



# City of High Point

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

## Meeting Agenda

### City Council

*Cyril Jefferson, Mayor*

*Michael Holmes, Mayor Pro Tempore (Ward 6),*

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

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

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

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Monday, October 21, 2024

5:30 PM

Council Chambers

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### **ROLL CALL, MOMENT OF SILENCE, AND PLEDGE OF ALLEGIANCE**

### **ADOPTION OF AGENDA**

### **RECOGNITIONS AND PRESENTATIONS**

[2024-408](#)

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

**Attachments:** [Community Planning Month Proclamation 2024](#)

### **CONSENT AGENDA ITEMS**

C-1. [2024-400](#)

Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation  
City Council is requested to consider a Resolution conveying 813 and 817 Vail Avenue properties and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Community Development Committee)

**Attachments:** [813 & 817 Vail Property Conveyance](#)

C-2. [2024-405](#)

Consideration of a Sole Source Purchase from Badger Water Meters  
City Council is requested to consider Badger Water Meters as a Sole Source vendor to purchase water meters to support the maintenance and improvement of the city's water infrastructure in the amount of \$796,788. (Recommended by the Finance Committee)

**Attachments:** [Badger Water Meters Sole Source Purchase](#)

C-3. [2024-406](#)

Consideration of an Agreement with SHI, Inc.  
City Council is requested to consider an agreement with SHI, Inc. in the amount of \$2,034,401.55 for the renewal of Microsoft software and services and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

**Attachments:** [SHI, Inc. Microsoft Enterprise Agreement](#)

- C-4.**     [2024-412](#)     Consideration of Approval of Minutes  
City Council is requested to approve the following minutes:  
Finance Committee Minutes - October 3, 2024, at 4:00 p.m.  
Manager's Briefing Minutes - October 7, 2024, at 4:00 p.m.  
Community Development Committee Minutes - October 8, 2024, at 4:00 p.m.

**Attachments:**   [Agenda Memo Meeting Minutes 10.21.24](#)  
                         [Finance Committee Meeting Minutes - October 3, 2024](#)  
                         [City Manager's Briefing Minutes - October 7, 2024](#)  
                         [Community Development Minutes - October 8, 2024](#)

## **GENERAL BUSINESS AGENDA**

- G-1.**     [2024-407](#)     Quasi-Judicial Evidentiary Hearing - The Piedmont School, Inc., Special Use Permit 24-01 (This item is being recommended to be continued to the November 18, 2024, City Council Meeting)  
A request by The Piedmont School, Inc. to consider a Special Use Permit request to allow a Major and Minor School use type, as listed in Principal Use Table 4.1.9 of the Development Ordinance, in the Residential Single Family - 3 (R-3) District. The site is located along the north side of Old Mill Road, approximately 250 feet east of Netherstone Lane (815 Old Mill Road).

**Attachments:**   [SUP-24-01 Council Forwarding Memo](#)

- G-2.**     [2024-413](#)     Consideration of a Reappointment to the City of High Point Board of Alcoholic Control (ABC Board)  
City Council is requested to confirm the reappointment of James Tanner to the ABC Board; term effective November 15, 2024, and expiring on November 15, 2027.

**Attachments:**   [Reappointment James Tanner - ABC Board](#)

## **ADJOURNMENT**



# City of High Point

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

## Master

File Number: 2024-408

File ID: 2024-408	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: City Council
		File Created: 10/10/2024
File Name:		Final Action:
<div><b>Title:</b> Proclamation-City of High Point - Community Planning Month Mayor Jefferson will present a proclamation recognizing the month of October 2024 as Community Planning Month.</div>		
Notes:		
Sponsors:		Enactment Date:
Attachments: Community Planning Month Proclamation 2024		Enactment Number:
Contact Name:		Hearing Date:
Drafter Name:		Effective Date:

### History of Legislative File

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

Office of the Mayor  
City of High Point  
North Carolina

## Proclamation...

- WHEREAS,** change is constant and affects all cities, towns and counties throughout the United States and its territories; and
- WHEREAS,** city planners help navigate these changes through inclusive planning processes and development project reviews aimed at improving the quality of life of our residents; and
- WHEREAS,** community planning provides an opportunity for all residents to be meaningfully involved in decisions that impact the future of our City; and
- WHEREAS,** the full benefits of planning require public officials and residents who understand, support, and demand excellence in planning and plan implementation; and
- WHEREAS,** the month of October is designated as National Community Planning Month throughout the United States of America and its territories and is endorsed as such by the American Planning Association (APA); and
- WHEREAS,** National Community Planning Month is an opportunity to highlight planning as an essential function to help guide intentional growth of our City and how planners play an integral role in navigating key land use decisions that impact where and how we live, work and play; and
- WHEREAS,** the celebration of National Community Planning Month also gives us the opportunity to publicly recognize the participation and dedication of the members of the High Point Planning and Zoning commissions; and
- WHEREAS,** we recognize the many valuable contributions made by the City of High Point's Planning staff, notably the recent adoption of the City's first High Point 2045 Comprehensive Plan and extend our heartfelt thanks for their continued commitment to public service.

**NOW, THEREFORE, I, CYRIL JEFFERSON, Mayor of the City of High Point, North Carolina,**  
do hereby proclaim October 2024 as:

### COMMUNITY PLANNING MONTH

in the City of High Point, North Carolina in conjunction with the celebration of National Community Planning Month.

**IN WITNESS WHEREOF, I have  
hereunto set my hand and caused to be  
affixed the Seal of the City of High Point,  
North Carolina this 21<sup>st</sup> day of October  
2024.**

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**Cyril Jefferson, Mayor**



# City of High Point

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## Master

**File Number: 2024-400**

**File ID:** 2024-400

**Type:** Miscellaneous Item

**Status:** To Be Introduced

**Version:** 1

**Reference:**

**In Control:** City Council

**File Created:** 10/03/2024

**File Name:**

**Final Action:**

**Title:** Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation  
City Council is requested to consider a Resolution conveying 813 and 817 Vail Avenue properties and authorize the appropriate City Official(s) to execute all necessary documents.  
(Recommended by the Community Development Committee)

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** 813 & 817 Vail Property Conveyance

**Enactment Number:**

**Contact Name:**

**Hearing Date:**

**Drafter Name:**

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Community Development Committee	10/08/2024	Committee Recommended Approval	City Council	10/21/2024		

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Conveyance of Property for Affordable Housing Development	
<b>FROM:</b> Thanena Wilson, Director Community Development & Housing	<b>MEETING DATE:</b> October 21, 2024
<b>PUBLIC HEARING:</b> N/A	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> Map Resolution Approving Conveyance	

**PURPOSE:** To continue infill housing development efforts in the Core-City, Community Development & Housing seeks Council approval to convey the following lots to Empowerment Headquarters in the Southside community.

- 813 Vail Avenue
- 817 Vail Avenue

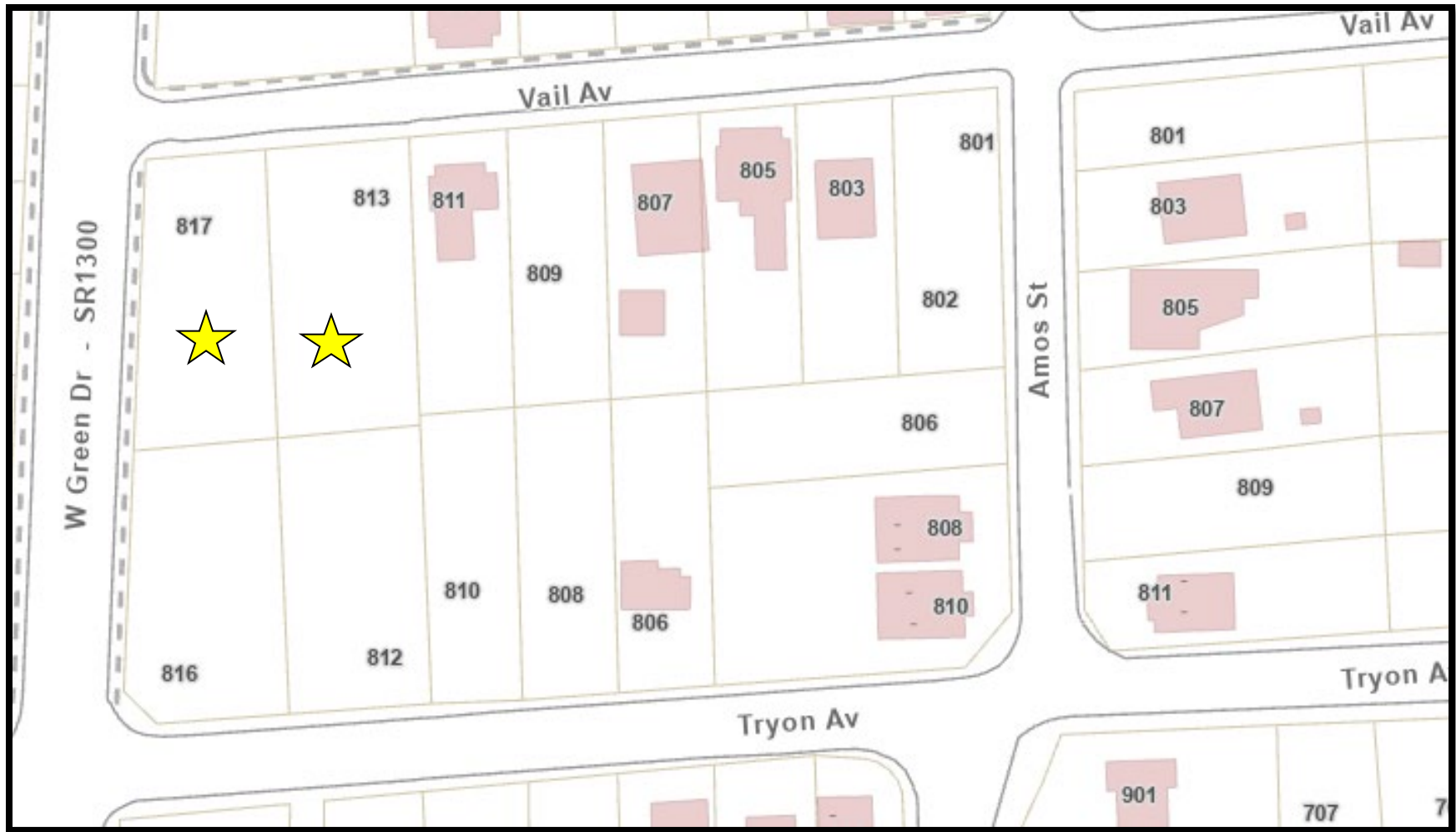
The conveyance will facilitate affordable housing and serve a public purpose in accordance with State statute.

