

City of High Point

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

Meeting Agenda

Monday, November 15, 2010

4:45:00 PM

Council Chambers

Committee of the Whole

*Rebecca R. Smothers, Mayor
M. Christopher Whitley, Mayor Pro Tem
Latimer B. Alexander, IV, William S. Bencini,
Mary Lou Blakeney, Foster Douglas, John Faircloth,
Michael D. Pugh, Bernita Sims*

ROLL CALL, PRAYER, PLEDGE OF ALLEGIANCE**PRESENTATION OF ITEMS****FINANCE COMMITTEE - Council Member Whitley, Chair**

Committee Members - Bencini, Douglas, Alexander

100317**Budget Amendment - Lease Purchase for Automated Refuse Collection Program**

City Council is being requested to amend the Annual Budget for the current fiscal year to appropriate \$243,467.00 for the purchase of the Split Body Refuse Truck to fill a need that has been identified in our refuse collection program.

100315**Contract - Bid No. 12 - Split Body Refuse Truck**

Approval of contract awarding Bid No. 12 for the purchase of a Split Body Refuse Truck for Environmental Services. Purchasing and Fleet Services recommends that contract be awarded to Amick Equipment Company in the amount of \$243,467.00 which is the lowest responsible and responsive bidder meeting specifications.

100316**Budget Ordinance Amendment - NCMPA1 City Energy Efficiency Programs**

Adoption of a Grant Project Ordinance Amendment for NCMPA1 City Energy Efficiency Programs funding in the amount of \$155,892.00.

100318**Capital Project Ordinance Amendment for Series 2010 Revenue Bond Project - Lindsay Street Widening Project**

City Council is requested to adopt a capital project ordinance amendment for the Lindsay Street Widening Utilities Relocation Project for an additional \$300,000 which came from the sale of the Series 2010 Revenue Bonds.

100319**Request for Utilities Receivables Write-off**

Council is requested to authorize staff to write-off uncollected utility accounts for fiscal years 1999-2007 as listed in the attached spreadsheet.

100320**Conveyance of City Property - 218 N. Hoskins Street - Habitat for Humanity**

Council is requested to authorize the Mayor to execute appropriate documents conveying the property located at 218 N. Hoskins Street to Habitat for Humanity of High Point, Archdale and Trinity. Habitat will construct an Energy Star compliant home that is affordable to low to moderate-income homebuyers.

100321**Duke Energy Easement - Johnson Street Park**

Council is requested to authorize staff to grant an additional easement to the Duke Energy transmission easement adjacent to the Johnson Street Frisbee golf course site for the purpose of installing a communication equipment building.

100322**Contract - Lawson Software Application Support**

Council is requested to authorize staff to enter into a five (5) year contract with CIBER to provide support for our software application. Contract is in the amount of \$512,854.00 over a five-year period.

PUBLIC SAFETY COMMITTEE - Council Member Faircloth, Chair

Committee Members - Douglas, Pugh, Alexander

PUBLIC SERVICES COMMITTEE - Council Member Sims, Chair

Committee Members - Blakeney, Faircloth, Whitley, Alexander

PLANNING & DEVELOPMENT COMMITTEE - Council Member Bencini, Chair

Committee Members - Blakeney, Pugh, Sims, Faircloth

100323**Resolution of Intent - Street Abandonment 10-15 - Robert Draughan**

Approval of a resolution of intent that establishes a public hearing date of Monday, December 20, 2010 at 5:30 p.m. to consider a request to abandon an improved portion of an unnamed alley between Pine Street and N. Lindsay Street, north of W. English Road.

MISCELLANEOUS**100326****Boards and Commissions Appointment: Citizens Advisory Council**

Consideration of the appointment of Jason Ewing to the Citizens Advisory Council as submitted by Council Member Faircloth for his Ward 6 appointment. Appointment will be effective immediately and will expire on May 31, 2012.

Consideration of the appointment of Yvonne Short to the Citizens Advisory Council as recommended by Council Member Blakeney as her At-Large appointment. Appointment will be effective immediately and will expire on May 31, 2012.

100327**Reappointment- Boards & Commissions- Library Board of Trustees**

Consideration of the reappointment of Kolleen Moss to the Library Board of Trustees as recommended by Council Member Faircloth for his Ward 6 appointment. Reappointment to be effective immediately and will expire 10/31/2013.

Consideration of the reappointment of Bruce Laney to the Library Board of Trustees as recommended by Council Member Blakeney as her At-Large appointment. Reappointment to be effective immediately and will expire 10/31/2013.

PUBLIC HEARINGS ON ITEMS - 5:30 p.m.

Planning & Development Committee - Council Member Bencini, Chair**100324****Text Amendment 10-07 - City of High Point - Miscellaneous Amendments to Development Ordinance**

A request by the Planning and Development Department for miscellaneous amendments to various sections of the Development Ordinance in regards to general definitions, permitted use schedule, agricultural & single family district dimensional requirements, fencing height, nonconforming uses, development standards for individual uses, planting yard rate chart and street name signage.

100325**Text Amendment 10-08- City of High Point - re Development Inspections Regulations**

A request by the City Council to consider a text amendment to Chapter 11, Development Inspection Regulations, of the Code of Ordinance of the City of High Point to include relocation costs paid by the City as cost allowable as a lien against property subject to enforcement action under the minimum housing code.

ADJOURNMENT

PLANNING AND ZONING COMMISSION RECOMMENDATION

On October 26, 2010, a public hearing was held before the Planning and Zoning Commission regarding the requests described below. All members of the Commission were present except Mr. Carson Lomax and Mr. Andrew Putnam.

City of High Point

Text Amendment Case 10-07

A request by the Planning and Development Department for miscellaneous amendments to various sections of the Development Ordinance in regards to general definitions, permitted use schedule, agricultural & single family district dimensional requirements, fencing height, nonconforming uses, development standards for individual uses, planting yard rate chart and street name signage.

Mr. Loveland presented Text Amendment Case 10-07 and recommended approval as outlined in the staff report.

No one spoke in favor or in opposition.

The Planning & Zoning Commission recommended ***approval*** of Text Amendment Case 10-07, by a vote of 5-1. Ms. Davis was the one dissenting vote and she was concerned how this text amendment (*proposed change to definition of restaurant in Section 1*) may impact the bar owner who has a case pending before Human Relations Commission.

NOTE: Since the Planning & Zoning Commission meeting, staff has further reviewed revised language for Section 8 of the amendment suggested by the High Point Department of Transportation, and has no objections to that language being substituted for the original version of Section 8.

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

**STAFF REPORT
TEXT AMENDMENT CASE 10-07
October 26, 2010**

Request	
Applicant: City of High Point Planning and Development Department	Affected Ordinance Sections: Section 9-2-2(g), entitled <i>General Definitions</i> ; Table 4-7-1, entitled <i>Permitted Use Schedule</i> ; Table 4-11-1, entitled <i>Agricultural and Single Family District Dimensional Requirements</i> ; Section 9-4-14(f), entitled <i>Height</i> ; Section 9-4-17(b)(2), entitled <i>Conditions for Continuance, General</i> ; Section 9-5-2, entitled <i>Development Standards for Individual Uses</i> ; Table 5-11-2, entitled <i>Planting Yard Rate Chart</i> ; and Section 9-6-16(c), entitled <i>Streets</i> .
Proposal: To amend various sections of the Development Ordinance in regards to general definitions, permitted use schedule, agricultural & single family district dimensional requirements, fencing height, nonconforming uses, development standards for individual uses, planting yard rate chart and street name signage.	

Background

This text amendment is comprised of a collection of minor changes to the Development Ordinance that staff has collected in the last number or months; none of which being considered significant enough or urgent enough to be presented individually. These proposed amendments are changes that have been identified by City staff in our day to day work with the Ordinance, and are changes that either clarify an existing requirement or update a requirement to a more current standard.

Details of Proposal

This proposed amendment is divided into eight separate sections.

Section 1 proposes minor changes to two different definitions in the Ordinance.

Section 2 is separated into four parts, and proposes changes to three different use types within the Permitted Use Schedule, and would also add a use type.

Section 3 proposes to remove two separate requirements from the dimensional requirements for Agricultural and Single Family districts.

Section 4 would add a provision to allow fences located along a rear property line of a through lot to be up to 6-feet in height.

Section 5 proposes to clarify the provisions regarding single-family and two-family dwellings located in Industrial districts.

Section 6 consists of five parts and proposes some alterations to the existing development standards for individual uses.

Section 7 would add a footnote to the Planting Yard Rate Chart.

Section 8 proposes to alter the wording of the provisions that regulate street signs.

Analysis

Section 1

This section amends two definitions contained in the Definitions section (Chapter 2) of the Development Ordinance. The change in the definition of *Disabled Motor Vehicle* which raises the threshold value in criteria 4) directly corresponds to a change in state law. The definition of *Restaurant (serving mixed alcoholic beverages)* is being amended by changing the minimum percentage of gross receipts resulting from the sale of prepared food (in order to be considered a restaurant) from 50% to 30%. This definition has always mirrored the definition used by the North Carolina ABC, and the change corresponds to a change made by the State agency.

Section 2

Small changes are being proposed to a few use types so that they more accurately reflect the uses they regulate. Part 1 changes the use type for the retail sales of Bulky Items from Outdoor Sales to Outdoor Display so as to match the wording of the use type as it appears under accessory uses, as well as to match the wording of the definition in Chapter 2. The Bulky Item Outdoor Display use type is currently listed again under Other Uses. This listing is duplicative and will be deleted by this amendment. Part 2 is also clerical as it corrects a conflict with the Development Standards for Auditoriums, Coliseums or Stadiums listed in Chapter 5 and adds live theatres to the use type. Part 3 is a further clarification of the theater use types that separates motion picture theatres from live performance theatres. Part 4 adds the use Medical Equipment Rental, which is currently permitted under a generic medical use type.

Section 3

Table 4-11-1 is being amended to eliminate the centerline setback from local and subcollector streets, as such a setback is of limited value on smaller streets and yet often complicates the permitting process. Minimum building separation would also be eliminated, as this provision was primarily intended for single family group developments, which are no longer allowed.

Section 4

This section will make changes to the fence regulations to allow for a 6 foot fence height along the rear property line of a residential through lot (such a property line is therefore also the street right-of-way) if certain provisions are met. This amendment would permit the same 6-foot maximum fence height that is currently allowed along the rear lot line of conventional lots (non-through lots).

Section 5

Nonconforming use regulations, more particularly the general conditions for expansion of nonconforming uses, will be amended to allow the expansion of nonconforming single family

and two family dwellings by staff review using previously established criteria. Presently such requests go before the Board of Adjustment as a Special Exception, which unnecessarily places a review fee and permitting delay upon the applicant. The review criteria are very objective in nature and compliance can be easily determined.

Section 6

Included here are several changes or corrections to the Development Standards for Individual Uses located in Chapter 5. The section is separated into multiple parts. Part 1 eliminates a conflict in the Ordinance, as Automotive Repair Services are not permitted in a Watershed Critical Area as currently stated in the Development Standards. Part 2 eliminates the after school provision for home occupation day care, in order to bring the zoning provisions for this type of day care more closely in line with the North Carolina Building Code, and to make the provisions easier to enforce. Parts 3 and 5 clarify that dwellings located in an LI or HI district and within a block meeting the 60% rule are treated as conforming uses, as this issue is not clear under the current wording of the Ordinance; and Part 4 clarifies the reference to the North Carolina Building Code for residential swimming pool barriers.

Section 7

This change is a clarification, that is being accomplished by adding a footnote to Table 5-11-2. Some landscaping planting requirements that are stated in the text of the Ordinance are often overlooked by site designers who focus only on the *Rate Chart*. So, the same regulation is being added to the *Rate Chart*, which helps to make the ordinance more user friendly.

Section 8

The final section is a change requested by HP DOT so that any changes in sign standards promulgated by MUTCD can be automatically incorporated without an amendment to the Development Ordinance.

Recommendation

Staff recommends approval.

This amendment would provide needed updates to various sections of the Ordinance (with a few changes being proposed to reflect changes in State law), as well as to allow for changes to clarify existing provisions, and remove several provisions that staff find no longer necessary.

Required Action

Planning and Zoning Commission:

Upon making its recommendation, the Planning and Zoning Commission must place in the official record a statement of consistency with the City's Land Use Plan, and any other officially adopted plan that may be applicable. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Commission, or, if the Commission is in disagreement with staff's findings, by adoption of its own statement. After review, staff suggests in this case, that there is insufficient direction from the Land Use Plan or other adopted policies with regard to the proposed miscellaneous amendments, and therefore it may be stated that the amendment is not inconsistent therewith.

