

**EDEN CITY COUNCIL
REGULAR MEETING AGENDA**

- held electronically -

February 16, 2021

6:00 p.m.

CLICK THIS LINK TO JOIN:

<https://zoom.us/j/97958306765?pwd=UGRTQ2t3VjgwaUNFSUZldFBNTkNFUT09> Passcode: Council 21
OR CALL 877-853-5257, Webinar ID: 979 5830 6765, Passcode: 224372140

1. Meeting called to order by: Neville Hall, Mayor
2. Invocation: Colston Wuor-Gabie Morris, St. John United Methodist Church
3. Pledge of Allegiance: Led by Todd Harden, Interim Fire Chief
4. Proclamations & Presentations:
 - a. Proclamation: Black History Month
5. Roll Call
6. Set Meeting Agenda
7. Public Hearings
8. Requests and Petitions of Citizens
9. Unfinished Business:
 - a. Consideration of Boards and Commissions appointments.
Kelly Stultz, Director of Planning & Inspections
10. New Business
11. Reports from Staff:
 - a. City Manager's Report. **Jon Mendenhall, City Manager**
 - b. Update on Matrimony Creek Project. **Terry Shelton, Director of Public Utilities**
12. Consent Agenda:
 - a. Approval and adoption of the January 19, 2021 Regular Meeting Minutes.
Deanna Hunt, City Clerk
 - b. Approval of comprehensive plan authorization to go through procurement via a Request for Qualifications. **Kelly Stultz, Director of Planning & Inspections**
 - c. Approval to award a bid to Southern Software for financial software. **Kevin Taylor, Director of Information Technology, and Tammie McMichael, Director of Finance & Personnel**
 - d. Approval of Budget Amendment #4. **Tammie McMichael, Director of Finance & Personnel**
 - e. Approval of Budget Amendment #5. **Tammie McMichael, Director of Finance & Personnel**
 - f. Approval of Budget Amendment #6. **Tammie McMichael, Director of Finance & Personnel**
 - g. Approval of Budget Amendment #7. **Tammie McMichael, Director of Finance & Personnel**
13. Announcements
14. Adjourn



BLACK HISTORY MONTH PROCLAMATION

WHEREAS, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, this annual observance is an opportunity to remember the challenges of our past, but also to honor countless African American heroes who inspire us to shape our country's future, and

WHEREAS, we remember and celebrate the lives of William H. Carney, Sojourner Truth, Frederick Douglass, John S. Rock, Harriet Tubman, and countless other African Americans who triumphed over ignorance, oppression, and injustice to make indelible contributions to our American history. They are an integral part of our Nation's story. We are indebted to the individual and collective perseverance and patriotism of these outstanding men and women;

WHEREAS, during Black History Month, we recommit to being a community of opportunity and hope for every citizen;

NOW, THEREFORE, I, Neville Hall, Mayor of the City of Eden, do hereby proclaim the month of February 2021 to be

BLACK HISTORY MONTH

in the City of Eden and encourage all City of Eden residents to join me in celebrating the collective ingenuity, creativity, cultures and traditions of African Americans and commit ourselves to raise awareness and appreciation of Black History Month by participating in educational events honoring the contributions of Black Americans.

Presented this 16th day of February, 2021.

Neville Hall
Mayor

ATTEST:

Deanna Hunt
City Clerk



Planning and Inspections Department

308 East Stadium Drive, Eden, North Carolina 27288 Phone: (336) 623-2110 Fax: (336) 623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Kelly K. Stultz
Subject: **2021 Boards and Commissions Appointments**
Date: February 3, 2021

The following positions remain to be filled on the City boards and commissions. Members whose terms have expired must be either reappointed or replaced.

When making appointments, please consider whether these persons have the time, interest, or the ability (for whatever reason) to attend regular meetings and participate in the activities of the board or commission, as we have had difficulty in the past with some members missing meetings. We cannot expect these boards and commissions to be effective if members cannot attend meetings and participate in the activities required of them.

If you have questions, please do not hesitate to call.

Councilman Nooe (Ward 2)

Tree Board (James Ivie, term expired)

Councilman Epps (Ward 4)

Board of Adjustment – VACANT

Councilman Carter (Ward 5)

Historic Preservation Commission – VACANT

Parks, Recreation, Open Space and Greenway Commission

Every Council member needs to appoint one person from their respective ward. The City Manager needs to appoint two ex-officio members.

Wards 1, 4 and 7 will be for a three-year term.

Wards 2 and 5 will be for a two-year term.

Wards 3 and 6 will be for a one-year term.



City Manager's Report February 2021

City Manager Jon Mendenhall

ECONOMIC DEVELOPMENT

Industry

Nestle Purina

Three jobs have been posted on the www.nestlepurina.com jobs website for the Eden facility: Plant Manufacturing Excellence Manager, Maintenance Manager and Storeroom Coordinator. Visit this site to apply.

Linon Powell Company

This company is currently seeking a second shift assistant warehouse manager, a quality control person and inventory clerks. Forklift order pickers for first and second shift are also needed. Interested parties can complete a paper application at 136 Gant Road outside of Eden.

Weil-McLain

This Eden company currently has openings for two manufacturing engineers and one purchasing agent. In addition, they have 25 open full-time hourly positions including assembly, material handling and machine operators. Visit www.weil-mclain.com/careers for more information.

Commercial

Domino's Pizza-Drivers Wanted

Drivers are wanted at Domino's Pizza in Eden. Cash is paid nightly, no tax tip credit and flexible schedules are available. Contact Dan at 640 S. Van Buren Road in the Meadow Greens Shopping Center adjacent to the Kings Highway entrance.

Eden Venture Business Park (formerly Eden Mall)

Owner Ron Hutchens is offering build-to-suit spaces for businesses, except retailers. Thus far, Platinum Kutz has been established in the facility and opened February 1. Another company is also considering the space. If you want a location for your business, visit www.edenventurebusinesspark.com for more information and to apply.

Main Street Update

627 Monroe Street

Carpino Investments now owns the former Duke Power building, as it is best remembered, located at 627 Monroe Street. Plans are to build condominiums on the property. This property was vacant and deteriorating badly for more than a decade, so it is great to see it being renovated.