**BACKGROUND:** Since being designated a Community Housing Development Organization with the City of High Point, this will be Empowerment Headquarters first project. Construction is anticipated to begin late fall.

**BUDGET IMPACT:** None

**RECOMMENDATION/ACTION REQUESTED:** The Community Development & Housing Department recommends approval of the resolution conveying the property to Empowerment Headquarters and that the appropriate City official and/or employee be authorized to execute all necessary documents.

813 and 817 Vail Avenue



**RESOLUTION of the HIGH POINT CITY COUNCIL  
APPROVING CONVEYANCE  
OF REAL PROPERTY  
TO A NONPROFIT CORPORATION**

**WHEREAS**, the City of High Point owns tracts of land recorded in Plat Book 2, Page 90 Lots 1 and 3 recorded in the Guilford County Register of deeds, which contains the following properties: 817 and 813 Vail Avenue, High Point, NC (“Property”); and

**WHEREAS**, North Carolina General Statute § 160A-457 authorizes a city’s acquisition and disposition of property for redevelopment as part of a community development program, or independently thereof, and without the necessity of compliance with the Urban Redevelopment Law; and

**WHEREAS**, North Carolina General Statute § 160A-20.1 authorizes a city to appropriate money to private organizations to carry out any public purpose that a city is authorized by law to engage in; and

**WHEREAS**, North Carolina General Statute § 160A-279 authorizes a city to convey real property by private sale to a nonprofit corporation which carries out a public purpose, in lieu of or in addition to the appropriation of funds; and

**WHEREAS**, the City of High Point has executed a contract with Empowerment Headquarters to construct affordable housing in the City of High Point by conveying the above-described Property to Community Housing Solutions of Guilford, Inc.

**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 the Property located at 817 Vail Avenue and 813 Vail Avenue in the City of High Point, and more particularly described in Plat Book 2, Page 90 of the Guilford County Registry.

2. The consideration of the conveyance is Empowerment Headquarters agreement to use this property only for the “public” purpose of furthering the mission of the City of High Point in providing owner-occupied housing. If for any reason the property ceases to be used for a “public” purpose, the property shall revert 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 \_\_\_\_\_ 2024.

CITY OF HIGH POINT

By: \_\_\_\_\_  
Cyril Jefferson, Mayor

Attested to:

\_\_\_\_\_  
Sandra R. Keeney, City Clerk





# City of High Point

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## Master

**File Number: 2024-405**

**File ID:** 2024-405

**Type:** Miscellaneous Item

**Status:** To Be Introduced

**Version:** 1

**Reference:**

**In Control:** City Council

**File Created:** 10/09/2024

**File Name:**

**Final Action:**

**Title:** Consideration of a Sole Source Purchase from Badger Water Meters  
City Council is requested to consider Badger Water Meters as a Sole Source vendor to purchase water meters to support the maintenance and improvement of the city's water infrastructure in the amount of \$796,788. (Recommended by the Finance Committee)

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** Badger Water Meters Sole Source Purchase

**Enactment Number:**

**Contact Name:**

**Hearing Date:**

**Drafter Name:**

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	10/17/2024	Committee Recommended Approval	City Council	10/21/2024		

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Consideration of a Sole Source Purchase from Badger Water Meters	
<b>FROM:</b> Jeremy Coble Customer Service Director	<b>MEETING DATE:</b> 10/21/2024
<b>PUBLIC HEARING:</b> No	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> Quote Sole Source Form	

**PURPOSE:** The purpose of purchasing water meters for the City of High Point is to support the maintenance and improvement of the city's water infrastructure. These meters will replace older or malfunctioning units, ensuring accurate measurement of water consumption for billing purposes. Additionally, the new meters incorporate advanced technology, enhancing data collection and monitoring capabilities, contributing to more efficient water management and conservation efforts within the city. This investment is essential to maintain reliable water services for residents and to uphold the city's commitment to responsible water resource management.

**BACKGROUND:** The City of High Point is updating its water meters to align with modern water management standards and to prepare for the deployment of an Advanced Metering Infrastructure (AMI) system. The current meters are outdated, lack accuracy, and do not meet industry needs for efficient water use monitoring. The new procurement includes a variety of meter sizes, including critical 5/8" meters, to maintain service accuracy across the city's distribution network. The upgrade ensures compliance with regulations, enhances efficiency, supports conservation, and empowers customers with real-time data. The meters from Badger Meter Inc. offer precise measurements and integrate with the city's current meter reading software (Itron) and future AMI communication technology, improving water consumption tracking and resource management, while contributing to more accurate billing and enhanced customer service.

**BUDGET IMPACT:** Funding is available in Public Services Capital Projects Fund.

**RECOMENDATION/ACTION REQUESTED:** Staff recommends purchasing the water meters from Badger Meter Inc. at a total cost of \$796,788.08.

Badger Meter Inc.  
4545 W Brown Deer Road Milwaukee WI 53223  
PO Box 245036 Milwaukee WI 53224-9536

To  
**Customer ID** 00321276  
CITY OF HIGH POINT  
2011 E KIVETT DR  
P O BOX 230  
HIGH POINT  
North Carolina , 27265

James Jenkins

**Pricing Effective Dates:** 10-02-2024 - 12-31-2024

Salesperson	Proposal Subject	Shipping Terms / INCO Terms	Payment Terms
007689 ALEX GREER	E-Series & Disc CF w/ ILC	PREPAY/NO CHARGE FCA FACTORY	NET 30 DAYS

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
1	<b>BMI Part No.: 113-9540</b> <b>Cat String:</b> EB-ECA-PXTX-E5-CC-15KD-K3Y2-XXCF-XX-B0A <b>Description:</b> E-Series B-Alloy, 1"(10-3/4), Thk Wshr, Enc, 4CXN2 Itron, 5D-10 FT3, TS-766, SN Yr 9D & PBB, ILC-5ft, BMI STD,	200	281.50	56,300.00
2	<b>BMI Part No.: 100-3110</b> Customer Part: G2 - 5 Dial Output Not Available <b>Cat String:</b> EU-EDA-PXXX-E5-CC-19GD-A5Y2-XXCF-XX-B0A <b>Description:</b> E-Series SS, 1-1/2" EL(13), Enc, 4CXN2 Itron, 9D-0.01 FT3, SN Yr 9D & PBB, ILC-5ft, BMI STD,	10	645.57	6,455.70
3	<b>BMI Part No.: 100-1657</b> Customer Part: G2 - 5 Dial Output Not Available <b>Cat String:</b> EU-EEA-PXXX-E5-CC-19GD-A6Y2-XXCF-XX-B0A <b>Description:</b> E-Series SS, 2" EL(17), Enc, 4CXN2 Itron, 9D-0.01 FT3, SN Yr 9D & PBB, ILC-5ft, BMI STD,	15	863.50	12,952.50
4	<b>BMI Part No.: 113-9542</b> <b>Cat String:</b> EB-EFC-PXXP-EF-CC-16KD-E3Y2-XXC2-XX-B0A <b>Description:</b> E-Series B-Alloy, 3" RND(12), TP Prsr, Enc & 4-20, 4CXN2 Itron, 6D-10 FT3, SN Yr 9D & PBB, Pgtl-25'/Pgtl-25', BMI STD,	2	2,674.35	5,348.70
5	<b>BMI Part No.: 113-9544</b> <b>Cat String:</b> EB-EGC-PXXP-EF-CC-16KD-E4Y2-XXC2-XX-B0A <b>Description:</b> E-Series B-Alloy, 4" RND(14), TP Prsr, Enc & 4-20, 4CXN2 Itron, 6D-10 FT3, SN Yr 9D & PBB, Pgtl-25'/Pgtl-25', BMI STD,	1	3,232.80	3,232.80
6	<b>BMI Part No.: 104-8852</b> <b>Cat String:</b> DS-BAB-PB1P-XXD3-Y2-M1CC-2B1X1-6JD-NN-XX-CF-XX-B0A <b>Description:</b>	5525	119.84	662,116.00

**Thank you for your business!**

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review.  
This acknowledgment is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>.  
Terms and conditions related to service units, training, and professional services can be found here: <https://badgermeter.com/service-units-terms-and-conditions>

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
	Disc, M25 5/8"(3/4x7-1/2), Brz Btm 430SS-1, PL, (TS-135, SN Yr 9D & PBB, HR-E, 4CXN2 Itron, PL Lid/Shrd-GRY, Trx Scrw, Sidewalk read, 6D-1 FT3, SN YR 9D in & out, ILC-5ft, BMI STD, 6 PACK,			

<b>Subtotal - USD</b>	746,405.70
<b>Tax</b>	50,382.38
<b>Total Price - USD</b>	796,788.08

### Notes and Assumptions

If applicable, sales tax and freight, if included on the proposal, is an estimate and will be recalculated based on rates and tax status in effect at the time of invoicing.

