

AGENDA
REIDSVILLE CITY COUNCIL
MEETING
6:00 PM
Tuesday, August 8, 2023

This meeting will be livestreamed on the City of Reidsville YouTube Channel.

1. Call to Order.
2. Invocation by Elder Melvin McLean Jr., Pastor of Benaja Mt. Zion Holiness Church of God, 600 McWalker Road, Reidsville.
3. Pledge of Allegiance.
4. Recognitions & Presentations:
 - (A) Recognition by the Reidsville Kiwanis Club to the City of Reidsville.
 - (B) Presentation of Reidsville Sesquicentennial Magazine.
5. Approval of Consent Agenda. *(All Consent Agenda Items are approved in one motion unless an item is pulled by a Council member.)*
 - (A) Approval of July 11, 2023 Regular Meeting Minutes.
 - (B) Approval of 2022-2023 Audit Contract with Cherry Bekeart, LLP.
 - (C) Approval of Resolution Supporting the Creation of the Eastern Piedmont NC HOME Consortium.
 - (D) Approval of Amendment to Chapter 9.5-2 Membership Appointments for the Human Relations Commission in the City's Code of Ordinances.

- End of Consent Agenda -
6. Public Hearings:
 - (A) Consideration of Update to Project Area for the City's CDBG-I Sewer Rehabilitation Project, including an Amendment Resolution. (Enclosure #1) - *Glynn Fleming, WithersRavenel, and Josh Beck, Public Works Director*
 - (B) Consideration of a Special Use Permit Application to place a Manufactured Home at 636 Lincoln Street, Rockingham County Tax Parcel #154184, located in the Residential-6 (R-6) Zoning District (S 2023-01). (Enclosure #2) - *Jason Hardin, Planning & Community Development Manager*

- (C) Consideration of a Special Use Permit Application to operate a Homeless Shelter at 305 S. Branch Street, Rockingham County Tax Parcel #182871, located in the Office & Institutional (O&I) Zoning District (S 2023-02). (Enclosure #3) - *Jason Hardin, Planning & Community Development Manager*
- (D) Consideration of a Text Amendment Request to amend Article IV, Section 1: Zoning Districts, and Section 2: Description of Districts; Article V, Section 2: Table of Permitted Uses, of the City's Zoning Ordinance and to add Section 5: Special Zoning Districts to establish a new "Traditional Neighborhood (TN)" Special Zoning District (T 2023-07). (Enclosure #4) - *Jason Hardin, Planning & Community Development Manager*
- (E) Consideration of a Text Amendment Request to amend Article II, Section 1: Definitions, and Article V, Section 2: Table of Permitted Uses of the City's Zoning Ordinance to define Amusements, Indoor and amend the Table of Permitted Uses to include Amusements, Indoor as a permitted use in the Central Business District (CB), General Business (GB), Highway Business (HB) and Industrial-1 (I-1) Zoning Districts (T 2023-08). (Enclosure #5) - *Jason Hardin, Planning & Community Development Manager*
- (F) Consideration of a Text Amendment Request to amend Article II, Section 1: Definitions, and Article V, Section 2: Table of Permitted Uses of the City's Zoning Ordinance to define Amusements, Outdoor and Theme Parks and amend the Table of Permitted Uses to include Amusements, Outdoor and Theme Parks as a permitted use in the Highway Business (HB) and Industrial-1 (I-1) Zoning Districts (T 2023-09). (Enclosure #6) - *Jason Hardin, Planning & Community Development Manager*

7. Projects:

- (A) Consideration of Wastewater Treatment Plant Headworks Replacement Project Resolution to Accept Offer of Funding of \$1,116,000 from the NC Department of Environmental Quality Clean Water State Revolving Fund (SRF), bringing the total loan amount of the project to \$5,036,100, Capital Project Ordinance Amendment and Budget Ordinance Amendment. (Enclosure #7) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*
- (B) Consideration of Amendments to Chapter 10, Municipal Utilities and Services, Section 10-31 - Use of Master Meters, which encourages the Use of Master Meters and gives the Director of Public Works the Authority to approve Such Meters. (Enclosure #8) - *Josh Beck, Public Works Director*
- (C) Consideration of Capital Improvement Plan Recommendation of Engineer and Awarding of Contract to McGill Associates. (Enclosure #9) - *Josh Beck, Public Works Director*
- (D) Consideration of Adding Settle Street to Downtown Streetscape Project and Accompanying Streetscape Capital Project Ordinance Amendment and Grant Special Revenue Ordinance Amendment. (Enclosure #10) - *Josh Beck, Public Works Director*
- (E) Consideration of Updated Plans for Use of American Rescue Plan Funding and Accompanying Grant Special Revenue Ordinance Amendment. (Enclosure #11) - *Chris Phillips, Assistant City Manager of Administration/Finance Director*

8. Board & Commission Appointments:
 - (A) August Appointments. (Enclosure #12)
9. Public Comments.
10. City Manager's Report:
 - (A) Month of August. (Enclosure #13)
11. Council Members' Reports.
12. Announcement of Board & Commission Appointments.
13. Miscellaneous:
 - (A) For Information Only.
14. Adjourn.

**MINUTES OF THE REGULAR MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD TUESDAY, JULY 11, 2023 AT 6:00 P.M.
REIDSVILLE CITY HALL, COUNCIL CHAMBERS**

This meeting was livestreamed on the City of Reidsville's YouTube Channel.

CITY COUNCIL MEMBERS PRESENT:

Mayor Donald L. Gorham
Mayor Pro Tem Harry L. Brown
Councilwoman Barbara J. DeJournette
Councilman James K. Festerman
Councilman William Hairston
Councilmember Terresia Scoble
Councilwoman Sherri G. Walker

COUNCIL MEMBERS ABSENT:

NONE

CITY STAFF PRESENT:

Summer Woodard, City Manager
Angela G. Stadler, City Clerk
William F. McLeod, City Attorney
Chris Phillips, Assistant City Manager
Josh Beck, Public Works Director
Leigh Anne Bassinger, Human Resources Director
Jason Hardin, Planning & Community Development
Manager

CALL TO ORDER.

Mayor Gorham called the meeting to order. He asked Councilman William Hairston to provide the invocation.

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

Councilman Hairston, who is pastor of Shiloh Missionary Baptist Church in Reidsville, came down to the podium and provided the invocation.

PLEDGE OF ALLEGIANCE.

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

APPROVAL OF CONSENT AGENDA.

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

**CONSENT AGENDA ITEM NO. 1 - APPROVAL OF JUNE 13, 2023 REGULAR MEETING
MINUTES.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the June 13, 2023 Regular Meeting Minutes.

CONSENT AGENDA ITEM NO. 2 - APPROVAL OF JUNE 27, 2023 SPECIAL MEETING MINUTES.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the June 27, 2023 Special Meeting Minutes (Open Session).

CONSENT AGENDA ITEM NO. 3 - APPROVAL TO AMEND ORDINANCE TO EXTEND CORPORATE LIMITS BY VOLUNTARY ANNEXATION OF PARCEL NO. 148922 LOCATED OFF OF FREEWAY DRIVE TO INCLUDE IMMEDIATE EFFECTIVE DATE.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved amending the Ordinance to Extend Corporate Limits by Voluntary Annexation of Parcel No. 148922 located off of Freeway Drive with an immediate effective date based on Planning & Community Development Manager Jason Hardin’s following memo:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: July 11, 2023
RE: Amendment to Voluntary Annexation Request for Parcel #148922 Located Off Freeway Drive

Upon request of the owner, the attached resolution amends the ordinance to extend the corporate limits initiated for the voluntary annexation request for Rockingham County Tax Parcel #149922 approved by council at last month’s meeting. The effective date of the annexation shall no longer be August 31st and will instead be effective immediately following approval of the amended resolution. *(END OF MEMO)*

The Ordinance as approved follows:

A2023-01

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE CITY OF REIDSVILLE, NORTH CAROLINA Parcel #148922 Located Off Freeway Drive

WHEREAS, the City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in City Council Chambers, 230 West Morehead Street, at 6:00 P.M. on Tuesday, June 13, 2023, after due notice by publication on Sunday, May 28, 2023; and

WHEREAS, the City Council finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, approximately 5.94 acres, Parcel No. 148922, located off of Freeway Drive, is hereby annexed and made part of the City of Reidsville effectively immediately:

Beginning at a set iron on the southern line of David M. Vaughn and Kenneth M. Vaughn as described in Deed Book (D.B.) 1059 Pg. 2312; thence S 88°15'12" E a distance of 733.96' to a found iron on the western line of Alcan Packaging Food & Tobacco Inc. as described in D.B. 1275 Pg. 2239; thence S 00°36'01" W a distance of 339.35' to a set iron at the southwest corner of said Alcan Packaging Food & Tobacco Inc. and on the northern line of the right of way (R/W) for Freeway Dr; thence along the R/W of Freeway Sr for the following courses and distances with a curve turning to the left having an arc length of 939.94', having a radius of 5829.54', having a chord bearing of N 85°23'10" W, having a chord length of 938.92', to a found R/W monument; thence N 89°59'58" W a distance of 44.64' to a set iron at the southeast corner of the pond lot as described in P.B. 43 Pg. 78; thence along the lines of said pond lot for the following courses and distances N 00°00'00" W a distance of 59.40' to a set iron; thence N 45°32'22" E a distance of 49.02' to a set iron; thence N 57°28'35" E a distance of 54.50' to a set iron; thence N 86°47'41" E a distance of 108.48' to a set iron; thence N 21°17'18" E a distance of 168.40' to the point of beginning, having and area of 5.94 acres, more or less. *Being all of Rockingham County PIN: 890300344430 as described in Plat Book (P.B.) 43 Page (Pg.) 78 (Lot 1B) recorded in the Rockingham County Register of Deeds Office.*

Section 2. Effective immediately, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Reidsville and shall be entitled to the same privileges and benefits as other parts of the City of Reidsville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Reidsville shall cause to be recorded in the office of the Register of Deeds of Rockingham County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Rockingham County Board of Elections, as required by G.S. 163-288.1.

Adopted this 11th day of July, 2023.

/s/ _____
Donald L. Gorham
Mayor

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

APPROVED AS TO FORM:
/s/ _____
William F. McLeod Jr.
City Attorney

CONSENT AGENDA ITEM NO. 4 - APPROVAL TO AMEND ORDINANCE TO EXTEND CORPORATE LIMITS BY VOLUNTARY ANNEXATION OF A PORTION OF PARCEL NO. 164335Z1 LOCATED OFF OF SOUTH SCALES STREET TO INCLUDE IMMEDIATE EFFECTIVE DATE.

With the approval of the Consent Agenda in a 7-0 vote, the Council approved amending the Ordinance to Extend Corporate Limits by Voluntary Annexation of a portion of Parcel No. 164335Z1

located off of South Scales Street with an immediate effective date based on Planning & Community Development Manager Jason Hardin's following memo:

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: May 30, 2023
RE: Amendment to Voluntary Annexation Request for a Portion of Parcel #164335Z1 Located off South Scales Street.

Upon request of the owner, the attached resolution amends the ordinance to extend the corporate limits initiated for the voluntary annexation request for a portion of Rockingham County Tax Parcel #164335Z1 approved by council at last month's meeting. The effective date of the annexation shall no longer be August 31st and will instead be effective immediately following approval of the amended resolution. (*END OF MEMO*)

The Ordinance as approved follows:

A2023-02

**AN ORDINANCE TO EXTEND THE
CORPORATE LIMITS OF THE
CITY OF REIDSVILLE, NORTH CAROLINA
Portion of Parcel #164335Z1 Located Off of South Scales Street**

WHEREAS, the City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in City Council Chambers, 230 West Morehead Street, at 6:00 P.M. on Tuesday, June 13, 2023, after due notice by publication on Sunday, May 28, 2023; and

WHEREAS, the City Council finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, approximately 13.70 acres, part of Parcel No. 164335Z1 located off of South Scales Street, is hereby annexed and made part of the City of Reidsville effective immediately:

Being all of that certain 13.70 acres tract of land to be annexed lying in the City of Reidsville, Rockingham County, North Carolina; and bounded by natural boundaries and/or lands owned by and/or in possession of persons, as follows: on the north and east by Citizens Economic Development, INC on

the south by Richard R. Saunders III Trustee and Primax Properties, LLC on the west by David M. & Kenneth M. Vaughn; said tract being particularly described by courses (according to the North Carolina Grid system) and distances according to a survey and plat prepared by FEI under the seal of Tommy W. Wright Professional Land Surveyor No. L-5262 dated June, 6th, 2023, job file 08028.006, to which reference is hereby made, as follows:

Commencing at a 1/2" found rebar with cap at the northwest corner of Primax Properties, LLC as described in deed book (D.B.) 1598 page (Pg.) 1595 and the southwest corner of David M. & Kenneth M. Vaughn as described in D.B. 1059 Pg. 2312, said rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934604.66, easting: 1801888.33; thence along the common line of said Vaughn and Primax Properties, LLC S 89°00'22" E a distance of 552.79' to THE POINT OF BEGINNING, said point being a set 1/2" rebar having North Carolina State Plane Grid Coordinates NAD83(2011) of northing: 934595.08, easting: 1802441.03; thence N 46°21'50" E, passing a 1/2" set rebar at a distance of 35.48', a total distance of 566.98' to a 3/4" found iron pipe at the northeast corner of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 1), the southeast corner of Caitlyn Danielle Short as described in D.B. 1593 Pg. 52 (Property 1, Tract 2) and on the western line of David M. & Kenneth M. Vaughn as described in D.B. 730 Pg. 772 (Tract 2); thence N 30°43'06" E a distance of 751.56' to a 1/2" set rebar on the southern line of Citizens Economic Development, INC as described in D.B. 1094 Pg. 1868; thence along the lines of said Citizens Economic Development, INC for the following courses and distances S 88°58'06" E a distance of 227.48' to a 3/4" found iron pipe; thence S 00°29'31" W, passing a 1" found iron pipe at as distance of 1034.18', a total distance of 1058.99' to a 1/2" set rebar on the northern line of Richard R. Saunders III Trustee as described in D.B. 05E Pg. 234; thence N 88°14'39" W a distance of 333.01' to a 3/4" found iron pipe at the northwest corner of said Saunders and the northeast corner of Primax Properties, LLC as described in D.B. 1598 Pg. 1595; thence along the lines of said Primax Properties, LLC for the following courses and distances N 88°13'09" W a distance of 289.40' to a 3/4" found iron pipe; thence N 89°06'03" W a distance of 177.30' to a 1/2" found rebar; thence N 89°00'22" W a distance of 213.24' to the point of beginning. *Being a portion of Rockingham County PIN# 890300340824 property of David M. & Kenneth M. Vaughn, and located at 2621 S Scales St.*

Section 2. Effectively immediately, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Reidsville and shall be entitled to the same privileges and benefits as other parts of the City of Reidsville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Reidsville shall cause to be recorded in the office of the Register of Deeds of Rockingham County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Rockingham County Board of Elections, as required by G.S. 163-288.1.

Adopted this 11th day of July, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

APPROVED AS TO FORM:

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

/s/ _____
William F. McLeod Jr.
City Attorney

- End of Consent Agenda -

SPECIAL PROJECTS:
CONSIDERATION OF CONCEPTUAL DESIGN AND CONSTRUCTION BUDGET FOR
DEPOT SHELTER PROJECT, INCLUDING ACCOMPANYING CAPITAL PROJECT
ORDINANCE.

In making the staff report, Public Works Director Josh Beck first reviewed his memo on the Depot Shelter Project, which follows:

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Depot Shelter Project Update
DATE: July 11, 2023

City staff have been working closely over the past several months with the design team on the conceptual drawings for a new picnic shelter located between MLK Jr Drive, North Scales Street and West Morehead Street. At this time, we felt like the design was far enough along that we wanted to share these drawings with City Council for their feedback and support.

The basic concept was to mimic a number of architectural features observed from the original railroad depot located on this parcel years ago. An image of the original depot is provided in this packet so everyone can see the similarities. To present the current architectural design and layout, Matt Takacs with Core Design Company will review the conceptual drawings provided in your agenda packet.

Also, at tonight's City Council meeting, we are presenting a revised budget for the project. Based on some recent feedback from local contractors, we feel that the construction budget for the project should be increased to \$400,000 and \$50,000 for the design and other soft costs.

Attachments:

Historic photo of the railroad depot
Floor plan of depot shelter
3D Elevations of the depot shelter
Site plan (*END OF MEMO*)

Noting this is one of the last projects for the year, Beck reviewed the renderings and plans that were attached to his memo. (*A COPY OF THE ATTACHMENTS ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.*) The other speakers will talk about the design and the amended budget, he added. After talking with contractors about pricing, the original budget approved several month ago will need to be amended, the Public Works Director said, because the initial budget was inadequate for things like WIFI, cameras and other components, time capsule, etc. To encompass all of that, we are requesting that the budget be raised, he noted.

Mr. Matt Takacs with Core Design Company then came up to discuss some of the preliminary concepts/renderings that had been included in the Council packets. He highlighted that the shelter is about 30x60 feet in size, accommodates between 85-90 people and will have some support facilities, including bathrooms, storage for mechanical equipment, etc. Having looked at the design of the original depot, they have incorporated similar materials, such as brick, cast stone and lentils to give it the character of turn of the century architecture, he explained. There will be wood columns as part of

the structure as well as brackets, again for design elements, Mr. Takacs said. He discussed the similar rooflines with the original depot. The eaves are pronounced to protect from the rain and elements and the windows will be transoms, which will again provide some historic character while offering privacy for the bathrooms, etc. as well as natural light for the facility. He continued by noting that the shelter will run north to south, parallel to MLK Drive, which takes advantage of the grading and topography of the site.

Chris Phillips, Assistant City Manager of Administration/Finance Director, then provided financial information for the project. He first noted that this project had been discussed in the past and is another piece in the City's efforts towards this end of the downtown. He said we wanted to pay homage to the Depot and have another opportunity for people to come down to this side. Phillips added that it had been decided to add bathrooms at the shelter as well as those at the All-Inclusive Park.

The Finance Director said that initial dollars for this project came from the American Rescue Plan (ARP) funding, but in talking with suppliers, etc., it is believed we need to add some additional dollars to this project. He stated it will need a \$500,000 budget in total, but we need to move another \$200,000 to the project. Phillips said there is a Capital Project Ordinance Amendment in Council's packet that recognizes another \$200,000 from the ARP to this project.

Councilman Festerman asked what kind of timeframe are we talking about for this? Phillips said we don't know. We had planned to have it done this year with our last Sesquicentennial event being there at the shelter, which would include burying a time capsule, he stated. He said we still plan to bury the time capsule, but he said he doesn't know that the shelter will be done. Hopefully it will be done and available for use in the spring of 2024, Phillips said. Councilman Festerman said, so it hasn't gone out to bid? Phillips replied, no, we have the design and the estimate with another \$200,000 needed today, bringing the total to \$500,000. The Councilman asked if it would have two bathroom facilities and picnic tables? Referencing the site plan layout, Phillips pointed out the nine large picnic tables, along with the bathrooms and mechanical room.

Councilmember Scoble asked if we have anything from the old train station that we could incorporate into the shelter? Phillips referenced some of the things in the design, like the buttresses on the side and the same colors, like green on the poles, might be used. The restrooms have a diamond pattern in the windows, like the original depot, he said. The Finance Director said, if the budget allows, we'd like to do a cupola on the top. Councilmember Scoble said it would be wonderful if we could do that.

Councilwoman DeJournette questioned whether the access to the shelter would be from both Scales Street and MLK Drive? Phillips responded by saying that the shelter will be very nice, and we think will be used. He said the reason the shelter is located where it is at is because the railroad has a really large right of way around the tracks. This is the greenspace that the City has been maintaining for many years now, he noted. Where we had originally wanted to put the shelter was closer to MLK but it was in the railroad ROW. He noted that the road is very wide there, and the plans are to put some parking off of MLK with a walkway down to the shelter and landscaping. Phillips said we do feel comfortable putting pavers and sidewalks there, just not a structure.

Phillips added that the location of the shelter is very close to where the first City Hall was located. He said it was right in the middle of that lot. So there have been discussions about documenting that, along with the proximity to MLK, the Civil Rights movement, perhaps with a plaque in the area as well. He noted that we could also do some kind of recognition of the Duke Power-Griggs case there.

Councilman Festerman asked if there had been any consideration to contacting Norfolk-Southern about getting some possible artifacts? Phillips said it is hard to talk to a human at the railroad, but we can try that. He added that we tried to get a steam engine to come through for our Founder's Day, but it just didn't happen. Originally we had wanted an art piece as part of it, he explained, so now, we are looking at having a sidewalk connecting to the All-Inclusive Park, that might be something whimsical or with art stops along the way, etc. while keeping some greenspace too.

Efforts were discussed briefly about getting a steam engine here. Phillips said we were told the railroad has a band that could come and perform. He did note that we have the old Depot bench at Public Works and there may be a City employee who has some items salvaged from the Depot. He said we want people who remember the Depot to realize the similarities. Councilman Festerman said that bench was on the police beat he walked so his initials might be carved on it, adding it was one of the few places to get warm during the winter.

Phillips said that for tonight, staff wants Council to bless this plan, the concept and location and the additional \$200,000, which is the last of the current projects we have been working on.

Mayor Gorham asked if there was motion to bless them with the \$200,000 needed to make this fantastic? Councilwoman DeJournette made the motion "so moved", seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote.

The corresponding Depot Shelter Capital Project Ordinance as approved follows:

**DEPOT SHELTER
CAPITAL PROJECT ORDINANCE**

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, the Mayor and the City Council of the City of Reidsville appropriated funds and set up accounts for construction of a shelter to be funded by American Rescue Plan (ARP) funds;

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 amended:

49-3988-0013	Transfer from ARP Fund	\$	200,000
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Section 2. The following line items of expenditures are hereby established:

49-7120-5800

Construction

\$

200,000

Section 3. The City Manager 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, to approve change orders in each contract as long as said change orders amount to less than \$25,000 each, to transfer funds from the established Contingency Fund to cover such change orders and cost overruns. The Finance Director is authorized to make temporary loans to this capital project 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 July, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

CONSIDERATION OF UPDATED PLANS FOR USE OF AMERICAN RESCUE PLAN FUNDING, INCLUDING RESTORATION OF FOUR TENNIS COURTS AT JAYCEE BALLPARK, AND AN ACCOMPANYING GRANT SPECIAL REVENUE ORDINANCE AMENDMENT.

In making the staff report, Assistant City Manager of Administration/Finance Director Chris Phillips reviewed his July 3rd memo, which follows:

AMERICAN RESCUE PLAN FUNDS UPDATE

To: Summer Woodard, City Manager
From: Chris Phillips, Assistant City Manager of Administration
Date: July 3, 2023

The City of Reidsville has received \$4,457,621 in American Rescue Plan (ARP) funds. During the 2022 City Council retreat, a commitment was made to use these funds on long range projects that would be beneficial to all citizens.

The US Treasury initiated a standard allowance of up to \$10 million for revenue replacement. The City elected to report the entire ARP amount received as revenue replacement. This decision allowed the funds to be used for almost any government expenditure. In July of 2022, the US Treasury exempted revenue replacement expenditures from some of the Uniform Guidance procurement rules. This change has made it easier to use the ARP funds for various projects. The State procurement rules, which the City uses for all purchases, does apply to use of these funds.

Below is an updated plan of use for those funds:

Project	Estimated Budget			
	July 2022	Nov 2022	Feb 2023	July 2023
Streetscape Project	\$ 1,452,000	\$ 1,452,000	\$ 1,452,000	\$ 1,452,000
Splashpad	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
All Inclusive Park	\$ 300,000	\$ 485,000	\$ 485,000	\$ 485,000
Restrooms at All Inclusive Park	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Penn House	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Depot Shelter	\$ 300,000	\$ 300,000	\$ 300,000	\$ 500,000
SKAT Bus Shelters	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Community Stadium	\$ -	\$ -	\$ 25,000	\$ 25,000
Jaycee Park Tennis Courts	\$ -	\$ -	\$ -	\$ 113,000
Undesignated	\$ 655,621	\$ 470,621	\$ 445,621	\$ 132,621

The new allocation at this time is the commitment to the Jaycee Park Tennis Courts of \$113,000 and an increase of \$200,000 in funding for the Depot Shelter. A Special Revenue Fund Ordinance Amendment is attached to record the transfer of this funding to the projects.

The Streetscape Project and All-Inclusive Park are both new completion within budget, only small close out items are left to complete. The SKAT Bus Shelters have been installed and the contribution to the Community Stadium has been made. The Penn House project is well underway at this time. The Splashpad site development is slated to begin this month with a Memorial Day 2024 planned opening date. The Depot Shelter and Tennis Courts are still in the planning stages. The undesignated balance in ARP funds may be needed to complete any of these projects. *(END OF MEMO)*

Phillips highlighted the \$113,000 in ARP funding that staff has designated for the Jaycee Park tennis court repaving. Currently \$132,621 remains undesignated from the City's \$4,457,621 received in ARP monies, he noted. He reminded Council that several projects are still in their beginning stages so more dollars may be needed. He added that the remaining approximate \$132,000 must be designated by the end of 2024.

The Finance Director pointed out the need for Council to approve Budget Ordinance Amendment No. 1 and Grant Special Revenue Ordinance Amendment for the American Rescue Plan. He also said that if the City receives any grant funding for the tennis courts, those monies would be restored to the ARP funding. He added that staff had checked and grants from the US Tennis Association can be reimbursable.

City Manager Summer Woodard stated that they had checked and such grants are only for tennis, not pickleball courts/courts expansion. However, she said that finding monies for pickleball courts is still on staff's radar.

Assistant City Manager of Community Services Haywood Cloud Jr. reminded Council that the USTA grants are tiered, depending on the number of the courts involved. For 1-4 courts, \$15,000 to \$25,000 is available while for 4-8 courts, \$25,000 to \$40,000 is available, he said. Whatever funding is received will go towards that \$113,000 needed, Cloud added.

Councilmember Scoble asked if the refurbishing of the tennis courts would start this year? Phillips said we want to start right away and will then take the request to USTA for possible reimbursement.

The Councilmember then asked for an update about the splashpad. Staff still plans to have it open for Memorial Day weekend in 2024 although we are hoping for completion by December 2023/January 2024. Mayor Pro Tem Brown said he liked how the splashpad was shaping up, adding that it is larger than he previously anticipated, which he said is a good thing.

Councilwoman DeJournette asked when we should know about the tennis court grant? Assistant City Manager Cloud said we have applied and started the process. He said an engineering report has to be done, which staff is currently working on now. He said he would let Council know more as he found out more. If Council approves, we would pay up front and get reimbursed once we receive the grant, the Assistant City Manager said, adding we are trying to move the process as quickly as possible. Phillips said the City has received this grant before, a couple of years ago when the other tennis courts were refurbished. City Manager Woodard said she can provide monthly updates as part of her Manager's Report.

Discussion returned to pickleball courts. Since this money can only be used for tennis courts, Councilmember Scoble asked if there was a chance to get grants for pickleball courts? Phillips said the last estimate they had received was about \$67,000 a couple of years ago. Cloud stated that several years ago, they looked into manual pickleball courts, a process whereby tennis courts could be converted temporarily into pickleball courts as an economic alternative. He said staff had considered this as they wanted to ensure the popularity of pickleball would keep on going. If this is done, we wouldn't lose the grant money for the tennis courts, he said. Mayor Gorham noted that pickleball is very popular at RCARE. Councilman Hairston agreed, noting that there are lines to play between 8 a.m.-10 a.m. Councilmember Scoble said she wasn't talking about taking away monies from the tennis courts but that we should start a new plan to get pickleball monies/grants. Cloud said staff would look into that as well.

Councilwoman Walker said Senator Berger said we are still "on the list" for monies for pickleball courts, adding that she had requested \$65,000 rather than \$60,000 to include paint for striping.

Councilwoman Walker then made the motion "so moved", seconded by Councilmember Scoble and unanimously approved by Council, to approve Budget Ordinance Amendment No. 1.

The Budget Ordinance Amendment as approved follows:

BUDGET ORDINANCE AMENDMENT NO. 1

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 13, 2023 which established revenues and authorized expenditures for fiscal year 2023-2024; 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 appropriate funds for Jaycee Park tennis court improvements to be funded using American Rescue Plan Funds;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 13, 2023 is hereby amended as follows;

Section 1. That revenue account number 11-3441-0001, America Rescue Plan Funds, be increased by \$113,000.00.

Section 2. That expense account number 11-6123-5800, Athletics Capital Improvements, be increased by \$113,000.00.

This the 11th day of July, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

Councilwoman DeJournette then made the motion “so moved” seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote to approve the Grant Special Revenue Ordinance Amendment.

The Grant Special Revenue Ordinance Amendment as approved follows:

GRANT SPECIAL REVENUE ORDINANCE AMENDMENT

AMERICAN RESCUE PLAN

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, the Mayor and the City Council of the City of Reidsville established a grant fund for the American Rescue Plan funding; and

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

Section 1. The following expenditure accounts are hereby established/amended:

13-9800-0005	Transfer to Depot Shelter Capital Project	\$	200,000
13-9800-0008	Transfer to Jaycee Park Tennis Courts	\$	113,000
13-9999-0000	Contingency(REDUCE)	(\$	313,000)

Section 2. 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 July, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

AGREEMENTS:
CONSIDERATION OF BARNES STREET BRIDGE BETTERMENT AGREEMENT
WITH NCDOT, INCLUDING BUDGET ORDINANCE AMENDMENT NO. 2.

In making the staff report, Public Works Director Josh Beck reviewed his July 11th memo, which follows:

MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: BR-0041 Barnes Street Bridge Replacement Betterment Request
DATE: July 11, 2023

In addition to the water line relocation necessary to facilitate the replacement of the Barnes Street Bridge over US Highway 29, staff have also worked closely with NCDOT and others on some proposed improvements. While these improvements are not required, staff thought that they were important, especially as we expect to see economic growth and increased traffic flow along this corridor. Two requests or betterments were made to NCDOT: (1) Increased width on the new bridge for a sidewalk on the south side; and (2) paint/stain on the bridge structure to accommodate the City's logo. While the total cost of these two requests are estimated at \$123,440, the State will pay 70% of the cost for the sidewalk improvements. The City's portion of this work breaks down to \$36,769 for the sidewalk improvements and \$877.80 for the City's logo.

Request:

Staff are requesting support and approval of \$37,647 for installation of the City's logo and sidewalks on the new Barnes Street Bridge over US Highway 29. (END OF MEMO)

Beck said he believed it was at Council's April meeting that he brought to them the water line replacement that was required by NCDOT because, if you travel down US 29, you will see where our line is attached to the underside of the bridge. He explained the concept of "betterment", which involves improvements that are not necessary for the actual bridge work but that City Manager and staff feel are important to be done while the bridge work is being completed. These two parts, he said, are increasing the width of the bridge to facilitate a south side sidewalk and the painting of the City's "R" logo on the columns of the structure (both sides) at a total cost of \$37,647, he noted. The logo painting will only be about \$878 although he noted that it just an estimate and may change. While the total requests total \$123,440, he said the City only has to pay 30% of that or \$37,647.

Councilman Festerman questioned about the sidewalk improvements, asking if they are not new sidewalks? Beck explained that when they replace the bridge, they will widen the bridge enough so that it will accommodate a sidewalk across it. The Councilman asked wouldn't that be a "Sidewalk to

Nowhere”? The Public Works Director said it is currently, but it will have curb cuts at the sides and on ramps to allow the City to extend sidewalks to those in the future. This bridge will be there 30-40 years, Beck said, so we are trying to look into the future as we see potential growth in that area. He said obviously it would be a lot more money later if we decided we wanted this.

Mayor Pro Tem Brown then made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve Budget Ordinance Amendment No. 2.

The Budget Ordinance Amendment 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 13, 2023 which established revenues and authorized expenditures for fiscal year 2023-2024; 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 appropriate funds for Barnes Street Improvements;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 13, 2023 is hereby amended as follows;

Section 1. That revenue account number 10-3991-0000, General Fund Balance, be increased by \$38,000.00.

Section 2. That expense account number 10-4510-5800, Street Capital Improvements, be increased by \$38,000.00.

This the 11th day of July, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

Councilwoman DeJournette then made the motion “so moved”, seconded by Councilwoman Walker and approved by Council in a 6-1 vote with Councilman Festerman voting against, to approve the Agreement Overview with NCDOT. (A COPY OF THE AGREEMENT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

CERTIFICATIONS:

CONSIDERATION TO APPLY TO BE A FAMILY FORWARD NC EMPLOYER.

Human Resources Director Leigh Anne Bassinger then reviewed her June 26th memo on Family Forward Certification, which follows:

Memorandum

To: Summer Woodard, City Manager
From: Leigh Anne Bassinger, Director of Human Resources
Date: June 26, 2023
Re: Family Forward Certification

Family Forward NC is an innovative initiative to improve children's health and well-being and keep North Carolina's businesses competitive. Employers across North Carolina want to attract and retain the best employees, and they want those employees to be happy and healthy.

Yet the U.S. is facing a massive talent shortage that will result in a deficit of six to 12 million workers by 2030. With an ongoing a child care crisis, coupled with lack of supports like paid family leave, results in pregnant workers and working parents and caregivers—especially women—who are disproportionately forced to change jobs or leave the workforce entirely or are unable to rejoin the workforce after giving birth.

Family-friendly workplaces have a competitive advantage over other employers in our region. They attract and retain more top talent. Their employees are more productive and more committed. Plus, family-friendly employers benefit from reduced employee health care costs, a healthier work environment, and fewer employee absences. For children and families, the benefits of family-friendly workplaces are numerous and long-lasting. They include positive impacts on health, development and well-being, financial stability, and future career success.

The Family Forward NC Employer Certification designates employers that offer policies and practices that support the health and well-being of working families and children. By becoming a Family Forward NC Certified Employer, we would demonstrate to potential employees, customers and stakeholders that we care about working families and children and that we are a workplace where pregnant workers, parents and caregivers will feel supported and can thrive.

To achieve certification, an employer must:

- have a minimum of five employees located in NC working at least 30 hours per week
- offer a family-friendly workplace; Family Forward NC reviews the following policy and practice categories:
 - paid leave and wages,
 - accommodations for pregnant and breastfeeding workers,
 - child care supports,
 - health and wellness benefits,
 - and scheduling practices.
- allow 100% of non-seasonal employees working at least 30 hours per week to be eligible for benefits
- have written policies available to all employees

As a certified employer, the City of Reidsville will receive:

- **access to use of the Family Forward NC Certified Employer logo and communications materials**, including a badge for our website or to create a window cling for our physical place of business, social media content for sharing, a template press release, a sample blog post for employees, and
- **access to exclusive resources and programs for certified employers** to help us continue your journey toward becoming even more Family Forward.

Fees vary by the total number of employees in an organization. For the City of Reidsville, the cost for applying for certification for the first time will be \$750.00. The certification, if awarded, is valid for two years from the date of issue. There is also a small, nonrefundable application fee of \$50 to apply. Your certification is good for two years.

How to Apply for Certification

Step 1: Apply Online

The first step is to fill out the online eligibility check. If eligible, we'll be directed to complete the full application, which helps determine if our policies meet the minimum certification requirement thresholds.

Step 2: We Verify Your Policies

Family Forward will review our written policies and contact our HR Director with any follow-up questions. They will also ask us to share a short anonymous survey (available in English or Spanish) with employees that asks about the policies and our company culture.

Step 3: We Welcome You to Our List

Congratulations! Once our policies are verified as aligning with our application and employee responses, and the Family Forward requirements, we'll be granted a certification. Certification will be good for two years from the date of notification. *(END OF MEMO)*

Bassingier explained that this initiative is for those cities who have family friendly policies and/or want to develop such family friendly policies to become certified as a Family Forward NC Employer. Once certified, we can display on our Linked In page, City website or job portal that we are a certified employer, she said. While she has not seen the actual application, the HR Director said she believes we have several of the policies already in place to qualify as a Certified Employer as she listed some of those policies, including Maternity Leave, Family Medical Leave, paid Vacation Leave and paid Sick Leave, Personal Holidays, etc. She said she thinks it would be advantageous from a recruitment standpoint and even from a retention standpoint to have this certification. She noted that you don't see the certification questions until you pay the fee so she can't guarantee that we will be certified, but she believes we meet a majority of these qualifications.

Councilmember Scoble, noting that the certification is valid for two years, asked what happens then? Bassingier said she assumes we would have to go through another certification process and pay some additional dollars to be re-certified. She added that the organization has not been very transparent in what that recertification process looks like, but she also noted that it is a fairly new program so they may not have anyone who has gotten past the initial two years.

In response to a question from Councilwoman DeJournette, Bassingier noted that the fee is \$750, plus \$50, which covers us for two years. Mayor Gorham said he believes this would be very beneficial to us, specifically for recruitment. Bassingier agreed, saying she believes it is one more step to being the Employer of Choice in Rockingham County.

If designated, Councilmember Scoble asked what is the value if no one knows about it? The HR Director said that is a valid concern, but she also said that because there is this big push across the State, probably in the next year to 18 months, employees and job seekers will begin to see and recognize what it means and will be more interested in applying with certified organizations over those who are noncertified. The Mayor said that is important to those with sick loved ones, etc., knowing you will not be penalized if that particular situation arises.

Councilwoman Walker said that this is a new program so she is assuming we are getting on the ground floor and will be able to use the logo for recruitment, etc. Therefore, we hope that we will be able to get the top qualified candidates, the Councilwoman said.