636 Washington Street

Another local developer is transforming the former Belk building into a renovated space. Angelo and Pam Tiano have painted the exterior and closed the rear of the structure.

Chamber of Commerce Director’s Award of Excellence

Last month, it was reported that sisters Janis Wade and Donna Hopkins, who also happen to own side-by-side businesses on Monroe Street, jointly won the Director’s Award of Excellence for 2020. This is the first time this award has been given to two people but it was almost impossible to select one over the other. Donna has created a very popular downtown restaurant after running the successful Red River Grill for many years. That Little Pork Shop is a hip BBQ (and other delicious items) spot that Eden residents enjoy. Janis runs Sophisticated Rubbish, a really cool shop that has an ever-changing inventory of great items for your shopping pleasure. She is also a vital part of the energy and progress in Uptown Eden. Congratulations to these two sisters who have made a difference indeed.

Special Events

City of Eden Coordinator of Special Events and Tourism Cindy Adams has released the 2021 schedule of events for Eden, assuming the COVID-19 social restrictions are lifted and the public is willing to participate in group events. They are as follows:

Spring Grown and Gathered	May 20
Piedmont Pottery Festival	June 5
Oink & Ale	June 19
Shaggin’ on Fieldcrest	July 24
Summer Grown and Gathered	August 12
Touch-A-Truck	August 21
RiverFest	September 17 & 18
Heritage & Heroes	October 16
Winterfest	December 4

Other

Eden Rotary Club

On February 2, N.C. Senate Pro-Tem Phil Berger (R-Rockingham) was the guest speaker at the Eden Rotary Club. He presented information about the education investment and reforms made by the N.C. General Assembly since 2010. It included the following:

- Increasing the annual budget by \$3 billion in K-12.
- Teacher pay was reformed by collapsing the 32-step pay scale toward an evidence-based pay schedule. Because of this reform, over a 30-year career, a teacher has the potential to make \$256,800 more in lifetime earnings in the new Republican base pay schedule than he/she would have on the former schedule. This amount does not include benefits or state and local supplements and bonuses.
- Provided teachers a pay raise each of the last seven consecutive years, with an average raise of 21.4% since 2013-14 and raised starting pay by \$5,000.
- The average pay raise in the 2019-21 budget was 3.9% sending average teacher pay to \$54,606.

- Teacher bonus programs centered on reading, math, advanced courses and industry certifications have been implemented. Teachers can earn from \$2,000 to \$7,000.

Affordable College Education

The cost to attend a public university has been on the rise nationally, including N.C. In 2016, the General Assembly passed the N.C. Promise Tuition Plan giving N.C. students access to more affordable public higher education options. There are four main pillars of the new law:

1. Guarantee of no in-state tuition increases for a standard undergraduate college term in all 16 N.C. public universities.
2. Freezes student fees-often used to fund non-academic expenses at all N.C. public universities at current levels and limits future increases to no more than 3% per academic year.
3. Lowers tuition at three universities to \$1,000 per academic year (\$500 a semester) for in-state students and \$5,000 per academic year for out-of-state students beginning in the fall of 2018. Those universities include Elizabeth City State, UNC-Pembroke and Western Carolina University. This has led to 41.9%, 32.1% and 11% increases in enrollment of these universities respectively.
4. Directs \$1.8 million annually to award up to 20 scholarships under the new Cheatham-White Merit Scholarship Program for students at N.C. Central and N.C. A&T Universities.

Senator Berger also noted that the newly-elected Superintendent of Public Instruction Catherine Truitt, the General Assembly and now the Governor have all encouraged in-classroom education for the remaining academic year as evidence shows a very low likelihood of COVID-19 transmission between students and teachers.

ENGINEERING

FY 2020-21 Street Resurfacing Contract, No. 2

The main scope of work for this contract shall consist of the resurfacing of sections of Kennedy Avenue and Patterson Street. The bid opening was held on February 9. The City received the following bids: Waugh Asphalt, Inc., \$205,988.83; Adams Construction Company, \$218,109.00; APAC-Atlantic, Inc., \$229,947.00; J.C. Joyce Trucking & Paving Company, \$257,936.50; and Triangle Grading & Paving, Inc., \$285,036.00. The apparent low bidder was Waugh Asphalt, Inc. out of Franklinville, N.C. The availability date for this contract is April 5.

NCDOT Road Resurfacing – Kings Highway

The N.C. Department of Transportation has Kings Highway from Fagg Drive to Boone Road rescheduled to be resurfaced in the spring. APAC-Atlantic, Inc. will be the primary contractor. This work is scheduled to be completed during daytime hours, so traffic delays should be expected.

NCDOT Road Resurfacing – Washington Street

The N.C. Department of Transportation will soon be accepting bids for the resurfacing of Washington Street from Bridge Street to Hamilton Street. According to NCDOT District Engineer Jason Julian, this work is scheduled to be completed at night with a completion date of June 30.

FIRE

City Appoints Fire Administration

The City of Eden is pleased to announce the appointments of two career firefighters as interim administrators in the Eden Fire Department. Todd Harden has been named interim fire chief while James

Slaughter was named interim deputy fire chief, effective February 10.

Harden, on his 19th year working for the City, had served as deputy fire chief and fire marshal since 2010. He has been acting fire chief since former Fire Chief Tommy Underwood's retirement January 1. In addition to being certified as a firefighter, Harden holds many certifications which include hazmat, technical rescue, and fire officer. He is a certified fire investigator, fire inspector, and fire instructor. Harden is also a North Carolina Emergency Medical Technician and holds his North Carolina Basic Law Enforcement Certificate.

Slaughter has been an Eden firefighter since 1997, joining the department full time in 2006. He was promoted to captain in 2012 and served in that capacity until becoming acting deputy fire chief on January 1. Slaughter also holds many certifications, including fire officer, fire instructor, fire inspector, fire and life educator, hazmat, and technical rescue. He is a North Carolina Emergency Medical Technician as well.

Mayor Neville Hall congratulated the men on their promotions. "We appreciate Todd and James taking on these leadership roles," he said. "On behalf of the citizens, we thank them and all of our Eden firefighters for continuing to provide for our safety."