To expedite the order entry process, please ensure the following is noted on your purchase order: billing address, shipping address, purchase order number, quantity, price, payment terms, quotation number, and the vendor is listed as Badger Meter, Inc.

Please send all purchase orders to the contact that prepared this quotation for you.

Actual lead time to be provided at time of order.

Badger Meter provides certification files to help manage meter and endpoint inventory and to maintain meter accuracy data. The standard method of delivery for this format is via electronic mail. Any deviations from our standard format, or any custom file formats, will be considered on a time and material basis.

Due to continuous improvements and redesign of Badger Meter products and technology solutions, Badger Meter reserves the right to provide our newest product solutions as an alternative to the proposed products provided they are in conformance with the requirements of the specifications and do not exceed the prices quoted.

**Thank you for your business!**

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review.  
This acknowledgment is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>.  
Terms and conditions related to service units, training, and professional services can be found here: <https://badgermeter.com/service-units-terms-and-conditions>

**SOLE SOURCE JUSTIFICATION FORM**

(For Items Costing **\$10,000.00 or More**)

Statutory Reference N.C.G.S. 143-129(e)6

Requisition #

Vendor:

Item(s):

**Justification:**

In accordance with the standardization statute NCGS 143-129(e)(6), the City seeks to streamline its water infrastructure by adopting a uniform water metering system. Standardization with Badger water meters is crucial for our Advanced Metering Infrastructure (AMI) initiative, as it ensures seamless integration and optimal performance of our automated metering technology. Badger water meters are known for their reliability, accuracy, and compatibility with our existing systems, which will facilitate consistent data collection, reduce maintenance costs, and enhance operational efficiency. Consistent data collection is essential for accurate billing, leak detection, and water conservation efforts, all of which are critical components of our AMI initiative. Furthermore, the durability and advanced technology of Badger meters ensure long-term cost savings and improved service delivery to our residents.

Estimated expenditure for the above item(s):

Accounting Unit and Account(s):

**CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.  
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT  
DOCUMENTATION.**

1. ☐ Performance or price competition for a product are not available.
2. ☐ A needed product is available from only one source of supply.
3. ☒ Standardization or compatibility is the overriding consideration.
4. ☐ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel  Digitally signed by Jeremy Coble  
Date: 2024.10.03 12:22:56 -04'00'

Department/Division  Date

**APPROVAL PROCESS**

Purchasing Manager  Digitally signed by Candy E. Harmon  
Date: 2024.10.08 19:03:44 -04'00'

Financial Services Director  Digitally signed by Bobby Fitzjohn  
Date: 2024.10.09 07:54:45 -04'00'

City Council (\$30,000 – Up)



# City of High Point

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## Master

**File Number: 2024-406**

**File ID:** 2024-406

**Type:** Miscellaneous Item

**Status:** To Be Introduced

**Version:** 1

**Reference:**

**In Control:** City Council

**File Created:** 10/09/2024

**File Name:**

**Final Action:**

**Title:** Consideration of an Agreement with SHI, Inc.  
City Council is requested to consider an agreement with SHI, Inc. in the amount of \$2,034,401.55 for the renewal of Microsoft software and services and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee)

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** SHI, Inc. Microsoft Enterprise Agreement

**Enactment Number:**

**Contact Name:**

**Hearing Date:**

**Drafter Name:**

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Finance Committee	10/17/2024	Committee Recommended Approval	City Council	10/21/2024		

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Microsoft Enterprise Agreement	
<b>FROM:</b> Adam Ward, IT Services Director	<b>MEETING DATE:</b> 10/21/2024
<b>PUBLIC HEARING:</b> No	<b>ADVERTISED DATE/BY:</b>
<b>ATTACHMENTS:</b> SHI Quote for Microsoft Enterprise Agreement Recommendation Form	

**PURPOSE:** Renewal of Enterprise Agreement between the City of High Point and Microsoft.

**BACKGROUND:** The renewal of the Microsoft Enterprise Agreement (EA) is crucial for maintaining the technology tools and services that City of High Point staff rely on daily to serve the community efficiently. This agreement covers essential software like Microsoft 365, Teams, and other collaboration tools that streamline city operations and improve communication. By renewing this agreement, staff can continue using the latest software versions, ensuring secure, efficient workflows, and allowing them to better serve the public. Ultimately, this renewal supports enhanced productivity for city employees, leading to more responsive and effective service delivery for High Point citizens.

The Microsoft EA will cost \$678,133.85 each year for three years, totaling \$2,034,401.55 over the duration of the agreement. This acquisition will occur under the North Carolina 208C purchasing agreement.

**BUDGET IMPACT:** Funds are available in the FY 2024-25 budget.

**RECOMMENDATION /ACTION REQUESTED:** The Department of Information Technology Services recommends approval of the contract and that the appropriate City official be authorized to execute all necessary documents.





Pricing Proposal  
Quotation #: 25378473  
Reference #: Renewal of EA# 67701720  
Created On: 10/2/2024  
Valid Until: 10/31/2024

## NC-City of High Point

### Allen Eudy

PURCHASING DEPT.  
PO BOX 230  
HIGH POINT, NC 27260  
United States  
Phone: 3368833219  
Fax:  
Email: allen.eudy@highpointnc.gov

## Microsoft Inside Account Manager

### Ashley Campbell

-  
Phone: -  
Fax:  
Email: Ashley\_Campbell2@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	EMS G3 FSA Renewal GCC ALng Sub Per User Microsoft - Part#: AAD-32906 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	420	\$81.57	\$34,259.40
2	EMS G3 GCC ALng Sub Per User Microsoft - Part#: AAD-32907 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	50	\$104.18	\$5,209.00
3	M365 G3 Unified FSA Renewal GCC Sub Per User Microsoft - Part#: AAD-34700 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	900	\$331.20	\$298,080.00
4	M365 G3 Unified FUSL GCC Sub Per User Microsoft - Part#: AAD-34704 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	350	\$389.19	\$136,216.50
5	O365 G1 GCC Sub Per User Microsoft - Part#: U4S-00002 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	470	\$104.18	\$48,964.60
6	Power Automate Premium GCC	4	\$162.16	\$648.64



Microsoft - Part#: 1O5-00001  
Contract Name: Microsoft Software - Enterprise Agreement  
Contract #: 208C  
Coverage Term: 12/1/2024 – 11/30/2025  
**Note:** Renewal of EA# 67701720; See Payment Schedule

7	Teams AC with Dial Out US/CA GCC Sub Add-on Microsoft - Part#: NYH-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	1740	\$0.00	\$0.00
8	Teams Rooms Pro GCC Sub Per Device Microsoft - Part#: VA1-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	1	\$432.43	\$432.43
9	Visio P2 GCC Sub Per User Microsoft - Part#: P3U-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	25	\$138.57	\$3,464.25
10	CIS Suite Datacenter Core ALng SA 2L Microsoft - Part#: 9GS-00135 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	236	\$163.80	\$38,656.80
11	CIS Suite Standard Core ALng SA 2L Microsoft - Part#: 9GA-00313 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	88	\$35.22	\$3,099.36
12	Exchange Server Ent ALng SA Microsoft - Part#: 395-02504 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	3	\$716.62	\$2,149.86
13	SQL Server Standard Core ALng SA 2L Microsoft - Part#: 7NQ-00292 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	64	\$633.91	\$40,570.24
14	Visual Studio Ent MSDN ALng SA Microsoft - Part#: MX3-00117 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	1	\$1,054.05	\$1,054.05

15	Visual Studio Pro MSDN ALng SA Microsoft - Part#: 77D-00111 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	6	\$302.21	\$1,813.26
16	Win Server DC Core ALng SA 2L Microsoft - Part#: 9EA-00278 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	130	\$124.49	\$16,183.70
17	M365 F3 Unified GCC Sub Per User Microsoft - Part#: AAD-63092 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	20	\$84.52	\$1,690.40
18	Project P3 GCC Sub Per User Microsoft - Part#: 7MS-00001 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 12/1/2024 – 11/30/2025 <b>Note:</b> Renewal of EA# 67701720; See Payment Schedule	10	\$276.17	\$2,761.70

*Tax	\$42,879.66
Total	\$678,133.85

\*Tax is estimated. Invoice will include the full and final tax due.

## Additional Comments

This quote has been marked as budgetary, as certain pricing may require approval from Microsoft. Please note, SHI is unable to process Purchase Orders against budgetary quotes. Kindly reach out to your SHI sales team for a Final Quote once you have determined your required counts and licenses.

### Payment Schedule:

Year 1 - Billed 12/1/2024: \$678,133.85  
Year 2 - Billed 12/1/2025: \$678,133.85  
Year 3 - Billed 12/1/2026: \$678,133.85  
Total: \$2,034,401.55

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



Enterprise Agreement

# True-up guide

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# Enterprise Agreement True-up guide

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# Enterprise Agreement True-up guide

## The Microsoft Enterprise Agreement True-up

Once a year, customers are asked to align their Enterprise Agreement (EA) with the total number of licenses that they have added in the previous 12 months. This is the true-up process: an inventory of all the qualified devices, users, and processors added over the course of the year.

This guide is designed to help you simplify and streamline the true-up process. If you have questions at any time, you can contact your reseller or Microsoft account team for assistance.