City Council:

Upon rendering its decision in this case, the High Point City Council also must place in the official record a statement of consistency with the City's Land Use Plan and other adopted policies. This may be done by adopting the staff's findings as written in this report, by adopting the staff's findings with additions or changes as agreed upon by the Council, or, if the Council is in disagreement with staff's findings, by adoption of its own statement. After review, staff suggests in this case, that there is insufficient direction from the Land Use Plan or other adopted policies with regard to the proposed miscellaneous amendments, and therefore it may be stated that the amendment is not inconsistent therewith.

In addition, the City Council must, prior to adopting or rejecting any zoning amendment, explain why it considers the action taken to be reasonable and in the public interest. In this case, staff suggests that the approval of the applicant's request may be deemed reasonable and in the public interest because: 1) it would provide needed updates to various sections of the Ordinance (with a few changes being proposed to reflect changes in State law); 2) it would allow for changes to clarify existing provisions; and 3) remove several provisions that staff find no longer necessary. The City Council may adopt this statement, it may add to or change this statement, or, if the Council is in disagreement with the above statement it will need to formulate its own reasonableness / public interest statement.

Report Preparation

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

TEXT AMENDMENT 10-07
PROPOSED AMENDMENTS TO THE CITY OF HIGH POINT
DEVELOPMENT ORDINANCE

Text amendment containing several miscellaneous items: 1) changes to the definitions of Motor Vehicle, Disabled and Restaurant (serving mixed alcoholic beverages); 2) clarifications and additions to Table 4-7-1, *Permitted Use Schedule*; 3) amendments to Table 4-11-1, *Agricultural and Single Family District Dimensional Requirements*; 4) change to fencing height for residential through lots; 5) clarification of non-conforming use standards for single family and two family dwellings; 6) changes to the development standards for Major and Minor Automotive Repair Services, for Day Care Homes, Child or Adult (as a home occupation), Single Family Detached Dwellings, Swimming Pools and Two-Family Dwellings; 7) clarification of planting requirements in Table 5-11-2, *Planting Yard Rate Chart*; and 8) change of reference for street name signage.

SECTION 1.

Subsection 9-2-2 (g), entitled *General Definitions* shall be amended as follows:

- (65) MOTOR VEHICLE, DISABLED: A motor vehicle that meets one (1) or more of the following criteria: 1) does not display a current license plate or inspection sticker; or 2) partially dismantled or wrecked; or 3) cannot be self-propelled or moved in the manner in which it originally was intended to move; or 4) more than five (5) years old and appears to be worth less than ~~\$100.00~~ \$500.00. Nothing in this definition shall be construed to apply to any vehicle in an enclosed building or vehicle on the premises of a business enterprise being operated in a lawful place and manner and the vehicle being necessary to the operation of such business enterprise, or to a vehicle in an appropriate storage place or depository maintained in a lawful place and manner by the City.
- (99) RESTAURANT (SERVING MIXED ALCOHOLIC BEVERAGES): An establishment primarily engaged in the retail sale of prepared food and mixed alcoholic beverages (including liquor, beer, ale, or wine) for on-premise or immediate consumption. Such establishments must: obtain an ABC license for on-premise mixed beverage consumption; have more than ~~fifty percent (50%)~~ thirty percent (30%) of the gross receipts result from the sale of prepared food on-premise; and have permanent kitchen facilities. Establishments with an ABC license for on-premise beer or wine consumption only shall be classified as a "Bar" for the purpose of this Ordinance, unless the facility has a permanent kitchen facility for preparing foods on site and ~~fifty (50%)~~ thirty percent (30%) or more of the gross receipts result from the sale of prepared foods on-premise.

SECTION 2.

Part 1.

Table 4-7-1, entitled *Permitted Use Schedule*, shall be amended as follows:

Under **Retail Trade** the use type Bulky Item Outdoor Sales shall be changed to read **Bulky Item Outdoor Display**. Under **Other Uses** the use type Bulky Item Outdoor Sales shall be removed.

Part 2.

Table 4-7-1, entitled *Permitted Use Schedule*, shall be amended as follows:

Under **Educational and Institutional Uses** the use type Auditoriums, Coliseums, or Stadiums shall be removed. The following use types shall be added:

Auditoriums, Coliseums, Theatres or Stadiums (capacity < 100 people) which shall be permitted by right (**P**) in HB, CB, MS, SC, LI and PI

Auditoriums, Coliseums, Theatres or Stadiums (capacity > 100 people) which shall be permitted by Special Use (**S**) in HB, CB, MS, SC, LI and PI.

Part 3.

Table 4-7-1, entitled *Permitted Use Schedule*, shall be amended as follows:

Under **Business, Professional & Personal Services** the use type Theaters, Outdoor and Theaters, Indoor shall be changed to read **Motion Picture Theaters, Outdoor** and **Motion Picture Theaters, Indoor**, respectively.

Part 4.

Table 4-7-1, entitled *Permitted Use Schedule*, shall be amended as follows:

Under **Business, Professional & Personal Services** add the use type **Medical Equipment Rental and Leasing** with a SIC reference of 0000 in as permitted by right (**P**) in GO-M, GO-H, LB, GB, HB, CB, MS, SC, CP and LI.

SECTION 3.

Table 4-11-1, entitled *Agricultural and Single Family District Dimensional Requirements*, shall be amended as follows:

	AG	RS-40	RS-20	RS-15	RS-12	RS-9	RS-7	RS-5
Min. Lot Size (Sq. ft.)	40,000	40,000	20,000	15,000	12,000	9,000	7,000	5,000
Min. Lot Width (ft.)								
Interior Lot	150	150(d)	90	80	75	60	50	50
Corner Lot	150	150(d)	100	90	85	75	70	65
Minimum Street Frontage (ft)	50	50	45	45	45	30	30	30
Min. Street Setback (ft.)(a)								
Local, & Subcollector, Collector-Front	40/65na	40/65na	35/60na	30/55na	30/55na	30/55na	25/50na	25/na
Local, Subcollector, Collector-Side (for corner lots)	40/65na	40/65na	20/45na	15/40na	15/40na	15/40na	15/40na	15/na
Collector Front	<u>40/65</u>	<u>40/65</u>	<u>35/60</u>	<u>30/55</u>	<u>30/55</u>	<u>30/55</u>	<u>25/50</u>	<u>25/na</u>
Side (for corner lots)	<u>40/65</u>	<u>40/65</u>	<u>20/45</u>	<u>15/40</u>	<u>15/40</u>	<u>15/40</u>	<u>15/40</u>	<u>15/na</u>
Minor Thoroughfare	45/80	45/80	40/75	40/75	40/75	40/70	35/70	30/na
Major Thoroughfare	50/95	50/95	50/95	50/95	50/95	50/95	45/90	40/na
Min. Interior Setbacks (ft.)								
Side Yard (b)								
Rear Yard								
Min. Principal Bldg. Separation (ft.)	20	20	20	20	20	20	20	20
Maximum Height (ft.)(c)	50	50	50	50	50	50	50	50
Max Bldg. Cover (% of lot)	30	30	30	30	30	35	40	45

SECTION 4.

Section 9-4-14(f), entitled *Height*, shall be amended as follows:

(1) Residential Uses:

- a. No fence shall exceed six (6) feet in height when located within fifteen (15) feet of designated major or minor thoroughfare or collector street.
- b. No fence shall exceed four (4) feet in height when located within fifteen (15) feet of a designated local street, except as provided in paragraph c **or d**.
- c. On corner lots where the rear lot line adjoins the rear lot line of another corner lot, fences may be a maximum of six (6) feet in height within fifteen (15) feet of any public or private street right-of-way adjacent to the side street side yard, provided the fence does

not encroach into the required front yard setback area. This regulation does not apply to situations where a corner lot adjoins the side lot line of another corner lot.

d. Through Lot Exception: On through lots fences located in the rear yard may be a maximum of six (6) feet high within fifteen (15) feet of any public or private street right-of-way provided that:

1. Such placement does not create a line-of-sight or other traffic safety hazard; and

2. That the principal structures on the lots on either side face the same direction as the principal structure on the lot for which this exception applies.

de. No other fence shall exceed eight (8) feet in height.

SECTION 5.

Subsection 9-4-17 (b) (2), entitled *Conditions for Continuance, General*, shall be amended and will read as follows:

d. ~~With the exception of a legally nonconforming sexually oriented business use, market showroom use, a nonconforming use in the Main Street District, or a manufactured dwelling, a legally nonconforming use may be enlarged or extended, upon approval of a special exception by the Board of Adjustment, to occupy a greater area of land or floor area than was occupied at the effective date of adoption or amendment of this Ordinance provided the additional square footage of the enlargement or extension does not exceed 25 percent of the square footage of the structure(s) that existed at the time the use became nonconforming and that the enlargement or extension of additional structure(s) occupy the same zone lot or plot of ground as occupied by the existing structures at the time the use became nonconforming. In no case shall the intensity of the nonconforming use be increased or the number of dwelling units in a nonconforming residential use be increased.~~

d. Expansion of an existing nonconforming use. With the exception of the following legally nonconforming uses:

1. Market showroom (see section 9-4-17 (b) (3)),

2. a nonconforming use located in the Main Street district (see section 9-4-17 (b) (4)),

3. Sexually oriented business (see section 9-4-17 (b) (5)),

4. Manufactured dwelling (see section 9-4-17 (b) (6)),

5. Single and Two family dwelling (see below),

a legally nonconforming use may be enlarged or extended, only upon approval of a special exception by the Board of Adjustment. Such an enlargement or extension, if granted by the Board of Adjustment, may occupy a greater area of land or floor area than was occupied at the effective date of adoption or amendment of this Ordinance provided the additional square footage of the enlargement or extension does not exceed 25 percent of the square footage of the structure(s) that existed at the time the use became nonconforming and that the enlargement or extension of additional structure(s) occupy the same zone lot or plot of ground as occupied by the existing structures at the time the use became nonconforming. In no case shall the intensity of the nonconforming use be increased.

Paragraphs (3) through (6) are unaffected, and a new paragraph (7) shall be added which shall read as follows:

(7) Conditions for Continuance, Single and Two Family Dwelling use:

A legally nonconforming single family dwelling or two family dwelling (twin home or duplex) may be enlarged or extended upon approval of the Enforcement Officer provided: 1) the additional square footage of the enlargement or extension does not exceed 25 percent of the square footage of the structure(s) that existed at the time the use became nonconforming; 2) that the enlargement or extension of additional structure(s) occupy the same zone lot or plot of ground as occupied by the existing structures at the time the use became nonconforming; and 3) that the number of dwelling units is not increased.

SECTION 6.

Subsection 9-5-2, entitled *Development Standards For Individual Uses* shall be amended and will read as follows:

Part 1.

(s) Automotive Repair Services, Major

- (4) **Location Within a General Watershed ~~or Watershed Critical Area~~:** All bulk petroleum products, new and used, must be stored in a containment area that will retain 1.5 times the aggregate volume of all containers with

walls and floors sealed to prevent contamination of groundwater in the City's water supply watershed.

{all other subsections to remain unchanged}

(t) Automotive Repair Services, Minor

- (4) Location Within a General Watershed ~~or Watershed Critical~~ Area: All bulk petroleum products, new and used, must be stored in a containment area that will retain 1.5 times the aggregate volume of all containers with walls and floors sealed to prevent contamination of groundwater in the City's water supply watershed.

{all other subsections to remain unchanged}

Part 2.

(uu) Day Care Homes, Child Or Adult (As A Home Occupation)

(1) Five or Less ~~Full-Time~~ Attendees:

- a. Where Required: AG, all residential, LO, GO-M, GO-H, CB, LI, HI and TN
- b. Attendee Drop-off/Pick-Up Provisions: An off-street drop-off/pick-up area shall be provided.
- ~~c. **Maximum Number of Attendees: A child day care center may also provide after school care for up to three (3) additional children, who are less than thirteen (13) years old, for not more than four (4) after school hours in any twenty four (24) hour period.**~~
- d. c.** Compliance with Other Regulations: All day care homes shall comply with all applicable federal, state and local regulations.

{Subsection 2 shall remain unchanged}

Part 3.

(xxxx) Single Family Detached Dwellings

- (1) Where Required: LI and HI Districts.
- (2) Percentage of Residential Development: Single family dwellings are a permitted use only if a ~~A~~ minimum of sixty percent (60%) of the frontage

between the nearest two (2) intersecting streets on the side of the street in question ~~must be~~ are developed as residences. ~~for additional single family development to occur.~~ Wherever existing single-family or two-family dwellings along a street side comprise 60% or more of the frontage between two intersecting public streets, they shall be considered as permitted uses for purposes of enlargement, extension or replacement.

- (3) Dimensional Requirements: All dwellings and accessory structures shall be subject to the development standards of the Residential Single-Family-7 (RS-7) District.

Part 4.