PARKS AND RECREATION

City Appoints New Head of Parks and Recreation

The City of Eden is pleased to announce the appointment of Terry Vernon as Interim Parks & Recreation Director, effective February 10.

Vernon is an Eden native and graduate of East Carolina University. He has made recreation a career for nearly 40 years, starting with the Boys & Girls Club in 1981 and eventually serving as their executive director. Vernon joined the City in 2007 and served as athletic director until this recent promotion. He is also the district 8 director for Dixie Youth Baseball for Rockingham, Caswell and Person counties, serves on the Dixie Youth Baseball State Board, and is Morehead High School's announcer for football, basketball, and baseball teams.

"Terry brings many years of experience to the Parks and Recreation Department," Mayor Neville Hall said. "His knowledge of the operations of the department will be an asset to the City of Eden. We appreciate him accepting this role and are confident he will do an outstanding job."

COVID-19 Updates-Phase 3

All Parks and Recreation facilities are open in a limited capacity due to Governor Roy Cooper's Phase 3 regarding COVID-19. Please note, at all open indoor facilities, staff will have participants sign in, answer questions regarding symptoms of COVID-19 and pass a temperature check before they are allowed into the facility. Staff will also sanitize the facility before, during and at the end of each evening.

Baseball Program

Staff will continue to register for baseball with the possibility of practice starting in March if not affected by COVID-19 restrictions.

Bridge Street & Mill Avenue Recreation Centers

These two facilities will be open Monday through Friday from 2 p.m. until 7 p.m. There will be a maximum of ten participants allowed at any given time.

Citywide Playgrounds

All playgrounds are open.

Eden City Hall

City Hall is now open to individuals needing to conduct business within the Finance Department. In order to comply with social distancing guidelines, we ask that you wear a mask and remain six feet apart from others as there will be markings in the lobby appropriately spaced.

Staff from other departments within City Hall can meet with individuals in the lobby or in the front Conference Room if needed.

Facility Rentals

There will continue to be no facility rentals due to the limited number of individuals allowed in a facility only being ten.

Freedom Park

The park will continue to operate by maintaining social distancing during the use of the park by citizens. This includes the walking track, basketball courts, skateboard park, nature trail and dog park. There will continue to be no shelter rentals at this time.

The 2021 Freedom Park schedule of events has been completed. If restrictions surrounding COVID-19 are lifted, there will be weekend tournaments scheduled at Freedom Park ballfields beginning February 6 and running through December 6. Included in the schedule of events is a N.C. Dixie Youth Baseball State Tournament from July 16-22. The first weekend tournament at Freedom Park took place on February 6 as the NSA (National Softball Association) held a Men's Tournament in which ten team participated in the tournament.

Garden of Eden Center

This facility is operating with a limited capacity of ten participants indoors and 25 outdoors at any given time and will be open to the public Monday through Friday from 8 a.m. until 5 p.m.

PLANNING & INSPECTIONS

Boards and Commissions

There will be no Boards and Commissions meetings during the month of February that are not required by law.

Community Development Program/Code Enforcement

Staff has been working on a project to alter the approach and perception of the City's community development/local code enforcement program.

Comprehensive Plan

At the January City Council Budget Retreat, staff presented a request for a comprehensive plan. The overhaul of the planning statutes mandates that such a plan be reasonably maintained (the City's Land Use Plan is nearly 14 years old). Additionally, plans must be updated and or adopted by July 1, 2022.

COVID-19 CDBG Assistance to Low and Moderate Income Citizens Grant

Staff received notice of the grant agreement and package being sent from the Housing Finance Agency. There has been no release of funds thus far.

Draper CDBG

The environmental review was completed and its record was posted on the City's website, advertised in the Rockingham Now newspaper and is available for review at City Hall. The comment period for the environmental review record has ended and the report has been sent to the N.C. Department of Commerce with a 'Request for Release of Funds' for the grant.

GIS

Staff is making progress with the solid waste maps requested by Public Works so that each truck can have a navigational device to direct them on the most efficient routes. The online services have been updated for City Staff to use with their mobile devices. The Engineering Department is providing data on the sewer remediation work as it progresses so that it can be made available to City staff as soon as possible.

Historic Landmark Request

The City received a request for a local landmark designation for the John B. Ray/Central Hotel building.

Nantucket Mill Project

At the present time, the City is awaiting an answer from the N.C. Housing Finance Agency. City staff is continuing to pursue grant funds for the project.

Ongoing Projects for Inspections:

The new Dollar General located on NC Hwy 135 has been issued a 60 day temporary change order and should be open by mid-February.

After having a construction meeting with the Gray Architectural team, we should have full permits issued for plumbing, mechanical and electrical trades within two weeks for the Nestle Purina project. Currently the warehouse slab has been demolished at the site and new column footings are being placed. Once completed, steel will be erected and the roof raised to approximately 145'.

The fourth floor of Ray Commons (formerly the Central Hotel) has been issued a change order. Apartments are now occupied.

CITY OF EDEN, N.C.

The regular meeting of the City Council, City of Eden, was held on Tuesday, January 19, 2021 at 6 p.m. electronically via Zoom and was streamed live on the City's YouTube channel. Those present for the meeting, all via Zoom, were as follows:

Mayor:	Neville Hall
Council Members:	Darryl Carter
	Gerald Ellis (joined at 6:11 p.m.)
	Jerry Epps
	Angela Hampton
	Phillip Hunnicutt
	Bernie Moore
	Bruce Nooe
City Manager:	Jon Mendenhall
City Clerk:	Deanna Hunt
City Attorney:	Erin Gilley

MEETING CONVENED:

Mayor Hall called the regular meeting of the Eden City Council to order and welcomed those in attendance. Pastor Jerry Epps of First Church of the Living God gave an invocation followed by the Pledge of Allegiance led by Acting Fire Chief Todd Harden.

PROCLAMATIONS AND RECOGNITIONS:

- a. Proclamation: Martin Luther King, Jr. Day

Mayor Hall read the proclamation.