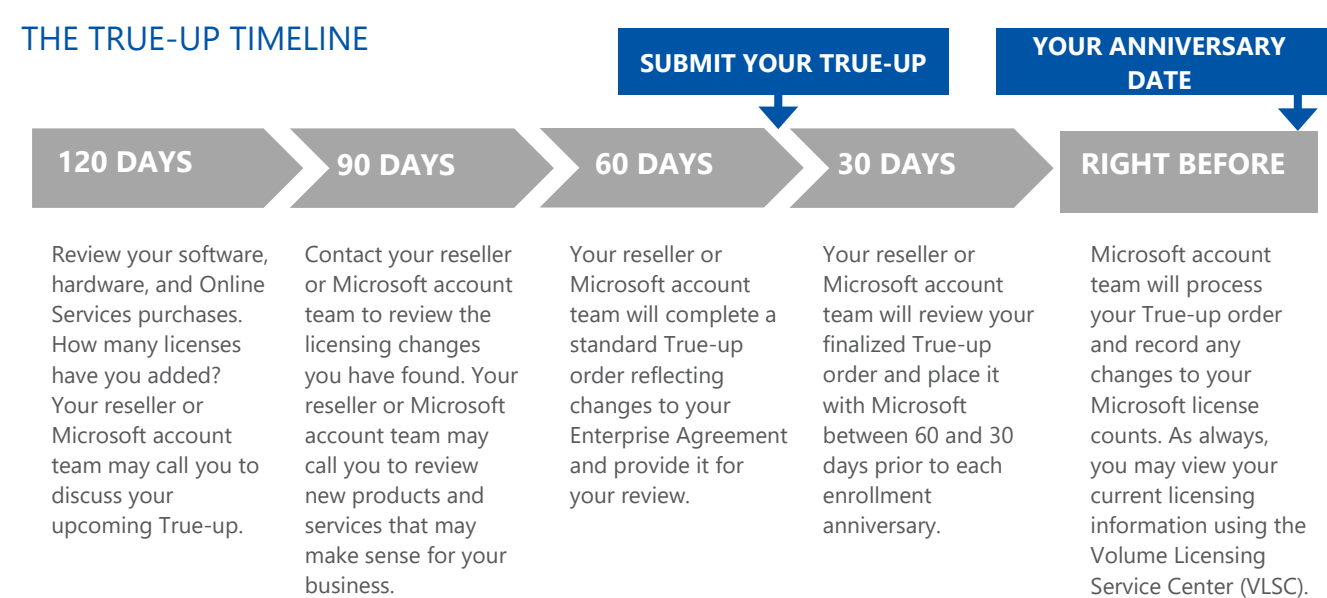
### True up on-premises and online services licenses

If you have recently updated or renewed your Enterprise Agreement, you now have increased flexibility to transition to Microsoft cloud services. During your Enterprise Agreement term, you can adjust your Microsoft on-premises software and cloud service licenses to best suit your users' needs, and then account for these changes at your next anniversary via the true-up process. Because you need to place only one order per year, your Enterprise Agreement can also streamline the procurement process and reduce the time spent managing your Microsoft licenses.

### Timing your true-up

Although you may place any number of orders throughout the calendar year, the annual true-up order must be received by Microsoft in the period between 60 days and 30 days prior to the anniversary of your enrollment. It is important to note that the annual true-up applies only to products that you have already licensed under your current Enterprise Agreement. New products and online services that are not under your current Enterprise Agreement must be purchased in the month they are first used.

If you have not increased your device or user counts, or used any additional Enterprise Agreement products within the calendar year, you are still responsible for submitting an Update Statement (also called a zero-usage order), which must be signed by an authorized signatory within your organization.



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# Enterprise Agreement True-up guide

## Determining what has changed

Your organization is unique, and its systems, applications, and services needs may change over the life of your Enterprise Agreement, requiring a change to your on-premises software licenses or Online Services orders.

The true-up process provides a simple, effective way to account for any increase in licensed products and helps ensure your licensing is current and accurate. We suggest that you ask the following kinds of questions to help identify possible areas of growth and change:

- Did our computer or employee (user) base grow this year?
- Did we make any acquisitions?
- Did we increase the number of our servers? Did we cluster any servers?
- Did we transition any users to/from on-premises licenses to/from Online Services subscription licenses?
- Did we reserve\* any Online Services subscriptions licenses prior to use?
- Have we deployed any virtualized server or desktop environments?
- Did we roll out any desktop applications, such as Microsoft Office Project, Microsoft Office Visio, Microsoft Office OneNote, or Microsoft MapPoint?
- Did we set any servers for warm or hot disaster recovery?
- Did we put into production any piloted products or applications?

\* License Reservation is a process available to Enterprise Agreement customers. It makes licenses for Online Services available without requiring a formal purchase order. At anniversary, you report any license reservations made during the prior agreement period and place a purchase order as part of the true-up process.

## Enrollment true-ups

With the Enterprise Agreement, you purchase your software licenses through enrollments. Each enrollment includes certain categories of products and Online Services, and each has its own true-up timeline(s) and terminology.

### Enterprise Enrollment

With the Enterprise Enrollment, you can choose to run a mix of device software and cloud services across your organization. As part of this three-year enrollment, your company is required to perform an annual true-up inventory to identify the number of qualified devices and users, license transitions, Online Services reservations, and decreases in subscription licenses (as permitted), as well as additional usage of previously ordered products that may have taken place during the previous 12 months.

### Server and Cloud Enrollment (SCE)

With the Server and Cloud Enrollment (SCE), you can license one or more core server and cloud technologies spanning Windows Server and System Center, Microsoft SQL Server, Microsoft BizTalk Server, Microsoft SharePoint Server, Visual Studio, and Microsoft Azure.

SCE has a three-year term and gives you the option to true-up annually. Although your company is required to perform an annual true-up inventory, the process focuses mainly on the number of processors, servers, subscriptions, and Client Access Licenses (CALs) acquired or used.

### Enrollment Subscription option

Both the Enterprise Enrollment and SCE are available as subscriptions that allow you to gain access to Microsoft software only for as long as you maintain your subscription. If you have chosen this agreement option, your true-up is referred to as an annual order, and it gives you the ability to increase or decrease subscription counts on an annual basis.



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# Enterprise Agreement True-up guide

## Accounting for different products

While Enterprise Agreement Enrollments offer compelling pricing advantages, each includes certain categories of products and Online Services that need to be reconciled as part of your annual true-up for all Affiliates included in your Enterprise. The following are general guidelines for accounting for these products during your true-up. For more detailed true-up process guidance, contact your reseller, Microsoft account team, or Software Asset Management (SAM) partner.

### Enterprise products

This is the core product set under your Enterprise Agreement's Enterprise Enrollment, which is licensed according to the total Qualified User or Qualified Device count for your organization.

- To prepare for your true-up order, count the current number of Qualified Devices and Users for all Affiliates included in the Enterprise.
- Calculate the difference between the last reported true-up count and the current count of Qualified Devices and/or Users.
- Determine which licenses are required for the new users and devices based on your chosen Platform option and accounting for users and devices covered by Enterprise Online Services as described in Online Services (refer to your enrollment details for licenses required).
- Submit the true-up order based on above calculations.

Example: Enterprise products:

In this example, the Enterprise is covered with the Professional Desktop Platform and does not include any new Enterprise Online Services users.

- Current number of Qualified Devices and Users for all Affiliates = 1,000
- Your last reported true-up accounted for 950 Qualified Devices and Users; therefore, the difference is 50.
- The true-up order would be for 50 Office Professional Plus, 50 Core CAL, and 50 Windows Operating System Upgrade licenses covering the users of the Professional Desktop platform.

### Server and Cloud products

Under your Server and Cloud Enrollment (SCE), you are required to account for any licenses required for any Core Infrastructure, Application Platform, or Developer Platform Products used/installed since the last true-up for all Affiliates included in the Enterprise. Submit the order for the difference between those used/installed and the last reported count. This includes Licenses for which the Product was used or installed at any time since the last true-up, even if the licenses are not in active use at the time of your true-up.

### Online Services

For Online Services eligible for true-up (see the Microsoft Product List), you must account for any License Reservations that have not yet been reconciled in a prior true-up order (confirm your prior reconciliations via the Volume Licensing Service Center). These include Enterprise Online Services that complement Microsoft Enterprise products and a subset of additional product Online Services eligible for true-up.

Example: Enterprise Online Services:

In this example, your organization has 100 new qualified devices and users to account for on a Desktop Professional Platform (which includes Office Professional Plus).

- During the year, you place License Reservations for 60 new user Licenses in the VLSC for Office 365 Plan E3 and have provisioned those users with the Online Service.
- Deduct the 60 new Office 365 Plan E3 users from the total 100 new users, leaving 40 Office Professional Plus and 40 Core CAL licenses to be accounted for.
- Add 60 Core CAL Bridge SKUs\* to cover the Office 365 users.

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# Enterprise Agreement True-up guide

- Include all 100 new devices in Windows operating system upgrade count.
- The true-up order would be for 100 Windows Operating System Upgrade, 40 Office Professional Plus client, 40 Core CAL, 60 Office 365 (Plan E3), and 60 Core CAL Bridge.

\* CAL Suite Bridge SKUs now exist to help you maintain licensed coverage for the Core CAL and Enterprise CAL components that do not have cloud equivalents. When you transition your licenses from on-premises to Online Services, you benefit from the ability to “break up” your CAL Suite to align with the online services license constructs.

## Additional products

This includes any product other than Enterprise products, Enterprise Online Services, Server, and Cloud products that you have chosen to license under your Enterprise Agreement’s Enrollments. Product licensing requirements vary according to the product. For all additional product licenses not including Online Services, account for any licenses required for any products used/installed since the last true-up. Submit the order for the difference between those used/installed and the last reported count. This includes licenses for which the Product was used or installed at any time since the last true-up, even if the licenses are not in active use at the time of your true-up.