City Manager Summer Woodard pointed out that this is a movement among the Chamber of Commerces and Dawn Charaba with the Reidsville Area Foundation has discussed some of the benefits of the program with the City. Diane Sawyer with the Reidsville Chamber, who was in the audience, said this all started with the Rockingham County Partnership for Children and the RAF. Sawyer said she would like nothing more than to say the City of Reidsville was the first certified., adding that the City is way ahead on many of its policies, etc. Dawn Charaba is trying to get organizations across the County to look at their policies, Sawyer said, but she stressed that it would be awesome for Reidsville to be getting in on the “ground floor” and being able to lead the way. She agreed that a lot of people don’t know about it but said that a lot of people are getting ready to know about it.

Mayor Gorham talked of the benefits of helping to recruit industries as well since we would already have the certification. Sawyer agreed, saying it would set the tone for the industries that are being recruited, etc.

Councilmember Scoble asked if anyone else in the County or surrounding counties has the certification yet? Bassinger said none of the local governments but did not know about the private industries. Sawyer said one local industry was starting the process but someone higher up in the corporate chain shut it down so to her knowledge, no industry locally has been certified yet.

Councilman Festerman said the best thing about this request was that it has the least amount of zeros that he has seen in a long time, which drew laughter from the crowd.

Councilmember Scoble asked who do we apply for the actual certification with? Bassinger said it is through the Family Forward NC website.

Councilwoman Walker made the motion, seconded by Councilwoman DeJournette and unanimously approved by Council in a 7-0 vote, to apply for Family Forward certification.

BOARD & COMMISSION APPOINTMENTS:

City Manager Summer Woodard distributed the ballots for the July Board & Commission appointments.

PUBLIC COMMENTS.

No one came forward for public comments.

CITY MANAGER’S REPORT:

MONTH OF JULY.

Before reviewing her written report, which follows, City Manager Summer Woodard welcomed the City’s new Fire Chief Josh Farmer, who was in attendance. She also noted that the City is working with Mac Williams and his firm about the Economic Development position. Williams may be reaching out to Council members for feedback on what we are looking for, she added. He conducted interviews with her and other staff members last week, Manager Woodard noted. She said she would have a calendar for Council at the August meeting.

Date: June 30, 2023
To: Mayor Donald Gorham
City Council Members
From: Summer Woodard, City Manager
Subject: City Manager's Monthly Report

Projects & City Updates:

- The Sesquicentennial celebration for the Month of July will consist of three (3) events. Our Independence Day Celebration on July 1st from 5:00 p.m. to 9:00 p.m. at Lake Reidsville; Beach Music Concert featuring Cat 5 at Market Square on Saturday, July, 22nd at 7:00 p.m.; and on Tuesday, July 18th, there will be an open house at Reidsville Fire Department from 4:00 p.m. to 7:00 p.m. *She gave a shout out to the Parks & Rec Department for their great work on the Independence Day celebration. She thanked those staff members who had helped out at the Sesquicentennial table, including several Council members who came out.*
- The “Sky’s the Limit” park officially opened on Thursday, June 29th. *She thanked Council members for their support of the new park and for their vision.*
- The Splash Pad project is underway and construction will be starting soon. We estimate the Splash Pad will be opened Memorial Day, 2024.

Events/Meetings Attended:

- 6/1- Attended Public Works Luncheon
- 6/13- City Council Meeting
- 6/14- Management Team Meeting and Managers Luncheon in Stoneville, NC.
- 6/16- Attended the 150th Night at the Reidsville Luckies.
- 6/15- Place Your Bet on Reidsville Series
- 6/20- Grant Monitoring Visit.
- 6/24- Attended Community Day at Cornerstone Baptist Church
- 6/27- Attended RDC Board Meeting
- 6/29- Attended Ribbon Cutting for Sky’s the Limit Park
- 6/30- Chief David Bracken’s Retirement Reception. *(END OF REPORT)*

COUNCIL MEMBERS' REPORTS.

Mayor Pro Tem Brown – Mayor Pro Tem Brown reported attending the following (written & verbal): 6/27, Special Council Meeting for Personnel; 6/29, Sky’s the Limit All-Inclusive Park Ribbon Cutting; 6/29, participated in the City Audit process here at City Hall; and 6/30, Fire Chief David Bracken’s Retirement Celebration. He commended all those that put the retirement reception together as he said “it was first class”.

Councilwoman DeJournette – Councilwoman DeJournette reported attending the following events: 6/13, City Council Meeting; 6/27, City Hall Special Meeting; 6/28, Reidsville Chamber Meeting with special guest, Todd Hurst, Tax Administrator; 6/29, City Audit; 6/29, Sky the Limit All-Inclusive Park Ribbon Cutting; 6/30, Fire Chief Bracken’s Retirement Reception.

Reidsville Chamber of Commerce, President Diane Sawyer

Chamber President Diane Sawyer reported the Upcoming Events as follows: Ice Cream Social, Thursday, July 13, 2023 from 4-7 p.m.; and 30th Annual Golf FORE Reidsville Tournament; an upcoming ribbon cutting at Fresenius Kidney Center, 2206 Barnes Street on August 2, 2023 at 2 p.m.

She also welcomed the following new members: Exquisite Woman Apparel; Carolina Strong Roofing; Reidsville Building Supply (New Owners); and Breezy Balance Yoga. The August Coffee and Connections will be held on August 3, 2023 and hosted by First National Bank Location on Main Street in Reidsville from 9-10 a.m.

Councilman Hairston – Councilman Hairston attended the following: 6/29, Sky’s the Limit All-Inclusive Park Ribbon Cutting; and 6/30, Fire Chief Bracken’s Retirement Reception.

Councilwoman Walker – Councilwoman Walker attended the following: 6/15, Bet on Reidsville Lunch; 6/15, ABC Board Meeting; 6/16, Luckies Baseball game (150th at Night); 6/17, Motown Blast Market Square; 6/17, Chinqua-Penn Trail Walk; 6/18, Open House at Governor Reid House; 6/22, Appearance Commission Meeting; 6/23, Soup Kitchen Meeting; 6/24, Cornerstone Church Summer Fun Fest; 6/27, Special Council Meeting; 6/29, Ribbon Cutting at All-Inclusive Park; June 29, meeting with concern citizens on speeding; and 6/30, David Bracken’s Retirement Program;

Councilmember Scoble – Councilmember Scoble reported attending the following: 6/15, Place Your Bet on Reidsville-Reidsville Country Club; 6/16, Reidsville Night at the Luckies; 6/21, Special Meeting with Code Alliance; 6/22, Kiwanis Club; 6/26, South End & Moss Street School Principals-Kids Program; 6/27, RDC Board Meeting; 6/27, Special Council Meeting with Mayor & City Manager; 6/29, Kiwanis Club; 6/29, Sky’s the Limit Playground Ribbon Cutting; 6/30, Chief Bracken’s Retirement Reception and Chief Josh Farmer’s Pinning, 7/1, July 4th at Reidsville Lake; 7/7-7/11, first vacation in 10 years/29th Wedding Anniversary.

Councilman Festerman – The Councilman held up a piece of new turf for the Reidsville Football Stadium, which he said is first quality to go along with our first quality team, and he encouraged anyone who hasn’t seen the stadium, to do so. Councilman Festerman said he knew that the Council was in support of the Stadium renovation and he knows the school system appreciated it. He said that the Senior class of 2023 Reidsville High School received over \$5,765,000 in scholarships, far more than any other school in the county. He talked of the many different people who have graduated from there in many different professions. He said he would share the scholarship information with them later.

Councilman Festerman announced that he had made the decision that this would be his last time on Council. He said that he has enjoyed 99 percent of it, and it has been great working with Council members. He said after 24 years, six elections, 60 years of service and association with the City, he thinks it is time for someone else to fill those shoes. Councilman Festerman said in looking forward at the future, this election will elect a new majority of Council. He said he has no fear of that because the two returning and the Mayor will give them a strong working force. He said “worst case scenario, I think we will be in great shape going forward.” Councilman Festerman said he is so indebted to the people who supported him over the years and it’s been a real pleasure. He said he had a good wife to support him and then Vicky filled that gap and he wishes the Council the best and may God bless the Council and the City of Reidsville.

Mayor thanked Councilman Festerman for his service to the City. Councilmember Scoble thanked him for the knowledge he has shared and his experiences. Councilman Hairston said that Councilman Festerman meant so much to them. Councilman Festerman added that his experiences came from some of the mistakes he had made.

Mayor Gorham – Mayor Gorham said that he wanted to thank the 194 strong employees here with the City of Reidsville. He said that he wanted to say thank you to his six brothers and sisters on Council for their service to the City and all that they do to make Reidsville one of the “best little cities” in the State. Mayor Gorham said he would forego reading his report but would submit his written report. He said it was telling the ladies of the Beauty of Reidsville on Saturday, that we live simply like Mayberry but think big like the big cities in this State. He again said thank you.

Mayor Gorham attended the following events per his written report: 6/14, phone conference with Duke Energy Representative; 6/15, Bet on Reidsville #2 at Pennrose Park Country Club; 6/15, Met with City Manager Woodard and Chief of Police, Ray Gibson (citizen’s complaints); 6/16, Meeting with Management Team concerning 802 Main Street; 6/21, Planning Board Meeting; 6/22, Meeting with Management Team; 6/24, Installation Service of Pastor Melvin McLean; 6/24, Cornerstone Church Community Program; 6/25, Attended Stokes Family Reunion; 6/27, RDC Meeting; 6/27, Met with Committee for Chief Bracken’s retirement; 6/27, Pictures at Sky’s the Limit All-Inclusive Park; 6/27, Special Council Meeting for Personnel; 6/28, Meeting on 802 Main Street; 6/29, Sky’s the Limit All-Inclusive Park Ribbon Cutting; 6,29, Kiwanis Club Meeting; 6/29, Reidsville vs. Rockingham basketball game; 6/30, Chief David Bracken’s Retirement Reception; 7/1, Lake Reidsville’s 4th of July Celebration; 7/2; Henry Hayes Funeral Service; 7/4, Eden’s 4th of July Celebration; 7/6, Trip to Carowinds with Jerusalem Holy Church Summer Camp; 7/7, First Friday Downtown; 7/8, Beauty of Reidsville meeting at Zion Baptist Church; 7/10, 2-on-2 Meeting.

ANNOUNCEMENT OF BOARD & COMMISSION APPOINTMENTS.

City Clerk Angela Stadler announced that Maricarmen Garduño of 315 Maple Avenue, Reidsville, had been reappointed unanimously to the Reidsville Appearance Commission. *(A COPY OF THE BALLOTS ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)*

MOVE TO THE FIRST-FLOOR CONFERENCE ROOM FOR A CLOSED SESSION TO DISCUSS A REAL ESTATE MATTER AND PERSONNEL PURSUANT TO NCGS 143-318.11(A)(5) & (6).

Mayor Gorham noted the need to go into closed session for real estate and personnel and that economic development had also been added.

Mayor Pro Tem Brown made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to go into closed session under G.S. 143-38.11(a)(4)(5) and (6).

RETURN TO OPEN SESSION.

Upon return to open session, Mayor Gorham asked if there was a motion to approve the Employment Agreement Amendment with the City Manager?

Councilwoman DeJournette then made the motion “so moved”, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to approve the Employment Agreement Amendment.

The Employment Agreement Amendment as approved follows:

**An Amendment To
The Employment Agreement
With The City Manager, City Of Reidsville**

WHEREAS, the City of Reidsville and the City Manager are parties to an Employment Agreement, whereby Summer Woodard is appointed City Manager of the City of Reidsville, and employment conditions and levels of compensation for her services are set; and

WHEREAS, based on a performance evaluation conducted on June 27, 2023, it is the desire of the Mayor and City Council of the City of Reidsville to make changes to said Employment Agreement with City Manager Summer Woodard;

NOW, THEREFORE BE IT DONE that:

Section I – Section 5, Salary, of said Employment Agreement is hereby amended to change the current salary to a new annual salary of \$126,210.93, which represents a 3% COLA pay increase for the City Manager.

Section II – Section 9, Automobile Allowance, of said Employment Agreement is hereby amended to increase the City Manager’s car allowance by \$200.00 per month to \$900.00 per month.

Section III – Section 10, Vacation and Sick Leave, of said Employment Agreement is hereby amended to increase the City Manager’s annual vacation leave by an additional five days, thereby accruing vacation leave at the rate of 25 days earned per year or 16.67 hours earned per month.

This action to be retroactive back to the 1st day of July, 2023.

This the 11th day of July, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

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

MOTION TO ADJOURN.

Councilwoman DeJournette then made the motion “so moved”, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to adjourn.

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk



THE CITY OF Reidsville NORTH CAROLINA

MEMORANDUM – 2022-2023 AUDIT CONTRACT

To: Mayor Donald Gorham and the Reidsville City Council

From: Chris Phillips, Assistant City Manager

Date: July 28, 2023

Attached to this memo is the annual audit contract and engagement letter. This is the City's seventh year with Cherry Bekeart, LLP. There are no local firms qualified to complete the City's annual audit that has capacity to do such. Cherry Bekeart, LLP is a leading firm in NC governmental audits.

The audit fee has increased from \$60,000 to \$63,000. In addition, the federal and state funding required single audit has a fee of \$7,000 and there will be a \$5,000 fee for each additional program. With the grant funds that the City has received, there will be 2 or 3 additional programs tested each year for the next few fiscal years. While this increase is significant, it is expected because there are fewer firms willing to do government audits and the regulations have increased as well. At a recent conference, it was stated that four NC CPA firms dropped out of providing this service in the last year.

This contract will be included in the August Consent agenda so that the Mayor can be authorized to execute the contract.

Thank you for your attention to this matter. Please let me know if you need any further information.

July 21, 2023

VIA EMAIL:

cphillips@ci.reidsville.nc.us

Mr. Chris Phillips
Assistance City Manager of Administration & Finance Director
City of Reidsville
230 West Morehead Street
Reidsville, North Carolina 27320

Dear Mr. Phillips:

This engagement letter between City of Reidsville, North Carolina (hereafter referred to as the "City" or "you" or "your" or "management") and Cherry Bekaert LLP (the "Firm" or "Cherry Bekaert" or "we" or "us" or "our") sets forth the nature and scope of the services we will provide, the City's required involvement and assistance in support of our services, the related fee arrangements, and other Terms and Conditions, which are attached hereto and incorporated by reference, designed to facilitate the performance of our professional services and to achieve the mutually agreed-upon objectives of the City.

Summary of services

We will provide the following services to the City as of and for the year ended June 30, 2023:

Audit and attestation services

1. We will audit the basic financial statements of the City as of and for the year ended June 30, 2023 including the governmental activities, the business type activities, the discretely presented component units, each major fund and the aggregate remaining fund information, including the disclosures. We will not audit the financial statements of the City of Reidsville ABC Board.
2. We will audit the supplementary information such as the combining and individual fund statements and schedules and schedule of expenditures of federal and state awards. As part of our engagement we will apply certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.
3. We will read the supplementary information, such as the introductory and statistical sections, accompanying the financial statements and consider whether a material inconsistency exists between the supplementary information and the basic financial statements. In addition, we will remain alert for indications that a material inconsistency exists between the supplementary information and knowledge obtained in the audit, or if such information contains a material misstatement of fact or is otherwise misleading. If based on the work performed, we conclude that an uncorrected material misstatement of the supplementary information exists, we are required to describe it in our report.

4. We will apply limited procedures to the required supplementary information, such as management's discussion and analysis, the Law Enforcement Officers' Special Separation Allowance, and the Other Post-Employment Benefits, which will consist of inquiries of City's 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 financial statements.

Nonattest accounting and other services

We will provide the following additional services:

1. Complete the appropriate sections of and sign the Data Collection Form.
2. Complete the appropriate sections of the Data Input Form required by the Local Government Commission ("LGC").

Your expectations

As part of our planning process, we have discussed with you your expectations of Cherry Bekaert, changes that occurred during the year, your views on risks facing you, any relationship issues with Cherry Bekaert, and specific engagement arrangements and timing.] Our services plan, which includes our audit plan, is designed to provide a foundation for an effective, efficient, and quality-focused approach to accomplish the engagement objectives and meet or exceed the City's expectations. Our services plan will be reviewed with you periodically and will serve as a benchmark against which you will be able to measure our performance. Any additional services that you may request, and that we agree to provide, will be the subject of separate written arrangements.

The City recognizes that our professional standards require that we be independent from the City in our audit of the City's financial statements and our accompanying report in order to ensure that our objectivity and professional skepticism have not been compromised. As a result, we cannot enter into a fiduciary relationship with the City and the City should not expect that we will act only with due regard to the City's interest in the performance of this audit, and the City should not impose on us special confidence that we will conduct this audit with only the City's interest in mind. Because of our obligation to be independent of the City, no fiduciary relationship will be created by this engagement or audit of the City's financial statements.

The engagement will be led by Daniel Gougherty, who will be responsible for assuring the overall quality, value, and timeliness of the services provided to you.

Audit and attestation services

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of Uniform Guidance; the Single Audit Act Amendments of 1996; State Single Audit Implementation Act and OMB *Guidance for Grants and Agreements* (2 CFR 200) and the State Single Audit Implementation Act. The objective of our audit is to obtain reasonable assurance about whether the City's basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion(s) about whether the City's basic financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting

principles and to report on the fairness of the additional information referred to in the Summary of Services section when considered in relation to the basic financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements in conformity with the basis of accounting noted above. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of applicable laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and the State Single Audit Implementation Act.

Auditor's responsibilities for the audit of the financial statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance and the State Single Audit Implementation Act, and other procedures as deemed necessary to enable us to express such opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America ("GAAP"). We will also:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risk, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Nonattest accounting and other services

In connection with any of the audit, accounting, or other services noted below, we will provide a copy of all schedules or other support for you to maintain as part of your books and records supporting your basic financial statements. You agree to take responsibility for all documents provided by Cherry Bekaert and will retain copies based on your needs and document retention policies. By providing these documents to you, you confirm that Cherry Bekaert is not responsible for hosting your records or maintaining custody of your records or data and that Cherry Bekaert is not providing business continuity or disaster recovery services. You confirm you are responsible for maintaining internal controls over your books and records including business continuity and disaster recovery alternatives. In addition, any documents provided to Cherry Bekaert by the City in connection with these services will be considered to be copies and will not be retained by Cherry Bekaert after completion of the accounting and other services. You are expected to retain anything you upload to a Cherry Bekaert portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

The accounting and other services described in this section are nonaudit services, which do not constitute audit services under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming City's management responsibilities.

In conjunction with providing these accounting and other services, we may use third party software or templates created by Cherry Bekaert for use on third party software. Management expressly agrees that the City has obtained no rights to use such software or templates and that Cherry Bekaert's use of the City's data in those applications is not deemed to be hosting, maintaining custody, providing business continuity, or disaster recovery services.

Data collection form

We will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the City; however, it is the City's management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit

findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the designated federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

City's management responsibilities related to accounting and other services

For all nonattest services we perform in connection with the engagement, you are responsible for designating a competent employee to oversee the services, make any management decisions, perform any management functions related to the services, evaluate the adequacy of the services, retain relevant copies supporting your books and records, and accept overall responsibility for the results of the services.

Prior to the release of the report, the City's management will need to sign a representation letter acknowledging its responsibility for the results of these services, and acknowledging receipt of all appropriate copies.

City's management responsibilities related to the audit

The City's management is responsible for (1) designing, implementing, and maintaining internal controls, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that the City's management and financial information is reliable and properly reported. The City's management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationship in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

The City's management is responsible for making all financial records and related information available to us, including additional information that is requested for purposes of the audit (including information from outside of the general and subsidiary ledgers), and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the State Single Audit Implementation Act, (3) additional information that we may request for the purpose of the audit and (4) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) the City's management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or other. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report. Additionally, as required by the Uniform Guidance and the State Single Audit Implementation Act, it is the City's management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

The City's management is responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and the State Single Audit Implementation Act. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the State Single Audit Implementation Act, (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance and the State Single Audit Implementation Act, (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes), and (4) the City has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily

available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP, (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP, (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

The City's management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. The City's management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the *Audit and attestation services* section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing City's management views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

The City's management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards and disclosures, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and disclosures, and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and disclosures prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Reporting

Our report will be addressed to City Council of the City. Circumstances may arise in which our report may differ from its expected form and content based on the result of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also issue written reports upon completion of our Single Audit. The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and the State Single Audit Implementation Act report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control

over compliance and the results of that testing based on the requirements of the Uniform Guidance and the State Single Audit Implementation Act. Both reports will state that the report is not suitable for any other purpose.

Management Representations

The Firm will rely on the City's management providing the above noted representations to us, both in the planning and performance of the audit, and in considering the fees that we will charge to perform the audit.

Fees

The estimated fees contemplate only the services described in the Summary of Services section of this letter. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees which will be at our standard billing rates noted in the table below. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Standard Bill Rates

Skill Level	Bill Rate
Partner	\$ 510
Director	\$ 450
Senior Manager	\$ 435
Manager	\$ 330
Senior Accountant	\$ 285
Staff Accountant	\$ 215
Intern	\$ 100
Paraprofessional	\$ 175
Audit Service Center	\$ 105
Administrative	\$ 150

The following summarizes the fees for the services described above:

Description of services	Estimated fee
Audit services	
Audit of the financial statements	\$63,000
Single audit of one (1) major program – Additional fee of \$5,000 per program over one (1).	\$7,000
Accounting services	
Data Input Form preparation	Included above
Data Collection Form Preparation	Included above
Total	<u>\$70,000</u>

Invoices are due on presentation. A service charge will be added to past due accounts equal to 1½% per month (18% annually) on the previous month's balance less payments received during the month, with a minimum charge of \$2.00 per month.

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us. No change, modification, addition, or amendment to this letter shall be valid unless in writing and signed by all parties. The parties agree that this letter may be electronically signed and that the electronic signatures will be deemed to have the same force and effect as handwritten signatures.

If you have any questions, please call Daniel T. Gougherty at (704) 377-1678.

Sincerely,

CHERRY BEKAERT LLP



ATTACHMENT – Engagement Letter Terms and Conditions

CITY OF REIDSVILLE

ACCEPTED BY: _____

TITLE: _____ DATE: _____

Cherry Bekaert LLP

Engagement Letter Terms and Conditions

The following terms and conditions are an integral part of the attached engagement letter and should be read in their entirety in conjunction with your review of the letter.

Limitations of the audit report

Should the City wish to include or incorporate by reference these financial statements and our report thereon into *any* other document at some future date, we will consider granting permission to include our report into another such document at the time of the request. However, we may be required by generally accepted auditing standards ("GAAS") to perform certain procedures before we can give our permission to include our report in another document such as an annual report, private placement, regulator filing, official statement, offering of debt securities, etc. You agree that the City will not include or incorporate by reference these financial statements and our report thereon, or our report into any other document without our prior written permission. In addition, to avoid unnecessary delay or misunderstandings, it is important to provide us with timely notice of your intention to issue any such document.

Limitations of the audit process

In conducting the audit, we will perform tests of the accounting records and such other procedures as we consider necessary in the circumstances to provide a reasonable basis for our opinion on the financial statements. We also will assess the accounting principles used and significant estimates made by the City's management, as well as evaluate the overall financial statement presentation.

Our audit will include procedures designed to obtain reasonable assurance of detecting misstatements due to errors or fraud that are material to the financial statements. Absolute assurance is not attainable because of the nature of audit evidence and the characteristics of fraud. For example, audits performed in accordance with GAAS are based on the concept of selective testing of the data being examined and are, therefore, subject to the limitation that material misstatements due to errors or fraud, if they exist, may not be detected. Also, an audit is not designed to detect matters that are immaterial to the financial statements. In addition, an audit conducted in accordance with GAAS does not include procedures specifically designed to detect illegal acts having an indirect effect (e.g., violations of fraud and abuse statutes that result in fines or penalties being imposed on the City) on the financial statements.

Similarly, in performing our audit we will be aware of the possibility that illegal acts may have occurred. However, it should be recognized that our audit provides no assurance that illegal acts generally will be detected, and only reasonable assurance that illegal acts having a direct and material effect on the determination of financial statement amounts will be detected. We will inform you with respect to errors and fraud, or illegal acts that come to our attention during the course of our audit unless clearly inconsequential. In the event that we have to consult with the City's counsel or counsel of our choosing regarding any illegal acts we identify, additional fees incurred may be billed to the City. You agree that the City will cooperate fully with any procedures we deem necessary to perform with respect to these matters.

We will issue a written report upon completion of our audit of the City's financial statements. If, for any reason, we are unable to complete the audit, or are unable to form, or have not formed an opinion on the financial statements, we may decline to express an opinion or decline to issue a report as a result of the engagement. We will notify the appropriate party within your organization of our decision and discuss the reasons supporting our position.

Audit procedures – general

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve professional judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by the City's management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by the City's management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits, nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of the City's management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and state awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit procedures – internal controls

Our audit will include obtaining an understanding of the City and its environment, including internal controls relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and

perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control, including cybersecurity, and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the State Single Audit Implementation Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to the City's management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants ("AICPA") professional standards, *Government Auditing Standards*, and the Uniform Guidance and the State Single Audit Implementation Act.

Audit procedures - compliance

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws and regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the State Single Audit Implementation Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

Nonattest services (if applicable)

All nonattest services to be provided in the attached engagement letter (if applicable) shall be provided pursuant to the AICPA Code of Professional Conduct. The AICPA Code of Professional Conduct requires that we establish objectives of the engagement and the services to be performed, which are described under nonattest services in the attached letter.

You agree that the City's designated individual will assume all the City's management responsibilities for the nonattest services we provide; oversee the services by designating an individual, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. In order to ensure we provide such services in compliance with all professional standards, the designated individual is responsible for:

- Making all financial records and related information available to us
- Ensuring that all material information is disclosed to us
- Granting unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence
- Identifying and ensuring that such nonattest complies with the laws and regulations

The accuracy and appropriateness of such nonattest services shall be limited by the accuracy and sufficiency of the information provided by the City's designated individual. In the course of providing such nonattest services, we may provide professional advice and guidance based on knowledge of accounting, tax and other compliance, and of the facts and circumstances as provided by the City's designated individual. Such advice and guidance shall be limited as permitted under the AICPA Code of Professional Conduct.

Communications

At the conclusion of the audit engagement, we may provide the City's management and those charged with governance a letter stating any significant deficiencies or material weaknesses which may have been identified by us during the audit and our recommendations designed to help the City make improvements in its internal control structure and operations related to the identified matters discovered in the financial statement audit. As part of this engagement, we will ensure that certain additional matters are communicated to the appropriate members of the City. Such matters include (1) our responsibilities under GAAS, (2) the initial selection of and changes in significant accounting policies and their application, (3) our independence with respect to the City, (4) the process used by City's management in formulating particularly sensitive accounting estimates and the basis for our conclusion regarding the reasonableness of those estimates, (5) audit adjustments, if any, that could, in our judgment, either individually or in the aggregate be significant to the financial statements or our report, (6) any disagreements with the City's management concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements, (7) our views about matters that were the subject of the City's management's consultation with other accountants about auditing and accounting matters, (8) major issues that were discussed with the City's management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards, and (9) serious difficulties that we encountered in dealing with the City's management related to the performance of the audit.

We have attached a copy of the report on our most recent peer review.

Other matters

Access to working papers

The working papers and related documentation for the engagement are the property of the Firm and constitute confidential information. We have a responsibility to retain the documentation for a period of time to satisfy legal or regulatory requirements for records retention. It is our policy to retain all workpapers and client information for seven years from the date of issuance of the report. It is our policy to retain emails and attachments to emails for a period of 12 months, except as required by any governmental regulation. Except as discussed below, any requests for access to our working papers will be discussed with you prior to making them available to requesting parties. Any parties seeking voluntary access to our working papers must agree to sign our standard access letter.

We may be requested to make certain documentation available to regulators, governmental agencies (e.g., SEC, PCAOB, HUD, DOL, etc.), or their representatives ("Regulators") pursuant to law or regulations. If requested, access to the documentation will be provided to the Regulators. The Regulators may intend to distribute to others, including other governmental agencies, our working papers and related documentation without our knowledge or express permission. You hereby acknowledge and authorize us to allow Regulators access to and copies of documentation as requested. In addition, our Firm, as well as all other major accounting firms, participates in a "peer review" program covering our audit and accounting practices as required by the AICPA. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the City may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us in writing.

Electronic transmittals

During the course of our engagement, we may need to electronically transmit confidential information to each other, within the Firm, and to other entities engaged by either party. Although email is an efficient way to communicate, it is not always a secure means of communication and thus, confidentiality may be compromised. As an alternative, we recommend using our Client Portal ("Portal") to transmit documents. Portal allows the City, us, and other involved entities to upload and download documents in a secure location. You agree to the use of email, Portal, and other electronic methods to transmit and receive information, including confidential information, between the Firm, the City, and other third party providers utilized by either party in connection with the engagement.

Use of third party providers and alternative practice structure

Cherry Bekaert LLP and Cherry Bekaert Advisory LLC (an associated, but not affiliated entity) are parties to an administrative services agreement ("ASA"). Cherry Bekaert LLP and Cherry Bekaert Advisory LLC are operating in an arrangement commonly described as an "alternative practice structure". Pursuant to the ASA, Cherry Bekaert LLP leases professional and administrative staff, both of which are employed by Cherry Bekaert Advisory LLC, to support Cherry Bekaert LLP's performance under this engagement letter. As a result, Cherry Bekaert LLP will share your confidential information with Cherry Bekaert Advisory LLC so that the leased employees are able to support Cherry Bekaert LLP's performance under this engagement letter. These leased employees are under the direct control and supervision of

Cherry Bekaert LLP, which is solely responsible for the professional performance of the services under this engagement letter. The leased employees are subject to the standards governing the accounting profession, including the requirement to maintain the confidentiality of client information, and Cherry Bekaert LLP and Cherry Bekaert Advisory LLC have contractual agreements requiring confidential treatment of all client information.

To the extent Cherry Bekaert Advisory LLC will provide tax, advisory, and/or consulting services to you, Cherry Bekaert LLP will provide Cherry Bekaert Advisory LLC with access to your accounting, financial, and other records that Cherry Bekaert LLP maintains to enable Cherry Bekaert Advisory LLC to provide those services to you.

In addition to the structure noted above, in the normal course of business, we may on occasion use the services of an independent contractor or a temporary or loaned employee, all of whom may be considered a third party service provider. On these occasions, we remain responsible for the adequate oversight of all services performed by the third party service provider and for ensuring that all services are performed with professional competence and due professional care. We will adequately plan and supervise the services provided by the third party service provider; obtain sufficient relevant data to support the work product; and review compliance with technical standards applicable to the professional services rendered. We will enter into a contractual agreement with the third party service provider to maintain the confidentiality of information and be reasonably assured that the third party service provider has appropriate procedures in place to prevent the unauthorized release of confidential information to others.

Subpoenas

In the event we are requested or authorized by the City, or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expense, as well as the fees and expenses of our counsel, incurred in responding to such a request at standard billing rates.

Dispute resolution provision

This Dispute Resolution Provision sets forth the dispute resolution process and procedures applicable to any dispute or claim arising out of or relating to this engagement letter or the services provided hereunder, or any other audit or attest services provided by or on behalf of the Firm or any of its subcontractors or agents to the City or at its request ("Disputes"), and shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise.

Mediation

All Disputes shall be first submitted to nonbinding confidential mediation by written notice to the parties, and shall be treated as compromise and settlement negotiations under the standards set forth in the Federal Rules of Evidence and all applicable state counterparts, together with any applicable statutes protecting the confidentiality of mediations or settlement discussions. If the parties cannot agree on a mediator, the International Institute for Conflict Prevention and Resolution ("CPR"), at the written request of a party, shall designate a mediator.

Arbitration procedures

If a Dispute has not been resolved within 90 days after the effective date of the written notice beginning the mediation process (or such longer period, if the parties so agree in writing), the mediation shall terminate and the Dispute shall be settled by binding arbitration to be held at a mutually agreeable location. The arbitration shall be conducted in accordance with the CPR Rules for Non-Administered Arbitration that are in effect at the time of the commencement of the arbitration, except to the extent modified by this Dispute Resolution Provision (the "Rules"). The arbitration shall be conducted before a panel of three arbitrators. Each of the City and the Firm shall designate one arbitrator in accordance with the "screened" appointment procedure provided in the Rules, and the two party-designated arbitrators shall jointly select the third in accordance with the Rules. No arbitrator may serve on the panel unless he or she has agreed in writing to enforce the terms of the engagement letter and to abide by the terms of the Rules. Except with respect to the interpretation and enforcement of these arbitration procedures (which shall be governed by the Federal Arbitration Act), the arbitrators shall apply the laws of the Commonwealth of Virginia (without giving effect to its choice of law principles) in connection with the Dispute. The arbitrators may render a summary disposition relative to all or some of the issues, provided that the responding party has had an adequate opportunity to respond to any such application for such disposition. Any discovery shall be conducted in accordance with the Rules. The result of the arbitration shall be binding on the parties, and judgment on the arbitration award may be entered in any court having jurisdiction.

Costs

Each party shall bear its own costs in both the mediation and the arbitration; however, the parties shall share the fees and expenses of both the mediators and the arbitrators equally.

Waiver of trial by jury

In the event the parties are unable to successfully arbitrate any dispute, controversy, or claim, the parties agree to WAIVE TRIAL BY JURY and agree that the court will hear any matter without a jury.

Independent contractor

Each party is an independent contractor with respect to the other and shall not be construed as having a trustee, joint venture, agency, or fiduciary relationship.

No third party beneficiaries

The parties do not intend to benefit any third party by entering into this agreement, and nothing contained in this agreement confers any right or benefit upon any person or entity who or which is not a signatory of this agreement.

Statute of limitations

The City agrees not to bring any claims against any partner or employee of the Firm in any form for any reason. The City and the Firm agree that any suit arising out of or related to the services contemplated by this engagement letter must be filed within one year after the cause of action arises. The cause of action arises upon the earlier of (i) delivery of the final work product for which the firm has been engaged, (ii) where applicable, filing of the final work product for which the firm has been engaged, or (iii) the date which the services contemplated under this engagement letter are terminated by either party.

Terms and conditions supporting fees

The estimated fees set forth in the attached engagement letter are based on anticipated full cooperation from the City's personnel, timely delivery of requested audit schedules and supporting information, timely communication of all significant accounting and financial reporting matters, the assumption that unexpected circumstances will not be encountered during the audit, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. We strive to ensure that we have the right professionals scheduled on each engagement. As a result, sudden City requested scheduling changes or scheduling changes necessitated by the agreed information not being ready on the agreed-upon dates can result in expensive downtime for our professionals. Any last minute schedule changes that result in downtime for our professionals could result in additional fees. Our estimated fees do not include assistance in bookkeeping or other accounting services not previously described. If, for any reason, the City is unable to provide such schedules, information, and assistance, the Firm and the City will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

The estimated fees contemplate that the City will provide adequate documentation of its systems and controls related to significant transaction cycles and audit areas.

In providing our services, we will consult with the City with respect to matters of accounting, financial reporting, or other significant business issues as permitted by professional standards. Accordingly, time necessary to affect a reasonable amount of such consultation is reflected in our fees. However, should a matter require research, consultation, or audit work beyond that amount, the Firm and the City will agree to an appropriate revision in our fee.

The estimated fees are based on auditing and accounting standards effective as of the date of this engagement letter and known to apply to the City at this time. Unless otherwise indicated, estimated fees do not include any time related to the application of new auditing or accounting standards that impact the City for the first time. If new auditing or accounting standards are issued subsequent to the date of this letter and are effective for the period under audit, we will estimate the impact of any such standard on the nature, timing, and extent of our planned audit procedures and will communicate with the City concerning the scope of the additional procedures and the estimated fees.

The City agrees to pay all costs of collection (including reasonable attorneys' fees) that the Firm may incur in connection with the collection of unpaid invoices. In the event of nonpayment of any invoice rendered by us, we retain the right to (a) suspend the performance of our services, (b) change the payment conditions under this engagement letter, or (c) terminate our services. If we elect to suspend our services, such services will not be resumed until your account is paid. If we elect to terminate our services for nonpayment, the City will be obligated to compensate us for all time expended and reimburse us for all expenses through the date of termination.

This engagement letter sets forth the entire understanding between the City and the Firm regarding the services described herein and supersedes any previous proposals, correspondence, and understandings whether written or oral. Any subsequent changes to the terms of this letter, other than additional billings, will be rendered in writing and shall be executed by both parties. Should any portion of this engagement letter be ruled invalid, it is agreed that such invalidity will not affect any of the remaining portions.

Report on the Firm's System of Quality Control

November 29, 2022

To the Partners of Cherry Bekaert LLP and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Cherry Bekaert LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; audits of employee benefit plans; an audit performed under FDICIA; and an examination of service organizations (SOC 2 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.



"EisnerAmper" is the brand name under which EisnerAmper LLP and Eisner Advisory Group LLC provide professional services. EisnerAmper LLP and Eisner Advisory Group LLC are independently owned firms that practice in an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. EisnerAmper LLP is a licensed CPA firm that provides attest services, and Eisner Advisory Group LLC and its subsidiary entities provide tax and business consulting services. Eisner Advisory Group LLC and its subsidiary entities are not licensed CPA firms.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Cherry Bekaert LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Cherry Bekaert LLP has received a peer review rating of pass.

EisnerAmper LLP

EisnerAmper LLP
Iselin, New Jersey



EisnerAmper LLP
1000 New York Avenue, N.J.