(eeeeee) Swimming Pools (residential use)

- (1) Where Required: All districts.
- (2) Setback: Pools shall be located to comply with the minimum setback requirements for accessory buildings, and structures in Subsection 9-4-13(c) (Setback Requirements).
- (3) Use Separation: Pools which are not an integral part of the principal building shall be located a minimum of ten (10) feet from the principal building.
- (4) Barriers: Requirements for barriers shall be those adopted by reference in ~~North Carolina State Building Code Volume VII—Residential~~ the most recently adopted edition of the North Carolina Building Code.

Part5.

(nnnnn) Two-Family Dwelling

- (1) Where Required: LI and HI Districts.
- (2) Percentage of Residential Development: Additional two-family dwellings are permitted only if a ~~A~~ minimum of sixty percent (60%) of the frontage between the nearest two (2) intersecting streets on the side of the street where the application for development is sought ~~must be~~ are developed as residences ~~for additional two-family residential development to occur.~~ Wherever existing single-family or two-family dwellings along a street side comprise 60% or more of the frontage between two intersecting public streets, they shall be considered as permitted uses for purposes of enlargement, extension or replacement.

- (3) Dimensional Requirements: Two-family development shall follow the development standards for two-family dwellings in the Residential Multi-Family-12 (RM-12) District. (See Table 4-11-3)

SECTION 7.

Table 5-11-2, entitled *Planting Yard Rate Chart*, shall be amended to add the following footnote:

(e) Parking lot plantings, street yards, and side and rear planting yards shall be required for building expansions and expansions of an open use of land in accordance with section 9-5-11 (a)(2)c. (Expansions) and shall be required for parking areas in accordance with subsection 9-5-11 (b)(1)c.

SECTION 8.

Subsection 9-6-16 (c), entitled *Streets* shall be amended and will read as follows:

(16) Street and Traffic Control Signs:

a. Street Signs:

1. The City shall erect street name signs at each intersection of public streets. Public street signs shall **be in accordance with the standards in the most current version of the Manual of Uniform Traffic Control Devices (MUTCD). contain white lettering on a green background.**
2. At each intersection of a named private street or drive with a public street, the City shall erect a street name sign. The developer shall pay a fee to the City for each such sign required.
3. At each intersection between private streets or drives, the developer shall be required to erect and maintain signs **that are in accordance with the standards in the most current version of the Manual of Uniform Traffic Control Devices (MUTCD), or as approved by the High Point Department of Transportation. fabricated with retroreflective material, with green lettering on a white background as approved by the City**

Proposed revision to Section 8, of Text Amendment Case 10-07,
recommended by Transportation Department.

9-6-16 (c) STREETS

(16) Street and Traffic Control Signs:

a. Street Signs:

1. The City shall erect street name signs at each intersection of public streets. ~~Public street signs shall contain white lettering on a green background.~~ **All signs on public streets shall be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD).**
2. At each intersection of a named private street or drive with a public street, the City shall erect street name signs **in compliance with the MUTCD**. The developer shall pay a fee to the City for each such sign required.
3. At each intersection between private streets or drives, the developer shall be required to erect and maintain signs fabricated with retroreflective material ~~with green-white lettering on a white-blue background as approved by the City.~~ **in compliance with the MUTCD. Non-standard background and letter colors may be allowed for internal private street intersections upon approval by the City of High Point Transportation Director.**

b. Traffic Control Signs: The developer shall provide traffic control signs that meet the ~~Manual on Uniform Traffic Control Devices (MUTCD)~~ standards in locations designated by the City.

c. Maintenance: Maintenance of signs on private streets or drives shall be the responsibility of the owner or Owners' Association, as appropriate.

COMMUNITY DEVELOPMENT & HOUSING

Michael E. McNair

DIRECTOR OF COMMUNITY DEVELOPMENT & HOUSING



MEMORANDUM

TO: Randy McCaslin, Assistant City Manager

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

DATE: November 9, 2010

SUBJECT: Approval to convey one lot to Habitat for Humanity of High Point, Archdale, and Trinity

In order to continue infill housing development efforts in the Graves Avenue project area, the Community Development & Housing Department seeks Council approval to convey the following lot to Habitat for Humanity of High Point, Archdale, and Trinity:

- 218 N. Hoskins St.

Staff requests Council to authorize the Mayor to execute appropriate documents conveying the aforementioned parcel to Habitat. After the conveyance, Habitat will construct an Energy Star compliant home that is affordable to low to moderate-income homebuyers.

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

WHEREAS, the City of High Point owns a tract of land located at 218 N. Hoskins St. in the City of High Point and is more particularly described in Deed Book 7153, Page 1635-1636 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 .17 acre tract of land located at 218 N. Hoskins Street in the City of High Point, more particularly described as follows:

Being Lot Numbers 191 and 192 of Washington Terrace as per map recorded in the Office of the Register of Deeds of Guilford County, North Carolina in Plat Book 6 at Page 181.

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.

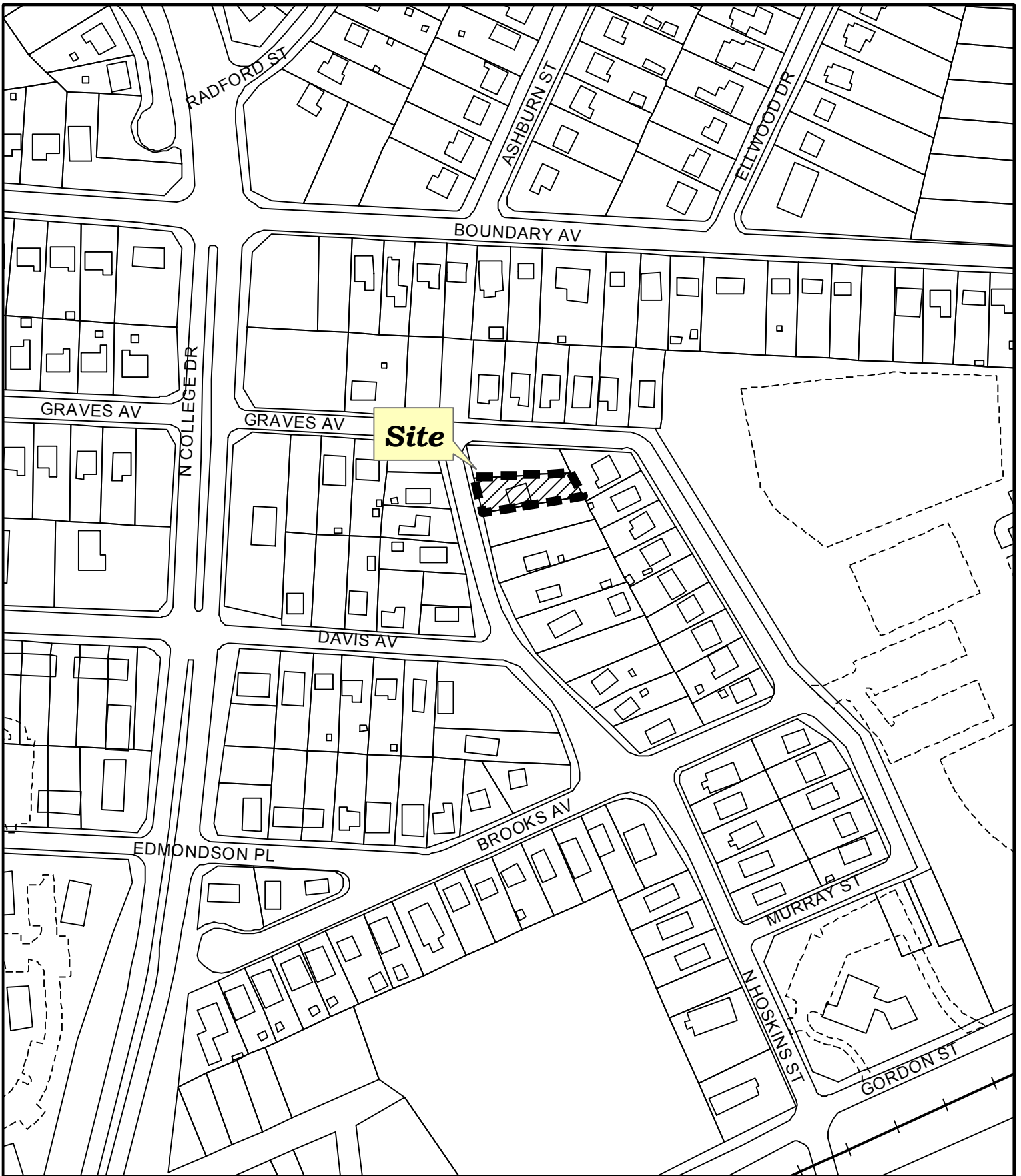
ADOPTED this the _____ day of _____, 20____.

CITY OF HIGH POINT

By: _____
Rebecca R. Smothers, Mayor

Attested to:

Lisa Vierling, City Clerk



218 North Hoskins Street

Property conveyance to Habitat for Humanity



Location of subject property

**Department of Planning
and Development**

City of High Point

Date: November 11, 2010



Scale: 1"=200'



MEMORANDUM

November 8, 2010

MEMO TO: Pat Pate, Assistant City Manager

FROM: Jeffrey A. Moore, Financial Services Director

SUBJECT: Budget amendment for remaining amount of lease-purchase for Automated Refuse Collection Program

The “new” refuse collection program was approved by City Council in the 2009-2010 Budget. This program included the purchase of automated arm-lift collection trucks and 37,000 recycling carts, all of which were purchased during last fiscal year. However, due to excellent pricing for the recycling carts via Bid Bridge, an electronic reverse auction system, and good prices received on the bids for refuse and recycling trucks, a surplus of funds from the lease-purchase proceeds remained at the end of last fiscal year. These funds have to be used for the refuse program as outlined in the installment financing contract with the lending institution.

City Council is being requested to amend the Annual Budget for the current fiscal year to appropriate \$243,467 for the purchase of the Split Body Refuse Truck to fill a need that has been identified in our refuse collection program. There is no additional cost to the City as the whole lease program’s debt service expenses are already included in the Annual Budget for 2010-2011.

If you have any questions, please let me know.

Accounting
336.883.3240

Internal Audit
336.883.3122

Purchasing
336.883.3219

Treasury Services
336.883.3230

"AN ORDINANCE AMENDING THE 2010-2011 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE FUNDS FOR THE
AUTOMATED REFUSE AND RECYCLING COLLECITON PROGRAM

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

Section 1. The City of High Point borrowed \$3,500,000 in an installment financing contract from Wachovia/WellsFargo during FY 2009-2010, the proceeds from which were not fully expended by June 30, 2010. The funds remaining need to be appropriated for use in the City's refuse collection program of the Environmental Services Department.

Section 2. The 2010-2011 Budget Ordinance of the City of High Point, should be amended as follows:

- (A) That the General Fund revenues be increased:

Appropriated Fund Balance	\$ 243,467
---------------------------	------------

- (B) That the General Fund expenditures be increased:

Environmental Services Capital Outlay-Vehicles	\$243,467
--	-----------

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 this _____ day of November, 2010

**NOTICE OF APPROVED AMENDMENT
TO THE CODE OF ORDINANCES
OF THE CITY OF HIGH POINT, NORTH CAROLINA**

TEXT AMENDMENT: 10-07a
APPLICANT: City of High Point

AN ORDINANCE AMENDING TITLE 9 OF THE CODE OF ORDINANCES, PURSUANT TO SECTION 9-3-15, TEXT AMENDMENTS, OF THE DEVELOPMENT ORDINANCE.

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

WHEREAS, public hearings were held before the Planning and Zoning Commission on October 26, 2010 and before the City Council on November 15, 2010, regarding Text Amendment 10-07a;

WHEREAS, notice of the public hearings was published in the High Point Enterprise on October 17, 2010 for the Planning and Zoning Commission public hearing and November 3, and November 10, 2010, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, this amendment was adopted by the City Council of the City of High Point on November 15, 2010.

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

SECTION 1. Subsection 9-2-2 (g), entitled GENERAL DEFINITIONS shall be amended as follows:

- (65) MOTOR VEHICLE, DISABLED: A motor vehicle that meets one (1) or more of the following criteria: 1) does not display a current license plate or inspection sticker; or 2) partially dismantled or wrecked; or 3) cannot be self-propelled or moved in the manner in which it originally was intended to move; or 4) more than five (5) years old and appears to be worth less than ~~\$100.00~~ \$500.00. Nothing in this definition shall be construed to apply to any vehicle in an enclosed building or vehicle on the premises of a business enterprise being operated in a lawful place and manner and the vehicle being necessary to the operation of such business enterprise, or to a vehicle in an appropriate storage place or depository maintained in a lawful place and manner by the City.
- (99) RESTAURANT (SERVING MIXED ALCOHOLIC BEVERAGES): An establishment primarily engaged in the retail sale of prepared food and mixed alcoholic beverages (including liquor, beer, ale, or wine) for on-premise or immediate consumption. Such establishments must: obtain an ABC license for on-premise mixed beverage consumption; have more than ~~fifty percent (50%)~~ thirty percent (30%) of the gross receipts result from the sale of prepared food on-premise; and have permanent kitchen facilities. Establishments with an ABC license for on-premise beer or wine consumption

only shall be classified as a "Bar" for the purpose of this Ordinance, unless the facility has a permanent kitchen facility for preparing foods on site and ~~fifty (50%)~~ thirty percent (30%) or more of the gross receipts result from the sale of prepared foods on-premise.