## Transitions from L&SA to a Subscription License

As part of the true-up, you will account for any license transitions (for example, transitions to Online Services or Software Assurance subscriptions). These will be reconciled as Transition Period licenses for the period prior to the anniversary. Note that the Transition Period licenses will be replaced with full licenses from the anniversary through the end of term. Quantities for licenses from which you are transitioning will be reduced at your enrollment anniversary. You will see this reflected as a quantity reduction to your current purchase order for the remaining years of coverage. Your annual invoices associated with this purchase order will be adjusted accordingly for the remainder of your enrollment. For the final true-up, you will report Transition Period licenses only. The associated reductions for licenses from which you are transitioning will be accounted for in the renewal order.

Example: Transitions from L&SA to a Subscription License:

- In this example, 30 users (using 30 devices) are moved from an on-premises deployment of Office Professional Plus and Core CAL licenses to Office 365 (Plan E3) in the first year of your enrollment. During the year, you place License Reservations for these 30 users in the VLSC for Office 365 Plan E3 and have provisioned those users with the Online Service.
- At the time of true-up, you would report the transition as 30 Transition Period licenses of Office 365 (Plan E3) with coverage through that year’s anniversary.
- For the period of time following the anniversary, the order would include 30 Office 365 (Plan E3) licenses, replacement of 30 Core CAL licenses with Core CAL Bridge, and a reduction of 30 Office Professional Plus licenses from the original order.

Note: If you are transitioning back from a Subscription license to a license covered by Software Assurance, your Account Manager should assist with the Transition because validation of the underlying licenses with Software Assurance is a step in this process.

## License Reductions

For licenses eligible for License Reduction, you may report these as part of the true-up order process. These reductions will be reflected as a quantity reduction on a prior purchase order, and will reduce the annual invoices associated with the purchase order for the remainder of the enrollment.

## Subscription option

If you are using the Enterprise Agreement’s subscription option, you will place an Annual Order instead of a true-up. With the Annual Order, you will report total license counts instead of differences since the prior reported count, accounting for both



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# Enterprise Agreement True-up guide

growth and reductions in required licenses. Under Subscription, additional products must be accounted for within 30 days of installation/use and are not eligible to defer reporting until the Annual Order, with the exception of Online Services eligible for true-up, for which license Reservations may be reconciled in the Annual Order (see Online Services above).

Example: Subscription Enrollments

- You added 200 new Qualified Devices and Users to the existing 3,300 on your subscription. These 3,300 were accounted for in your last Annual Order for the Desktop Professional Platform.
- You would now order 3,500 Office Professional Plus, 3,500 Core CAL, and 3,500 Windows Operating System Upgrade L&SA Subscription for this year's annual subscription.

It is important that the reconciliation address all of these categories as they apply to your organization. Because of the differences in how the products are licensed, an organization could have growth in the use of additional products, even in a year when the device or user count remained flat. Understanding the software assets within your organization can help you maintain control of your business and optimize your resources to match your IT strategy. Although the complexities of managing software across an organization can be challenging, here are some consistent methods that can provide structure to inventorying your Enterprise Agreement licenses.

## Get started on your true-up

### What systems need to be inventoried?

During your true-up process, the following elements should be inventoried:

- Devices, including all servers, computers (desktops, laptops, and terminals), and mobile devices that use Microsoft-licensed software. You must document the number of the devices and the service date.
- The number of qualifying, underlying operating system licenses on devices, including the type of operating system and service date.
- All Microsoft application software. For the most current product list, go to </product-licensing/products.aspx>.
- The number of User CALs and Device CALs within your enterprise. A User CAL allows a single user to use any device to access software on multiple licensed servers. A Device CAL allows a single device to access multiple licensed servers (for example, mobile devices like smart phones, which often access several servers including Exchange, Windows, and SQL), and also allows multiple users to use a single device (for example, call center workstations).
- License Reservations. For Online Services allowing for License reservation and service activation prior to ordering, you need to account for the quantity and dates these were reserved, as well as the associated devices or users added requiring true-up for on-premises software.

### Looking forward: best practices

#### Perform a SAM review.

Your annual true-up event is an ideal time to perform a Software Asset Management (SAM) review. SAM is a set of industry best practices that can help you control costs, improve compliance and security, and anticipate future software needs as your company grows. Visit [www.microsoft.com/sam](http://www.microsoft.com/sam) for tips and tools to help you perform a software inventory.

Additionally, Microsoft has hundreds of accredited SAM partners that are able to provide cost-effective true-up assistance. To learn more or find a SAM partner near you, go to [www.microsoft.com/sam](http://www.microsoft.com/sam) and click the Partner tab.

#### Use this year to prepare for next year.

After you complete the true-up process, you should retain a copy of your inventory to use in the future. This copy is especially important if you are completing the process manually. We also recommend that you consider performing interim quarterly inventories of your licensed IT infrastructure to reduce the time it takes to perform the annual true-up exercise. An established SAM strategy can help streamline this process.

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## Resources and support

If you need more information, please visit [www.microsoft.com/licensing](https://www.microsoft.com/licensing).

For additional questions regarding Microsoft Volume Licensing Services or Software Assurance benefits, please contact your reseller or Microsoft account team, or call your local Volume Licensing Service Center support number, which you can find at [www.microsoft.com/licensing/servicecenter/Help/Contact.aspx](https://www.microsoft.com/licensing/servicecenter/Help/Contact.aspx).

For more information on Software Asset Management, please visit [www.microsoft.com/sam](https://www.microsoft.com/sam) to download a SAM Optimization Kit or find an accredited SAM partner.

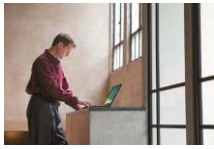
## Upon true-up completion

Your purchase history and license summary will be updated and available for viewing via the Volume Licensing Service Center at [www.microsoft.com/licensing/servicecenter](https://www.microsoft.com/licensing/servicecenter).

## Need help?

Contact your reseller or Microsoft account team or check the Microsoft Volume Licensing Services website at [www.microsoft.com/licensing](https://www.microsoft.com/licensing).

# Enterprise Agreement True-up guide



## Review your Online Services information

Microsoft tracks your license reservations for Microsoft Online Services that are eligible for true-up and reports this information to you through the Volume Licensing Service Center (VLSC). For other licenses, your company's inventory approach will depend on your system setup.



## Get help from a SAM partner

Consulting with a Microsoft SAM partner can help you assess your software environment and build a customized process to conduct true-ups quickly, accurately, and in a repeatable way. Microsoft SAM partners are experts in Software Asset Management processes, discovery tools, and Microsoft licensing. A cost-effective SAM engagement gives you the data you need to complete your true-up and a customized plan for managing software assets and future true-up reviews. Your Microsoft account team can help connect you with a SAM partner and get you started with a SAM engagement for your true-up.



## Use automated tools and processes

You may already use a software inventory tool to help manage your software assets, and this tool is useful during the true-up process. A SAM partner can work with your existing tools, or help you identify new ones that can help you streamline your true-up inventory.

Microsoft System Center Configuration Manager includes inventory and asset intelligence capabilities that provide administrators with continuous visibility into hardware and software assets and usage. Configuration Manager collects software and hardware inventory for servers, clients, and mobile devices, then translates that data into rich reports that help administrators with software purchasing decisions, upgrade plans, and license reporting.

The Microsoft Assessment Planning (MAP) Toolkit features an IT-based Software Usage Tracker functionality that provides usage reports for the following server products: Microsoft Windows Server, Microsoft Exchange Server, Microsoft SQL Server, Microsoft SharePoint Server, and Microsoft System Center Configuration Manager. Learn more about MAP Toolkit at <http://www.microsoft.com/map>.

Your reseller or Microsoft account team should work with you to review the results of your inventory report and adjust Enterprise Agreement licenses as necessary. Consider both your hardware purchases and overall licensing usage throughout the true-up time frame.



## Take a manual inventory

Enlist your staff in helping you take an inventory of your environment, and to document all servers, computers (desktops, laptops, and terminals), and mobile devices that use Microsoft-licensed software.

If you are participating in a SAM engagement, your SAM partner can help you identify ways to streamline this process, depending on your unique setup and needs.



## Consider Microsoft payment solutions

After your true-up is complete, consider Microsoft Financing to structure a payment plan for any true-up expenses you may be facing. Microsoft payment solutions provide commercial and public sector customers with flexible payment options to structure technology spend to meet business and financial needs. You can align your payments to your budget, cash flow, or deployment schedules by creating a customized payment plan that fits your company's needs. For additional information and to learn whether payment solutions are available in your country/region, visit [www.microsoft.com/financing](http://www.microsoft.com/financing).

**FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: Information Technology Services

COUNCIL AGENDA DATE: 10/21/2024

BID NO.:

CONTRACT NO.:

DATE OPENED:

DESCRIPTION:

Renewal of Microsoft Enterprise Agreement for software and services.

PURPOSE:

To ensure continuity of Microsoft licensing for city departments to support daily operations and public service.

COMMENTS:

The Microsoft EA will cost \$678,133.85 each year for three years, totaling \$2,034,401.55 over the duration of the agreement. This acquisition will occur under the North Carolina 208C purchasing agreement.

RECOMMEND AWARD TO:

SHI, Inc.

AMOUNT:

\$2,034,401.55

JUSTIFICATION:

The renewal ensures the availability of essential Microsoft tools for staff, allowing for efficient operations and quality service delivery to residents.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101241	527216			\$678,133.85 (FY24-25)
101241	527216			\$678,133.85 (FY25-26)
101241	527216			\$678,133.85 (FY27-28)
TOTAL BUDGETED AMOUNT				\$2,034,401.55

DEPARTMENT HEAD:

Adam Ward

Digitally signed by Adam Ward  
Date: 2024.10.08 11:07:05 -04'00'

DATE:

10/8/24

The Purchasing Division concurs with recommendation submitted by the Information Services and recommends award to the lowest responsible, responsive bidder SHI, Inc. in the amount of \$ 2,034,401.55.

