



AGENDA
REIDSVILLE CITY COUNCIL
MEETING
6:00 PM
Tuesday, September 8, 2020

(The September 8, 2020 meeting of the Reidsville City Council will be held in the City's RCARE/Senior Center, 201 North Washington Avenue, to allow the Council to meet in person. The public is invited to attend the meeting, which will also be livestreamed on [twitch.tv/rockinghamupdate/mobile](https://www.twitch.tv/rockinghamupdate/mobile).)

1. Call to Order.
2. Invocation by Councilman William Hairston, Pastor of Shiloh Baptist Church, 111 Regent Trail, Reidsville.
3. Pledge of Allegiance.
4. Recognitions:
 - (A) Recognition of Team Reidsville Cup Competition.
 - (B) Recognition of Police Officer Stephen Turman.
5. Approval of Consent Agenda.
 - (A) Approval of the August 11, 2020 Regular Meeting Minutes.
 - (B) Approval of Fair Housing Complaint Procedure.
 - (C) Approval of a Resolution to Adopt Updated Compliance Plans for CDBG-Infrastructure Projects.
6. Public Hearings:
 - (A) Consideration of Application for Approval of Installment Purchase or Lease Contracts and accompanying Resolution for the Lake Reidsville Campground Sewer Project. (Enclosure #1) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*
7. Awarding of Contracts:
 - (A) Consideration of Lake Reidsville Campground Sewer Project: (Enclosure #2) -- *Haywood Cloud Jr., Assistant City Manager of Community Services, and Chris Phillips, Assistant City Manager of Administration/Finance Director.*
 1. Consideration of Construction Contract.
 2. Consideration of Debt Financing.

3. Consideration of Capital Project Ordinance Amendment.

- (B) Consideration of awarding contract to Design Firm for Depot District Redevelopment Plan. (Enclosure #3) - *Jeff Garstka, Economic Development Director*

8. Updates:

- (A) Consideration of Amendment to Lease Agreement with Old North State League. (Enclosure #4) -- *William F. McLeod Jr., City Attorney, and Haywood Cloud, Assistant City Manager of Community Services*
- (B) Update on Staff's Plan to Seek ASADRA Funding in Fall Grant Cycle. (Enclosure #5) - *Chuck Smith, Public Works Director, and Chris Phillips, Assistant City Manager of Administration/Finance Director*
- (C) Consideration of Inclusion of Capital Improvement Projects in Sewer Asset Management Plan. (Enclosure #6) - *Chuck Smith, Public Works Director*

9. Public Comments.

10. City Manager's Report.

- (A) Month of September. (Enclosure #7)

11. Boards & Commissions Appointments:

- (A) September Appointments. (Enclosure #8)

12. Council Members' Reports.

13. Miscellaneous:

- (A) For Information Only.

14. Motion to go into closed session to discuss legal, economic development and personnel matters pursuant to NCGS 143-318.11(a)(3) (4) & (6).

15. Adjourn.

**MINUTES OF THE REGULAR MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD TUESDAY, AUGUST 11, 2020 AT 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

The meeting was live streamed on the City of Reidsville YouTube Channel. The public was allowed in Council Chambers per social distancing and room capacity guidelines.

CITY COUNCIL MEMBERS PRESENT:
*(All Council members attended via Zoom
with Mayor Donecker in Chambers.)*

Mayor John M. "Jay" Donecker
Mayor Pro Tem Harry L. Brown
Councilman James K. Festerman
Councilman Donald L. Gorham
Councilman William Hairston
Councilmember Terresia Scoble
Councilwoman Sherri G. Walker

CITY COUNCIL MEMBERS ABSENT:

NONE

CITY STAFF PRESENT:

Preston W. Mitchell, City Manager *(via Zoom)*
Angela G. Stadler, City Clerk *(via Zoom)*
William F. McLeod, City Attorney
Chris Phillips, Assistant City Manager of
Administration
Haywood Cloud, Assistant City Manager of
Community Services
Jeff Garstka, Economic Development Director
Donna Setliff, Community Development Manager

CALL TO ORDER.

Mayor Donecker called the meeting to order.

**INVOCATION BY COUNCILMAN WILLIAM HAIRSTON, PASTOR OF SHILOH
BAPTIST CHURCH, 111 REGENT TRAIL, REIDSVILLE.**

Councilman Hairston provided the invocation.

PLEDGE OF ALLEGIANCE.

The Mayor and Council members led in the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA.

Councilman Festerman made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the Consent Agenda.

4.A Approval of July 14, 2020 Regular Meeting Minutes and the August 3, 2020 Special Meeting Minutes (Open Session).

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the July 14, 2020 Regular Meeting Minutes and the August 3, 2020 Special Meeting Minutes.

4.B Approval of Budget Ordinance No. 2 for application review services for wireless telecommunication facilities.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved Budget Ordinance Amendment No. 2 as outlined in Community Development Manager Donna Setliff's memo dated August 3, 2020, which noted that the City contracts with Atlantic Technologies Group (ATG) as a consultant to review applications pertaining to wireless telecommunications facilities. These reviews involve new towers, co-locations or modifications to a tower. To pay for these services, a flat rate fee of \$1,000.00 is charged the cellular provider with \$850.00 paid to ATG and \$150.00 remaining in receivables, per Setliff's memo. With a modification application received from T-Mobile, Setliff was requesting to transfer \$850.00 from the Wireless Fees revenue account to the Wireless Contracted Services expense account to pay for the application review services via a budget ordinance amendment.

The Budget Ordinance Amendment No. 2 as approved follows:

BUDGET ORDINANCE AMENDMENT NO. 2

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 9, 2020 which established revenues and authorized expenditures for fiscal year 2020-2021; and

WHEREAS, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to budget to recognize wireless fees received and to appropriate related funds for wireless services;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 9, 2020 is hereby amended as follows;

Section 1. That revenue account number 10-3346-0000, Wireless Fees, be increased by \$850.00.

Section 2. That expense account number 10-4910-4300, Wireless Reviews, be increased by \$850.00.

This the 11th day of August, 2020.

/s/ _____
John M. "Jay" Donecker
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

- End of Consent Agenda -

PUBLIC HEARINGS:

5.A Consideration of a Conditional Use Permit for property located at 920 Johnson Street, specifically Rockingham County Parcel No. 152835. This request is for a variety of uses and was submitted by Dr. Rodney Shotwell on behalf of the Rockingham County School System, which owns the property. (CU 2020-01)

Prior to the discussion, City Clerk Angela G. Stadler swore in Community Development Manager Donna Setliff and Dr. Rodney Shotwell of the Rockingham County Schools.

Setliff reviewed her memo dated June 31, 2020, which follows:

TO: The Honorable Mayor Donecker and Members of the
Reidsville City Council
FROM: Donna H. Setliff, Community Development Manager
DATE: June 31, 2020
RE: Conditional Use Permit Docket No. CU 2020-01

The property at 920 Johnson Street is owned by the Rockingham County School System. The School System is represented by Dr. Rodney Shotwell. It was rezoned to Conditional Use Office & Institutional in June. As required by a Conditional Use zoning, the applicant has filed for the Conditional Use Permit. The following table is a list of the permitted uses desired by the applicant.

Boarding house, rooming house	
Churches, synagogues, temples and other places of worship (including preschool child instruction and/or care carried on by churches, provided the operation is contained entirely on site)	See Note 31
Clubs and lodges, private, non-profit	
Community Center, public or non-profit for assembly or recreation	
Condominiums (Office and Commercial)	
Day care facility, children and adults with indoor activity area of at least 25 sq. ft. per person; for children outdoor play area of 75 sq. ft. per person and security fence at least 4 ft. high	
Dwelling, accessory to non-residential	See Note 14
Event Center	Requires SUP
Family care homes	See Note 6
Funeral Homes including Crematories as an accessory use	See Note 33
Group Homes	
Home Occupations	See Note 2
Homeless shelters	Requires SUP
Laboratories, medical, dental	
Nursing and rest homes	
Offices	
Personal Services	Requires SUP
Photographic developing, processing and finishing	
Photographic studios including blueprinting	

Private athletic fields, recreational buildings, playgrounds, no commercial gain, no automobile or motorcycle racing	
Private community building, not for commercial gain	
Public parks, cultural and recreational facilities	
Rooming houses, boarding houses	
Schools (academic); kindergarten, elementary, secondary, public or private	
Schools (Nonacademic); commercial, vocational, public or private including music and dance studio	See Note 24
Tourist homes or bed and breakfast	

As you are aware the structure is the former North End Elementary School, which was later used for the Central Office. Per the Rockingham County Tax records, the main structure was built in the 1940's and other structures were built in later years. The property is approximately 8.56 acres. Access to the property is by Johnson Street and the surrounding area is residential.

The Council's focus is to decide if the listed uses are suitable for the location. In Staff's opinion, a number of the uses are suitable. However, I would like to point out a few uses which Staff has concerns about which I will address.

- A Boarding House or Rooming House is a private residence (or single family dwelling) where the homeowner rents out rooms for overnight or long term. The rooms rented out may not be more than 25% of the home's total square footage.
- Family Care Home is a supervised home for no more than six handicapped persons. The Family Care Home has to be at least ½ mile from another Family Care Home.
- Group Home is a residential facility licensed by the State for no more than 12 residents.
- Home Occupations are uses individuals are allowed to operate within the residence which comprises of no more than 25% of the home. (Examples: small offices, one chair hair salon)
- A Tourist Home or Bed and Breakfast is an establishment in private home (single family dwelling) that offers temporary accommodations to overnight paying guests not exceeding 14 persons.

By using the Conditional Use classification, the process allows the applicant, Planning Board or City Council to specify special conditions that will help the requested use(s) conform to the surrounding area. The conditions imposed on the Conditional Use Permit run with the land. They cannot be avoided by simply transferring ownership to someone else. Due to the variety of uses the applicant did not list any self-imposed conditions. However, some of the uses listed require Special Use Permits and others already have required criteria which the use could have to meet. Additionally, the Zoning Ordinance has buffering requirements for commercial use when adjacent to residential uses.

Planning Board Recommendation

The Planning Board favorably voted by unanimous vote that the applicant met all four Findings of Fact. Furthermore, the Board unanimously recommended the Conditional Use Permit including all uses except the five uses Staff felt were unsuitable.

City Council Consideration

In considering Conditional Use Permit, the Council must consider the following Findings of Facts and vote on each finding:

1. that the use(s) will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved;
2. that the use(s) meets all required conditions and specifications;
3. that the use(s) will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and,
4. that the location and the character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Comprehensive Plan for Reidsville and its surroundings.

If the Council finds in favor of each fact, a Council member will need to make a motion listing the uses he/she is recommending.

The attached Conditional Use Permit draft reflects the Planning Board recommendation regarding the permitted uses. (END OF MEMO)

In reviewing her memo, Setliff focused on the listing of uses that staff has concerns about, noting that all of these uses are tied to some type of single-family dwelling. Councilman Festerman asked why staff was against the group home use? Setliff said staff's concern dealt with the magnitude of the building itself, especially with the group home limited to no more than 12 residents. In the five uses of concern, Setliff said the school system agreed that these particular uses are not suitable at this time.

With no further questions from Council, Mayor Donecker opened the public hearing at 6:10 p.m. With no one coming forward, the public hearing was closed at 6:11 p.m.

Council then went through the four Findings of Fact, voting as follows:

1. that the use(s) will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved; **Approved 7-0**
2. that the use(s) meets all required conditions and specifications; **Approved 7-0**
3. that the use(s) will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and, **Approved 7-0**
4. that the location and the character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Comprehensive Plan for Reidsville and its surroundings. **Approved 7-0**

Mayor Donecker then said he would entertain a motion on the Conditional Use Permit, which would not include the five uses that staff just said would not be included: Boarding/Rooming House, Family Care Home, Group Home, Home Occupations or Tourist Home/Bed & Breakfast. Councilman Gorham said, "so moved," which was seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 7-0 vote.

The Conditional Use Permit as approved follows:



CONDITIONAL USE PERMIT

REIDSVILLE, N. C.

There is hereby granted to Rockingham County Schools a Conditional Use Permit in accordance with the Reidsville Zoning Ordinance, Article V, Section 1 for the property located at 920 Johnson Street, specifically Rockingham County Tax Parcel No.: 152835 to be used for:

920 Johnson St Conditional Use Uses

Churches, synagogues, temples and other places of worship (including preschool child instruction and/or care carried on by churches, provided the operation is contained entirely on site)	See Note 31
Clubs and lodges, private, non-profit	
Community Center, public or non-profit for assembly or recreation	
Condominiums (Office and Commercial)	
Day care facility, children and adults with indoor activity area of at least 25 sq. ft. per person; for children outdoor play area of 75 sq. ft. per person and security fence at least 4 ft. high	
Dwelling, accessory to non-residential	See Note 14
Event Center	Requires SUP
Funeral Homes including Crematories as an accessory use	See Note 33
Homeless shelters	Requires SUP
Laboratories, medical, dental	
Nursing and rest homes	
Offices	
Personal Services	Requires SUP
Photographic developing, processing and finishing	
Photographic studios including blueprinting	
Private athletic fields, recreational buildings, playgrounds, no commercial gain, no automobile or motorcycle racing	
Private community building, not for commercial gain	
Public parks, cultural and recreational facilities	
Schools (academic); kindergarten, elementary, secondary, public or private	
Schools (Nonacademic); commercial, vocational, public or private including music and dance studio	See Note 24

Subject to the following conditions:

No Conditions Listed

This property has been zoned Conditional Use Office & Institutional (CU-O & I) in conjunction with this permit. For a more specific understanding of this permit, see Docket No. CU2020-2.

This Permit is granted to the person, firm, or corporation designated above, and for the purpose and under the conditions set forth above. The Conditional Use Permit will continue to remain valid following transfer of ownership of the property provided that circumstances and conditions remain as described at the time that the Permit is granted. Violations of the conditions set forth will be cause for immediate termination of the Permit.

AUTHORIZED this 11th day of August, 2020

by the CITY COUNCIL OF REIDSVILLE, N. C.

/s/ _____
CITY CLERK

- End of Public Hearings -

SEALED BIDS:

6.A Consideration of acceptance of bid for City-owned property, Parcel No. 165396 (Carter Ridge Subdivision).

In making the staff report, City Attorney William McLeod Jr. reviewed his memo regarding the process and bids received for Parcel No. 165396. (*A COPY OF THE CITY ATTORNEY'S MEMO DATED AUGUST 3, 2020 FOR THE CARTER RIDGE PROPERTY IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) He noted that the two bids received were from the Carter Ridge HOA for \$1.00 and from James and Penny Turner, 320 Carter Ridge Drive, for \$5,551.00. Each had also provided the required 5% deposit. He said City Council could either award the bid to the highest responsive and responsible bidder or reject all bids.

Mayor Donecker then made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to accept the Turners' bid for \$5,551.00.

6.B Consideration of acceptance of bid for City-owned property, Parcel No. 158756 (Crutchfield Road).

In making his staff report for Parcel No. 158756, the Crutchfield Road property, the City Attorney noted the same process was followed. (*A COPY OF THE CITY ATTORNEY'S MEMO DATED AUGUST 3, 2020 FOR THE CRUTCHFIELD ROAD PROPERTY IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) Again, Council can accept the highest responsive, responsible bidder, he said. Only one bid was received and that was for \$182,000 by Mountain Valley Pipeline, LLC, which also sent in its 5% bid deposit of \$9,100.00, he continued. The City Attorney stressed that Council can either accept the bid or reject it.

Councilman Festerman then made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to accept the bid of Mountain Valley Pipeline for \$182,000.

BUDGETARY ITEMS:

7.A Consideration of CARES Act Allocation from Rockingham County, including establishment of a Special Revenue Fund to account for the receipt of and use of these funds and approval of a Special Revenue Fund Ordinance.

In making the staff report, Assistant City Manager of Administration/Finance Director Chris Phillips reviewed his July 31, 2020 memo on the CARES Act allocation from Rockingham County to the City of Reidsville, which follows:

**MEMORANDUM – CARES ACT ALLOCATION FROM
ROCKINGHAM COUNTY**

To: Preston Mitchell, City Manager
From: Chris Phillips, Asst. City Manager/Finance Director
Date: July 31, 2020

The Federal Cares Act was passed on March 27, 2020. North Carolina passed two Laws (Session Law 2020-4 and Session Law 2020-80) allocating \$300,000,000 to 97 Counties. The other 3 counties, Guilford, Mecklenburg and Wake have populations large enough that they received CARES Act funding directly from the Federal Government. The second NC law required the 97 Counties to share 25% of the total received with the municipalities in their County. Rockingham County received allocations totaling \$3,497,080; they must share \$874,270 with the municipalities. Rockingham County decided to use population to distribute the funds to each city, just like sales tax is allocated. Reidsville will receive \$328,551 in CARES Act funds. A copy of the County's memo is attached.

A spending plan must be submitted to Rockingham County by August 25, 2020 for them to submit to the State by September 1, 2020. If the plan is not submitted the County will retain the funds to be used by the County or allocated to other cities. The funds must be used by December 31, 2020. The Federal guidance for the CARES Act states that funds can be used for payroll expenses for employees that are substantially dedicated to mitigation and responding to COVID-19. All Public Safety and Public Health employees are presumed to be substantially dedicated. Due to the ease of recordkeeping, and the availability of other potential grant funds for other expenses, it is the recommendation that the CARES Act spending plan be dedicated to Public Safety salaries. This funding equates to approximately one month of salaries and benefits for Reidsville's sworn police officers and fire employees. Attached is the draft spending plan for the City. Rockingham County took this same approach with the first round of money they received – see attached copy of their spending plan.

The City must establish a Special Revenue Fund to account for the receipt of and use of these funds. Attached is a Special Revenue Fund Ordinance that the City Council will need to adopt (Fund 12).

Please let me know if any further information is needed. (End of Memo)

After discussing the laws, the CARES Act funding available to both the County and the City and the required spending plans, Phillips stressed that the City's Coronavirus Relief Fund (CRF) Municipal Plan would use the \$328,551 allotted to the City to cover about one month of salaries for our public safety employees/COVID Warriors. He said the City is required to establish a Special Revenue Fund due to the amount of monies involved, etc. He asked that the Council adopt the Special Revenue Fund (Fund 12) Ordinance included in the agenda packets. The Fund will only show one revenue source, the CARES Act funding, and one expense line item, public safety salaries and benefits, Phillips explained. He added that this guidance came through the North Carolina PRO (Pandemic Recovery Office), citing that the City will report to the County, which will report to the State, which will report to the Federal Government. The Mayor said it was very generous of the County to allow us use of these funds.

Councilman Festerman said this shows how important the Census is for us because this money is coming to us based on population, reiterating once again how important it is to get all of our folks counted. Population also affects our sales tax, he added.

Mayor Donecker asked for a motion?

Councilwoman Walker said, “So moved,” which was seconded by Councilman Gorham. The Mayor restated that this will grant the Special Revenue Fund Ordinance amendment, which authorizes the CARES Act spending. The motion passed in a 7-0 vote.

The CARES Act Special Revenue Fund Ordinance as approved follows:

GRANT SPECIAL REVENUE ORDINANCE AMENDMENT

AUTHORIZING CARES ACT SPENDING

WHEREAS, North Carolina General Statute 159-26(b)(2) requires the establishment of a Special Revenue Fund to account for expenses and revenues that are grant funded; and

WHEREAS, it is the desire of the Mayor and the City Council of the City of Reidsville to establish a grant project fund for CARES Act funding;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Reidsville that:

Section 1 That the following revenue account for this project is hereby established:

12-3900-0000	CARES Act Funds	\$	328,551
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Section 2. The following line items of expenditures are hereby amended:

12-8100-1200	Public Safety Salaries/Benefits	\$	328,551
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Section 3. The City Manager is hereby granted all necessary authority to carry out the use of these funds. The Finance Director is authorized to make temporary loans to this grant project fund from the General Fund in order to cover costs before receipt of revenues and to establish an acceptable cash flow.

This the 11th day of August, 2020.

/s/ _____
John M. “Jay” Donecker
Mayor

ATTEST:

/s/ _____
Angela G. Stadler, CMC/NCCMC
City Clerk

AGREEMENTS:

8.A Consideration of a Lease Agreement for the "City Park" (vacant lot) in the 100 block of South Scales Street.

In making the staff report, Economic Development Director Jeff Garstka first noted that while the agenda said "City Park" and his memo says "Abstract Alley", they are the same. He then reviewed his August 4, 2020 memo, which follows:

MEMORANDUM

TO: Preston Mitchell, City Manager
FROM: Jeff Garstka, Economic Development Director
SUBJ: Lease Agreement between the City of Reidsville and Drew Barefoot for "Abstract Alley"
DATE: August 4, 2020

Two Reidsville High School students painted an alley on S. Scales Street between Powell-Barefoot Insurance and House of Wax Records. The alley is owned by Mr. Drew Barefoot.

The City/Reidsville Downtown Corporation funded the project and also hung "Edison" lights above the alley as part of Project D.R.E.A.M., the City's public art effort. According to the League of Municipalities, this is now considered a public park for liability purposes and it was suggested that the City enter into a formal use agreement with Mr. Barefoot.

City attorney Mr. Bill McLeod drafted a lease arrangement with Mr. Barefoot that is included in the Council packet. The lease is in the sum of \$1 per year, annually renewable. Mr. Barefoot currently parks his personal vehicle in the alley on occasion. He has agreed to utilize the City's public parking lot behind his building, but reserves the right to use the alley for parking based on availability of the lot or other reasons.

City staff is in support of the language in the lease and recommends Council approval. It is another positive public-private partnership to assist in moving the City's public art project in a positive direction. **(End of Memo)**

Councilman Festerman questioned Mr. Barefoot's request to park his personal vehicle in the alley based on availability in the public parking lot "or other reasons." City Attorney Bill McLeod Jr. walked the Council through the lease, adding that most of it was self-explanatory. He indicated the need to include dates (beginning and ending of term) in the first paragraph as mutually agreed to by the City and Mr. Barefoot. While not in perpetuity, the term should be for the foreseeable future, he said. The City Attorney also said it should be set in writing that the City has insurance because of any activities there that the City is supporting. He pointed out that Mr. Barefoot wants the opportunity to park there and the ability to sell the property.

Councilman Festerman repeated his question, adding that for "other reasons" as stated in Garstka's memo seems to be very vague, and he felt the reasons should be stated. Mayor Donecker questioned whether the wording of the lease was not more important than the wording of the memo? McLeod said the lease is the legal binding document. City Manager Mitchell asked if didn't Section #6 of the lease address the question? The City Attorney read the section aloud. Councilmember Scoble asked if the City would have any liability if Barefoot's vehicle was damaged while parked in the alley? The City Attorney said only if it occurs while City-sponsored activities are going on there. Mr. Barefoot would be responsible for his own vehicle and have his own liability insurance, McLeod said. Councilman Festerman said he was comfortable with the explanation. McLeod then read Section #7 aloud as well. Mayor Donecker thanked the City Attorney and Garstka for this clarification.

Mayor Donecker then said he would entertain a motion to accept the lease agreement. Mayor Pro Tem Brown said, “so moved,” which was seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote. (A COPY OF THE LEASE AGREEMENT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

PUBLIC COMMENTS.

No one came forward to make public comments.

CITY MANAGER'S REPORT:

In making the Manager’s Report, City Manager Preston Mitchell reviewed the following items, adding that Councilman Festerman’s remarks were a good segue into the first item: 1) the importance of the 2020 Census and a map showing the Census tracts in Reidsville found in the Miscellaneous section, adding that while we are at 59.7% response rate and trending well, the Census in the State appears to have been largely impacted by COVID-19; that we feel if we are able to reach and surpass the 65.6% Census self-response rate from 2010 that would be a victory but if we are above it, that would reflect the growth; some of the Census tracts have been higher than in the past, but we are currently lagging behind in the northern part of the City and encourage everyone to stress that to that area, etc.; and as the Mayor and City Council has said, a low response rate only hurts the City and our potential future revenues, for example, the CARES Act funding reflects the 2010 Census data; and finally, he encouraged everyone to make time when door-to-door surveys are done and added that a kiosk has been set up in the lobby of RCARE where citizens can fill out the form by appointment as well as call the Census Bureau which will work with you over the phone if you have lost your original form; 2) the YMCA Quarterly Community Pool report for April to June; 3) a memo about the Governor ending the prohibition of utility shut offs and the City’s payment plan, citing the Governor’s Executive Orders 124 and 142, and noted that letters to citizens about this will be going out this week; and 4) a blog on the Rise Up Reidsville website about affordable living in Reidsville, which ranked high in rental rates, for your reference. (A COPY OF THE CITY MANAGER’S REPORT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

Manager Mitchell added that at the City Council’s September meeting there will be additional information regarding our application for ASADRA funding. The City applied for both water and sewer ASADRA funding but received approval for sewer by loan funding only but we believe we could qualify for 75% grant, he said. We did not know there would be a spring and fall grant cycle so we plan to go through the process again to pursue a grant because even with a more favorable interest rate on the loan, we want to be conscious of our debt ratio, he added.

COUNCIL MEMBERS' REPORTS.

Mayor Pro Tem Brown – No report.

Councilman Gorham – The Councilman said on July 15, he was a part of the Planning Board meeting via conference call; a July 21 NAACP conference call; a July 28 Reidsville Downtown Corporation conference call; the August 3rd closed session of the City Council; and on August 5, he was part of a watch party for the school board meeting until his connection went down.