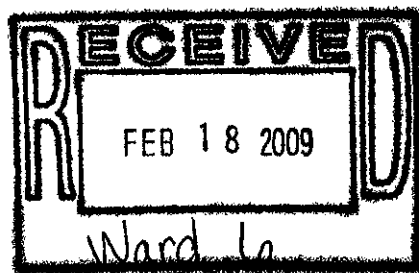
SECTION 2. That should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

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

Adopted By City Council,

The 15th day of November 2010

Lisa B. Vierling, City Clerk

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All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.

Name: Jason Ewing **Date Submitted:** Feb. 18, 2009
Street Address: 4110 Ponce De Leon Dr.
 High Point NC 27265

Email: jason.ewing@coldwellbanker.com

Employer: Coldwell Banker Triad, Realtors
Business Address: 2212 Eastchester Drive
Phone home: 336-841-4250 **work:** 336-862-6102 **fax:** 336-889-5316

Do you live inside the corporate limits of High Point? **Yes**
 If not, do you live within High Point's extraterritorial zoning jurisdiction? ~~Yes~~

Please select (in order of preference) the boards and commissions on which you would be willing to serve.

1. Housing Authority Board
2. Planning & Zoning Commission
3. Citizens Advisory Council

Have you participated in the City Government 101 Course? **No**

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.

1)Current member of Rotary International 2)Current member of local, state and national association of Realtors 3)Current member of High Point Area Builders Association 4)Active in local Habitat for Humanity efforts

[| Agenda |](#) [| Boards & Commissions |](#) [| Council Members |](#) [| History |](#) [| Meeting Schedule |](#) [| Minutes |](#)
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 City of High Point
 211 S. Hamilton Street, High Point, NC 27260
 (336) 883-3293

Publish four (4) consecutive weeks: **November 19, 26, December 3, & 10, 2010**

RESOLUTION OF INTENT TO CONSIDER A
STREET ABANDONMENT
(Case # SA10-15)

WHEREAS, the City Council is requesting to close an improved portion of an unnamed alley between Pine Street and N. Lindsay Street north of W. English Road (more specifically between Guilford County Tax Parcels 201-3-22 and 201-3-11).

WHEREAS, G.S. 160A-299 requires the Council to first adopt a resolution declaring its intent to close 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, December 20, 2010, 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, High Point, on the closing of said street.

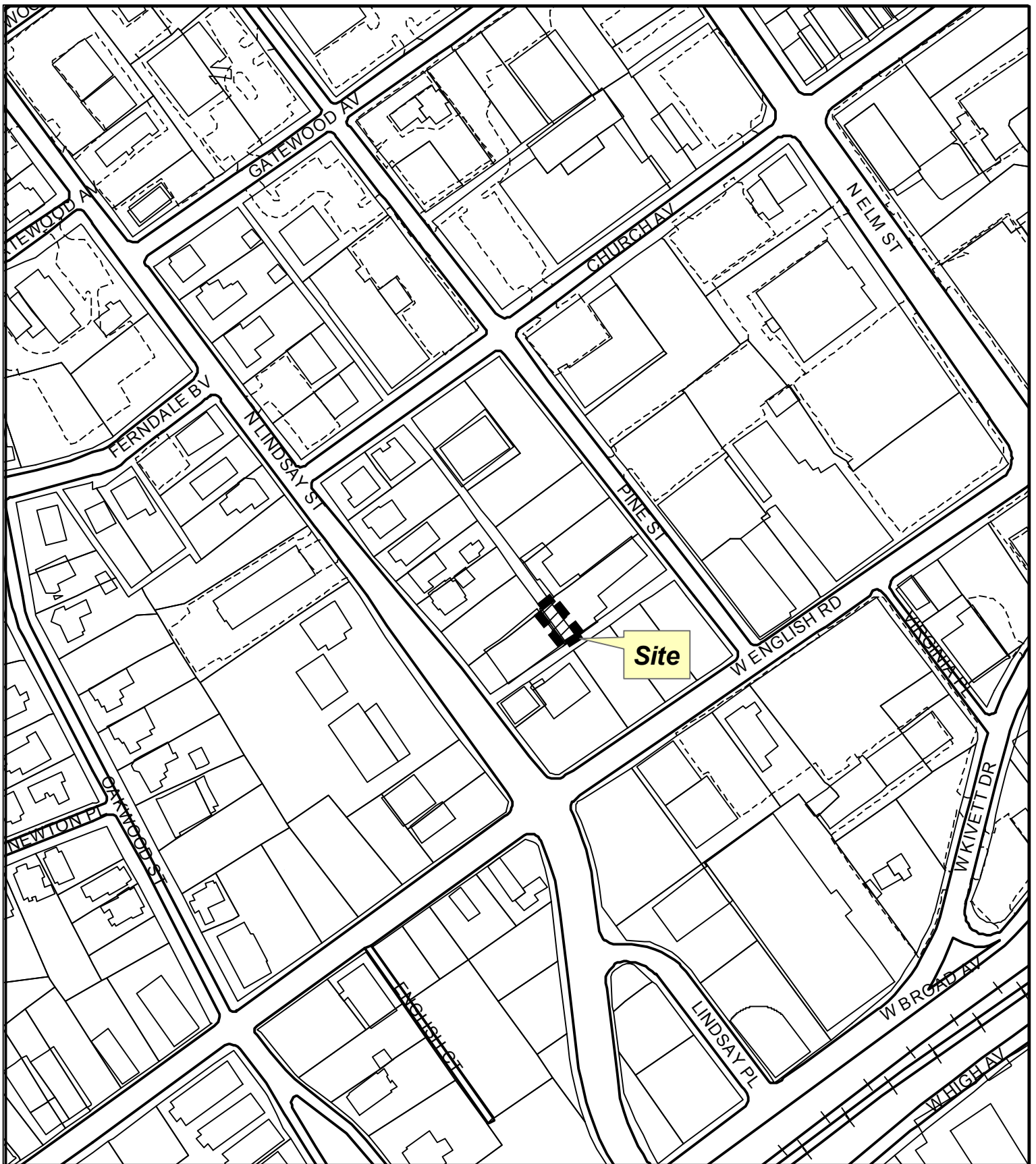
Persons wishing to be heard either for or against the said street closing are asked to be present for the hearing. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need a special accommodation, call 336/883-3298 or TDD# 336/883-8517.

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

By Order of the City Council
This the 15th day of November, 2010.

Lisa B. Vierling, City Clerk

Petition Submitted By: Robert G. Draughan\
(President of Piedmont Electric Repair Company)



STREET ABANDONMENT REQUEST SA10-15

Applicant: Robert Draughan (Piedmont Electric Repair Co.)
Area: 0.029 acres



Location of requested street abandment

Planning & Development
Department

City of High Point

Date: November 4, 2010



Scale: 1"=200'

y:/ba-pz/2010/pz/sa10-15.mxd



MEMORANDUM

November 9, 2010

MEMO TO: Pat Pate, Assistant City Manager

FROM: Jeffrey A. Moore, Financial Services Director
Warren Larson, Director of Customer Services

SUBJECT: Request for Utilities Receivables Write-off

North Carolina law allows the City to write-off uncollected utility accounts when they become three years old. Several years ago, it was the City's practice to annually clear the financial records of these outstanding accounts prior to fiscal year end. However, as the Financial Services staff began the Lawson ERP Project, this detail appears to have been overlooked. Even though City Council has not been formally requested to write these balances down as bad debts for several years, the City's accounting staff continues to annually review and evaluate the collectability of all outstanding amounts and makes accounting adjustments on the balance sheet. Although these amounts are being written off of the City's accounting records, the Customer Services Department continues to make efforts to collect these debts via a variety of methods, including our outstanding successes through the NC Debt Setoff Program in connection with our partnership with the NC Department of Revenue which has collected over \$1,470,000 in outstanding utility debts since we began that program in 2002.

Staff requests the authority from City Council to charge off the following amounts for the respective years identified:

FOR FYE	FISCAL YR	CHARGE OFF AMT	CHARGE OFF PCT	TOTAL BILLINGS
6/30/2003	1999-2000	\$172,092.40	0.163	\$ 105,820,760.30
6/30/2004	2000-2001	\$177,065.01	0.165	\$ 107,496,977.06
6/30/2005	2001-2002	\$222,393.40	0.203	\$ 109,521,564.33
6/30/2006	2002-2003	\$223,780.98	0.191	\$ 117,220,626.71
6/30/2007	2003-2004	\$263,789.81	0.220	\$ 119,847,582.87
6/30/2008	2004-2005	\$413,510.26	0.341	\$ 121,248,738.27
6/30/2009	2005-2006	\$349,965.32	0.261	\$ 134,296,214.52
6/30/2010	2006-2007	\$400,146.77	0.297	\$ 134,587,635.64

Although we regret it is necessary to write these amounts off, we are most impressed with our Customer Services Department whose collections efforts average **99.77%** for these years. Additional historical information is attached.

Accounting
336.883.3240

Internal Audit
336.883.3122

Purchasing
336.883.3219

Treasury Services
336.883.3230

City of High Point
Historical Utilities Charge-Offs

DATE	FISCAL YR	CHG'D OFF AMT	PERCENTAGE	BILLINGS
6/30/1987	1983-1984	\$105,107.75	0.275	\$ 38,288,424.88
6/30/1988	1984-1985	\$114,691.42	0.260	\$ 44,088,136.22
6/30/1989	1985-1986	\$174,916.41	0.419	\$ 41,719,428.08
6/30/1990	1986-1987	\$231,105.92	0.439	\$ 52,587,284.13
6/30/1991	1987-1988	\$167,740.45	0.300	\$ 55,868,789.86
6/30/1992	1988-1989	\$175,247.40	0.305	\$ 57,415,634.87
6/30/1993	1989-1990	\$171,290.09	0.285	\$ 60,046,327.21
6/30/1994	1990-1991	\$176,895.35	0.271	\$ 65,267,674.68
6/30/1995	1991-1992	\$175,309.67	0.255	\$ 68,882,417.05
6/30/1996	1992-1993	\$268,350.33	0.377	\$ 71,648,883.75
6/30/1997	1993-1994	\$413,031.97	0.538	\$ 76,787,298.33
6/30/1998	1994-1995	\$243,676.84	0.298	\$ 81,884,177.65
6/30/1999	1995-1996	\$337,946.82	0.384	\$ 88,030,891.21
6/30/2000	1996-1997	\$244,765.83	0.285	\$ 85,744,208.77
6/30/2001	1997-1998	\$249,765.83	0.262	\$ 95,470,156.98
6/30/2002	1998-1999	\$218,381.33	0.228	\$ 95,526,975.82
6/30/2003	1999-2000	\$172,092.40	0.163	\$ 105,820,760.30
6/30/2004	2000-2001	\$177,065.01	0.165	\$ 107,496,977.06
6/30/2005	2001-2002	\$222,393.40	0.203	\$ 109,521,564.33
6/30/2006	2002-2003	\$223,780.98	0.191	\$ 117,220,626.71
6/30/2007	2003-2004	\$263,789.81	0.220	\$ 119,847,582.87
6/30/2008	2004-2005	\$413,510.26	0.341	\$ 121,248,738.27
6/30/2009	2005-2006	\$349,965.32	0.261	\$ 134,296,214.52
6/30/2010	2006-2007	\$400,146.77	0.297	\$ 134,587,635.64