PURCHASING MANAGER:

Candy E. Harmon

Digitally signed by Candy E. Harmon  
Date: 2024.10.11 14:36:55 -04'00'

DATE:

10/11/2024

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR:

Bobby Fitzjohn

Digitally signed by Bobby Fitzjohn  
Date: 2024.10.11 16:13:03 -04'00'

DATE:

10/11/24

CITY MANAGER:

DATE:



# City of High Point

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

## Master

**File Number: 2024-412**

**File ID:** 2024-412

**Type:** Miscellaneous Item

**Status:** To Be Introduced

**Version:** 1

**Reference:**

**In Control:** City Council

**File Created:** 10/16/2024

**File Name:**

**Final Action:**

**Title:** Consideration of Approval of Minutes  
City Council is requested to approve the following minutes:  
Finance Committee Minutes - October 3, 2024, at 4:00 p.m.  
Manager's Briefing Minutes - October 7, 2024, at 4:00 p.m.  
Community Development Committee Minutes - October 8, 2024, at 4:00 p.m.

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** Agenda Memo Meeting Minutes 10.21.24, Finance  
Committee Meeting Minutes - October 3, 2024, City  
Manager's Briefing Minutes - October 7, 2024,  
Community Development Minutes - October 8, 2024

**Enactment Number:**

**Contact Name:**

**Hearing Date:**

**Drafter Name:**

**Effective Date:**

### History of Legislative File

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

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Approval of Minutes	
<b>FROM:</b> City Clerk's Office	<b>MEETING DATE:</b> October 21, 2024
<b>PUBLIC HEARING:</b> N/A	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> Yes	

**PURPOSE:** Minutes to be Approved.

**BACKGROUND:** N/A

**BUDGET IMPACT:** N/A

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

Finance Committee Minutes – October 3, 2024 @ 4:00 p.m.

Manager's Briefing Minutes – October 7, 2024 @ 4:00 p.m.

Community Development Committee Minutes – October 8, 2024 @ 4:00 p.m.

**FINANCE COMMITTEE**  
*Chaired by Council Member Moore*  
*Committee Members: Moore, Peters, Holmes, and Andrew*  
**October 3, 2024 – 4:00 P.M.**  
**Council Chambers – Municipal Building**  
**211 S. Hamilton Street**

**FINANCE COMMITTEE - Britt W. Moore, Chair**

**CALL TO ORDER**

*Chairman Moore called the Finance Committee Meeting to order at 4:00 p.m. He stated Mayor Pro Tempore Holmes and Council Member Andrew were absent and noted that Mayor Jefferson, Council Member Peters, as well as himself are present to provide a quorum. Meghan Maguire, City Attorney participated virtually.*

**Present:** Chair Britt Moore, Council Member Monica Peters, and Alternate Member Mayor Cyril Jefferson

**Absent** Council Member Tim Andrew and Council Member Michael Holmes

**PRESENTATION OF ITEMS**

**2024-383      Consideration of Funding for Outside Non-profit Organizations - High Point Community Foundation**

City Council is requested to consider the allocation of ARPA-enabled funds to the High Point Community Foundation, approve a budget ordinance amendment, and authorize the appropriate City Official(s) to execute all necessary documents.

*Stephen Hawryluk, Budget and Performance Director, provide the staff report. He stated this request is to allocate \$200,000 of American Rescue Plan Act enabled funds to the High Point Community Foundation for the high-dosage tutoring program. This program utilizes specially trained tutors to provide individual tutoring 2-6 hours per week for students who are not achieving literary skills. All students involved will be residents of High Point targeting first grade students in high poverty elementary schools who scored well below the benchmark in acquiring literacy skills.*

*Chairman Moore stated this is a onetime allocation which does not affect the general budget. He noted this is a need in the community and is a collaboration with other organizations. He stated he hopes this will help with the issue which was emphasized and made worse during the pandemic.*

**Chairman Moore made a motion, seconded by Committee Member Peters, to approve agenda item 2024-383.**

*In response to Mayor Jefferson, Tasha Logan Ford, City Manager, stated the program began this fall.*

*In response to Mayor Jefferson, Mr. Hawryluk stated if this agenda is approved on Monday, there will \$1,781,566 left of unallocated funds.*

*Ms. Logan Ford stated information would be provided regarding other organizations that have contributed to the program.*

*In response to Chairman Moore, Ms. Logan Ford stated \$800,000 was the funding goal for the first round.*

*Mr. Hawryluk stated per the application, there were four High Point Schools, and the request was about \$100,000 per school for a two-year program.*

**Motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew and Council Member Holmes

**2024-384      Consideration of a Resolution Authorizing an Agreement with North Carolina Department of Transportation (NCDOT)**

City Council is requested to consider a Resolution for an agreement with NCDOT to provide funding for the FY2025 Furniture Market transportation services and authorize the appropriate City Official(s) to execute all necessary documents.

*Angela Wynes, Transit Manager, provided the staff report. She stated this agreement is with the North Carolina Department of Transportation to provide funding for the FY 2025 Furniture Market transportation services. The grant agreement will provide \$1,700,000 in funding to assist with transportation services for the October 2024 and April 2025 Furniture Markets. She noted this is a pass-through item and will not have an effect on the City's budget.*

**A motion was made by Mayor Jefferson, seconded by Committee Member Peters, to approve agenda item 2024-384.**

*Chairman Moore stated for the record that the City does this each year and the relationship between the state and the City of High Point in conjunction with the Furniture Market started in 2003. It was a change in the way it has been done in all the years before but if you have been around downtown the last couple of weeks it is hopping with traffic and trucks and lots going on getting ready for what we hope will be a good market.*

**The motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew, and Council Member Holmes

**2024-385      Consideration of a Contract with Workforce Unlimited LLC**



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

*Angela Wynes, Transit Manager, provided the staff report and stated this item is a request for a contract with Workforce Unlimited, LLC for temporary services for the Transit Division regarding temporary employees to fill the Transit Equipment Service Attendant position. These temporary employees will provide "mystery rider" services to monitor customer service, safety, and compliance with the American with Disabilities Act.*

**A motion was made by Chairman Moore, seconded by Committee Member Monica Peters, to approve agenda item 2024-385.**

*In response to Mayor Jefferson, Ms. Wynes noted the City has worked with this company before and stated this contract is aligned with what the past expenditures have been for this service.*

*In response to Mayor Jefferson, Damon Dequenne, Assistant City Manager, stated staff is analyzing the economics of hiring temporary services verses continuing robust efforts in trying to hire house staff.*

**Motion carried with the following vote:**

**Absent:** Council Member Andrew and Council Member Holmes

**2024-386      Consideration of a Contract with GMV Syncromatics**

City Council is requested to consider a contract with GMV Syncromatics in the amount of \$298,079 for a real-time information system and authorize the appropriate City Official(s) to execute all necessary documents.

*Angela Wynes, Transit Manager, provided the staff report and stated this item is for a contract with GMV Syncromatics to provide real time information to allow the operation staff and the public to track the location of buses and obtain real-time information regarding arrival and departures. She noted there will be a public portal that will be on the website and will correlate with the fair payment application.*

*In response to Mayor Jefferson, Ms. Wynes confirmed that federal funding is 80% and city funding would be 20%.*

*A discussion ensued regarding having a downloadable application verses going to a website and how the websites works regarding being able to track buses in real time.*

**Chairman Moore made a motion, seconded by Mayor Jefferson, to approve agenda item 2024-386.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew and Council Member Holmes

**2024-387      Consideration of a Contract with Yates Construction, Inc.**

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

*Trevor Spencer, Engineering Director, provided the staff report for this item. He stated this item is for a contract for the Burton Avenue project. He noted this is a bond project that was voter approved in November 2019 that would deliver multimodal transportation enhancements with sidewalks, bike lanes, and transit accommodations, and provide roadway and utility improvements along Burton Avenue from Hodgin Street to Willard Road. He stated the project is estimated to take one year.*

*Committee Member Peters expressed her gratitude and appreciation regarding this item noting the amount of calls she has received from residents regarding their need for more walkability and accessibility in the area.*

**Committee Member Peters made a motion, seconded by Mayor Jefferson, to approve agenda item 2024-387.**

*Mayor Jefferson noted that during the campaign and speaking with the residents, the need for this project was a source of concern and anticipation. He expressed his appreciation of this project being underway.*

*In response to Mayor Jefferson, Mr. Spencer confirmed the project would be just east of Willard Road just before the county line and confirmed this would give residents access from Willard to Westchester. He noted staff is anticipating the project will begin in November and most of the road closures would be under temporary lane closures and the public should expect some delays.*

**Motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew, and Council Member Holmes

**2024-388      Consideration of a Contract with Bar Construction Company**

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

*Edith Brady, High Point Museum Director, provided the staff report for this item. She stated this item is to replace the outdated HVAC units and aging roof for the High Point Museum building as the current HVAC system is not able to maintain the proper climate in the Museum. She noted a 2019-21 NEH grant funded study determined the system*

*needs to be replaced and it was determined the roof needed replaced as well. For cost effectiveness it was decided to do both projects at the same time. She stated that the High Point Museum received a grant of \$349,247 from the National Endowment for Humanities to go towards the HVAC portion of the project but cannot be used for the roof portion.*

*In response to Chairman Moore, Ms. Brady confirmed that the grant funds are a part of the requested \$999,000.*

*In response to Mayor Jefferson, Ms. Brady confirmed that the city's portion would be estimated around \$650,000.*

*Mayor Jefferson noted his appreciation to all staff that seek grants to help supplement the cost for the city.*

**A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-388.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew and Council Member Holmes

**2024-389     Consideration of Sale of City Owned Property - 516 White Oak Street**

City Council is requested to consider the sale of 516 White Oak Street in the amount of \$23,000 to Sterling Real Estate Development of North Carolina, LLC and authorize the appropriate City Official(s) to execute all necessary documents.