Councilman Festerman – The Councilman expressed his concern that while the Council’s virtual meetings have been productive, he misses the energy that can be found when all of the Council members are together. He asked if staff could look at whether the Council could go back into physically attended meetings, maybe at larger space like RCARE. He said the energy is much higher when they are all together, and they make really good decisions. He cited as an example that he attended last night’s school board meeting where school board members were in the same room and visitors in another room. He asked if this could be considered for Council’s September meeting?

Each of the other Council members said they were okay with it in a larger space such as RCARE. City Manager Mitchell said City staff, including the City Clerk's Office, IT and other relevant staff, will start working on it. If it is not feasible, we will let you know, he told Council. The City Manager added that there may be a few bumps in the road initially, but he felt like staff could take care of it. Councilman Festerman thanked staff for their willingness to look into it and said he appreciated other Council members' thoughts on it.

Councilwoman Walker – The Councilwoman noted that she attended the going away party for Main Street/Market Square Manager Missy Matthews. She said the event was “bittersweet” and thanked all that helped with the party, including Economic Development Director Jeff Garstka for putting it together, held in the open air at Market Square. She added that she had spoken to a constituent who had praised the mask giveaway at Jaycee Park, especially how one could easily drive in and drive out. She gave kudos to all who were involved in the giveaway.

Councilman Hairston – The Councilman said it had been an honor to do a Census presentation with Councilman Festerman on the Chamber show. He also said it had been wonderful to be a part of a panel, “Let's Talk Race”, organized a couple of weeks ago by Rev. Randy Hester of Community Baptist Church. He said it was very informative and a wonderful meeting of community-minded members, adding there were five other pastors on the panel as well. He said he also attended the NAACP conference call a few weeks ago as well.

Councilmember Scoble – Noting it had been a very “fast” month, the Councilmember noted her business had started to take off a bit. After attending a dog show in Greenville, she said she had self-quarantined herself, tested for COVID-19 and was negative. She was on a conference call as part of the Women in Municipal Government (WIMG). Like Councilwoman Walker, she said she had heard from citizens who were extremely thankful that the City took the mask initiative for them. She added her appreciation for what everybody had done.

Mayor Donecker – The Mayor said we may need to do a similar face mask giveaway in another month or so when the flu season hits, on top of COVID-19, but we would probably need to get more masks. He said secondly, he would like to put on the September agenda a written report from the Lucky City Brewery, giving an update on its finances, construction, etc. and to have members of the Lucky City board on hand to speak.

The Mayor asked Chamber President Diane Sawyer to provide the Chamber update. President Sawyer praised the City's recent efforts involving mask giveaways and mentioned that she has a few Team Reidsville masks left. She discussed the 2020 Census TV spots, adding she hoped they were helpful. Sawyer added that the Chamber is planning a County Candidates Forum, which will focus on the issues and candidates running for County Commissioners, Register of Deeds and the Rockingham County School Board. The format will be one-on-one interviews with citizens submitting questions via an online Google form or they can email their questions to her at the Chamber. Sawyer thanked Roy Sawyers, from Rockingham Update, for all his help with the planning of the event.

Sawyer continued by sharing information about the Chamber's Small Business webinars, which will wrap up at the end of August. She said they will take September off and then start back up in October and run through November. She said if anyone has any suggestions or input about the series, please contact her. Sawyer stated there would be a job fair in mid-September and also discussed the Ice House Entrepreneurship Program, which will be taking place in Rockingham County and starting at Reidsville High School. She said she had been approached to be a trainer and that she would have more information after next week's meeting. She reiterated the program is designed to engage and expose young people to

different trades and entrepreneurship opportunities while helping and encouraging them to stay here in Rockingham County. Sawyer said they had hoped to kick off the program this fall but that it looks like it has been pushed back to the spring of 2021. Sawyer said they are planning on having the Business Showcase in October. She said it may have to take place in a different format, perhaps something like this, meaning a ZOOM meeting, and may take place a week later, but it is still being planned. She said they hope to include City of Reidsville staff and that Reidsville is a great place to do business, live, work and play.

MOVE TO THE FIRST-FLOOR CONFERENCE ROOM FOR A CLOSED SESSION TO DISCUSS PERSONNEL PURSUANT TO NCGS 143-318.11(A)(6).

Mayor Donecker asked for a motion to go into recess to reconvene in 10 minutes to consider a personnel matter in closed session pursuant to NCGS 143-318.11(a)(6). Councilman Festerman stated, "so moved," which was seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote.

MOTION TO ADJOURN.

Upon return to open session, Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to adjourn.

John M. "Jay" Donecker, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk

MEMO

Date: 8/28/2020

To: Preston Mitchell

From: Amanda Whitaker

RE: Adoption of Fair Housing Compliant Procedure

The City was recently awarded a Community Development Block Grant (CDBG)-Infrastructure project from the NC Department of Environmental Quality, Division of Water Infrastructure to make needed improvements on aged sewer lines. As part of the compliance requirements the City is required to participate in fair housing activities on a quarterly basis. While we are developing the new fair housing plan for this program the City will need to adopt the attached Fair Housing Complaint Procedure and publish it in the local newspaper once prior to September 30th, 2020.

Fair Housing Complaint Procedure

City of Reidsville

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing Act. In an effort to promote fair housing and that the rights of housing discrimination victims are protected, *City of Reidsville* has adopted the following procedures for receiving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the *City of Reidsville* may do so by informing the *City Clerk* of the facts and circumstance of the alleged discriminatory acts or practice.
2. Upon receiving a housing discrimination complaint, the *City Clerk* shall acknowledge the complaint within 15 days in writing and inform the Division of Water Infrastructure and the North Carolina Human Relations Commission about the complaint.
3. The *City of Reidsville* shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the *City of Reidsville*.
4. The *City Clerk* shall **publicize** in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

It is the policy of the to implement the CDBG program to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, familial status, or handicap (disability).

If you have any questions about the complaint procedure or would like to register a complaint of fair housing discrimination please contact the *City of Reidsville, City Clerk, 336-349-1030, 230 W. Morehead Street, Reidsville NC 27320, astadler@ci.reidsville.nc.us* or, for the hearing impaired, TDD assistance is available at (TDD #711) and providing the facts and circumstances of alleged discriminatory act or practice.

This information is available in Spanish or any other language upon request. Please contact Angela Stadler at 336-349-1030 or at 230 W. Morehead Street, Reidsville NC 27320 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Angela Stadler al 336-349-1030 o en 230 W. Morehead Street, Reidsville NC 27320 de alojamiento para esta solicitud.



Adopted this _____ day of _____, 20__.

_____ (*Chief Elected Official*)

ATTEST: _____ (*Clerk*)

First page must be published on the Newspaper after the Complaint Procedure is adopted. Please keep the Adopted document in the files including signatures and the Newspaper Publication for documentation

Discrimination Complaints

- Visit the **NC Human Relations Commission** to file a discrimination complaint
- Visit **HUD's website** to file a discrimination complaint
- Visit the **US Department of Justice Civil Rights Division** to file a discrimination complaint
- The **NC Fair Housing Project of Legal Aid of North Carolina** is funded by a HUD Fair Housing Initiatives Program (FHIP) grant. The Fair Housing Project of NC is available to provide information concerning a person's rights under the Federal Fair Housing Act. When necessary, staff can also assist victims of housing discrimination in filing a complaint with HUD or other appropriate administrative or judicial bodies. For more information, or if you believe you have been a victim of housing discrimination, call the FHP's toll-free number: **1-855-797-FAIR (1-855-797-3247)**.



MEMO

Date: 8/28/2020

To: Preston Mitchell

From: Amanda Whitaker

RE: Adoption of CDBG-I Compliance Plans

The City was recently awarded a Community Development Block Grant (CDBG)-Infrastructure project from the NC Department of Environmental Quality, Division of Water Infrastructure to make needed improvements on aged sewer lines. As part of the CDBG program reach grantee is required to adopt and implement the below mentioned compliance plans. These plans have been adopted by the City in the past but due to recent updates from the NC Department of Environmental Quality they will need to be adopted again.

Plans for consideration are:

1. Equal Opportunity Plan
2. Procurement Plan
3. Language Access Plan
4. Local Jobs Initiative Section 3 Plan
5. Citizen Participation Plan
6. Residential Anti-Displacement and Relocation Assistance Plan
7. Section 504 Grievance Procedure
8. Policy Prohibiting Excessive Use of Force
9. Conflict of Interest Policy

Withers Ravenel will assist the City with compliance and implementation of these plans and polices.

RESOLUTION BY THE CITY OF REIDSVILLE TO ADOPT CDBG PLANS

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The City of Reidsville has requested and may intend to request in the future state grant assistance for a project,

WHEREAS, HUD’s State CDBG program has many federal performance and procurement requirements,

WHEREAS, The City will implement these plans broadly and not specific to any single CDBG grant,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF THE CITY OF REIDSVILLE:

That the City of Reidsville adopts and places into effect the following compliance plans:

- Equal Opportunity Plan
- Procurement Plan
- Language Access Plan
- Local Jobs Initiative Section 3 Plan
- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Section 504 Grievance Procedure
- Policy Prohibiting Excessive Use of Force
- Conflict of Interest Policy

Adopted this the _____ day of September, 2020 in Reidsville, North Carolina.

(Signature of Mayor)

(Title)

Attest:

Signature & Title



EQUAL OPPORTUNITY POLICY AND PLAN FOR CDBG-I GRANTEES

EQUAL HOUSING OPPORTUNITY POLICY & PLAN

WHEREAS, the **City of Reidsville**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, the Civil Rights Act of 1964 prohibits all racial discrimination in the sale or rental of property;

WHEREAS, the Fair Housing Act declares a national policy of fair housing throughout the United States, making illegal any discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable, because of race, color, religion, sex, disability, familial status, or national origin; and

WHEREAS, Executive Order 12892, Equal Opportunity in Housing, as amended (Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing), provides that programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) shall be administered in a manner affirmatively to further the purposes of the Act and shall cooperate with the Secretary of Housing and Urban Development, who shall be responsible for exercising leadership in furthering the design and delivery of Federal programs and activities;

NOW THEREFORE, BE IT RESOLVED:

SECTION 1: The **City of Reidsville** shall eliminate housing discrimination, and achieve diverse, inclusive communities by leading the community in the enforcement, administration, and public understanding of federal fair housing policies and laws.

SECTION 2: The **City of Reidsville** shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public.

SECTION 3: The **City of Reidsville** shall post in public buildings and the CDBG project area the Equal Housing Opportunity posters and/or additional information the local government has prepared to inform the community with the Equal Housing Opportunity policies and laws.

SECTION 4: The **City of Reidsville** will take the following specific actions to contact and develop working relationships with local owners, real state and civic, charitable or neighborhood organizations in particular, to secure public understanding and responsibilities to exercise Equal Housing Opportunity:

1. Mail Housing Information
2. Conduct Housing Training



EQUAL EMPLOYMENT OPPORTUNITY POLICY & PLAN

WHEREAS, the **City of Reidsville**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

WHEREAS, the **City of Reidsville** maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, physical or mental disability, age, genetic information, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

NOW THEREFORE, BE IT RESOLVED:

SECTION 1: In furtherance of this policy, the **City of Reidsville** prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

SECTION 2: The **City of Reidsville** shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

SECTION 3: Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the **Angela Stadler designated by the Chief Elected Official** to assist in the implementation of this policy statement.

SECTION 4: The **City of Reidsville** shall develop a self-evaluation mechanism to provide periodic examination and evaluation. Every two years the results of the self-evaluation reporting on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the **Chief Elected Official**. Records presented to the **Chief Elected Official** shall be maintained in the files and will be provided to NCDEQ/Division of Water Infrastructure as needed.

SECTION 5: The **City of Reidsville** is committed to this policy and is aware that with its implementation, the community will receive positive benefits through the greater utilization and development of all its human resources.

SECTION 6: The **City of Reidsville** shall include the Equal Employment Opportunity logo and/or the phrase affirming Equal Employment Opportunity on all the CDBG documents intended to be shared with the staff and the public.



SECTION 7: The **City of Reidsville** shall obtain commitment from contractors that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental disability, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment. Contractors will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, physical or mental disability, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

SECTION 8: The **City of Reidsville** shall obtain commitment from Contractors that will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, national origin, physical or mental disability, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

PASSED BY THE **CITY COUNCIL, REIDSVILLE, NORTH CAROLINA.**

Adopted this _____ day of _____, 20_____

ATTEST:

(Chief Elected Official)

(Clerk)



Procurement Policy and Plan for CDBG-I Grantees

WHEREAS, the **City of Reidsville** will comply with the terms and conditions of federal funding that is awarded and accepted, including, but not limited to, the terms and conditions of the Grant Contract, and the *Procurement Policy of the North Carolina Department of Environmental Quality's Water Infrastructure Division, Community Development Block Grant-Infrastructure Program (CDBG-I Procurement Policy)*, attached;

WHEREAS, the States were advised by Housing and Urban Development (HUD) to develop their own procurement policies, and the CDBG-Infrastructure Program has developed and adopted the attached policy (*CDBG-I Procurement Policy*) as reference for its grantee communities, using portions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards," supplemented with NC General Statutes 143-64.31, 143-129, and 143-131; and 24 C.F.R. § 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. In addition, all purchase orders and contracts shall include any clauses required by Federal Statutes, executive orders, and implementing regulations including the Section 3 clause, per 24 C.F.R. 570.489 (g) and 24 C.F.R. 135.38;

WHEREAS, the **City of Reidsville**, as the recipient of Federal CDBG funds, acknowledges its responsibility to and will adhere to the aforesaid *CDBG-I Procurement Policy* of the North Carolina Department of Environmental Quality's Division of Water Infrastructure;

WHEREAS, the **City of Reidsville** will, to the extent applicable, follow methods of procurement, procure by contracting with small, minority firms, women's business enterprises, and labor surplus area firms, when those entities offer the best level of knowledge, skills and abilities for professional services, and when those entities offer the knowledge, skills and abilities and are the lowest cost responsive, responsible bidders in building trade and related services; and

WHEREAS, the **City of Reidsville** will demonstrate contract cost and price awareness and adhere to awarding agency contract provisions (2 CFR Part 200, Appendix II, except for items F and J, which were not adopted by the CDBG-Infrastructure Program, as allowed under 2 CFR Part 200.101(d)(1));

NOW THEREFORE, BE IT RESOLVED;

SECTION 1: All procurement of goods and services by the **City of Reidsville** with CDBG grant funds shall be accomplished in accordance with the requirements of the *CDBG-I Procurement Policy*, and HUD implementing regulations at 24 CFR Part 570.489 (g) and (h), which prohibits cost plus a percentage of construction cost method of contracting for services.

SECTION 2: In addition, all purchase orders and contracts shall include any clauses required by Federal Statutes, Executive Orders, and implementing regulations including the Section 3 clause, per 24 CFR 570.489(g) and 24 CFR 135.38, or the North Carolina General Statutes Chapter 143 applying to procurement in general by North Carolina municipalities and counties.



SECTION 3: When Federal and State regulations are different, the more restrictive regulation shall apply to the procurement in question, as outlined in the *CDBG-I Procurement Policy*

SECTION 4: The **City of Reidsville** will adhere to the following guidelines during procurement of goods and services using Federal funds:

- A. In all cases where goods or services are procured based on one bid or proposal received, the **City of Reidsville** will follow established principles to verify the reasonable cost of the procurement and shall contact the State Agency supervising the grant program before making any contract award based on non-competitive negotiation. The **City of Reidsville** shall follow all noticing and advertising requirements prior to accepting the single source respondent. Written permission from the CDBG-I Program shall be obtained prior to entering into a single source contract.
- B. Section 3 certified businesses, and historically underutilized businesses, including women-owned and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the **City of Reidsville**. Firms shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.

SECTION 5: The **City of Reidsville** following guidelines during procurement of professional service contracts:

- A. Professional services shall be procured through the use of Request for Proposals (administrative services) or Request for Qualifications (engineering services). Respondents offering administrative services shall be selected on the basis of the best qualified respondent for the price. Respondents offering engineering services shall be selected on the basis of the best qualified respondent, without regard for price. A written selection procedure shall be used to evaluate respondents, and those records maintained in the procurement files.
- B. The **City of Reidsville** shall develop a written scope of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The selected engineering services respondent and the **City of Reidsville** shall then enter into competitive negotiations to arrive at a mutually agreeable price for engineering services. All contracts awarded through competitive negotiations shall be awarded strictly on the basis of the written selection procedure.

SECTION 6: The **City of Reidsville** will adhere to the following guidelines during procurement of construction contracts:

- A. Construction service contracts shall be competitively bid using sealed bids, with the award going to the lowest responsive, responsible bidder. A minimum of three bids shall be received prior to opening the sealed bids.



SECTION 7: Additionally, the **City of Reidsville** will adhere to the following guidelines during all procurement:

- A. Prior to any contract award, the **City of Reidsville** shall verify the consultant and/or contractor's eligibility to participate in a federally assisted program.
- B. No consultant or bidder shall assist in the development of the Request for Proposals, in the Request for Qualifications, nor the construction bid posting in which the consultant or bidder has a direct or indirect interest.
- C. No consultant or bidder shall assist in the evaluation of proposals or bid packages for contracts in which that consultant or bidder has a direct or indirect interest. The **City of Reidsville** shall adhere to all applicable Federal and State conflict of interest regulations in making contract awards.
- D. The **City of Reidsville** shall request references or check references of contractors or firms who are awarded contracts with Federal grant funds and will request a written warranty for all goods and services provided through the small purchase's procedure.
- E. The **City of Reidsville** shall not award any contract for federally-assisted projects on a contingency or cost-plus-percentage of construction basis.
- F. The **City of Reidsville** shall hold a pre-bid meeting and a pre-construction meeting for each construction project bid competitively using CDBG-Infrastructure funds. Evaluation criteria for the bids may add points for attending the pre-bid meeting of contractors, but it is not a prerequisite.

PASSED BY THE **CITY OF REIDSVILLE, REIDSVILLE, NORTH CAROLINA.**

Adopted this _____ day of _____, 20____.

Chief Elected Official

ATTEST:

Clerk



LANGUAGE ACCESS POLICY AND PLAN FOR CDBG-I GRANTEES

PURPOSE

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964, and clarified in Executive Order 13166, requires units of general local government (UGLG) to ensure individuals with limited English proficiency (LEP) have meaningful access to federally-funded programs and services. These individuals are protected from the national origin discrimination under Title VI. All recipients of federally-funded assistance are expected to make reasonable efforts to provide this language assistance.

MEANINGFUL OPPORTUNITIES

All CDBG recipients are required to take reasonable steps to ensure meaningful access to their programs and activities. The methodology recommended by HUD is properly prepare a Limited English Proficiency Plan is as follows:

1. Conduct a four factor analysis;
2. Develop a Language Access Plan (LAP); and
3. Provide appropriate language assistance.

DEFINITIONS

Limited English Proficient (LEP) Individual.

Any prospective, potential, or actual beneficiary of services from the local unit of government whose primary language is not English and who has a limited ability to speak, read, write, or understand English are entitled to language assistance with respect to a particular service, benefit, or encounter. May be citizens or non-citizens.

Meaningful Access.

The ability to access programs and participate in services or activities.

Title VI Compliance Officer.

The person or persons responsible for administering compliance with the Title VI LEP policies.

Anglea Stadler, City Clerk is the Title VI Compliance Officer
336-349-1030, astadler@cit.reidsville.nc.us

ADDITIONAL INFORMATION AND RESOURCES

Additional LEP resources can be found at these websites:

- <https://www.lep.gov/>
- http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq



POLICY AND PLAN FOR PROVIDING MEANINGFUL COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

In order to comply with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the **City of Reidsville** will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the unit of general local government (UGLG) has to ensure LEP individuals can communicate effectively.

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE(S)

FOUR FACTOR ANALYSIS

CDBG recipients must first assess and evaluate four factors when determining how to best serve eligible LEP persons. These factors include:

1. The number or proportion of LEP persons eligible to be served/encountered in an eligible service population (town/city/or county level);
2. The frequency with which LEP individuals come in contact with the CDBG program;
3. The nature and importance of the program, activity, or service provided by the CDBG program to people's lives; and
4. The (financial and human) resources available to the grantee/recipient and costs of language service options.

Factor 1. The number or proportion of LEP persons eligible to be served/encountered in an eligible service population.

To determine the number or proportion of LEP persons served in **City of Reidsville**, use the most recent American Community Survey data and complete the below table. *Attach maps and/or relevant data to this LAP: All data or maps provided must be accurately sourced.*

Grantee Population (<i>5 years and older</i>)	<u>13,987</u>
LEP Population (<i>speaking English "not well" or "not well at all"</i>):	<u>4.2% or 550 people</u>
<u>Languages Spoken:</u>	
1. More than 5% of the eligible population or beneficiaries and has more than 50 in number; or	<u>Not more than 5%, but 550 people</u>
2. More than 5% of the eligible population or beneficiaries but has less than 50 or less in number; or	<u>N/A</u>
3. More than 1,000 individuals in the eligible population in the market area or among current beneficiaries.	<u>N/A</u>



Factor 2. The frequency with which LEP persons come into contact with the CDBG program.

This frequency with which a program engages with the public can vary depending upon the type of assistance. For CDBG grants, grantees must engage with the public at these critical steps:

- When notifying the public about a grant award application and its proposed activities
- When notifying the public about the grant award and its funded activities
- When seeking applicants to participate in the program (i.e., seeking new connections/ hookups for water/sewer services)
- When seeking qualified contractors to bid on projects
- When working with homeowners selected for assistance
- When notifying the public on their civil rights and complaint procedures
- When notifying the public about the grant closeout and its accommodations

Provide below a description of how your community engages with the public and how frequently does this occur.

The City of Reidsville engages with the public regarding the CDBG-I on a monthly basis.

Factor 3. The nature and importance of the programs, activities, or services to people’s lives

The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP persons, the more likely the need for language services. The obligations to communicate rights to a person who is being evicted differ, for example, from those to provide recreational programming. A CDBG recipient needs to determine whether denial or delay of access to services or information could have serious or even life-threatening implications for the LEP individual.

The City of Reidsville’s CDBG-I project includes rehabilitation of old failing sewer lines. This project is important to aid in the maintenance of the City’s overall system and keep the cost of utility services affordable. There will be no denial or delay of access to services or information for LEP individuals

Note: In the case where the overall jurisdiction numbers fall below the threshold to provide translated written documents but existing or planned target areas exist, the recipient must evaluate whether there are LEP households within the target areas that may need notification or other LAP services. The recipient’s evaluation should use local knowledge or data or other relevant data in conducting its evaluation and should indicate its conclusions regarding the steps necessary to reach out to these households in the language they speak to ensure that adequate notification is achieved. This evaluation will be particularly important for grants with limited rehabilitation activities (new connections/hookups) where eligible applicants for assistance may need application or other documents translated to take advantage of available services.



Factor 4. Resources available to grantee/recipient and costs.

City of Reidsville takes all reasonable steps to ensure meaningful access for LEP persons to CDBG programs and activities. The availability of resources, however, may limit the provision of language assistance services in some instances. “Reasonable steps” may cease to be reasonable when the costs imposed substantially exceed the benefits. **City of Reidsville’s** LAP balances the needs of the LEP community with the funding resources available. If resources limit the provision of services already laid out in this document, **City of Reidsville** will keep record of both the service requested and financial reasoning for the limitation.

Language assistance measures that **City of Reidsville** might provide to LEP persons are outlined in Section 2 below.

2. LANGUAGE ASSISTANCE MEASURES

The type of language assistance necessary to provide meaningful access will vary depending on the type of communication **City of Reidsville** staff is having with the LEP person (i.e., phone, in-person, or written communication) and in some circumstances more than one method will work. Regardless of how the language assistance is provided, **City of Reidsville** recognizes the importance of providing such services in a timely manner and in an appropriate place. Failure to do so may effectively delay or deny LEP residents access to CDBG programs and services. **City of Reidsville** staff understands that the extent of the **City of Reidsville** obligation is to provide both oral and written translations is dependent on the four-factor analysis conducted by the community.

“I SPEAK” CARDS

Language-specific cards should inform the reader on the use of the card on one side, while instructing staff (on the other side and in their vernacular language) which procedures to follow to assist the card holder. The “I Speak” card in Spanish, for example, would read in Spanish as follows: “The language I speak is Spanish. Please find someone who is fluent so that I may communicate effectively. Thank you.”

The **City of Reidsville** will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” <http://www.lep.gov/resources>) and LEP posters to determine the language. In addition, when records are kept of past interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

OBTAINING A QUALIFIED INTERPRETER

List the current name, office telephone number, office address and email address of the local Title VI compliance officer(s):
Angela Stadler, City Clerk, 336-349-1030, 230W. Morehead Street, Reidsville NC 27320, astadler@ci.reidsville.nc.us

Check all methods that will be used.

Note: The Unit of General Local Government (UGLG) must notify the Division of Water Infrastructure (DWI) CDBG-I Compliance Specialist immediately of changes in name or contact information for the local Title VI compliance officer.



- Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff (*provide the list*): insert information here
- Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language. Identify the organization (s) name(s) with whom you have contracted or made arrangements. insert information here
- Have/has agreed to provide qualified interpreter services. The organization's telephone number is 1-800-523-1786 and the hours of availability are 8am-5pm.
- Other (*describe*): Describe here

UGLG Staff.

All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Family Member or Friend as an Interpreter.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file.