MEMORANDUM

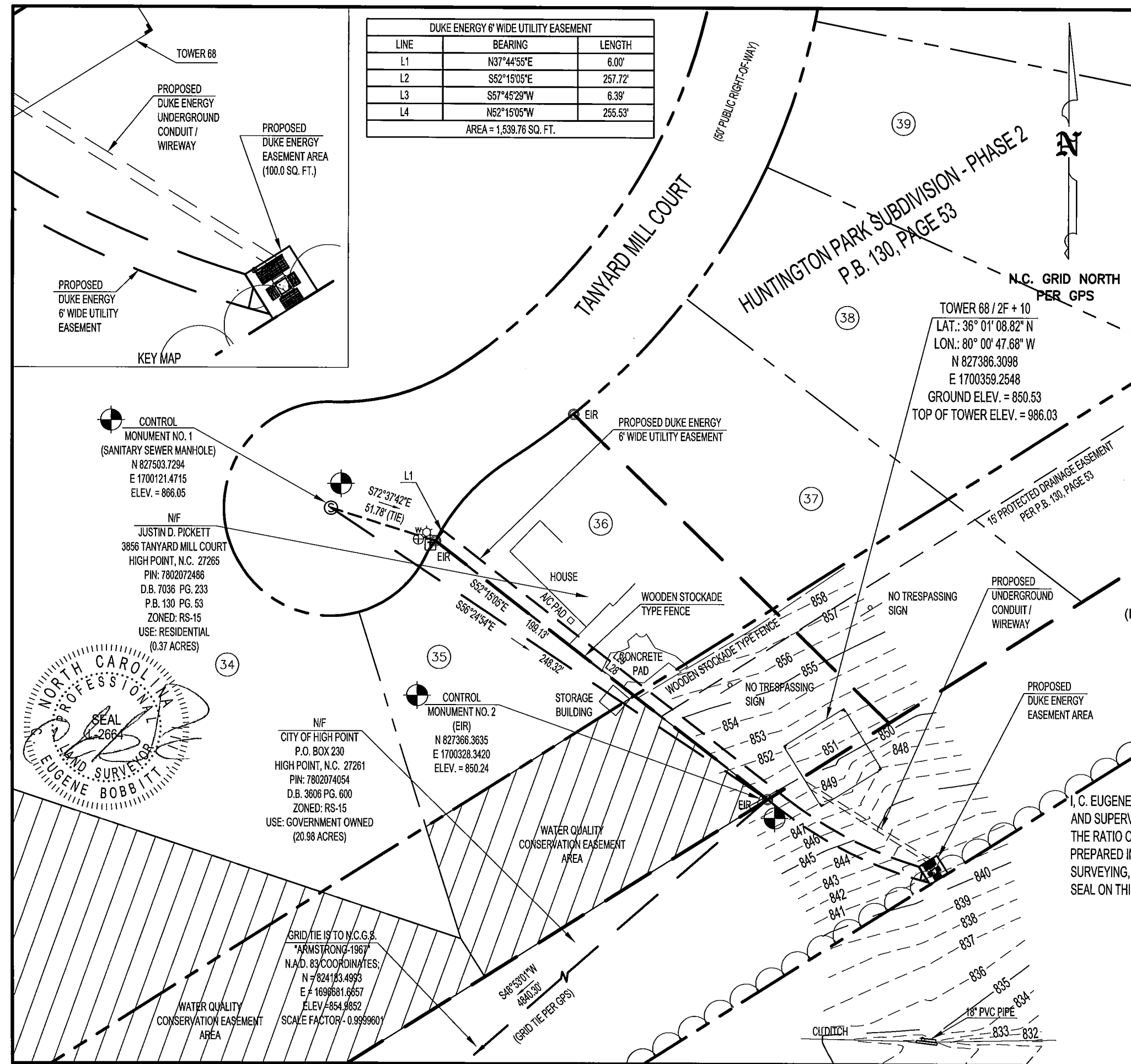
To: W. Patrick Pate, Assistant City Manager
From: Henry T. Moon, Right of Way Agent
Re: Duke Energy Easement – Johnson Street
Date: November 10, 2010

Duke Energy presently has a 150' Transmission Easement along the Northern edge of the Johnson Street Park. Currently, they need an additional easement on the Southern border of this property to install a communication equipment building. Duke Energy is offering the City of High Point \$5,000 to use this additional easement for this purpose. Parks and Recreation has reviewed this location and confirmed that it will not interfere with the Frisbee golf course which will be adjacent to this communications building.

Council is requested to review and approve this additional easement request for Duke Energy at the November 15th meeting.

Please let me know if you have any questions.

Cc: Fred Baggett
JoAnne Carlyle
Allen Oliver



- NOTES:
1. BEARINGS ARE NC GRID AND DISTANCES ARE HORIZONTAL UNLESS OTHERWISE NOTED. COORDINATES ARE NC GRID NAD 83 (1986). VERTICAL DATUM IS (NAVD 88.)
 2. THIS EASEMENT EXHIBIT HAS BEEN PREPARED PARTIALLY FROM AN ACTUAL FIELD SURVEY AND PARTIALLY FROM MAPS AND DEEDS OF RECORD.
 3. THIS MAP REPRESENTS ONLY A SURVEY OF THE EASEMENT SITE, AND THE ACCESS & UTILITY MAINTENANCE EASEMENT, AND IS NOT INTENDED FOR ANY OTHER USE.
 4. GRID COORDINATES SHOWN ARE FROM AN ACTUAL GPS SURVEY.
 5. THIS SURVEY IS A PORTION OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
 6. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND.
 7. BOUNDARY SURVEY BY OTHERS, BEARINGS AND DISTANCES SHOWN ARE FOR DISPLAY PURPOSES ONLY.
 8. THE LOCATIONS OF ANY UNDERGROUND UTILITIES IF SHOWN ARE BASED ON PAINTED MARKINGS OBSERVED IN THE FIELD AT THE TIME OF THE SURVEY AND/OR ARE APPROXIMATE.
 9. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT WHICH MAY REVEAL ADDITIONAL CONVEYANCES, EASEMENTS, OR RIGHTS-OF-WAY NOT SHOWN HEREIN.
 10. EASEMENT AREA LOCATED ON GUILFORD COUNTY NORTH CAROLINA FLOOD INSURANCE RATE MAP PANEL 7802, COMM. PANEL NO. 3710780200J, EFFECTIVE: JUNE 18, 2007, FLOOD ZONE "X" OUTSIDE OF 500 YR. FLOOD PLAIN.

LEGEND

—	LINE SURVEYED
- - -	LINE NOT SURVEYED
— P —	ROAD RIGHT-OF-WAY LINE
— OHE —	EXISTING OVERHEAD ELECTRIC
—	BY DEED OR PLAT
P.O.B.	POINT OF BEGINNING
⊙	EXISTING IRON ROD FOUND
⊙	LIGHT POLE
⊙	TELEPHONE PEDESTAL
⊙	TRANSFORMER
⊙	WATER METER
⊙	BENCHMARK (1/2" REBAR WITH BRASS CAP SET)

I, C. EUGENE BOBBITT, III, P.L.S., HEREBY CERTIFY THAT UNDER MY DIRECTION AND SUPERVISION THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY. THAT THE RATIO OF PRECISION AS CALCULATED IS 1 : 10,000, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH N.C. STANDARDS OF PRACTICE FOR LAND SURVEYING, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL ON THIS 12th DAY OF AUGUST, 2010.

C. EUGENE BOBBITT, III, P.L.S. L-2664

GRAPHIC SCALE: 1" = 50'-0"

McCutchen Engineering Associates, PC
888 W. Saint John St., Spartanburg, S.C. 29301
Phone: 864-582-0585 | Fax: 864-582-0581

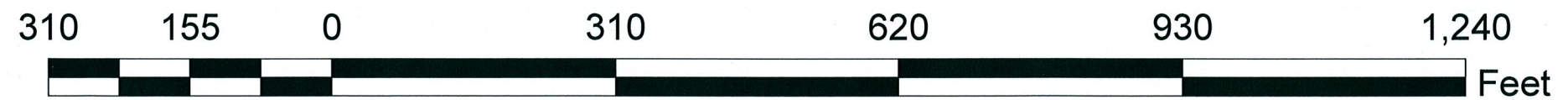
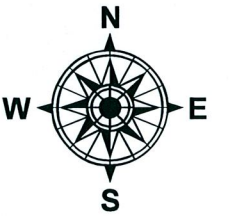
BOBBITT SURVEYING, P.A.
P. O. BOX 952 \ 437 DABNEY DRIVE
HENDERSON, NORTH CAROLINA, 27536
(OFFICE) 252 - 438 - 5162 (FAX) 252 - 438 - 7494

PROPOSED UNMANNED WIRELESS COMMUNICATION SITE
LINE INDEX NUMBER 2B18
TOWER #68 / CLEARWIRE NC-GSB0193
(E911-TBD) NEAR 3856 TANYARD MILL CT.
HIGH POINT, N.C. 27265
GUILFORD COUNTY

CEB
Surveyor
WGW
Drawn By
08/02/10
Date
0 INITIAL ISSUE 08/12/10
1 REMOVED 08/26/10
EASEMENTS
2 REV. WIREWAY 09/16/10

Project Number
1001.009
SITE SURVEY
Sheet Number:
SV1.1

PROPOSED DUKE POWER EASEMENT





November 9, 2010

MEMORANDUM

TO: Strib Boynton
City Manager

FROM: Louanne C. Hedrick
Budget & Evaluation Officer

SUBJECT: Agenda Item for City Council

The City has received funding from the North Carolina Municipal Power Agency 1 to assist in implementing energy efficiency projects at city-owned facilities. High Point submitted a funding request for assistance for three projects. The amount approved was \$155,892 for the projects located at the Municipal Operations Center as follows:

- | | | |
|----|---------------------|----------|
| 1. | Roof Replacement - | \$82,192 |
| 2. | HVAC Replacement - | \$71,000 |
| 3. | Lighting Retrofit - | \$ 2,700 |

A budget amendment to appropriate the NCMPA1 funds for this grant is attached.

Randy McCaslin will be available to answer any questions you may have.

cc: Pat Pate
Randy McCaslin
Jeff Moore
Amy Sink

Attachments: Budget Amendment

"A GRANT PROJECT ORDINANCE AMENDMENT
OF THE CITY OF HIGH POINT, NORTH CAROLINA
FOR NCMPA1 CITY ENERGY EFFICIENCY PROGRAMS FUNDING

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

Section 1. The City has been approved for \$155,892 in funding by the North Carolina Municipal Power Agency 1 for the purpose of implementing energy efficiency improvement projects at city-owned facilities.

Section 2. The revenues that will be available to the City of High Point include:

(A) That the Special Grant Fund Revenues of the City of High Point, are hereby amended as follows:

Special Grant Revenues (301260)	\$ 155,892
---------------------------------	------------

(B) That the following Special Grant Fund expenditures be increased as follows:

Special Grant Fund Expenditures (301260)	155,892
--	---------

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 this _____ day of November, 2010



MEMORANDUM

November 8, 2010

MEMO TO: Pat Pate, Assistant City Manager

FROM: Jeffrey A. Moore, Financial Services Director

SUBJECT: Capital Project Ordinance Amendment for Series 2010 Revenue Bond Project

At its June 7, 2010 meeting, City Council adopted all the required capital project ordinances related to the issuance of the Series 2010 Revenue Bonds for a variety of water and sewer projects, including the utilities relocation for Lindsay Street widening. During our capital project budget and actual reconciliations for our audit preparation, we discovered there was a clerical error in the adopted capital project ordinance for this project. In all our bond documents, the project was consistently shown at an estimated cost budget of \$800,000, but the ordinance for this project was adopted for \$500,000.

The attached capital project ordinance amendment corrects our mistake and appropriates the additional \$300,000 for the project as was planned.

City Council is being requested to adopt a capital project ordinance amendment for the Lindsay Street Widening Utilities Relocation Project for an additional \$300,000 which came from the sale of the Series 2010 Revenue Bonds.

If you have any questions, please let me know.

Accounting
336.883.3240

Internal Audit
336.883.3122

Purchasing
336.883.3219

Treasury Services
336.883.3230

"A CAPITAL PROJECT ORDINANCE AMENDMENT
OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE
LINDSAY STREET UTILITIES RELOCATION PROJECT

Be it ordained by the City Council of the City of High Point, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The Project is the relocation of the water and sewer utilities on Lindsay Street. The Project will serve the citizens and water and sewer customers of the City of High Point. The Project will be paid by proceeds from water and sewer revenue bonds.

Section 2. The following additional revenue is available to the City of High Point:

Revenue Bond Proceeds	\$ 300,000
-----------------------	------------

Section 3. The following additional amounts are appropriated for the Project:

Infrastructure Improvements	\$ 300,000
-----------------------------	------------

Section 4. The Financial Services Director is hereby directed to maintain a Capital Project with sufficient detail accounting records to allow compliance with G.S. 159-28 Budgetary accounting for appropriations.

Section 5. Copies of this capital project ordinance amendment shall be made available to the City Manager and the Budget and Evaluation Officer for direction in carrying out this project."

Adopted this _____ day of November 2010

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All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.

Name: Yvonne Bostic Short **Date Submitted:** Dec. 26, 2008

Street Address: 2637 Dandelion Dr.
High Point NC 27265

Email: Yvnu@aol.com

Employer:

Business Address:

Phone home: 336-886-2291 **work:** **fax:**

Do you live inside the corporate limits of High Point? **Yes**
If not, do you live within High Point's extraterritorial zoning jurisdiction? **Yes**

Please select (in order of preference) the boards and commissions on which you would be willing to serve.