Proclamation
Martin Luther King, Jr. Day

WHEREAS, January 18 marks the observance of the federal legal holiday to honor the birthday of the Reverend Dr. Martin Luther King, Jr., and

WHEREAS, Dr. King dedicated his life to a vision: that all Americans would live free from injustice and enjoy equal opportunity. His peaceful and lifelong crusade against segregation and discrimination brought our communities closer to the founding ideals set forth in the Declaration of Independence and the Constitution; and

WHEREAS, as we honor Dr. King, we know that our community is stronger, more just, and more free because of his life and work; and

WHEREAS, in paying tribute, we are reminded that the call lies with each of us to fulfill Dr. King's work. Let us use our time, talents, and resources to give back and help those less fortunate. Let us not forget Dr. King's own tireless spirit and efforts as we work, celebrate, and pray alongside each other.

NOW, THEREFORE, BE IT PROCLAIMED that I, Neville Hall, Mayor of the City of Eden, hereby designate January 18, 2021 be set aside as

Martin Luther King, Jr. Day

in the City of Eden and urge all citizens to join with me this day to apply Dr. King's life and teachings of community service.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 19th day of January, 2021.

This the 19th day of January, 2021.
BY: Neville Hall, Mayor
ATTEST: Deanna Hunt, City Clerk

SET MEETING AGENDA:

Mayor Hall requested to move item 13(e) "Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen and Advisory Parks Commission" from Consent Agenda to New Business as item 11(b) to allow for discussion. A motion was made by Council Member Hampton to set the meeting agenda as amended. Council Member Moore seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

PUBLIC HEARINGS:

There were none at this time.

REQUESTS AND PETITIONS OF CITIZENS:

There were none at this time.

AUDIT REPORT: PRESENTATION OF THE 2019-2020 AUDIT BY ROUSE, ROUSE, ROUSE & GARDNER

Mayor Hall called on Judy Rouse, CPA of Rouse, Rouse, Rouse & Gardner, to present the 2019-2020 audit report.

Ms. Rouse stated the audit was conducted in accordance with: (1) auditing standards generally accepted in the United States of America; (2) Government Auditing Standards, also referred to as the Yellowbook; (3) Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance), which meant it was a federal single audit; and (4) the State Single Audit Implementation Act. Ms. Rouse said the auditing firm conducted their audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards required that the firm plan and perform the audit to obtain reasonable assurance about whether the financial statements were free of material misstatement. Based on the firm's audit and opinion, the financial statements previously referred to presented fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Eden as of June 30, 2020. The statements also fairly presented the respective changes in financial position and cash flows, where appropriate thereof, and the respective budgetary comparison for the General Fund, ending the year in accordance with accounting principles generally accepted in the United States of America, which therefore, represented a clean opinion of the City's audit. Ms. Rouse stated an additional audit consideration was the Eden ABC Board's financial statement that was presented as a component unit of the City. It could be found at the beginning of the audit report in what was referred to as the lifttables of the report. The audit report also included the financial information from the actuarial studies on the City's Law Enforcement Separation Allowance and the Other Post-Employment Benefits (OPEB) provided to the employees. There was also an actuarial study on the Local Government Retirement Pension and Law Enforcement Retirement Plans which were prepared by the state auditor's office. The information related to those actuarial studies was in the first part of the audit report on pages 15-28, also referred to as the footnotes.

Ms. Rouse referenced that the General Fund cash balance increased from \$8,176,989 on June 30, 2019 to \$8,821,790 on June 30, 2020, which was a positive increase of 7.89 percent, or \$644,801, in cash. The total liabilities decreased 31.29 percent, or \$238,409, from \$762,042 to \$523,633. The fund balance available for appropriation increased 4.67 percent, or \$316,486, from \$6,783,552 to \$7,100,038. The General Fund fund balance increased 4.54 percent, or \$462,115, from \$10,189,842 to \$10,651,957. In the assigned fund balance, \$1,106,700 was appropriated to the 2020-21 budget in order to balance the budget for the new year. The full statement on the General Fund balance sheet could be found on page 97 of the audit report.

Ms. Rouse stated the three months' working capital policy was adopted by Council in FY 1998-99. To calculate the working capital, the total expenditures listed on page 113 of the audit report, which was \$16,022,652, would be divided by 12 and multiplied by three months to equal \$4,005,663. The City's total unassigned fund balance was \$7,100,038 or \$3,094,375 higher than the policy requirement.

Ms. Rouse said the fund balance maintained by municipalities should be compared to the state's average. The fund balance available was comprised of an amount shown as restricted, committed, assigned or unassigned according to the Local Government Commission (LGC). Using that theory, the fund balance available for expenditures for the City was 64.86 percent based on the total fund balance available being \$10,392,776 and total expenditures being \$16,022,652. According to the LGC, the 2019 average statewide level of total fund balance maintained by municipalities without electric and with a population ranging from 10,000 to 49,999 was 55.71 percent. The City was above the state average by 9.15 percent.

As noted on page 99 of the audit report, Ms. Rouse pointed out the budgeted revenues were \$15,342,300 while the actual revenues were \$15,508,112 for a favorable variance of \$165,812. On page 113 of the audit report, the budgeted operating expenditures were \$17,133,900 while the actual expenditures were \$16,022,652 for a favorable variance of \$1,111,248. No departments in the General Fund spent over their budgeted amounts, which was a good thing. Total revenues were \$16,102,982 in 2019 and \$15,508,112 in 2020 for a 3.69 percent decreased change of \$594,870. Total expenditures were \$16,597,232 in 2019 and \$16,022,652 in 2020 for a 3.46 percent decreased change of \$574,480. In 2020, the City's loan proceeds were \$976,655 compared with \$1,275,347 in 2019 for a decreased change of 23.42 percent, or \$298,692, resulting in less loan proceeds in the General Fund. Revenue over expenditures was \$462,115 in 2020 compared with \$781,097 in 2019 for a decreased change of 40.84 percent, or \$318,982. Ms. Rouse added that her staff welcomed anyone to call the firm's office with any questions if they were unable to ask them during the electronic meeting.