December 16, 2022

Michelle Thompson
Cherry Bekaert LLP
3800 Glenwood Ave Ste 200
Raleigh, NC 27612-5532

Dear Michelle Thompson:

It is my pleasure to notify you that on December 16, 2022, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is October 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Michael Wagner". The signature is fluid and cursive.

Michael Wagner
Chair, National PRC

+1.919.402.4502

cc: Marc Fogarty, Steven Siegel

Firm Number: 900010011816

Review Number: 594133

The	Governing Board City Council
of	Primary Government Unit City of Reidsville
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Cherry Bekaert LLP
	Auditor Address 1111 Metropolitan Ave Ste #900, Charlotte, NC 28204

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Chris Phillips	Asst. City Manager of Administration	cphillips@ci.reidsville.nc.us

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	City of Reidsville
Audit Fee	\$ 63,000
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 7,000 - An additional \$5,000 per SA programs over one (1)
Writing Financial Statements	\$
All Other Non-Attest Services	\$

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Cherry Bekaert LLP	
Authorized Firm Representative (typed or printed)* Daniel T. Gougherty	Signature*
Date*	Email Address* dgougherty@cbh.com

GOVERNMENTAL UNIT

Governmental Unit* City of Reidsville	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed) Chris Phillips	Signature*
Date of Pre-Audit Certificate*	Email Address* cphillips@ci.reidsville.nc.us

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



The City of
Reidsville
North Carolina

Department of Planning & Community Development
230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065
Planning@reidsvillenc.gov

M E M O R A N D U M

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: July 28, 2023
RE: Eastern Piedmont HOME Consortium Membership

The Piedmont Triad Regional Council (PTRC), in partnership with the City of Burlington, has approached the City and asked us to join the new Eastern Piedmont HOME Consortium. HOME is administered through the Housing and Urban Development Agency (HUD) and is the largest Federal block grant to state and local governments, designed exclusively to create affordable housing for low-income households, with HOME funds awarded annually as formula grants to participating jurisdictions. The City of Burlington will be the principle applicant for funding with the surrounding counties (Alamance, Caswell, Davidson, Randolph, and Rockingham) as members. HUD has required the City of Burlington to also engage municipalities within the adjacent counties in their population calculations to determine the consortiums' qualifying funding amount. The Consortium will be governed by an appointed board from the member counties who will receive applications for funding.

Some examples of common HOME funded project types include: buying, and/or rehabilitating affordable housing for rent or homeownership and providing direct rental assistance to low-income people. Forming a consortium is a way for local governments that would not otherwise qualify for funding to join with other contiguous units of local government to directly participate in the program. The consortium can leverage greater HOME funding by increasing population numbers and getting as many surrounding municipal partners as possible. Access to HOME funds would be a considerable asset to local non-profits to increase the amount and availability of affordable housing in Reidsville.

Attached is a resolution supporting the creation of the Eastern Piedmont HOME Consortium. I am asking for council approval of the resolution. The resolution allows the City Manager to sign any contracts required for the City to join the consortium. There is no financial contribution required from the City for membership. This program would be a tremendous asset to Reidsville citizens with low and moderate incomes. I recommend approval of the proposed resolution.

**NORTH CAROLINA
CITY OF REIDSVILLE**

**RESOLUTION
SUPPORTING THE CREATION OF
THE EASTERN PIEDMONT NC HOME CONSORTIUM**

WHEREAS, if approved, this resolution would offer support for the creation of the Eastern Piedmont NC Home Consortium and further authorizes the Reidsville City Manager to negotiate and enter into an agreement with other units of local government in the five (5) counties in creating the consortium, and further authorizes the Reidsville City Manager to sign all contracts, grant agreements, certifications with the US Department of Housing and Urban Development, the State of North Carolina, or other agencies as may be required to carry out the activities of the consortium.

WHEREAS, the creation of the HOME Consortium provides an opportunity for federal block grant funding to be used toward the development of affordable housing opportunities within the Eastern Piedmont Consortium, which covers Alamance, Caswell, Davidson, Randolph and Rockingham Counties. This action does not commit the City of Reidsville to provide any funding, as the only time a funding commitment may be required is if the City of Reidsville were to pursue grant funding through the consortium for an affordable housing initiative.

WHEREAS, the HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use, often in partnership with local nonprofit groups, to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership, or providing direct rental assistance to low-income households. HOME is the largest Federal block grant to state and local governments, designed exclusively to create affordable housing for low-income households, with HOME funds awarded annually as formula grants to participating jurisdictions.

WHEREAS, generally, units of local government form consortia to access direct formula allocations of HOME funds to support housing activities and programs, for which states are automatically eligible for HOME funds and receive their formula allocation or \$3 million, whichever is greater. Local jurisdictions eligible for at least \$750,000 under the formula also can receive a direct allocation. Communities that do not qualify for an individual allocation under the formula can join with one or more neighboring localities in a legally binding consortium whose members' combined allocation would meet the threshold for direct funding. Under current funding levels, if all eligible counties, and municipalities, join this consortium, the proposed consortium would have funding of approximately \$2,172,070 annually. The net funding level after deducting administrative fees used to run the program would be approximately \$1,960,000.

WHEREAS, there is a 25% on-going match requirement on all funds drawn from the consortium's HOME Investment Trust Fund treasury account in that fiscal year. The 25% non-federal match can be in the form of cash, assets, labor or other services valuable to the HOME program. The 25% match will be the responsibility of the recipient accessing the funds on a project by project

basis. In the current regional consortium, funds from private and non-profit partners have produced far more match funds than would be required and no local funds have been required for match. No money is required from local governments to join the consortium.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF REIDSVILLE CITY COUNCIL, that the Council is in support of participation in an Agreement to join the Eastern Piedmont NC HOME Consortium, which will provide an opportunity for Low Income Residents of the City of Reidsville to receive benefit from grant funds to be used toward the development of affordable housing.

ADOPTED this the 8th day of August, 2023 by the City Council of the City of Reidsville, North Carolina.

Donald L. Gorham, Mayor

Angela G. Stadler, 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: Summer Woodard, City Manager
FROM: Angela G. Stadler, CMC/NCCMC, City Clerk *AS*
SUBJ: Ordinance Amendment – Chapter 9.5 HRC Membership
DATE: August 1, 2023

Currently the Human Relations Commission has a member who recently attended Reidsville High School and this fall will be attending an area college. He would like to continue serving on the HRC so the attached ordinance amendment is being recommended that would allow either a high school or college student to fill one of the two student positions on the Commission as long as they can still attend HRC meetings in person. Previously the student position had only included those attending a high school in Rockingham County.

Therefore, I am placing this item on the Council's Consent Agenda for approval. The ordinance is attached with the revised wording in italics.

/ags

**AN ORDINANCE AMENDING CHAPTER 9.5, HUMAN
RELATIONS COMMISSION, OF THE REIDSVILLE CODE OF
ORDINANCES**

BE IT ORDAINED:

That Section Sec. 9.5-2, Membership appointments; terms of office; vacancies; compensation of the Reidsville Code of Ordinances is amended as follows:

Sec. 9.5-2. Membership appointments; terms of office; vacancies; compensation.

(a) The 11-member human relations commission should be composed of seven (7) residents of the city who shall be appointed by the city council. In addition, the city council may appoint up to two (2) members who reside within Rockingham County no further than three miles from the primary Reidsville City limits and two (2) members who shall *either* be students of a high school located in Rockingham County *or a local college, which allows the member to attend HRC meetings in person.*

This the 8th day of August, 2023.

/s/ _____
Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

MEMORANDUM



To: City Council, City of Reidsville
Summer Woodard, City Manager

CC: Angela Stadler, City Clerk

From: Monica Chevalier, CDBG-I Grant Administrator
Michele Faison, CDBG-I Grant Administrator

Date: 08/08/23

Project: FY19 CDBG-Infrastructure Sewer Rehabilitation/Replacement Project
CDBG # 19-I-3112; WR No. 08190820.10 (Adm); 08190820.00 (Eng)

Subject: **PUBLIC HEARING FOR CDBG-I PROGRAM AMENDMENT**

The purpose of this Memo is to summarize the **CDBG-I Program Amendment** for the City's 2019 Community Development Block Grant Infrastructure (CDBG-I) Program, being presented for adoption at the City Council meeting.

PURPOSE OF HEARING:

The purpose of the public hearing is to clarify the project area for the project and allow residents an opportunity to express their views for the CDBG-I Grant # 19-I-3112; Sewer Rehabilitation project.

HISTORY:

In April 2020, the City was awarded a total of \$1,999,298 in U.S. Department of Housing and Urban Development (HUD) CDBG-I funds (100% of total project costs) from NC Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI). As part of the funding application process, a public hearing was conducted in September of 2019 describing the CDBG program. Due to favorable construction bid prices, additional linework included within the original project area boundary can be fixed.

PROJECT DESCRIPTION:

The **Original** approved project scope included the following major activities: Rehabilitate/replace approximately 7,800 linear feet (LF) of deteriorated/aged gravity sewer outfall lines in the areas of Hart Street, Washington Avenue, Circle Drive, Terry Street, and Wray Street.

The **Amendment 1** project scope added the Reidsville Intermediate School Outfall Line, and the Western Connector to the project description. These segments were included in the application but not listed in the previous public hearing.

Due to favorable construction bid prices received, the project can address some additional sewer lines that were proposed in the original project boundary area.

The **Amendment 2** project scope will retain the original scope of rehabilitate/replace approximately 7,800 but conduct CCTV and subsequent rehab/replacement of up to an additional 2,400 LF of collector/outfall sewer line (up to a total approximately 10,200 LF) within the original project boundary. Segments include portions of Davis at the intersection with Washington in a westward direction towards the Western Connector and outfall, in the cross-country easements off Terry Street crossing Franklin Street, and

additional portions of the Reidsville Intermediate School Outfall Line southward towards Fulton Street as well as northwestward crossing Freeway Drive.

These activities meet the same need and provide the same benefit as the original project scope. The additional linework was previously analyzed in preliminary engineering and environmental reports. The original determination of no adverse impact to the environment is retained. This project will be like-for-like replacement of lines with no increase in capacity. This project will improve local public and environmental health by eliminating inflow and infiltration and reducing the possibility of sanitary sewer overflows that flow into local tributaries and surface waters. Project activities will take place primarily in low- and moderate-income (LMI) residential areas with the worst sewer line conditions. The project area has a population that is at least 51% LMI, and therefore, 100% of the CDBG funds will be used to benefit LMI persons. The total project budget remains unchanged at \$1,999,298.

The City does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities. Efforts will be made to minimize displacement during project implementation and applicable utility easements, and displacement assistance as necessary will be available. Persons with disabilities, limited English proficiency, or who otherwise require special accommodations should contact the City at 336-349-1040, TDD: 800-735-2962 (Relay Service at 711).

CITIZEN COMMENTS:

Comments should be postmarked no later than **August 11, 2023**, and a written response will be made within 10 business days. The project amendment package will be submitted to DWI within approx. two weeks after all required CDBG forms are executed. Public grant documents are available at City Hall upon request, between the hours of 9:00 AM and 4:00 PM. All City Hall visitors are to comply with federal, state, and local coronavirus guidelines. For additional information or to submit written comments, please contact:

Angela Stadler, City Clerk; astadler@ci.reidsville.nc.us
230 W Morehead St,
Reidsville, NC 27320
PH: 336-349-1040 / TDD: 800-735-2962 (Relay Service 711)

This information is available in Spanish or any other language upon request. Please contact Angela Stadler, City Clerk, at 336-349-1040 or 230 W Morehead St, 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, City Clerk, al 336-349-1040 o en 230 W Morehead St, Reidsville, NC 27320, de alojamiento para esta comunicado

C: CDBG-I Files

CITY OF REIDSVILLE
FY 19 COMMUNITY DEVELOPMENT BLOCK GRANT
INFRASTRUCTURE PROGRAM
AMENDMENT RESOLUTION

This Resolution authorizes an amendment to the City of Reidsville FY 19 Community Development Block Grant-Infrastructure (CDBG-I) Program.

WHEREAS, the City is participating in the Community Development Block Grant Program under Title 1 of the Housing and Community Development Act of 1974, as amended, administered by the North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI); and

WHEREAS, the City desires to amend the approved project activities and certifies that a public hearing, in accordance with the North Carolina CDBG-I Program Regulations, was conducted on Tuesday, August 8, 2022, at 6:00 PM to discuss the proposed amendment; and

WHEREAS, the City certifies that regulations relating to environmental review conditions have been followed, Environmental Review documents have been reviewed to determine any changes to the original finding of no significant impact on the environment, no adverse impacts were discovered, and the original Finding of No Significant Impact is still valid;

THEREFORE, BE IT RESOLVED by the City Council of the City of Reidsville, North Carolina:

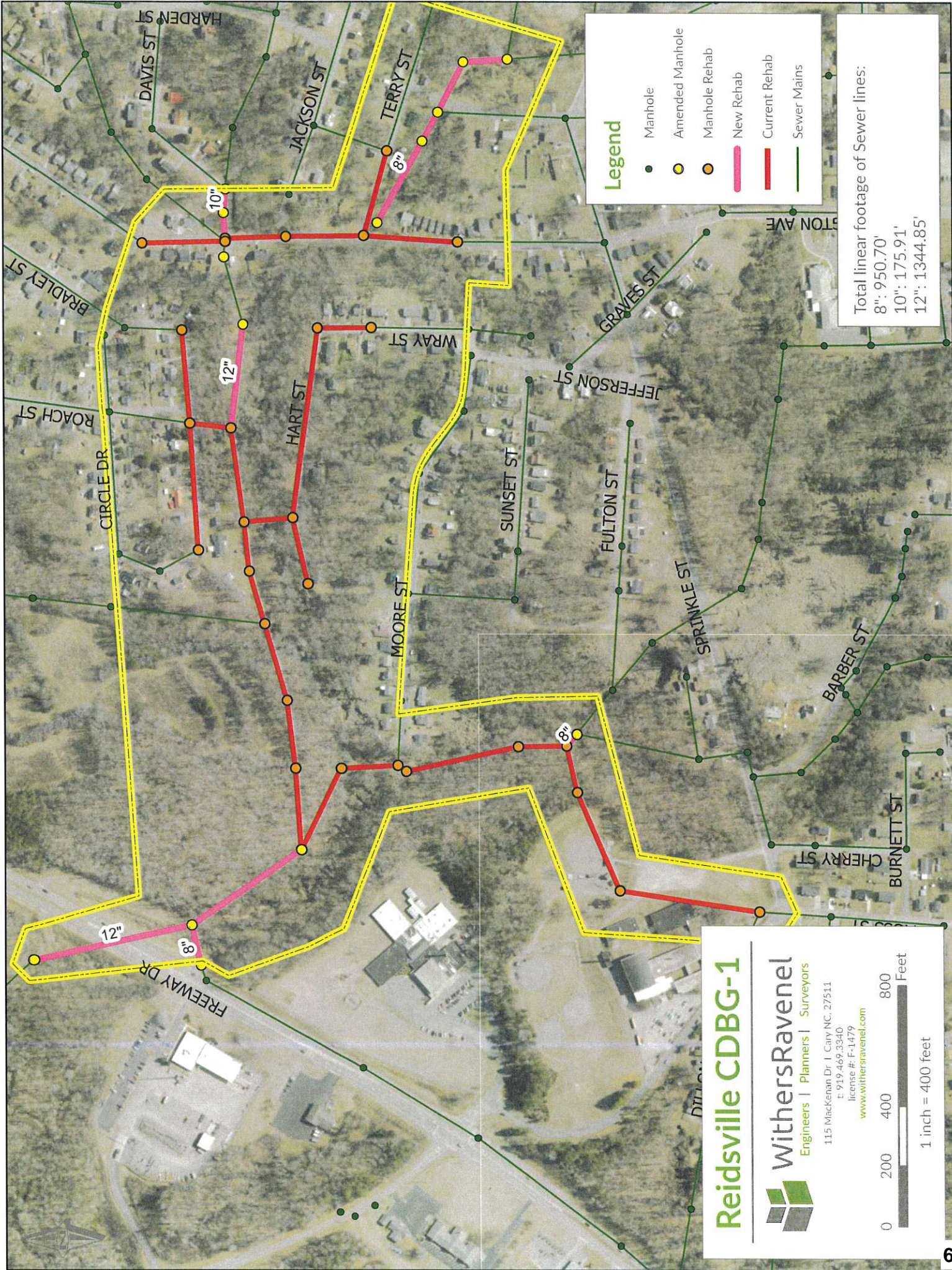
1. That the amendment to the FY19 CDBG-I Program is authorized.

Adopted this 8th day of August, 2023.

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, City Clerk



Legend

- Manhole
- Amended Manhole
- Manhole Rehab
- New Rehab
- Current Rehab
- Sewer Mains

Total linear footage of Sewer lines:
 8": 950.70'
 10": 175.91'
 12": 1344.85'

Reidsville CDBG-1

WithersRavenel
 Engineers | Planners | Surveyors

115 Mackenan Dr | Cary NC, 27511
 T: 919.469.3340
 License #: F-1479
www.withersravenel.com

0 200 400 800 Feet
 1 inch = 400 feet

**NOTICE OF PUBLIC HEARING
CITY OF REIDSVILLE
FY19 COMMUNITY DEVELOPMENT BLOCK GRANT
INFRASTRUCTURE (CDBG-I) PROGRAM**

Notice is hereby given that the City Council of the City of Reidsville will hold a public hearing on **Tuesday, August 8, 2023, at 6:00 PM** in City Hall, 230 W Morehead St, Reidsville, NC 27320. Please visit the City's website for more info at www.reidsvillenc.gov. The purpose of the public hearing is to update the project area for the CDBG-I Sewer Rehabilitation Project, propose a budget revision, and allow residents an opportunity to express their views. The total project budget remains unchanged at \$1,999,298 in CDBG-I funds (100% of total project costs) from NC Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI).

The initial project included CCTV investigation and subsequent rehab/replacement of approximately 7,800 LF of aged/deteriorated gravity sewer line with associated manholes, point repairs, service reconnections, and appurtenances along portions of Hart Street, Washington Avenue, Circle Drive, Terry, and Wray Streets as well as the Reidsville Intermediate School Outfall Line and Western Connector. Due to favorable construction bid prices received, it is proposed to conduct additional CCTV and subsequent rehab of up to approx. 2,400 LF of collector/outfall gravity sewer line. Segments include portions of Davis at the intersection with Washington in a westward direction towards the Western Connector and outfall, in the cross-country easements off Terry Street crossing Franklin Street, and additional portions of the Reidsville Intermediate School Outfall Line southward towards Fulton Street as well as northwestward crossing Freeway Drive. These areas were surveyed as part of the original grant application, engineering report, and environmental review. The project will continue to benefit at least 51% low-moderate income households, and therefore, 100% of the CDBG funds will be used to benefit LMI persons.

Persons having any questions concerning the CDBG-I Program are urged to attend the public hearing, make their views known, and submit comments. The project amendment package will be submitted to DWI within approx. two weeks after all required CDBG forms are executed. A public information file exists at City Hall and may be viewed upon request. For additional information or to submit written comments, please contact: Angela Stadler, City Clerk, at 230 W Morehead St, Reidsville, NC 27320; PH: 336-349-1040; astadler@ci.reidsville.nc.us. Comments should be postmarked no later than **August 11, 2023**, and a written response will be made within 10 business days. The City does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities. Efforts will be made to minimize displacement during project implementation and applicable utility easements, and displacement assistance as necessary will be available. Persons with disabilities, limited English proficiency, or who otherwise require special accommodations should contact the City at 336-349-1040, TDD: 800-735-2962 (Relay Service at 711), at least 48 hours prior to the scheduled meeting.

This information is available in Spanish or any other language upon request. Please contact Angela Stadler, City Clerk, at 336-349-1040 or 230 W Morehead St, 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, City Clerk, al 336-349-1040 o en 230 W Morehead St, Reidsville, NC 27320, de alojamiento para esta comunicado.

Summer Woodard, City Manager





The City of
Reidsville

North Carolina

Department of Planning & Community Development

230 W, Morehead Street, Reidsville, NC 27320 Ph. (336)349-1065

Planning@reidsvillenc.gov

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: July 27, 2023
RE: Special Use Permit, Docket No. SP 2023-01

Nelda Logan has applied for a Special Use Permit (SUP) for 636 Lincoln St. The application is to allow a Manufactured/Mobile Home at this location. Please note there are standards for Manufactured/Mobile Homes identified in the Zoning Ordinance. The property is zoned Residential-6 (R-6) and Manufactured/Mobile Homes are allowed with a SUP.

The abutting lot to the north is zoned R-6. The lots to the west are also zoned R-6. The lots to the east and south are split-zoned R-20 and RA-20. This area is characteristically residential. This subject property is located in growth area 3 of the Land Development Plan, which includes a mixture of commercial and residential development. Therefore, a single unit Manufactured/Mobile Home would be in alignment with the Land Development Plan specifications for this area.

The criterion for Manufactured/Mobile Homes per the Zoning Ordinance are:

Use: **Mobile Homes on Individual Lot**

Approved By: City Council

Special Use
Districts: R-6

Requirements: Mobile homes/manufactured homes on single lots must be built to HUD standards (National Mobile Home Construction and Safety Standards Act). Each unit must have been constructed within five years of the date of issuance of the certificate of zoning compliance and must have a seal of compliance per G. S. 143-144 et seq. Each unit must further comply with the following criteria:

- (a) The manufactured home has a length not exceeding four times its width; and
- (b) The pitch of the manufactured home's roof has a minimum vertical rise of two and two tenths feet for each twelve feet of horizontal run (2.2' in 12') and the roof is finished with shingles; and
- (c) The exterior siding consists predominately of vinyl or aluminum horizontal lap siding, wood or hardboard; and
- (d) A continuous, permanent masonry curtain wall or foundation, unpierced except for ventilation and access, is installed under the manufactured home; and
- (e) The tongue, axles, removable towing apparatus, and transporting lights are removed after final placement on the site.
- (g) A porch at least 16 square feet in size and at least 4 feet by 4 feet in dimensions, with stairs, must be attached to the front entrance of the home in a workmanship manner that meets North Carolina Building Codes.

The applicant is required to meet this criterion in addition to any conditions placed on the SUP.

As you are aware, the Council must come to certain findings regarding the impact of the development on the area. These findings are spelled out in the Zoning Ordinance and are listed below. It is the applicant's responsibility to provide evidence and materials that will allow the Council to take the appropriate action. The Council may also recommend conditions on the application to ensure that the proposed project meets the intent of the Zoning Ordinance.

The following are the specific findings of fact from the Zoning Ordinance in which the Council must find:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
2. The use meets all required conditions and specifications.

3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
4. 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 Land Development Plan for Reidsville and its surroundings.

The planning staff recommend the following conditions be placed on the SUP. They are in line with the request:

1. The use shall comply with the Special Use criteria for Manufactured/Mobile Homes per the Reidsville Zoning Ordinance.
2. The unit shall comply with the North Carolina Building Code.

The SUP request was presented to the Planning Board at their July meeting. The Board voted favorably for each of the four findings of fact. Further, they unanimously voted to recommend the SUP be approved with the two conditions previously noted that were recommended by the planning staff.

Enclosures



City of Reidsville, North Carolina

Department of Community Development

230 West Morehead Street

Reidsville, NC 27320

336-349-1065

Application for Special Use Permit

Must be submitted by email to communitydevelopment@ci.reidsville.nc.us or mail (address above)

Date Submitted: May 22, 2023 Application No.: S 2023-01 (Office Use)

Pursuant to the provisions of City of Reidsville Zoning Ordinance Article V, Section 3, the undersigned hereby makes formal application for a Special Use Permit.

The purpose of this Special Use Application is to allow the undersigned to use the property

located at: 636 Lincoln St Reidsville NC 27230

For the following use or purpose: House Burned down, Replace it with a Double wide Home

Property Identification No. (PIN): 890515646282 Zoning District: R-6

Property Acreage/ Square Footage: 0.29 Acres

Conditions Placed on application by Applicant:

Applicant's Name: Nelda Logan

Mailing Address: 636 Lincoln St

City, State, ZIP: Reidsville NC 27230 Contact Phone Number: 336-340-6781

Special Use Permit Application
Page 2

Property Owners Name: Nelda Logan

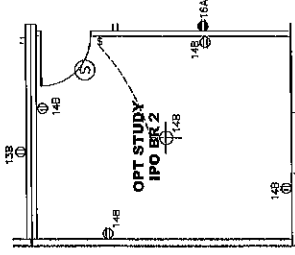
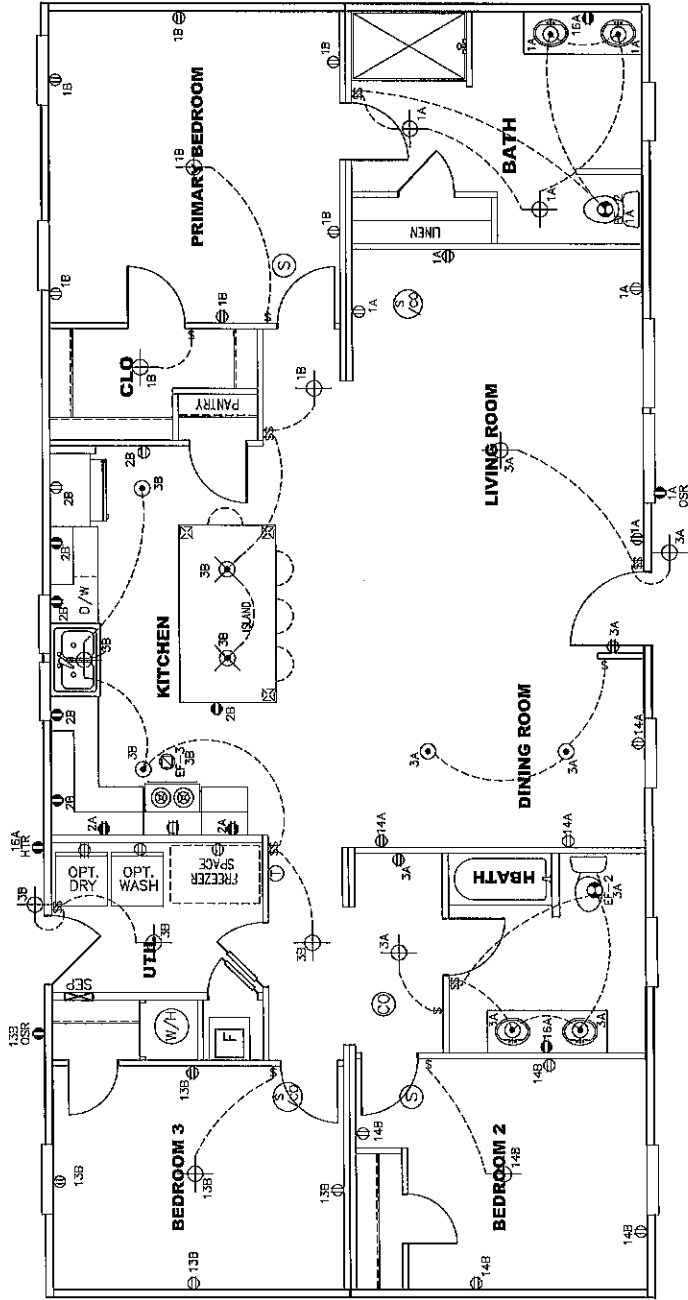
Mailing Address: 636 Lincoln St

City, State, ZIP: Reidsville NC 27230 Contact Phone Number: 336-340-6781

An application has been duly filed requesting that the property involved in this application be issued a Special Use Permit for the uses(s) indicated in this Application. It is understood and acknowledged that if a Special Use Permit is issued as requested, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently amended by the approving body (City Council or Board of Adjustment). It is further understood and acknowledged that final plans and operating conditions for any development on the property involved is binding, unless subsequently amended by the approving body (City Council or Board of Adjustment).

Signature of Applicant: Nelda Logan

Signature of Property Owner: Nelda Logan



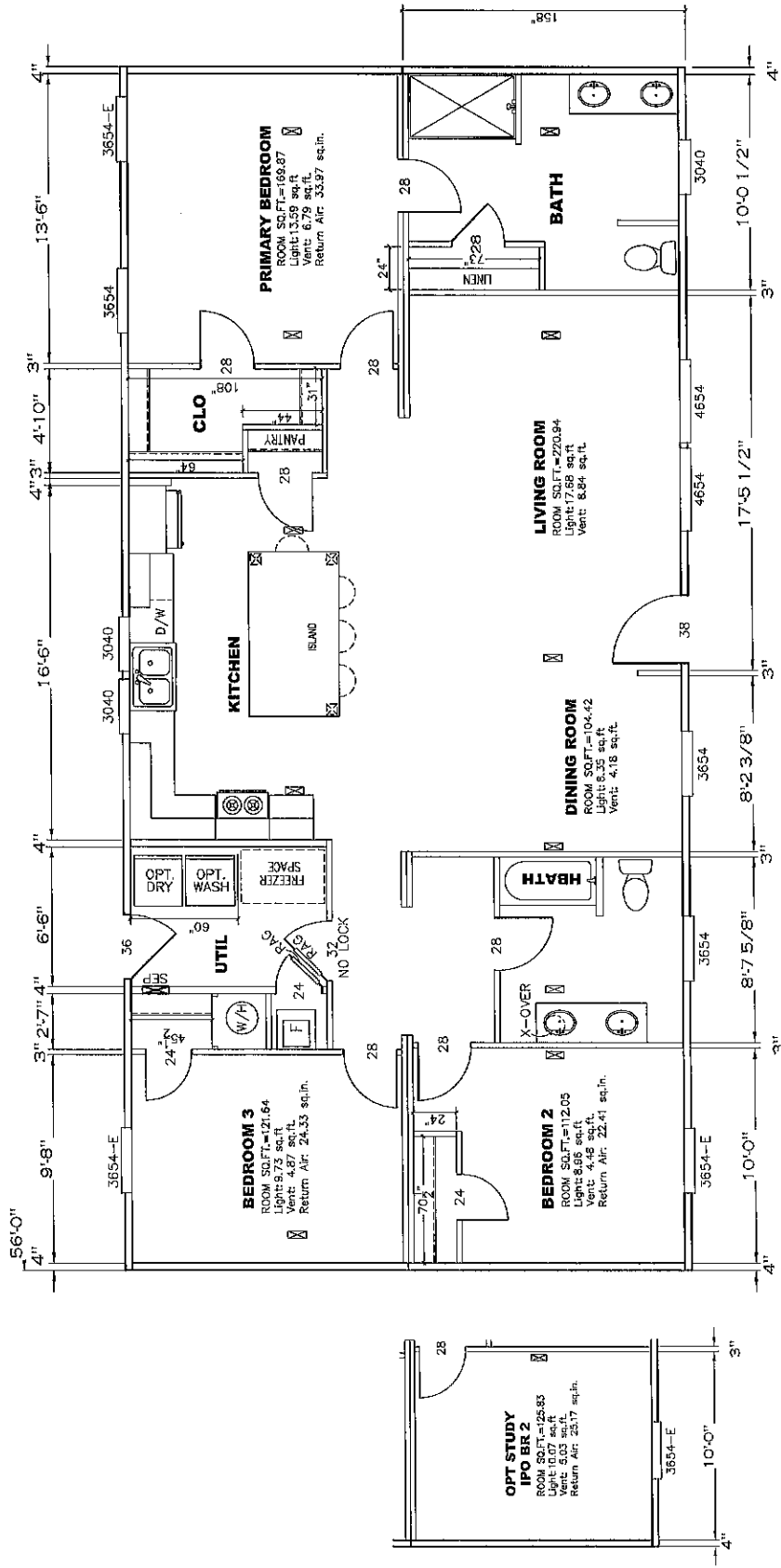
APPROVED

APPROVED
 01 NOV 2022
 FP-28-5573
 Federal Manufactured Home Construction And Safety Standards

- NOTES:
- ALL CIRCUITS SHOWN ARE FOR REFERENCE AND MAY BE CHANGED BASED ON OPTIONAL COMPONENTS INSTALLED IN THE HOME.
 - REFER TO DAPIA MANUAL FOR SYMBOL CHART.
 - EITHER LIGHT OR RECEPTACLE MUST CONNECT TO SWITCH.
 - EF-1= 50 CFM EXHAUST FAN REQUIRED FOR THERMAL ZONE I. THERMAL ZONES I & II MAY USE FAN OR WINDOW W/1.5 SQ. FT. OPENABLE GLASS.
 - EF-2= 50 CFM EXHAUST FAN REQUIRED THERMAL ZONE I, II, AND III.
 - EF-3= 100 CFM RANGE EXHAUST FAN, SWITCH AT HOOD.
 - EF-4= WHOLE HOUSE VENTILATION REQUIREMENTS PER DAPIA MANUAL.
 - REFER TO DAPIA MANUAL OR THE MFG. INSTALLATION INSTRUCTIONS FOR PROPER WIRE SIZE AND BREAKER SIZE FOR SPECIFIC APPLIANCE AND MODEL BEING INSTALLED.
 - ALL SMOKE ALARMS TO BE LOCATED ON THE CEILING.
 - CARBON MONOXIDE ALARMS ARE ONLY REQUIRED WHEN HOME HAS EITHER FUEL BURNING APPLIANCES, IS GARAGE READY OR IS BASEMENT READY. REFERENCE DAPIA MANUAL FOR ADDITIONAL INFORMATION.
 - DIMENSIONS SHOWN ON PRINT ARE APPROXIMATE AND TO BE USED ONLY AS A GUIDELINE.

CIRCUIT	CIRCUIT #	WIRE	BREAKER	CIRCUIT #	CIRCUIT	CIRCUIT #	WIRE	BREAKER			
LIGHT/RECEP	1A,B,3A,B,13B,14B	14-2	15-SP	WATER HEATER	4A,6B	SEE NOTE #8	SEE NOTE #8	BATHROOM	16A	12-2	20-SP
KITCHEN	2A,2B,14A	12-2	20-SP	RANGE	5B,7A	SEE NOTE #8	SEE NOTE #8	OPT D/W/SP	9B	SEE NOTE #8	SEE NOTE #8
WASHER	12A	12-2	20-SP	FURNACE	6A,8A,B,10A,B	SEE NOTE #8	SEE NOTE #8	UPP D/W	11A,B	SEE NOTE #8	SEE NOTE #8
DRYER	5A,7B	SEE NOTE #8	SEE NOTE #8	OPT D/W/WASH	9A	SEE NOTE #8	SEE NOTE #8	FREEZER	13A	SEE NOTE #8	SEE NOTE #8
				SMOKE ALARM	4B	SEE NOTE #8	SEE NOTE #8				

1,475 SQ.FT. (STD PLAN "CONDITIONED")
 N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")
CMH MANUFACTURING
 Model #: UBX28563J
 Date: 10/26/22
 Scale: NTS
 Drawing #: 29M195
 Product Designer: E HARROWICK
 28' x 56' Coastal Breeze
ELECTRICAL PLAN-06

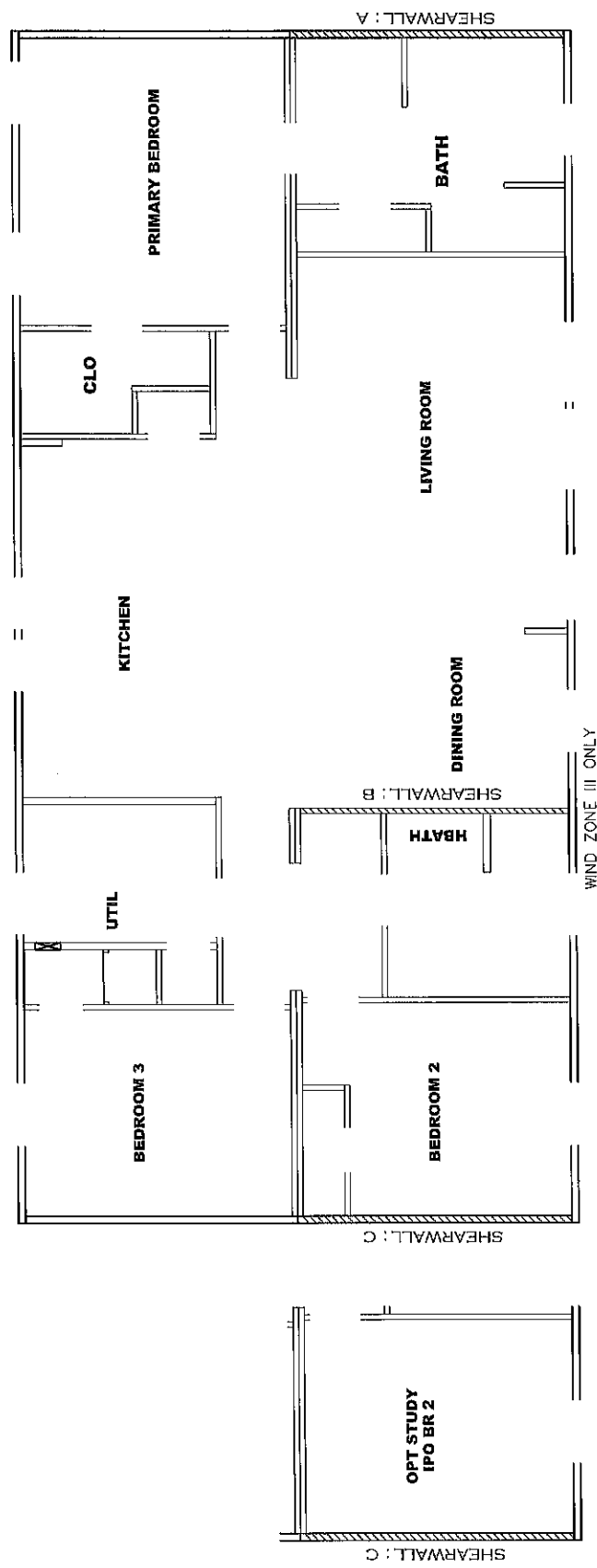


APPROVED
 01 NOV 2022
 FP-28-5573
 Federal Manufactured Home Construction And Safety Standards

APPROVED
 CMH MANUFACTURING
 Model #: UBX28583/
 Date: 10/26/22 | Scale: NTS
 Drawing #: 29M195
 Product Designer: E HARDWICK
 28' x 56' Coastal Breeze

1,475 SQ.FT. (STD PLAN "CONDITIONED")	
N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")	
CMH MANUFACTURING	Model #: UBX28583/
	Date: 10/26/22 Scale: NTS
	Drawing #: 29M195
Product Designer: E HARDWICK	
28' x 56' Coastal Breeze	
FLOOR PLAN	

NOTE: ALL BEDROOMS ARE WITHIN 35' FROM AN EXT. DOOR



Model # 29M195-8ft
 Box Width = 158" Double wide
 Box Length = 56 ft. 95.5" MIN. I.BEAM No Clerestory
 No Skylights
 No Porches
 Joist Size = #2 sp 2x6 Lags 9Mx3"

Minimum Joist Spacing 16"
 No Offset Box
 No Origami Dormer
 No Sunken Floor
 No Parapet Roof

Version R13.14

Wind Zone 1 Standard Roof
 (3/8" sheathing only with 15 gax 1.5" at 5'10" oc.
 (197 plf) Chords: 2x4 SPF #3 Top Plate & 2x4 Rail
 Each spliced w/12" glue block.