1. Citizens Advisory Council
2. Housing Authority Board
3. Human Relations Commission

Have you participated in the City Government 101 Course? **No**

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.

[| Agenda |](#) [| Boards & Commissions |](#) [| Council Members |](#) [| History |](#) [| Meeting Schedule |](#) [| Minutes |](#)
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City of High Point
211 S. Hamilton Street, High Point, NC 27260
(336) 883-3293



Memo

To: Pat Pate
From: Tom Spencer/Review Committee
Date: 11/10/2010
Re: Lawson Support Contract

The current contract we have for extended Lawson support has ended (this was formerly known as Lawson Gold Support). Therefore in an effort to continue to provide top level support of this critical application, we solicited proposals from qualified vendors. We had six vendors participate and selected three to review; CIBER, Lawson and Absolute.

Below are the total pricing results for a 5 year contract:

1. CIBER – \$512,854
2. Absolute - \$586,500
3. Lawson – \$650,000

Based on the qualifications and cost, the review team decided that CIBER would be the best choice for the City. The vendor worked with us to provide an attractive payment schedule which allows us to use current budgeted funds and therefore not have a budget increase for this fiscal year. We request that you submit this contract to Council for approval.

Attachment: – CIBER Contract



STATEMENT OF WORK

Lawson Application Managed Services

City of High Point, North Carolina

NOVEMBER 8, 2010

PRESENTED TO:

TOM SPENCER

SYSTEM ADMINISTRATOR
CITY OF HIGH POINT

PRESENTED BY:

CHRIS LANG

DIRECTOR, BUSINESS DEVELOPMENT
CIBER, INC.



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Lawson Managed Services Overview

The City of High Point is considering outsourcing the support of their Lawson system to simplify their internal Lawson support requirements, as well as to be able to focus more on providing better services to their constituents. CIBER is well suited to provide the services that City of High Point requires with our experienced Lawson practice as well as our expertise around Lawson support and maintenance.

CIBER is proposing to remotely support City of High Point's existing Lawson environment. This Statement of Work for managed services is designed to be a fixed monthly cost supporting all aspects of the Lawson applications including existing interfaces and third party software in the Lawson base product. City of High Point will have the option to upgrade to a newer major Lawson release twice every five years. To ensure the highest quality services are being provided, CIBER and the City of High Point will review this support Statement of Work on a quarterly basis to review the scope of services and to ensure that service levels are being met.

City of High Point is procuring new hardware because the end-of-life has been reached on existing hardware. CIBER has included services in this statement of work to assist City of High Point with moving all Lawson environments over to the new machines,

CIBER maintains certifications on all technologies and applications supported by Lawson which will allow City of High Point to focus more of their time on their constituents. CIBER will provide technology and business support for the following areas related to Lawson:

- Lawson technologies (Websphere, Enterprise Service Bus, Websphere MQSeries, Lawson Business Intelligence Dashboard creation, report creation utilizing Crystal, Smart Notifications, ProcessFlow and Design Studio, .NET, JAVA, Lawson COBOL, LDAP integration, SSL deployment, general Lawson technology troubleshooting, and performance issues)
- Lawson functional (General Ledger, Budgeting, AR, Purchasing, AP, Asset Management, Activity Management, Inventory, Warehouse, Personnel, Position Control, Human Resources, Payroll, Benefits, Time and Attendance, Employee and Manager Self Service, Requisition Self Service)

Migration to New Servers

City of High Point will be purchasing new servers for Lawson. CIBER will install the latest (9.0.1.7 ENV, 9.0.1.5 APP) release of the environment and applications on these servers.

CIBER responsibilities

- Project Management of CIBER resources and tasks
- Three Lawson Environment installs Production, Development and Disaster Recovery
- Two LBI updates for new Environment installs
- WebSphere tuning/Lawson Application tuning for three environments
- LDAP binds for three environments

City of High Point responsibilities

- Project management ownership of the project which includes: developing the project charter, creating and updating the project plan, leading status meetings, taking status meeting minutes, managing and leading City of High Point resources for all tasks assigned, and working with the CIBER project manager to schedule CIBER resources
- Installation of pre-requisites for Lawson system installation on new hardware
- Export Lawson data from Oracle on existing database servers and import the data into Oracle on new database server

- Modification rework due to application changes
- System testing
- User acceptance testing

Web User Integration (WUI) CIBERGem

Many IT Departments find that the maintenance of web user records in Portal, ESS, RSS, and Information Office is very time consuming, and interferes with the more important tasks that are the primary focus of the IT staff. The Web User Integration (WUI) CIBERGem automates the process of maintaining these records, resulting in a substantial time savings and overall better internal customer service. CIBER will deploy the WUI tool at the City of High Point.

The WUI CIBERGem runs in WebSphere and polls the Lawson data to find certain employee actions such as hires and terminations. When the tool finds a matching record, it creates all the user information in LDAP. When a user adds, modifies, or deletes employee records in HR11, the WUI CIBER Gem will:

- Create the associated LDAP entries for the employee.
- Update Portal Role (Web User Bookmarks)
- Create the user's <username>.xml file with template based custom bookmarks and generate custom bookmarks for departments, if desired
- Add employees to web user groups
- Create either a configurable or system generated password for the new user ID
- Generate an email to the user containing the new username and password.
- All of the above items are inactivated and / or removed for employees who are terminated.

Managed Services Scope

Maintenance Pack Administration

CIBER will be responsible for the installation of Environment and Maintenance Service Packs for the production, development and disaster recovery environments. Patch management will be performed for BSI (monthly bulletins and version upgrades as needed), Lawson System Foundation, Lawson System Foundation Applications, Lawson Business Intelligence, WebSphere, Micro Focus COBOL, Microsoft SQL Server, Oracle, Bouncy Castle, LDAP ADAM, Crystal RAS, and Java. City of High Point will maintain all required maintenance contracts on Lawson products in use including all desktop and server related applications. The application of non-critical patches will follow a predefined schedule determined by CIBER and City of High Point to allow for focused testing efforts by the business teams. Critical patch application will be done on an as-needed basis.

The following activities will be performed by our team:

1. CIBER is responsible for applying application and technology patches released
2. A regular on-going maintenance window will be scheduled to allow for patches to be applied.
3. CIBER will first apply the patches in City of High Point's development environment and once approved the patches will be applied to the Production environment.
4. The City of High Point is responsible for providing and creating test data.
5. CIBER will provide guidance on disaster recovery and fail over to the disaster recovery environment.
6. CIBER will apply the approved patches to the production environment after The City of High Point has completed testing the products in the development environment and approves the application migration to the production environment.

7. CIBER will work with the City of High Point to keep the applications at current supported levels utilizing the following methods:
- *On-going Patch Maintenance:* CIBER will inform the City of High Point of critical patches released by Lawson, which should be applied to the Lawson products in production. The patches will be applied with authorization and in coordination with City of High Point
 - *Testing:* CIBER will provide guidance based on the patch release notes to the City of High Point for testing the patches in the test system. Key business users selected by the City of High Point will perform regression testing of the Lawson products that are affected by the patch. Once testing is complete and patches are approved as working, they will be applied to the production environment.
 - *Deployment:* The City of High Point will review and approve regression test results before installation into production and development. Depending on the impact of the patch, a full production backup should be performed before implementation of a patch in City of High Point's production environment.

Interface and Customization Support

The following is a list of interfaces, design studio, custom modifications, reports, and processflows that will be supported under this Statement of Work:

Modified Lawson Programs

PR198 – For Attributes

Define Attributes for PR198

HPOS – for Position Description

Portal Set Up

MSS/ESS/RSS Roles

User Setup on COHP9

Portal Roles

Design Studio Modifications

New Hire Inbasket (pa_newhire.cohp.xml)

Personnel Action Inbasket (pa_approval.cohp.xml)

Termination Inbasket (pa_termination.cohp.xml)

Applicant Screen (PA31) for SUN button

HR11 Screen (HR11) for SUN button

Crystal Reports

Alphabetical List Of Class Titles

Class Code Title List

Classifications By Salary Range

Schedule Of Salary Ranges

EE total comp

Turnover Report

Labor Stability Report

Affirmative Action Reports

Vacancy Report

Garnishment Report

Deduction Report

Certified Applicant Report

Custom Programs

Orbit ZB102
OHM ZH100
Time Entry (Time Record Information) YR530
Prudential - 401K, Roth - ZB100
FSA - interface ZB101
HR Refresh - ZH101
Leave Balance ZL100
Next Review - ZP100
Positive Pay - ZR901

Custom Libraries

FTPSEND - used to send the files to the FTP server (//erpftp/lawsonftp/) FTPGET - used to get the files from the FTP server (//erpftp/lawsonftp/) ZHLOG - used to log the parameters run for the interfaces

Process Flow Tasks

AP Clerk
AP Supervisor
Billing_Error
Buyer
Buyer_Formal
Buyer_Informal
Department Head
HR_Analyst
HR_Correction
HR_Director
IT Approval
OCC_Health_Nurse
PA_Approver
PA_Proxy
Payroll
PF Admin
Purchasing
Special
Supervisor

Scripts

FTP Get
FTP Send
CP-CS

Messages

FTPHP
FTPSC
EMP-STATUS message

Define Services for Process Flows

DDJ CHNG
FIRE
NH1
JobReq Approval
Job_Req
Overdue_Review
PROM-CL

RATE CHG
 REHIRE
 RM_Extract
 STATUS CHG
 SWORN
 TERM PEND
 Inv Approval
 Req Approval

Process Flows

New Hire (New_Hire_App)
 Termination Process Flow (Term_Approval)
 Personnel Action Process Flow (Pers_Actions)
 Job Requisition Process Flow (Job_Req)
 Rehire Process Flow (Rehire_App)
 Pending Review (Pend_Review)
 RM Extract (RM_Extract)
 PF approver process flow (Approver_Setup)
 Inv Approval
 Req Approval
 overdue_rev-all2
 pend_rev_all2
 Expense_Approval
 HRTeam_Setup
 Req_Approval
 Schedule_Purge
 Warehouse_Sales

The following scripts and dashboard FTP links are duly noted as being present on the City of High Point system. Nothing in this list will be modified by CIBER, but will be carried over to the new Lawson environments.

chp_dirupdt.exe*	chp_test.exe*	chpftp_cnexp.exe*
chp_dme_action.exe*	chp_view_csv.exe*	chpftp_eeo.exe*
chp_dme_workunit.exe*	chp_view_pdf.exe*	chpftp_file.exe*
chp_dmequery.exe*	chp_view_pdf_action.exe*	chpftp_fileaction.exe*
chp_dmequeryaction.exe*	chpftp_ach.exe*	chpftp_newhire.exe*
chp_newphone.exe*	chpftp_apcheck.exe*	chpftpfileaction.exe*
chp_ppworktm.exe*	chpftp_apfileaction.exe*	chpftpfileform.exe*

The dashboard "FTP Links" names and corresponding URLs are as follows:

Find WorkUnit	http://erpprod.highpointnc.gov/cgi-lawson/chp_dmequery.exe?
FTP ACH File	http://erpprod.highpointnc.gov/cgi-lawson/chpftp_ach.exe?
FTP EEO File	http://erpprod.highpointnc.gov/cgi-lawson/chpftp_eeo.exe?
FTP NewHire Report	http://erpprod.highpointnc.gov/cgi-lawson/chpftp_newhire.exe?
FTP Print File	http://erpprod.highpointnc.gov/cgi-lawson/chpftp_file.exe?
FTP AP Check File	http://erpprod.highpointnc.gov/cgi-lawson/chpftp_apcheck.exe?
View print file as PDF	http://erpprod.highpointnc.gov/cgi-lawson/chp_view_pdf.exe?
View print file as CSV	http://erpprod.highpointnc.gov/cgi-lawson/chp_view_csv.exe?

Major Release Upgrades

Major upgrades are limited to two every five years. A major upgrade is defined as a new release of technology (LSF9 – LSF10) or a new release of applications (9.0.1 – 10), or if Lawson makes significant technology or application changes in a sub-release (9.0.0 – 9.0.1). City of High Point is currently on the latest release of Lawson so the timeframe for the first major upgrade is not anticipated to be less than 18 months from the start of this support contract.