If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

WRITTEN TRANSLATIONS

The **City of Reidsville** has chosen to follow the Safe Harbor rule, contained in HUD's final guidance, to assist in determining when to provide translations of vital documents. The Safe Harbor rule for written translation of vital documents is based on the number and percentages of the market area-eligible population or current beneficiaries and applicants that are LEP. According to the Safe Harbor Rule:

HUD would expect translation of vital documents to be provided when the eligible LEP population in the market area or current beneficiaries exceeds 1,000 persons or if it exceeds 5% of the eligible population or beneficiaries along with more than 50 people. In cases where more than 5% of the eligible population speaks a specific language, but



fewer than 50 persons are affected, there should be a translated written notice of the person's right to an oral interpretation.

As such, the **City/Town/County** 's eligible LEP population or current beneficiaries is:

- Exceeds 1,000 persons. Therefore, vital documents will be translated.
- More than 5% of the eligible LEP population or current beneficiaries and more than 50 in number. Therefore, vital documents will be translated.
- More than 5% of the eligible population or current beneficiaries and 50 or less in number. Therefore, there will be a translated written notice of the person's right to an oral interpretation of vital documents.
- 5% or less of the eligible population or current beneficiaries and less than 1,000 in number. Therefore, vital documents will not be translated at this time but, rather, a translated written notice of the person's right to an oral interpretation will be provided.

Note: In the case where the overall jurisdiction numbers fall below the threshold to provide translated written documents but existing or planned target areas exist, the recipient must evaluate whether there are LEP households within the target areas that may need notification or other LAP services. The recipient's evaluation should use local knowledge or data or other relevant data in conducting its evaluation and should indicate its conclusions regarding the steps necessary to reach out to these households in the language they speak to ensure that adequate notification is achieved. This evaluation will be particularly important for grants with limited rehabilitation activities (new connections/hookups) where eligible applicants for assistance may need application or other documents translated to take advantage of available services.

When translation of vital documents is needed, the **City of Reidsville** will submit documents for translation into frequently-encountered languages. Ensure records are kept of those documents that apply to your local unit of government.

Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

VITAL DOCUMENTS

The **City of Reidsville** has chosen to follow the Safe Harbor rule, contained in HUD's final guidance, in determining vital documents. **City of Reidsville's** has identified those vital documents for each federally funded program that directly faces LEP individuals and for which a delay in service provision might significantly, negatively impact the wellness of any individual that program serves.

City of Reidsville's has prioritized those documents for which either the following statements are true, according to direct program contacts:

- 1) Without this document, an individual could not access the program;
- 2) This document allows access to a major activity within the program.

These vital documents include:

- Public Notices – public meetings and public hearings;
- Notices of Intent to Request the Release of Funds;



- Findings of No Significant Impact;
- Bid Documents and Notices;
- Fair Housing Information;
- Civil Rights Notices;
- Applications for Assistance;
- Income Surveys; and
- Complaint Procedures.

NOTICE TO LEP PERSONS

The **City of Reidsville** will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. For example, the notification will include, in the primary language of the applicant/recipient, the following language:

*“Important: If you need help reading this, ask the **City of Reidsville** for an interpreter for assistance. An interpreter is available free of charge.”*

Minimum Required Phases.

The **City Reidsville** shall include at minimum the following phrases in English and Spanish in any document requesting public comments, or notifying the community of any modifications/amendments to the CDBG program during the life of the grant, including but not limited to, public hearing notifications, citizen participation documents, fair housing notices and documentation, Environmental Review notifications, among other documents:

“This information is available in Spanish or any other language upon request. Please contact Angela Stadler at 336-349-1030 or at (230 W. Morehead Street, Reidsville NC 27320 for accommodations for this request.”

*“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con (Angela Stadler) al (336-349-1030) o en (230 W. Morehead Street, Reidsville NC) de alojamiento para esta solicitud.” **

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

MINIMUM REQUIRED NOTICES AND SIGNS

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited, to the main lobbies, waiting rooms, etc.

City Hall

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations

Outreach documents



3. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, the **City of Reidsville** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the **City of Reidsville** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

COMPLIANCE PROCEDURES, REPORTING AND MONITORING

1. Reporting:

The **City of Reidsville** will complete an annual compliance report and send this report to DWI. The form can be found at on the Division of Water Infrastructure website under CDBG-I Reports.

2. Monitoring:

The **City of Reidsville** complete a self-monitoring report on a semi-annual basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the Division of Water Infrastructure upon request. The **City of Reidsville** will cooperate, when requested, with special reviews by the Division of Water Infrastructure.

APPLICANT/RECIPIENT COMPLAINTS OF DISCRIMINATORY TREATMENT

1. Complaints:

The **City of Reidsville** will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint.

- a. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
- b. The form can be found on the Division of Water Infrastructure website under CDBG-I Compliance and Reporting Information.
- c. The **City of Reidsville** will maintain records of any complaints filed, the date of filing, actions taken and resolution.
- d. The **City of Reidsville** will notify the appropriate section within Division of Water Infrastructure of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

2. Resolution of Matter:

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice (DOJ). This notice will be provided in the primary language of the individual with Limited English Proficiency. If not resolved by Division of Water Infrastructure, then complaint will be forwarded to U.S. Department of Justice (DOJ) and U.S. Department of Housing and Urban Development (HUD) Field Office.



SUBMITTED AND ADOPTED BY:

Chief Elected Official's Name Printed

Signature of Chief Elected Official

Date

QuickFacts

Reidsville city, North Carolina

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Table

All Topics	Reidsville city, North Carolina
Language other than English spoken at home, percent of persons age 5 years+, 2014-2018	4.2%
PEOPLE	
Population	
Population estimates, July 1, 2019, (V2019)	13,987
Population estimates base, April 1, 2010, (V2019)	14,463
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)	-3.3%
Population, Census, April 1, 2010	14,520
Age and Sex	
Persons under 5 years, percent	▲ 6.5%
Persons under 18 years, percent	▲ 19.3%
Persons 65 years and over, percent	▲ 20.5%
Female persons, percent	▲ 53.0%
Race and Hispanic Origin	
White alone, percent	▲ 57.8%
Black or African American alone, percent (a)	▲ 36.2%
American Indian and Alaska Native alone, percent (a)	▲ 0.6%
Asian alone, percent (a)	▲ 1.1%
Native Hawaiian and Other Pacific Islander alone, percent (a)	▲ 0.2%
Two or More Races, percent	▲ 3.4%
Hispanic or Latino, percent (b)	▲ 3.1%
White alone, not Hispanic or Latino, percent	▲ 56.2%
Population Characteristics	
Veterans, 2014-2018	895
Foreign born persons, percent, 2014-2018	2.5%
Housing	
Housing units, July 1, 2019, (V2019)	X
Owner-occupied housing unit rate, 2014-2018	52.7%
Median value of owner-occupied housing units, 2014-2018	\$100,000
Median selected monthly owner costs -with a mortgage, 2014-2018	\$880
Median selected monthly owner costs -without a mortgage, 2014-2018	\$342
Median gross rent, 2014-2018	\$671
Building permits, 2019	X
Families & Living Arrangements	
Households, 2014-2018	6,078
Persons per household, 2014-2018	2.22
Living in same house 1 year ago, percent of persons age 1 year+, 2014-2018	84.3%
Language other than English spoken at home, percent of persons age 5 years+, 2014-2018	4.2%
Computer and Internet Use	
Households with a computer, percent, 2014-2018	70.5%
Households with a broadband Internet subscription, percent, 2014-2018	57.5%
Education	
High school graduate or higher, percent of persons age 25 years+, 2014-2018	80.3%
Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018	15.2%
Health	
With a disability, under age 65 years, percent, 2014-2018	14.1%
Persons without health insurance, under age 65 years, percent	▲ 13.9%
Economy	
In civilian labor force, total, percent of population age 16 years+, 2014-2018	53.4%
In civilian labor force, female, percent of population age 16 years+, 2014-2018	51.7%
Total accommodation and food services sales, 2012 (\$1,000) (c)	39,031
Total health care and social assistance receipts/revenue, 2012 (\$1,000) (c)	117,081
Total manufacturers shipments, 2012 (\$1,000) (c)	1,949,345
Total merchant wholesaler sales, 2012 (\$1,000) (c)	302,948
Total retail sales, 2012 (\$1,000) (c)	297,644
Total retail sales per capita, 2012 (c)	\$20,755
Transportation	

Mean travel time to work (minutes), workers age 16 years+, 2014-2018 23.3

Income & Poverty

Median household income (in 2018 dollars), 2014-2018 \$32,375

Per capita income in past 12 months (in 2018 dollars), 2014-2018 \$20,605

Persons in poverty, percent ▲ 23.8%

 **BUSINESSES**

Businesses

Total employer establishments, 2018 X

Total employment, 2018 X

Total annual payroll, 2018 (\$1,000) X

Total employment, percent change, 2017-2018 X

Total nonemployer establishments, 2018 X

All firms, 2012 1,302

Men-owned firms, 2012 660

Women-owned firms, 2012 432

Minority-owned firms, 2012 388

Nonminority-owned firms, 2012 822

Veteran-owned firms, 2012 71

Nonveteran-owned firms, 2012 1,130

 **GEOGRAPHY**

Geography

Population per square mile, 2010 965.0

Land area in square miles, 2010 15.05

FIPS Code 3755900

About datasets used in this table

Value Notes

Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2019) refers to the final year of the series (2010 thru 2019). Different vintage years of estimates are not comparable.

Fact Notes

- (a) Includes persons reporting only one race
(b) Hispanics may be of any race, so also are included in applicable race categories
(c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
D Suppressed to avoid disclosure of confidential information
F Fewer than 25 firms
FN Footnote on this item in place of data
N Data for this geographic area cannot be displayed because the number of sample cases is too small.
NA Not available
S Suppressed; does not meet publication standards
X Not applicable
Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

ABOUT US

- Help for Survey Participants
FAQs
Director's Corner
Regional Offices
History
Research
Scientific Integrity
Census Careers
Business Opportunities
Congressional and Intergovernmental
Contact Us

FIND DATA

- QuickFacts
Explore Census Data
2020 Census
2010 Census
Economic Census
Interactive Maps
Training & Workshops
Data Tools
Developers
Publications

BUSINESS & ECONOMY

- Help With Your Forms
Economic Indicators
Economic Census
E-Stats
International Trade
Export Codes
NAICS
Governments
Longitudinal Employer-Household Dynamics (LEHD)
Survey of Business Owners

PEOPLE & HOUSEHOLDS

- 2020 Census
2010 Census
American Community Survey
Income
Poverty
Population Estimates
Population Projections
Health Insurance
Housing
International
Genealogy

SPECIAL TOPICS

- Advisors, Centers and Research Programs
Statistics in Schools
Tribal Resources (AIAN)
Emergency Preparedness
Special Census Program
Data Linkage Infrastructure
Fraudulent Activity & Scams
USA.gov

NEWSROOM

- News Releases
Release Schedule
Facts for Features
Stats for Stories
Blogs

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SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

Survey/Program: American Community Survey

Product: 2018: ACS 5-Year Estimates Data Profiles

TableID: DP02

Filter | Download

1 Results

CUSTOMIZE TABLE

SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

Survey/Program: American Community Survey

Years: 2018

Table: DP02

Accessibility

Information Quality

FOIA

Data Protection and Privacy Policy

U.S. Department of Commerce

Release Notes

Send Feedback

redsci.feedback@census.gov

People, Places and Economy

Label	Estimate	Percent
Reidsville city, North Carolina		
LANGUAGE SPOKEN AT HOME	13,003	13.003
Population 5 years and over		
English only	12,453	95.8%
Language other than English	550	4.2%
Speak English less than "very well"	278	2.1%
Spanish	284	2.2%
Speak English less than "very well"	107	0.8%
Other Indo-European languages	122	0.9%
Speak English less than "very well"	61	0.5%
Asian and Pacific Islander languages	126	1.0%
Speak English less than "very well"	110	0.8%
Other languages	18	0.1%
Speak English less than "very well"	0	0.0%
ANCESTRY		



LOCAL JOBS INITIATIVE SECTION 3 PLAN

I. APPLICATION AND COVERAGE OF POLICY

The **City of Reidsville** is committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with the federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the **City of Reidsville** has developed and hereby adopts the following Plan.

The **City of Reidsville** will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 C.R.F. Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder.

This Section 3 covered project area for the purposes of this grant program shall include the **City of Reidsville** and portions of the immediately adjacent area.

The **City of Reidsville** will be responsible for implementation and administration of the Section 3 Plan. In order to implement the **City of Reidsville's** policy of encouraging local residents and local businesses participation in undertaking community development activities, the **City of Reidsville** will follow this Section 3 Plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, the **City of Reidsville** will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Administration, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The **City of Reidsville** will include the Section 3 clause and this Plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan and the Section 3 minimum numerical goals shall be mentioned in the pre bid meetings and the preconstruction meetings.

The Section 3 minimum numerical goals shall be met by the **City of Reidsville**, if the minimum numerical goals are not met, an explanation and the efforts taken by **City of Reidsville** to meet the goals shall be described in the Annual Section 3 report. The report must be submitted along with the Annual Performance Report (APR) during the life of the grant.



Section 3 minimum numerical goals (the Section 3 regulations established thresholds and goals at 24 CFR 135.30):

Goals:

1. 30 % of the aggregate number of new hires shall be Section 3 residents
2. 10 % of the total dollar amount of all covered construction shall be awarded to Section 3 business concerns.
3. 3 % of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

A Section 3 business concern is defined as a business where:

1. 51% or more of the business is owned by Section 3 residents or
2. 30% or more employed staff are Section 3 residents; or
3. 25% of subcontracts are committed to Section 3 businesses.

All potential prime construction bidders, where the estimated value is at least \$100,000 will be required to submit a Section 3 Plan with their bids, which will outline his/her good faith efforts to comply with Section 3 in connection with the project. Should a need exist to hire any additional personnel, the **Rockingham County** NCWorks agency (<https://www.ncworks.gov/vosnet/Default.aspx>) shall be notified and referred to the contractor. All received bids will be maintained in the grant files to document Section 3 compliance.

Each subcontract for rehabilitation, replacement or new construction under the program, as applicable, for jobs having contracts in excess of **\$100,000** shall be required to submit a Section 3 Plan.

This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in the project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise the pertinent information regarding the project including all Section 3 required information.

The Division of Water Infrastructure (DWI) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

The **City of Reidsville** will take the following steps to assure that low income residents and businesses within the community development project area and within the **City of Reidsville** are used whenever possible: Describe here:

The **City of Reidsville** will place qualified residents and businesses on solicitation lists, assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies; divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by residents and businesses; establish delivery schedule, where the requirements permit, which encourages participation by area for residents and businesses



Please check the methods to be used for the Section 3 program in your community:

- The **City of Reidsville** will place a display advertisement in the local newspaper containing the following information:
 - a) A brief description of the project.
 - b) A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
 - c) An acknowledgement that under Section 3 of the Housing and Community Development Act, local residents and businesses will be utilized for jobs, contracts and supplies in carrying out the project to the greatest extent feasible.
 - d) A location where individuals interested in jobs or contracts can register for consideration.
 - e) A statement that all jobs will be listed through and hiring will be done through the local office of the NCWorks agency (<https://www.ncworks.gov/vosnet/Default.aspx>); a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, of which the **City of Reidsville** will maintain a list for individuals and business concerns inquiring information.
- Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.
- Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:
 - a) Advertisement in the local newspaper.
 - b) Posting of Section 3 Plan at the Town/City Hall and /or County Courthouse.
 - c) City Council Board meeting when project activities and schedules are discussed.
 - d) Open meetings of where project is discussed which everyone in project area is invited
 - e) Notification to other agencies that provide services to low-income people.
- Other: Describe here

The **City of Reidsville** will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents.
2. Encourage public works contractors to hire local area residents.



The **City of Reidsville** will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

The **City of Reidsville** will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of NCDEQ- DWI, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

The **City of Reidsville** shall report annually the Section 3 numbers using the form HUD 60002 to NCDEQ-DWI at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The **City of Reidsville** will require each applicable contractor to provide a copy of the Section 3 Plan with their bids and will monitor compliance during the performance of the contract. Copies of all Section 3 efforts from all parties will be kept to document compliance. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

V. SECTION 3 COORDINATOR CONTACT INFORMATION

Please provide the main contact in case that any complaint is received or general information is requested by the general public on Section 3 compliance: Angela Stadler, Town Clerk, 336-349-1030, astadler@ci.reidsville.nc.us:

Adopted this _____ day of _____, 20 ____.

Chief Elected Official

ATTEST:

Clerk



CITIZEN PARTICIPATION PLAN FOR CDBG-I GRANTEES

CDBG-I Recipient/Grantee Name:	CITY OF REIDSVILLE
CDBG-I Recipient/Grantee Mailing Address:	230 W. MOREHEAD STREET, REIDSVILLE NC 27320
CDBG-I Recipient/Grantee Physical Address <i>(if different from mailing):</i>	230 W. MOREHEAD STREET, REIDSVILLE NC 27320
Contact Person & Title:	ANGELA STADLER, CITY CLERK
Contact Email:	ASTADLER@CI.REIDSVILLE.NC.US
Contact Phone Number:	336-349-1030
TDD#:	711

I. PURPOSE AND INTRODUCTION

The **City of Reidsville** has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program.

This Plan is an essential element of the **City of Reidsville's** present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the North Carolina Department of Environmental Quality – Division of Water Infrastructure (NCDEQ-DWI) and the Department of Housing and Urban Development (HUD). The Citizen Participation Plan is required by Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a)(6).

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the **City of Reidsville's** CDBG program(s) and project(s).

The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

The plan is vitally important to the success of CDBG-funded activities undertaken by local units of general government. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.

Local units of general government must provide citizens with reasonable advance notice of and opportunity to comment on proposed activities in an application to the state; and for grants already made, the same opportunities must be provided for activities proposed to be added, deleted, or substantially



changed from the original application to the state. Substantially changes include, but not limited to, purpose, scope, location or beneficiaries.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the **City of Reidsville**.

2. SCOPE OF PARTICIPATION

The **City of Reidsville** will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the **City of Reidsville**. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. Identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
- b. Changes and/or amendments to approved CDBG projects; and,
- c. Assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the **City of Reidsville** are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

3. CITIZEN PARTICIPATION CONTACT PERSON

Angela Stadler has been designated Citizen Participation Coordinator by the **Mayor** and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at **230 W. Morehead Street, Reidsville NC 27320 or 336-349-1030** during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.



4. TECHNICAL ASSISTANCE

The staff of the **City of Reidsville** shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the **Chief Elected Official of the City of Reidsville** or the Citizen Participation Coordinator.

5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

PUBLIC HEARING TIMES AND LOCATIONS

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the **City of Reidsville**. Public hearings may be held at any site which, in the opinion of the **City of Reidsville** provides adequate access for citizen participation.

Hearings will normally be held at the **City Hall, 230 W. Morehead Street, Reidsville NC 27320**. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons



with disabilities. Hearings may, however, at the option of the **City of Reidsville**, be held at an alternate location to be specified in the public hearing notice(s).

APPLICATION PUBLIC HEARING

One public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the NCDEQ-DWI for CDBG assistance. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the **City of Reidsville** to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the **City of Reidsville** during any fiscal year. Additional changes in community development or housing needs in the community as determined by local officials can be addressed by a community meeting where citizens can share their comments prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available for the fiscal year and for the funding round; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; a statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people; the schedule of meetings and hearings; location where the application can be reviewed; activities previously funded in the **City of Reidsville** through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary; provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan shall also be discussed at this meeting.

The **City of Reidsville** may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the **City of Reidsville**.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.



Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

PROJECT AMENDMENT PUBLIC HEARINGS

The **City of Reidsville** will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the **City of Reidsville**. Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent on any activity, changes in program beneficiaries, changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the **City of Reidsville** shall hold a public hearing on all formal amendments which require the NCDEQ-DWI approval. For “local” amendments and changes for which the NCDEQ-DWI approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled **City of Reidsville** meetings where such changes or amendments are considered.

ASSESSMENT OF PERFORMANCE (CLOSE-OUT) PUBLIC HEARINGS

This public hearing must be held after all third-party contracts’ payments have been submitted.

Citizens of the **City of Reidsville** will be provided with the opportunity to comment on the performance of local officials, the **City of Reidsville** staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the **City of Reidsville** in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the NCDEQ-DWI for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

ADDITIONAL HEARINGS

Other public hearings may be held as deemed necessary by the **City of Reidsville** in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.



6. PUBLIC HEARING ACCOMMODATIONS AND ACCESSIBILITY

VIRTUAL HEARINGS

During a declaration of a state of emergency by the Governor or General Assembly, and if a local unit of general government is concerned about significant public health risks that may result from holding an in-person public hearings, the local unit of general government may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if:

- It allows questions in real time, with answers coming directly from the elected representatives to all “attendees.” Therefore, members of the public must be entitled to participate and address the governing body during any telephonic or video-conference meeting.
- The governing body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- As with an in-person hearing, the grantee must select a virtual hearing method or platform that provides accessibility for persons with disabilities and limited English proficiency (LEP) to the greatest extent possible. These accommodations must be free to these populations.
- A governing body must provide the public with access to a recording of any telephonic or videoconference meeting.
- The local unit of government must document its efforts and the reason for them.
- Additional specific communication requirements and requirements for conducting remote meetings can be found in Article 1A of Chapter 166A and Article 33C of Chapter 143 of the General Statutes.

LIMITED ENGLISH PROFICIENCY RESIDENTS

The **City of Reidsville** has followed the guidance provided in the Language Access Plan (LAP) to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

PUBLIC HEARING NOTICE

Notice of public hearings must be published in a local newspaper of general circulation, in a non-legal section of the paper at least ten (10) days prior to the hearing date, but no more than 25 days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.



ACCESSIBILITY TO LOW AND MODERATE INCOME PERSONS

The public hearing procedures outlined herein are designed to promote participation by low and moderate income citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s).

Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary.

Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.

ACCESSIBILITY TO PERSONS WITH DISABILITIES

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The **City of Reidsville** shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance.

The **City of Reidsville** shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance.

Additionally, the **City of Reidsville** shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

7. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the **City of Reidsville** shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in the City Hall. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and



evaluation reports; other reports required by the NCDEQ-DWI and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the **City of Reidsville**; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the **City of Reidsville** disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the **City of Reidsville** shall not disclose any information which may, in the opinion of the **Chief Elected Official**, be deemed of a confidential nature.

8. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the .

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the **Chief Elected Official**. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the **Chief Elected Official**, then the aggrieved may appeal his/her case to the **City of Reidsville**.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. Should the **City of Reidsville** be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the NCDEQ-DWI.

Citizens may, at any time, contact the NCDEQ-DWI and/or HUD directly to register comments, objections or complaints concerning the **City of Reidsville** CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the NCDEQ-DWI or HUD.

All comments or complaints submitted to the NCDEQ-DWI or the HUD shall be addressed in writing to:



NC Department of Environmental Quality
Division of Water Infrastructure / CDBG-I Unit
1633 Mail Service Center
Raleigh, North Carolina 27699-1633

Or:

U.S. Department of Housing and Urban Development
Community Planning and Development Division
Greensboro Field Office
1500 Pinecroft Road
Greensboro, North Carolina 27407

Records of all comments, objections and/or complaints by citizens concerning the **City of Reidsville** CDBG program and subsequent action taken in response to those comments shall be maintained on file at **City of Reidsville** and shall be made available for public inspection upon request.

9. AMENDMENTS

The **City of Reidsville** may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the **City of Reidsville** to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the **City of Reidsville**. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the **City of Reidsville** and shall be incorporated into this Plan.



10. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the **City of Reidsville** in the development, implementation and execution of any Community Development Block Grant program.

ADOPTED this _____ day of _____, 20_____.

(Chief Elected Official)

ATTEST:

(Clerk)



SAMPLE APPLICATION PUBLIC HEARING NOTICE

Notice is hereby given that the City/Town/County will conduct a public hearing on **[DATE]** at **[TIME]** AM/PM, or as soon thereafter as the agenda will allow, at the **[LOCATION]** relative to the intention of the City/Town/County to apply for **FY20XX** CDBG funding under Title I of the Housing and Community Development Act.

City/Town/County intends to submit an application for a grant of approximately **\$000** in CDBG Infrastructure funds to **[project description -must match grant application and include all streets with proposed improvements and any alternative streets if time and budget allows]**.

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

Infrastructure Improvements and
Grant Administration Estimated Budget _____

The proposed project will provide benefits to _____, _____% of whom are low and moderate income individuals based on **[surveys or statistics]** performed by _____ (use if surveyed). No individuals will be displaced nor will any require temporary relocation assistance as a result of the proposed project (this phrase may or may not be true for your particular project).

Citizens will be given the opportunity to provide oral and written comment on the City/Town/County's past and proposed use of CDBG funds at the public hearing. All interested citizens are encouraged to attend.

If additional information is needed, please contact the **[Name & Title]** at **[Phone #]**. Formal written complaints or comments concerning the application process that are submitted to the City/Town/County prior to or following the public hearing will be responded to within ten working days by **[Date]**. A copy of the completed project application will be available for public review after **[Date]**, at the **[Location]**.

Persons with disabilities or who otherwise need assistance should contact _____, at _____ or _____ (email address) (TDD # _____ or Relay North Carolina _____) by _____. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact **[Name & Title]**, at **[phone number]**, or at the **[location]** for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **[Name & Title]**, al **[phone number]** o en **[location]**, de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required



SAMPLE PERFORMANCE ASSESSMENT (CLOSE OUT) PUBLIC HEARING NOTICE

The City/Town/County will hold a public hearing on (date) at (location) to discuss the locality's Community Development Block Grant project, CDBG project number (project number) performance and closeout of this project. The above mentioned CDBG project awarded \$0.000 to the (locality) on (date). The (locality) used the funds to (project scope) which benefited % of low-moderate income citizens. The purpose of this public hearing is to review the performance, expenditures and activities that have been accomplished through the CDBG project. All activities are complete and the (locality) is in the process of closing the grant with the State of North Carolina.