Shearwall	Dist./Hitch	Length	PLF	# of Joists	Lags	Notes
A	0'	128"	162	2	2/1	96 inch sidewall
C	56'	128"	162	2	2/1	

Wind Zone 2 Standard Roof
 (3/8" sheathing only with 15 gax 1.5" at 5'10" oc.
 (197 plf) Chords: 2x4 SPF #3 Top Plate & 2x4 Rail
 Each spliced w/12" glue block.

Shearwall	Dist./Hitch	Length	PLF	# of Joists	Lags	Notes
A	0'	Full	425	2	3/3	96 inch sidewall
C	56'	Full	425	2	3/3	

Wind Zone 3 Standard Roof
 (3/8" sheathing only with 15 gax 1.5" at 5'10" oc.
 (197 plf) Chords: 2x4 SPF #3 Top Plate & 2x4 Rail
 Each spliced w/12" glue block.

Shearwall	Dist./Hitch	Length	PLF	# of Joists	Lags	Notes
A	0'	Full	425	2	3/3	
B	36.66'	Full	425	2	2/2	0.66
C	56'	136"	162	2	2/1	

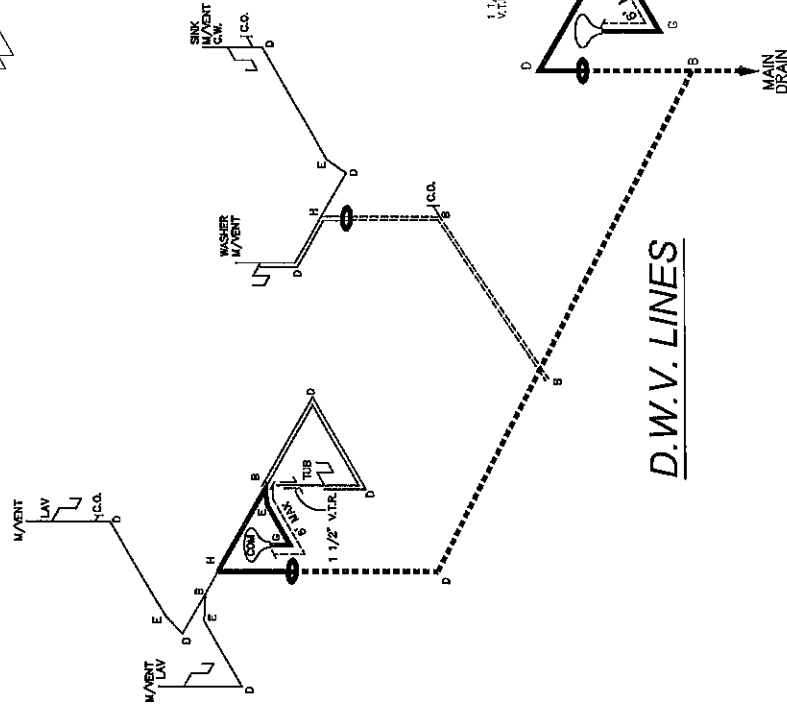
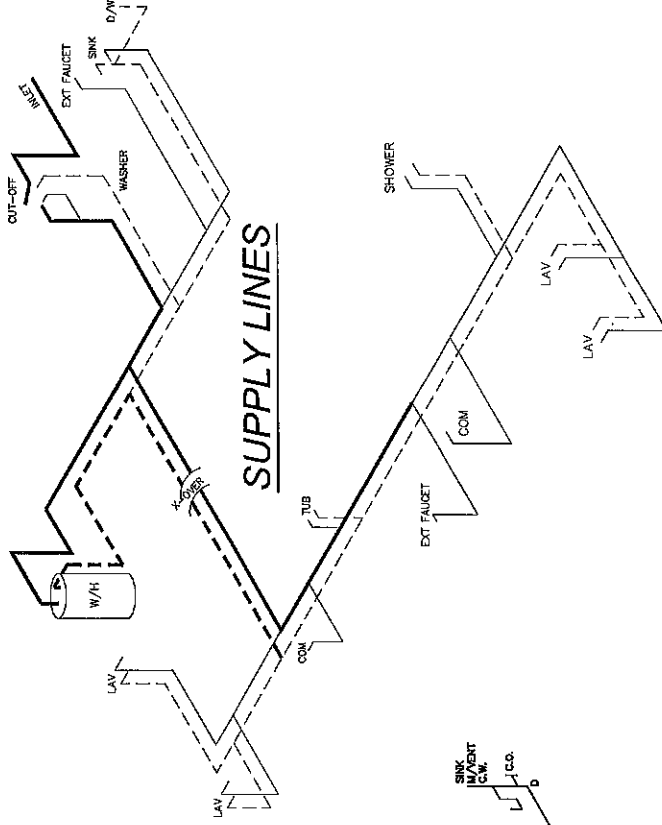
APPROVED
BWG
 01 NOV 2022
 FP-28-5573
 Federal Manufactured Home Construction And Safety Standards

1,475 SQ.FT. (STD PLAN "CONDITIONED")
 N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

Model #	UBX285631	Drawing #	29M195
Date	10/22/22	Scale	N/A
Product Designer	E HARDWICK	Product	28' x 56' Coastal Breeze

CMH MANUFACTURING
APPROVED SHEARWALL PAGE

NOTE:
 DASHED LINES INDICATES HOT WATER
 SOLID LINES INDICATES COLD WATER
 _____ = 3/4"
 _____ = 1/2"

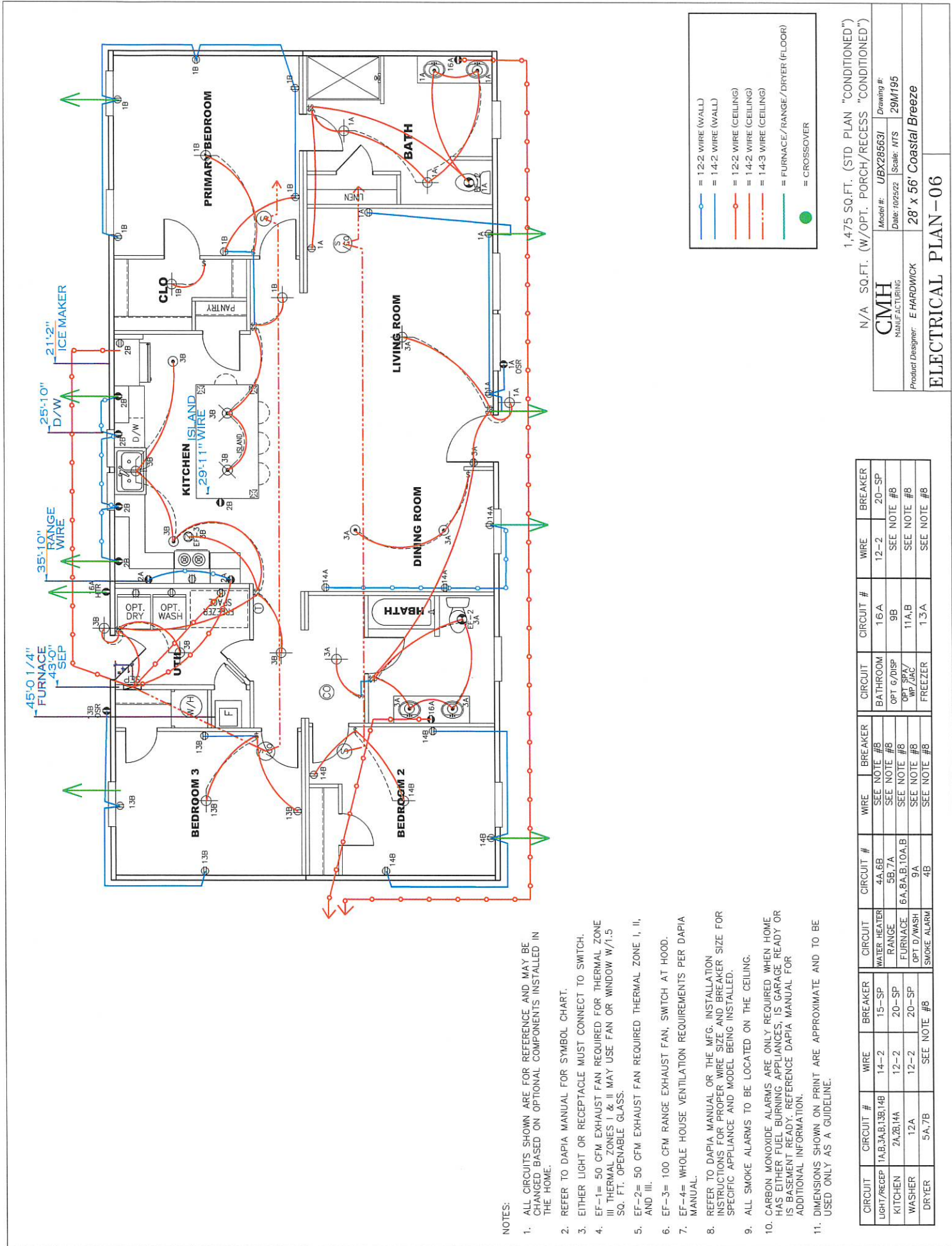


APPROVED
DWG
APPROVED
 01 NOV 2022
 FP-28-5573
 Federal Manufactured
 Home Construction
 And Safety Standards

1,475 SQ.FT. (STD PLAN "CONDITIONED")	
N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")	
CMH	Model #: UBX28563J Drawing #: 29M195
MANUFACTURING	Date: 10/28/22 Scale: NTS
Product Designer: E HARDWICK	28' x 56' Coastal Breeze
D.W.V. and Supply Lines	

LEGEND	
A	SHORT TURN T-Y
B	LONG TURN T-Y
C	1/4 BEND
D	LONG SWEEP 1/4 BEND
E	45° ELL
F	90° SANITARY TEE
G	90° STREET ELL
H	DOUBLE ELL
I	22 1/2° ELL
J	45° Y
K	LONG TURN STREET ELBOW
L	45° FIT ELL

DWV LINE SIZE CHART	
_____	= 3"
_____	= 2"
_____	= 1 1/2"

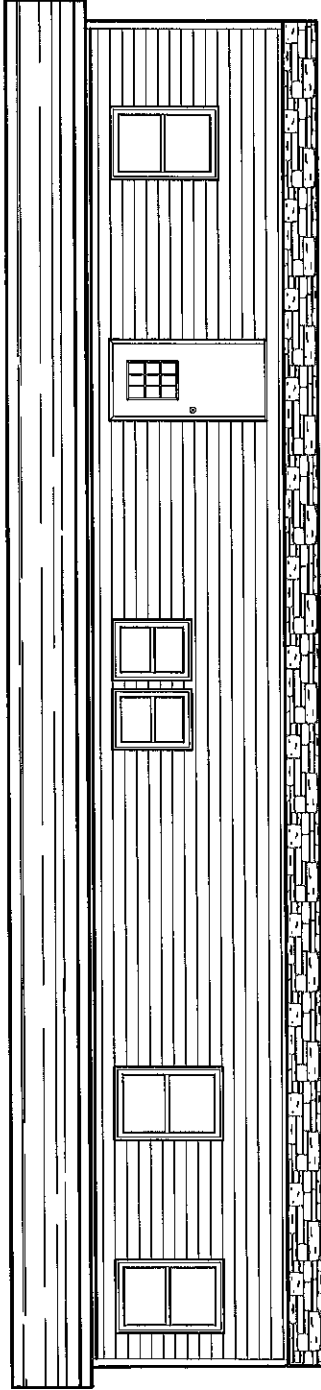


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 N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

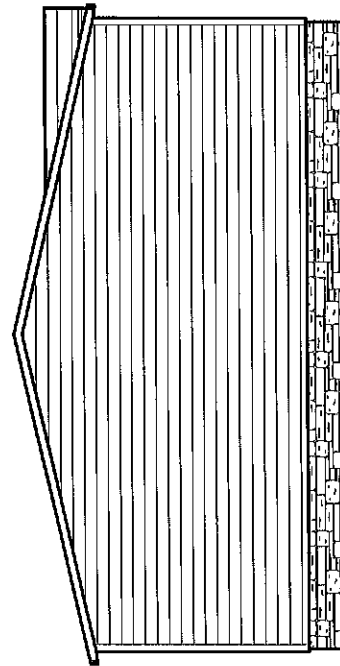
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 Date: 10/25/22 Scale: NTS
 Product Designer: E HARDWICK

28' x 56' Coastal Breeze

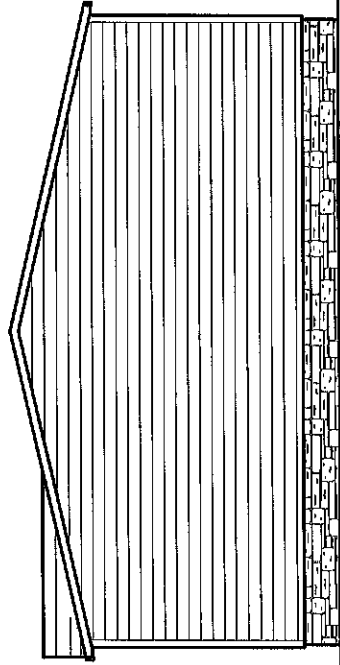
ELECTRICAL PLAN-06



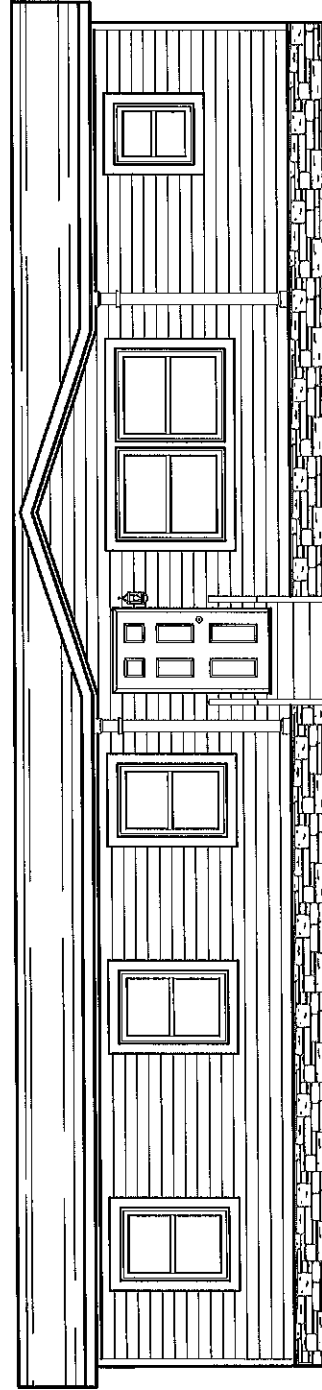
REAR ELEVATION



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION

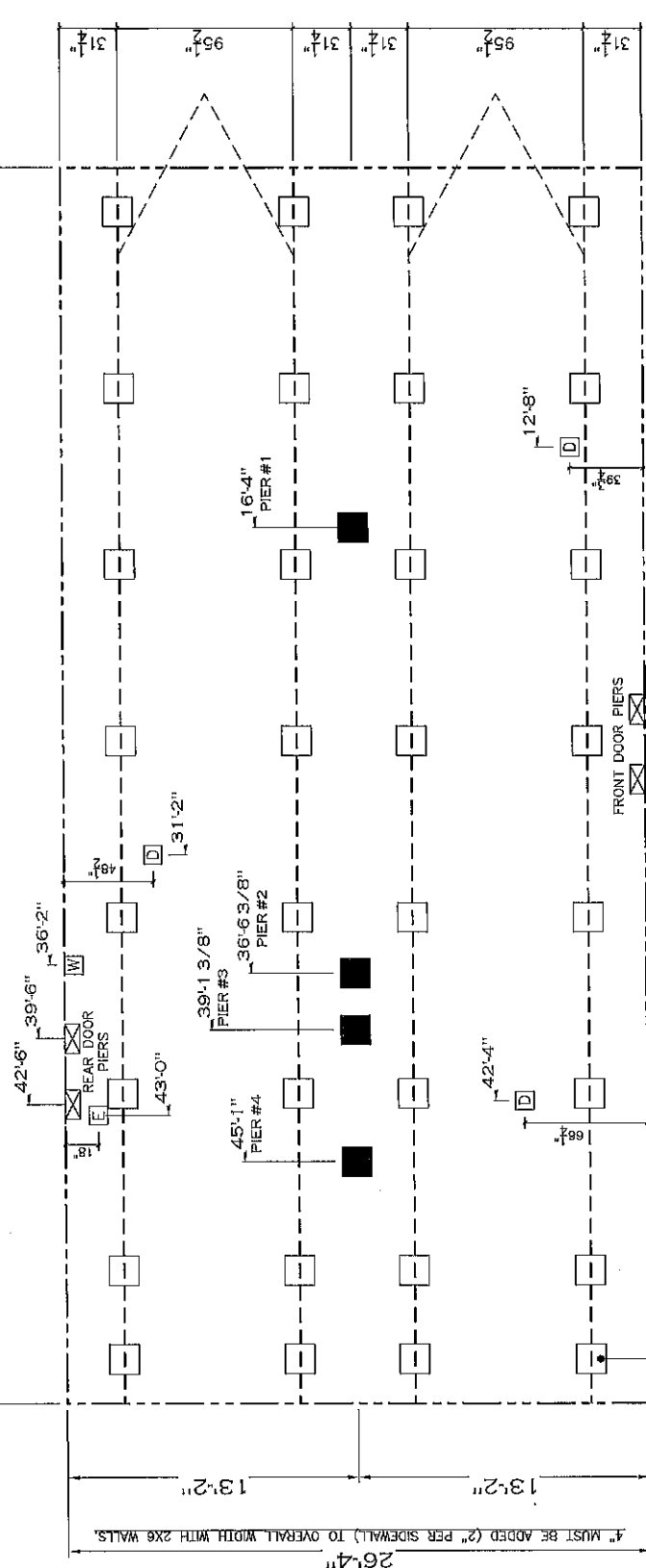


FRONT ELEVATION

1,475 SQ.FT. (STD PLAN "CONDITIONED")
 N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

Model #:	UBX285631	Drawing #:	29M195
Manufacturer:	CMH MANUFACTURING	Scale:	NTS
Product Designer:	E HARDWICK	28' x 56' Coastal Breeze	
ELEVATION			

56'-0" 4" MUST BE ADDED (2" PER ENDWALL) TO OVERALL LENGTH WITH 2X6 WALLS.



SERVICE DROP LEGEND

- [E] = ELECTRICAL DROP
- [W] = WATER INLET
- [D] = DWV PLUMBING DROP
- [G] = GAS INLET

PIER LEGEND

- [□] = SUPPORT UNDER MATING OPENING
- [■] = SUPPORT AT MATING COLUMN
- [▣] = SUPPORT UNDER MATING WALL
- [◼] = PIER PORCH/RECESSED ENTRY
- [□] = PIER MAIN BEAM
- [⊞] = PIER PERIMETER

- GENERAL NOTES:**
- PIER LOADS SHOWN ARE TO BE USED TO SIZE THE FOOTINGS BELOW THE MARRIAGEWALL FOR COLUMN SUPPORT PIERS. REFER TO TABLES 6b AND 6c IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS FOR HOMES THAT DO NOT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 7b AND 7c IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS THAT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 10 AND 10g TO DETERMINE FOOTING SIZE FOR ALL PIERS.
 - REFER TO TABLE 9 FOR PIER CONFIGURATION AND MAXIMUM ALLOWABLE HEIGHTS. CROSS REFERENCE THE PIER HEIGHT WITH THE MAXIMUM ALLOWABLE FLOOR HEIGHT LISTED IN THE FRAME TIEDOWN CHARTS (TABLE 18, 19, AND 20). FLOOR WIDTH SHOWN IS FOR STANDARD PRODUCT ONLY. CONTACT THE MFG PLANT FOR SPECIFICATIONS OF OPTIONS ORDERED.
 - SERVICE DROP LOCATIONS IDENTIFIED ARE APPROXIMATE. THE MAXIMUM SPACING FOR 8" I-BEAMS IS 8 FEET, 10" & 12" I-BEAMS ARE 10 FEET.

20 lb ROOF LOAD SIDEWALL OPENING PIER LOAD 28' BOX WIDTH	SIDEWALL OPENING (FT)				
	3	4	5	6	8
	1175	1330	1485	1640	1950
	10	10	10	10	10

*FOR 30 lb & 40 lb ROOF LOAD REFER TO TABLES 7b & 7c IN THE INSTALLATION MANUAL

Column Pier #	Distance from Hitch (ft)	Pier Load (lbs)
1	16.333	4389
2	36.531	4389
3	39.115	1579
4	45.083	1579

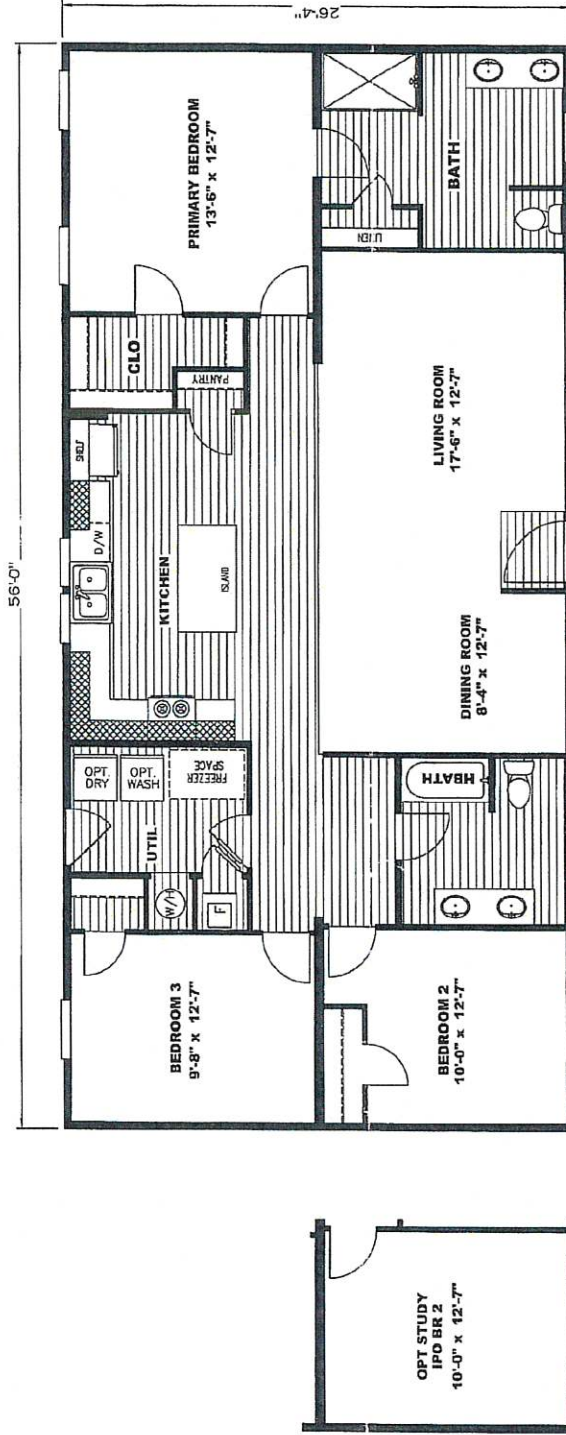
1,475 SQ.FT. (STD PLAN "CONDITIONED")
 N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

Model #: UBX285631 Drawing #:
 Date: 10/29/22 State: NTS 29M195

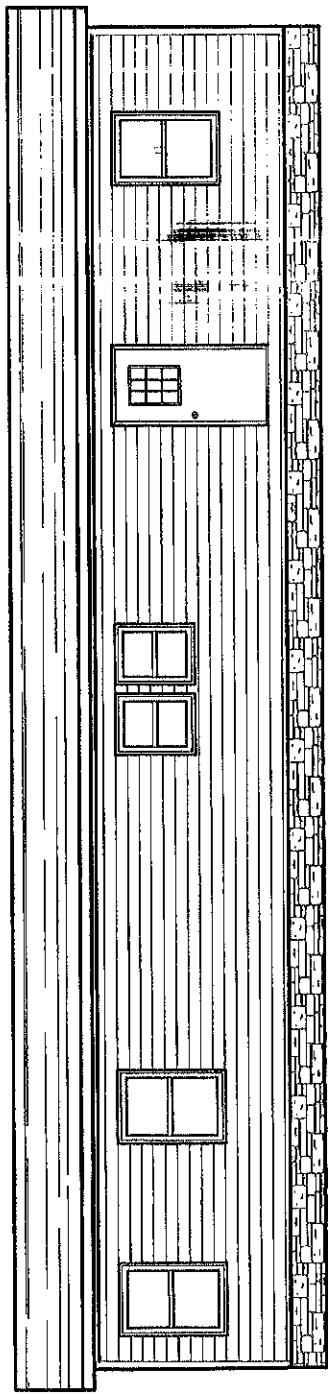
Product Designer: E HARDWICK 28' x 56' Coastal Breeze

PIER LOADS

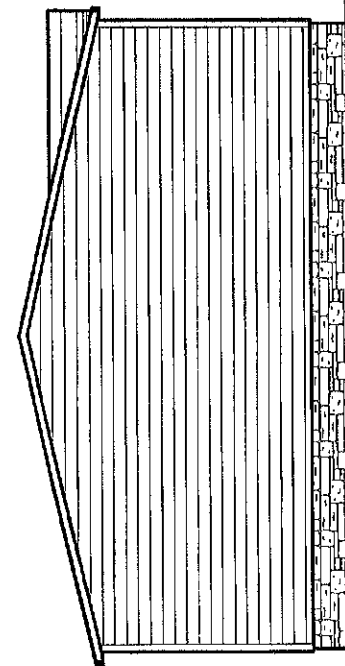
maybe 90 days



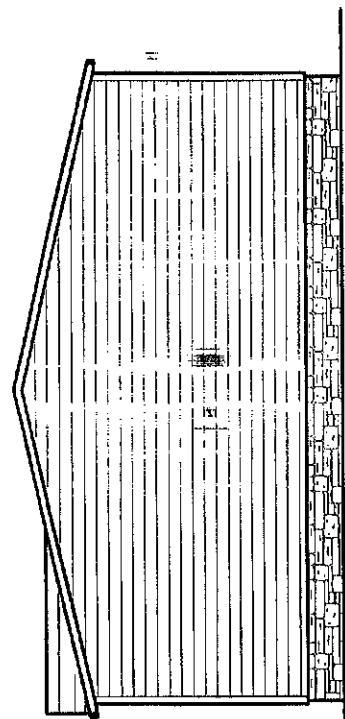
Model #: UBX28563C
Drawing #: 29M195



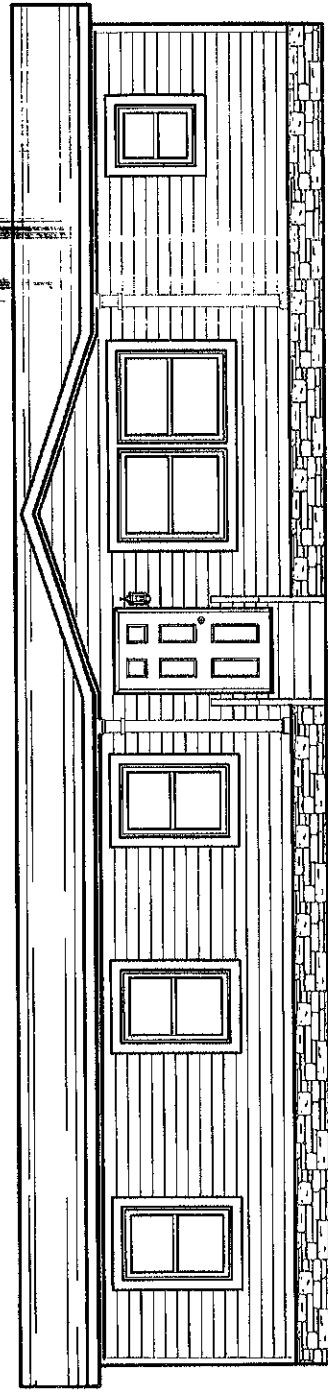
REAR ELEVATION



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION



FRONT ELEVATION

Big Roof Plan

1,475 SQ.FT. (STD PLAN "CONDITIONED")		1,475 SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")	
Model #:	UBX28563/	Model #:	UBX28563/
Date:	10/20/22	Scale:	NYS
Project Designer:	E HARDWICK	Drawing #:	29M195
ELEVATION		28' x 56' Coastal Breeze	

Name1	Name2	TaxpayAddr	TaxpayAd_1	TaxpayCity	TaxpayStat	TaxpayZIP
CHRISTOPHER L WHEELER	ASA S WHEELER	621 LINCOLN ST		REIDSVILLE	NC	27320-3009
RON MARSHBURN		4027 WINDSPRAY LOOP		SUMMERFIELD	NC	27358-9739
CLARENCE C WATKINS JR	LOLITA C WATKINS	3791 WAYFARER DR		GREENSBORO	NC	27410-8343
GRETCHEN W GASTON		C/O NELDA G LOGAN	636 LINCOLN ST	REIDSVILLE	NC	27320-3010
DOROTHY G MARONEY		3313 N DUKE ST		DURHAM	NC	27704-2105
CATHRYN B LAWSON		C/O DAVID L LAWSON	214 N ASH ST	GUTHRIE	OK	73044-3304
SYLVIA SCALES HAIRSTON		210 LYTLE ST		REIDSVILLE	NC	27320-2919
BRENDA A GWYNN		PO BOX 2361		REIDSVILLE	NC	27323-2361
JOHN N HESTER III	ELISABETH SCOTT DALEY & OTHERS	C/O JOHN N HESTER III	14842 MICHAUX VALLEY CIR	MIDLOTHIAN	VA	23113-6737



The City of
Reidsville
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

SPECIAL USE PERMIT

There is hereby granted to Nelda Logan, a Special Use Permit in accordance with the Reidsville Zoning Ordinance, Article V, Section 3 of the Reidsville Zoning Ordinance.

This permit is to allow Nelda Logan to place a manufactured home (mobile home) on the property located at 636 Lincoln St., specifically Rockingham County Tax Parcel Number: 154184 with the following conditions:

1. The use shall comply with the Special Use criteria for Manufactured/Mobile Homes per the Reidsville Zoning Ordinance.
2. The unit shall comply with the North Carolina Building Code.

Said property is zoned Residential-6 (R-6).

This Permit is granted to the person, firm, or corporation designated above, and for the purpose and under the conditions set forth above. The Special 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 _____ day of _____, 2023,

by the CITY COUNCIL OF REIDSVILLE, N. C.

CITY CLERK
ANGELA G. STADLER



THE CITY OF
Reidsville
NORTH CAROLINA

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

MEMORANDUM

TO: Christopher L. Wheeler & Asa S. Wheeler
Ron Marshburn
Clarence C. Watkins, Jr. & Lolita C. Watkins
Gretchen W. Gaston, c/o Nelda G. Logan
Dorothy G. Maroney
Cathryn B. Lawson, c/o David Lawson
Sylvia Scales Hairston
Brenda A. Gwynn
John N. Hester III, Elisabeth Scott Daley & Others,
c/o John N. Hester III

FROM: Angela G. Stadler, CMC/NCCMC, City Clerk *AS*

DATE: July 25, 2023

SUBJ: Public Hearing – August 8, 2023

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, August 8, 2023, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Special Use Permit application to place a Manufactured Home at 636 Lincoln Street, Rockingham County Tax Parcel #154184, located in the Residential-6 (R-6) Zoning District. Nelda Logan, the property owner, submitted the application (S 2023-01).

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:30 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

The City of Reidsville shares the goals of the Americans with Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-735-2962 (TT).



THE CITY OF
Reidsville
NORTH CAROLINA

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

**CERTIFICATE OF MAILING NOTICES OF PUBLIC HEARING
TO PROPERTY OWNERS**

TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:

I, Angela G. Stadler, CMC, Reidsville City Clerk, do hereby certify that notices of the public hearing considering an application requesting a Special Use Permit to place a Manufactured Home at 636 Lincoln Street, Rockingham County Tax Parcel #154184, located in the Residential-6 (R-6) Zoning District (S 2023-01), to be held on August 8, 2023, at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 25th day of July 2023, to all the owners of real property shown thereon.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 25th day of July, 2023.



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

NOTICE OF PUBLIC HEARING

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A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 26th day of July, 2023.

Angela G. Stadler, CMC/NCCMC
City Clerk

The City of Reidsville shares the goals of the Americans with Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-235-2962 (TT).

**Rockingham Now Publish Dates: Wednesday, July 26, 2023
Wednesday, August 2, 2023**

Rockingham Now Classified Dept.: Bill CC (City Council)



The City of
Reidsville

North Carolina

Department of Planning & Community Development

230 W, Morehead Street, Reidsville, NC 27320 Ph. (336)349-1065

Planning@reidsvillenc.gov

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: July 27, 2023
RE: Special Use Permit, Docket No. S 2023-02

Melissa Galloway has applied for a Special Use Permit (SUP) for 305 S Branch St. The applicant is requesting to operate a Homeless Shelter at this location. Please note, there are standards for Homeless Shelters identified in the Zoning Ordinance. The property is zoned Office & Institutional (O&I) and Homeless Shelters are allowed with a SUP.

The standards in the Ordinance for Homeless Shelters are as follows:

Need Assessment: A valid need assessment indicating the feasibility of the proposed development shall be presented along with the Special Use Permit request. Information provided in needs assessment shall be supported by reference and source to document validity. The assessment shall outline:

- a. The area the proposed shelter shall serve (Map).
- b. Determination of homeless population in stated area, present and future.
- c. Determination of overall population in stated area.
- d. Statement of need.
- e. Applicant must present data on property uses and physical character of surrounding neighborhood and demonstrate how proposed development will be compatible with surrounding neighborhood.
- f. Indicate location of other group home facilities (per definition of group home).

Off-Street Parking

Requirement: One (1) parking space required for every four (4) beds.

Required Buffer: Where a homeless shelter abuts a lot in a residential district or land occupied by any residential use permitted by this ordinance, there shall be provided and maintained along said property line, a continuous visual buffer. The buffer shall be a compact evergreen hedge or other type of evergreen foliage screening, or shall be a combined fence and shrubbery screen, the latter facing the residential use.

Minimum Building

Area: The building shall have a minimum floor space of 50 square feet per person.

Radius

Requirement: The zoning lot on which the homeless shelter proposed shall not be located within one-fourth mile radius of a zoning lot containing another such residential facility.

Operation

Conditions: Occupants must be contained within building.

Operation must be operated by a government agency or tax-exempt organization under Internal Revenue Service regulations and Section 501(3)(c) of the Internal Revenue Code, as amended.

Operator must provide continuous on-site supervision during hours of operation.

The applicant is required to meet this criterion in addition to any conditions placed on the SUP.

As you are aware, the Board must come to certain findings regarding the impact of the development on the area. These findings are spelled out in the Zoning Ordinance and are listed below. It is the applicant's responsibility to provide evidence and materials that will allow the Board to take the appropriate action. The Board may also recommend conditions on the application to ensure that the proposed project meets the intent of the Zoning Ordinance.

The following are the specific findings of fact from the Zoning Ordinance in which the Board must find:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
2. The use meets all required conditions and specifications.

3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
4. 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 Land Development Plan for Reidsville and its surroundings.

The planning staff recommend the following conditions be placed on the SUP. They are in line with the request:

1. The use shall comply with the Special Use criteria for Homeless Shelters per the Reidsville Zoning Ordinance.
2. The facility shall comply with the North Carolina Building Code.

The SUP request was presented to the Planning Board at their July meeting. The Board voted favorably for each of the four findings of fact. Further, they unanimously voted to recommend the SUP be approved with the two conditions previously noted that were recommended by the planning staff.