- CIBER's responsibilities for a major upgrade will be as follows:
 - o Installation of Lawson technology and applications and associated third party components required for the Lawson System Foundation to function properly. Installations will be performed for Production, Development and Disaster Recovery environments. Production will have one productline, Development will have three productlines, and Disaster Recovery will have a copy of Production.
 - o Ensure system performance is acceptable by the City of High Point by adjusting configuration settings within the Lawson environment and WebSphere
 - o Execute upgrade programs for environment and/or applications a maximum of four times during the project. The applications upgraded will include those products that the City currently owns and uses on the previous software release.
 - o Update the ProcessFlows and Design Studio modifications listed in the Interface and Customization Support section of this document as necessary to work with the new release
 - o Update the interfaces listed in the Interface and Customization Support section of this document as necessary to work with the new release
 - o Update the custom reports listed in the Interface and Customization Support section of this document to work with the new release
 - o Guidance on our Disaster Recovery configuration and getting Lawson to "Fail Over" to the D/R server
- City of High Point's responsibilities for a major upgrade
 - o Project management ownership of the project which includes: developing the project charter, creating and updating the project plan, leading status meetings, taking status meeting minutes, managing and leading City of High Point resources for all tasks assigned, and working with the CIBER project manager to schedule CIBER resources
 - o Upgrade system setup (if necessary)
 - o Differences training
 - o Business process analysis and change (if necessary)
 - o Conference room pilot (if necessary)
 - o System setup (if necessary)
 - o New interface development
 - o New custom reports
 - o New custom development (items that do not encompass existing functionality)
 - o Creation of new ProcessFlows and Design Studio modifications as required
 - o System test script development/updates
 - o Once any new development listed above is tested and verified to be working correctly it will then be rolled into this support Statement of Work (additional costs may be charged by CIBER)
 - o System testing
 - o Cost of upgrading third party tools to be compliant with Lawson requirements
 - o Procurement of new hardware or hardware updates as needed to support additional Lawson requirements

Lawson Database Administration

CIBER will be responsible for Lawson database administration. The following activities will be performed by our team:

- Perform Lawson database administration tasks as required for patch application, resolving ProcessFlow issues, or updating system configuration settings to accommodate a different usage of the system or user load. These administration tasks are limited to Lawson database management tools and procedures including but not limited to dbreorg, editing config files (ladb.cfg), blddbdict, bldorasec.

System Monitoring

City of High Point will provide monitoring software to notify CIBER of any issues in the Lawson system or alternatively log an issue on the support site to request assistance with Lawson.

Service Level Agreements

Response Time Targets for Business Hours (8am – 8pm EST) and Extended Support Hours (8pm – 8am EST)*

Priority	Response Target Business Hours	Response Target Extended Hours
1	30 minutes	1 hour
2	45 minutes	2 hours
3	1 hour	1 business day
4	4 hour	2 business days

**Only priority 1 or 2 issues should be logged during Extended Support Hours*

Incident Priority Descriptions

Incident	Defined as . . .	Business Impact
Priority 1	Mission critical	Critical
Priority 2	Urgent	Significant
Priority 3	Moderate	Minor
Priority 4	Low	None

CIBER and the City of High Point have identified the following Priority 1 Incidents:

1. System performance - System down or responding so slowly it is effectively down
2. HR/Payroll (or any steps that are not working to accomplish this task)
3. AP (or any steps that are not working to accomplish this task)
4. Month end/year end close/roll
5. Purchasing/RSS
6. All process flows
7. Other Lawson functional or technical issues that inhibit use of the Lawson modules

For those mission critical areas, CIBER will guarantee a 30 minute response time and will continue to work on the issue until it is resolved. The help-desk manager will monitor the issue and provide hourly updates to City of High Point contacts.

Incident Resolution

The priority of an incident can change during its lifetime. An incident is deemed completed or resolved when the system has met required service level performance, or a workaround is implemented.

Help Desk Responsibilities

- 1) Take calls or receive emails from the City of High Point Level 1 Support.
- 2) Log calls and assign priority levels as appropriate.
- 3) Log and manage calls with the Lawson support center if issues are related to a bug in Lawson or require Lawson support
- 4) Respond to problems within agreed upon response time.
- 5) Record, escalate, track and ensure problem resolution, which includes:
 - Logging initial and other contacts
 - Confirming service personnel assignment
 - Coordinating services used for resolving problems and setting priorities
 - Keeping the City of High Point informed of status
 - Referring and escalating problems to other levels of support
 - Receiving notification of resolution, documenting resolution (root cause), closing notification
 - Generate statistical reports regarding tickets, calls and performance metrics on monthly basis

City of Highpoint will be able to adjust the priority level of issues as required and can escalate an issue to the support manager as well.

Lawson How-to Questions

CIBER will support how-to questions related to Lawson. These questions are limited to existing functionality, new minor features included in maintenance service packs or environment service packs, This service does not include items related to new business processes or implementation of new products,

Out of Scope Items

Installation Services

- Installation of other third party software, if any, not included as part of standard server build
- Installation of the City of High Point software, if any, onto desktops
- Installation of router or other the City of High Point premise equipment (CPE) within the City of High Point's data center
- Standard Operating Procedures (SOPs)
- Installation of non-vendor supported OS versions
- Design, installation or provisioning of the City of High Point owned fiber, switch or storage infrastructure
- Ad hoc storage reports
- Extending network connections from the City of High Point network to routers

Configuration Services

- Configuration of other third party software, if any
- Configuration of the City of High Point software, if any, on desktops
- Configuration of OS-level integration components, if any
- Configuration of Corporate LDAP, if necessary, within the City of High Point's data center
- Configuration of non-network components (e.g., routers, load balancers)
- Troubleshooting connectivity, DNS, or firewall issues within the City of High Point network
- Data, configuration, and design issues resulting from implementation

Miscellaneous

- Script development
- End User Training
- Support integration to managed 3rd party software (e.g. MHC check printing)
- Business Process Redesign
- Oracle Database administration and maintenance outside of the items called out in the Lawson Database Administration section of this document

Lawson Managed Services Investment

Task	Note	Monthly / One Time Costs	Yearly Costs
Application Managed Support			
One Time Charges		\$48,310	
Migration to New Servers		\$40,810	N/A
Web User Integration CIBERGem		\$7,500	N/A
Recurring Monthly Fee (contract term 5 years)			
Application Management Services Per Month Year 1		\$7,500	\$90,000
Application Management Services Per Month Year 2		\$7,500	\$90,000
Application Management Services Per Month Year 3		\$7,800	\$93,600
Application Management Services Per Month Year 4		\$7,800	\$93,600
Application Management Services Per Month Year 5		\$8,112	\$97,344
Total 5 Year Cost:			<u>\$512,854</u>

Year 1 Payment Schedule:

This project will commence on December 1, 2010. CIBER will bill for all one-time charges upon completion of the associated activities. One-time activities are expected to be completed in January of 2011.

Monthly payments will start in February 2011 at a decreased rate until July of 2011. Charges of \$2,338 / month will continue until the end of June, at which time The City of High Point will make a balloon payment of \$25,810. The City may make this balloon payment in either June or July of 2011.

Contract Approval

Travel costs and expenses are not anticipated, but if necessary, will be billed at cost to COHP in our standard invoicing process.

IRS regulated Per Diem rates will be charged for meals within the US, as well as IRS regulated Mileage rates for automobile usage of personal vehicles within the US. The meals per-diem rate is the rate allowed by current government regulations. CIBER will use the current government maximum rate as noted in the IRS' Publication 1542: <http://www.irs.gov/pub/irs-pdf/p1542.pdf>. For partial days, or when some meals are provided, the per-diem rate used is pro-rated: 50% Dinner, 30% Lunch, and 20% Breakfast.

Optional Statement of Work Renewal

This Statement of Work may be renewed on an annual basis by mutual agreement of the parties and CIBER may increase the fees set forth herein upon each annual renewal by no greater than 3.5%.

Termination for Cause/Convenience

The City of High Point can terminate this Statement of Work for cause (I.E. documented failure by CIBER to provide support in accordance with this Statement of Work) which remains uncured for thirty (30) days from CIBER's receipt of written notice from the City of High Point or for City of High Point's convenience (lack of funding) upon 30 days prior written notice to CIBER. Except as set forth in this section all other terms and conditions with regard to termination as set forth in the Implementation Services Agreement dated August 31, 2005, by and between CIBER and the City of High Point (the "ISA") shall be applicable.

Billable Rate for Out of Scope Activities

All billable work that is deemed out of scope for this managed services Statement of Work will be billed to the City of High Point at \$165 / hour.

Incorporation and Integration

This Statement of Work is incorporated by reference into, and will be governed by the provisions of the ISA. In the event of a conflict between this Statement of Work and the ISA, this Statement of Work will control. This Statement of Work, all other Statements of Work between the parties and the ISA (collectively, the "Agreement") set forth the entire agreement of the parties relating to the services provided by CIBER and supersede all prior written or oral understandings, agreements, or representations by or between the parties with respect to these subjects and the parties shall not be permitted to rely on any written or oral understandings, agreements or representations made prior to execution or outside of this Agreement or any other written or oral agreements, statements or representations made outside of the four corners of this Agreement. Any modification or waiver of this Agreement is effective only if it is in writing signed by an authorized representative of the party to be charged.

City of High Point Approval:

By signing below, parties agree that this is the best solution pending further planning / discovery, have reviewed the proposed strategy/assumptions/notes, and are comfortable with moving ahead.

_____	_____	_____
Authorized Signature	Printed Name	Date

Accepted for CIBER, Inc:

_____	_____	_____
Authorized Signature	Printed Name	Date

APPENDIX A – Lawson Managed Services Clarification Questions

1.4	Disclose any relationships with subcontractors or other parties that will be utilized to provide any portion of the services offered.	We will not use subcontractors or other parties for the services that are within CIBER's scope of effort in the above Statement of Work.
2.1	Vendor should describe all managed services offered to City, and should highlight approach differences in their services during the ERP project Design and Build phases vs. "go live" production deployment.	Please see the above Statement of Work for a detailed description of managed services offered. The Statement of Work also describes responsibilities of both parties for the move to new hardware.
2.2	Describe how support is rendered for each category of services, and which of the support is dedicated or shared.	Lawson Database support (as described in the Statement of Work) – shared support model Patch Application – shared support model Modification/Interface support – shared support model
2.4	Describe the support effort provided during the implementation phase of the project. What additional support is provided to perform updates, patches, and environment synchronization during the setup, configuration and testing phases of the pre-production implementation where there is likely to be change, and where delays would directly impact the progress of the project.	Please see the above Statement of Work for a detailed description of managed services offered. The Statement of Work also describes responsibilities of both parties for the move to new hardware.
6.1	Describe supported database systems. Describe database management (including tools, standard practices /procedures/ documentation, maintenance period for application of upgrades/patches; performance tuning; and experience, training, and certification of staff)	Please see the above Statement of Work for database support services included in the scope of support services.
6.3	Describe application management (including tools, standard practices/procedures/ documentation, maintenance period for application of upgrades/patches; performance tuning; and experience, training, and certification of staff).	CIBER will be responsible for the installation of Environment and Maintenance Service Packs for the production, development and disaster recovery environments We will perform patch management for BSI (monthly), Lawson System Foundation, Lawson System Foundation Applications, Lawson Business Intelligence, WebSphere, Micro Focus COBOL, LDAP ADAM, and Java. City of High Point will maintain all required maintenance contracts on Lawson products in use including all desktop and server related applications. Lawson has certified CIBER on all of the latest Lawson components from a technology and functional perspective. Please see the above Statement of Work for a description of services offered for application management.