The City/Town/County is interested in obtaining all citizens' input on the performance of local officials, the City/Town/County staff, consultants and administrators, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program.

Citizens will also be requested to assess the performance of the City/Town/County in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

Persons with disabilities or whom otherwise need assistance should contact (Insert Name) at (Insert Phone Number) or Relay North Carolina #711 by (date). Accommodations will be make for all whom request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact (Insert Name) at (Insert Phone Number) or at (Insert physical location) for accommodations for this request.”

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con (Insert Name) al (Insert Phone Number) o en (Insert physical location) de alojamiento para esta solicitud.



logo or tag line “Equal Housing Opportunity” is required



SAMPLE PROJECT AMENDMENT PUBLIC HEARING NOTICE

The **(locality)** will hold a public hearing on **(date)** at **(location)** to discuss the proposed project amendment the **locality's** Community Development Block Grant project, CDBG project number (project number). The **locality** submitted and received the CDBG funds in the amount of \$0.00 to conduct **(scope of work)**. The proposed amendment will include **(scope of work in amendment)**. The project and the amendment will still benefit the **same % of LMI residents**.

The **locality** is interested in obtaining all citizens' input on the proposed project amendment. Citizens will also be requested to assess the performance of the original grant of the **(Town/City/County)** in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

Persons with disabilities or whom otherwise need assistance should contact **(Insert Name)** at **(Insert Phone Number)** or Relay North Carolina #711 by **(date)**. Accommodations will be make for all whom request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact **(Insert Name)** at **(Insert Phone Number)** or at **(Insert physical location)** for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **(Insert Name)** al **(Insert Phone Number)** o en **(Insert physical location)** de alojamiento para esta solicitud.



logo or tag line "Equal Housing Opportunity" is required



RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

This Residential Anti-Displacement and Relocation Assistance Plan is prepared by the **City of Reidsville** in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Act, the **City of Reidsville** will take the following steps to minimize the direct and indirect displacement of persons from their homes:

(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities, select one or multiple steps or describe others steps below)

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.



CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” (as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.
- Other: (*Describe*) Click or tap here to enter text.

A. Relocation Assistance to Displaced Persons

The **City of Reidsville** will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

B. One-for-One Replacement of Lower-Income Dwelling Units

The **City of Reidsville** will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program[s] in accordance with 24 CFR 42.375.

Before entering into a contract committing **City of Reidsville** to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the **City of Reidsville** will make public by *describe how, such as publication in a newspaper of general circulation* and submit to State CDBG Program(s) North Carolina Department of Environmental Quality (NC DEQ) the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. [*See also 24 CFR 42.375(d)*].
5. The source of funding and a time schedule for the provision of the replacement dwelling units;



- 6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
- 7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the **City of Reidsville** will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

C. Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the **City of Reidsville** may submit a request to the State (NC DEQ) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

D. Contacts

The Angela Stadler, 336-349-1030 is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The Angela Stadler, 336-349-1030 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted this _____ day of _____, 20__.

(Chief Elected Official)

ATTEST:

(Clerk)

City of Reidsville
230 W. Morehead Street
Reidsville, NC 27320

**SECTION 504 COMPLIANCE OFFICER/GRIEVANCE PROCEDURE
COMMUNITY DEVELOPMENT BLOCK GRANT**

The Governing Body of City of Reidsville, hereby designates Angela Stadler (officer), to serve as Section 504 Compliance Officer throughout the implementation of the City of Reidsville Community Development Block Grant Program.

Citizens with Section 504 grievance may do so at any point in the program. The Locality will respond in writing to written citizen grievances. Citizen grievances should be mailed to: 230 W. Morehead Street, Reidsville NC 27320 or 336-349-1030. The City of Reidsville will respond to all written citizen grievances within fifteen (15) days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any actions prohibited under Section 504, a meeting with the Compliance Officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If citizen is dissatisfied with the local response, they may write to the North Carolina Department of Environmental Quality (NCDEQ), Division of Water Infrastructure CDBG-I Unit:

Mailing Address - 1633 Mail Service Center, Raleigh, North Carolina, 27699-1633

NCDEQ will respond only to written comment within ten (10) calendar days of the receipt of the comment.

This information is available in Spanish or any other language upon request. Please contact Angela Stadler at 336-349-1030 or at 230 W. Morehead Street, Reidsville NC 27320 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Angela Stadler al 336-349-1030 o en 230 W. Morehead Street, Reidsville NC 27320 de alojamiento para esta solicitud.



Adopted this _____ day of _____, 20__.

_____ (*Chief Elected Official*)

ATTEST: _____ (*Clerk*)



THE PROHIBITION OF THE USE OF EXCESSIVE FORCE FOR CDBG-I GRANTEES

WHEREAS, the **City of Reidsville**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, Title 1 of the Housing and Community Development Act (HCDA) of 1974, Section 519 of Public Law 101-144, and 1990 HUD Appropriations Act requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient's jurisdiction against any individuals engaged in non-violent civil rights demonstrations;

WHEREAS, all recipients of CDBG funds are further required to follow a policy enforcing applicable federal, state and local laws against physically barring entrances or exists to a facility that is the subject of a non-violent demonstration;

WHEREAS, **City of Reidsville** endorses a policy prohibiting the use of excessive force and will inform all law enforcement agencies within its jurisdiction of this policy; and

WHEREAS, the failure to enforce such policy may cause the **City of Reidsville** to lose its grant or eligibility for future federal grants;

NOW THEREFORE, BE IT RESOLVED:

SECTION 1: It is the Policy of the **City of Reidsville** that excessive force by local law enforcement agencies shall not be used against individuals engaged in lawful and non-violent civil rights demonstrations within the its boundaries.

SECTION 2 It is the Policy of the **City of Reidsville** to enforce applicable federal, state and local laws against the physical barring of an entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction.

SECTION 3: The **City Council** will coordinate with the local law enforcement agency(ies) to implement this Resolution.

PASSED BY THE CITY COUNCIL, CITY OF REIDSVILLE , NORTH CAROLINA.

Adopted this _____ day of _____, 20__.

ATTEST:

Chief Elected Official

Clerk



CODE OF CONDUCT POLICY FOR CDBG-I GRANTEES

WHEREAS, the **City of Reidsville**, as the recipient of federal funding through the Community Development Block Grant (CDBG) Grant program;

WHEREAS, the conflict of interest provisions, including but not limited to those found at N.C. General Statutes § 14-234, 2 C.F.R. § 200.317-318, 320-321, 323-326, 24 C.F.R. § 570.489 (g) and (h), and 24 C.F.R. § 570.611 must be carried out;

WHEREAS, certain limited exceptions to the conflict of interest rules listed in 24 C.F.R. § 570.489 may be granted in writing by Housing and Urban Development (HUD) and/or NCDEQ upon written request and the provision of information specified in 24 C.F.R. § 570.489(h)(ii)(4);

WHEREAS, no persons described in this policy who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter;

WHEREAS, the conflict of interest provisions of this policy apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds; and

WHEREAS, the failure to adhere and enforce this policy may cause the **City of Reidsville** to lose its grant or eligibility for future federal grants;

NOW THEREFORE, BE IT RESOLVED, by the **City of Reidsville's City Council** that the **City** will pass and adhere to this policy.

Adopted this the ___ day of _____, 20__ in _____, North Carolina.

Chief Elected Official

ATTEST:

Clerk



THE CITY OF
Reidsville
NORTH CAROLINA

**MEMORANDUM – LAKE REIDSVILLE SEWER PROJECT PUBLIC HEARING
AND RESOLUTION RELATED TO LGC APPLICATION**

To: Preston Mitchell, City Manager

From: Chris Phillips, Asst. City Manager/Finance Director

Date: August 31, 2020

The financing of The Lake Reidsville Sewer Improvement Project will have to be approved by the Local Government Commission (LGC). The City has submitted an application contingent on City Council approval. The LGC will consider the application at their October meeting. A public hearing is required and the attached resolution will need to be adopted related to submitting the application to the LGC.

The project budget is \$970,000. The financing recommendation from staff will be for a 20-year period at a fixed interest rate of 2.92%. A project ordinance amendment, a construction contract and a bank financing proposal will all be presented to the City Council during the September 8, 2020 Council meeting related to this project.

Attached is the resolution that the City Council will be asked to consider.

RESOLUTION

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the City of Reidsville, North Carolina desires to improve the sewer system of Lake Reidsville by connecting to the City's sanitary sewer system (the "Project") to better serve the citizens of Reidsville; and

WHEREAS, the City of Reidsville desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Reidsville, North Carolina, meeting in regular session on the 8th day of September, 2020, makes the following findings of fact:

1. The proposed contract is necessary or expedient because the current system is aged and the project can be completed over the winter of 2020-2021 with a completion date prior to Memorial Day 2021. The camping fees at the lake campground were increased in anticipation of this project. The revenue generated from the increased rates will be dedicated to the debt service of the Project.
2. The proposed contract is preferable to a bond issue for the same purpose because the amount being borrowed is low enough that related cost will be much less than the cost to issue bonds. While the amount of the project is under a threshold to make the financing cost affordable, the project is large enough that it does require a debt issuance; it is too large for a one-time budget appropriation or the use of current unappropriated fund balance. The Project will be constructed in a manner that it will far exceed the time period of the financing agreement.
3. The cost of financing under the proposed contract is less than the cost of issuing general obligation bonds.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because of the term of the contract and the interest rate provided; in addition, a revenue stream dedicated for the payment of the debt has been created through increased camping rates.
5. The City of Reidsville's debt management procedures and policies are good because debt has been issued and maintained in compliance with all applicable rules and guidance of the Local Government Commission.
6. There are no increases in taxes planned to meet the debt service of the Project because a dedicated revenue stream has been established. If a tax increase was necessary to meet the sums to fall due under the proposed contract, it would be .5 cents (one half a cent) per \$100 valuation, which would not be deemed to be excessive.

7. The City of Reidsville is not in default in any of its debt service obligations.
8. The attorney for the City of Reidsville has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Mayor, City Manager, and/or the Finance Officer is hereby authorized to act on behalf of the City of Reidsville in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 8th day of September, 2020.

The motion to adopt this resolution was made by Councilmember _____,
seconded by Councilmember _____ and passed by a vote of
_____ to _____.

John M. "Jay" Donecker
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

This is to certify that this is a true and accurate copy of the Resolution adopted by the Reidsville City Council on the 8th day of September, 2020.

Angela G. Stadler, CMC/NCCMC
City Clerk

Date

**NOTICE OF
PUBLIC HEARING**

The Reidsville City Council has scheduled a public hearing on Tuesday, September 8, 2020, at 6:00 p.m. at RCARE (Senior Center), 201 North Washington Avenue, Reidsville, North Carolina.

Pursuant to G.S. 160A-20(g), the purpose of this hearing is to receive public input on the proposed use of a finance contract for installment financing for the Lake Reidsville Campground Sewer project. The financial institution, interest rate and term will be determined at a sealed bid opening set for 9 a.m. on August 25. If you have any questions regarding this notice, please contact Chris Phillips, City of Reidsville Assistant City Manager of Administration/Finance Director, at 336-349-1055.

Persons interested are invited to attend and participate in the hearing, which will also be livestreamed on [twitch.tv/rockinghamupdatemobile](https://www.twitch.tv/rockinghamupdatemobile).

Angela G. Stadler, CMC/NCCMC
City Clerk

PUBLISH ONE TIME: August 23, 2020 as line column ad in the local paper of RockinghamNow.

Mail Printer's Affidavit & Statement to:

Angela Stadler
Reidsville City Council
230 W. Morehead St
Reidsville NC 27320



Mr. Preston Mitchell
City of Reidsville
230 West Morehead Street
Reidsville, NC 27320

Friday, August 28, 2020

RE: Lake Reidsville Sewer Project

Sealed Bids were received at the Reidsville City Hall at 230 W. Morehead Street, Reidsville, NC on August 25, 2020 for the Lake Reidsville Sewer Project. Bids were solicited under the Formal Bid Process. There were 8 total bids which were open and read aloud. A copy of the bid tabulation is attached for reference. The apparent low bidder was City's Plumbing and Pools, Inc. with a Base Bid amount of \$774,177.00. Alternate 1 in the amount of \$24,540, which installs gravity sewer to the existing General Store, was the only chosen Alternative out of the three Alternates provided in the Bid Documents.

We have examined the Bid Documents and found them to be acceptable. We have also verified that City's Plumbing and Pools, Inc. is operating under Unlimited Utility License # 68929 which is currently active.

We therefore recommend that the City of Reidsville enter into a contract with **City's Plumbing and Pools, Inc.** for the Lake Reidsville Sewer Project in the amount of **\$798,717.00.**

If there are any further questions, please contact Stocks Engineering at 252.459.8196. Thanks!

Sincerely,
Stocks Engineering, P.A.

J. Michael Stocks
J. Michael Stocks, PE



8/31/2020

Bid Sheets

PROJECT NAME: Lake Reidsville Sewer
 NEIGHBORHOOD NAME: Lake Reidsville
 SECTION NO.: N/A
 NUM. OF LOTS: N/A L.F. STREET: N/A
 PROJECT LOCATION: Reidsville, NC
 PROJECT ESTIMATOR: JRN
 UNIT PRICE TOTAL UNIT PRICE TOTAL

Lake Reidsville Sewer

All Line Items shall be Considered Minor and May be Added or Deleted at the Specified Unit Cost at the Owners Discretion. If there are any items needing to be performed to have a complete project but are not shown as a line item, then they should be considered incidental to the project and included in the shown line items.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL			
CONSTRUCTION STAKING																				
1	Construction Staking	1	LS	2500	\$ 43,125.00	\$ 43,125.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 2,500.00	\$ 2,500.00	\$ 23,800.00	\$ 23,800.00	\$ 14,095.36	\$ 14,095.36	\$ 30,000.00	\$ 30,000.00		
MOBILIZATION																				
2	Mobilization	1	LS	20000	\$ 49,500.00	\$ 49,500.00	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 44,168.09	\$ 44,168.09	\$ 50,000.00	\$ 50,000.00		
DEMOLITION																				
3	Clearing and Grubbing	2,500	SF	10	\$ 25,000.00	\$ 62,500.00	\$ 0.50	\$ 1,250.00	\$ 10,000.00	\$ 10,000.00	\$ 0.50	\$ 1,250.00	\$ 2,500.00	\$ 2,500.00	\$ 3.81	\$ 9,525.00	\$ 2.00	\$ 5,000.00	\$ 0.50	\$ 1,250.00
4	Remove Existing Shrubs	6	EA	100	\$ 600.00	\$ 3,600.00	\$ 50.00	\$ 300.00	\$ 600.00	\$ 600.00	\$ 50.00	\$ 300.00	\$ 20.00	\$ 120.00	\$ 139.15	\$ 834.90	\$ 200.00	\$ 1,200.00	\$ 50.00	\$ 300.00
5	Remove Existing Crepe Myrtles	3	EA	200	\$ 600.00	\$ 1,800.00	\$ 150.00	\$ 450.00	\$ 600.00	\$ 600.00	\$ 150.00	\$ 450.00	\$ 20.00	\$ 60.00	\$ 211.75	\$ 635.25	\$ 400.00	\$ 1,200.00	\$ 50.00	\$ 150.00
6	Remove Existing Old Tree Stump	1	EA	350	\$ 350.00	\$ 122.50	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00	\$ 150.00	\$ 150.00	\$ 500.00	\$ 500.00	\$ 695.00	\$ 695.00	\$ 800.00	\$ 800.00	\$ 50.00	\$ 50.00
7	Remove and Replace Mailbox	25	EA	10	\$ 250.00	\$ 6,250.00	\$ 50.00	\$ 1,250.00	\$ 150.00	\$ 3,750.00	\$ 30.00	\$ 750.00	\$ 90.00	\$ 2,250.00	\$ 85.03	\$ 2,125.75	\$ 400.00	\$ 10,000.00	\$ 150.00	\$ 3,750.00
8	Remove and Replace Road Sign	20	EA	10	\$ 200.00	\$ 2,000.00	\$ 50.00	\$ 1,000.00	\$ 350.00	\$ 7,000.00	\$ 40.00	\$ 800.00	\$ 500.00	\$ 10,000.00	\$ 85.03	\$ 1,700.60	\$ 200.00	\$ 4,000.00	\$ 150.00	\$ 3,000.00
9	Remove and Replace Wood Fence	10	LF	50	\$ 500.00	\$ 5,000.00	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00	\$ 15.00	\$ 150.00	\$ 54.00	\$ 540.00	\$ 14.52	\$ 145.20	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00
10	Remove and Replace Vinyl Fence	120	LF	50	\$ 6,000.00	\$ 720,000.00	\$ 36.68	\$ 4,401.60	\$ 40.00	\$ 4,800.00	\$ 9.00	\$ 600.00	\$ 79.00	\$ 9,480.00	\$ 14.70	\$ 1,764.00	\$ 40.00	\$ 4,800.00	\$ 10.00	\$ 1,200.00
11	Remove and Replace Barbed Wire Fence (4 Strand)	200	LF	5	\$ 1,000.00	\$ 2,000.00	\$ 20.13	\$ 4,026.00	\$ 25.00	\$ 5,000.00	\$ 9.00	\$ 1,000.00	\$ 20.00	\$ 4,000.00	\$ 12.10	\$ 2,420.00	\$ 10.00	\$ 2,000.00	\$ 5.00	\$ 1,000.00
12	Remove Existing Septic Distribution Box and Septic Lines	2	EA	500	\$ 1,000.00	\$ 2,000.00	\$ 900.00	\$ 1,800.00	\$ 3,000.00	\$ 6,000.00	\$ 750.00	\$ 1,500.00	\$ 1,000.00	\$ 2,000.00	\$ 5,196.54	\$ 10,373.08	\$ 3,000.00	\$ 6,000.00	\$ 250.00	\$ 500.00
13	Remove Existing Septic Tank and Septic Lines	2	EA	1500	\$ 3,000.00	\$ 4,500.00	\$ 4,485.00	\$ 8,970.00	\$ 3,000.00	\$ 6,000.00	\$ 1,500.00	\$ 4,500.00	\$ 4,100.00	\$ 8,200.00	\$ 5,196.54	\$ 10,373.08	\$ 6,000.00	\$ 12,000.00	\$ 250.00	\$ 500.00
14	Remove and Replace Guy Wires Existing Asphalt with NCDOT Screenings to Within 5' of Surface and Cap with 2" SS 58	2	EA	1000	\$ 2,000.00	\$ 2,000.00	\$ 345.00	\$ 690.00	\$ 2,000.00	\$ 4,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,452.00	\$ 2,904.00	\$ 300.00	\$ 600.00	\$ 100.00	\$ 200.00
15	NCDOT Screenings to Within 5' of Surface and Cap with 5' 4,000 PSI Concrete at 28 Days	2,710	SF	7	\$ 18,970.00	\$ 30,710.00	\$ 30.71	\$ 83,224.10	\$ 10.00	\$ 27,100.00	\$ 12.00	\$ 32,520.00	\$ 6.00	\$ 16,260.00	\$ 10.00	\$ 27,100.00	\$ 22.00	\$ 59,620.00	\$ 9.00	\$ 24,390.00
16	NCDOT Screenings to Within 5' of Surface and Cap with 5' 4,000 PSI Concrete at 28 Days	750	SF	15	\$ 11,250.00	\$ 16,875.00	\$ 7.00	\$ 5,250.00	\$ 20.00	\$ 15,000.00	\$ 11.00	\$ 8,250.00	\$ 15.00	\$ 11,250.00	\$ 22.74	\$ 17,055.00	\$ 28.00	\$ 21,000.00	\$ 12.00	\$ 9,000.00
EARTHWORK, STONE, PAVING																				
17	Drive Access During Construction (Include in Cost of Drive Repair)	NBI	NBI	NBI	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
18	Grading - Lift Station and Drive (Includes Offset Borrow)	1	LS	50000	\$ 50,000.00	\$ 12,883.50	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 25,000.00	\$ 3,000.00	\$ 3,000.00	\$ 18,000.00	\$ 18,000.00	\$ 35,285.29	\$ 35,285.29	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00
19	Undercut (Out and In) (As Approved By Engineer)	500	CY	15	\$ 7,500.00	\$ 49,162.50	\$ 35.00	\$ 17,500.00	\$ 40.00	\$ 20,000.00	\$ 40.00	\$ 20,000.00	\$ 80.00	\$ 40,000.00	\$ 36.00	\$ 18,000.00	\$ 44.00	\$ 22,000.00	\$ 35.00	\$ 17,500.00
20	C&B For Drive Repair	200	TONS	40	\$ 8,000.00	\$ 71,300.00	\$ 40.00	\$ 8,000.00	\$ 40.00	\$ 8,000.00	\$ 42.00	\$ 8,400.00	\$ 54.00	\$ 10,800.00	\$ 28.74	\$ 5,748.00	\$ 48.00	\$ 9,600.00	\$ 45.00	\$ 9,000.00
21	Trench Rock	100	CY	100	\$ 10,000.00	\$ 261,630.00	\$ 85.00	\$ 8,500.00	\$ 120.00	\$ 12,000.00	\$ 1.00	\$ 100.00	\$ 144.00	\$ 14,400.00	\$ 110.00	\$ 11,000.00	\$ 50.00	\$ 5,000.00	\$ 150.00	\$ 15,000.00

Bid Sheets

PROJECT NAME: Lake Reddville, Sewer
 NEIGHBORHOOD NAME: Lake Reddville
 SECTION NO.: N/A
 NUM. OF LOTS: N/A L.F. STREET: N/A
 PROJECT LOCATION: Reddville, NC
 PROJECT ESTIMATE NO.: 17 of 18
 PROJECT ESTIMATOR: JKN