Enclosures



City of Reidsville, North Carolina

Department of Community Development

230 West Morehead Street

Reidsville, NC 27320

336-349-1065

Application for Special Use Permit

Must be submitted by email to communitydevelopment@cityofreidsville.nc.us or mail (address above)

Date Submitted: _____ Application No.: S 2023-02 (Office Use)

Pursuant to the provisions of City of Reidsville Zoning Ordinance Article V, Section 3, the undersigned hereby makes formal application for a Special Use Permit.

The purpose of this Special Use Application is to allow the undersigned to use the property

located at: 305 S. Branch St., Reidsville

For the following use or purpose: homeless shelter

Property Identification No. (PIN): 890519607895 Zoning District: OI

Property Acreage/ Square Footage: 2.66 / 11,200

Conditions Placed on application by Applicant:

Applicant's Name: Ms. Melissa Galloway

Mailing Address: P.O. Box 4370

City, State, ZIP: Eden, NC 27209 Contact Phone Number: 336.791.3053

Special Use Permit Application
Page 2

Property Owners Name: Home of Refuge Outreach Inc.

Mailing Address: P.O. Box 4370

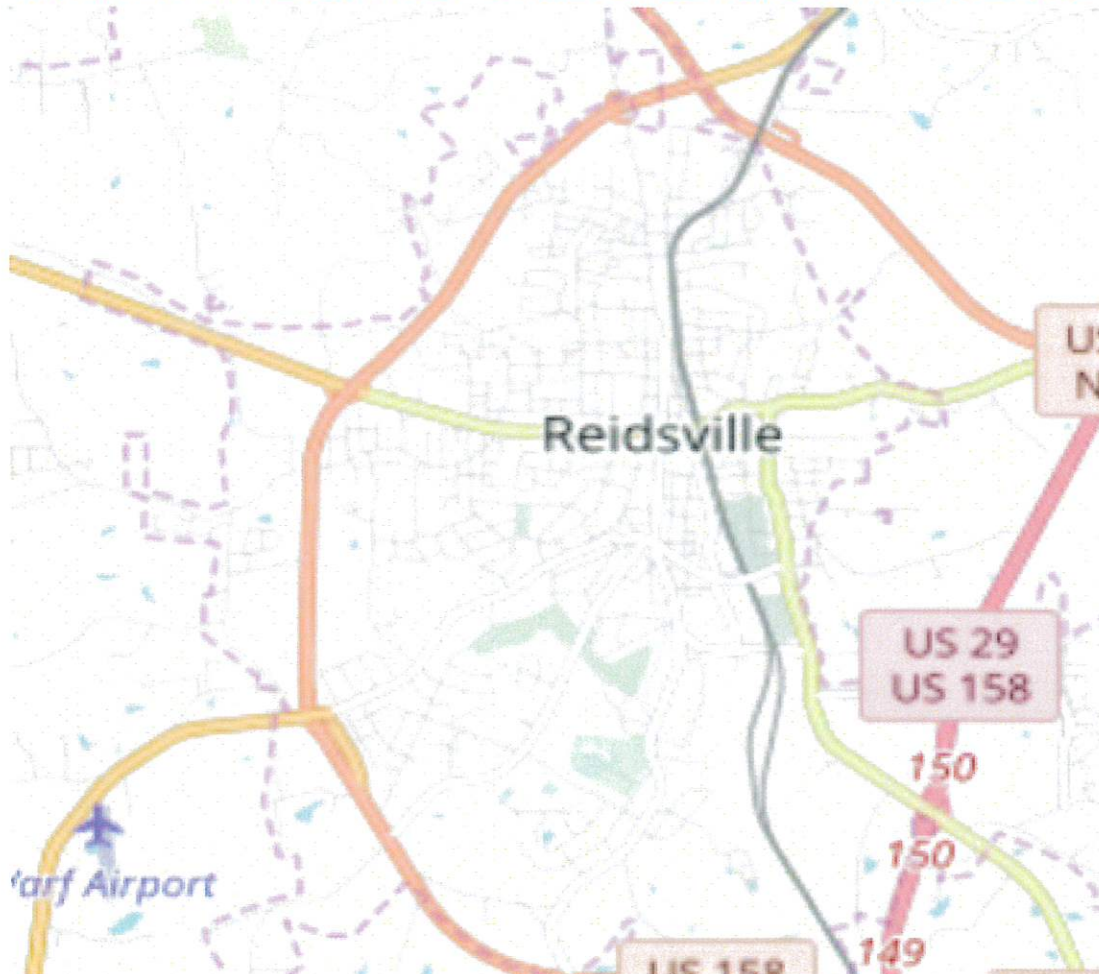
City, State, ZIP: Eden, NC 27289 Contact Phone Number: 534.791.3853

An application has been duly filed requesting that the property involved in this application be issued a Special Use Permit for the uses(s) indicated in this Application. It is understood and acknowledged that if a Special Use Permit is issued as requested, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently amended by the approving body (City Council or Board of Adjustment). It is further understood and acknowledged that final plans and operating conditions for any development on the property involved is binding, unless subsequently amended by the approving body (City Council or Board of Adjustment).

Signature of Applicant: Melvin D. Jolley

Signature of Property Owner: Melvin D. Jolley

A. AREA WHERE PROPOSED SHELTER SHALL SERVE



REIDSVILLE NC AND SURROUNDING AREA

B. DETERMINATION OF HOMELESS POPULATION IN REIDSVILLE AND SURROUNDING AREA

Home Of Refuge Outreach Inc, uses the HMIS which stands for Homeless Management Information System to report data to the North Carolina Coalition to End Homelessness (NCCEH) through the CoC (Continuum of Care). Each Continuum of Care (CoC) is required by the US Department of Housing and Urban Development (HUD) to collect and report on defined data elements regarding persons served through local homeless service systems and programs. This data is entered into a Homeless Management Information System (HMIS).

More than 610 individuals or families were experiencing homelessness in Reidsville and surrounding area between 2011 and 2022 including Reidsville NC from data collected by Home Of Refuge Outreach Inc. These were the sheltered count numbers, so this does not include the unsheltered individuals who may be out in the woods, abandoned buildings and other places not meant for habitation. These individuals and their families live night-to-night wondering where they are going to sleep, if they will be safe, in a warm and secure environment as well as have access to nutritious meals, clothing, transportation and other needed services. Many of their lives are often marked by addiction, abandonment, separation, abuse, sickness, mental illness, death in the family and shame. These conditions can position them to repeat the cycle of homelessness, placing further strain on the community and government resources.

HOME OF REFUGE OUTREACH INC, YEARLY DATA ON INDIVIDUALS SERVED

YEAR	# OF PEOPLE SERVED
2021 - 2022	(115) INDIVIDUALS / FAMILIES
2019 - 2020	(59) INDIVIDUALS / FAMILIES (Pandemic effect)
2017 - 2018	(163) INDIVIDUALS / FAMILIES
2015 - 2016	(147) INDIVIDUALS / FAMILIES
2013 - 2014	(67) INDIVIDUALS / FAMILIES
2011 - 2012	(59) INDIVIDUALS / FAMILIES

C. DETERMINATION OF OVERALL POPULATION IN STATED AREA

Reidsville and surrounding area (Rockingham County) population in 2019: 91,010 (38% urban, 62% rural); it was 91,928 in 2000 Population density: 161 people per square mile (high).

Reidsville NC Population: in 2019: 13,987 (96% urban, 4% rural). Population change since 2000: -3.4%

Source: http://www.city-data.com/county/Rockingham_County-NC.htm |

D. STATEMENT OF NEED

Home of Refuge Outreach Inc is the only homeless shelter in Reidsville and surrounding area that has continued to house the men, women, children and the Veterans and has continued to Bridge the gap between the community and homelessness by housing our homeless population whom we refer to as "Neighbors". As of January 1, 2020, we

became operational year round to house the growing population of our neighbors who were experiencing homelessness.

There is great need for a homeless shelter in Reidsville and surrounding areas due to the following reasons:

1. There are individuals living in abandoned houses and buildings, out in the woods, laundromats, under bridges, in their cars, in public places such as the market square in Reidsville, libraries, hospitals and other locations prompting the local police to transport them to Home Of Refuge Outreach Shelter. on several occasions.
2. Affordable housing wait times are long and there is not enough low income housing available.
3. The Reidsville and surrounding area Hospitals, Social services, Schools,the Salvation Army, Domestic Violence Agencies, Mental Health institutions and other agencies are calling and referring potential homeless individuals to Home Of Refuge Outreach Shelter.
4. Some Reidsville and surrounding area residents who are released from correctional facilities or institutions who do not have a home to return to in their residential county are occasionally referred to Home Of Refuge Outreach Shelter.
5. Individuals who need to fulfill their community service hours are occasionally referred to Home of Refuge Outreach by the Courts and Legal System.

If there were more effort geared towards helping the homeless individuals and their families get on their feet while searching for jobs or acquiring skills for employment or even housing, that would remove them from the chronically homeless population.

E. DATA ON PROPERTY USES

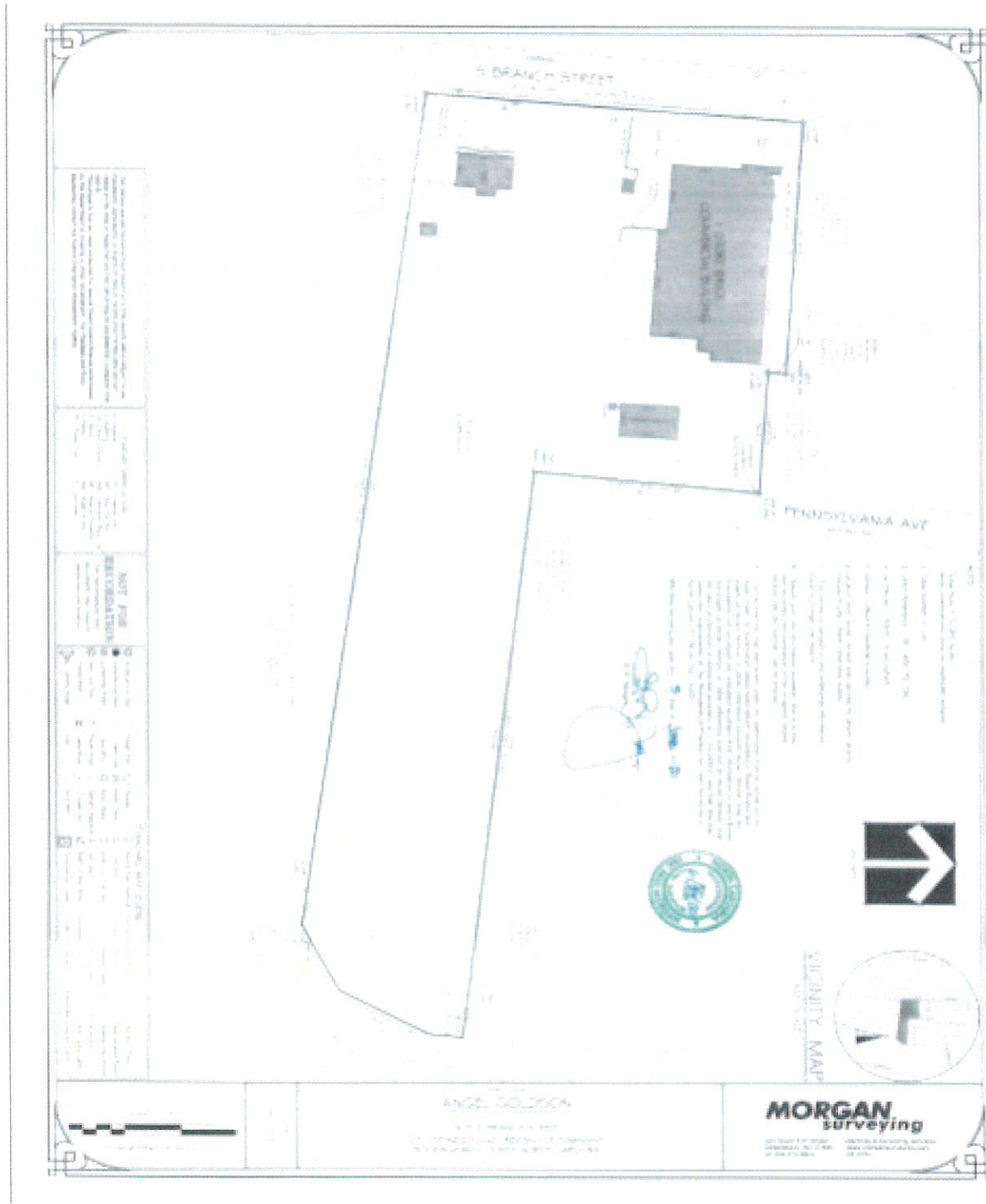
Previously used as an Elementary School and Later converted to an assisted living facility. The proposed shelter shall bring a full service option to include a wrap around services.

Help with ID, Birth cert & SS card	Veteran Services
Housing Services	Food Bank Community
Wellness Checkup	Basic Computer Classes
Peer Support	Basic living skills
Family reunification	Parenting Classes
GED / Job Readiness.	Spiritual support
Cooking classes	Therapy (Daymark)

PHYSICAL CHARACTER OF SURROUNDING NEIGHBORHOOD

Surrounding neighborhood is residential with other residential buildings not in the immediate vicinity of intended use property. Property is not located within one-fourth mile radius of a zoning lot containing another such property.

PICTURES





HOW PROPOSED DEVELOPMENT WILL BE COMPATIBLE WITH SURROUNDING NEIGHBORHOOD

Building was previously used as an Elementary School before being converted to an assisted living facility or group home. We did assure some neighbors who were concerned about loitering by residents of the shelter that the residents will be contained within the building. There has been great interest and support by the local residents of the Shelter location. During our outreach and awareness campaign to establish help for the homeless in the community, the residents showed support for the idea of accommodating the homeless, getting them off the streets and establishing a plan for them to be self-sufficient and to enhance their lives through empowerment coaching..

F. LOCATION OF OTHER GROUP HOME FACILITIES

These are some of the other group homes in the area. Services offered may not be an exact match.

1. Beverly Rucker Family Care Home, 503 NE Market St, Reidsville, NC 27320. 0.9 Mile
2. Rouses Group Home Industries, 1307 Woodland Dr, Reidsville, NC 27320. 2.7 Mile.
3. Kellam Family Care, 109 Roanoke St, Reidsville, NC 27320. 0.9 Mile
4. Home Of Refuge Outreach Inc, 205 N Main St Eden NC 27288 13 Miles

Home of Refuge Outreach Inc currently leases the lower section of the Draper fire Department building in Eden NC which has a capacity of 15 bunk beds and this is a temporary shelter. There are no other Homeless Shelters within 25 Miles.

Home of Refuge Outreach, Inc. - Renovation

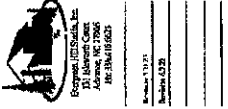
305 S. Branch Street

Reidsville, North Carolina



Site Plan	
DATE:	3.2005
DESIGNER:	W.M.
CHECKER:	

S-1

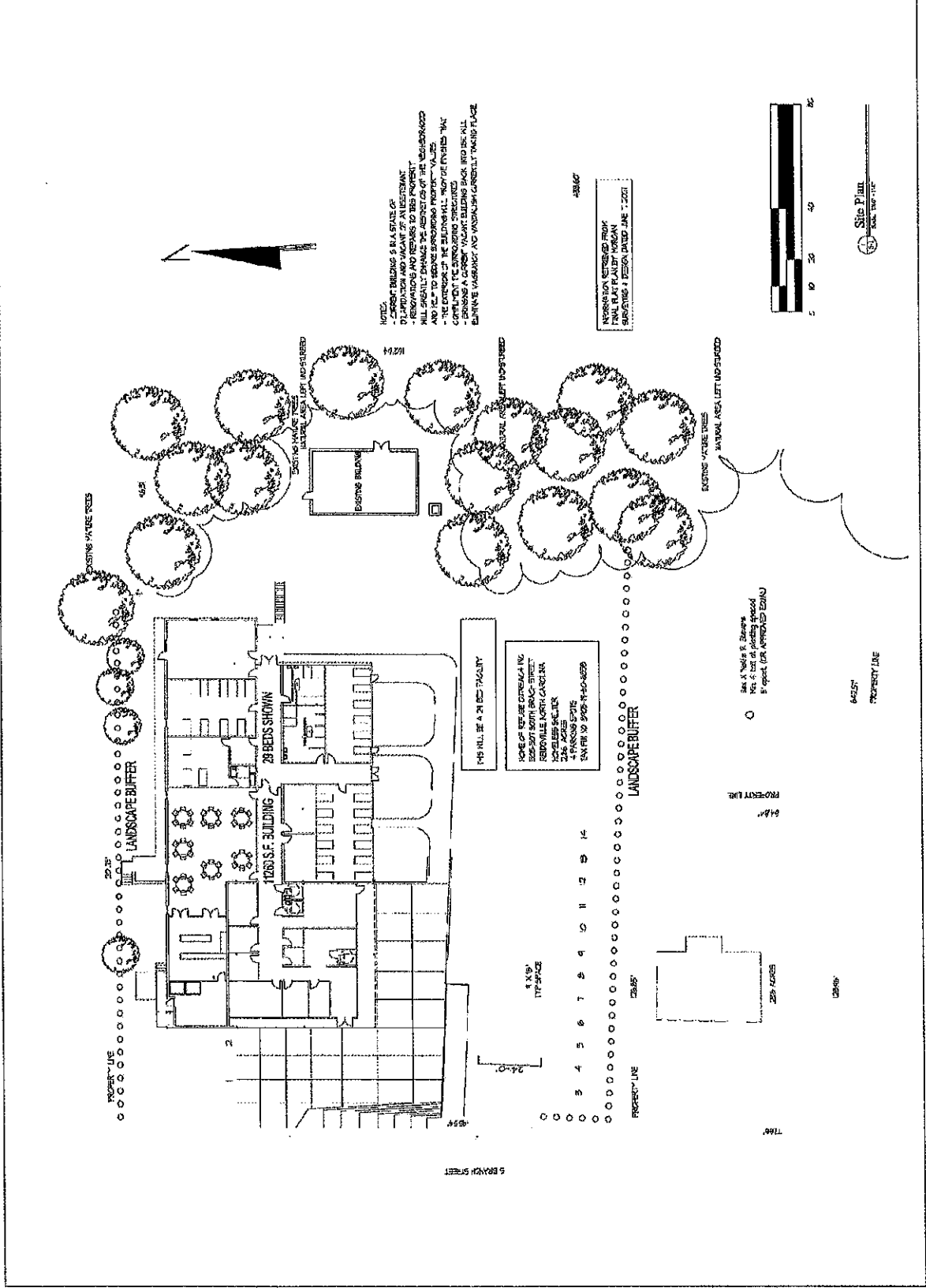


NOTES:
 1. THIS BUILDING IS IN A STATE OF
 DISREPAIR AND NEARLY ALL STRUCTURAL
 REPAIRS AND REPAIRS TO THIS PROPERTY
 WILL BE NECESSARY TO BRING THE PROPERTY
 AND TO REPAIR STRUCTURAL DEFECTS
 AND TO REPAIR THE EXTERIOR WALLS
 2. THE EXTERIOR WALLS WILL BE REPAIRED
 3. EXISTING VASE TREES WILL BE MAINTAINED
 4. EXISTING VASE TREES WILL BE MAINTAINED
 5. EXISTING VASE TREES WILL BE MAINTAINED

INFORMATION RETAINED FROM
 FINAL PLAT PLAN BY MORGAN
 ENGINEERS & DESIGN, DATED JUNE 7, 2001



Sheet 1 of 1
 DATE: 10/10/00



See 4' North of Zone
 No. 4, lot of planting spaced
 1' apart (see Appendix Table)

PROPERTY LINE

PROPERTY LINE

THIS WILL BE A 2ND FACILITY
 NAME OF REPAIR CONTRACTOR
 ADDRESS
 PHONE NUMBER
 225' x 605'
 SW 1/4 OF 5025-15-50-5059

LANDSCAPE BUFFER

PROPERTY LINE

PROPERTY LINE

S BRANCH STREET

760'

225'

225' x 605'

177 S.F. SPACE

1 2 3 4 5 6 7 8 9 10 11 12 13 14

29 BEERS SHOWN

1205 S.F. BUILDING

LANDSCAPE BUFFER

PROPERTY LINE

EXISTING VASE TREES

EXISTING BUILDING

EXISTING VASE TREES

EXISTING VASE TREES

EXISTING VASE TREES

NATURAL AREAS LEFT UNDISTURBED

Name1	Name2	TaxpayAddr	TaxpayAd_1	TaxpayCity	TaxpayStat	TaxpayZIP
DAWN ELAINE ADAMS MCFADDEN	MILICENT DENISE A LEE & OTHERS	311 CHURCH ST		REIDSVILLE	NC	27320-3921
JONATHAN MARMOLEJO-LINAN	SYNTHYA PENALOZA	309 CHURCH ST		REIDSVILLE	NC	27320-3921
FOSTER MASONRY INC	C/O JOHNNIE FOSTER	PO BOX 4370	PO BOX 8	REIDSVILLE	NC	27323-0008
HOME OF REFUGE OUTREACH INC		PO BOX 4370		EDEN	NC	27289-4370
ANNE MARIE SIMMONS		PO BOX 2153		REIDSVILLE	NC	27323-2153
MT HERMAN PENTECOSTAL HOLINESS		C/O HAZEL SHAW	3104 S ELM EUGENE ST	GREENSBORO	NC	27406-5202
HOME OF REFUGE OUTREACH INC		PO BOX 4370		EDEN	NC	27289-4370
MT HERMAN PENTECOSTAL HOLINESS		C/O HAZEL SHAW	3104 S ELM EUGENE ST	GREENSBORO	NC	27406-5202
CAERUS PROPERTIES LLC		690 GARRISON RD		REIDSVILLE	NC	27320-7502
DEBORAH C BROADNAX ESTATE		C/O LAQUINTA BROADNAX	802 WYATT ST	REIDSVILLE	NC	27320-3144
WILSON'S PROPERTY SOLUTIONS		121 HOPKINS ST		DANVILLE	VA	24541-4123
DALTON W R HEIRS		C/O W R DALTON	417 TARPLEY ST	BURLINGTON	NC	27215-3861
RICHARD D CLARK	GINA HOLT & OTHERS	8205 MARSHALL BRAE DR		RALEIGH	DC	27616-3358
BENEFICIAL MORTGAGE COMPANY		C/O HOUSEHOLD INTERNATIONAL	2700 SANDERS RD	PROSPECT HEIGHTS	IL	60070-2701
MATTHEW BONDURANT		401 PINEDALE DR		REIDSVILLE	NC	27320-4528



The City of
Reidsville
North Carolina

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

SPECIAL USE PERMIT

There is hereby granted to Melissa Galloway, a Special Use Permit in accordance with the Reidsville Zoning Ordinance, Article V, Section 3 of the Reidsville Zoning Ordinance.

This permit is to allow Melissa Galloway to operate a homeless shelter on the property located at 305 S. Branch St., specifically Rockingham County Tax Parcel Number: 182871 with the following conditions:

1. The use shall comply with the Special Use criteria for Homeless Shelters per the Reidsville Zoning Ordinance.
2. The unit shall comply with the North Carolina Building Code.

Said property is zoned Office & Institutional (O&I).

This Permit is granted to the person, firm, or corporation designated above, and for the purpose and under the conditions set forth above. The Special 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 _____ day of _____, 2023,

by the CITY COUNCIL OF REIDSVILLE, N. C.

CITY CLERK
ANGELA G. STADLER



THE CITY OF
Reidsville
NORTH CAROLINA

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

**CERTIFICATE OF MAILING NOTICES OF PUBLIC HEARING
TO PROPERTY OWNERS**

TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:

I, Angela G. Stadler, CMC, Reidsville City Clerk, do hereby certify that notices of the public hearing considering an application requesting a Special Use Permit to operate a Homeless Shelter at 305 S. Branch Street, Rockingham County Tax Parcel #182871, located in the Office & Institutional (O&I) Zoning District (S 2023-02), to be held on August 8, 2023, at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 25th day of July 2023, to all the owners of real property shown thereon.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the seal of the City of Reidsville, this 25th day of July, 2023.



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: Dawn Elaine Adams McFadden, Milicent Denise A. Lee & Others
Jonathan Marmolejo-Linan & Synthya Penaloza
Foster Masonry, Inc., c/o Johnnie Foster
Home of Refuge Outreach, Inc.
Anne Marie Simmons
Mt. Herman Pentecostal Holiness, c/o Hazel Shaw
Caerus Properties, LLC
Deborah C. Broadnax Estate, c/o LaQuinta Broadnax
Wilson’s Property Solutions
W. R. Dalton Heirs, c/o W. R. Dalton
Richard D. Clark, Gina Holt & Others
Beneficial Mortgage Company, c/o Household International
Matthew Bondurant

FROM: Angela G. Stadler, CMC/NCCMC, City Clerk *ag*

DATE: July 25, 2023

SUBJ: Public Hearing – August 8, 2023

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, August 8, 2023, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Special Use Permit application to operate a Homeless Shelter at 305 S. Branch Street, Rockingham County Tax Parcel #182871, located in the Office & Institutional (O&I) Zoning District (S 2023-02). Ms. Melissa Galloway with Home of Refuge Outreach, Inc. submitted the application (S 2023-02).

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:30 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

The City of Reidsville shares the goals of the Americans with Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-735-2962 (TT).



THE CITY OF
Reidsville
NORTH CAROLINA


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

NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, August 8, 2023, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Special Use Permit application to operate a Homeless Shelter at 305 S. Branch Street, Rockingham County Tax Parcel #182871, located in the Office & Institutional (O&I) Zoning District (S 2023-02). Ms. Melissa Galloway with Home of Refuge Outreach, Inc. submitted the application (S 2023-02).

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 26th day of July, 2023.

Angela G. Stadler, CMC/NCCMC 
City Clerk

The City of Reidsville shares the goals of the Americans with Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-235-2962 (TT).

**Rockingham Now Publish Dates: Wednesday, July 26, 2023
Wednesday, August 2, 2023**

Rockingham Now Classified Dept.: Bill CC (City Council)



The City of

Reidsville

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

Planning@reidsvillenc.gov

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: July 27, 2023
RE: Text Amendment T 2023-07

Staff is petitioning to amend Article IV, Section 1: Zoning Districts, and Section 2: Description of Districts, as well as to add Section 5: Special Zoning Districts to the Reidsville Zoning Ordinance. There are three phases to this text amendment proposal. Phase one (1) will add the TN (Traditional Neighborhood) district to the list of established zoning districts in Article IV, Section 1. Phase two (2) will define a TN (Traditional Neighborhood) district under Article IV, Section 2: Description of Districts, and Phase three (3) will add Section 5: Special Zoning Districts as a subsection within Article IV.

The TN, Traditional Neighborhood district is intended to establish compact neighborhoods with a distinct sense of place and character that are limited in size and oriented toward pedestrian activity. Areas within this district may include a mix of residential, commercial, and civic uses that are built in close proximity to each other along a network of interconnecting streets and blocks; resulting in a coordinated transportation system with appropriately designed facilities for pedestrian, bicycle, public transportation, and conventional vehicles. An approved Traditional Neighborhood Plan in accordance with the standards of this Ordinance is required for any property to be located in a Traditional Neighborhood District.

There is a considerable need for new housing in Reidsville. This proposed text amendment aligns with Goal #3 of the Reidsville Land Development Plan, to expand housing. This amendment will aid in the expansion of the housing stock, while providing a variety of housing options that are attractive and affordable to people of all income levels. This text amendment is consistent with the City's Land Development Plan and is reasonable considering the need for expanded housing options throughout the City.

The planning staff recommend adoption of the proposed text amendment.

Planning Board Recommendation:

The Planning Board unanimously recommend the text amendment be approved.

Enclosures



City of Reidsville, North Carolina
Department of Planning & Community Development
230 West Morehead Street
Reidsville, NC 27320
336-349-1065
planning@reidsvillenc.gov

APPLICATION FOR ZONING TEXT CHANGE

Date Submitted: 6/16/2023 Application No.: T 2023-07 (Office Use)

(1) Applicant Information

Name City of Reidsville

Address 230 W Morehead St.

Daytime Telephone No. 336-349-1065

(2) Applicable Section of the Zoning Ordinance Article IV "Establishment of Districts," Section 1 "Zoning Districts", Section 2 "Description of Districts". Article V, Section 2 "Table of Permitted Uses". Add Article V, Section 5 "Special Zoning Districts"

(3) Existing wording in text No provisions for special zoning districts or a Traditional Neighborhood District.

(4) Requested wording in text Amend Article IV, Section 1 to add the Traditional Neighborhood (TN) District. Amend Article IV, Section 2 to define the district. Add Article V, Section 5 "Special Zoning Districts" with I. including UDP requirements and II. Including regulations for the Traditional Neighborhood District.

(5) Reason for requested change Add special zoning districts with Unified Development Plan Requirements along with a traditional neighborhood district to increase zoning options for new development.

I hereby request the Reidsville Planning Board consider this application for a change to the Zoning Text and make a recommendation to City Council.

Jason Hardin

Signature of Applicant



The City of
Reidsville

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

Planning@reidsvillenc.gov

ZONING ORDINANCE TEXT AMENDMENT REPORT

DOCKET NO.: T 2023-07

REPORT

PRESENTER: Jason Hardin, Planning & Community Development Manager

REPORT

CONTRIBUTOR(S): Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I
Katelyn McKinney, Planning Intern

PETITIONER: City of Reidsville

ARTICLE/SECTION TO BE AMENDED: Article IV, Section 1: Zoning Districts, and Section 2: Description of Districts; Article V, Section 2: Table of Permitted Uses, and add Section 5: Special Zoning Districts

REQUEST: Add Special Zoning Districts to Article V and a Traditional Neighborhood Zoning District.

REPORT: The planning staff is petitioning to amend Article IV, Section 1: Zoning Districts, and Section 2: Description of Districts, as well as to add Section 5: Special Zoning Districts to the Reidsville Zoning Ordinance. There are three phases to this text amendment proposal. Phase one (1) will add the TN (Traditional Neighborhood) district to the list of established zoning districts in Article IV, Section 1. Phase two (2) will define a TN (Traditional Neighborhood) district under Article IV, Section 2: Description of Districts, and Phase three (3) will add Section 5: Special Zoning Districts as a subsection within Article V.

ANALYSIS & RECCOMENDATION: The planning staff is petitioning to add Article V, Section 5 “Special Zoning Districts” to the Zoning Ordinance along with establishing a new “Traditional Neighborhood (TN)” Zoning District. Special zoning districts are those which do not easily categorize as standard “general use” districts (highway business, general business, low/medium/high density residential, etc.) and include

increased flexibility for development design and land use. An approved Unified Development Plan (UDP) is required for any property to be zoned into a special district.

The UDP must include 1. A concept plan (basically a detailed site plan including all phases). 2. District regulations (setbacks, required landscaping, permitted uses, etc.) 3. Signage plan (if commercial development is included, if not the signage regulations for the R-6 district shall apply). The process to rezone property into a special zoning district requires TRC review/approval of the proposed concept plan, planning staff recommendation, planning board recommendation, and council decision. Any major change to the UDP must be approved by council. The Planning & Community Development Manager is authorized to approve minor changes and may consult the TRC at their discretion.

The proposed amendment also creates a Traditional Neighborhood (TN) District under Article V, Section 5 intended to allow establishment of pre-1940 style compact neighborhoods with a distinct sense of place and character that are limited in size and oriented toward pedestrian activity. Areas within this district may include a mix of residential, commercial, and civic uses that are built in close proximity to each other along a network of interconnecting streets and blocks with appropriately designed facilities for pedestrian, bicycles, and automobiles. An approved Traditional Neighborhood Plan (follows the UDP requirements in addition to elements required specifically for a Traditional Neighborhood Plan) in accordance with the principles outlined in the Ordinance.

The Reidsville Land Development Plan discusses at length the pressing need for housing across the city, including expanding housing options. Providing flexibility in development regulation assists in addressing this crucial need. The plan also stresses the desire to maintain a sense of community and small-town feel. The intent of the TN district is establishing a district which accommodates development that emphasizes community within development design. This amendment aligns with Goal #3 of the Reidsville Land Development Plan, to expand housing. This amendment will aid in the expansion of the housing stock and while providing a variety of housing options that are attractive and affordable to people of all income levels. This text amendment is consistent with the City's Land Development Plan and reasonable as there is a considerable need for expanded housing stock and options throughout the city.

The Planning Staff recommend adoption of the proposed text amendment.

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE V, SECTION 2 “TABLE OF PERMITTED USES”
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I.

ARTICLE IV

ESTABLISHMENT OF DISTRICTS

Section 1. Zoning Districts.

For the purpose of this ordinance, the City of Reidsville and the extraterritorial area are hereby divided into the following districts:

RA-20	Residential Agricultural
R-20	Residential, Low Density
RS-12	Residential, Low Density
CZ RS-12	Residential, Medium Density
R-12	Residential, Medium Density
CZ R-12	Residential, Medium Density
R-6	Residential, High Density
CZ R-6	Residential, High Density
O & I	Office and Institutional
CZ O & I	Office and Institutional
B-C	Business, Central
CZ B-C	Business, Central
B-G	Business, General
CZ B-G	Business, General
B-N	Business, Neighborhood
CZ B-N	Business, Neighborhood
B-H	Business, Highway
CZ B-H	Business, Highway
I-1	Light Industrial
CZ I-1	Light Industrial
I-2	Heavy Industrial
CZ I-2	Heavy Industrial
I-3	Heavy Industrial
CZ I-3	Heavy Industrial
C	Conservation
TN	Traditional Neighborhood

Part II. Add to Article IV, Section 2. Description of Districts.

Traditional Neighborhood District

The TN, Traditional Neighborhood district is intended to establish compact neighborhoods with a distinct sense of place and character that are limited in size and oriented toward pedestrian activity. Areas within this district may include a mix of residential, commercial, and civic uses that are built in close proximity to each other along a network of interconnecting streets and blocks; resulting in a coordinated transportation system with appropriately designed facilities for pedestrian, bicycle, public transportation, and conventional vehicles. An approved Traditional Neighborhood Plan in accordance with the standards of this Ordinance is required for any property to be located in a Traditional Neighborhood District.

Part III. Amend Article V, Section 2 “Table of Permitted Uses” to include uses allowed in the TN District, as follows:

TN Permitted Uses

Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	See Note 1
Arts and crafts supply and retail sales	
Automotive parking lots serving uses permitted in district in which lot is located	
Bakeries selling at retail, products produced on premises	
Banks, savings and loan and similar financial institutions	
Bicycle sales and repair	
Book and stationery stores	
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
Clothing sales	
Clubs and lodges, private, non-profit	
Coffee Shop	
Community Center, public or non-profit for assembly or recreation	
Dairy bars including manufacturing of ice cream on premise	
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	
Day care facility in the Home for 6 or more children	Requires SUP
Dwelling, accessory to non-residential	See Note 14
Dwellings, apartments	See Note 30
Dwellings, condominiums	See Note 30
Dwellings, single family detached	
Dwellings, townhouses	See Note 25
Dwellings, two family	
Family care homes	See Note 6
Fences and walls	
Fire and police stations, emergency services	
Flammable gas for heating premises on which located	
Florists and gift shops	
Home Occupations	See Note 2

Medical, dental, paramedical, chiropractor offices	
Modular Units (residential or commercial)	See Note 28
Nonconforming use, change or extension	Requires SUP
Nursing and rest homes	
Offices	
Performing Arts Theater	
Personal Services	Requires SUP
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	
Public utility facilities, pump stations, water tower, etc.	
Restaurant, including all eating places except drive-in, 30% of sales must be in food products	
Restaurant, including all eating places except drive-in, 30% of sales must be in food products (with accessory uses)	
Rooming houses, boarding houses	
Satellite dishes	See Note 1
Schools (academic); kindergarten, elementary, secondary, public or private	
Signs	Art. VI
Temporary building incidental to a construction project	
Temporary housing non-profit	
Therapeutic massage	See Note 12
Therapeutic massage as a home occupation	Requires SUP
Tourist homes or bed and breakfast	
Townhouses (commercial)	
Townhouses (residential)	
Vehicle, junked	See Note 19
Vehicle, nuisance	See Note 20
Yard sales, rummage sales sponsored by non-profit organizations	

Part IV. Add Section 5 “Special Zoning Districts” to Article V “District Regulations,” as follows:

Section 5.

Special Zoning Districts

Any provisions of the Zoning Ordinance except where specified otherwise shall still fully apply in a Special Zoning District.

I. Unified Development Plan

An approved Unified Development Plan shall be required prior to any property being placed in a Special Zoning District.

1. Plan Content

The Unified Development Plan must contain the following materials:

- a. Concept Plan: At minimum, the concept plan must include the general location and amount of land proposed for single-family residential, multi-family residential, office, commercial, industrial, open space/recreation, mixed use, and street use; the maximum number of dwelling units or gross floor area and the acreage of each tract or area shown on the concept plan; the maximum height of buildings and structures in each such tract or area; the location and amount of land in special flood hazard areas and any other lands not suitable for development; and proposed watershed protection measures, including their general location, if the development is within a watershed overlay district.
- b. Documents which specify proposed setbacks or other regulations governing building placement, landscaping, and any other information that the Planning and Community Development Manager may deem necessary. The applicant may use district regulations provided by this ordinance or may propose regulations unique to the development. In no case may the Unified Development Plan leave any area proposed for development unregulated.
- c. All phases must be shown in the Unified Development Plan and numbered in the expected order of development. The phasing must be consistent with the open space, traffic circulation, drainage, and utilities plans for the overall development.
- d. Signage Plan: A signage plan shall be provided listing all types of signage allowed in the development along with size regulations. The applicant may use signage requirements provided by this ordinance or may propose regulations unique to the development. In no case shall a signage plan not include size limitations or allow for unlimited number of signs per building or street frontage. All signage plans require approval of the Planning and Community Development Manager. The Planning and Community Development Manager at their discretion may require any conditions be placed on signage regulations in the proposed development to preserve the appearance and integrity of the surrounding area. Applicable sizing and placement regulations shall be determined by the approved signage plan included with the Unified Development Plan. If the proposed development does not include any permitted uses which are non-residential in nature, the requirement of a signage plan is exempted and the sign regulations for the Residential-6 (R-6) district shall apply. In all cases, sign permits in accordance with Article VII of this Ordinance must be obtained from the Department of Planning & Community Development and signs will be permitted based on the regulations outlined in the signage plan for the development. Any other applicable regulation of signage required in any portion of this Ordinance shall apply and not be construed otherwise.