Ms. Rouse referenced that the Water and Sewer Fund cash balance increased from \$4,550,216 on June 30, 2019 to \$5,284,734 on June 30, 2020, which was a positive increase of 16.14 percent, or \$734,518, in cash.

The total assets and deferred outflow of resources increased 9.38 percent, or \$6,489,913, from \$69,198,139 to \$75,688,052, which included all infrastructure, netbook value of infrastructure and receivables. The net position balance increased 7.75 percent, or \$4,022,184, from \$51,904,858 to \$55,927,042, which was the City's equity in the Water and Sewer Fund. The majority of the increase in total assets and deferred outflow of resources related to the capital improvements in the infrastructure mandated by the EPA Administrative Order of Consent (AOC) Remediation Plan and the Mega Park Water Improvements. The N.C. Connect Bond grant was funding \$1,247,033 and the N.C. Connect Bond loan was funding \$1,247,032 of the EPA AOC Remediation Plan for a total funded source of \$2,494,065. The Mega Park Water Improvements funding came from a Drinking Water Reserve grant of \$550,798, an EDA grant of \$1,827,058 and loan proceeds of \$1,652,392 for a total funded amount of \$4,030,248.

Ms. Rouse stated in 2019 operating revenues for the Water and Sewer Fund were \$12,900,326 compared to \$10,815,586 in 2020 for a decrease of \$2,084,740. The decrease was due to a reduction in sewer billings as a result of the leachate processing billing reduction from Duke Energy, in which the majority of that funding had ceased. In 2020, \$3,744,823 in capital contributions from grants was received compared to \$1,820,247 in 2019 for an increase of \$1,924,576. Capital contributions from grants were things that did not have to be paid back, such as grants. Operating expenses decreased \$2,424 as they went from \$10,515,769 in 2019 to \$10,513,345 in 2020. Non-operating expense (interest) decreased \$20,121 from \$209,751 in 2019 to \$189,630 in 2020. The net income was \$4,022,184 in 2020 compared to \$4,135,370 in 2019 for a difference of \$113,186. If capital contributions received from grants were to be deducted from the net income total, it would drastically impact the net income total. The depreciation expense increased from \$2,306,835 to \$2,448,515 and would continue to increase as the City's water and sewer projects were completed. Once completed, they would start to be devalued as depreciation begins once the asset is placed in operation. The details of the budgetary Water and Sewer Fund could be found on pages 125-134 of the audit report. No departments in the Water and Sewer Fund spent over their budgeted amounts.

Ms. Rouse stated that included in the footnotes on page 43 of the audit report was an analysis of construction proposed commitments in effect as of June 30, 2020 and extending to 2022. Page 85 of the audit report listed details relating to long-term debt. The installment purchases totaled \$21,308,953 at June 30, 2020, which included the interest and principal. The amount consisted of \$5,619,233 of debt for governmental activities and \$15,689,720 for water and sewer activities. In the footnotes of the audit report, there was detail on the City's debt, including every loan the City had. Over the next two years, debt that began in fiscal year 2007-08 to be used for water and sewer improvements, the greenway and downtown revitalization would be paid off, which amounted to roughly \$2.6 million. The total interest income in 2020 amounted to \$195,061 compared to \$295,425 in 2019. The legal debt margin was eight percent of the total assessed property valuation. On page 144 of the audit report, the property valuation for the City was \$915,158,582, in which eight percent of that was \$73,212,687. She hoped the City never accumulated that amount of debt. Also found on that page was the current tax levy analysis. The current year's collection rate for tax levies was 98.51 percent. The state average collection rate for 2019 in the City's population range was 99.10 percent, excluding vehicles; therefore, the City was slightly below the state average. On page 88 of the audit report, there was a footnote concerning the EPA AOC. It was imperative that the Council follow the progress of the bid process and construction related to the mandate to ensure compliance with the deadline of February 28, 2022.

The auditing firm performed a state single audit act under uniform guidance because it was a federal audit due to the money the City received from federal and state sources. The Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards could be found on page 147 of the audit report. The audit was not designed to identify all deficiencies in internal control. However, Ms. Rouse stated her auditing firm found one significant deficiency in internal control that was noted on page 148 of the audit report, with the City's response on page 156. The City was required to have written internal control policies and procedures governing its federal awards; however, the City did not have a written internal control policy related to federal grants. The auditing firm had a compliance audit that they were required to complete by checking to make sure such things were in place. She added that it was not a situation where the City was not being compliant but it did need to address having a written policy. Ms. Rouse said due to the significant amount of federal grants/loans received during FY 2019-20, the City was required to include the 'Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; In accordance with OMB Uniform Guidance; and the State Single Audit Implementation Act' found on pages 149 and 150 of the audit report. In her firm's opinion, Ms. Rouse stated the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020. Ms. Rouse said due to the significant amount of state grants/loans received during FY 2019-20, the City was required to include the 'Report on Compliance for Each Major State Program; Report on Internal Control over Compliance; In accordance with OMB Uniform Guidance; and the State Single Audit Implementation Act' found on pages 151 and 152 of the audit report. In her firm's opinion, Ms. Rouse stated the City complied, in all material respects, with the types of compliance requirements referred to

above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2020.

Council Member Hampton asked Ms. Rouse if her firm had previously mentioned that the City was required to have a written policy in place for the grants that had been applied for or was it negligence on the City's behalf.

Ms. Rouse replied that the City had not been required to have the audit within uniform guidance in the last two years. It was required this year due to the amount of money the City received the previous fiscal year from state and federal sources. Therefore, her firm was required to conduct a compliance audit, which included questions as to whether the City complied or not. It was not that the City was negligent in having the written policy but rather it was an oversight. The firm found no violations in regards to any invoices that were paid related to the programs. In fact, all invoices paid had been approved through the signature of the engineer and City staff. When receiving large amounts of funding from state and federal sources in-house, it involved a substantial amount of compliance associated with it. Therefore, the City needed to be conscientious about following the guidelines and being sure such things were dealt with so it would not be a finding the following year.

Council Member Hampton thanked Ms. Rouse and said the City was striving to be conscientious and she was thankful the firm discovered it so the City could correct it.