*Damon Dequenne, Assistant City Manager, provided the staff report for this item. He stated this is a request to approve the sale of 516 White Oak Street to Sterling Real Estate Development of North Carolina, LLC in the amount of \$23,000. He noted an initial offer was received from Sterling of \$11,000 to purchase the property and on June 3, 2024, the City Council approved the Resolution Authorizing the Upset Bid Process for the sale, the City advertised for upset bids and followed statutory upset bid procedures. The city received several qualifying upset bids and readvertised as required. The final highest qualifying upset bid was \$23,000 from Sterling.*

*Mayor Jefferson noted that an email was received regarding this item and asked staff to address it.*

*Tasha Logan Ford, City Manager, noted the email is a public record request and would be uploaded into the public record request portal. She stated the city acquired the property in August of 2007, the tax value was \$5,000 and then reassessed with the current assessment of \$11,000. She said regarding the tax revenue lost by the city while owning the property is approximately \$661.85 from 2008-2024 and noted regarding holding cost*

*that the city might have incurred during the time of owning the property such as maintenance cost is unknown.*

**A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2024-389.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew, and Council Member Holmes

**2024-391     Consideration for Land Acquisition for Future Fire Station and Radio Communications Tower - 2711 Highway 66 South 7.14 acres**

City Council is requested to consider the purchase of approximately 7.14 acres of land at 2711 Highway 66 South in the amount of \$678,900 for a future fire station and radio tower site, approve the budget amendment, and authorize the appropriate City Official(s) to execute all necessary documents.

*Mayor Jefferson mentioned that former Mayor Jay Wagner was in attendance of a national show, and it was mentioned the tremendous help that High Point is providing to the Western part of the state.*

*Brian Evans, Interim Fire Chief, thanked the Mayor for his accolades and provided the staff report and stated this item is a request to purchase approximately 7.14 acres of land within the Forsyth County zoning jurisdiction for a future fire station and radio tower site. He explained both the Fire Department and the High Point Radio Shop have reviewed the site and determined this site provides the best location for future growth of both departments. The site will improve radio communication services to the northwest portion of the city as well as help with the Fire Departments standard of cover in the anticipation of future development within this area.*

**A motion was made by Chairman Moore, seconded by Mayor Jefferson, to approve agenda item 2024-391.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew, and Council Member Holmes

**2024-396     Consideration of a Contract with North State Security Group**

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

*Lorrie Russell, Assistant Library Director, provided the staff report for this item. She stated this request is to contract with North State Security Group for security guard*

*services to provide unarmed guards for the High Point Public Library during operating hours and for special after-hours events. She explained guards will be responsible for making sure all library users comply with the library's code of conduct and guidelines for use and noted Security Guards are needed to ensure the safety of staff and customers.*

**A motion was made by Chairman Moore, seconded by Mayor Jefferson, to approve agenda item 2024-396.**

**Motion carried with the following vote:**

**Aye:** Chair Moore, Council Member Peters, and Alternate Member Jefferson

**Absent:** Council Member Andrew, and Council Member Holmes

**ADJOURNMENT**

*Chairman Moore noted his thoughts are with those who live in Western North Carolina who are dealing with the effects of Hurricane Helene.*

*There being no further business to come before the Finance Committee the meeting adjourned at 4:35 p.m.*

Respectfully Submitted,

\_\_\_\_\_  
Britt Moore Chair, Finance Committee

Attest:

\_\_\_\_\_  
Sandra Keeney, City Clerk

**City Manager's Briefing  
October 7, 2024 – 4:00 p.m.  
3<sup>rd</sup> Floor Conference Room – Municipal Building  
211 S. Hamilton Street**

**CALL TO ORDER**

*Mayor Jefferson called the City Manager's Briefing to order at 4:00 p.m. and stated all City Council Members were present..*

**Present:** Mayor Cyril Jefferson; Mayor Pro Tempore Michael Holmes, Ward 6; Council Member Amanda Cook, At Large; Council Member Britt Moore, At Large; Council Member Vickie M. McKiver, Ward 1; Council Member Tyrone Johnson, Ward 2; Council Member Monica L. Peters, Ward 3 (arrived at 4:04 p.m.); Council Member Dr. Patrick H. Harman, Ward 4; and Council Member Tim Andrew, Ward 5

**PRESENTATION OF ITEMS**

**2024-399      Information Technology Department Overview**

Staff will provide an overview of the Information Technology Department.

*Adam Ward, Information Technology (IT) Director, gave the presentation. He went over the different Information Technology Department Divisions, including 911 Communications Operations, Radio Systems Operations, and Information Technology.*

*He spoke on the mission and recognitions of the 911 Communication Division, including the recognition of the Baker Team as North Carolina Association of Public-Safety Communications Officials (NC APCO) Communications Team of the Year for their use of RapidSOS technology to handle a hostage situation. He shared an organizational chart outlining the different positions within the department and showed a short video featuring department employees. He gave an overview of the 2023 call volume statistics and said the department met the North Carolina 911 Board Standard by answering 91.7 percent of 911 calls in 10 seconds or less.*

*Mr. Ward gave an overview of the Radio Systems Division and shared an organizational chart of the employees. He explained that the Radio Systems Operation Manager and all other technical staff had all obtained Federal Communications Commission General Radio Telephone Operator Licenses.*

*He spoke on the radio infrastructure and said it included 857 portable radios and 3 radio tower sites. He mentioned some of the partnerships with other entities that use our towers, co-locate radio equipment, or use the radio core. He explained some operational facts about the radio systems, including the costs, and the technology involved. He talked about the partnerships with the Federal Bureau of Investigations (FBI) and the North*

*Carolina State Highway Patrol. He spoke on VIPER, the system used by the North Carolina State Highway Patrol, and said it was one of the first systems to get back online to assist with the natural disaster aftermath in Western North Carolina.*

*Mr. Ward spoke on the Information Technology Division and what services it provides. He explained that the department had recently upgraded the Internet bandwidth and transitioned to Wi-Fi 5e, as well as added Eduroam to public Wi-Fi locations to provide access and school resources for students of Guilford County Schools in High Point.*

*In response to Mayor Jefferson, Mr. Ward said Wi-Fi was available in all the major parks in the city and they were working on a partnership to potentially provide access to additional areas. He said students could find locations and maps of all the public access areas on the Guilford County Schools website.*

*He talked about device support for the City of High Point, including telephone support, computers, laptops, tablets and printers. He spoke on the technology used in infrastructure, including servers, firewalls, routers, switches, and Wireless Access Points, as well as physical security technologies, such as card readers and video cameras.*

*He spoke on systems support and shared some of the technology used, including the Infor Enterprise Resource Planning (ERP) system, Cayenta, Cityworks, Accela, CentralSquare Computer Aided Dispatch (CAD) and Records Management System, SmartRec, and other smaller systems used departmentally.*

*Council Member Moore spoke about the technological improvements he has seen during his years on Council and pointed out that it takes a lot of money to ensure the city keeps up with the latest technology.*

*In response to Mayor Pro Tempore Holmes, Mr. Ward said his staff has looked into interacting with Ai technology using local interaction. He spoke on an experiment he performed involving role playing in a fictional 911 call involving a traffic accident. He explained that Ai could possibly be used for training purposes in the future. He said the department was looking at a series of guidelines regarding municipal employees using Ai technology to ensure sensitive information was not being disclosed.*

*Mayor Jefferson thanked Mr. Ward for the presentation.*

#### **2024-403      One High Point Commission Implementation Update**

Staff is requesting that City Council prioritize specific implementation areas for which they would like more research conducted.

*Jeron Hollis, Managing Director, introduced Lee Henry of the National Institute of Minority Economic Development (NIMED).*

*Ms. Henry and her staff handed out materials with a QR code to members of the City Council. She spoke on progress to date and the internal staff NIMED had met with recently. She reviewed the comprehensive plan and shared methods that were used,*

*including interviews with key community partners, identifying relevant federal and state funding opportunities, researching other municipalities, and gathering data on current and recent program expenditures.*

*She gave a brief history and background of the One High Point Commission (OHPC).*

*She spoke on the potential federal and local funding sources, including private sources like corporate and foundation funds. She explained the reasoning for narrowing down the funding sources. She said identifying the Council's priority policy areas will signify the City's commitment to potential funders, establish which funding opportunities will be pursued first, and alert current and potential community partners of collaboration opportunities.*

*She gave an overview of policy recommendation fund estimations and said NIMED staff had looked at other municipalities for examples. She explained how feedback from the City Council would help shape the recommendations.*

*She went over the different policy recommendation areas that the Council would be reviewing and prioritizing, including Housing Disparities; Access to Transportation; Education Disparities; Economic Opportunities; Health Opportunities; and Municipal Practices. She shared an additional recommendation involving issuing an apology to African Americans on the behalf of the City of High Point for past discriminatory practices and policies.*

*She explained that the Council Members would be asked to use the QR code provided by NIMED earlier to identify which policy recommendations they would like to see prioritized.*

*In response to Mayor Pro Tempore Holmes, Ms. Henry spoke on some of the community partners they have had conversations with and explained that they could narrow the focus once they received feedback from Council on the priorities. She explained that food disparity could be included in the Health opportunities category.*