6.4	Clearly detail Vendor's patch and update service offerings, including explicit identification of all software at all tier levels that Vendor commits to support and maintain (e.g. Java, perl, Cobol compiler, LDAP, Websphere, SSL, BouncyCastle, etc.). Do these service offerings extend to pre-production implementation phase of customer's project?	CIBER will work with City of High Point to keep the applications at current supported levels utilizing the following methods: On-going Patch Maintenance: CIBER will inform City of High Point of critical patches released by Lawson, which apply to the Lawson products in production. We will apply the patches with authorization and in coordination with City of High Point. Testing: CIBER will provide guidance based on the patch release notes to City of High Point for testing the patches in the development system. Key business users selected by City of Highpoint will perform regression testing of the patch-affected Lawson products. After testing completion and approval of patch as working, we will apply them to the production environment. Deployment: City of High Point will review and approve regression test results before installation into production and development. Depending on the impact of the patch, City of High Point will execute a full production backup before implementation of a patch in City of High Point's production environment.
6.5	Describe how you identify patch releases and assess their applicability to City's environment.	CIBER receives weekly patch notification of critical patches. City of High Point's application manager will review these patches with system impact to determine if they are needed or required. Lawson typically puts out Environment and Application Service Packs bi-annually. We will review these with City of High Point to determine if ESP and MSP are required or needed.
6.6	Clearly detail Vendor's Lawson S3 suite upgrade service offering. Identify the scope and extent of these services, any limitation to number of upgrades during a contract period, and any limitations or exclusions to such upgrades whether chargeable to City or not.	Please see the above Statement of Work for a description of upgrade offerings included in the scope of work.
6.7	Describe support for custom code such as screen changes, user exits, processflow interfaces, etc. in any upgrade, patch or change in target or source system.	Patch Process: During a patch process, CIBER will perform basic testing to make sure the environment and applications work. We will then turn the system over to City of Highpoint for testing. City of High Point will test all customizations including screen changes, user exits, ProcessFlows, and interfaces to make sure they function properly. If any updates to customizations are necessary, City of High Point will enter a service request and CIBER will make updates and return to City of High Point for user acceptance testing. Custom code support during a major upgrade process: CIBER will analyze each modification and assess what changes are necessary to make them work with the new software release. CIBER will make the changes to each item in scope and then perform unit tests before handing over to City of High Point. City of High Point will be responsible for integration and user acceptance testing and will enter a service request for any additional fixes required. NOTE: If Lawson completely rewrites or decommissions a module, removes functionality within a module upon which a modification or customization depends, CIBER is not responsible under this contract for creating new

		modifications, interfaces, or customizations associated with these changes. We will handle these types of changes outside of this contract, and CIBER and City of High Point will agree upon the impact and scope of services before work commences. CIBER will include support for changing modifications, customizations, and interfaces due to database changes and functionality enhancements to modules from release to release.
6.8	Describe support for data migration, ERP customizations and real-time interfaces with other City systems (internal and/or hosted).	Support and maintenance of interfaces required for integration into and out of the ERP system defined during implementation will occur during upgrades and patches. Please see the above Statement of Work for a description of services included in our support services.
6.10	Describe methodology to propagate changes to PROD from Test, Test from DEV. How is this methodology extended to pre-production implementation phase of customer's project?	On-going Patch Maintenance: CIBER will inform City of High Point of critical patches released by Lawson, which should apply to the Lawson products in production. We will apply the patches with authorization and in coordination with City of Highpoint. Testing: CIBER will provide guidance based on the patch release notes to City of Highpoint for testing the patches in the test system. Key business users selected by City of High Point will perform regression testing of the patch-affected Lawson products. After testing completion and approval of patch as working we will apply them to the production environment. Deployment: City of High Point will review and approve regression test results before installation into production and development. Depending on the impact of the patch, a full production backup should occur before implementation of a patch in City of High Point's production environment. CIBER will be installing the same release of Lawson on the new hardware purchased by the City so there should be no patches applicable, nor any need to rework any custom code.
6.11	Describe Vendor's proactive detection of application issues such as identifying failed operations, monitoring error logs and identifying helpdesk trends.	Please see the above Statement of Work for a description of services offered.
7.1	Describe functional Helpdesk services offered, if any (including standard practices/procedures/documentation, experience, training, and certification of staff). Describe methods available for accessing the Vendor's support desk.	Help Desk Responsibilities Please see the above Statement of Work for a description of services offered. For methods to access CIBER's support desk, please see the answer to question 11.2.
7.3	Describe any Vendor intellectual property offered as product or service which enhances or extends the services or capabilities of Customer.	No products or tools have been included in our current scope of work. Further discussion is required to determine whether any of the user/system automation tools will be required by City of High Point.
9.1	Describe Vendor's change control processes (including procedures for testing and application of notes/patches, application	To maintain the performance of the operating environment, it is extremely important to communicate, schedule, and control changes (i.e., upgrades, fixes, or patches). To minimize risk, CIBER adheres to strict change

	upgrades, and installation of additional applications/modules), and best practices/methodology followed. Do these processes extend to pre-production implementation phase of customer's project?	management and control procedures. The change management process includes the following activities: • Schedule, track, communicate, coordinate, monitor, and implement changes following ISO9001:2000-certified processes • Create complete documentation of each change activity and distribute that documentation to affected parties (e.g., reason for change, components affected, duration of change) • Secure change approval from all affected parties to facilitate successful changes. We coordinate change activity with the City of Highpoint team and with technical support and operations groups, obtaining agreement for we initiate the change • Develop a blackout plan as a component of each CIBER change activity. Each change request includes a specific plan for restoration of processing to original condition if the implemented change is not successful. • Monitor and review all changes continually throughout the change management process CIBER change management focus is on early notification, communication, proper planning, and coordinated implementation of changes to the production environment. We will continue to review the change activity throughout the change management process. The CIBER helpdesk manager is the primary focal point for all change requests and is responsible for representing City of High Point's interests. By implementing effective change control procedures, CIBER and City of Highpoint can maximize the availability of the system.
9.2	Define list of documents created/updated by staff related to a Client's setup, and PROVIDE A SAMPLE.	We create a post-installation exit deliverable after completing the installation of the system. This deliverable will outline all the installed or updated system components. We update this document on an ongoing basis as we make changes to the system. See Attachment 5 Sample Exit Document.
9.3	Describe tools and methodology used to track and audit changes and approvals, including processes, documentation and tools used to maintain compliance with applicable regulatory requirements.	Please see answer to question 9.1.
10.1	Describe procedures for initiation of service with City staff, including planning, configuration, training, staffing, support, etc...	City of Highpoint and CIBER will have a formal planning session to schedule activities for the new hardware, installation of Lawson, and movement of data over to the new machines. CIBER will hold an initiation session with City of High Point to kick off the application managed support phase of the project. The purpose will be to introduce team members, perform an overview of the support site, and go over the above Statement of Work scope in detail.
10.2	Describe your recommended procedures for ensuring a successful transition from current in-house systems to the hosted environment. Describe the process	N/A – we are not providing hosting services to City of High Point

	used to communicate status and issues.																
10.3	Provide a sample “roles and responsibilities” document which clearly delineates provider and client responsibilities specific to the implementation/transition.	Please see the Statement of Work above for a description of responsibilities of each party related to the movement to new hardware.															
10.4	Describe procedures for termination of services and data transfer/transition of hosting services, resulting from either breach or conclusion of the Statement of Work.	CIBER is not providing hosting services to City of High Point so any termination of services by either party will follow the language specified in the Statement of Work above and in the ISA															
11.2	Describe tools available to City to open tickets, check ticket status and history, receive ticket updates, print audit trail, access SLA reporting and live statistics of the system. Detail criteria for classification of problems, with examples, reported by Client and response times for call back and resolution.	City of High Point will login into http://lawsonsupport.ciber.com to create tickets, check status, and review ticket history. Please see the Statement of Work above for a description of issue classification, response times, and resolution.															
11.3	Provide an outline of Vendor’s Client issue identification, communication, escalation and resolution process.	Incident Priority Descriptions <table border="1"> <thead> <tr> <th>Incident</th><th>Defined as</th><th>Business Impact</th></tr> </thead> <tbody> <tr> <td>Priority 1</td><td>Mission critical</td><td>Critical</td></tr> <tr> <td>Priority 2</td><td>Urgent</td><td>Significant</td></tr> <tr> <td>Priority 3</td><td>Moderate</td><td>Minor</td></tr> <tr> <td>Priority 4</td><td>Low</td><td>None</td></tr> </tbody> </table> City of High Point and CIBER will mutually agree on certain mission critical points such as Payroll or the month-end closing process. For those mission critical areas, CIBER will guarantee a 30 minute response time and will continue to work on the issue until its resolution. The help-desk manager will monitor the issue and provide hourly updates to City of High Point contacts.	Incident	Defined as	Business Impact	Priority 1	Mission critical	Critical	Priority 2	Urgent	Significant	Priority 3	Moderate	Minor	Priority 4	Low	None
Incident	Defined as	Business Impact															
Priority 1	Mission critical	Critical															
Priority 2	Urgent	Significant															
Priority 3	Moderate	Minor															
Priority 4	Low	None															
11.4	Describe options for additional after-hours support during financial period close.	Support will be available 24x7. Please see the Statement of Work above for a description of after-hours support.															
11.5	Discuss Vendor’s process for performance monitoring/alerting/reporting and continuous improvement. Include examples of tools, techniques, processes, and reports (i.e., daily, weekly, monthly, etc.) that your firm	CIBER is not providing hosting services to City of High Point, therefore, there are not any SLA’s in place around system performance or response time. If there are issues with system performance, CIBER will work with City of High Point resources to determine the cause of the issues and work towards a resolution.															

	uses. Also discuss the metrics your firm proposes to support SLAs and the measurement process, providing specific examples and, if appropriate, other client samples.	
11.6	Describe contingencies for resolution of disputes regarding system performance or services provided by your staff, including issue escalation and financial penalties.	Issue escalation will be to the Helpdesk Manager, Technical Manager, Technology Director, and Executive Director for the CIBER Lawson practice.
11.7	Please discuss your customer satisfaction plan. Also detail the communication plan that will be put in place, and specify the procedures for management of the interaction of City's staff and Vendor staff at an operational level.	The CIBER Technical Manager will manage customer satisfaction. This manager will complete a monthly review of the help desk tickets and SLA performance. The manager will then discuss with City of High Point any resultant issues.
12.4	Identify assumptions of necessary staffing requirements on the part of City upon which pricing is dependent.	Please see the Statement of Work above for a description of support services offered by CIBER. Anything not called out as in-scope or part of CIBER's services will need to be provided by City of High Point resources.
	Describe your expertise and team leaders in a Sun and Oracle environment. Will these team leaders be readily available to the City of High Point if needed?	CIBER is experienced on all platforms related to Lawson technology. We support customers on all platforms and all databases that Lawson supports including Sun and Oracle. As stated in the above Statement of Work, City of High Point will be providing support from an O/S and DBA perspective. Currently, CIBER does not have any support in scope specifically related to the Sun hardware or Oracle DBA services.
	Describe the level of management provided by Ciber for each of the following: Solaris OS, Oracle Database, Websphere server and portal, and Java.	At this time we have been instructed to not include support for O/S and Oracle DBA activities in our scope of work. Support for Websphere ND, Portal, and Java are included in our support services. Please see the Statement of Work above for a description of the support for these components that is included.

BID INFORMATION AND RECOMMENDATION**BID #** 12-110310**DATE OPENED:** November 3, 2010**DESCRIPTION:** Split Body Refuse Truck for Environmental Services**BID PACKAGES DISTRIBUTED:** 9**DEPARTMENT:** Fleet Services**SOURCE OF FUNDS:** 101721-532203**BUDGETED AMOUNT:** \$243,467.00**RECOMMENDED AWARD**

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 lot	Split Body Refuse Truck	\$243,467.00	\$243,467.00

PURPOSE: This truck will be used on one way streets, in the central business district, and other areas that are difficult to navigate using a large refuse truck. This will allow Solid Waste to collect both refuse and recycled materials using only one truck instead of two for each type of material.

COMMENTS: Award recommendation is to Amick Equipment Company, the low bidder meeting specifications. The apparent low bidder, Kann Manufacturing, did not meet specifications in reference to the refuse body specified.

BID TABULATION

VENDOR NAME & ADDRESS	BID AMOUNT
Amick Equipment Company 814 Knox Rd., Suite D McLeansville, NC 27249	\$243,467.00
Whites International Trucks 7045 Albert Pick Rd. Greensboro, NC 27409	\$265,089.00
Carolina Environmental Systems 2750 NC Hwy 66 /s Kernersville, NC 27284	\$274,188.00
Kann Manufacturing 210 Regent Street Guttenbert, IO 52052	Non-Responsive

The **PURCHASING DIVISION AND FLEET SERVICES DEPARTMENT** recommend that the contract for a **SPLIT BODY REFUSE TRUCK FOR ENVIRONMENTAL SERVICES** be awarded to **AMICK EQUIPMENT COMPANY**, the lowest responsible and responsive bidder meeting specifications, in the amount of **\$243,467.00**

DATE OF RECOMMENDATION: November 9, 2010



Strib Boynton, CITY MANAGER

Fleet Services Department

Gary L. Smith
DIRECTOR



DATE: November 10, 2010
TO: Randy McCaslin, Assistant City Manager
FROM: Gary L. Smith, Director of Fleet Services
SUBJECT: Agenda Item – 2011 Split Body Refuse Truck

Gary L. Smith

I respectfully request that the following be included for consideration on the Council Agenda scheduled for November 15, 2010:

Purchase of a new split body truck to be used in the refuse collection program.

There were four vendors that submitted bids. After review, the truck submitted by the lowest bidder Kann Manufacturing did not meet specifications in reference to the refuse body specified. The local parts and service dealer does not recommend the Kann brand due to problems they have experienced as a vendor. Specifications requested a Pak-Mor refuse body to maximize productivity and reduce downtime due to maintenance. As a result, we recommend the second lowest bidder Amick Equipment Company which submitted a unit that fully meets our specifications.

This truck will be used on one way streets, in the central business district, and other areas that are difficult to navigate using a large refuse truck. This will allow Solid Waste to collect both refuse and recycled materials using only one truck instead of two trucks for each type of material.

Unit Price: \$243,467

pc: Patty Sykes, Purchasing