Ms. Rouse said her firm was required to look at all the grants and loans the City received to make sure there were no direct and material violations of anything being spent that was not appropriately spent. She added that Council received a governance letter that stated her firm had audited the financial statements of the governmental business activities, the discretely presented component units, each major fund and the remaining fund information. They had no disagreements with management. She stated that City staff was very cooperative and Council was fortunate to have the staff they did. She added it was a tremendous asset that City staff had the capabilities to write the report at the volume it was, enabling the audit firm to get the report out in a timely manner. Ms. Rouse stated that the audit received approval from the LGC in mid-November, which was sooner than any previous audits. All departments were helpful in answering any questions the audit firm had and they were very appreciative of the cooperation shown. A management letter was also included with the audit report that displayed an increase in audit adjustments. Ms. Rouse said it was difficult to receive all information shortly after June 30, but City staff did give the auditing firm adjustments to the financials as they worked on the audit. Therefore, many of the adjustments were proposed by City staff once they had a beginning trial balance. It was always important to keep the Finance Department updated on the changes from the LGC and in relation to audit reports.

Ms. Rouse stated the City needed to continue with the actuarial studies as they were an integral part of the audit report. She urged the City to continue to obtain its OPEB study and Law Enforcement Officers Separation Allowance each year, even though they were costly, as they could not compile the audit report as accurately as they currently did without those studies. The management letter also noted the firm was pleased the City had two capital project funds that had been set up as sub-funds of the Water & Sewer Fund in order to report the expenditures and revenue related to the EPA AOC and the Mega Park Water Improvements. Due to the volume of grants and loan awards expected over the upcoming years, greater oversight would be required regarding the increased frequency of grant and loan reimbursements as work was often done and then reimbursed at a later date. Reimbursement requests needed to be completed as soon as possible with assistance from the engineering firm. As noted in the letter, City management had been made aware of the need to implement a written policy on procedures governing its federal awards.

Mayor Hall thanked Ms. Rouse for the work the auditing firm put into the audit considering it was a time consuming process. He found the audit to be full of good news considering the City was in the midst of the pandemic but still had a fairly stable financial situation. He repeated the highlight of the audit being that no departments spent over the amount they were budgeted, giving credit to the department heads and staff who saved the City from going over budget by conducting business in the most economical way. He thanked City staff and the Finance Department for helping complete the audit in a timely manner.

Ms. Rouse said the firm appreciated the attitude from the City's employees in relation to them performing the audit. She stated Trevor Gardner and Rex Rouse were also in attendance with her and had helped tremendously in regards to the audit.

UNFINISHED BUSINESS:

- a. Consideration of Boards and Commissions appointments.

Mayor Hall called on Director of Planning and Inspections Kelly Stultz.

Ms. Stultz said while the list of Boards and Commissions appointments had already been given to Council, City staff noticed some positions were missed that needed to be reappointed on the Strategic Planning

Commission (SPC). Ms. Stultz, along with the chairman of the SPC, interviewed Sarah Stokes, who worked for UNC Rockingham and wished to serve on the SPC. Ms. Stultz asked for Council's consideration in installing Ms. Stokes to serve on the SPC.

Mayor Hall stated the memo proposed appointing Jennifer Barton to serve from 2021 to 2023, Jamie Galloway to fill an unexpired term of 2021 and Sarah Stokes to serve from 2021 to 2023. It also proposed reappointing Hope Bogaert to serve from 2021 to 2023, Ed Wilson to serve from 2021 to 2023 and Gerri Hunt to serve from 2021 to 2023.

Council Member Ellis nominated Ricky Willis to serve on the Historic Preservation Commission for Ward 7.

Council Member Hunnicutt nominated Tom Fulton to the Board of Adjustment and James Cherry to the Community Appearance Commission for Ward 6.

Council Member Carter requested to leave open the Historic Preservation Commission vacancy for one month for Ward 5.

Council Member Epps said he had been unable to fill the vacancy on the Board of Adjustment and requested an extension until the next Council meeting. Louise Price had agreed to reappointment for the Historic Preservation Commission for Ward 4.

Council Member Hampton said Beth Pulliam had agreed to reappointment for the Historic Preservation Commission for Ward 3.

Mayor Hall asked Council Member Hampton if she had spoken with the member on the Tree Board for Ward 3 who had not attended any meetings.

Council Member Hampton said she talked to Brian Ferris in regards to his attendance at the Tree Board meetings and he assured her he would improve his attendance.

Council Member Nooe said Tim Kirkman agreed to reappointment on the Community Appearance Commission and Frank Reid agreed to fill the vacancy on the Historic Preservation Commission for Ward 2. He was still working on getting the vacancy filled on the Tree Board.

Council Member Moore said Mike Corum agreed to reappointment on the Tree Board for Ward 1.

Ms. Stultz asked Council to send her the names and addresses of any newly appointment members so City staff could make contact with them.

A motion was made by Council Member Ellis to approve the Boards and Commissions appointments excluding the vacancies: Strategic Planning Commission: Jennifer Barton, Sarah Stokes, Gerri Hunt, Ed Wilson, Jamie Galloway and Hope Bogaert; Historic Preservation Commission: Ricky Willis, Louise Price, Beth Pulliam, Tim Kirkman and Frank Reid; Tree Board: Mike Corum and Brian Ferris; Board of Adjustment: Tom Fulton; Community Appearance Commission: James Cherry. Council Member Moore seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

NEW BUSINESS:

- a. Presentation of a COVID-19 Financials Update and Economic Development Review 2020.

Mayor Hall called on Director of Finance and Personnel Tammie McMichael.