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
SEWER																	
22	Pump Station Controls (includes Pumps, Rolls, Controls, Hood, Valves, Piping, Alarms, Trash Basket/Sensaphone, Etc.	1	LS	200000	\$ 200,000.00	\$ 143,992.48	\$ 143,992.48	\$ 210,000.00	\$ 210,000.00	\$ 140,000.00	\$ 140,000.00	\$ 239,000.00	\$ 239,000.00	\$ 131,000.00	\$ 131,000.00	\$ 135,396.57	\$ 135,396.57
23	8" Dia. Wet Well with Aluminum Hatch, Trash Baskets, UR Hoist (Mont. Elm. (14-29 Deep)	1	EA	30000	\$ 30,000.00	\$ 27,824.25	\$ 27,824.25	\$ 15,000.00	\$ 15,000.00	\$ 50,000.00	\$ 50,000.00	\$ 27,000.00	\$ 27,000.00	\$ 51,800.00	\$ 51,800.00	\$ 21,372.70	\$ 21,372.70
24	2" Valve Vault with Aluminum Hatch	1	EA	12000	\$ 12,000.00	\$ 14,722.00	\$ 14,722.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,700.00	\$ 13,700.00	\$ 21,621.72	\$ 21,621.72
25	Phase Powered Generator and Automatic Transfer Switch	1	EA	35000	\$ 35,000.00	\$ 56,350.00	\$ 56,350.00	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00	\$ 73,510.00	\$ 73,510.00	\$ 51,300.00	\$ 51,300.00	\$ 76,532.50	\$ 76,532.50
26	Phase Frost Free Hydrant, Backflow Hoses & Water Service	1	LS	5500	\$ 5,500.00	\$ 3,102.13	\$ 3,102.13	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 2,900.00	\$ 2,900.00	\$ 3,600.00	\$ 3,600.00	\$ 7,164.45	\$ 7,164.45
27	LED Area Light and Pole	1	EA	3000	\$ 3,000.00	\$ 2,415.00	\$ 2,415.00	\$ 500.00	\$ 500.00	\$ 12,000.00	\$ 12,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,600.00	\$ 4,600.00	\$ 4,235.00	\$ 4,235.00
28	6" High Solid Vinyl Fences w/ 2' 6" Wide Gates with Latch	120	LF	50	\$ 6,000.00	\$ 57.50	\$ 6,900.00	\$ 46.00	\$ 5,520.00	\$ 190.00	\$ 23,000.00	\$ 20.00	\$ 2,400.00	\$ 66.00	\$ 7,920.00	\$ 53.44	\$ 6,412.80
29	#67 Stone	20	TONS	40	\$ 800.00	\$ 68.58	\$ 1,381.60	\$ 40.00	\$ 800.00	\$ 80.00	\$ 1,600.00	\$ 46.00	\$ 900.00	\$ 10.00	\$ 910.00	\$ 26.60	\$ 2,420.60
30	4" Concrete At Pump Station (4,000 PSI @ 28 Days)	91	SF	20	\$ 1,920.00	\$ 25.01	\$ 2,275.91	\$ 7.00	\$ 637.00	\$ 30.00	\$ 2,730.00	\$ 20.00	\$ 1,800.00	\$ 10.00	\$ 910.00	\$ 26.60	\$ 2,420.60
31	2" Polyethylene Forceman	110	LF	18	\$ 1,800.00	\$ 29.53	\$ 3,248.30	\$ 15.00	\$ 1,650.00	\$ 25.00	\$ 2,750.00	\$ 10.00	\$ 1,100.00	\$ 24.00	\$ 2,640.00	\$ 50.72	\$ 5,675.20
32	4" SCH 40 PVC Sewer Service	100	LF	35	\$ 3,500.00	\$ 45.97	\$ 1,609.00	\$ 16.00	\$ 1,600.00	\$ 30.00	\$ 3,000.00	\$ 10.00	\$ 1,000.00	\$ 35.00	\$ 3,500.00	\$ 41.00	\$ 4,100.00
33	6" SDR 35 PVC Sewer Service	60	LF	40	\$ 2,400.00	\$ 69.29	\$ 4,157.40	\$ 18.00	\$ 1,080.00	\$ 50.00	\$ 3,000.00	\$ 12.00	\$ 720.00	\$ 36.00	\$ 2,160.00	\$ 88.39	\$ 5,303.40
34	4" Ductile Iron Sewer Forceman (0-4' Deep)	440	LF	38	\$ 16,720.00	\$ 54.11	\$ 23,808.40	\$ 38.00	\$ 16,720.00	\$ 60.00	\$ 26,400.00	\$ 45.00	\$ 19,800.00	\$ 58.00	\$ 25,520.00	\$ 39.73	\$ 17,041.20
35	4" SDR 21 PVC Sewer Forceman (0-4' Deep)	8,446	LF	28	\$ 235,488.00	\$ 15.64	\$ 132,095.44	\$ 17.00	\$ 143,892.00	\$ 15.00	\$ 126,690.00	\$ 32.00	\$ 270,272.00	\$ 17.00	\$ 143,562.00	\$ 15.71	\$ 132,686.68
36	4" SDR 21 PVC Sewer Forceman (4-5' Deep)	1,000	LF	30	\$ 30,000.00	\$ 20.50	\$ 20,500.00	\$ 22.00	\$ 22,000.00	\$ 35.00	\$ 35,000.00	\$ 42.00	\$ 67,200.00	\$ 20.00	\$ 32,000.00	\$ 20.46	\$ 32,736.00
37	4" SDR 21 PVC Sewer Forceman (6-8' Deep)	1,600	LF	35	\$ 55,000.00	\$ 25.24	\$ 40,384.00	\$ 27.00	\$ 43,200.00	\$ 40.00	\$ 64,000.00	\$ 42.00	\$ 72,000.00	\$ 20.00	\$ 32,000.00	\$ 25.00	\$ 40,000.00
38	4" SDR 21 PVC Sewer Forceman (8-10' Deep)	200	LF	45	\$ 9,000.00	\$ 38.39	\$ 7,878.00	\$ 33.00	\$ 6,600.00	\$ 50.00	\$ 10,000.00	\$ 48.00	\$ 8,600.00	\$ 32.00	\$ 6,400.00	\$ 23.19	\$ 4,638.00
39	Misc. Filings, Bands, & Thrust Bkg. (includes all Cost of Lin. Lay)	No Bid Item	NBI														
40	8" SDR 35 PVC Sewer w/ 4' Stone Bedding (8-12' Deep)	192	LF	60	\$ 11,520.00	\$ 81.35	\$ 15,619.20	\$ 45.00	\$ 8,640.00	\$ 50.00	\$ 9,600.00	\$ 70.00	\$ 13,440.00	\$ 76.00	\$ 14,592.00	\$ 63.56	\$ 12,203.52
41	4" Dia. Manhole (4-10' Deep)	1	EA	4000	\$ 4,000.00	\$ 5,981.62	\$ 5,981.62	\$ 3,500.00	\$ 3,500.00	\$ 6,000.00	\$ 6,000.00	\$ 4,200.00	\$ 4,200.00	\$ 4,500.00	\$ 4,500.00	\$ 3,974.55	\$ 3,974.55
42	DIP Center Pipe in Soil	65	LF	200	\$ 13,000.00	\$ 424.63	\$ 27,600.95	\$ 250.00	\$ 16,250.00	\$ 300.00	\$ 19,500.00	\$ 200.00	\$ 13,000.00	\$ 530.00	\$ 34,450.00	\$ 246.92	\$ 16,049.80
43	DIP Center Pipe in Rock	35	LF	700	\$ 24,500.00	\$ 1,095.81	\$ 37,303.35	\$ 325.00	\$ 11,375.00	\$ 600.00	\$ 21,000.00	\$ 200.00	\$ 7,000.00	\$ 960.00	\$ 33,600.00	\$ 849.29	\$ 29,725.15
44	Air Release Valve and Manhole	4	EA	5600	\$ 22,400.00	\$ 5,939.42	\$ 21,597.68	\$ 5,500.00	\$ 22,000.00	\$ 8,000.00	\$ 32,000.00	\$ 6,000.00	\$ 24,000.00	\$ 15,900.00	\$ 63,600.00	\$ 5,111.50	\$ 20,446.00
45	Sewer Testing	1	LS	15000	\$ 15,000.00	\$ 12,995.00	\$ 12,995.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 21,876.02	\$ 21,876.02
46	The to Ex. Manhole	1	LS	3500	\$ 3,500.00	\$ 1,437.50	\$ 1,437.50	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	\$ 700.00	\$ 700.00	\$ 3,700.00	\$ 3,700.00	\$ 2,808.05	\$ 2,808.05
47	Bubbler Level Sensor (Does Not Control Pumps)	1	LS	3000	\$ 3,000.00	\$ 2,242.50	\$ 2,242.50	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	\$ 1.00	\$ 1.00	\$ 4,600.00	\$ 4,600.00	\$ 1.00	\$ 1.00
MISCELLANEOUS																	
48	Traffic Control	1	LS	5000	\$ 5,000.00	\$ 79,925.00	\$ 79,925.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,400.00	\$ 30,400.00	\$ 27,407.35	\$ 27,407.35
49	8'X10' Metal Shelter Over Controls and hood	1	EA	3500	\$ 3,500.00	\$ 2,702.50	\$ 2,702.50	\$ 1,500.00	\$ 1,500.00	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 6,300.00	\$ 6,300.00	\$ 1,452.00	\$ 1,452.00
LANDSCAPING																	
50	Cryptomeris - 4' High at Planting	17	EA	450	\$ 7,650.00	\$ 333.50	\$ 5,689.50	\$ 55.00	\$ 935.00	\$ 100.00	\$ 1,700.00	\$ 225.00	\$ 3,825.00	\$ 560.00	\$ 9,520.00	\$ 181.50	\$ 3,085.50
51	Crape Myrtle (Multi-Stem - 8' High @ Planting)	3	EA	400	\$ 1,200.00	\$ 632.50	\$ 1,897.50	\$ 100.00	\$ 300.00	\$ 300.00	\$ 900.00	\$ 450.00	\$ 1,350.00	\$ 960.00	\$ 2,880.00	\$ 363.00	\$ 1,089.00
52	Boxwood (3 Gallon)	5	EA	200	\$ 1,000.00	\$ 103.50	\$ 517.50	\$ 20.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 60.00	\$ 300.00	\$ 900.00	\$ 38.72	\$ 193.60	
53	Pinestraw	8	BALES	9	\$ 72.00	\$ 17.25	\$ 158.00	\$ 6.00	\$ 48.00	\$ 15.00	\$ 120.00	\$ 23.00	\$ 184.00	\$ 39.00	\$ 312.00	\$ 14.52	\$ 126.00

Bid Sheets

PROJECT NAME: Lake Reidsville Sewer
 NEIGHBORHOOD NAME: Lake Reidsville
 SECTION NO.: N/A
 NUM. OF LOTS: N/A
 PROJECT LOCATION: Reidsville, NC
 PROJECT ESTIMATOR: JAV

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
SEDIMENTATION AND EROSION CONTROL													
54	Seed, Fertilizer, Lime, Straw and Tack	150,000	SF	0.1	\$ 15,000.00	\$ 0.09	\$ 13,500.00	\$ 0.08	\$ 12,000.00	\$ 0.40	\$ 60,000.00	\$ 0.06	\$ 9,000.00
55	NCDOT Std. Silt Fence Outlet	15	EA	100	\$ 1,500.00	\$ 170.89	\$ 2,563.35	\$ 350.00	\$ 5,250.00	\$ 260.00	\$ 3,900.00	\$ 156.70	\$ 2,350.50
56	NCDOT Std. Silt Fence	7,200	LF	5	\$ 36,000.00	\$ 5.00	\$ 36,000.00	\$ 4.00	\$ 28,800.00	\$ 3.00	\$ 21,600.00	\$ 2.80	\$ 18,720.00
57	Arc Filter Inlet Protection	1	EA	650	\$ 650.00	\$ 666.50	\$ 300.00	\$ 300.00	\$ 300.00	\$ 160.00	\$ 160.00	\$ 479.98	\$ 1,000.00
58	NCDOT Volute	25	EA	45	\$ 1,125.00	\$ 108.26	\$ 2,731.25	\$ 225.00	\$ 5,625.00	\$ 275.00	\$ 6,975.00	\$ 90.75	\$ 2,268.75
59	4" Wide Excelsior Matting	1,000	LF	7	\$ 7,000.00	\$ 2.01	\$ 2,010.00	\$ 1.25	\$ 1,250.00	\$ 9.00	\$ 9,000.00	\$ 2.42	\$ 2,420.00
60	Hardware Cloth Inlet Protection	1	EA	200	\$ 200.00	\$ 195.62	\$ 150.00	\$ 300.00	\$ 400.00	\$ 131.00	\$ 131.00	\$ 121.00	\$ 350.00
Base Bid													
				\$	996,745.00	\$	1,087,794.20	\$	774,177.00	\$	962,640.00	\$	1,044,767.00
				\$	887,886.93	\$	994,830.00	\$	795,546.00				

(Transfer this number to Sheet B-1)

Alternate #1 - Line A													
61	4" Dia. Manhole (4'-12" Deep)	1	EA	6000	\$ 6,000.00	\$ 5,254.56	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,900.00	\$ 4,900.00	\$ 4,900.00
62	4" Sch. 40 PVC Sewer Service	300	LF	40	\$ 12,000.00	\$ 28.91	\$ 8,673.00	\$ 26.00	\$ 7,500.00	\$ 33.00	\$ 9,900.00	\$ 32.70	\$ 9,810.00
63	Clean Out and Concrete Collars	5	EA	500	\$ 2,500.00	\$ 712.75	\$ 3,563.75	\$ 4,000.00	\$ 1,750.00	\$ 3,950.00	\$ 1,750.00	\$ 774.37	\$ 3,871.65
64	8" SDR 35 PVC Sewer with 4" Stone Bedding (8'-12" Deep)	212	EA	85	\$ 18,020.00	\$ 56.87	\$ 12,056.44	\$ 45.00	\$ 9,540.00	\$ 52.00	\$ 11,024.00	\$ 42.52	\$ 9,014.24
65	Cleaning and Grabbing	3,000	SF	12	\$ 36,000.00	\$ 1.96	\$ 5,880.00	\$ 4.00	\$ 12,000.00	\$ 1.00	\$ 3,000.00	\$ 3.81	\$ 11,430.00
66	Remove Existing Distribution Box Sewer Remains in place with NCDOT / Standard Manhole and Cleanouts to Surface and Cap with 2" S8 S8	2	EA	500	\$ 1,000.00	\$ 460.00	\$ 920.00	\$ 900.00	\$ 200.00	\$ 200.00	\$ 400.00	\$ 5,186.54	\$ 10,373.08
67	Asphalt	200	SF	25	\$ 5,000.00	\$ 54.51	\$ 10,902.00	\$ 6.00	\$ 1,200.00	\$ 11.45	\$ 2,290.00	\$ 10.79	\$ 2,158.00
				\$	80,520.00	\$	47,249.75	\$	24,540.00	\$	51,100.00	\$	29,764.00
				\$	51,621.05	\$	55,280.00	\$	29,150.00				

(Transfer this number to Sheet B-1)

Alternate #2 - Portable Generator													
68	Manual Transfer Switch	1	EA	3000	\$ 3,000.00	\$ 4,025.00	\$ 4,025.00	\$ 4,000.00	\$ 6,000.00	\$ 10,000.00	\$ 9,900.00	\$ 9,900.00	\$ 4,598.00
69	Generator Plug for Portable Generator	1	EA	500	\$ 500.00	\$ 977.50	\$ 877.50	\$ 1,500.00	\$ 1,200.00	\$ 1,500.00	\$ 4,600.00	\$ 3,872.00	\$ 3,872.00
				\$	3,500.00	\$	5,002.50	\$	7,200.00	\$	14,500.00	\$	8,470.00
				\$	8,500.00	\$	5,000.00	\$	5,000.00				

(Transfer this number to Sheet B-1)

Alternate #3 - Spare Parts Inventory													
70	Extra 175 GPM @ 85' Head Pump with Power Cord Length the Same as Pumpa Provided	1	EA	10000	\$ 10,000.00	\$ 9,865.85	\$ 9,865.85	\$ 7,500.00	\$ 9,500.00	\$ 8,539.00	\$ 10,600.00	\$ 9,415.06	\$ 9,415.06
71	Extra Set of Contacts	1	SET	1000	\$ 1,000.00	\$ 1,150.00	\$ 1,150.00	\$ 2,000.00	\$ 1,200.00	\$ 990.00	\$ 990.00	\$ 1.00	\$ 1.00
72	Extra Audible Alarm and Light	1	EA	750	\$ 750.00	\$ 862.50	\$ 862.50	\$ 2,600.00	\$ 1,000.00	\$ 710.00	\$ 880.00	\$ 1,327.79	\$ 1,327.79
73	Extra Set of Float Switches	1	SET	250	\$ 250.00	\$ 258.75	\$ 258.75	\$ 510.00	\$ 250.00	\$ 202.00	\$ 250.00	\$ 208.12	\$ 270.00
				\$	12,000.00	\$	12,137.10	\$	11,950.00	\$	9,451.00	\$	10,951.97
				\$	12,410.00	\$	12,410.00	\$	12,410.00				

(Transfer this number to Sheet B-1)



THE CITY OF Reidsville NORTH CAROLINA

MEMORANDUM – LAKE REIDSVILLE SEWER PROJECT FINANCING

To: Preston Mitchell, City Manager

From: Chris Phillips, Asst. City Manager/Finance Director

Date: August 31, 2020

The Lake Reidsville Sewer Capital Project has progressed over the last few weeks to the point where staff are prepared to recommend a construction contractor and to recommend financing. A request for proposals (RFP) for the installment financing was released on August 7, 2020. This RFP was sent to all banks in the Local Government Commission (LGC) list of recent debt providers. The proposals were submitted to the City Clerk to be opened at 9:00 on August 25th.

The City received proposals from three banks: BB&T, HomeTrust, and First National Bank. The City asked for a 20-year term or the longest term the bank would be willing to offer; BB&T offered the 20-year term, Home trust offered a 20-year and a 15-year term; First National Bank offered a 20-year term. BB&T was the only bank that offered fixed rated for the full 20-year term at 2.92%. HomeTrust offered a fixed rate for the first ten years and then an adjusted rate based on the current Treasury 10-year tbill for the second ten years. The 15-year rate proposed by Home Trust was 3.09%. First National Bank proposed a fixed rate of 1.99% for the first seven years of the 20-year period with future years negotiated. Both BB&T and HomeTrust agreed to accept the pump station and forcemain being installed as collateral on the loan. First National Bank wanted to negotiate real estate as collateral in lieu of the items being installed. The BB&T proposal is good for an amount up to \$999,000; the Hometruster proposal topped out at \$990,000; and the First National Bank proposal was up to \$800,000.

The final amount expected to be borrowed is \$970,000. The Staff recommendation is to award this financing to BB&T for a term of 20-years at a rate of 2.92%. A fixed payment amortization schedule is attached with these parameters. The annual payment will be \$64,717.95, an amount akin to the revenue stream created by a recent increase in camping fees that will be dedicated to this debt service.

Finance Department
Chris Phillips, Finance Director
cphillips@ci.reidsville.nc.us

230 West Morehead St.
Reidsville, NC 27320
(336) 349-1055 (phone)
(336) 349-1005 (fax)

Year	Payment	Principal	Interest	Balance
1	\$ 64,717.95	\$ 36,393.95	\$ 28,324.00	\$ 933,606.05
2	\$ 64,717.95	\$ 37,456.65	\$ 27,261.30	\$ 896,149.40
3	\$ 64,717.95	\$ 38,550.39	\$ 26,167.56	\$ 857,599.01
4	\$ 64,717.95	\$ 39,676.06	\$ 25,041.89	\$ 817,922.95
5	\$ 64,717.95	\$ 40,834.60	\$ 23,883.35	\$ 777,088.35
6	\$ 64,717.95	\$ 42,026.97	\$ 22,690.98	\$ 735,061.38
7	\$ 64,717.95	\$ 43,254.16	\$ 21,463.79	\$ 691,807.22
8	\$ 64,717.95	\$ 44,517.18	\$ 20,200.77	\$ 647,290.04
9	\$ 64,717.95	\$ 45,817.08	\$ 18,900.87	\$ 601,472.96
10	\$ 64,717.95	\$ 47,154.94	\$ 17,563.01	\$ 554,318.02
11	\$ 64,717.95	\$ 48,531.86	\$ 16,186.09	\$ 505,786.16
12	\$ 64,717.95	\$ 49,948.99	\$ 14,768.96	\$ 455,837.17
13	\$ 64,717.95	\$ 51,407.50	\$ 13,310.45	\$ 404,429.67
14	\$ 64,717.95	\$ 52,908.60	\$ 11,809.35	\$ 351,521.07
15	\$ 64,717.95	\$ 54,453.53	\$ 10,264.42	\$ 297,067.54
16	\$ 64,717.95	\$ 56,043.58	\$ 8,674.37	\$ 241,023.96
17	\$ 64,717.95	\$ 57,680.05	\$ 7,037.90	\$ 183,343.91
18	\$ 64,717.95	\$ 59,364.31	\$ 5,353.64	\$ 123,979.60
19	\$ 64,717.95	\$ 61,097.75	\$ 3,620.20	\$ 62,881.85
20	\$ 64,718.00	\$ 62,881.85	\$ 1,836.15	\$ -
Total	\$ 1,294,359.05	\$ 970,000.00	\$ 324,359.05	

Resolution Approving Financing Terms

WHEREAS, the City of Reidsville, NC ("Borrower") has previously determined to finance the Lake Reidsville Campground Sewer Project (the "Project"), and the Finance Director has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated August 24, 2020, or as such proposal may be supplemented or amended by Lender and the Borrower verbally or in writing. The amount financed shall not exceed \$999,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.92%, and the financing term shall not exceed twenty (20) years from the date of closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and such other documents as Lender may request. Pursuant to the Financing Agreement and Deed of Trust, (a) Lender will advance moneys to the Borrower to pay the costs of the Project and the financing costs related thereto, and the Borrower will repay such advance in installments, and (b) the Borrower will grant a lien on the site of the Project, or portions thereof, together with all fixtures and improvements located thereon, to Lender as security for such advance.

3. The Finance Director is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to the Finance Director's satisfaction. The Finance Director is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Director shall approve, with the Finance Director's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for costs of the Project may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this ___ day of _____, 2020

By: _____

By: _____

Title: _____

Title: _____

SEAL

CAPITAL PROJECT ORDINANCE AMENDMENT

LAKE REIDSVILLE SEWER IMPROVEMENTS

WHEREAS, North Carolina General Statute 159-13.2 authorizes the establishment of a Capital Project Fund to account for expenses and revenues that are likely to extend beyond a single fiscal year; and

WHEREAS, it is the desire of the Mayor and the City Council of the City of Reidsville to amend a capital project fund for Lake Reidsville sewer improvements that was authorized on December 10, 2019;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Reidsville that:

Section 1. That the following revenue account for this project is hereby increased:

17-3910-0000	Proceeds of Note Payable	\$	210,000
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Section 2. The following line items of expenditures are hereby increased:

17-6130-1990	Engineering	\$	31,200
17-6130-1991	Professional Services	\$	20,800
17-6130-5800	Construction	\$	178,817

Section 3. The following line item of expenditures is hereby **decreased**:

17-6130-9911	Contingency	\$	(20,817)
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Section 3. The City Manager, the Assistant City Manager of Community Services and Finance Director are hereby granted all necessary authority to carry out this project, including the approval of payment requests as earned under approved contracts, and to approve change orders not exceeding \$25,000. The Finance Director is authorized to make temporary loans to this grant project from the General Fund in order to cover costs before receipt of revenues and to establish an acceptable cash flow.

This the 8th day of September, 2020

John M. "Jay" Donecker
Mayor

ATTEST:


Angela G. Stadler, CMC/NCCMC
City Clerk



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

MEMORANDUM

TO: Preston Mitchell, City Manager
FROM: Jeff Garstka, Economic Development Director 
SUBJ: Design Firm Selection for Depot District Redevelopment Plan
DATE: August 28, 2020

City staff is recommending entering into a contract with Design Workshop, a national design firm with North Carolina offices, to conduct a Depot District Redevelopment Plan. A public Request for Qualifications was issued in May through various channels and the City received 13 responses by the June 19 deadline. Staff committee of Jeff Garstka, Preston Mitchell, Haywood Cloud, Jr. and Donna Setliff reviewed the Qualifications and narrowed the list to a top five.

Committee interviewed the top five via Zoom meetings over the course of two days in early August. Garstka had subsequent phone conversation with each of the five after their interviews to discuss the budget allotment – Council has allotted \$35,000 for this project. Upon final consideration, our committee unanimously selected Design Workshop for a number of reasons that will deliver a plan ultimately creating a vibrant neighborhood our City can be proud of.

Staff has a verbal agreement with the firm, however If, for some reason, terms are not agreed upon the City has the right to move to another firm to negotiate. We do not foresee this roadblock.

“Live Simply. Think Big.”

MEMORANDUM

FROM: WILLIAM F. McLEOD, JR., CITY ATTORNEY

TO: PRESTON MITCHELL
CITY MANAGER
CITY OF REIDSVILLE

DATE: August 31, 2020

RE: Old North State League, Inc.
Approval of Executed Lease of Baseball Stadium

Previously, the Reidsville City Council voted to approve a 20 year lease with Old North State League, Inc. for the use of "Field 3" and "Field 3 Improvements" located at 125 Jaycee Park, Reidsville, NC. The attached lease has been executed by Old North State League, Inc. and contains one item that has been requested by Old North State League, Inc. to be inserted which is found in Paragraph 3 of the lease and reads as follows:

"The Lessor agrees that it will not lease to another baseball team in competition with the Lessee in the City of Reidsville during the sixty (60) day window of the lease for the Term."

Since the Reidsville City Council has previously voted to accept and approve the terms of the Lease of Baseball Stadium but for the insertion of the highlighted portion set forth above, Council may wish to consider and vote whether or not the approve the insertion of the highlighted portion to the Lease of Baseball Stadium in its September City Council Meeting.

LEASE OF BASEBALL STADIUM

Property Address: 125 Jaycee Park
Reidsville, North Carolina 27320

This contract of lease ("Lease") made effective this the 1st day of June, 2020, by and between the City of Reidsville, Rockingham County, North Carolina ("Lessor"); and Old North State League Inc., Ramseur, Randolph County, North Carolina ("Lessee");

WITNESSETH:

That subject to the terms and conditions hereinafter set forth, Lessor lets and leases unto Lessee and Lessee accepts as Lessee of said Lessor a certain parcel of land together with the baseball field ("**Field 3**") and other improvements ("**Field 3 Improvements**") located at 125 Jaycee Park, Reidsville, North Carolina 27320 ("Premises").

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein and other good and value consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereto agree as follows:

1. TERM

This Lease shall begin on the 1st day of June, 2021 for sixty (60) days until July 31 each year of the Term and, unless sooner terminated, shall continue until July 31, 2041. Lessee may not assign this Lease or sublease the Premises without the written consent of Lessor, which shall not be unreasonably withheld.

2. RENTAL

Lessee shall not be charged rent for the Term.

3. USE OF THE PREMISES AND MUTUAL PROMISES OF EXCLUSIVITY

The Premises shall be used during the Term for the play of baseball in the City of Reidsville by teams in the Old North State League. The Lessee agrees to not put another team in Rockingham County. The Lessor agrees that it will not lease to another baseball team in competition with the Lessee in the City of Reidsville during the sixty (60) day window of the lease for the Term.

4. ADDITIONAL REVENUE

Lessee shall be entitled to receive all revenues from ticket sales, the sale of beer (restricted to the Beer Garden area and designated areas in fan seating at Field 3), and the sale of memorabilia, caps, and fan wear. Lessee shall also be entitled to sell signage and receive the revenue from all signage placed in and around Field 3. City shall have a limited right to some signage, such as "Team Reidsville" and mention on Lessor's websites. The City may use Field 3 for parks and recreation league games and weekend tournaments put on by the City. Lessor and Lessee agree to work out mutually acceptable scheduling agreements to accommodate recreation league games and tournaments consistent with scheduled play of baseball in The Old North State League.

5. UTILITY CHARGES

The Lessor shall pay all utility charges.

6. INSURANCE

The Lessee shall purchase and maintain general liability insurance coverage with the Lessor as the named insured during the Term. Lessee is fully responsible for obtaining insurance for its respective personal property. Lessor is not responsible for Lessee's possessions and properties on the premises. The Lessee must maintain general liability insurance coverage, including coverage for the sale of alcohol at the Beer Garden.

7. REPAIRS

It is understood and agreed that Lessee accepts the Premises in the physical condition it is currently in. Normal maintenance and repairs shall be performed by the Lessor.

IN TESTIMONY WHEREOF, the Lessor, its successors and assigns, and the Lessee, its successors and assigns, have entered into and executed this agreement; said parties have set their hands and seals to this Agreement and Lease, in duplicate originals, the day and year first written above.

Witness my hand and seal:

LESSEE: OLD NORTH STATE LEAGUE INC.