2. Approval Procedure

Unified Development Plans must be reviewed by the City's Technical Review Committee for consistency with the concept plan and for compliance with all applicable provisions of this ordinance. Following review by the Technical Review Committee, the Unified Development Plan must be approved by the City Council and follow the same process as a Conditional Zoning.

3. Recordation of Approved Unified Development Plan

The Unified Development Plan must be recorded in the Office of the Rockingham County Register of Deeds after approval and prior to issuance of any Zoning Compliance Permit approving construction, any conveyance of the property, or portion thereof, or Final Plat recordation.

4. Amendments and Modifications

The City Council must approve any substantial change or amendment to a Unified Development Plan by following the same procedure required for the original approval of the Traditional Neighborhood Plan. The Planning & Community Development Manager may approve amendments which do not result in major changes. The Planning and Community Development Manager may defer the decision to approve an amendment to a Unified Development Plan at their discretion.

II. Traditional Neighborhood District (TN)

The purpose of this section is to set forth guiding principles and development requirements for traditional neighborhood development design and to provide relief from some of the standards found in this Ordinance, when such developments are found to substantially meet the guiding principles of this section.

1. Traditional Neighborhood (TN) Plan Required

Prior to any property being placed in a TN district, a Traditional Neighborhood Plan must be approved by the City's Technical Review Committee. For the purposes of this section, a Traditional Neighborhood Plan shall include all requirements of a Unified Development Plan with the addition of other requirements as noted in this section. Other elements to be included in TN plans are listed below:

a) Architectural Standards

- A developer may choose to include architectural standards as part of the Traditional Neighborhood Development Plan.
- The inclusion of architectural standards is not a requirement for a TN district. However, their use is highly encouraged as a means to heighten

- sense of place, character, appearance, and property value.
- If the developer desires to include architectural standards, they may be submitted at any stage in the development process for review and approval by the Technical Review Committee as being consistent with the Traditional Neighborhood Development Plan.
- b) Technical Review of the Proposed TN Development Plan
 - The Technical Review Committee must review the proposed Traditional Neighborhood Development Plan for adherence to the purposes of the Traditional Neighborhood District and consistency with the requirements of all applicable standards in this Ordinance and will forward its conclusions and recommendations to the Planning Board and City Council.
 - Meeting minimum or maximum standards and/or guidelines will not be, in and of itself, evidence of adherence to the purposes of the Traditional Neighborhood District.
- c) Adoption of the TN Development Plan
 - A public hearing shall be conducted by the City Council to review and consider for adoption the proposed Traditional Neighborhood Development Plan.

2. TN Guiding Principles.

Any Traditional Neighborhood Plan must address in detail its alignment with the principles listed below. Where the development application does not meet a principle, the applicant shall submit substantial justification therefore, unless the principle is described as optional. The guiding principles are as follows:

a. The Principle of the Public Realm:

- The central element of traditional neighborhood design is the emphasis and weight given to the public realm (the streets and plazas, and the public open spaces such as parks, playgrounds, greens, and natural areas, together with semi-public spaces which frame the public realm and provide transition between public and entirely private spaces). TNs feature well-designed public spaces, special emphasis on public and cultural buildings, and special design treatment for vista terminations.
- A sense of enclosure is maintained along the public street through an appropriate ratio between the height of building fronts and the distance between buildings on opposite sides of the street. Where street frontage consists of single-story buildings or open space, street trees can be a substitute for front building walls to maintain this sense of enclosure.

- Non-residential buildings are set at or very near the sidewalk. In most situations, the same is true for attached housing. Single homes have relatively shallow setbacks, typically one-fourth ($\frac{1}{4}$) to one-third ($\frac{1}{3}$) the lot width. Encroachments are allowed for porches, steps, bay windows, and balconies.
- The public realm is appropriately landscaped. Unless good landscape design would otherwise dictate, each street is provided with an orderly regimen of street trees of substantial nursery stock, which will grow quickly to provide a street canopy. Planting strips wide enough to accommodate street trees typically separate sidewalks from street roadways.
- Single-family home lots in TNs are typically smaller and narrower than in conventional subdivisions. A substantial amount of land area savings from reduced lot sizes is dedicated toward common areas. Narrower lots necessitate alternative treatment of certain fixtures that can diminish the aesthetic quality of the public realm. A system of rear access lanes (alleys) can provide garage access at the rear of the lot. This is especially preferred for lots less than fifty (50) feet in width.
- When built to a 16-foot standard with a 24-foot right-of-way, the alley can also serve as an appropriate location for electric, gas, cable TV, and telephone equipment as well as access for garbage pick-up and mail delivery. On lots at least fifty (50) feet wide, alternate, less preferred methods of garage access include (in descending order of preference):
 - Front driveway accessing a garage behind the house or near the back of the lot;
 - Turning the garage so that it does not face the front (provided the garage is set behind the front building line);
 - Setting the garage at least twenty (20) feet behind the front of the house; or
 - Providing special architectural treatment to the house to visually de-emphasize a garage at the front.
 - Where alleys are not available, other measures are taken to hide unsightly utility equipment; however, fire hydrants are always located on the fronting street, ideally situated on planting strip bulb-outs at intersections.
- TNs are designed so that there are linkages between the private realm and the public realm while protecting private spaces. Single homes have front porches large enough for sitting (six (6) to eight (8) feet minimum depth), and attached dwellings typically have sitting porches or front stoops. Guidelines to allow for low front

picket fences are often provided. Always for single homes served by alleys, and where feasible and designed appropriately for town homes, private spaces are protected at the rear using privacy devices according to the development guidelines. The bottom floor of any dwelling whose sidewalk facing wall is within five (5) feet of such sidewalk should be elevated sufficiently above the sidewalk to provide additional privacy inside the dwelling.

- TNs are designed to feature vista terminations at multiple locations. Vistas can terminate to important buildings, parks and greens, civic features in the town center, a carefully sited dwelling, a curve in the road, natural green edge, distant objects and scenery, and other features as appropriate. Entry into the community usually uses an important vista termination to provide a sense of place arrival. Utility wiring is typically underground and decorative street lighting fixtures are typically provided.

b. The Principles of the Transportation System:

- TNs always have a connecting web of streets, typically provided by a grid or modified grid street pattern. The street system is organized in a comprehensible network hierarchy that forms an orderly discernable neighborhood or town structure.
- Cul-de-sac are discouraged unless natural site or site boundary conditions require them. In such situations, special street design features such as eyebrows and cul-de-sac loops are encouraged instead of standard ball-end cul-de-sacs.
- Curved as well as straight streets are allowed; however, each must contribute to the connecting web. Where possible, curved streets maintain the same cardinal orientation. Long blocks are to be avoided with an average block being no more than six hundred (600) feet in length or one thousand eight hundred (1,800) feet in perimeter.
- While the "sense of enclosure" described previously will help to reduce traffic speeds, additional design measures will be needed to slow traffic. Examples of such measures include such features as "bumping out" the curb line at intersections, traffic circles, streets no wider than necessary to provide adequate access, design for and encouragement of on-street parking, and safe but unconventional street geometrics.
- TNs are always walkable communities in the fullest sense. They typically contain sidewalks on both sides of the street and, in addition, may contain a network of off-road walking and bike trails.

Pedestrian facilities always meet the three (3) standards of safety, comfort and interest.

- Sidewalks are well separated from the roadway with planting strips that are planted with indigenous, mostly deciduous shade trees (on commercial streets sidewalks may extend to the curb with street trees planted in grates or other sufficiently sized planting space). Planting strips should be six (6) feet to ten (10) feet wide (eight (8) feet is recommended), but may be reduced to four (6) feet in situations that are both unusual and difficult. Sidewalks are recommended five (5) feet in width on residential streets, wider on commercial streets.
- TNs always have multiple points of ingress and egress from collector and major roads. The street system should also flow seamlessly to adjoining neighborhoods either existing or future.
- TNs are never gated.
- Parking lots should not front along a street. On-street parking is provided throughout the development, and particularly so on streets with commercial buildings and attached housing. Where additional parking is needed, it is provided behind buildings in the interior of the block. The calculation of parking needs for nonresidential uses should always take into consideration available on-street parking and the expected walkable patronage.
- Parking lots shall include shade trees and no space in a parking lot shall be further than sixty (60) feet from the trunk of a shade tree. Each shade tree shall be planted in a planting area sized and shaped to enable healthy growth, a minimum of two hundred (200) square feet. Pedestrian access from interior block parking area is best provided via a mid-block passageway to the street front. This passageway can also be used for other activities such as front entrances for small shops, access to second floor apartments, outdoor dining, outdoor vendors and outdoor display of plants, flowers and other appropriate items for sale.
- When located on a public transit route a dry, inviting waiting place is provided at the neighborhood center. Where not located on a transit route, the TN should be given consideration for future route expansions when ridership can be expected.

c. The Principles of Mixed Use:

- TNs almost always contain a mixture of uses and dwelling types. Exceptions may be made for TNs of less than twenty-five (25) acres and/or one that is within safe, easy walking distance to retail and other neighborhood services.
- TNs always feature a mixture of residential types. While a mix of single homes and at least one type of attached housing is required in the development, an appropriate and carefully designed blending of single and attached housing within the development is encouraged.
- Live-work units (shop or office at the street level and residence at the second level), apartments over businesses, and covenant provisions for zero-impact customary home occupations are encouraged. In traditional communities the denser housing and live-work units are typically located closer to the town center with a transition outward to less dense housing such as single homes. This principle should not be construed to discourage the careful blending of housing types as this transition occurs.
- Schools and churches are encouraged within the TN as is the provision of pedestrian and bicycle routes to connect to such facilities inside or outside the TN. It is, however, recognized that school location will, in most cases, not be possible unless the public-school system considers smaller site standards. Where buildings are on both sides of the street, similar building types should face each other when possible. Single house, townhouse, live-work unit, apartment building and store building are examples of building types.
- The initiation of commercial phases shall follow at any time after the initiation of construction of at least ten (10) percent of single homes.
- Mixed Use development is not a requirement for a TN but it is encouraged.

d. The Architectural Principles:

- The architecture should respond to the surrounding fabric of buildings and spaces and to local traditions. The principle that structures should be seamlessly linked to their surroundings (within the TN) transcends the issue of style. Each building always exhibits principles of human and pedestrian scale and contributes appropriately to the pedestrian life of the street.
- Architecture within the development should reflect styles that are complimentary of each other. Private development controls assure a variety styles or sub-styles which serve to complement each other while providing for overall consistency and reflection of the principles of traditional neighborhood design.
- Affordability variations between housing types and choices do not translate into meaningful inferior architectural treatment of lower cost housing choices, as such housing relates to the public realm.
- Commercial buildings typically take on a "shop front" type appearance, joined by common walls, set with the front and entrance at the sidewalk along the street, and are typically two (2) or more stories high (other uses such as residential and offices may occupy upper floors). Commercial buildings should not face intersecting streets with blank walls.
- Except to more accurately portray pre-1940 architectural styles and buildings should employ relatively flat fronts and simple roofs. (Note: This principle shall not be construed to require pre-1940 architectural styles). Building articulations and setback encroachments for porches, stoops, steps, bay windows, balconies and other such features that form the transition between the public and private realms are encouraged.
- Corner-lot homes should face their front door to the larger street (unless said street is a thoroughfare), except for an end-unit townhouse or row house, which may turn the corner with its front (unless the side street is an alley). Fronting a townhouse on both the primary street and the intersecting street with two (2) doors and/or wrap-around porch is encouraged.

e. The Principles of the Neighborhood Center:

- TNs shall have at least one defined center. Neighborhood centers typically feature uses such as shops and services, live-work units, attached dwellings, apartments over businesses, a formal open space such as a village square or green, and public/civic buildings (church, community building/center, and post office are examples).
- Automobile oriented uses are typically not found in a neighborhood center and drive-thru facilities are prohibited. The Planning and Community Development Manager may exempt this regulation at their discretion and allow a drive-thru facility if substantial justification to do so is presented to their satisfaction.
- A public gathering space such as a plaza, green or square is almost always present along with one or more focal features in or near this public space such as a clock tower, fountain, monument, bandstand and/or public art which serve to terminate vistas and define the community.
- The TN center is ideally located near the geographic center of the development.
- Other civic uses are encouraged, including schools and day care centers; however, such uses should take on design features and lot sizes sympathetic to traditional principles and a walkable community. Office employment may occur at the TN center or along major roads adjoining the TN.
- At least one site should be reserved at or near the neighborhood center, for an important community or civic building such as a community center, church, school, amenity center (club house and recreation facility) or community hall. The site should be prominent in the development design.

f. The Principles of Open Spaces and Natural Site Characteristics:

- A substantial amount of land savings generated by a more compact development form is converted to common open spaces.
- TNs always have formal public open spaces such as greens, village squares, parks and playgrounds. They may also have substantial amounts of natural or semi-natural open spaces that typically feature more informal amenities such as walking/bicycling trails and picnic areas.
- There is always a significant civic space such as a town square, green, commons, or plaza at the neighborhood center.
- Small parks are distributed throughout the development, usually within one thousand (1,000) feet of any dwelling.
- Pre-existing or natural water features should be retained and made a community asset.
- The site should be designed in a manner that preserves specimen trees and significant groups of mature deciduous trees. Major tree stands should be incorporated into public open spaces, where possible.
- The neighborhood design should adapt itself, as much as possible, to the existing topography to minimize the amount of grading necessary to achieve a viable street network.
- Parks, plazas, and commons should be equipped with proper furnishings and shade trees to encourage outdoor sitting, human interaction and people watching; while some common areas should be grassed and left open (except for street trees) to encourage the types of leisure/recreational activities that require open areas.

3. General Development Standards

- a. Outdoor storage is prohibited. Goods that are left outside of businesses outside of regular business hours shall be considered outdoor storage.
- b. Hours of operation are restricted to between 6:00 a.m. and midnight.
- c. Except for street lighting, no exterior lighting may be located higher than 15 feet above ground or pavement.
- d. Parking areas must be located at the rear or at the side of buildings and must be screened from the sidewalk by low walls, fences, or hedges.
- e. Parking lots and garage doors are discouraged from fronting on the street.
- f. Where possible, access to off-street parking areas should be from the rear of the lot.
- g. Parking lots shall not abut street intersections, be adjacent to squares or parks, or occupy lots that terminate a vista.
- h. Adjacent parking areas must have vehicular connections via an alley or internally.
- i. Where adjacent on any side to a residential use, an off-street parking area must be adequately screened and landscaped to buffer the residential use in accordance with the adopted Traditional Neighborhood Development Plan.
- j. If architectural standards have been adopted as part of the Traditional Neighborhood Plan, all architectural plans for new buildings, expansions, and remodeling, shall be reviewed by an architect retained by the developer for conformance with the architectural standards and the Traditional Neighborhood Development Plan.

4. Standards Applicable to Food Stores

- In the TN district, the maximum gross floor area is 18,000 square feet.

5. Standards Applicable to Religious Assembly Uses

- In the TN district, religious assembly uses must be placed on a lot so as to front on the street and, where possible, terminate a vista.
- Religious assembly uses in a TN district may have only one accessory building. The accessory building must be set back into the property at least 20 feet from the front façade of the principal structure.

6. Standards Applicable to Libraries, Museums

- Libraries and museums, in the TN district may have only one accessory building. The accessory building must be set back into the property at least 20 feet from the front façade of the principal structure.

7. General Design Guidelines

- a. Buildings within a block face must reflect a continuity of building scale and the building lines.
- b. A consistent building line should be maintained at the setback line along the street. However, projections of porches, bay windows, stoops, and other minor building masses into the street setback are encouraged in order to create an interesting block character. Large street setbacks to accommodate parking lots in front of a building are prohibited.
- c. In areas of mixed residential types, the height and massing of a building may not be more than twice the height and massing of structures adjacent to or across the street from the building.
- d. A commercial or mixed-use building must integrate its appearance with the area and may not exceed twice the height and massing of adjacent buildings.

8. Human Scale Design

- a. Human scale design typically reflects the elements listed below.
- b. Buildings that avoid long, monotonous, uninterrupted walls or roof planes. Blank, windowless walls are generally not allowed along street frontages. Where solid walls are required by building codes, the wall should be articulated by the provision of blank window openings trimmed with frames, sills, lintels, or if the building is occupied by a commercial use, by using recessed or projecting display window cases.
- c. Commercial structures that incorporate awnings or arcades, which may project over the sidewalk into the street right-of-way with city approval.
- d. Ground floor retail, service, restaurant, and other commercial uses with transparent display windows on a minimum of 50% of the first-floor front to provide views into the interior of buildings; Entrances and storefronts facing the street; Doors, windows, balconies, porches, and roof decks with visibility of the street and other public spaces to encourage social interaction.
- e. Porches should be a significant element of the house design, located on the front or side of the dwelling; and Rear vehicle access from an alley is a preference. However, if a garage is oriented toward the street, it must be located a minimum of 20 feet behind the front façade of the principal structure. Freestanding garages and carport structures for multiple dwelling unit buildings must be designed to be integral with the building design or sited so as to avoid long and monotonous rows of garage doors and long monotonous building walls.

9. Guidelines for the Provision of Traditional Neighborhood Open Space

- a. Traditional neighborhood open space should be incorporated as a fundamental element of the required Traditional Neighborhood Plan.
- b. Open spaces should emphasize safe and inviting traditional neighborhood areas such as squares, parks, and greenways. Such areas should be integrated into the neighborhood pattern for the active and passive enjoyment of neighborhood residents.
- c. Traditional neighborhood open space should be planned and improved to be highly accessible and usable by persons living or working nearby. Except for areas designated as preserves, it should be cleared of underbrush and debris and may contain one or more of the following or similar improvements: landscaping, walks, benches, seating areas, fountains, ponds, ball fields and playground equipment. Significant stands of trees, streamside areas, and other valuable topographic features should be preserved within the open space areas.

10. Street Trees

- a. Street Trees are required along both sides of a street in the TN Traditional Neighborhood District in accordance with the approved locations shown in the adopted Traditional Neighborhood Development Plan for the district.

11. Approval Process

- 1) The first step is to determine if a project meets the purpose, intent, and principles of a Traditional Neighborhood Development as outlined in this section. The Developer shall be required to meet with the Planning and Community Development Manager or their designee and review the plan and other documents to ensure substantial conformity to the Ordinance prior to submission to the Technical Review Committee.
- 2) The Traditional Neighborhood Plan is distributed to the City's Technical Review Committee for approval. This is a multiple step process which may include the applicant responding to any comments or concerns of the committee and multiple versions of the plan submitted for review.
- 3) Representative building elevations for non-residential uses representing the various building types proposed within the development shall be submitted for approval.
- 4) Cross-section drawings of typical street areas from building profile to opposing building profile. A typical profile for each building type is needed; for example: town center, single-family street, town home or row house street, and apartment street.
- 5) After the Traditional Neighborhood plan is approved by the Technical Review Committee, the rezoning request shall follow the same approval and appeal processes as a conditional zoning per Article V, Section 1.

Part IV. This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the _____ day of _____, 2023 by the City Council of the City of Reidsville, North Carolina.

DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

Angela G. Stadler, City Clerk



THE CITY OF
Reidsville
NORTH CAROLINA

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

NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, August 8, 2023, at 6:00 P.M., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Text Amendment to amend Article IV, Section 1: Zoning Districts, and Section 2: Description of Districts: Article V, Section 2: Table of Permitted Uses of the City’s Zoning Ordinance and to add Section 5: Special Zoning Districts to establish a new “Traditional Neighborhood (TN)” Special Zoning District (T 2023-07).

A copy of the proposed text amendment further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 26th day of July, 2023.

Angela G. Stadler, CMC/NCCMC
City Clerk

The City of Reidsville shares the goals of the Americans With Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-735-2962 (TT).

**Rockingham Now Publish Dates: Wednesday, July 26, 2023
Wednesday, August 2, 2023**

Rockingham Now Classified Dept.: Bill CC (City Council)



The City of
Reidsville
North Carolina

Department of Planning & Community Development
230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065
Planning@reidsvillenc.gov

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: July 27, 2023
RE: Text Amendment T 2023-08

Staff is petitioning to amend Article II, Section 1: Definitions and Article V, Section 2: Table of Permitted Uses of the Reidsville Zoning Ordinance. Amusements, Indoor shall be defined as “Commercial uses, varying in size and type, providing daily or regularly scheduled recreation or entertainment-oriented activities in an indoor setting.” Typical use types include: bowling alley, escape room, trampoline park, indoor mini-golf, axe throwing, laser tag and palm readers among others. Excluded use types include: shooting ranges, alcohol establishments, nightclubs, arenas, coliseums and amphitheaters among others. Amusements, Indoor will be added as a permitted use in the Central Business (CB), General Business (GB), Highway Business (HB) and Industrial-1 (I-1) districts.

Currently, the permitted use, “Amusements, commercial (establishments) including but not limited to bowling alleys and roller-skating rinks; not including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like,” does not make a distinction between indoor and outdoor amusement types. The proposed text amendment distinguishes Amusements, Indoor as a new permitted use. The new definition for Amusement, Indoor will identify the typical use types allowed as a part of this new permitted use.

This text amendment is consistent with the Reidsville Land Development Plan under both Goal #1 “A Thriving Downtown” and also Goal #2 “A Strong Local Economy”. Goal #1 is accomplished by seeking to attract businesses to the downtown area, while simultaneously encouraging the development of a robust social entertainment center. Goal #2 is met by working to bring in a wider variety of businesses to the City that will generate further interest for growth in Reidsville as a whole.

The planning staff recommend adoption of the proposed text amendment.

Planning Board Recommendation:

The Planning Board unanimously recommended the text amendment be approved.

Enclosure



City of Reidsville, North Carolina
Department of Planning & Community Development
230 West Morehead Street
Reidsville, NC 27320
336-349-1065
planning@reidsvillenc.gov

APPLICATION FOR ZONING TEXT CHANGE

Date Submitted: 6/16/2023 Application No.: T 2023-08 (Office Use)

(1) Applicant Information

Name City of Reidsville

Address 230 W Morehead St.

Daytime Telephone No. 336-349-1065

(2) Applicable Section of the Zoning Ordinance Article II, Section 1 "Definitions" and Article V, Section 2 "Table of Permitted Uses."

(3) Existing wording in text "Amusements, commercial including but not limited to bowling alleys, roller skating rinks; not including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like."

(4) Requested wording in text Amend Article II, Section 1 to define amusements, indoor and amend Article V, Section 2 "Table of Permitted Uses" to allow in the CB, GB, HB, & I-1 Districts

(5) Reason for requested change Distinguish and define indoor amusements along with expanding this land use to the CB & GB districts.

I hereby request the Reidsville Planning Board consider this application for a change to the Zoning Text and make a recommendation to City Council.

Jason Hardin

Signature of Applicant



The City of
Reidsville

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

Planning@reidsvillenc.gov

ZONING ORDINANCE TEXT AMENDMENT REPORT

DOCKET NO.: T 2023-08

REPORT

PRESENTER: Jason Hardin, Planning & Community Development Manager

REPORT

CONTRIBUTOR(S): Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I
Katelyn McKinney, Planning & GIS Intern

PETITIONER: City of Reidsville

ARTICLE/SECTION TO BE AMENDED: Article II, Section 1: Definitions,
& Article V Section 2: Table of Permitted Uses

REQUEST: Define Amusements, Indoor and amend the Table of Permitted Uses to include Amusements, Indoor as a permitted use.

REPORT: The planning staff is petitioning to amend Article II, Section 1: Definitions and Article V, Section 2: Table of Permitted Uses of the Reidsville Zoning Ordinance. There are three phases to this text amendment proposal. Phase one (1) will define Amusements, Indoor as “Commercial uses, varying in size and type, providing daily or regularly scheduled recreation or entertainment-oriented activities in an indoor setting. Typical use types include: bowling alley, escape room, trampoline park, indoor mini-golf, axe throwing, laser tag and palm readers among others. Excluded use types include: shooting ranges, alcohol establishments, nightclubs, arenas, coliseums and amphitheatres among others.” Phase two (2) will amend Article V, Section 2 Table of Permitted Uses to allow Amusements, Indoor as a permitted use in the Central Business (CB), General Business (GB), Highway Business (HB) and Industrial-1 (I-1) districts. Phase three (3) encompasses the adoption of this text amendment by City Council.

ANALYSIS & RECCOMENDATION: The planning staff is petitioning to add a definition for Amusements, Indoor, and to amend the Table of Permitted Uses to include Amusements, Indoor as a new permitted use. Currently, the permitted use, “Amusements, commercial (establishments) including but not limited to bowling alleys and roller skating rinks; not

including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like,” does not make a distinction between indoor and outdoor amusement types. The proposed text amendment distinguishes Amusements, Indoor as a new permitted use. The new definition for Amusement, Indoor will identify the typical use types allowed as a part of this new permitted use. The proposed text amendment is consistent with the Reidsville Land Development Plan under both Goal #1 “A Thriving Downtown” and also Goal #2 “A Strong Local Economy”. Goal #1 is accomplished by seeking to attract businesses to the downtown area, while simultaneously encouraging the development of a robust social entertainment center. Goal #2 is met by working to bring in a wider variety of businesses to the City that will generate further interest for growth in Reidsville as a whole.

The Planning Staff recommend adoption of the proposed text amendment.

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE II, DEFINITIONS & ARTICLE V, TABLE OF PERMITTED USES
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article II, Section 1, Definitions to define Amusements, Indoor.

Section 1: Definitions

Amusements, Indoor: Commercial uses, varying in size and type, providing daily or regularly scheduled recreation or entertainment-oriented activities in an indoor setting. Typical use types include: bowling alley, escape room, trampoline park, indoor mini-golf, axe throwing, laser tag and palm readers among others. Excluded use types include: shooting ranges, alcohol establishments, nightclubs, arenas, coliseums and amphitheatres among others.

Part II. That Article V, Section 2, Table of Permitted Uses be amended to include Amusements, Indoor as a permitted use in the Central Business (CB), General Business (GB), Highway Business (HB) and Industrial-1 (I-1) districts.

Section 2: Table of Permitted Uses

Section 2.	Table of Permitted Uses														NOTES
Uses	RA-20	R-20	RS-12	R-12	R-6	O&I	CB	GB	NB	HB	I-1	I-2	I-3	C	NOTES
Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Note 1
Adult Establishments								S		S	S	S			
Agricultural uses, truck farms, excluding raising poultry or other livestock so as to create a nuisance to surrounding property owners	X														
Agritourism	X														Note 29
Amusements, Indoor							X	X		X	X				
Amusements, commercial including but not limited to bowling alleys, roller skating rinks, not including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like										X	X				
Antiques and gift retail sales							X	X	X	X					
Appliance distributors, wholesale and retail							X	X	X	X					
Arts and crafts supply and retail sales							X	X	X	X					
Arts Studio, Art Gallery, Museum							X	X	X	X	X				
Automobile accessories sales							X	X	X	X	X		X		
Automobile body shops, painting, upholstery and reconditioning								X		X	X	X			Note 7

Part III: This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the _____ day of _____, 2023 by the City Council of the City of Reidsville, North Carolina.

DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

Angela G. Stadler, City Clerk



THE CITY OF
Reidsville
NORTH CAROLINA

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

NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, August 8, 2023, at 6:00 P.M., in Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a Text Amendment to amend Article II, Section 1: Definitions, and Article V, Section 2: Table of Permitted Uses in the City’s Zoning Ordinance to define Amusements, Indoor and amend the Table of Permitted Uses to include Amusements, Indoor as a permitted use in the Central Business (CB), General Business (GB), Highway Business (HB) and Industrial-1 (I-1) Zoning Districts (T 2023-08).

A copy of the proposed text amendment further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:00 p.m. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 26th day of July, 2023.

Angela G. Stadler, CMC/NCCMC
City Clerk

The City of Reidsville shares the goals of the Americans With Disabilities Act, which protects qualified individuals from discrimination on the basis of disabilities and provides for equality of opportunity in the services, programs, activities and employment of the City. Any individual with a disability who needs an interpreter or other auxiliary aids or services for this meeting may contact the City of Reidsville at 336-349-1030 (Voice). The toll-free number for Relay North Carolina is 1-800-735-2962 (TT).

**Rockingham Now Publish Dates: Wednesday, July 26, 2023
Wednesday, August 2, 2023**

Rockingham Now Classified Dept.: Bill CC (City Council)

“Live Simply. Think Big.”



The City of
Reidsville

North Carolina

Department of Planning & Community Development

230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065

Planning@reidsvillenc.gov

MEMORANDUM

TO: The Honorable Mayor Gorham, Members of the
Reidsville City Council, and Summer Woodard, City Manager
FROM: Jason Hardin, Planning & Community Development Manager
DATE: July 27, 2023
RE: Text Amendment T 2023-09

Staff is petitioning to amend Article II, Section 1: Definitions and Article V, Section 2: Table of Permitted Uses of the Reidsville Zoning Ordinance. Amusements, Outdoor and Theme Parks shall be defined as “Commercial uses, varying in size and type, providing daily or regularly scheduled recreation or entertainment-oriented outdoor activities. Typical use types include: batting cage, miniature golf facility, go-cart raceway, and archery range among others. Excluded use types include: shooting ranges, athletic fields, parks, playgrounds, botanical gardens, nature and game preserves, zoos and stadiums among others.” Amusements, Outdoor and Theme Parks will be added as a permitted use in the Highway Business (HB) and Industrial-1 (I-1) districts.

Currently, the permitted use, “Amusements, commercial (establishments) including but not limited to bowling alleys and roller-skating rinks; not including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like,” does not make a distinction between indoor and outdoor amusement types. The proposed text amendment distinguishes Amusements, Outdoor and Theme Parks as a new permitted use. The new definition for Amusements, Outdoor and Theme Parks will identify the typical use types allowed as a part of this new permitted use.

The proposed text amendment is consistent with the Reidsville Land Development Plan under Goal #2 “A Strong Local Economy.” Goal #2 is met by working to bring more businesses into the City that will generate further interest for growth in Reidsville as a whole, while providing enhanced amusement and entertainment options throughout the city and extraterritorial zoning jurisdiction.

The planning staff recommend adoption of the proposed text amendment.

Planning Board Recommendation:

The Planning Board unanimously recommended the text amendment be approved.

Enclosures



City of Reidsville, North Carolina
Department of Planning & Community Development
230 West Morehead Street
Reidsville, NC 27320
336-349-1065
planning@reidsvillenc.gov

APPLICATION FOR ZONING TEXT CHANGE

Date Submitted: 6/16/2023 Application No.: T 2023-09 (Office Use)

(1) Applicant Information

Name City of Reidsville

Address 230 W Morehead St.

Daytime Telephone No. 336-349-1065

(2) Applicable Section of the Zoning Ordinance Article II, Section 1 "Definitions." Article V, Section 2, "Table of Permitted Uses."

(3) Existing wording in text Outdoor and theme park amusements are not distinguished from indoor amusements.

(4) Requested wording in text Amend Article II, Section 1 to define Amusements, Outdoor or Theme Park and amend Article V, Section 2 to add to the table of permitted uses and allow in HB & I-1.

(5) Reason for requested change Distinguish and define outdoor and theme park amusements.

I hereby request the Reidsville Planning Board consider this application for a change to the Zoning Text and make a recommendation to City Council.

Jason Hardin

Signature of Applicant



The City of
Reidsville

North Carolina

Department of Planning & Community Development
230 W. Morehead Street, Reidsville, NC 27320 Ph. (336)-349-1065
Planning@reidsvillenc.gov

ZONING ORDINANCE TEXT AMENDMENT REPORT

DOCKET NO.: T 2023-09

REPORT

PRESENTER: Jason Hardin, Planning & Community Development Manager

REPORT

CONTRIBUTOR(S): Jason Hardin, Planning & Community Development Manager
Drew Bigelow, Planner I
Katelyn McKinney, Planning Intern

PETITIONER: City of Reidsville

ARTICLE/SECTION TO BE AMENDED: Article II, Section 1: Definitions,
& Article V Section 2: Table of Permitted Uses

REQUEST: Define Amusements, Outdoor and Theme Parks, and amend the Table of Permitted Uses to include Amusements, Outdoor and Theme Parks as a permitted use.

REPORT: The planning staff is petitioning to amend Article II, Section 1: Definitions and Article V, Section 2: Table of Permitted Uses of the Reidsville Zoning Ordinance. There are three phases to this text amendment proposal. Phase one (1) will define Amusements, Outdoor and Theme Parks as “Commercial uses, varying in size and type, providing daily or regularly scheduled recreation or entertainment-oriented outdoor activities. Typical use types include: batting cage, miniature golf facility, go-cart raceway, and archery range among others. Excluded use types include: shooting ranges, athletic fields, parks, playgrounds, botanical gardens, nature and game preserves, zoos and stadiums among others.” Phase two (2) will amend Article V, Section 2 Table of Permitted Uses to allow Amusements, Outdoor and Theme Parks as a permitted use in the Highway Business (HB) and Industrial-1 (I-1) districts. Phase three (3) encompasses the adoption of this text amendment by City Council.

ANALYSIS & RECCOMENDATION: The planning staff is petitioning to add a definition for Amusements, Outdoor and Theme Parks and amend the Table of Permitted Uses to include Amusements, Outdoor and Theme Parks as a permitted use. Currently, the permitted use, “Amusements, commercial (establishments) including but not limited to bowling alleys and

roller skating rinks; not including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like,” does not make a distinction between indoor and outdoor amusement types. The proposed text amendment distinguishes Amusements, Outdoor and Theme Parks as a new permitted use. The new definition for Amusements, Outdoor and Theme Parks will identify the typical use types allowed as a part of this new permitted use. The proposed text amendment is consistent with the Reidsville Land Development Plan under Goal #2 “A Strong Local Economy.” Goal #2 is met by working to bring more businesses into the City that will generate further interest for growth in Reidsville as a whole, while providing enhanced amusement and entertainment options throughout the city and extraterritorial zoning jurisdiction.

The Planning Staff recommend adoption of the proposed text amendment.

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE II, DEFINITIONS & ARTICLE V, TABLE OF PERMITTED USES
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance of the City of Reidsville be amended as follows:

Part I. That Article II, Section 1, Definitions to define Amusements, Outdoor or Theme Park.

Section 1: Definitions

Amusements, Outdoor or Theme Park: Commercial uses, varying in size and type, providing daily or regularly scheduled recreation or entertainment-oriented outdoor activities. Typical use types include: batting cage, miniature golf facility, go-cart raceway, and archery range among others. Excluded use types include: shooting ranges, athletic fields, parks, playgrounds, botanical gardens, nature and game preserves, zoos and stadiums among others.

Part II. This Article V, Section 2, Table of Permitted Uses be amended to include Amusements, Outdoor or Theme Park as a permitted use in the Highway Business (HB) and Industrial-1 (I-1) districts.

Section 2: Table of Permitted Uses

Section 2.	Table of Permitted Uses															NOTES
Uses	RA-20	R-20	RS-12	R-12	R-6	O&I	CB	GB	NB	HB	I-1	I-2	I-3	C		
Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	X	X	X	X	X	X	X	X	X	X	X	X		X	Note 1	
Adult Establishments								S		S	S	S				
Agricultural uses, truck farms, excluding raising poultry or other livestock so as to create a nuisance to surrounding property owners	X															
Agritourism	X														Note 29	
Amusements, commercial including but not limited to bowling alleys, roller skating rinks; not including drive-in theaters, commercial stables, roller coasters, carousels, fairgrounds, automobile race tracks, circuses or the like											X	X				
Amusements, Outdoor or Theme Park										X	X					
Antiques and gift retail sales							X	X	X	X						
Appliance distributors, wholesale and retail							X	X	X	X						
Arts and crafts supply and retail sales							X	X	X	X						
Arts Studio, Art Gallery, Museum							X	X	X	X	X					
Automobile accessories sales							X	X	X	X	X	X				

Part III: This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the _____ day of _____, 2023 by the City Council of the City of Reidsville, North Carolina.

DONALD L. GORHAM, MAYOR, REIDSVILLE, N.C.

Angela G. Stadler, City Clerk



THE CITY OF
Reidsville
NORTH CAROLINA


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

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This the 26th day of July, 2023.

Angela G. Stadler, CMC/NCCMC 
City Clerk

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**Rockingham Now Publish Dates: Wednesday, July 26, 2023
Wednesday, August 2, 2023**

Rockingham Now Classified Dept.: Bill CC (City Council)



THE CITY OF Reidsville NORTH CAROLINA

HEADWORKS FINANCING AND CAPITAL PROJECT ORDINANCE

To: Summer Woodard, City Manager
From: Chris Phillips, Asst. City Manager/Finance Director
Date: July 27, 2023

In June 2023, the City Council approved a contingent award of the construction contract to J. Crumby Construction for the Headworks Project. It was contingent on the approval of \$1,116,000 in additional funding from the State. That funding has been secured at the same terms, 20 years with an interest rate of 0.18%. This additional funding is slated for Local Government Commission approval on August 1, 2023 (on their consent agenda). The City Council is being asked to accept the total funding of \$5,036,100 with approval of the attached Resolution to Accept an Offer of Funding.