Ms. McMichael said financial reports as of December 31, 2020 had been generated. She pointed out total revenues collected as shown on the Summary of All Funds Revenue and Expenditures report, which was at 35.88 percent compared to 27.93 percent on December 31, 2019. The grand total of expenditures was 40.91 percent compared to 33.03 percent in 2019. Areas that finance staff felt could be impacted by COVID-19 were the Sales and Use Tax, Utilities Franchise Tax and Solid Waste Disposal Tax. When comparing March 2019 to March 2020, there was a 4.86 percent increase in Sales and Use Tax equaling \$121,727.43. There was a decrease of 5.07 percent, or \$25,075.38, from June 30, 2019 to June 30, 2020 in the Utilities Franchise Tax. The Solid Waste Disposal Tax, which was money coming from the state on a quarterly basis, decreased 4.05 percent from June 30, 2019 to June 30, 2020, equaling \$229.31. Finance staff had also seen a 35.49 percent decrease in Occupancy Tax collections from 2019 to 2020 of \$24,955.37. The aged trial balances of active utility accounts had also changed from 2019 to 2020, with an increase of \$10,939.21 on accounts past due for 60 days and an increase of \$12,630.19 on accounts past due over 90 days. City staff was continuing to help customers get caught up on their utility accounts with a goal of having everyone current by the end of January. Overall, finance staff felt the revenues of the City were stable and it was operating

within the current budget as expected. Ms. McMichael stated finance staff would continue to monitor the City's revenues and expenditures on a monthly basis and would notify Council and management if things happened to change.

Mayor Hall thanked Ms. McMichael for the update. In the midst of a pandemic, he felt the City was doing a good job coping and managing all areas. It was to be expected that utility bills would be delinquent due to the Governor's previous order to not disconnect any delinquent utility services and he hoped there was some funding available to help citizens bring their accounts current to make the City whole in that regard.

Council Member Hunnicutt stated that shortly after COVID-19 began, Council approved deferment for occupancy taxes due to the anticipated hardship that would be placed on hotels. He recalled a time period hotels were given to bring current any deferred payments and asked Ms. McMichael if all deferred allowances granted had been caught up.

Ms. McMichael said everyone was current. Finance staff was seeing the decrease from the gross revenues because that was the basis the hotels used to pay their occupancy taxes.

Council Member Carter asked if the \$40 fee charged on some utility bills was a reconnection fee.

Ms. McMichael said it was a delinquent penalty fee that was assessed to any accounts eligible for disconnection due to non-payment.

City Manager Jon Mendenhall said there was an economic review for 2020 commensurate with Ms. McMichael's report that Director of Economic Development Mike Dougherty had to present.

Mayor Hall called on Mr. Dougherty.

Mr. Dougherty shared a PowerPoint presentation that he had recently presented at a Rotary meeting showcasing economic development within Eden and Rockingham County from 2019 to 2020. It highlighted nine new industries and two expansions between April 2019 and December 2020, which had led to \$608.7 million in new investment and 1,213 jobs, of which 38.1 percent were in Eden. That was the largest single percentage of all county areas where jobs had located. Nestle Purina was the largest single industrial investment in Rockingham County's history with \$15 million in tax revenue expected to the City during the first 13 years of operation. Caesar's Casino was approved by voter referendum in Danville, Va., in 2020 with an anticipation of 1,300 jobs, of which he felt many would be filled from Eden. Progress was continuing to be made at the Southern Virginia Mega Site at Berry Hill and it had been ranked the number one mega site in Virginia. He had also received several phone calls from people desiring to move to less densely populated areas which was reversing the trend of people moving to the more urban areas. Rockingham County Economic Development Director Leigh Cockram and Existing Industry Manager Kerry Taylor created a form for 2020 that showcased new investment of \$886.5 million. The year 2020 accounted for 79.5 percent of the total investments made in the last decade. There were 1,008 new jobs with 36.7 percent of those being located in Eden. The year was also composed of \$5.5 million in grant funds that were received to improve infrastructure in Rockingham County. Over 400 new major subdivision lots were approved along with the issuance of 328 stick-built home permits. The County also gave out 84 small business grants to small businesses who were struggling as a result of the COVID-19 pandemic. Mr. Dougherty said he applauded all of the work of Ms. Cockram and Ms. Taylor, noting that he enjoyed working together with them as a team. He hoped the success seen in 2020 would continue as there were other good things forthcoming.

Mayor Hall thanked Mr. Dougherty for sharing the good news with Council.

- (1) Update as previously provided for in the budget but delayed due to COVID-19 the purchase of a wheel loader, two zero-turn mowers, emergency trailer and message board.

Mayor Hall called on Director of Municipal Services Paul Dishmon.

Mr. Dishmon stated he was requesting permission to proceed with the purchases previously asked for with the addition of one extra zero-turn mower, which would give Municipal Services an extra piece of equipment to be used to manage right-of-ways, cul-de-sacs, clover leaf and other such areas exposed to the public. Through previous conversations with Mr. Mendenhall, he wanted to see things cleaner and the additional mower would help with maintaining the grounds and streets throughout the summer or when another piece of equipment was out of service.

Mayor Hall said the memo from Mr. Dishmon listed a net savings of \$81,600 on what Council had budgeted for the requested items by either completing them in last fiscal year's budget or completely removing them this fiscal year's list. The request was \$16,000 for the additional zero-turn mower.

Council Member Ellis asked if the request was for a total of three zero-turn mowers.

Mayor Hall and Mr. Dishmon confirmed it was for two zero-turn mowers.

Council Member Ellis asked where the message board would be used.

Mr. Dishmon said it would be used for events, emergencies and anytime traffic needed to be detoured within the City.

A motion was made by Council Member Epps to approve the purchase of a wheel loader, two zero-turn mowers, emergency trailer and message board. Council Member Ellis seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

- (2) Update as previously provided for in the budget but delayed due to COVID-19 the plan to complete FY 2020-21 Street Resurfacing Contract No. 2.

Mayor Hall called on Director of Transportation Engineering Tammy Amos.

Ms. Amos stated she wanted to provide an update on the street resurfacing projects for the current fiscal year. The City had already completed one of the projects during the current fiscal year that was funded with the City's Powell Bill allocation that was received annually from the state. The second project planned for the fiscal year was the resurfacing of Patterson Street and Kennedy Avenue, both of which were listed in poor condition due to severe cracking and high traffic volume. The funding for the project had already been approved in the current budget. She did not ask for additional funding, but only permission to proceed with the project as planned so she could request bidding for the paving to begin in April.

A motion was made by Council Member Moore to approve the plan to complete the FY 2020-21 Street Resurfacing Contract No. 2. Council Member Hampton seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

- (3) Consideration of Eden Fire equipment needs.