By: Alexander Allred (seal)
Printed Name Alexander Allred
8/7/2020
Title: _____

LESSOR: CITY OF REIDSVILLE

By: _____ (seal)
Printed Name _____
Title: _____



THE CITY OF
Reidsville
NORTH CAROLINA

MEMORANDUM – ASADRA FUNDING

To: Preston Mitchell, City Manager

From: Chris Phillips, Asst. City Manager/Finance Director

Date: August 28, 2020

In April, the City Council adopted two resolutions allowing the City to apply for grants through the North Carolina Department of Environmental Quality (DEQ) administration of funds from the federal Additional Supplemental Appropriations for Disaster Relief Act, 2019 (ASADRA). NC localities affected by Hurricanes Florence and/or Michael are eligible; therefore, Reidsville is eligible because Rockingham County was included in the disaster area for Hurricane Michael.

Below is a reminder of the Sewer and Water projects related to the resolutions:

One of the measures for the applications is Resiliency, and there are extra provisions related to moving infrastructure out of floodplains. The Wastewater Treatment Plant Headworks project, discussed with the City Council at their January 2020 retreat, is a viable candidate for this funding. The initial project was to replace the headworks in the current location, which is in a floodplain. The project has been reviewed in light of this new source of funding and it appears the headworks can be relocated up the hill at the WWTP, out of the floodplain, which would be a preferred location. This additional work will increase the expected cost of the project by \$1million, bringing the total expected project cost to \$4 million. By moving the project out of the floodplain, the potential funding will be a principal forgiveness of \$3 million with a low interest loan for the remaining portion (if not funded by utility reserves).

In addition, the City can also apply for ASADRA funding for Water projects as well. The City has examined the ability to loop water lines in the past to improve water quality and to eliminate the need to flush water. An application for funding for water line looping is being prepared. This application will probably be eligible for 25% principal forgiveness.

This funding is competitive. The City did not receive any grant funding or principal forgiveness from the Sewer project, but did receive loan funding at an interest rate of only .18%. The Water project did not score high enough to receive any grant or loan funding.

Staff would like to reapply for this funding for the Fall 2020 cycle, with applications due by September 30. The number of projects submitted is expected to be down due to this being the second round of projects. In addition, the City has been able to document items and/or establish new items that should garner additional points, resulting in moving the project higher in the scoring. While the extremely low interest rate for the Sewer project is attractive, there is a real possibility that the City could get up to 75% of the project through grant funds. Therefore, it is the staff recommendation to not accept the loan at this time in lieu of filing the application again. Likewise, the Water project application will be filed again to see if the project can get funding.

Staff will work with Doug Chapmon of McGill Engineers to complete the applications by the deadline.

Public Works Department


1100 Vance St., Reidsville, NC 27320

Phone: 336.349.1070 • Fax: 336.634.1738



THE CITY OF
Reidsville
NORTH CAROLINA

MEMORANDUM

DATE: August 28, 2020
TO: Preston Mitchell, City Manager
FROM: Chuck Smith, Public Works Director 
SUBJECT: Sewer Asset Management Plan

During the September 17, 2019, special meeting of the City Council, the Sewer Asset Management Plan was unanimously adopted. The council meeting minutes and resolution has been included with this memorandum.

The Asset Management Plan (AMP) is a planning tool the Public Works Department uses to focus maintenance, repair, and replacement efforts. The plan is a fluid document that will need updating from time to time as maintenance is performed and other areas of concern arise.

The request tonight is to approve a single page insertion showing proposed Public Works Department capital improvement projects items into the AMP that may help the city be better positioned to be eligible for and obtain grant funding and preferable loan terms.

RECOMMENDATION / ACTION REQUESTED:

The Public Works Department requests the City Council to approve the inclusion of the enclosed capital improvement projects into the Asset Management Plan.

City of Reidsville
 Public Works Department
 Capital Improvement Program - Summary Page

Approved By: Chuck Smith, Director of Public Works
 Updated By: Steve Moran and Chuck Smith
 Date: 7/30/2020

Division	Item	Notes	Division Priority	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Beyond 5 Years	Total
Wastewater Treatment Plant 62-7130	Bar Screen and Grit Removal System Project - Design & Construction									
	Bulk tank for phosphorus removal		1	\$ 3,998,400	\$ 60,000					\$ 3,998,400
		Sub-Total		\$ 3,998,400	\$ 60,000					\$ 4,058,400
Sewer Collection 62-7131	Laser Lift Station Forcmain Rehab / Resline									
	PS - Wentworth replacement motor	Quote 10/18/18	1	\$ 46,000						\$ 46,000
	PS - Wentworth replacement Pump	Quote 12/4/18	4	\$ 15,200						\$ 15,200
	PS - Winstead replacement Pump	Quote 11/2/18	5	\$ 21,200	\$ 21,500					\$ 21,500
	PS - Drum replacement Pump	Quote 11/5/18			\$ 7,000					\$ 7,000
	Lift Station Repairs and Maintenance									
	447 4x4 Fish Truck									
	376 Low Boy Trailer									
	491 Pickup									
		Sub-Total		\$ 81,900	\$ 28,500		\$ 30,000			\$ 140,400
Plant Maintenance 62-7133	WWTP - Emergency Standby Effluent motor									
	WWTP - Emergency Standby Effluent motor	Quote 12/6/18			\$ 20,400					\$ 20,400
	WWTP - Effluent gates and pump re-build	Quote 12/16/18, Quote 11/30/18	2	\$ 141,000						\$ 141,000
	WWTP - Sludge Holding Basin Transfer Pump	Quote 11/6/18			\$ 17,200					\$ 17,200
	WWTP - Old Digester Bldg. Blowers 57'x40' x 2	Quote 11/1/18			\$ 14,800					\$ 14,800
	WWTP - Sand filter Trough (2) Replacement	Quote 11/2/18	1	\$ 100,000	\$ 119,000	\$ 121,000				\$ 340,000
	PM - 546 Pickup									
	WTP - Emergency Standby High Service Motor	Replacement	3	\$ 37,000						\$ 37,000
	WTP - Basin Wall Refurbishment									
		Sub-Total		\$ 278,000	\$ 201,400	\$ 121,000	\$ 30,000			\$ 630,400
		Sub-Total		\$ 3,998,400	\$ 285,900	\$ 121,000	\$ 30,000			\$ 4,435,300

RESOLUTION TO APPROVE SEWER SYSTEM ASSET MANAGEMENT PLAN

WHEREAS, the City of Reidsville has developed a sewer system in and around the City of Reidsville; and

WHEREAS, said municipal sewer system is operated and maintained by the City of Reidsville; and


WHEREAS, the City of Reidsville recognizes the need for, and advantage of, maintaining adequate short-term and long-term planning for capital improvements and asset management for the sewer system;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Reidsville that the 2019 Sewer System Asset Management Plan is hereby approved; and

BE IT FURTHER RESOLVED that the City Council authorizes staff to update the plan as new information becomes available.

Adopted this the 17th day of September, 2019.





John M. "Jay" Donecker, Mayor

ATTEST:



Angela G. Stadler, City Clerk

Councilmember Scoble said Wheeler was the epitome of a Main Street Champion. Several Council members agreed that Wheeler was an outstanding selection. Garstka added that Wheeler also has been a mentor to other new downtown merchants.

The motion passed in a 6-0 vote.

CONSIDERATION OF THE ADOPTION OF AN ASSET MANAGEMENT PLAN FOR THE CITY'S SEWER AIA PROJECT AND RESOLUTION.

Before the report was given, City Manager Preston Mitchell explained that Assistant City Manager Chris Phillips was giving Public Works Director Chuck Smith's report as Smith was sick. On hand to go through the Asset Management Plan was Eddie Staley of Withers Ravenel.

Assistant City Manager Phillips noted that the main reason this special meeting was called was to approve the September 10th Council meeting minutes for inclusion in the CDBG-Infrastructure grant application. Amanda Whitaker of Withers Ravenel had attended the September 10th Council to speak at the public hearing on the grant application, he said. The application must be turned in by the end of the month and requests funds to rehabilitate approximately 6,229 linear feet of old sewer lines in the areas of Hart Street, Washington Avenue, Circle Drive, Terry Street and Way Street.

Approval of the minutes was the first thing that had to be done, but the second item was adoption of an Asset Management Plan (AMP) from the City's Sewer AIA project, Phillips explained. The City has received two \$150,000 grants for AIA projects on the City's sewer and water systems, he continued. In doing an assessment of the City's sewer system assets, Withers Ravenel had created this Asset Management Plan, which includes lines and the City's lift stations, and the costs to make the needed improvements, along with an operational and maintenance plan to ensure proper management of the system's components.

Mr. Staley explained that with the passage of today's Resolution approving the AMP, the City will get an additional 10 points on its application score for the CDBG-Infrastructure project. The City's application is expected to score at least 69-70, he added, noting that last year, some of the funded applications had scores as low as 63.

Staley reviewed the plan, referencing the Executive Summary found on page 1. He said that this was a perfect time for the City to investigate and plan for the future of its aging sewer system. He touched on the assessment of the City's pump stations and on page 10, the ratings used to determine the RISK score. As he reviewed the Risk Matrix and Risk Scale Legend on pages 15-16, he stressed that this AMP is a living document, which is meant to be revised and updated at least every five years.

Upon a question from Councilman Festerman, Staley explained the difference between Gravity vs. Force Mains, noting that Gravity lets nature do the work. He continued to go through the

document, noting that the City has a very robust GIS system, which was very important in the compiling of the AMP. Staley also discussed the importance of creating best practices operationally. He complimented the survey work done by the Piedmont Triad Regional Council staff, assisted by Councilman Gorham. The work done on the application for CDBG-Infrastructure funding looks very promising, Staley added.

After a question from Councilmember Scoble, there was a brief explanation by Staley of various kinds of pipes, including clay and PVC, and their longevity.

City Manager Mitchell reiterated that the AMP is a living document. He added that there will be years when more is spent on the sewer system than other years, depending on the state of the economy. He said the City is going to be very aggressive in pursuing grant funding for such projects.

Staley again noted that approval of the AMP today was a point-gaining opportunity, making the City more competitive against other applicants.

Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 6-0 vote, to adopt the Asset Management Plan and Resolution. (A COPY OF THE PARTIAL ASSET MANAGEMENT PLAN WITHOUT THE STREET LISTINGS IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

The Resolution as approved follows:

RESOLUTION TO APPROVE SEWER SYSTEM ASSET MANAGEMENT PLAN

WHEREAS, the City of Reidsville has developed a sewer system in and around the City of Reidsville; and

WHEREAS, said municipal sewer system is operated and maintained by the City of Reidsville; and

WHEREAS, the City of Reidsville recognizes the need for, and advantage of, maintaining adequate short-term and long-term planning for capital improvements and asset management for the sewer system;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Reidsville that the 2019 Sewer System Asset Management Plan is hereby approved; and

BE IT FURTHER RESOLVED that the City Council authorizes staff to update the plan as new information becomes available.

Adopted this the 17th day of September, 2019.

/s/ _____
John M. "Jay" Donecker, Mayor

ATTEST:

/s/ _____
Angela G. Stadler, City Clerk

DISCUSSION OF A REQUEST FOR FINANCING PROPOSALS FOR THE LAKE REIDSVILLE SEWER PROJECT AND CONSIDERATION OF A REIMBURSEMENT RESOLUTION.

Assistant City Manager of Administration Chris Phillips reviewed his memo regarding \$727,000 in funding for the Lake Reidsville Municipal Sewer System. (A COPY OF PHILLIPS' MEMO DATED SEPTEMBER 12, 2019 IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He noted that this is not a new project, and the need to replace the septic tank that serves Lake Reidsville has been discussed. Expansion of the City's municipal sewer system out to the lake is the recommended solution, Phillips said. He noted that the City had hoped to get USDA funding for this project, but we have been informed that this project is not a good fit for their program based primarily on the City's positive financial standing. Instead, the City will pursue traditional bank financing with as long a term as possible, he explained. He reminded Council that the City had secured a USDA loan with a 40-year term to construct the RCARE facility.

He requested that Council approve the attached reimbursement resolution, which will allow the project planning and the financing to be pursued at the same time.

There was a brief discussion of possible rates. Phillips responded that the City hopes to get a fixed rate at the longest term available. This led to a discussion of possible bond monies, but the Finance Director said this project was a little too small for the bond process.

Mayor Pro Tem Brown said this issue at the lake had been going on for a long time, and he was glad the issue was being addressed.

Councilwoman Walker then made the motion, seconded by Councilman Gorham and unanimously approved by Council in a 6-0 vote, to approve the Reimbursement Resolution for Lake Reidsville Municipal Sewer Expenditures.

The Resolution as approved follows:

Reimbursement Resolution for Lake Reidsville Municipal Sewer Expenditures

WHEREAS, the City of Reidsville (the "City") intends to extend sewer services to Lake Reidsville, using its own funds to pay initial costs, and then reimburse itself from financing



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

Office of the City Manager

MEMORANDUM

TO: The Honorable Mayor Donecker and Members of Reidsville City Council
FROM: Preston Mitchell, City Manager *P.M.*
SUBJ: City Manager's Monthly Report
DATE: September 8, 2020

1. Reidsville ABC Board
 - a. The ABC Board minutes have been included in your Miscellaneous Section and we have requested that they are sent each month once they are approved by the Reidsville ABC Board.
2. 2020 US Census Self-Response Rate Update
 - a. The US Census has moved to the door-to-door household visits phase in the Census Bureau's effort for a total response rate. However, citizens can continue to fill out the self-response rate during this period as well.
3. Reidsville Homeowners CDBG-NR Home Repairs
 - a. A flyer on this program is in your Miscellaneous Section for your reference. The deadline for applications is September 17th by 4 p.m.



THE CITY OF
Reidsville
NORTH CAROLINA

230 W. Morehead Street • Reidsville, North Carolina 27320 • (336) 349-1030 • Fax (336) 342-3649

MEMORANDUM

TO: Preston W. Mitchell, City Manager
FROM: Angela G. Stadler, CMC, City Clerk
SUBJ: Board/Commission Appointments for September 8, 2020
DATE: September 1, 2020

The following applications have been received for appointment to the Boards and Commissions listed:

Reidsville Historic Preservation Commission

Norma Craddock of 408 Piedmont Street has applied for a fourth term and James Jackson of 2304 Belmont Drive has applied for an eighth term on the Reidsville Historic Preservation Commission. If they are appointed, the board will be full.

Reidsville Human Relations Commission

Wanda Harley has applied for an eighth term and Richard Ratliff has applied for a second term on the Reidsville Human Relations Commission. If they are appointed, there will be three adult positions open and two County high school positions available.

Reidsville Parks and Recreation Advisory Commission

James "Tony" Grogan has applied for a fifth term on the Reidsville Parks and Recreation Advisory Commission. If he is appointed, this Commission will be full.

ADDITIONAL VACANCIES

In addition to the vacancies mentioned above, the following openings on other boards and commissions of the City will be advertised for consideration at the October 13, 2020 City Council meeting.

- One three-year term on the Reidsville Appearance Commission
- Three three-year terms on the Reidsville Community Pool Association
- One five-year term on the Reidsville Planning Board. This is an ETJ position, which requires County Commissioner's approval

Applications to be considered at the October 13, 2020, Council meeting will need to be turned in by 5 p.m. on Wednesday, September 30, 2020.

AGS/cf
Attachments (5)

"Live Simply. Think Big."



RECEIVED
JUN 19 2020
MANAGER'S OFFICE

CITY OF REIDSVILLE BOARD/COMMISSION VACANCY APPLICATION

Board Applied for: Historic Preservation Commission

Name: Norma Craddock Home Address: 408 Piedmont St -

Business Address: _____

Email Address: normacraddock@icloud.com

Phone: Work: _____ Home: 336-349-5020 Cell: 336-613-8587

Marital Status: widow Name of Spouse: Dean Craddock (Died 2016)

Name & Location of High School Attended: Reidsville High School
Franklin St -

College: WC (Now UNCG) Type of Degree: Commercial

Employer: Retired from Craddock's Studio of Photograph

Job Title: Girl Friday

Current Membership in Organizations & Offices Held: Down to Earth Garden Club (Council member)
Main St. United Methodist (Past)
United Methodist Women (President), Reidsville Junior Service League
(Chair of History & Record and others) Several Committees

Past Organizational Membership & Offices Held: _____

Previous Service on any City Board/Commission: Historic Preservation Com.

If So, Which: _____ When: _____

Do you anticipate a conflict of interest by serving as a member of a Board/Commission? NO
If yes, explain: _____

State reasons why you feel qualified for this appointment(s) (Optional): Use Back of Sheet if Additional Space Is Needed.
Continuing with Commission as I've worked on before -

NOTE: This information along with other material may be used by the City Council in making appointments to Boards / Commissions and in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

[Signature]
Endorsement Signature
(Must be from a member of City Council or a member of the Board for which you are applying.)

Norma Craddock
Applicant's Signature
6-24-2020
Date



CITY OF REIDSVILLE BOARD/COMMISSION
VACANCY APPLICATION

RECEIVED
APR 03 2020

CITY MANAGER'S OFFICE

Board Applied for: HISTORIC PRESERVATION
Name: JAMES JACKSON Home Address: 2304 BELMONT DRIVE
Business Address: SAME
Email Address: jimjackson64@yahoo.com
Phone: Work: _____ Home: _____ Cell: 336-552-0919
Marital Status: M Name of Spouse: ELAINE
Name & Location of High School Attended: INDIAN RIVER C.S., PHILADELPHIA NY

College: SUNY ALBANY Type of Degree: A.B. M.S.Ed.
ELMIRA COLLEGE

Employer: RETIRED

Job Title: _____

Current Membership in Organizations & Offices Held: HISTORIC PRESERVATION
AND APPEARANCE COMMISSION

Past Organizational Membership & Offices Held: SEE ABOVE. HISTORIC
PRESERVATION CHAIR

Previous Service on any City Board/Commission: SEE ABOVE

If So, Which: _____ When: HIST. PRES. SINCE 1978
APPEARANCE SINCE 2018

Do you anticipate a conflict of interest by serving as a member of a Board/Commission? NO
If yes, explain: _____

State reasons why you feel qualified for this appointment(s) (Optional): Use Back of Sheet if
Additional Space Is Needed.

NOTE: This information along with other material may be used by the City Council in making
appointments to Boards / Commissions and in the event you are appointed, it may be used as a basis
for a news release to identify you to the community.

[Signature]
Endorsement Signature
(Must be from a member of City Council
or a member of the Board for which you are
applying.)

[Signature]
Applicant's Signature
2 April 2020
Date



CITY OF REIDSVILLE BOARD/COMMISSION
VACANCY APPLICATION

RECEIVED
JUL 10 2020

CITY MANAGER'S OFFICE

Board Applied for: Human Relation Commission

Name: Wanda Harley Home Address: 320 Church St, Reidsville, NC 27320

Business Address: Same as Above

Email Address: waharley@triad.rr.com

Phone: Work: 336-413-4090 Home: 336-742-1607 Cell: 336-413-4090

Marital Status: Married Name of Spouse: Gerald Harley

Name & Location of High School Attended: BTWHS, Reidsville, NC

College: _____ Type of Degree: None

Employer: Self Employed

Job Title: Insurance Senior Advisor

Current Membership in Organizations & Offices Held: Reidsville Human Relations Commission

Past Organizational Membership & Offices Held: Chairman, MK Unity Committee

Previous Service on any City Board/Commission: Reidsville Human Relations Commission

If So, Which: _____ When: present

Do you anticipate a conflict of interest by serving as a member of a Board/Commission? NO
If yes, explain: _____

State reasons why you feel qualified for this appointment(s) (Optional): Use Back of Sheet if Additional Space Is Needed. Have served on the Commission and now serving, Also have a genuine interest in the quality of life in Reidsville. - born + raised here

NOTE: This information along with other material may be used by the City Council in making appointments to Boards / Commissions and in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

[Signature]

Wanda J. Harley



CITY OF REIDSVILLE BOARD/COMMISSION
VACANCY APPLICATION

RECEIVED
MAR 18 2020
CITY MANAGER'S OFFICE

Board Applied for: HUMAN Relations Commission
Name: Richard J. RATHOFF Home Address: 814 LAWRENCE DR #126
Business Address: _____
Email Address: stretch678@gmail.com
Phone: Work: _____ Home: _____ Cell: 240-4235349
Marital Status: MARRIED Name of Spouse: MINNIE H. RATHOFF
Name & Location of High School Attended: FAIRMONT HEIGHTS HS. CHARLOTTE, MD

College: _____ Type of Degree: _____
Employer: _____
Job Title: _____

Current Membership in Organizations & Offices Held: Cooperative Extension
Vice President

Past Organizational Membership & Offices Held: AFRICAN AMERICAN CAUCUS
Reidsville, N.C. President

Previous Service on any City Board/Commission: _____

If So, Which: _____ When: _____

Do you anticipate a conflict of interest by serving as a member of a Board/Commission? NONE
If yes, explain: _____

State reasons why you feel qualified for this appointment(s) (Optional): Use Back of Sheet if Additional Space Is Needed.

NOTE: This information along with other material may be used by the City Council in making appointments to Boards/ Commissions and in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

[Signature]
Endorsement Signature
(Must be from a member of City Council or a member of the Board for which you are applying.)

[Signature]
Applicant's Signature
3/18/2020
Date



RECEIVED

MAY 29 2020

CITY OF REIDSVILLE BOARD/COMMISSION
VACANCY APPLICATION

CITY MANAGER'S OFFICE

Board Applied for: Parks and Recreation
Name: James Grogan Home Address: 1405 Brookwood Dr., Reidsville, NC
Business Address: P.O. Box 97, Wentworth, NC 27375
Email Address: Jgrogan18@triad.rr.com
Phone: Work: 336-634-6095 Home: 336-394-4697 Cell: _____
Marital Status: Single Name of Spouse: _____
Name & Location of High School Attended: Markinsville High School, Markinsville, VA

College: Radford University Type of Degree: BS
Employer: State of NC
Job Title: Chief District Court Judge
Current Membership in Organizations & Offices Held: _____

Past Organizational Membership & Offices Held: _____

Previous Service on any City Board/Commission: Parks and Recreation

If So, Which: Parks & Rec When: Current

Do you anticipate a conflict of interest by serving as a member of a Board/Commission? No
If yes, explain: _____

State reasons why you feel qualified for this appointment(s) (Optional): Use Back of Sheet if Additional Space Is Needed.

NOTE: This information along with other material may be used by the City Council in making appointments to Boards / Commissions and in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

[Signature]
Endorsement Signature
(Must be from a member of City Council or a member of the Board for which you are applying.)

[Signature]
Applicant's Signature
5/22/20
Date

ATTENTION CITY OF REIDSVILLE HOMEOWNERS

Do You Need Some Assistance with Home Repairs?

Reidsville has been awarded a Community Development Block Grant Award-Neighborhood Revitalization Program Grant through the NC Department of Commerce.

Certain criteria must be met:

- Low-Moderate Income
- Owner Occupied Home
- Located Inside City Limits

**Reidsville's Housing Selection Committee
will score and rank applications**

Applications are available online at
Reidsvillenc.gov/Documents
or call 336-349-1065

Deadline for applications is Sept 17, 2020 by 4:00 pm



MINUTES APPROVED

**MINUTES OF THE
REIDSVILLE HUMAN RELATIONS COMMISSION
MEETING ON TUESDAY, JUNE 23, 2020
(VIA TELECONFERENCE CALL)
REIDSVILLE CITY HALL
1st-FLOOR CONFERENCE ROOM**

(Handwritten initials and date)
8/25/20

COMMISSION MEMBERS PRESENT: Cathy Badgett, Chair (In person)
Dick Frohock (via call)
Maricarmen Garduño (via call)
Wanda Harley (via call)
Richard Ratliff (via call)

COMMISSION MEMBERS ABSENT: Katie Smith, Vice-Chair

CITY STAFF PRESENT: Cindy Farris (In person)

VISITORS: Councilman Willie Hairston (via call)

CALL TO ORDER

Cathy Badgett called the meeting to order at 6:36 p.m.

INVOCATION

Councilman William Hairston offered the invocation.

ROLL CALL

Cindy Farris called the roll.

READING OF THE MISSION STATEMENT

Cathy Badgett read the Mission Statement.

APPROVAL OF FEBRUARY 25, 2020 MINUTES

Dick Frohock asked that a correction be made to the February 25, 2020 minutes. He reported that he had made the nomination of Cathy Badgett for the office of Chair of the Reidsville Human Relations Commission at the February meeting, with a second coming from Katie Smith. There were no further corrections to the February minutes.

Dick Frohock made the motion to approve the February 25, 2020 minutes as revised. Richard Ratliff seconded the motion, and the revised minutes were unanimously approved.

REPORTS

Current Events

Cathy Badgett said a lot has happened since we met last, including the death of George Floyd and the Covid-19 Pandemic. She referenced national and international issues associated with the virus and said there are currently still only two deaths here in

Rockingham County. Badgett stated she had been asked by Reidsville Police Chief Robert Hassell to join the local CALM (Community Advocates Leaders and Ministers) Committee, offering opinions and feedback locally.

Badgett mentioned the recent peaceful protest held at the Family Fare gas station on Scales Street was fairly quiet until an agitator showed up and brandished a gun. She said there wasn't any looting or damage to property related to this event. Badgett also reported there had been a second peaceful protest held on June 6, 2020. She said she had attended the event and saw Mayor Pro Tem Harry Brown in attendance and that the event was orderly and decent and that there wasn't anyone "showing out". Lastly Badgett discussed an event held at Market Square, which involved the Reidsville Ministerial Alliance and included voter registration that was peaceful. Councilman Hairston said the name of the group of young people who sponsored the event was "One Step at a Time".