At this time, the Headworks Capital Project Ordinance also needs to be amended by the City Council. The attached amendment will expand fund 57 for completion of the project. It recognizes the project budget and funding. In addition, a Budget Ordinance Amendment is also required to transfer funds from the Sewer Fund Reserve to pay the 2% loan closing fee of \$100,722. This is not an eligible loan expense, so reserves must be used to cover this cost.

Please have the City Council consider these actions and let me know if any further information is needed.

**RESOLUTION BY GOVERNING BODY OF RECIPIENT
TO ACCEPT AN OFFER OF FUNDING**

WHEREAS, the North Carolina Department of Environmental Quality Division of Water Infrastructure has offered a Clean Water State Revolving Loan in the amount of **\$5,036,100** for the construction of the **Headworks Replacement**, and

WHEREAS, the **City of Reidsville** intends to construct said project in accordance with the approved plans and specifications.

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

That **City of Reidsville** does hereby accept the Clean Water State Revolving Loan offer of **\$5,036,100**.

That the **City of Reidsville** does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That **Summer Woodard, City Manager**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the **8th day of August, 2023** at Reidsville, North Carolina.

SEAL

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, City Clerk

**WASTEWATER TREATMENT PLANT HEADWORKS
CAPITAL PROJECT ORDINANCE AMENDMENT**

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, the Wastewater Treatment Plant Headworks Capital Project Fund was established on February 10, 2020; and

WHEREAS, it is the desire of the Mayor and the City Council of the City of Reidsville to recognize additional funding, to appropriate funds and to set up or amend related accounts;

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

Section 1 That the following revenue accounts for this project is hereby established/amended:

57-3900-0000	Proceeds of State Revolving Fund	\$	5,036,100
57-3988-0000	Transfer from Other Funds	\$	100,722

Section 2. The following line items of expenditures are hereby established/amended:

57-7130-1900	Issuance Cost	\$	100,722
57-7130-1990	Engineering	\$	280,000
57-7130-1991	Construction Administration	\$	195,000
57-7130-1992	Grant/Loan Administration	\$	24,000
57-7130-1993	Professional Services	\$	58,100
57-7130-5800	Construction	\$	4,307,000
57-7130-9911	Contingency	\$	172,000

Section 3. The City Manager 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, to approve change orders in each contract as long as said change orders amount to less than \$25,000 each, to transfer funds from the established Contingency Fund to cover such change orders and cost overruns. The Finance Director is authorized to make temporary loans to this capital 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 August, 2023.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

BUDGET ORDINANCE AMENDMENT NO. 3

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 13, 2023 which established revenues and authorized expenditures for fiscal year 2023-2024; 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 transfer Sewer reserve funds to the Headworks Capital Project Fund;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 13, 2023 is hereby amended as follows;

Section 1. That revenue account number 62-3991-0000, Sewer Reserve, be increased by \$100,722.00.

Section 2. That expense account number 62-4120-0052, Transfer to Sewer Capital Project Fund, be increased by \$100,722.00.

This the 8th day of August, 2023.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
SHADI ESKAF
Director



June 30, 2023

Ms. Summer Woodard, City Manager
City of Reidsville
230 West Morehead Street
Reidsville, NC 27320

SUBJECT: Offer and Acceptance for a State Loan
Project No. CS370384-07
Wastewater Treatment Plant Headworks
Replacement

Dear Ms. Woodard:

The City of Reidsville has been approved for loan assistance from the Clean Water State Revolving Fund. Enclosed are two (2) copies of an Offer-and-Acceptance Document extending a State Revolving Loan in the amount of **\$5,036,100**. This offer is made subject to the assurances and conditions set forth in the Offer-and-Acceptance Document.

Please submit the following items to Pam Whitley, Division of Water Infrastructure, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633 or via email at pam.whitley@ncdenr.gov:

1. A resolution adopted by the governing body accepting the loan offer and making the applicable assurances contained therein. (Sample copy attached)
2. One (1) copy of the original Offer-and-Acceptance Document executed by the Authorized Representative for the project, along with the signed "Standard Conditions for the Federal SRF loans". **Retain the other copy for your files.**
3. Federal Identification Number and Unique Entity ID Number of the Recipient (Memo attached)
4. Sales-Tax Certification (attached)

Please note that if a Fiscal Sustainability Plan is applicable to this project, the certification is not due until the final reimbursement request.

The Site Certification, a Capital Project Ordinance (or budget ordinance covering the project), and the Professional Engineering Services Procurement Form are due before



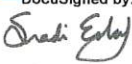
North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

disbursements will begin. Please see the attached Guidance Document for a complete list of items due no later than the project's first disbursement.

Reimbursement requests should be sent to DWI Finance Accountants at the address noted or emailed to dwi.businessoffice@ncdenr.gov.

On behalf of the Department of Environmental Quality, I am pleased to make this offer of State Revolving Loan funds, made available by North Carolina Water Infrastructure Fund and the Federal Clean Water Act Amendments of 1987.

Sincerely,

DocuSigned by:

6300A872077B4C5...

Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Enclosures: Resolution to Accept Loan Offer (suggested format)
Loan Offer and Acceptance Document (two copies)
Federal ID and Unique Entity ID Number Request Form
Sales-Tax Certification Form
Fiscal Sustainability Plan Certification
North Carolina Wastewater Funding Programs Overview
Reimbursement Request Form
Site Certification
Capital Project Ordinance Sample
Professional Engineering Services Procurement Form

cc: Joel Whitford, PE, McGill Associates, Hickory
(joel.whitford@mcgillassociates.com)
Pam Whitley
Steve "Tesfu" Tsadwa
Mark Hubbard, PE
Jennifer House
Janice Fenner
SRF (COM_LOX)



**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

City of Reidsville
230 West Morehead Street
Reidsville, NC 27320

Project Number: CS370384-07

Assistance Listing Number: 66.458
Unique Entity ID Number: EBNMN93LKMR8

Funding Program

	<input type="checkbox"/>	Additional Amount for	Previous Total	Total Offered
Drinking Water	<input type="checkbox"/>	Funding Increases		
Wastewater	<input checked="" type="checkbox"/>			
State Revolving Fund (SRF)	<input checked="" type="checkbox"/>	\$1,116,100	\$3,920,000	\$5,036,100
State Reserve Loan (SRP)	<input type="checkbox"/>			
State Reserve Grant (SRP)	<input type="checkbox"/>			
State Emergency Loan (SEL)	<input type="checkbox"/>			
Asset Inventory & Assessment Grant (AIA)	<input type="checkbox"/>			
Merger/Regionalization Feasibility Grant (MRF)	<input type="checkbox"/>			

Project Description:

Wastewater Treatment Plant Headworks replacement.

Total Financial Assistance Offer: **\$5,036,100**
Total Project Cost: **\$5,136,822**
Estimated Closing Fee*: **\$100,722**
For Loans
Principal Forgiveness: **\$0**
Interest Rate: **0.18% Per Annum**
Maximum Loan Term: **20 Years**

**Estimated closing fee calculated based on grant and loan amount.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina: **Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

DocuSigned by: 	7/3/2023
Signature	Date

On Behalf of: City of Reidsville
 Name of Representative in Resolution: _____
 Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

Signature	Date
-----------	------

APPLICABLE STANDARD CONDITIONS**Project Applicant: City of Reidsville****Project Numbers: CS370384-07**

1. The following "super cross cutters" apply to SRF projects and may be found in the Public Policy Requirements section of the EPA General Terms and Conditions for each year's appropriation. This document can be found at <https://www.epa.gov/sites/production/files/2015-08/documents/crosscutterhandbook.pdf>. Please note that nothing is submitted to the State's SRF program offices regarding compliance with these items.
 - (a) Title VI of the Civil Rights Act of 1964
 - (b) Section 504 of the Rehabilitation Act of 1973
 - (c) The Age Discrimination Act of 1975
 - (d) Section 13 of the Federal Water Pollution Control Act Amendments of 1972
2. Acquisition of Real Property must comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended. The applicant shall certify that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project using a certification form provided by DEQ.
3. Specific MBE/WBE (DBE) forms and instructions are provided that are to be included in the contract specifications. These forms will assist with documenting positive efforts made by recipients, their consultants and contractors to utilize disadvantaged businesses enterprises. Such efforts should allow DBEs the maximum feasible opportunity to compete for subagreements and subcontracts to be performed. Documentation of efforts made to utilize DBE firms must be maintained by all recipients, and construction contractors, and made available upon request.
4. Subrecipients shall fully comply with Subpart C of 2 CFR Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business with Other Persons," as implemented and supplemented by 2 CFR Part 1532. Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Subrecipients may access suspension and debarment information at: <http://www.sam.gov>. This system allows subrecipients to perform searches determining whether an entity or individual is excluded from receiving Federal assistance.
5. The construction contract(s) requires the contractor to adhere to Davis Bacon and Related Acts Provisions and Procedures as listed in the Code of Federal Regulations Chapter 29 Part 5 Section 5 (29 CFR 5.5). Public Law pertaining to this is also enacted in Title 40, United States Code, Subtitle II Section 3141 through Section 3148.
6. As required by H.R. 3547, "Consolidated Appropriations Act, 2014" Section 436, Division G, Title IV, this project is subject to American Iron and Steel provisions. The State provides detailed requirements to be included in the construction contract specifications.
7. Section 603(d)(1)(E) of the Federal Water Pollution Control Act requires subject to develop and implement a Fiscal Sustainability Plan (FSP) for projects that involve the repair, replacement or expansion of publicly owned treatment works. Note that FSPs are not required for new treatment works. The certification provided must be submitted regarding compliance with this section of the Act.
8. Section 602(b)(14) of the Clean Water Act requires projects receiving CWSRF funding to comply with Federal engineering procurement guidelines. The State provides a certification form that must be completed prior to receiving funds for any engineering services covered under this funding offer.

ASSURANCES

Project Applicant: City of Reidsville

Project Numbers: CS370384-07

1. The Applicant intends to construct the project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division.
The recipient acknowledges that in the event a milestone contained in the most recent Clean Water State Revolving Fund Intended Use Plan and/or the Letter of Intent to Fund is missed, the Department of Environmental Quality will rescind this Funding Offer.
2. The Applicant is responsible for paying for the costs ineligible for SRF funding.
3. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
4. As of the acceptance of this Funding Award Offer, steps A-D in the SRF Guidance will be complete. These Assurances, likewise, incorporate the most recent version of the SRF Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRF Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, reimbursements, closeout and repayment.
5. The Applicant will provide and maintain adequate engineering supervision and inspection.
6. The recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three years following completion of the project.
7. All SRF funds loaned shall be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the recipient's compliance with the Standard Conditions of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
8. The applicant will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.
9. The applicant acknowledges that loan funds contained in this Funding Offer require approval from the North Carolina Local Government Commission before they can be disbursed.

FEDERAL ID & Unique Entity ID # REQUEST MEMO

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to:

Division of Water Infrastructure
1633 Mail Service Center
Raleigh, North Carolina 27699-1633

RECIPIENT:

PROJECT NUMBER:

FEDERAL IDENTIFICATION NUMBER:

UNIQUE ENTITY ID:

SALES-TAX REIMBURSEMENT CERTIFICATION FORM

(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: _____

Project Number: _____

Check If Applicant is not a unit of government under North Carolina law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

The construction contract was bid with sales taxes and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

The construction contract was bid with sales taxes and the unit of government will not request reimbursement from the DOR.

The construction contract was bid without sales taxes

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

Submit to: NC Dept. of Environment & Natural Resources
Division of Water Infrastructure
Pam Whitley, Project Management Branch
1633 Mail Service Center
Raleigh, NC 27699-1633

REIMBURSEMENT REQUEST FORM

NC Division of Water Infrastructure

Funding Recipient: _____
 DWI Project No. _____

Payment No. _____ of _____
 Page No. _____ (Use more pages as needed)

	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order	Subtotal of Payable Cost	Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
CONSTRUCTION <i>(Revenue as appropriate)</i>									
Contract 1	\$1,200,000	(\$100,000)	(\$100,000)	\$1,000,000	(\$50,000)	(\$50,000)	(\$500,000)	(\$300,000)	\$100,000
Contract 2	\$505,000		(\$5,000)	\$500,000	(\$25,000)			(\$400,000)	\$65,000
Contract 3									
Contract 4									
Contract 5									
ENGINEERING <i>(Revenue as appropriate)</i>									
Item 1	\$250,000							(\$250,000)	\$0
Item 2									
Item 3									
Item 4									
OTHER COSTS <i>(Revenue as appropriate)</i>									
Item 1									
Item 2									
Item 3									
PAY REQUEST TOTALS	\$1,955,000	(\$100,000)	(\$105,000)	\$750,000	(\$75,000)	(\$60,000)	(\$500,000)	(\$950,000)	\$165,000

Certification
 - I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.
 - For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.

You must check ONE of the boxes below or your payment will not be processed:
 The funds requested above have already been paid to the respective vendors, consultants & contractors by the funding recipient
 OR
 The funds requested above have not been paid to the respective vendors, consultants & contractors.
 Funds received from the State will be disbursed to these entities within three (3) banking days.

Type or Print Name and Title _____ Date _____
 Signature of Authorized Representative _____

DWI comments _____

Instructions and notes on how to use this form

- Complete guidance for preparing reimbursements can be found in section G.2. of the North Carolina SRF Program Overview and Guidance that was included with your funding offer (applicable to State grants and loans too).
- The form, as downloaded, is filled out with sample numbers. It is suggested that the sample be used as a reference (saved or printed).
- Please submit ONE COPY of this form and backup documents when requesting funds.
- Only the Authorized Representative can sign this form, unless declared otherwise in a resolution.
- Construction contract line item overruns and engineering contract overruns must have approved change orders or engineering amendments before those costs will be paid.

Fiscal Sustainability Plan Certification

Section 603(d)(1)(E) of the Federal Water Pollution Control Act requires subject projects to develop and implement a Fiscal Sustainability Plan (FSP) for projects that involve the repair, replacement or expansion of publically owned treatment works¹. Note that FSPs are not required for new treatment works. If that is the case, this certification must still be provided with the appropriate box checked at the bottom of the form.

An FSP must only cover the functional components related to the funded project. If an applicant has an Asset Management Plan, this certification must still be provided as an assurance that the AMP will be updated to include the funded project.

The following items constitute an FSP.

1. An inventory of critical assets that are part of the treatment works;
2. An evaluation of the condition and performance of inventoried assets or asset groupings;
3. A certification that the assistance recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan;
4. A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Signing this form indicates that the above steps will be undertaken by the conclusion of the project. Note also that **this form serves as certification for item number 3** therefore it should be included in the owner's FSP materials.

Please check the appropriate box and return this certification to the Division of Water Infrastructure (DWI). The final project disbursement will not be processed until this certification form is completed and received in the DWI office.

- This project meets the criteria for requiring an FSP, and the items listed above will be implemented upon the completion of the project.
- This project does not require an FSP because the treatment works are not being repaired, replaced or expanded by the loan.

Project Owner/Applicant:

Project Number:

Signature of Authorized Representative

1. From the Code of Federal Regulations : The term "treatment works" means any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature to implement section 1281 of this title, or necessary to recycle or reuse water at the most economical cost over the estimated life of the works, including intercepting sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment, and their appurtenances...

Division of Water Infrastructure **Professional Engineering Services Procurement**

Section 602(b)(14) of the Clean Water Act requires projects receiving CWSRF funding to comply with engineering procurement guidelines.

North Carolina State Law 2021-180 authorizes the Division of Water Infrastructure to award grant funds (American Rescue Plan Act, or ARPA) for water, wastewater, and stormwater infrastructure projects. The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) engineering services procurement guidelines.

To comply, you must follow North Carolina State law NC General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for reimbursement.

Applicant: _____

Project Name: _____

Division Funding Number: _____

1) List the basic services being provided: (planning, design, inspection etc.)

2) Describe the method of announcement for the project.

3) List the firms the announcement was discussed with or that proposals were received from in order of quality.

4) Was a contract negotiated with the best qualified firm? Yes No (circle)
If no, explain why.

NOTE: Documentation of Qualification-Based-Selection of Engineering Services shall be provided to the Division upon request (to include announcement and qualifications requested).

By signing below, I _____, the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

(signed name, title and date)

(DWI staff use only – Check and initial here if debarment status checked and firm is NOT debarred _____)

<p>Clean Water Act, Section 602(b)(14)</p>	<p>(14) a contract to be carried out using funds directly made available by a capitalization grant under this title for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services <u>shall be negotiated in the same manner as a contract for architectural and engineering services is negotiated under chapter 11 of title 40, United States Code, or an equivalent State qualifications-based requirement (as determined by the Governor of the State).</u></p> <p>From: water resources reform and development act guidance.pdf (epa.gov) <i>The requirements of 40 U.S.C. 1101 et seq. are:</i></p> <ul style="list-style-type: none"> • <i>Public announcement of the solicitation (e.g., a Request for Qualifications);</i> • <i>Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation);</i> o <i>Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);</i> • <i>Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;</i> • <i>Selection of at least three firms considered to be the most highly qualified to provide the services required; and</i> • <i>Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered;</i> <ul style="list-style-type: none"> o <i>In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.</i>
<p>Uniform Guidance 2 CFR 200.319(b)</p>	<p>Competition.</p> <p>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</p>
<p>NC General Statute 143-64.31</p>	<p>Procurement of Architectural, Engineering, and Surveying Services (NC "Mini-Brooks")</p> <p>...It is the public policy of this State... and Local Governmental Units..., to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services,..., to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. ...</p>
<p>NC General Statute 143-64.32</p>	<p><u>NOTE: CWSRF and ARPA funding:</u> NCGS 143-64-32 cannot be used to exempt a local government unit from abiding by NCGS 143-63-31. This is because there is no minimum dollar exemption allowed in the Federal Brooks Act, the Clean Water Act Section 602(b)(14), or 2 CFR 200.319.</p> <p>Written exemption of particular contracts.</p>

	<p>Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). (1987, c. 102, s. 2; 2013-401, s. 2.)</p>
<p>21 NCAC 56.0701(f)</p>	<p>SECTION .0700 – RULES OF PROFESSIONAL CONDUCT, adopted in accordance with NC General Statute 89C-20 (Board Rules for Professional Engineers, etc)</p> <p>(f) A licensee shall solicit or accept work only on the basis of qualifications and:</p> <ul style="list-style-type: none"> (1) Shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies; (2) Shall compete for employment on the basis of professional qualification and competence to perform the work. The licensee shall not solicit or submit proposals for professional services containing a false, fraudulent, misleading, deceptive or unfair statement or claim regarding the cost, quality or extent of services to be rendered; (3) Shall, with regard to fee bidding on public projects, comply with the provisions of G.S. 143-64.31 et seq., (or for federal projects, the Brooks Act, 40 U.S. Code 541 et seq.) and shall not knowingly cooperate in a violation of any provision of G.S. 143-64.31 et seq. (or of 40 U.S. Code 541 et seq.); <p>...</p>



Water Infrastructure
ENVIRONMENTAL QUALITY

CERTIFICATION REGARDING UNIFORM RELOCATION
ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES
(URLAP) ACT OF 1970

Applicant: _____
Project No.: _____
Project Name: _____

Please check appropriate boxes:

<input type="checkbox"/> I certify that all real property (including easements) has been acquired or condemnation proceedings have been entered into for property thereby providing legal access for this project.
AND
<input type="checkbox"/> I certify to the best of my knowledge and belief that the acquisition of property specifically for the above referenced project is in compliance with the URLAP Act of 1970 (the Uniform Act). The acquisition either: <ul style="list-style-type: none"> <input type="checkbox"/> Acquisition of real property did not result in the displacement of any person, business or farm operation. <input type="checkbox"/> or relocation was involved in the land acquisition, the Federal Highway Administration (FHA) was contacted for technical assistance.
OR
<input type="checkbox"/> Compliance with the Uniform Act does not apply because the land and/or easements associated with the above referenced project were acquired prior to the inception of the project. Date land acquired: _____

I understand that a false statement on this certification may be grounds for rejection or termination of this loan.

Signature of Applicant's Authorized Representative or Attorney Date

Typed Name and Title

Capital Project Ordinance

Be it ORDAINED by the Governing Board of the (Town of Anywhere), North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted.

Section 1: The Project authorized is the (construction/rehabilitation of a wastewater treatment/collection System) to be financed by (the sale of general obligation bonds/ARRA loan /federal loan/state loan / state grants and reserves).

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project:

Engineering	\$ 120,000
Land	90,000
Construction	<u>1,440,000</u>
	<u>\$ 1,650,000</u>

Section 4: The following revenues are anticipated to be available to complete this project:

Federal/ARRA Loan	\$ 1,100,000
Proceeds from general Obligation Bonds	\$ 500,000
Transfer from Wastewater treatment capital Reserve	<u>\$ 20,000</u>
	<u>\$ 1,650,000</u>

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the bond resolution also shall be met.

Section 5: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this ___ day of _____ 201__.

Signature, (Authorized Rep)

(Seal)

Attest: _____
Signature (Town Clerk)

North Carolina Wastewater Funding Programs Overview

Division of Water Infrastructure Website: <http://portal.ncdenr.org/web/wi/home>

A) Application Filing

1. Application deadlines are twice a year. The deadlines are typically March and September.
2. If SRF and State Reserve funding are both available, an applicant will simply apply for funding and DWI will slot successful applications into the funding program that best suits the situation (most grant or principal forgiveness, most total dollars etc.)
3. Letter of Intend to Fund (LOIF) letters are mailed after DWI evaluation and State Water Infrastructure Authority approval. Recipients of LOIF letters are placed on a schedule for completing the rest of the steps to start construction.
4. Consult the website for the current application forms.

B) Engineering Report Submission and Approval (See website for guidance and details)

1. From the Date of the LOIF, an Engineering Report (ER) must be submitted within **4 months**.
2. From the Date of the LOIF, the ER must be approved within **9 months**.
3. Consult the website for submittal checklists and instructions.

C) Application Approval by the Local Government Commission (Note: LGC approval now takes place only after bids are in hand. Coordination is now directly with the LGC for this step)

1. For projects with a loan component, the Local Government Commission must approve the ability to take on the requested debt. This is done after the Engineering Report is approved. DWI staff will transmit the required information to the LGC on behalf of the project applicant. **Note that LGC 108A & 108C forms are now not requested by DWI until the ER is approved. The ER approval letter asks the applicant to obtain the forms from the website and return them to DWI. Please do this as soon as possible.**
2. Terms:
 - a) Projects with interest bearing loans will receive the lower of two interest rates. The two rates are the current rate when applications are due and the rate when the LGC approves the loan. The Loan Offer (discussed in D, below) will reflect the lower rate. The rates are ½ the 20-year municipal bond buyers index. Certain, qualifying applications receive 0% interest loans.
 - b) The LGC sets the loan term with a maximum term of 20 years. Applicants may want to contact the LGC earlier than this to ensure they are able to meet LGC approval requirements. Currently the LGC is not allowed to review applications for \$1,000,000 or more unless a letter to the Joint Legislative Committee on Local Government and the Fiscal Research Division has been provided.
 - c) Loan Offers can be written for as much as 110% of the LGC approved amount. The applicant must justify this, and request it in writing from the DWI.
 - d) In some rare cases a 30 year term may be available. Please consult DWI management to discuss if this is potentially available for your situation.

D) Funding Offer (Funding Offers are now issued without LGC approval to take on debt for awards with a loan component)

1. After approval of the Engineering Report and debt capacity by the LGC (for loans), a

formal Award Offer is prepared which includes the Award's details and applicable assurances and conditions.

- a) Two copies of the Award Offer are sent to recipients. Return the following to DWI:
- b) One signed copy (keep the other copy) of the Loan Offer.
- c) Resolution accepting the Award Offer.
- d) Federal ID and UEID form.
- e) Sales Tax Certification.
- f) A Fiscal Sustainability Plan (FSP) Certification for certain new SRF projects. This must be returned before a project's final reimbursement will be made.

2. In the event of bids that exceed the project budget, a loan increase for up to 10% can be authorized without additional approval of the LGC. Amounts above 10% require a modified application to be approved by the LGC.
3. Closing Fees are invoiced with the Authority to Award letter. (paragraph F below). The Award Offer contained an estimated closing fee but actual closing costs are based on the total costs after bids are received. Loan Fees are 2% and Grant Fees 1.5%.

E) Plans and Specifications Approval (see website for guidance and details)

1. Plans & Specifications must be submitted within **15 months** of the LOIF.
2. Plans and Specifications must be approved within **19 months** of the LOIF letter. This includes issuance of all permits.
3. The project's plans and specifications must be approved by the Division prior to advertising for bids. Changes by addendum must be submitted to the Division for approval. Changes by change order must also be submitted for approval.

F) Bidding and Issuance of Authority to Award (ATA) the Construction Contract

1. Issuance of the ATA letter must be within **23 months** of the LOIF letter. Awarding contracts before issuance of the ATA letter is at the risk of the owner.
2. The contracts may be advertised as soon as plans & specifications are approved and permits are issued. NC General Statutes require the project to be advertised for 7 days, however DWI prefers projects to be advertised for 30 days. For the initial advertisement period, three bids must be received in order for an award to be made. The Plans & Specifications approval letter has the Project Bid Information form attached. It, and the other information described in it, must be submitted to and approved by this office **before contracts can be awarded**. This information is:
 - a. Project Bid Information Form, signed by authorized representative
 - b. Bid tabulation, sealed by the consulting engineer
 - c. Proposals of the successful bidders
 - d. Tentative award resolution from loan recipient subject to DWI approval
 - e. Engineer's recommendation
 - f. Proof of Advertisement
 - g. American Iron and Steel Certification (SRF only)
 - h. MBE/WBE requirements. (Detailed guidance on the website).
3. In an environment where program funding is limited, costs not demonstrated to be needed by the applicant, will immediately be

made available in future funding rounds (deobligated).

G) Construction Phase of Project

1. Inspections

- a) Site Inspections will be conducted for all funded projects. Coordinate the Preconstruction Conference with the Inspector assigned to project. The number of inspections performed will be determined based on the length of the project, type of project, amount of funding involved and other factors. Any duly authorized representative of the State will have access to the work site and the contractor will provide proper facilities for such access and inspection. Further, any authorized representative of the State shall have access, for the purpose of audit and examination, to any records pertinent to the funds.
- b) A primary duty of the administering State agency is to guard against fraud, waste and abuse of Federal funds. To ensure proper use of Federal funds, State personnel may review submittals, daily logs, testing reports, as-builts and other appropriate construction documentation to verify that project elements meet approved specifications. Generally, any changes to unit quantities or changes in specifications that result in substantial monetary savings for the owner, will need to be documented by change order.
- c) Conformance with SRF standard conditions is a primary program responsibility. These include Davis-Bacon and American Iron and Steel currently.
- d) Additionally, inspections may uncover unsafe construction practices and environmental compliance violations. While not necessarily in SRF staff jurisdiction, deficiencies may be referred to appropriate enforcement agencies. Expeditious and timely use of SRF funds is a program goal and avoidance of any delay in construction is a concern, particularly delays associated with public health or worker safety which are of concern in their own right.

2. Disbursements (\$\$\$)

a) First Reimbursement

- i) Approval of Construction Contracts must happen with **24 months** of the LOIF letter. The following items are required for approval:
 - o Contract must be fully executed
 - o Notice to Proceed must be executed by owner and contractor
 - o The project specifications must include 100% performance and payment bonds. Bonds must be dated on or after contract date
 - o Original power of attorney must be dated on or after bonds
 - o The contractor must provide current Insurance
 - o All documents must be bound with the specifications
 - o Davis-Bacon Documents must be present in the specifications
- ii) Capital Project Ordinance submitted as required by G.S. 159-13.2. Alternately a budget ordinance that clearly identifies the project being funded by the SRF can be submitted.
- iii) All items under Item D,1.
- iv) Site Certificate
- v) Engineering Contracts and Engineering Procurement Certification (2

items)

- vi) Closing Fee must have been received
- vii) For Loans, promissory note executed and returned to the Local Government Commission (this is requested from the LGC upon receipt of the executed construction contract and is for the amount noted in the ATA letter)

b) Disbursements - General Information

- i) Forms can be found online. A sample was included with the Loan Offer
- ii) Disbursement requests should be sent to Jackie Moore; 1633 Mail Service Center; Raleigh NC 27699-1633.
- iii) All items must be approved in advance before being reimbursed.
- iv) One copy of the following information is required for reimbursements:
 - o Reimbursement request form with original signature.
 - o Contractor monthly estimates
 - o Engineering invoices
 - o Invoices for any other approved costs
 - o Eligible land costs will be reimbursed when the land has either been acquired or is under condemnation. In both cases and a copy of an offer to purchase the land must be submitted with the appraisal.
- v) Indicate cumulative totals on the reimbursement form
- vi) Check the appropriate box regarding whether or not contractors have already been paid. Note, that if the DWI funds are needed to pay the contracts, the funds must be disbursed within 3 banking days of receipt.
- vii) As noted in the Award Offer Assurances, sales taxes will be deducted from disbursements if an applicant indicates they intend to seek reimbursement for them from the Department of Revenue. A certification form is provided on our website to indicate what the owner intends to do regarding sales tax..
- viii) Note that Davis-Bacon certified payrolls and materials invoices that support the contract summary invoice **do not** need to be submitted with reimbursement requests.

c) Project Closeout and Final Disbursement

- i) Funds are held at 95% until the final payment is authorized.
- ii) Required items for final payment include:
 - o The inspector must issue final inspection report signifying that project is complete and all concerns have been satisfied and all change orders must have been submitted and approved.
 - o Final invoices must show zero retainage.
 - o Submit to Pam Whitley:
 - ✓ Engineer's certifications.
 - ✓ Owner's Certification of Completion
 - ✓ Signed Closeout Checklist.
 - ✓ Fiscal Sustainability Plan (CWSRF Only).

H) REPAYMENT (Loans Only)

1. Repayments will be reflected in the final promissory note and will be for the actual funds borrowed.
2. Repayments by the recipient begin on the May 1st or the November 1st that is between 6 months and 12 months after original project completion in the notice to proceed.
3. The May 1st payment includes principal and interest and the November 1st payment is only interest.
4. **Interest begins to accrue from the date of completion on the Notice to Proceed.** For multi-prime contracts the General contract will be used to set this date.
5. Construction Manager at Risk and Design Build Contracts, should set a date of completion in that contract.

I) Eligibility**1. Regulatory Authority-CWSRF**

- a) The types of projects that can be funded are loosely defined under Sections 212, 319 and 320 of the Clean Water Act. These can be described as publically owned wastewater treatment and transport systems and stormwater pollution treatment and control projects.

2. Construction - Items Not Eligible

- a) Project elements not related to the scope of the approved project.
- b) The SRF will pay to restore project related items such as road patching, sidewalks Fences, seeding, etc. Complete paving of streets unless warranted by disturbance of construction activities, even if required by NCDOT
- c) Note that items or rework that should be covered by bonds, insurance or liquidated damages will not be covered by the SRF funds.
- d) Any installation of service lines or service laterals outside the right-of-way.
- e) Operation and maintenance type work (e.g. sludge removal not necessary for construction of the project), or items such as spare parts.
- f) Extended warranties or maintenance contracts.
- g) Drinking water facilities are not eligible for CWSRF projects unless changes are necessary to complete the sewer project (e.g. moving a water line, providing potable water to wastewater facility).

3. Engineering, Technical Services and Project Administration - Eligibility Considerations

- a) Planning and Design Contracts
 - i. Must include task descriptions and these tasks must be associated with the project being built
- b) Construction Administration and Inspection
 - i) Task Description must be included and tasks must be associated with eligible construction work
 - ii) Typical tasks include but are not limited to: attending meetings, provide plan copies, review testing, review shop drawings, review payment applications, prepare change orders, coordinate with DWI, as-builts
 - iii) Price should be cost plus fixed fee or per diem with a ceiling. This fee schedule should be in the contract.
 - iv) Invoices must include hours, rate and task
 - v) Contract must be amended to pay beyond the ceiling. Must be accompanied by justification such as a corresponding change order.
- c) Other eligible engineering activities include bidding, O&M manuals, soils reports, hydro-geologic reports, TVing and cleaning of lines etc.
- d) Non-technical Project/Funding Administration
 - i) Task description must be included in the contract
 - (1) Allowable tasks include but are not limited to, pay request preparation, attending meetings, filling out funding applications,
 - ii) Compensation method must be included with a maximum amount.
 - iii) Invoices must reflect hours worked per task and compensation for task.

4. Other Eligibility Notes

- a) Legal - Legal fees for contract review and for advertisements etc.
- b) Real Property and easements associated with the approved project scope are eligible expenses. All cost items associated with acquiring the property may be paid for if properly documented.
- c) Preparation of permits required by Federal, or State regulations or procedures.
- d) Permits imposed by the applicant such as building permits are not eligible.
- e) 'Force Account' labor may be reimbursed for direct project building tasks for laborers, and technical staff.
- f) Normal salaried government staff may not bill time to projects funded by the Division of Water Infrastructure. Only employees directly responsible for project installation or technical staff inspecting the project may have their time reimbursed. Water and Sewer grants and loans are not intended to pay the normal cost of providing government.



MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Master Metering Ordinance Modification
DATE: August 8, 2023

The City of Reidsville's Ordinance Section 10-31 – Use of master meters states that master meters should be discouraged throughout the City. Numerous apartment complexes and large retail strips are individually metered due to this ordinance and guidance previously provided by past City Managers.

The use of master meters should be encouraged for several reasons:

1. Using the example above, all water lines within the complex are considered private and not maintained by the City. When a break or leak occurs, the loss of water is not captured through the master meter and, therefore, the property owner has little desire to make the repairs in a timely manner other than threats of disconnection by the City.
2. When master meters are allowed, the City can back charge the property owner for future replacements and not have to bear this cost. The financial responsibility to replace small residential meters is covered by the City.
3. Using the Woodland Heights example above, the water availability fees for 700 residential meters equates to \$5,719. Using the availability fees for two 6" water meters, the charges add up to \$7,584.
4. City staff only has to read one meter each month, taking only a few minutes to read. Currently this process takes approximately two days during dry weather conditions in the Woodland Heights example.
5. Finally, the infrastructure cost to provide individual meters is more expensive to the owner and the long-term maintenance to provide multiple service lines instead of a single riser will result in additional cost.

Request:

City staff request that the City Ordinance be amended to allow the Public Works Director to approve master meters where common ownership is present such as apartment complexes, shopping centers, office parks, and other similar locations.

AMENDING THE CITY OF REIDSVILLE CODE OF ORDINANCES

**AN ORDINANCE AMENDING
CHAPTER 10, MUNICIPAL UTILITIES AND SERVICES
SECTION 10-31 - Use of Master Meters**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the City of Reidsville Code of Ordinances be amended as follows:

Part. I. That Chapter 10, Section 10-31. Use of master meters, *It is the policy of the city to discourage the use of master meters for water and sewer service. However, in cases where the city manager determines it to be in the best interest of the city to allow the installation of a master meter for such services, the following conditions will be applicable:* is hereby repealed and rewritten in its entirety as follows:

Separate habitable buildings, houses, mobile homes, apartments, dwelling units, businesses, or offices shall be separately and independently metered unless the Director of Public Works approves a master meter.

The Director of Public Works may consider approval of a master meter where there is common ownership as to a single tract such as condominiums under management of a home-owners association, apartment developments, hotels, motels, office parks, mobile home parks, shopping centers, storage buildings, and shopping malls.

The following applies to master metering:

Part II. This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the 8th day of August, 2023, by the City Council of the City of Reidsville, North Carolina

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, City Clerk, CMC/NCCMC



MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Master Metering Ordinance Modification
DATE: August 8, 2023

The City of Reidsville's Ordinance Section 10-31 – Use of master meters states that master meters should be discouraged throughout the City. Numerous apartment complexes and large retail strips are individually metered due to this ordinance and guidance previously provided by past City Managers.

The use of master meters should be encouraged for several reasons:

1. Using the example above, all water lines within the complex are considered private and not maintained by the City. When a break or leak occurs, the loss of water is not captured through the master meter and, therefore, the property owner has little desire to make the repairs in a timely manner other than threats of disconnection by the City.
2. When master meters are allowed, the City can back charge the property owner for future replacements and not have to bear this cost. The financial responsibility to replace small residential meters is covered by the City.
3. Using the Woodland Heights example above, the water availability fees for 700 residential meters equates to \$5,719. Using the availability fees for two 6" water meters, the charges add up to \$7,584.
4. City staff only has to read one meter each month, taking only a few minutes to read. Currently this process takes approximately two days during dry weather conditions in the Woodland Heights example.
5. Finally, the infrastructure cost to provide individual meters is more expensive to the owner and the long-term maintenance to provide multiple service lines instead of a single riser will result in additional cost.

Request:

City staff request that the City Ordinance be amended to allow the Public Works Director to approve master meters where common ownership is present such as apartment complexes, shopping centers, office parks, and other similar locations.

