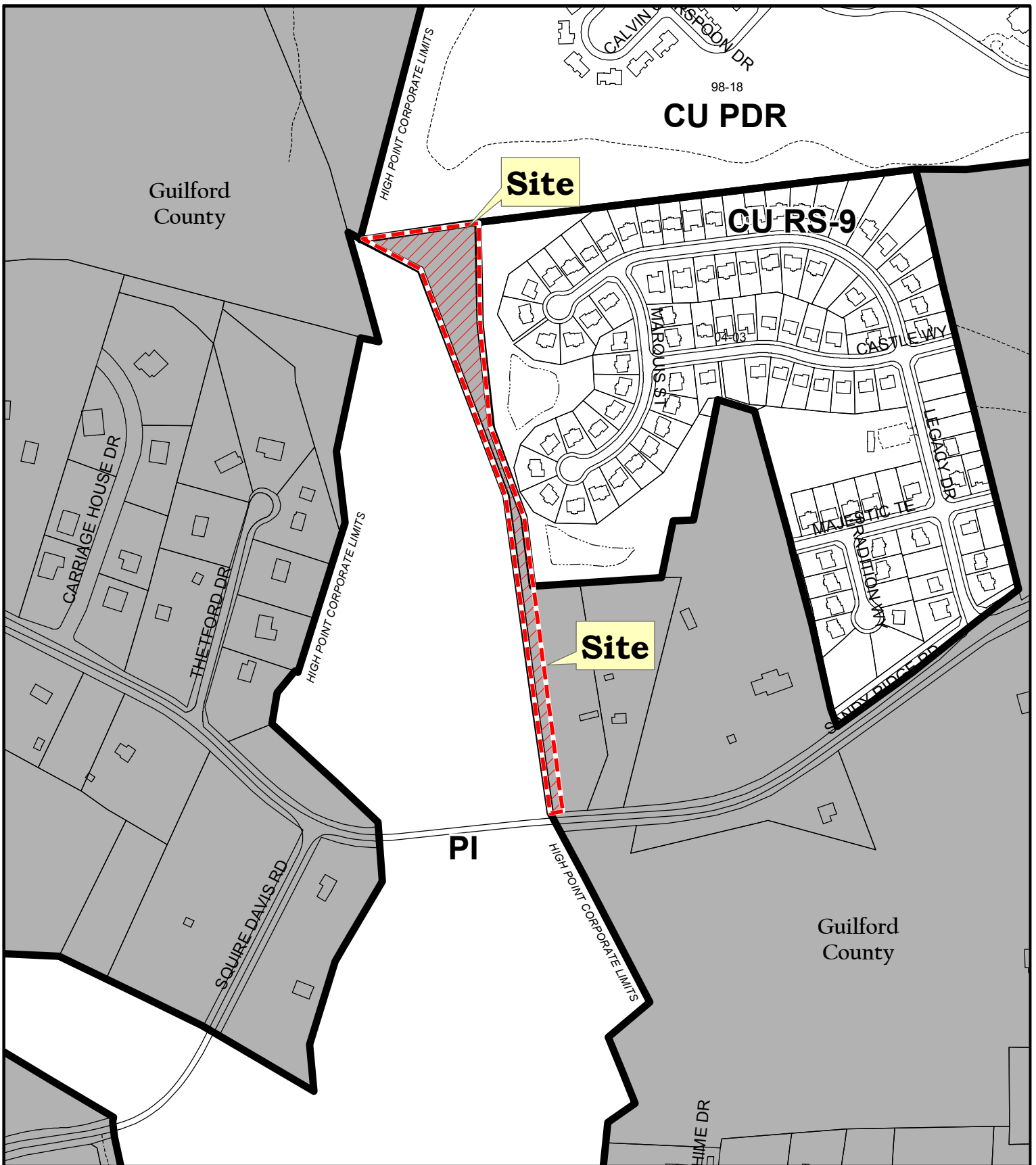
Any interested party will be permitted to be heard at the public hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need a special accommodation, call (336) 883-3298 or the TDD# (336) 883-8517.

Following the public hearing, the City Council shall have authority to adopt an ordinance annexing the territory described in the petition. The City Council shall have authority to make the annexing ordinance effective immediately or on any specified date within six (6) months from date of passage of ordinance.

Further information pertaining to this request is available for public inspection upon request at the Planning and Development Department in the Municipal Office Building, 211 South Hamilton Street, Room 316, High Point, North Carolina, (336) 883-3328 or FAX (336) 883-3056.

By order of the City Council,  
This the 21<sup>st</sup> day of May, 2012

Lisa B. Vierling, City Clerk



**ANNEXATION REQUEST ANX12-03**

**Applicant: City of High Point**  
**Area: 3.46 acres**

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

**Planning & Development  
 Department**

**City of High Point**

**Date: April 10, 2012**



**Scale: 1"=400'**  
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