Dick Frohock congratulated those responsible for the way the recent event at the gas station was handled, the one that involved the protester with the gun. He said it shows people in Reidsville are responsible and reacted in a positive way. Wanda Harley said some of the individuals present at the event at Family Fare were not locals and not recognized by those hosting the event.

Badgett said she had recently heard from State HRC Representative Gene Troy. She said Troy reported on the rise in hate crimes. She said Reidsville is fortunate not to be facing the same challenges as some other cities. Badgett said Mr. Troy had shared some livestream and YouTube items that she would forward to members of the Commission. She shared several other events, dates and times and said she would also forward those to members of the HRC.

Badgett shared numerous points of interest regarding: the prevention of evictions during the COVID Pandemic; court cases being postponed; fair housing and housing discrimination; and the State Hate Crimes Report; etc. She mentioned Dr. Anthony Wade, who is very active in the State Human Relations Commission community, put out a protest statement on YouTube with regard to the George Floyd incident and wondered if the Reidsville HRC should consider doing the same. She asked Councilman Hairston to check with the City Manager to get his opinion. Frohock agreed with Badgett that it is something they should consider.

July and August Meeting Discussion

Badgett said routinely the HRC does not meet in the months of July and August. She stressed there is so much going on that needs their attention that they should reconsider that decision. After a lengthy discussion, the following decision was made.

Dick Frohock made the motion that the Reidsville Human Relations Commission not meet in the month of July but reconvene on August 24, 2020, with Richard Ratliff seconding the motion, which was unanimously approved in at 5-0 vote.

Councilman Willie Hairston approved of the action taken regarding the meetings and agreed there are so many important things going on currently and the Commission is doing a good job and can make a difference.

Old Business

Badgett asked if the CommUNITY Pride Event sponsorship letters and refunds had been mailed out? Frohock said the refund checks had been mailed. Maricarmen Garduño added that Cricket Wireless had not received their sponsorship refund or their booth rental refund. Frohock said all of the refunds had been handled through the City Finance Department. He suggested Garduño check with either Missy Matthews or Chris Phillips to make sure. Badgett agreed they need to make sure because if the checks have not been cashed within the 90-day window, they will be cancelled.

MLK Breakfast

Wanda Harley said she had nothing to report, adding the MLK Breakfast Committee had not met due to the COVID-19 Pandemic.

HRC Budget

Badgett asked Councilman Hairston if he had requested the remaining monies in the 2019-2020 Human Relations Commission account be rolled over due to the pandemic? Councilman Hairston said he had made the request and was assured that definitely the monies would be rolled over in addition to the 2020-2021 HRC budget of \$2,500, but members need to designate what those funds being rolled over will be used for. Badgett assured the Councilman the Commission intends to host the CommUNITY Pride Event as soon as possible or they could use those funds for something that would be of benefit now, possibly a mask giveaway.

Harley suggested they have masks made with the HRC logo, adding that some people can't afford masks and that children's masks are also needed. Councilman Hairston said he thought that was an excellent suggestion. He added that Mayor Donecker had recently suggested a mask giveaway and possibly it could be a joint effort.

Frohock reminded those attending that it is mandatory in Greensboro to wear a mask if you are in public and that it may soon be a requirement State-wide, which he thinks is a good thing. He reported Team Reidsville masks are available at the Reidsville Chamber of Commerce.

Frohock said he had gone to the City Manager with a budget for the Human Relations Commission and would email a copy of it to Badgett and the Deputy City Clerk. Badgett mentioned that members need to come prepared to discuss plans for the 2021 CommUNITY Pride event at the August HRC meeting.

New Business

Badgett gave an updated report of the COVID cases in Rockingham County with members contributing information as well. Badgett and Frohock stressed how important it is to wear a mask in public to protect yourself, your family and others. Members

discussed the challenges everyone is going through and how dire the need is for a vaccine. Badgett reiterated that wearing a mask slows the spread of the virus.

Badgett suggested partnering with other organizations to improve the situation for area homeless and other communities. She shared information regarding food giveaways being held at various churches. Ratliff commented it is hard on the homeless with the shelter being closed in warmer months. Badgett added that homeless shelter director Melissa Galloway is asking for donations and contributions to benefit the homeless. She asked members to get the word out.

City Manager's 2020 Census Challenge

Badgett said the City Manager has challenged all Boards and Commission members to participate in a 2020 Census Challenge. Each member is asked to contact 10 people to complete the Census and then have those 10 people contact 10 others. The City Manager then would give them a Team Reidsville mask. Badgett listed many of the benefits of completing the Census and said funding for so many programs we want and need are directly related to those numbers reported through the census.

Garduño said there is very little information out there for immigrants and offered to participate by translating if those services are needed. Badgett suggested Garduño contact Judy Yarbrough with the City and said members can show their support for Team Reidsville by participating in the challenge.

Councilman Hairston stressed the entire City needs to take part, especially the north end of town. He said they need to get the numbers up in the area between Harrison and Scales towards Walmart and Freeway Drive. Harley said a good way to get the word out is through the City Community Watch groups. Councilman Hairston agreed and added numbers also need to get up in the Barnes Street area.

Maricarmen Garduño accepted the 2020 Census Challenge, as did Wanda Harley, Dick Frohock, Richard Ratliff, Cathy Badgett, Councilman Willie Hairston and Cindy Farris.

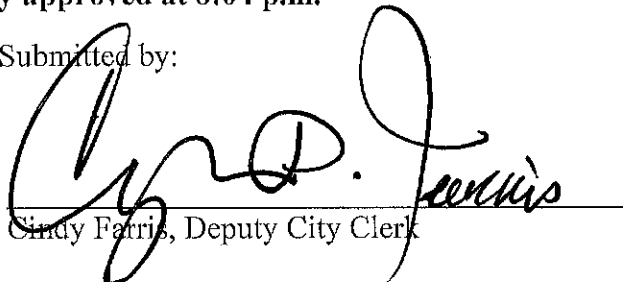
Closing Comments

Garduño asked if the August HRC meeting would be via teleconference like tonight's meeting? Badgett said due to the pandemic, it mostly likely would be until further notice.

Badgett thanked members of the Commission for their hard work and said she was praying for them to be safe and well and if any of them needs a mask, she would make them one.

The motion to adjourn was made by Dick Frohock with a second from Maricarmen Garduño, and unanimously approved at 8:04 p.m.

Submitted by:



Cindy Farris, Deputy City Clerk

REIDSVILLE ABC BOARD

Minutes of August 5, 2020 Board Meeting

1. The meeting was called to order at 9:00 am by Chairman Setliff. Members Brady and Rucker, GM Langel and Judy Rouse were present.
2. Invocation was delivered by Member Rucker.
3. Chairman Setliff called for any known conflicts of interest. None were reported.
4. Judy Rouse, Rouse, Rouse, Rouse and Gardner CPA, presented the annual audit report. After a detailed explanation of each individual statement included in the audit report, she reported the following:

The audit was conducted without any issues

The Board saw an increase in net position of \$35,155 over the previous year

The Board saw an increase in working capital of \$61,532 over the previous year

The Board is in a sound and stable financial position

5. GM Langel presented to the Board several options for floor plan of the new store from Rick Turner, Store Fixtures and Design. After review, the Board unanimously agreed to use floor plan attached.
6. GM Langel reported that she had been in touch with Jonathan Jobe, Home Trust Bank, concerning closing on land and permanent loan. Jonathan stated that he would reach out to William McLeod about the possibility of closing both at one meeting. He will be in touch with GM Langel with more information as he gets it.
7. The Board discussed open meeting laws and requirements. GM Langel reported that she had reached out to Laurie Lee, NC ABC Commission, to verify that the Board was in compliance with open meeting laws in posting sufficient information about scheduled meetings and/or called meetings. L. Lee stated that the board's posting on the City of Reidsville website, the ABC Store's website, in

the ABC Store and on the ABC Store's Google listing was sufficient. She also stated that the Board was compliant with open meeting laws by posting a called meeting or a change in meeting date or time seventy-two (72) hours prior to the meeting. She stated that a media contact was not required unless specifically requested by a member of the media.

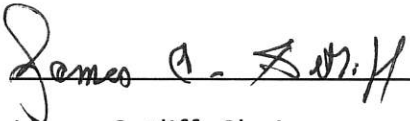
8. GM Langel requested that the Board consider operating hours at the new store be 9:00 am to 7:00 pm. The Board agreed to consider the request and discuss at a later date.


9. GM Langel requested that the Board review current salaries of employees and consider salary adjustments either by pay raise or one-time adjustments. The Board agreed to consider the matter and discuss at the next meeting.

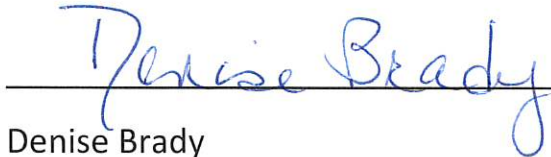
10. The Board unanimously agreed to hold meetings at 9:00 am beginning in September 2020.

11. The next meeting of the Board will be August 27, 2020 at 8:30 am.

12. There being no further business to discuss, the meeting was adjourned at 11:00 am.

Approved 
James Setliff, Chairman

Approved 
George Rucker

Approved 
Denise Brady

REIDSVILLE ABC BOARD

FINANCIAL STATEMENTS

JUNE 30, 2020

REIDSVILLE ABC BOARD
(A Component Unit of the City of Reidsville)
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June 30, 2020 and 2019

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Rouse, Rouse, Rouse & Gardner, L.L.P.

Certified Public Accountants



R. Rex Rouse, Jr., CPA
Judy G. Rouse, CPA
Victor B. Rouse, CPA/PFS
Trevor C. Gardner, CPA

Independent Auditor's Report

Board of Directors
Reidsville ABC Board
Reidsville, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the Reidsville ABC Board, a component unit of the City of Reidsville, which comprise the Statement of Net Position as of June 30, 2020 and 2019, and the related Statement of Revenues, Expenses and Changes in Net Position, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Audit's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Reidsville ABC Board as of June 30, 2020 and 2019, and the respective changes in financial position, and where applicable, cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

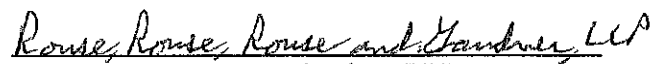
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion & Analysis and the Local Government Employees' Retirement System's Schedule of Proportionate Share of the Net Position Liability and Schedule of Contributions on pages 26 and 27 be presented to supplement the basic financial statements. Such information, although not a part of basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Operating Expenses and Schedule of Revenues and Expenditures -- Budget vs. Actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Operating Expenses and Schedule of Revenues and Expenditures -- Budget vs. Actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.


Rouse, Rouse, Rouse & Gardner, LLP
Certified Public Accountants
Eden, North Carolina

July 30, 2020

Reidsville ABC Board
(A Component Unit of the City of Reidsville)
Management's Discussion and Analysis
June 30, 2020

Management's Discussion and Analysis

This section of the Alcoholic Beverage Control (ABC) Board's (the Board) financial report represents our discussion and analysis of the financial performance of the Board for the year ended June 30, 2020 and 2019. This information should be read in conjunction with the audited financial statements included in this report.

Financial Highlights

- A. The Board is in the process of building a second store and projects opening in spring of 2021.
- B. Working capital increased approximately 19.89% over the prior year.
- C. Approximately 15.29% of profits were expended for law enforcement and alcohol education in the current year.
- D. Retail liquor sales increased by 10.43% in comparison to the previous year.

Overview of the Financial Statements

The audited financial statements of the ABC Board consist of 3 components. They are as follows:

- Management's Discussion and Analysis
- Basic Financial Statements
- Additional Information Required by the ABC Commission

The Basic Financial Statements are prepared using the full accrual basis of accounting.

1. Statement of Net Position

Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment in assets and obligations to creditors.

Liquidity and financial flexibility can be evaluated using the information contained in this statement.

2. Statement of Revenues, Expenses, and Changes in Net Position
This statement is used in evaluating whether the Board has recovered all of its costs through sales. Its information is used in determining credit worthiness.

3. Statement of Cash Flows
This statement reports cash inflows and outflows in the following categories: operating, investing, and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash and the change in cash.

The notes to the financial statements provide more detailed information and should be read in conjunction with the statements.

The ABC Commission requires some schedules in addition to the information required by the generally accepted accounting principles. They include a Schedule of Operating Expenses and a Budget to Actual Reconciliation.

Financial Analysis of the Reidsville ABC Board

Net positions are an indicator of the fiscal health of the Board. Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources related to pension by \$890,174 in 2020, \$855,019 in 2019, and \$830,200 in 2018. The largest component of net position was the investment in capital assets. It amounted to 58.77% of the total net position in 2020, 63.41% for 2019, and 67.84% in 2018. Following is a summary of the Statement of Net Position.

REIDSVILLE ABC BOARD
(A Component Unit of the City of Reidsville)
Management's Discussion and Analysis
June 30, 2020

Summary of the Statement of Net Position:

Table 1
Condensed Statement of Net Position

	June 30, 2020	June 30, 2019	June 30, 2018	Change	% Change
Current Assets	586,162	411,613	368,386	174,549	42.41%
Noncurrent Assets	750,119	753,758	563,196	(3,639)	-0.48%
Deferred Outflows of Resources	43,576	48,100	35,942	(4,524)	-9.41%
Total Assets and Deferred Outflows of Resources	1,379,857	1,213,471	967,524	166,386	13.71%
Current Liabilities	212,497	99,863	104,333	112,634	112.79%
Noncurrent Liabilities	277,186	258,347	32,083	18,839	7.29%
Deferred Inflows of Resources	-	242	908	(242)	-100.00%
Total Liabilities and Deferred Inflows of Resources Related to Pension	489,683	358,452	137,324	131,231	36.61%
Net Investment in Capital Assets	523,182	542,146	563,196	(18,964)	-3.50%
Restricted for Working Capital	89,966	81,340	74,424	8,626	10.60%
Unrestricted Net Position	277,026	231,533	192,580	45,493	19.65%
Total Net Position	890,174	855,019	830,200	35,155	4.11%

Net Position increased by 4.09% from prior year. Income from operations increased by 22.28 % from prior year.

REIDSVILLE ABC
Management's Discussion and Analysis
June 30, 2020

Summary of Changes in Net Position

Table 2
Condensed Statement of Revenues, Expenses, & Changes in Net Position

	June 30, 2020	June 30, 2019	June 30, 2018	Change	% Change
Operating Revenues	3,026,746	2,740,990	2,507,329	285,756	10.43%
Less: Taxes on Sales	687,632	626,163	572,307	61,469	9.82%
Net Sales	2,339,114	2,114,827	1,935,022	224,287	10.61%
Cost of Liquor Sales	1,600,216	1,445,026	1,329,854	155,190	10.74%
Gross Profit	738,898	669,801	605,168	69,097	10.32%
Less: Operating Expenses	504,226	476,119	432,500	28,107	5.90%
Net Income From Operations	234,672	193,682	172,668	40,990	21.16%
Non Operating Expenses	6,948	7,456	-	(508)	-6.81%
Change in Net Position Before Distributions	227,724	186,226	172,668	41,498	22.28%
Distributions	192,569	161,407	157,541	31,162	19.31%
Change in Net Position	35,155	24,819	15,127	10,336	41.65%
Net Position, Beginning	855,019	830,200	815,073	24,819	2.99%
Net Position, Ending	890,174	855,019	830,200	35,155	4.11%

Following is a breakdown of Sales by source:

	June 30, 2020	June 30, 2019	June 30, 2018	Change	% Change
Retail Liquor Sales	2,900,471	2,572,597	2,361,280	327,874	12.74%
Mixed Beverage Sales	126,275	168,393	146,049	(42,118)	-25.01%
Total Sales	3,026,746	2,740,990	2,507,329	285,756	10.43%

The percentage of Mixed Beverage Sales decreased by 25.01% over the prior year. The percentage of Retail Sales increased by 12.74% over the prior year.

REIDSVILLE ABC
(A Component Unit of City of Reidsville)
Management's Discussion and Analysis
June 30, 2020

Capital Assets and Debt Administration
Capital Assets

Table 3
Summary of Changes in Capital Assets

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>Change</u>	<u>% Change</u>
Land	405,883	405,883	197,683	-	0.00%
Buildings	324,478	324,507	335,551	(29)	-0.01%
Equipment	19,758	23,368	29,962	(3,610)	-15.45%
Total	<u><u>750,119</u></u>	<u><u>753,758</u></u>	<u><u>563,196</u></u>	<u><u>(3,639)</u></u>	-0.48%

Capital Assets increased by .48 % from the prior year.

Table 4
Summary of Changes in Long-Term Debt

	<u>6/30/2020</u>	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>Change</u>	<u>% Change</u>
Notes Payable	<u><u>\$226,937</u></u>	<u><u>\$211,612</u></u>	-	<u><u>15,325</u></u>	7.24%

The increase in notes payable is due to the engineering cost related to the construction of a second store.

The largest component of non-current liabilities is notes payable. It increased by 7.24% from the prior year.

REIDSVILLE ABC
(A Component of the City of Reidsville)
Management's Discussion and Analysis
June 30, 2020

Request for Information:

This report is intended to provide a summary of the financial condition of the Reidsville ABC Board. Questions or requests for additional information should be addressed to:

Jodi Langel, General Manager
Reidsville ABC Board
102 Durwood Court
Reidsville, NC 27320
336.349.6000
336.349.4266 Fax
reidsvilleabc@yahoo.com

REIDSVILLE ABC BOARD
(A Component Unit of the City of Reidsville)
Statement of Net Position
As of June 30, 2020 and June 30, 2019

	<u>June 30,</u> <u>2020</u>	<u>June 30,</u> <u>2019</u>	<u>Increase</u> <u>(Decrease)</u>
<u>ASSETS</u>			
Current Assets			
Cash and cash equivalents	410,542	256,681	153,861
Inventories	172,872	152,567	20,305
Prepaid expenses	2,748	2,365	383
Total Current Assets	<u>586,162</u>	<u>411,613</u>	<u>174,549</u>
Noncurrent Assets			
Property and equipment (Net of Accumulated Depreciation)	<u>750,119</u>	<u>753,758</u>	<u>(3,639)</u>
Total Noncurrent Assets	<u>750,119</u>	<u>753,758</u>	<u>(3,639)</u>
<u>Deferred Outflows of Resources Related to Pensions</u>	<u>43,576</u>	<u>48,100</u>	<u>(4,524)</u>
Total Assets & Deferred Outflows of Resources	<u><u>1,379,857</u></u>	<u><u>1,213,471</u></u>	<u><u>166,386</u></u>
<u>LIABILITIES</u>			
Current Liabilities			
Accounts Payable	8,814	691	8,123
Sales Tax and Beverage Tax Payable	82,996	65,770	17,226
Payroll Tax Payable	749	995	(246)
Accrued Interest		286	(286)
Distributions payable	103,019	18,307	84,712
Accrued Vacation Pay	<u>16,919</u>	<u>13,814</u>	<u>3,105</u>
Total Current Liabilities	<u>212,497</u>	<u>99,863</u>	<u>112,634</u>
Non-Current Liabilities			
Note Payable	226,937	211,612	15,325
Net Pension Liability	<u>50,249</u>	<u>46,735</u>	<u>3,514</u>
Total Non-Current Liabilities	<u>277,186</u>	<u>258,347</u>	<u>18,839</u>
Total Liabilities	<u>489,683</u>	<u>358,210</u>	<u>131,473</u>
<u>Deferred Inflows of Resources Related to Pension</u>	<u>-</u>	<u>242</u>	<u>(242)</u>
<u>NET POSITION</u>			
Net Investment in Capital Assets	523,182	542,146	(18,964)
Restricted for Working Capital	89,966	81,340	8,626
Unrestricted	<u>277,026</u>	<u>231,533</u>	<u>45,493</u>
Total Net Position	<u>890,174</u>	<u>855,019</u>	<u>35,155</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position	<u><u>1,379,857</u></u>	<u><u>1,213,471</u></u>	<u><u>166,386</u></u>

The accompanying notes are an integral part of the financial statements.

REIDSVILLE ABC BOARD
(A Component Unit of the City of Reidsville)
Statements of Revenues, Expenses and Changes in Net Position
For the Years Ended June 30, 2020 and 2019

	June 30, 2020	June 30, 2019
<u>Operating Revenue:</u>		
Liquor sales - Regular	2,900,471	2,572,597
Mixed Beverage Sales	126,275	168,393
Total Gross Sales	3,026,746	2,740,990
<u>Deduct Taxes on Gross Sales:</u>		
State Excise Tax	665,010	599,797
Rehabilitation Tax	9,854	9,313
Mixed Beverage Tax (N.C. Dept. of Revenue)	11,608	15,503
Mixed Beverage Tax (Human Resources)	1,160	1,550
Total Taxes	687,632	626,163
<u>Net Sales:</u>	2,339,114	2,114,827
<u>Deduct Cost of Sales</u>		
Cost of Liquor Sales	1,600,216	1,445,026
Gross Profit on Sales	738,898	669,801
<u>Deduct Operating Expenses:</u>		
Store Expenses other than Depreciation Expense	479,343	454,441
Depreciation Expense	24,883	21,678
Total Operating Expenses	504,226	476,119
<u>Income from Operations</u>	234,672	193,682
<u>Deduct Non-Operating Expenses:</u>		
Interest Expense	6,948	7,456
<u>Change in Net Position before Profit Distributions</u>	227,724	186,226
<u>Deduct:</u>		
Law Enforcement - City of Reidsville	25,000	25,000
Alcohol Rehabilitation and Education -Reidsville Police Dept	9,820	7,486
<u>Change in Net Position after Profit Distributions</u>	192,904	153,740
<u>Profit Distributions:</u>		
City of Reidsville	142,884	115,443
Rockingham County	6,121	5,550
Annie Penn Memorial Hospital	4,372	3,964
Rockingham County Public Library	4,372	3,964
Total Profit Distributions	157,749	128,921
Change in Net Position	35,155	24,819
Net Position, Beginning of year	855,019	830,200
Net Position, End of Year	890,174	855,019

The accompanying notes are an integral part of the financial statements.

REIDSVILLE ABC BOARD
(A Component Unit of the City of Reidsville)
Statements of Cash Flows
For Years Ended June 30, 2020 and June 30, 2019

	<u>June 30,</u> <u>2020</u>	<u>June 30,</u> <u>2019</u>
Cash flows from operating activities:		
Cash received from customers	3,230,005	2,921,305
Cash payments to suppliers for goods and services	(2,504,016)	(2,283,689)
Cash payments to employees for services	(252,110)	(238,794)
Cash payments for sales taxes	(199,293)	(181,324)
Net cash provided (used) by operating activities	<u>274,586</u>	<u>217,498</u>
Cash flows from capital and related financing activities		
Acquisition of Capital Assets	(21,245)	(212,239)
Proceeds from Note	15,325	211,612
Interest Paid	(6,948)	(7,456)
Net cash provided (used) by capital financing activities	<u>(12,868)</u>	<u>(8,083)</u>
Cash flows from non-capital financing activities:		
Alcohol Education Distribution	(5,386)	(8,801)
Law Enforcement Distributions	(18,750)	(25,000)
Profit Distributions	(83,721)	(134,495)
Net cash provided (used) by non capital financing activities	<u>(107,857)</u>	<u>(168,296)</u>
Net increase (decrease) in cash and cash equivalents	153,861	41,119
Cash and cash equivalents at beginning of the year	<u>256,681</u>	<u>215,562</u>
Cash and cash equivalents at the end of the year	<u><u>410,542</u></u>	<u><u>256,681</u></u>
Reconciliation of operating income to net cash provided		
(used) by operating activities:		
Operating income (loss)	<u>234,672</u>	<u>193,682</u>
Adjustments to reconcile operating income to		
net cash provided (used) by operating activities:		
Depreciation	24,883	21,678
Change in assets and liabilities:		
(Increase) decrease in prepaid expenses	(383)	2,629
(Increase) decrease in inventory	(20,305)	(4,737)
(Increase) decrease in deferred outflows of resources	4,525	(12,158)
Increase (decrease) in sales and beverage tax payable	17,226	(34)
Increase (decrease) in accounts payable	8,123	(380)
Increase (decrease) in accrued interest	(286)	286
Increase (decrease) in payroll tax liability	(246)	216
Increase (decrease) in accrued vacation pay	3,105	2,330
Increase (decrease) in net pension liability	3,514	14,652
Increase (decrease) in deferred inflows of resources for pensions	(242)	(666)
Total Adjustments	<u>39,914</u>	<u>23,816</u>
Net cash provided (used) by operating activities	<u><u>274,586</u></u>	<u><u>217,498</u></u>

The accompanying notes are an integral part of the financial statements.

Reidsville ABC BOARD
(A Component Unit of the City of Reidsville)
Notes to Financial Statements
June 30, 2020

Note 1. Summary of Significant Accounting Policies:

A. Principles used in determining the scope of the entity for financial reporting:

The Reidsville ABC Board, a component unit of the City of Reidsville, is a corporate body with powers outlined by General Statutes [Chapter 18B 701]. The City of Reidsville governing body appoints the ABC Board.

The ABC Board is required by State Statute to distribute its surpluses to the General Fund of the City of Reidsville which represents a financial benefit to the City. Therefore, the Reidsville ABC Board is reported as a discretely presented component unit in the City of Reidsville's financial statements.

B. Organizational History

The board was organized under the provisions of House Bill #879 of the North Carolina Legislature, General Assembly of 1965, May 20, 1965, and implemented by a citywide election held October 23, 1965. The Reidsville City Council appointed three individuals to serve on the Board with initial terms of three years, two years, and one year, with subsequent terms to be for three years.