AMENDING THE CITY OF REIDSVILLE CODE OF ORDINANCES

**AN ORDINANCE AMENDING
CHAPTER 10, MUNICIPAL UTILITIES AND SERVICES
SECTION 10-31 - Use of Master Meters**

BE IT ORDAINED by the City Council of the City of Reidsville, North Carolina, that the City of Reidsville Code of Ordinances be amended as follows:

Part. I. That Chapter 10, Section 10-31. Use of master meters, *It is the policy of the city to discourage the use of master meters for water and sewer service. However, in cases where the city manager determines it to be in the best interest of the city to allow the installation of a master meter for such services, the following conditions will be applicable:* is hereby repealed and rewritten in its entirety as follows:

Separate habitable buildings, houses, mobile homes, apartments, dwelling units, businesses, or offices shall be separately and independently metered unless the Director of Public Works approves a master meter.

The Director of Public Works may consider approval of a master meter where there is common ownership as to a single tract such as condominiums under management of a home-owners association, apartment developments, hotels, motels, office parks, mobile home parks, shopping centers, storage buildings, and shopping malls.

The following applies to master metering:

Part II. This Ordinance shall become effective upon its adoption by the City Council of the City of Reidsville, North Carolina.

ADOPTED this the 8th day of August, 2023, by the City Council of the City of Reidsville, North Carolina

Donald L. Gorham, Mayor

ATTEST:

Angela G. Stadler, City Clerk, CMC/NCCMC



MEMORANDUM

TO: Summer Woodard, City Manager
FROM: Josh Beck, Public Works Director
RE: Settle Street Improvement Project
DATE: August 8, 2023

Since fall 2022, City staff have been working with the property owners along the 200 block of Settle Street on the deteriorated conditions of the awnings encroaching into the City's right of way. After initial discussions informed the adjacent property owners that maintenance of the awnings was not the City's responsibility, the owners verbally agreed to allow us to remove them.

After these initial discussions, the property owners asked about the possibility of extending the Streetscape project to include Settle Street. Engineering was tasked to provide a sketch plan for the owners to review and a cost estimate for City staff. The concept provided was to match the previous design along Settle Street across from Market Square and Market Street. The property owners appeared to be onboard with the concept but did express concerns about the potential loss of parking.

At the retreat with City Council, the same sketch and the initial budget was presented. City Council agreed with the presentation and that the project would be a nice addition downtown. Mayor Gorham asked that City staff work up a hold harmless agreement since Public Works would be modifying private property.

The necessary funding for the project was not allocated during the budget process. However, since then, additional quotes have come in under those expected prices, and we have approximately \$100,000 remaining from unused contingency funds. The remaining undesignated American Rescue Plan Funds total \$132,621, slightly more than the \$120,000 estimated need. These funds could be used to complete this project. To ensure competitive paving prices, we also plan to replace the curbing and pavement along the 200 block of Morehead Street at the same time, if approved.

Request:

City staff requests that funding in the amount of \$132,621 be provided from the American Rescue Plan Funds as a transfer to the Streetscape Project. Approval of the attached Streetscape Capital Project Amendment and American Rescue Plan Grant Special Revenue Ordinance Amendment will complete this process. Please note that this will complete the designation of the \$4,457,621 in American Rescue Plan Funds received by the City.

General Information: Assume Engineering Division does design and hire out Surveying

See Legend Below	Item	Width	Height	Length	Vol	Quantity	Unit Cost	Cost	
		(ft)	(ft)	(ft)	(ft3)				
	Remove Awnings - lump sum					1 ea	1000.00 \$/ea	\$ 1,000	
	Remove Concrete Sidewalk and D/W ramps -	8		500		4000 ft2	0.50 \$/ft2	\$ 2,000	
	Remove Granite Curb - north side of Settle			285		285 lin.ft.	10.00 \$/lin.ft.	\$ 2,850	
	New Curb & Gutter - Both Sides								
	a. straight sections of c&g			970		970 ft		\$ 18,000	
	b. bump out c&g - assume 4 bump-outs	Included above							
	Install trees in bumpouts-smaller than on Scales St					3 ea	200.00 \$/ea	\$ 600	
	Install Monkey Grass					3 ea	150.00 \$/ea	\$ 450	
	Decorative Lights and Poles-7 poles, material only					1 ls	37870.00 \$/ea	\$ 37,870	
	Electrical-includes lights & poles installation								
	a. Electrical for lights/outlets					1 ls	45000.00 \$/ea	\$ 45,000	
	b. Wifi					2 ea	2000.00 \$/ea	\$ 4,000	
	c. Cameras					2 ea	3000.00 \$/ea	\$ 6,000	
	d. Fiberoptic					1 ls	12100.00 \$/ea	\$ 12,100	
	Install New Water Meter Boxes					10 ea	500.00 \$/ea	\$ 5,000	
	ABC stone as needed under sidewalk/c&g					1 ea	2500.00 \$/ea	\$ 2,500	
	Sidewalk Material Cost - 8' wide x 4" thick	8	0.33	423	11.17	41 y3	200.00 \$/y3	\$ 8,272	
	Installation New Sidewalk - 8' x 4" thick	8		423	0	3384 ft2	2.25 \$/ft2	\$ 7,614	
	Sawcut of Expansion Joints			423		423 lin.ft.	6.00 \$/lin.ft.	\$ 2,538	
	Install brick pavers - 2' wide strip for length and periodic perpendicular strips	Use existing pavers						0.00	
	Reset All Valve Boxes, Manholes, and Cleanouts					1 ea	1500.00 \$/ea	\$ 1,500	
	Signage-Reuse Existing Signs where possible					1 ea	1500.00 \$/ea	\$ 1,500	
	Surveying					1 ea	7500.00 \$/ea	\$ 7,500	
	Contingency					1 ea	25000.00 \$/ea	\$ 25,000	
	Banners					1 ls	1500.00 \$/ea	\$ 1,500	
	Trashcans					1 ls	3500.00 \$/ea	\$ 3,500	
	Boring to Market Square for Data Connection					1 ls	24060.00 \$/ea	\$ 24,060	
		Total Cost =							\$ 220,354

***Powell Bill funds to pay for milling, BST, and Paving

**STREETSCAPE
CAPITAL PROJECT ORDINANCE AMENDMENT**

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, the Mayor and the City Council of the City of Reidsville established a Streetscape Capital Project Ordinance on May 10, 2022; and

WHEREAS, it is the desire of the Mayor and the City Council of the City of Reidsville to amend appropriated funds and accounts for streetscape improvements in the City's down town to be funded by additional American Rescue Plan (ARP) funds and to allocate contingency funds for use;

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 amended:

47-3988-0013	Transfer from ARP Fund	\$	132,621
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Section 2. The following line items of expenditures are hereby established:

47-7120-5800	Construction	\$	132,621
47-7120-5800	Construction	\$	242,000
47-7120-9911	Contingency(REduced)	\$	(242,000)

Section 3. The City Manager 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, to approve change orders in each contract as long as said change orders amount to less than \$25,000 each, to transfer funds from the established Contingency Fund to cover such change orders and cost overruns. The Finance Director is authorized to make temporary loans to this capital 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 August, 2023.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

GRANT SPECIAL REVENUE ORDINANCE AMENDMENT

AMERICAN RESCUE PLAN

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, the Mayor and the City Council of the City of Reidsville established a grant fund for the American Rescue Plan funding; and

WHEREAS, the Mayor and the City Council of the City of Reidsville desire to amend the grant fund to allocate funding for the Streetscape Capital Project;

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

Section 1. The following expenditure accounts are hereby established/amended:

13-9800-0001	Transfer to Streetscape Capital Project	\$	132,621
13-9999-0000	Contingency(REduced)	(\$	132,621)

Section 2. 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 8th day of August, 2023

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk



THE CITY OF Reidsville NORTH CAROLINA

AMERICAN RESCUE PLAN FUNDS UPDATE

To: Summer Woodard, City Manager
From: Chris Phillips, Assistant City Manager of Administration
Date: July 28, 23023

The City of Reidsville has received \$4,457,621 in American Rescue Plan (ARP) funds. During the 2022 City Council retreat, a commitment was made to use these funds on long range projects that would be beneficial to all citizens.

The US Treasury initiated a standard allowance of up to \$10million for revenue replacement. The City elected to report the entire ARP amount received as revenue replacement. This decision allowed the funds to be used for almost any government expenditure. In July of 2022, the US Treasury exempted revenue replacement expenditures from some of the Uniform Guidance procurement rules. This change has made it easier to use the ARP funds for various projects. The State procurement rules, which the City uses for all purchases, does apply to use of these funds.

Below is an updated plan of use for those funds:

Project	Estimated Budget				
	July 2022	Nov 2022	Feb 2023	July 2023	Aug 2023
Streetscape Project	\$ 1,452,000	\$ 1,452,000	\$ 1,452,000	\$ 1,452,000	\$ 1,584,621
Splashpad	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
All Inclusive Park	\$ 300,000	\$ 485,000	\$ 485,000	\$ 485,000	\$ 485,000
Restrooms at All Inclusive Park	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Penn House	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Depot Shelter	\$ 300,000	\$ 300,000	\$ 300,000	\$ 500,000	\$ 500,000
SKAT Bus Shelters	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Community Stadium	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
Jaycee Park Tennis Courts	\$ -	\$ -	\$ -	\$ 113,000	\$ 113,000
Undesignated	\$ 655,621	\$ 470,621	\$ 445,621	\$ 132,621	\$ -

The newest allocation was to use the undesignated funds to expand the Streetscape Project to include Settle Street; this action completed the designation of the funds. A portion of the designations above for the All Inclusive Park were not processed with ordinance amendments due to the timing of the project. A final Special Revenue Fund Ordinance Amendment and a Budget Ordinance Amendment are attached to complete the budget items needed for those transfers.

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)

GRANT SPECIAL REVENUE ORDINANCE AMENDMENT

AMERICAN RESCUE PLAN

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, the Mayor and the City Council of the City of Reidsville established a grant fund for the American Rescue Plan funding; and

WHEREAS, the Mayor and the City Council of the City of Reidsville desire to amend the grant fund to allocate funding for the All Inclusive Playground Project (completed in the General Fund);

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

Section 1. The following expenditure accounts are hereby established/amended:

13-9800-0003	Transfer to Playground (General Fund)	\$ 400,000
13-9999-0000	Contingency(REduced)	(\$ 400,000)

Section 2. 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 8th day of August, 2023.

Donald L. Gorham
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

BUDGET ORDINANCE AMENDMENT NO. 4

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 13, 2023 which established revenues and authorized expenditures for fiscal year 2023-2024; 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 transfer Sewer reserve funds to the Headworks Capital Project Fund;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 13, 2023 is hereby amended as follows;

Section 1. That revenue account number 10-3441-0100, American Rescue Plan Funds, be increased by \$400,000.00.

Section 2. That expense account number 10-4930-5800, Community Capital Improvements, be increased by \$400,000.00.

This the 8th day of August, 2023.

Donald L. Gorham
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: Summer Woodard, City Manager
FROM: Angela G. Stadler, CMC/NCCMC, City Clerk *AGS*
SUBJ: Board/Commission Appointments for August 8, 2023
DATE: July 31, 2023

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

Reidsville Appearance Commission

Matthew Williams of 312 Gilmer Street has applied for this board. If he is appointed, there will be two open positions.

Reidsville Human Relations Commission

Daunte Carter of 105 N. Franklin Street, Apt. A, Ashton McLaurin of 3230 Wentworth Street, and Matthew Williams of 312 Gilmer Street have applied for this board. If they are appointed, there will be no adult positions available and only one student position open on the Reidsville Human Relations Commission.

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 next City Council meeting:

- One 5-year term position on New Reidsville Housing Authority
- Three 3-year term positions on the Reidsville Community Pool Association
- Four 3-year term open positions on Reidsville Parks and Recreation Advisory Commission
- One ETJ position that requires County Commissioners' approval on the Reidsville Planning Board

Applications to be considered at the September 12, 2023, Council meeting will need to be turned in by 5 p.m. on Thursday, August 31, 2023.

AGS/lw

Attachments (4)



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

Date: July 31, 2023

To: Mayor Donald Gorham
City Council Members

From: Summer Woodard, City Manager

Subject: City Manager's Monthly Report

Projects & City Updates:

- **The Sesquicentennial Celebrations** - The month of August will include an Open House at the Reidsville Teen Center on Thursday, August 10, from 4:00 p.m. to 7:00 p.m.; an Open House at the Governor Reid House on Sunday, August 13, from 2:00 p.m. to 5:00 p.m. and on Saturday, August 19, at 7:00 p.m. our Summer Concert series will be at Market Square and feature music by 8 Track Minds.
- **JC Park Tennis Courts** - Both contractors have been informed that their bids have been accepted and approved by City Council. Currently, they are waiting for us to finish the grant submittal process before they can get started. We initially thought we could get the work done and submit the grant concurrently, but USTA informed us that they need to see the current shape of the courts to determine the level of need. In regards to the Grant Submittal process, the City has submitted the winning contractors' cost of the project(bids) and pictures of the current shape of all four (4) tennis courts to the USTA (United States Tennis Association). Also, our City Engineer Steven Moran is finishing up the drainage report, which also has to be submitted as a part of the grant process. When the drainage report is done, we will submit it to USTA so they can do an onsite assessment report for qualification. After their assessment, we can start work while we wait to see if we are approved for the grant.
- **Family Forward Application** - The application has been submitted and is under review.
- **Sister Cities** -The committee has been formed. The application will be completed by September City Council meeting

- **Splash Pad** - Since the start of the project, the contractor has obtained the final grades and necessary compaction for both the buildings and the splashpad itself. Footings were inspected and poured the week of 7/23. Masonry, underground electrical and plumbing are scheduled for the week of 7/31. L Squared, the splashpad installer, is planning to be onsite the week of 8/7 to begin running all the necessary underground piping from the mechanical room to the splashpad features. During the month of August, the contractor hopes to complete the building walls, roofing structure and concrete poured for the splashpad.
- **Pecan Road** - This project was completed last week.
- **Penn House Building Project** - Over the past month, the contractors have installed the roofing structure and shingles. The initial brickwork is completed as well as all necessary interior and soffit framing. Electrical and plumbing rough-ins are getting close to completion. Over the next month, the contractor should finalize all electrical, plumbing, and mechanical rough-ins. Insulation should be completed and drywall will begin. On the exterior, the contractor hopes to complete the EIFS, install the windows and doors as well as paint the facade.
- **Lunch and Learn Event** – The Manager Lunch and Learns are a listening series for our Teammates to have the opportunity to engage with the City Manager and Assistant City Managers on topics that relate to local government. Each series is held from 12:00 p.m. to 1:00 p.m. and includes a local government topic, audience participation and lunch. This month’s Lunch and Learn was held on Tuesday, July 25th, at the Reidsville Police Department Training Room, and our topic was Classification, Compensation and Compression. All employees are invited and encouraged to attend all series at each location. Please see information on this topic in your agenda packet under the Miscellaneous tab.
- **The City of Reidsville Travel Policy** - The travel policy was last updated on January 1, 2011. Administration has evaluated and modified this policy to reflect current travel costs associated with food and meal reimbursements. Please see the attachment in your agenda packets behind the Miscellaneous tab.
- **Reidsville Luckies** - The Luckies had a very successful season. A special thank you all City employees and departments that assisted with this year’s season. Also, a special thank you to General Manager Justin Dills for all he did this season.
- **Update from Mac Williams – Executive Search, Reidsville Economic Development Director.** SHEDC is pleased to be working with the City of Reidsville on several economic development projects. Soon after retaining SHEDC services for bridge management (filling “the gap” between the departure of the former director and the hiring of a new one), the City then retained SHEDC to conduct the executive search for the new, permanent, full-time economic development director.

Upon further discussion between SHEDC and City leadership, it was agreed that the development of a strategic economic development action plan (SEDAP) for the City would help assist the executive search. This is because part of the process for a SEDAP is a series of interviews with local leadership about the challenges and opportunities unique to Reidsville. This input will help to better inform what kind of individual would, ultimately, be a good fit for the City position. Thus, there is some overlap between the SEDAP process and the executive search. The process to identify, approve, contact, and schedule the interviews and focus groups began in June and should be finished by the end of August. A recommended job description has been developed and the City budget for the position has been approved. SHEDC will post the job in August and begin the search process. Meanwhile, the SEDAP will be completed by the end of September and, hopefully, approved in October.

Events/Meetings Attended:

- 7/10 - Meeting with WithersRavenel & Triangle Grading about Diesel Drive Project and met with Piedmont Triad Regional Council (PTRC)
- 7/11 - City Council Meeting
- 7/12 - Management Team monthly meeting.
- 7/13 - Met with Mary Needham, Regional Director for the NC Dept. of Insurance
- 7/14 - Guest on Reidsville Chamber of Commerce News and Views
- 7/15 - Attended the Concert at Market Square “Cat 5 Band”
- 7/18 - Attended annual training and the open house at the Fire Dept.
- 7/19 - Attended Planning Board meeting
- 7/20 - Attended ABC Store meeting and Battle of the Cup
- 7/24 - Meeting with WithersRavenel & Triangle Grading.
- 7/25 - Lunch and Learn Meeting
- 7/26 - Meetings with City Council Members
- 7/27 - Visited the Water Treatment Plant and Wastewater Treatment Plant



LUNCH LEARN

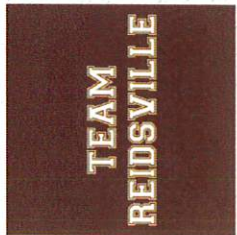
Agenda

12:00 p.m. to 12:10 p.m. – Test Your Classification, Compensation and Compression Knowledge Quiz

12:10 to 12:30 p.m. – Classification, Compensation and Compression Overview

12:30 p.m. to 12:45 p.m. - Q & A

12:45 p.m. to 1:00 p.m. Wrap Up



City of Reidsville Classification and Compensation Study



PIEDMONT TRIAD
REGIONAL COUNCIL

- Since the early 1990s, the City of Reidsville has contracted periodically to have a Classification and Compensation Study.
- The City contracts with the Piedmont Triad Regional Council (PTRC).
- Originally, every full-time job position was studied at one time. However, in the late 1990s, the City began to have 1/3 of the positions studied each year so that the content of every job was studied every (3) three years.



Cycle Approach

- **Group One (1)** consists of Sworn Police (excluding Chief and Civilian positions) **FY 2023-2024**
- **Group Two (2)** consists of Public Works (excluding PW Director and Office Administration Assistants). **FY 2024-2025**
- **Group Three (3)** consists of All Others (including all Management Team Members). **FY 2025-2026**



Who is Involved?

- Employees at every level are involved in the study.
- Each employee completes a position description questionnaire.
- PTRC interviews at least one (1) incumbent from each job classification.



Classification and Compensation Study

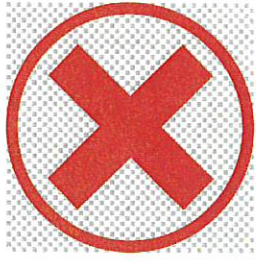
Consists of the following parts:

1. Reviews internal and external salary equity based on market data.
2. Conducts a salary market study.
3. Makes recommendations on salaries, classifications and related issues.



Factors Included in the Analysis

- Nature of duties and responsibilities.
- Scope, level and complexity of duties and responsibilities.
- Relationship of the position to other positions in the City's workforce.
- Supervision, both given and received.
- Exercise of independent judgment.
- Autonomy and authority related to decision making and accountability.
- Environmental conditions associated with the work.



Factors Excluded in the Analysis

- Quality of performance.
- Quantity of work.
- Status of incumbent.
- Information relative to employee's length of service.
- Time spent at the maxim of the position's salary range.
- Skills/education not related to the job or minimum qualifications.
- Employee's salary placement within the salary range.



Compiling Data

- PTRC uses the questionnaire and interview information to help match up the City of Reidsville jobs with appropriate jobs else in the market.
- PTRC then compares the salaries of our positions with similar jobs in our market.
- Once PTRC is finished compiling this information, the information is then turned over to Administration to calculate into the upcoming year's budget process.
- City Council has final approval of the Classification and Compensation Study.

Proportional Implementation

- Minimum or 1.25% increase for a one (1) grade change.
- Minimum or 2.50% increase for a two (2) grade change.
- Minimum or 3.75% increase for a three (3) grade change.
- Minimum or 5.00% increase for a four (4) grade change.

Grade	Minimum	Midpoint	Maximum	MP Diff.	Spread
10	46,000	63,000	79,200	17.0%	56%
9	41,700	54,300	66,600	15.0%	60%
8	37,100	47,200	57,500	12.0%	56%
7	33,700	42,200	50,600	10.0%	50%
6	31,400	38,400	45,500	10.0%	49%
5	29,200	35,000	40,900	7.0%	40%
4	27,800	32,700	37,500	7.0%	39%
3	26,700	30,700	34,700	6.0%	30%
2	25,700	29,800	32,100	5.0%	25%
1	25,000	27,500	30,000	-	20%



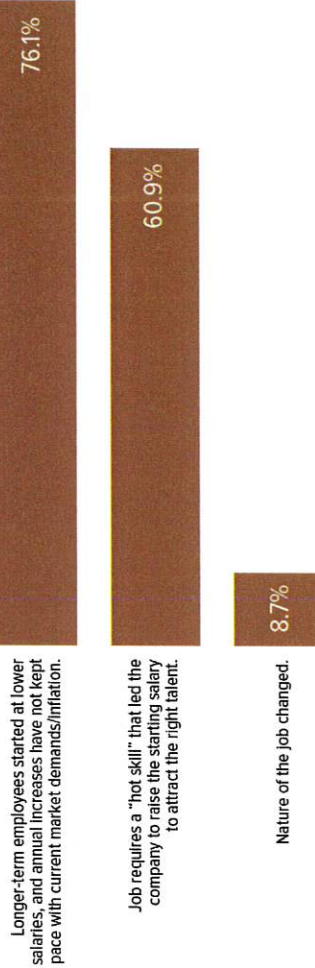
Compression

- This year the City of Reidsville has ask PTRC to look at Pay Compression during our Classification and Compensation study.
- Pay Compression is a compensation issue that develops over time.
- Compression occurs when there's little difference in pay between employees regardless of differences in their respective knowledge, skills, experience or abilities.

Factors that lead to Salary Compression

Causes of Salary Compression

Of the job families that are experiencing salary compression, indicate if one or more of the following reasons is a primary cause.



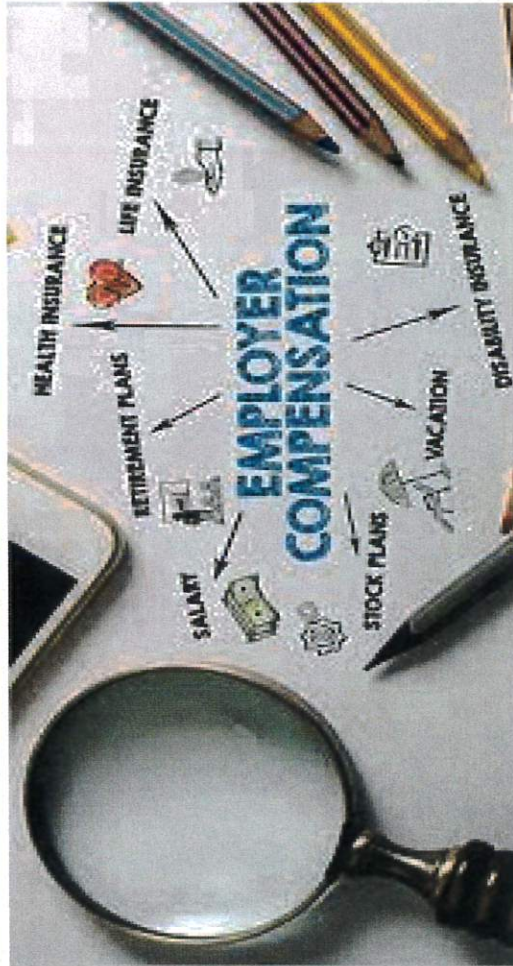
Source: Pearl Meyer Salary Compression Practices in the United States survey report.

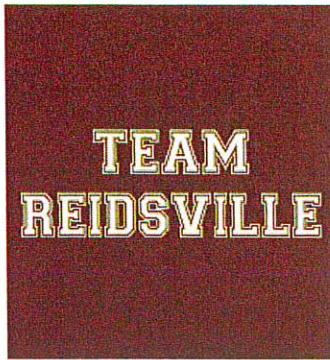
Why is Classification, Compensation and Compression Important?

- Recruitment
- Retention
- Organizational Growth

**TEAM
REIDSVILLE**

THANK YOU





Test Your Knowledge on Classification, Compensation and Compression

Please circle the answer you believe is correct

- 1. What decade did the City of Reidsville start contracting to have a Classification and Compensation Study?**
 - A.) 1980s
 - B.) 1990s
 - C.) 2000s
 - D.) 2010s

- 2. Who does the City of Reidsville Contract with to conduct our Classification and Compensation Study?**
 - A.) MAPS Group
 - B.) Municipal Advisors
 - C.) Piedmont Triad Regional Council (PTRC)
 - D.) City of Reidsville

- 3. How often do we conduct a Classification and Compensation Study?**
 - A.) Every Year
 - B.) Every Three (3) Years
 - C.) Every Five (5) Years
 - D.) Every Ten (10) Years

4. **Based on the “Cycle Approach”, what Department will go through the Classification and Compensation Study this Fiscal Year 2023-2024?**
 - A.) Police Department
 - B.) Public Works
 - C.) Fire Department
 - D.) All Other Group

5. **A Classification and Compensation Study Consists of which of the following?**
 - A.) Reviews internal and external salary equity based on market data
 - B.) Conducts a salary market study
 - C.) Makes recommendations on salaries, classifications and related issues
 - D.) All of the above

6. **Employees at every level are in involved in the study. Each employee completes a position description questionnaire, which is reviewed by the consultant, and the consultant interviews at least one (1) incumbent from each job classification.**
 - A.) True
 - B.) False

7. **What is the minimum increase for one (1) grade change?**
 - A.) 0.5%
 - B.) 1.00%
 - C.) 1.25%
 - D.) No increase

8. **Who has final approval of the Classification and Compensation Study?**
 - A.) Department Heads
 - B.) Human Resources Director
 - C.) City Manager
 - D.) City Council

9. The City of Reidsville will be looking at Salary Compression this year?

A.) True

B.) False

10. Classification, Compensation and Compression Studies are key for?

A.) Recruitment

B.) Retention

C.) Organizational Growth

D.) All of the above

CITY OF REIDSVILLE

Travel Policy

Effective July 1, 2023

1-1. Purpose.

The purpose of this travel policy is to establish procedures for authorization of travel by City employees, elected officials, and appointed officials for the purpose of conducting City business, and to establish procedures for reimbursement of the cost of authorized travel.

1-2. Guidelines.

A. Authorization

- (1) For all in-state travel, the department head is responsible for assuring that unexpended funds remain in travel budgets and approving travel on a Form T-101. The City Manager must approve all travel requests by department heads, elected officials, or appointed officials as requested on a Form T-101.

The City Manager's advance approval is required for all out-of-state travel.

- (2) Request for authorization of all travel is secured by submitting a Form T-101 to the appropriate authority no later than five working days prior to the date of travel. After approval, the T-101 is forwarded to the Finance Office for processing.
- (3) No travel will be approved by the department head or the Finance Office unless it has been determined that a sufficient unencumbered appropriation remains in the appropriate travel account.

B. Advance Arrangements

- (1) Employees are encouraged to make advance arrangements for travel, including lodging and transportation to secure the best rate possible. Such advance reservations should be noted on the T-101.
- (2) Parties travelling on City-related business are encouraged to travel together, when possible, to minimize cost.

C. Reconciliation.

- (1) Reconciliation with the City for travel expenses is required within five days after the completion of the travel on a Form T-102. Approval of the T-102 is required by the individual approving the original Form T-101 which authorized the travel. Approval of the T-102 shall be based on compliance with this policy.

1-3. Limits on Cost of Travel.

A. Transportation Costs.

- (1) All necessary bus, train and air transportation should be obtained at the most economical rate available.
- (2) Vehicles.
 - (a) Personal automobiles. A requesting party may use a personal automobile for authorized travel and be reimbursed on a mileage basis as established by the Internal Revenue Service.
 - (b) City vehicles. City automobiles may be used for any authorized travel. In such cases, the employee should use caution in using the City vehicle only for the purposes of that travel, including travel to and from meal sites and minimize the personal use of that vehicle on said travel.
 - (c) Rental vehicles. A rental automobile may be used on City-authorized travel if it is determined to be economical and practical.
- (3) Local Transportation

Local transportation at the destination of out-of-town travel will be reimbursed. The most economical and reasonable form of transportation should be used. Receipts should be obtained when possible and submitted with the Form T-102. This includes taxis, buses, subways, etc.

B. Lodging.

Lodging will be reimbursed at the actual amount incurred. Receipts for lodging costs must be submitted along with the Form T-102. A deduction from any such lodging receipts for personal expenses will be made. Unless authorized by this policy, additional costs for lodging for persons accompanying City employee (such as spouses or children) will be reimbursed to the City by the Employee.

C. Subsistence.

- (1) An employee travelling on City business overnight may be reimbursed for subsistence in one of two ways:
 - (a) A flat rate may be paid with no receipts required of \$59.00 per day for in-state travel or \$59.00 per day for out-of-state travel.
 - (b) Direct reimbursement of actual subsistence costs may be made with presentation of valid receipts, subject to a

limitation of \$64.00 per day for in-state travel and \$64.00 per day for out-of-state travel.

One of the two methods of reimbursement must be chosen in advance of travel and noted on the Form T-101. The City Manager may approve direct reimbursements over the maximum allowance.

- (2) If the traveling party participates in a meal which is paid for as a part of the registration fee for a conference or convention, a deduction will be made from the flat fee reimbursed as follows:

Breakfast - \$15.00 in-state
 \$15.00 out-of-state

Lunch - \$15.00 in-state
 \$15.00 out-of-state

Dinner - \$29.00 in-state
 \$29.00 out-of-state

- (3) A requesting party who is out-of-town on a one-day trip will be reimbursed for one meal only, unless the specific necessity of the travel begins before the normal breakfast time (7:00 am) or extends beyond the normal dinner time (7:00 pm).
- (4) Day meetings in town required for City business for which a meal is required will also be reimbursed by the City upon presentation of valid receipts.

D. Other Costs.

- (1) Business-related local and long-distance calls are eligible expenses. One "safe arrival" long-distance call may be charged. On trips of more than three nights, one additional personal call to confirm departure or arrival times will be eligible.
- (2) Receipt-supported registration fees for a conference or convention will be reimbursed provided the fee is approved on Form T-101.
- (3) Gratuities paid for housekeeping, baggage handling at hotels, airports, etc. will be reimbursed at a reasonable rate (not to exceed \$10 a day).

1-4. Travel Expenses of Spouses.

In recognition of the value and benefit to the City of Reidsville of being represented at out-of-town conferences and conventions by the elected officials and the City Manager, it is a policy of the City of Reidsville to pay all travel expenses of the spouses of said individuals at such out-of-town conferences/conventions, etc. (Approved by City Council on 9/12/90)

1-5. Payment of Travel Expenses for Other Private Citizens.

It is the policy of the City of Reidsville to pay expenses for individuals not in the employment of the City who attend meetings and conferences according to the following guidelines (Approved by Council on 2/12/03):

- (1) The department head must recommend the travel and certify that it is a benefit to his or her department to have this individual attend the meeting.
- (2) The City Manager must approve any out-of-town travel in advance in order for expenses to be reimbursed.
- (3) Such individuals who are not employees of the City of Reidsville will only be able to claim reimbursements upon the presentation of actual receipts for meals and other expenses.

1-6. Frequent Flyer Credits.

Any credits earned by City officials for frequent flyer programs and other such incentive programs may be accumulated and inure to the benefit of the individual. In such cases, however, the individual is still required to use the most economical arrangement for such travel. (Approved by City Council 11-22-93)

Finance Department
July 1, 2023

CITY OF REIDSVILLE
Travel Policy
Effective January 1, 2011

1-1. Purpose.

The purpose of this travel policy is to establish procedures for authorization of travel by City employees, elected officials, and appointed officials for the purpose of conducting City business, and to establish procedures for reimbursement of the cost of authorized travel.

1-2. Guidelines.

A. Authorization

- (1) For all in-state travel, the department head is responsible for assuring that unexpended funds remain in travel budgets and approving travel on a Form T-101. The City Manager must approve all travel requests by department heads, elected officials, or appointed officials as requested on a Form T-101.

The City Manager's advance approval is required for all out-of-state travel.

- (2) Request for authorization of all travel is secured by submitting a Form T-101 to the appropriate authority no later than five working days prior to the date of travel. After approval, the T-101 is forwarded to the Finance Office for processing.
- (3) No travel will be approved by the department head or the Finance Office unless it has been determined that a sufficient unencumbered appropriation remains in the appropriate travel account.

B. Advance Arrangements

- (1) Employees are encouraged to make advance arrangements for travel, including lodging and transportation to secure the best rate possible. Such advance reservations should be noted on the T-101.
- (2) Parties travelling on City-related business are encouraged to travel together, when possible, to minimize cost.

C. Reconciliation.

- (1) Reconciliation with the City for travel expenses is required within five days after the completion of the travel on a Form T-102. Approval of the T-102 is required by the individual approving the original Form T-101 which authorized the travel. Approval of the T-102 shall be based on compliance with this policy.

1-3. Limits on Cost of Travel.

A. Transportation Costs.

- (1) All necessary bus, train and air transportation should be obtained at the most economical rate available.
- (2) Vehicles.
 - (a) Personal automobiles. A requesting party may use a personal automobile for authorized travel and be reimbursed on a mileage basis as established by the Internal Revenue Service.
 - (b) City vehicles. City automobiles may be used for any authorized travel. In such cases, the employee should use caution in using the City vehicle only for the purposes of that travel, including travel to and from meal sites and minimize the personal use of that vehicle on said travel.
 - (c) Rental vehicles. A rental automobile may be used on City-authorized travel if it is determined to be economical and practical.
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Local transportation at the destination of out-of-town travel will be reimbursed. The most economical and reasonable form of transportation should be used. Receipts should be obtained when possible and submitted with the Form T-102. This includes taxis, buses, subways, etc.

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Lodging will be reimbursed at the actual amount incurred. Receipts for lodging costs must be submitted along with the Form T-102. A deduction from any such lodging receipts for personal expenses will be made. Unless authorized by this policy, additional costs for lodging for persons accompanying City employee (such as spouses or children) will be reimbursed to the City by the Employee.

C. Subsistence.

- (1) An employee travelling on City business overnight may be reimbursed for subsistence in one of two ways:
 - (a) A flat rate may be paid with no receipts required of \$44.00 per day for in-state travel or \$57.00 per day for out-of-state travel.
 - (b) Direct reimbursement of actual subsistence costs may be made with presentation of valid receipts, subject to a

limitation of \$48.00 per day for in-state travel and \$61.00 per day for out-of-state travel.

One of the two methods of reimbursement must be chosen in advance of travel and noted on the Form T-101. The City Manager may approve direct reimbursements over the maximum allowance.

- (2) If the traveling party participates in a meal which is paid for as a part of the registration fee for a conference or convention, a deduction will be made from the flat fee reimbursed as follows:

Breakfast - \$11.00 in-state
\$14.00 out-of-state

Lunch - \$13.00 in-state
\$17.00 out-of-state

Dinner - \$20.00 in-state
\$26.00 out-of-state

- (3) A requesting party who is out-of-town on a one-day trip will be reimbursed for one meal only, unless the specific necessity of the travel begins before the normal breakfast time or extends beyond the normal dinner time.
- (4) Day meetings in town required for City business for which a meal is required will also be reimbursed by the City upon presentation of valid receipts.

D. Other Costs.

- (1) Business-related local and long-distance calls are eligible expenses. One "safe arrival" long-distance call may be charged. On trips of more than three nights, one additional personal call to confirm departure or arrival times will be eligible.
- (2) Receipt-supported registration fees for a conference or convention will be reimbursed provided the fee is approved on Form T-101.
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- (2) The City Manager must approve any out-of-town travel in advance in order for expenses to be reimbursed.
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1-6. Frequent Flyer Credits.

Any credits earned by City officials for frequent flyer programs and other such incentive programs may be accumulated and inure to the benefit of the individual. In such cases, however, the individual is still required to use the most economical arrangement for such travel. (Approved by City Council 11-22-93)

Finance Department
February 8, 2019

REIDSVILLE ABC BOARD

Minutes of June 15, 2023 Board Meeting

1. The meeting was called to order at 9:00 am by Chairman C. Turner. Members K. Almond, C. Nimmons, GM Langel, Councilwoman S. Walker and Assistant City Manager Haywood Cloud, Jr. were present.
2. Chairman C. Turner delivered invocation.
3. Chairman C. Turner called for any known conflicts of interest. None were reported.
4. The minutes of the May 2023 meeting were approved as read.
Motion to approve: K. Almond Second: C. Nimmons
5. Kelly Almond reported that he had attended the budget hearing on Tuesday, June 13, 2023. He presented the Board's 2023/2024 budget with no comments.
6. The Board adopted the following documents:
2022/2023 Budget Amendments (attached)
2023/2024 Budget (attached)
Motion to adopt: K. Almond Second: C. Nimmons
7. The Board agreed to change July meeting from July 27 to July 20, 2023.
8. There being no further business to discuss, the meeting was adjourned at 9:20 am.
Motion to adjourn: K. Almond Second: C. Nimmons

Approved:

Clark Turner, Chairman

Clark Turner

Kelly Almond

Kelly Almond

Carolyn Nimmons

Carolyn Nimmons

Jodi Langel, General Manager

Jodi M. Langel