*Mayor Jefferson pointed out that they were already addressing some of the policy recommendation areas with current city initiatives and explained that some of the others, like education, would not be in the municipal purview.*

*Mayor Pro Tempore Holmes said addressing some of the other policy areas would have a down-ballot effect on some of the other issues.*

*Ms. Henry said they would continue to work on other issues, but the top three policy recommendations chosen by Council is what they would prioritize. She said once they were identified, NIMED would start conversations with staff and look at a five-year trajectory. She said the goal was to start working on the identified goals within the next couple of months and come back with an update at a future meeting.*



*A conversation ensued on ensuring that current and recent initiatives were considered when reviewing municipal operations.*

*Ms. Henry said that NIMED was taking stock on all the amazing things happening in High Point and explained they would be looking at how to align with the Comprehensive Plan and other initiatives like the disparity study with the work they would be doing.*

*Upon the conclusion of the QR code poll, the top three policy priorities identified by the Council were: Address Housing Disparities, Address Economic Opportunity, and Address Transportation Access.*

### **ADJOURNMENT**

*There being no further business to come before the City Council, the meeting adjourned at 4:58 p.m.*

Respectfully Submitted,

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Cyril Jefferson, Mayor

Attest:

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Alison Glynn, Deputy City Clerk

**COMMUNITY DEVELOPMENT COMMITTEE**  
*Chaired by Council Member Johnson*  
*Committee Members: Johnson, Andrew, Cook, McKiver*  
**October 8, 2024 – 4:00 P.M.**  
**Council Chambers – Municipal Building**  
**211 S. Hamilton Steet**

**Community Development Committee - Council Member Johnson, Chair**

**CALL TO ORDER**

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

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

**PRESENTATION OF ITEMS**

**2024-400     Consideration of a Resolution Conveying Real Property to a Nonprofit Corporation**  
City Council is requested to consider a Resolution conveying 813 and 817 Vail Avenue properties and authorize the appropriate City Official(s) to execute all necessary documents.

*Don McKnight, Assistant Community Development Director, provided the staff report for this item. He indicated the conveyance was intended to continue infill housing development efforts in the Core-City and to facilitate affordable housing. He said the lots would be conveyed to Empowerment Headquarters in the Southside community.*

*In response to Committee Member Andrew, Mr. McKnight said this was the first time the City had worked with Empowerment, but indicated that they had a good track record with development in other municipalities. In response to Chair Johnson, he said the company had been in business since 2015.*

**A motion was made by Chair Johnson, seconded by Committee Member McKiver, to approve agenda item 2024-400.**

**Motion carried with the following vote:**

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

**2024-401     Local Codes Strategic Plan Update**  
Staff will provide a Local Codes Strategic Plan update.

*Kaylie Parish, Interim Code Enforcement Manager, provided the update. She indicated that in September of 2024 there had been 24 minimum housing cases, 215 public nuisance cases, and 73 zoning cases.*

*She spoke on the discussion regarding a proposed text amendment to the sign ordinance in reference to the feather banners and flags. She said the department had been working with staff in the Planning & Development Department to make sure the enforcement component was in place before making any changes.*

*She said inspectors had been removing crates and debris from medians to discourage panhandling.*

*She shared an example of how the Code Enforcement Department was working to reduce blight in city neighborhoods, specifically, the inspector-initiated 910 Randolph Street case and the Repair or Demolish Order issued in May of 2023. She indicated the property was sold in May of 2023 and shared before and after photos showing the improvements that had been undertaken.*

*Chair Johnson said these were the types of updates that they liked to see.*

*In response to Committee Member Andrew, Ms. Parish said the party who originally purchased the property intended to renovate and flip the property, and said the new owner was currently residing in the property.*

*In response to the concerns of Committee Member Cook about using the term “safety hazard” without evidence regarding the debris in the medians, Ms. Parish said the term was used as a cautionary term. She said there was no evidence indicating the debris had been a safety hazard in the past, but said she would look into it and let the Committee know.*

*In response to questions from Committee Member Cook, Ms. Parrish explained the process for a property to be issued a Repair or Demolish Order. She said if a citizen felt a property needed to be inspected, they could call her directly to make a complaint. She cautioned that the details of the complaint, including the identity of the caller, could be publicly disclosed.*

#### **For Information Only**

**2024-363**

#### **Leonard Street Affordable Housing Update**

*Staff will provide an update on affordable housing options for the 1009 Leonard Street site.*

*Craig Stone, President of Wynnefield Properties, presented the item. He said that they had just received the award announcement for The Flats at Old Winston Road and thanked City staff for all the hard work in securing the funds. Chair Johnson said the Committee was happy to hear the news about the project.*

*Mr. Stone passed out some handouts outlining some affordable housing options for the site. He said that Wynnefield Properties had been working extensively on the site and spoke on incorporating lifestyle amenities like bocce fields, community gardens, soccer fields, and a playground. He indicated funds were being set aside to help incorporate community gardens.*

*In response to Chair Johnson, Mr. Stone said the plans were for 102 units right now due to the limitations in parking. He said those unit numbers could fluctuate as the project moves forward.*

*In response to Committee Member McKiver, Mr. Stone said they were limited by local and state requirements in reference to parking availability.*

*Greg Ferguson, Deputy City Manager, explained the current option was consistent with the 2045 Comprehensive Plan, but that it was not the only option for the site. He indicated the plan would be a starting point to see if the proposed amenities or other amenities could work on the site.*

### **ADJOURNMENT**

*There being no further business to come before the Community Development Committee, the meeting adjourned at 4:22 pm.*

Respectfully Submitted,

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Tyrone Johnson, Chairman  
Community Development Committee

Attest:

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Alison Glynn, Deputy City Clerk



# City of High Point

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

## Master

File Number: 2024-407

File ID: 2024-407	Type: Special Use Permit	Status: To Be Introduced
Version: 1	Reference:	In Control: City Council
		File Created: 10/10/2024

File Name:	Final Action:
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**Title:** Quasi-Judicial Evidentiary Hearing - The Piedmont School, Inc., Special Use Permit 24-01 (This item is being recommended to be continued to the November 18, 2024, City Council Meeting)

A request by The Piedmont School, Inc. to consider a Special Use Permit request to allow a Major and Minor School use type, as listed in Principal Use Table 4.1.9 of the Development Ordinance, in the Residential Single Family - 3 (R-3) District. The site is located along the north side of Old Mill Road, approximately 250 feet east of Netherstone Lane (815 Old Mill Road).

Notes:

Sponsors:	Enactment Date:
Attachments: SUP-24-01 Council Forwarding Memo	Enactment Number:
Contact Name:	Hearing Date:
Drafter Name: genine.solis@highpointnc.gov	Effective Date:

History of Legislative File

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

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Special Use Permit 24-01 ( <i>The Piedmont School, Inc.</i> )	
<b>FROM:</b> Sushil Nepal, AICP Planning & Development Director	<b>MEETING DATE:</b> October 21, 2024
<b>PUBLIC HEARING:</b> Yes (QJ Evidentiary Hearing)	<b>ADVERTISED DATE/BY:</b> October 5 and 10, 2024 / Planning & Development
<b>ATTACHMENTS:</b> N/A	

**PURPOSE:** To consider a request by the Piedmont School, Inc. (“Applicant”) for a Special Use Permit (“SUP”) to allow a Major and Minor School use type, as listed in Principal Use Table 4.1.9 of the Development Ordinance, in the Residential Single Family – 3 (R-3) District. The site is located along the north side of Old Mill Road, approximately 250 feet east of Netherstone Lane (815 and 829 Old Mill Road).

**BACKGROUND:** The Planning and Development Department has been working with the Applicant to develop proposed conditions for this SUP request. The exhibits and proposed SUP conditions are still incomplete.

As such, to ensure that a clear and complete recommendation will be presented to the City Council at the required quasi-judicial evidentiary hearing, staff is requesting that SUP-24-01 be continued to the November 18, 2024 regular City Council meeting. The Applicant is agreeable to this request and date.

**BUDGET IMPACT:** There is no budget impact.

**RECOMMENDATION / ACTION REQUESTED:** The Planning and Development Department recommends City Council continue the quasi-judicial evidentiary hearing for Special Use Permit 24-01 to the November 18, 2024, regular City Council meeting.



# City of High Point

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

## Master

File Number: 2024-413

File ID: 2024-413	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: City Council
		File Created: 10/17/2024
File Name:		Final Action:
<div><p><b>Title:</b> Consideration of a Reappointment to the City of High Point Board of Alcoholic Control (ABC Board) City Council is requested to confirm the reappointment of James Tanner to the ABC Board; term effective November 15, 2024, and expiring on November 15, 2027.</p></div>		
Notes:		
Sponsors:		Enactment Date:
Attachments: Reappointment James Tanner - ABC Board		Enactment Number:
Contact Name:		Hearing Date:
Drafter Name:		Effective Date:

### History of Legislative File

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

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Reappointment – James Tanner	
<b>FROM:</b> City Clerk's Office	<b>MEETING DATE:</b> October 21, 2024
<b>PUBLIC HEARING:</b> N/A	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> none	

**PURPOSE:** To confirm the reappointment of James Tanner to the to the City of High Point Board of Alcoholic Control (ABC Board).

**BACKGROUND:** Mayor Jefferson is recommending James Tanner for reappointment to the ABC Board; term effective November 15, 2024, and expiring on November 15, 2027.

**BUDGET IMPACT:** N/A

**RECOMMENDATION/ACTION REQUESTED:** City Council is requested to confirm the reappointment of James Tanner to the ABC Board; term effective November 15, 2024, and expiring on November 15, 2027.