The Board, as provided by North Carolina Alcoholic Beverage Control laws, operated one retail liquor store. North Carolina General Statute [18B-805(c) (2) (3)] requires that the Board expend at least 5% of profits for law enforcement and at least 7% of the same profits for alcohol education and rehabilitation purposes.

C. Basis of Presentation

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or the change in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

D. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred.

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that effect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date, and reported amounts of revenues and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

F. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

G. Assets, Liabilities and Net Position

(1) Deposits

All deposits of the Reidsville ABC Board are made in board-designated official depositories and are collateralized as required by state law [G.S. 159-31]. The board may designate as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the board may establish time deposit accounts such as Now and SuperNow accounts, money market accounts and certificates of deposit.

All of the board's deposits are either insured or collateralized by using one of two methods. Under the

Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the board's agent in the board's name. Under the Pooling Method, a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the board, these deposits are considered to be held by the board agent in the board's name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the board or the escrow agent.

Because of the inability to measure the exact amount of collateral pledged for the board under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

At June 30, 2020, the ABC board's deposits had a carrying amount of \$405,362 and a bank balance of \$526,279. All of the bank balance was covered by federal depository insurance, the pooling, or dedicated method.

At June 30, 2019, the ABC board's deposits had a carrying amount of \$251,958 and a bank balance of \$361,791. All of the bank balance was covered by either federal depository insurance, the pooling, or dedicated method.

(2) Cash and Cash Equivalents

For purposes of the statement of cash flows, the Reidsville ABC Board considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

(3) Inventories

Inventories are valued at the lower of cost (FIFO) or market.

(4) Capital Assets:

Capital asset activity for the year ended June 30, 2020 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets not being depreciated				
Land - Diesel Dr.	208,200			208,200
Land - Durwood Ct.	197,683			197,683
Total Capital Assets not being depreciated	<u>405,883</u>			<u>405,883</u>
Capital Assets being depreciated				
Building-Durwood Ct.	540,304			540,304
Building-Diesel Dr.		15,325		15,325
Equipment & Furniture	107,581	5,920	5,914	107,587
Total Capital Assets being depreciated	<u>647,885</u>	<u>21,245</u>	<u>5,914</u>	<u>663,216</u>
Less accumulated depreciated for:				
Building	215,797	15,354		231,151
Equipment & Furniture	84,214	9,529	5,914	87,829
Total Accumulated Depreciation	<u>300,011</u>	<u>24,883</u>	<u>5,914</u>	<u>318,980</u>
Total Capital Assets Being Depreciated, Net	<u>347,875</u>			<u>344,236</u>
Capital Assets, Net	<u>753,758</u>			<u>750,119</u>

The useful lives are as follows:

Building	39 years
Store Equipment & Computers	5, 10 or 15 Years

When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected in the earnings for the period.

(5) Net Position

Net position consists of the following:

- a. Net investment in capital assets - This component of net position consists of capital assets, including

any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

b. Restricted for law enforcement - This applies only when the ABC board employs its own ABC officer.

c. Restricted for capital improvements - State law {G.S.18B-805(d)} requires approval of the appointing authority to establish this fund, outside of working capital, for specific capital improvements.

d. Restricted for working capital - North Carolina Alcoholic Beverage Control Commission Rule (.0902) defines working capital as the total of cash, investments, and inventory less all unsecured liabilities. An ABC board shall set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year or greater than four months' average gross sales of the last fiscal year. Average gross sales means gross receipts from the sale of alcoholic beverages less distributions required by State law {G.S. 18B-805(b), (2), (3), and (4)}.

e. Unrestricted net position - This component of net position consists of net position that does not meet the definition of restricted or net investment in capital assets.

Note 2. Pension Plan Obligations

A. Local Governmental Employees' Retirement System

Plan Description. The ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members - nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements

and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981-5454, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the year ended June 30, 2020, was 0% of compensation for law enforcement officers and 9.07% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the ABC Board were \$18,239 for the year ended June 30, 2020.

Refunds of Contributions. Board employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the Board reported a liability of \$50,249 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2018. The total pension liability was then rolled forward to the measurement date of June 30, 2019 utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension liability was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2019, the Board's proportion was .00184%, which was an decrease of .00013% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the Board recognized pension expense of \$26,035. At June 30, 2020, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Differences between expected and actual experience	8,604	
Change of assumptions	8,190	
Net difference between projected and actual earnings on pension plan investments	1,226	
Changes in proportion and differences between employer contributions and proportionate share of contributions	7,317	
Employer contributions subsequent to the measurement date	18,239	
Total	<u>43,576</u>	

\$18,239 reported as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as a decrease of the net

pension liability in the year ended June 30, 2021. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2020	\$ 11,868
2021	5,088
2022	6,227
2023	<u>2,154</u>

\$ 25,337

Actuarial Assumptions. The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent
Salary increases	3.50 to 8.10 percent, including inflation and productivity factor
Investment rate of return	7.00 percent, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2018 valuations were based on the results of an actuarial experience study for the period January 1, 2014 through December 31, 2018.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	100.0%	

The information above is based on 30 year expectations developed with the consulting actuary for the 2018 asset, liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.

Discount rate. The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Board's proportionate share of the net pension liability to changes in the discount rate. The following presents the Board's proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what the Board's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00 percent) or one percentage point higher (8.00 percent) than the current rate:

	<u>1% Decrease (6.00%)</u>	<u>Current Discount Rate (7.00%)</u>	<u>1% Increase (8.00%)</u>
Reidsville ABC Board's proportionate share of the net pension liability (asset)	114,929	50,249	(3,513)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

B. Supplemental Retirement Income Plan

Plan Description. All employees may participate in the Supplemental Retirement Income Plan, a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. Article 5 of (G.S. Chapter 135) assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

Funding Policy. For each full-time employee the Board has elected to contribute an amount equal to 5% of annual salary. Employees are eligible immediately upon becoming a voluntary contributing member. Contributions for the year ended June 30, 2020 were \$13,122 which consisted of \$10,122 from the board and \$3,000 from the employees. Contributions for the year ended June 30, 2019 were \$12,172 which consisted of \$9,636 from the Board and \$3,000 from the employees.

C. Death Benefits

The Board has also elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. All death benefit payments are made from the Death Benefit Plan. The Board has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post employment benefit amount and the other benefit amount. The Board considers these contributions to be immaterial.

Note 3. Vacation and Sick Leave Compensation

Employees of The City of Reidsville Board of Alcoholic Control may accumulate up to thirty days of earned vacation and such leave is fully vested when earned. Accumulated earned vacation at June 30, 2020 and June 30, 2019 amounted to \$16,919 and \$13,814, respectively.

Employees accumulate sick leave at the rate of one day per month worked. An unlimited amount of sick leave may be accumulated. Sick leave may be used in the determination of length of service for retirement benefit purposes. Since the board has no obligation for accumulated sick leave until

it is actually taken, no accrual for sick leave has been made.

Note 4. Distributions of Income

The Board has accrued distributions since inception in 1965 as follows:

	Current Year	Total to Date June 30, 2019	Total to Date June 30, 2020
City of Reidsville	142,884	4,461,110	4,603,994
Rockingham County	6,121	1,381,302	1,387,423
Anne Penn Memorial Hospital	4,372	338,557	342,929
Rockingham County Public Library	4,372	338,557	342,929
	-----	-----	-----
	157,749	6,519,526	6,677,275
	=====	=====	=====

North Carolina General Statute [18B-805] requires that the minimum distribution set aside in (c)(1) and any profit remaining after deducting amounts required for law enforcement and alcohol education and retaining proper working capital, be paid quarterly to the appointing authority.

Note 5. Law Enforcement and Alcoholic Education Expenses

The Board is required by law to expend at least 5% of its profits for law enforcement and not less than 7% for alcohol education (alcohol education requirement follows local enabling act). Profits are defined by law for these calculations as changes in net position before law enforcement and educational expenses, less the 3 1/2% markup provided in [G.S. 18B-804(b)(5)] and the bottle charge provided for in [G.S. 18B-804(b)(6b)].

	2020	2019
	-----	-----
Profit before required distributions	227,724	186,226
Less: 3 1/2% tax & bottle charge	87,440	79,283
	-----	-----
Profit subject to expense Percentages	140,284	106,943
	=====	=====
Amount Required to be paid for law enforcement	7,015	5,347
Amount actually paid for law Enforcement	25,000	25,000
Amount Required to be paid for Alcohol Education	9,820	7,486
Amount Actually Paid for Alcohol Education	9,820	7,486

Note 6. Disbursement of Taxes Included in Selling Price

A state excise tax, at the rate of 30% on the retail (net sales) price is charged monthly on liquor sales (excluding wine sales).

Transactions for this account for the year are summarized as follows:

Taxes payable July 1, 2019	48,891
Taxes collected during the year	665,010
Taxes remitted to Department of Revenue (June - May Reports)	<u>(652,008)</u>
Taxes payable June 30, 2020	<u>61,893</u>

The excise tax is computed in accordance with [G.S. 18B-805(i)].

The accrued North Carolina excise tax at June 30, 2020 was remitted to the North Carolina Department of Revenue on July 11, 2020.

A bottle charge of one cent (.01) on each bottle containing 50 milliliters or less and five cents (.05) on each bottle containing more than 50 milliliters is collected and distributed monthly to the county commissioners for alcohol education and rehabilitation. For the fiscal year ended June 30, 2020, payments to the county were based on the following bottle sales:

Regular Bottles	176,821	@ 5 cents =	8,841
Mixed Beverage Bottles	6,169	@ 5 cents =	308
Miniature Bottles	70,486	@ 1 cents =	<u>705</u>

Total payment for the year ended			9,854
			=====

A "mixed beverage tax" at the rate of \$20 per 4 liters is charged on the sale of liquor to be resold as mixed beverages. One-half of the mixed beverage tax is submitted monthly to the Department of Revenue. Five percent of the mixed beverage tax is submitted monthly to the Department of Human Resources.

The mixed beverage tax for the year ended June 30, 2020:

Department of Revenue (50%)	11,608
Department of Human Resources (5%)	1,160
Profit Retained (45%)	10,441

Total	23,209
	=====

Note 7. Surcharge Collected

The total amount of Surcharge collected for the fiscal year ended June 30, 2020 was \$24,490. The rate is \$1.15 per case.

Note 8. Liquor Sales Tax

The total amount of sales tax collected by the ABC Board and remitted to the Department of Revenue for the fiscal year was \$203,259. The current sales tax rate is 7%.

Note 9. Retail Outlets

The Reidsville ABC Board operates one retail outlet.
Store #1 - 102 Durwood Court, Reidsville, NC 27320
Gross Sales \$3,026,746

Change in Net Position \$ 35,155

Note 10. Working Capital

The Reidsville ABC Board is required by the Alcoholic Beverage Control Commission Rule [.0902] to set its working capital requirements at not less than two weeks average gross sales nor greater than the following:

- Four months of the latest fiscal year for boards with gross sales less than \$1,500,000.
- Three months of the latest fiscal year for boards with gross sales greater than or equal to \$1,500,000 and less than \$50,000,000.
- Two months of the latest fiscal year for boards with gross sales equal to or greater than \$50,000,000.

Gross sales are gross receipts from the sale of alcoholic beverages less distributions as defined in [G.S. 18B-805(b)(2), (3), and (4)].

The Reidsville ABC Board's position on this requirement is as follows:

Minimum Amount	\$ 89,966
Maximum Allowed	584,779
Actual Working Capital	370,917

The Reidsville ABC Board has met the minimum amount of working capital required by ABC law.

Note 11. Breakage Expense

There was no breakage expense absorbed by the board for the year ended June 30, 2020.

Note 12. Risk Management

The Reidsville ABC Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries

to employees; and natural disasters. The ABC Board has commercial property, general liability, auto liability, worker's compensation and employee health coverage. The Board also has liquor legal liability. There have been no significant reductions in insurance coverage from coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

In accordance with G.S.18B-700(i), each board member and the employees designated as the general manager and finance officer are bonded in the amount of \$50,000 secured by a corporate surety.

Note 13. Commitments

On May 15, 2019, the board purchased land that will be the site of an additional store location. A loan has been approved in the amount of \$1,330,000, for the cost of the land and new building. An initial note was secured to purchase the land at a cost of \$208,200. The loan is currently only interest bearing at an annual rate of 3.25%. Once construction of the new store is started, the loan for the land will be consolidated with a new construction loan. This new loan will continue at a fixed rate of 3.25% with interest only payments for 18 months and principal and interest payments for 41 months, with a one balloon payment at the end of the 41 months. The total monthly principal and interest payment is anticipated to be \$6,750. The carrying value of the land loan at June 30, 2020 is \$226,937. As of yearend, the Board had signed a real estate purchase agreement to purchase a .787 acre parcel along Holiday Loop Road. The purchase price for the property is \$50,000 per acre with the amount to be determined by a final survey. On June 22, 2020 the Board awarded the project contract in the amount of \$793,497.

Note 14. Subsequent Events

Subsequent events were reviewed through the date of the issuance of the financial statements. No disclosures are required.

Reidsville ABC Board
 Proportionate Share of Net Pension Liability (Asset)
 Required Supplementary Information
 Last Seven Fiscal Years*

Local Government Employees' Retirement System

	2020	2019	2018	2017	2016	2015	2014
ABC Board's proportional share %	0.00184%	0.00197%	0.00210%	0.00198%	0.00208%	0.00207%	0.00210%
ABC Board's proportion of the net pension liability (asset) (\$)	\$ 50,249	\$ 46,735	\$ 32,082	\$ 42,023	\$ 9,245	\$ (12,208)	\$ 25,313
ABC Board's covered-employee payroll	\$ 202,429	\$ 192,721	\$ 183,769	\$ 185,341	\$ 179,434	\$ 165,444	\$ 183,377
ABC Board's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	24.82%	24.25%	17.46%	22.67%	5.15%	7.38%	13.80%
Plan fiduciary net position as a percentage of the total pension liability	90.86%	91.63%	94.18%	91.47%	98.09%	102.64%	94.35%

Reidsville ABC Board
 ABC Board's Contributions
 Required Supplementary Information
 Last Seven Fiscal Years*

Local Government Employees' Retirement System

	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	18,239	15,052	13,911	13,623	12,184	11,697	12,965
Contributions in relation to the contractually required contribution	18,239	15,052	13,911	13,623	12,184	11,697	12,965
Contribution deficiency (excess)	-	-	-	-	-	-	-
ABC Board's covered-employee payroll	202,429	192,721	183,769	185,341	179,434	165,444	183,377
Contributions as a percentage of covered-employee payroll	9.07%	7.81%	7.57%	7.35%	6.79%	7.07%	7.07%

* The amounts presented for each fiscal year were determined as of the prior fiscal year ending June 30.

REIDSVILLE ABC BOARD
(A Component Unit of the City of Reidsville)
Schedule of Operating Expenses
For the Years Ended June 30, 2020 and 2019

	June 30, 2020	June 30, 2019
Salaries	255,215	241,124
FICA Taxes & Medicare	19,597	18,565
State Retirement	18,239	15,052
Collective Pension	7,796	1,827
401 K Contribution	10,122	9,636
Group Insurance	60,734	56,640
Utilities	9,546	9,829
Telephone	1,984	1,635
General Supplies & Expense	10,707	10,723
Office Supplies	4,544	6,128
Travel	1,786	2,642
Board Fees	5,600	5,450
Convention	1,083	8,011
Bank Service Charges	2,105	2,418
Dues	1,323	1,661
Repairs & Maintenance - Equipment & Office	12,732	10,802
Professional Fees	8,250	8,083
Insurance	14,442	15,399
Credit/Debit Card Fees	30,274	25,488
Miscellaneous	3,264	3,328
	<u>479,343</u>	<u>454,441</u>

Reidsville ABC Board
Statement of Revenues and Expenditure - Budget and Actual
For the Year Ended June 30, 2020

	Original Budget Year Ended June 30, 2020	Revised Budget Year Ended June 30, 2020	Actual Year Ended June 30, 2020	Variance Favorable (Unfavorable)
Operating revenue:				
Total Gross Sales	2,550,000	3,000,000	3,026,746	26,746
Deduct taxes on gross sales:				
Taxes Based on Revenue	586,500	695,000	687,632	7,368
Net Sales	1,963,500	2,305,000	2,339,114	34,114
Cost of Sales	1,351,500	1,580,000	1,600,216	(20,216)
Gross profit on sales	612,000	725,000	738,898	13,898
Operating expenditures:				
Salaries and Benefits	350,000	365,000	360,806	4,194
Board Fees	6,400	6,550	5,600	950
Repairs and Maintenance	13,000	13,500	12,732	768
Utilities	13,500	13,500	11,530	1,970
General Insurance	15,500	15,500	14,442	1,058
Store/Office Supplies	12,000	16,000	15,250	750
Travel/Convention	10,000	10,000	2,869	7,131
Professional Fees	8,500	8,500	8,250	250
Dues	1,800	1,800	1,323	477
Credit/Bank Fees	29,000	34,000	32,379	1,621
Misc	3,500	3,800	3,264	536
Interest Expense		7,000	6,945	55
Contingencies	15,000	31,950		31,950
Total Operating Expenses	478,200	527,100	475,390	51,710
Capital Outlay	-	5,918	21,243	(15,325)
Change in Net Assets Before Distributions	133,800	191,982	242,265	50,283
Distributions				
Law Enforcement City of Reidsville	25,000	25,000	25,000	-
Alcohol Education and Rehab Rockingham County	4,900	4,900	6,121	(1,221)
Annie Penn Hospital	3,500	3,500	4,372	(872)
Library	3,500	3,500	4,372	(872)
City of Reidsville	86,000	86,000	142,884	(56,884)
Police Dept	5,200	5,200	9,820	(4,620)
Total Distributions	128,100	128,100	192,569	(64,469)
Other Financing Sources:				
Working Capital Retained	5,700	63,882		63,882
Bank Loan Proceeds				-
	5,700	63,882	-	63,882
Revenue over expenditures and other financing sources	-	-	49,696	49,696
Reconciling from budgetary basis (modified accrual) to full accrual:				
Reconciling items				
Depreciation			(24,883)	
Increase in accrued vacation			(3,105)	
Purchase of Capital Assets			21,243	
Increase in deferred outflows of resources - pension			(4,524)	
Increase in net pension liability			(3,514)	
Decrease in deferred inflows of resources - pension			242	
Change in Net Position			35,155	

Reidsville ABC BOARD
(A Component Unit of City of Reidsville)
Schedule of Distributions of Income
For the Year Ended June 30, 2020

Distribution	Recipient	Amount	Date of Distribution	Restrictions on Use
Law Enforcement	City of Reidsville Law Enforcement	\$ 6,250.00	10/30/2019	Law Enforcement
	City of Reidsville Law Enforcement	\$ 6,250.00	1/28/2020	Law Enforcement
	City of Reidsville Law Enforcement	\$ 6,250.00	4/28/2020	Law Enforcement
	City of Reidsville Law Enforcement	\$ 6,250.00	7/13/2020	Law Enforcement
	Total Law Enforcement	<u>\$ 25,000.00</u>		
Alcohol Education	City of Reidsville Law Enforcement	1,500.00	10/30/2019	Alcohol Education
	City of Reidsville Law Enforcement	1,500.00	1/28/2020	Alcohol Education
	City of Reidsville Law Enforcement	1,500.00	4/28/2020	Alcohol Education
	City of Reidsville Law Enforcement	1,500.00	7/13/2020	Alcohol Education
	City of Reidsville Law Enforcement	3,820.00	Pending	Alcohol Education
	Total Alcohol Education	<u>\$ 9,820.00</u>		
City/Municipality	City of Reidsville	\$ 20,000.00	10/30/2019	None
	City of Reidsville	20,000.00	1/28/2020	None
	City of Reidsville	20,000.00	4/28/2020	None
	City of Reidsville	20,000.00	7/13/2020	None
	City of Reidsville	62,884.00	Pending	None
	Total City/Municipality	<u>\$ 142,884.00</u>		
Alcohol Rehabilitation	Rockingham County	\$ 900.00	10/30/2019	Alcohol Rehabilitation
	Rockingham County	900.00	1/28/2020	Alcohol Rehabilitation
	Rockingham County	900.00	4/28/2020	Alcohol Rehabilitation
	Rockingham County	900.00	7/13/2020	Alcohol Rehabilitation
	Rockingham County	2,521.00	Pending	Alcohol Rehabilitation
	Total City/Municipality	<u>\$ 6,121.00</u>		
Other	Rockingham County Public Library	600.00	10/30/2019	None
	Rockingham County Public Library	600.00	1/28/2020	None
	Rockingham County Public Library	600.00	4/28/2020	None
	Rockingham County Public Library	600.00	7/13/2020	None
	Rockingham County Public Library	1,972.00	Pending	None
	Total Public Library	<u>\$ 4,372.00</u>		
Other	Annie Penn Hospital	600.00	10/30/2019	None
	Annie Penn Hospital	600.00	1/28/2020	None
	Annie Penn Hospital	600.00	4/28/2020	None
	Annie Penn Hospital	600.00	7/13/2020	None
	Annie Penn Hospital	1,972.00	Pending	None
	Total Hospital	<u>\$ 4,372.00</u>		
Total Distributions For the Year Ended June 30, 2020		<u>\$ 192,569.00</u>		

REIDSVILLE ABC BOARD
 PROPOSED BUDGET AMENDMENTS
 FISCAL YEAR 2019 - 2020

The following budget amendments document establishing and setting expense appropriations is hereby adopted and effective July 1, 2019 through June 30, 2020.

Section 1

Estimated Revenues

It is estimated the revenues listed below will be available during the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet the operational and functional appropriations as set forth in Section 2, in accordance with the chart of accounts prescribed by the North Carolina ABC Commission.

Estimated Revenues

	<u>Original Budget</u>	<u>Amend- ment</u>	<u>Amended Budget</u>
Sales	<u>2,550,000</u>	<u>450,000</u>	<u>3,000,000</u>

Section 2

Appropriations

The following expenses are hereby appropriated for fiscal year 2019 - 2020 and are funded by the revenues made available through Section 1, herein.

Taxes Based on Revenue	586,500	108,500	695,000
Cost of Sales	<u>1,351,500</u>	<u>228,500</u>	<u>1,580,000</u>
Total Appropriations Amendments	<u>1,938,000</u>	<u>337,000</u>	<u>2,275,000</u>

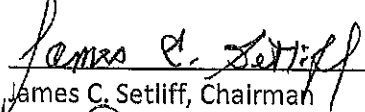
Operating Expenses

	<u>Original Budget</u>	<u>Amend- ment</u>	<u>Amended Budget</u>
Salaries and Benefits	350,000	15,000	365,000
Board Member per Diem	6,400	150	6,550
Repairs and Maintenance	13,000	500	13,500
Utilities	13,500		13,500
General Insurance/Bonds	15,500		15,500
Store/Office Supplies	12,000	4,000	16,000
Travel/Convention	10,000		10,000
Professional Fees	8,500		8,500
Bank/Credit Card Fees	29,000	5,000	34,000

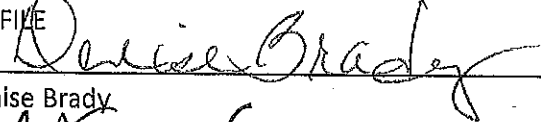
	<u>Original Budget</u>	<u>Amend- ment</u>	<u>Amended Budget</u>
Dues	1,800		1,800
Miscellaneous/Delivery	3,500	300	3,800
Interest Expense		7,000	7,000
Contingencies	15,000		15,000
Excess Sales Revenue		<u>16,950</u>	<u>16,950</u>
Total Operating Expenses	<u>478,200</u>	<u>48,900</u>	<u>527,100</u>
<u>Capital Outlay</u>			
Land Purchase and Related Fees		226,937	226,937
Bank Loan		-226,937	-226,937
Building Improvements		5,918	5,918
Total Capital Outlay		<u>5,918</u>	<u>5,918</u>
Total Estimated Appropriations, Expenses and Capital Outlay	<u>2,416,200</u>	<u>391,818</u>	<u>2,808,018</u>
<u>Distributions</u>			
City of Reidsville Law Enforcement	25,000		25,000
City of Reidsville	86,000		86,000
Rockingham County	4,900		4,900
Rockingham County Library	3,500		3,500
Cone (Annie Penn) Hospital	3,500		3,500
Reidsville Police Dept. (7%)	<u>5,200</u>		<u>5,200</u>
Total Distributions	<u>128,100</u>		<u>128,100</u>
<u>Recap</u>			
Appropriated Fund Balance	<u>2,544,300</u>	<u>391,818</u>	<u>2,936,118</u>
Total Appropriations, Expenses, Capital Outlay and Distributions	2,544,300	391,818	2,936,118
Working Capital Retained/Allocated	<u>5,700</u>	<u>58,182</u>	<u>63,882</u>
Estimated Revenue	<u>2,550,000</u>	<u>450,000</u>	<u>3,000,000</u>
Total Amendments		<u>391,818</u>	

Copies of these adopted budget amendments shall be furnished to the Clerk to the City of Reidsville, the NC ABC Commission, and the Reidsville ABC Board Finance Officer to be kept on file for their direction.

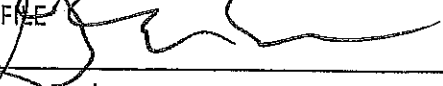
Adopted by the Reidsville ABC Board on June 30, 2020



James C. Setliff, Chairman

ON FILE


Denise Brady

ON FILE


George Rucker
ON FILE