Mayor Hall called on Chief Harden.

Chief Harden stated the memo for Council listed two options regarding fire apparatus. Option #1 suggested purchasing a new engine to replace Engine 4 that was no longer a part of the fleet. Option #2 was the purchase of one new engine and one new ladder. The associated costs for each apparatus were: (1) 2020 Sutphen Mid-Ship Quint: \$789,567.85, with immediate delivery; (2) 2020 Pierce Enforcer Stock Demo Pumper: \$574,212, with immediate delivery; (3) 2018 Roesbauer EXT Demo Pumper: \$482,886, with immediate delivery; (4) 2020 Sutphen Custom Demo Pumper: \$487,900, with immediate delivery; and (5) 2021 Sutphen Commercial Pumper: \$351,066.21, with delivery in 12 months. Chief Harden and his staff recommended purchasing the 2021 Sutphen Commercial Pumper with the downfall being the delivery not occurring for 12 months.

Council Member Epps asked for confirmation that the fire apparatus being requested was the one that would be delivered in 12 months.

Chief Harden said yes as staff felt it was the best choice.

Council Member Carter made a recommendation for the fire apparatus purchase to be tabled until the next Council meeting due to the possibility of a study being conducted to determine exactly what the City needed. He suggested having the Department of Insurance come in and perform the study and then allow Chief Harden to make a suggestion based on what the City needed.

A motion was made by Council Member Carter to table the purchase of a fire apparatus until the February Council meeting with further discussion allowed at the Council Budget Retreat on January 20. Council Member Ellis seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

- (4) Consideration of Strategic Planning Commission funding for a woodcarving public art project at Freedom Park.

Mayor Hall called Mr. Dougherty.

Mr. Dougherty said the Freedom Park Woodcarving Public Art Project also included the assistance of Acting Parks and Recreation Director Terry Vernon. The SPC approved the project in August 2020; however, concerns over the financial impact COVID-19 could have on the City's budget had caused them to postpone the project. The idea behind the project was to create a nature play space at Freedom Park Nature Trail by Woodchuck Woodcarvings of Boones Mill, Va. The project would include twelve benches used to create an outdoor classroom at the large elm tree on the trail, four totems on the end of the newly

renovated bridge, an eight foot totem at the Country Club Drive entrance, six wood spirits on trees, two owls, two raccoons, three squirrels and one turtle at the creek. Mr. Dougherty said due to social distancing restrictions currently in place, there had been a lot of interest in trails throughout the community and the woodcarving would add an element of interest. Once schools returned to normal functioning, the hope was that they would use the trail as a field trip location. It would also be something the City would not have to worry about replacing for at least 10 to 15 years. The cost of the project was \$6,100 and City staff believed it would be an asset to the City's trail system.

Mayor Hall reminded Council the project was a SPC recommendation that had been removed from the agenda several months ago because of funding uncertainties due to COVID-19. It was being brought back to Council at the present time from the SPC.

Council Member Moore asked if the money for the project had already been allotted in the SPC's budget.

Mr. Dougherty replied yes.

Council Member Hunnicutt requested Mr. Mendenhall and City staff walk the Freedom Park Nature Trail because he felt the trail needed more finish work before the City spent money on such projects. He walked both sides of the trail beginning at Central Elementary School walking down to the stream and back up the other side. While doing so, he counted six locations that he considered as severely washed considering the granite dust had washed off of the trail. It appeared to need more water bars. In addition, there had been a significant amount of tree work done along the trail, especially along a section near the school, where tree tops and fallen trees had been pushed to the sides. It appeared to him that more work needed to be done to the trail before the expenditure was completed.

A motion was made by Council Member Hunnicutt to approve SPC funding for a woodcarving public art project at Freedom Park as long as City management and staff addressed the maintenance issues on Freedom Park Nature Trail beforehand. Council Member Hampton seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

Council Member Hampton said much of the damage Council Member Hunnicutt was speaking of was visible from Stadium Drive. She felt the woodcarvings was a great project but also agreed work needed to be performed on the trail beforehand.

Council Member Ellis said Mr. Dishmon and Facilities and Grounds Superintendent Ray Thomas did a great job of keeping their crews focused on maintaining the greenways and trails and was certain they would do an outstanding job of cleaning up the Freedom Park Nature Trail.

- b. Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen Advisory Parks Commission.

Ms. Gilley wrote in a memo that she had prepared an amendment to Chapter 2 of the City Code that created a Parks, Recreation, Open Space and Greenway Commission. The intent of the Commission was to encourage public participation and interest in the City's Parks and Recreation. The Commission would serve an advisory role to the Council, studying and making recommendations to the Council, educating the public, and providing assistance for the development of the City's parks, open spaces and greenways. The Ordinance provided for seven members appointed by the Council and two ex-officio members appointed by the City Manager.

Mr. Mendenhall said the Commission was formulated for public engagement and input as the City moved forward in its Parks and Recreation program with regards to what programs were offered throughout its facilities and what amenities were offered. The desire was to gauge the public's input on decisions, investments, maintenance and operational items such as the greenways and parks as a whole.

Council Member Ellis said he had requested the item be moved to New Business to allow for discussion in order to understand its purpose as the City had not been presented with any of the like in the past. He felt it was a great idea to bring together another group of citizens who were concerned about things, especially considering the City's parks and greenways were one of the biggest enticements that attracted people to Eden.

Mayor Hall said it would be like the other advisory boards the City had, such as the Tree Board or Historic Preservation Society. He hoped to find members of the board that wanted to make the City's Parks and Recreation the best it could be.

Council Member Ellis asked if the commission would include athletics.

Mayor Hall said yes and that it would include any programs that fell under the Parks and Recreation Department.

Council Member Hunnicutt said he supported the Commission as he felt it was a positive move for the City to make. He commended Mr. Mendenhall for bringing it before Council. He felt the City was at a crossroads for recreation and that a serious look at where the City was and where it needed to go should be considered. In particular, he referenced the focus on team sports for youth but noted there did not appear to be a lot of youth involvement in sports anymore. He also encouraged fellow members to give good consideration to anyone they would be appointing to the commission as it was very likely there could be significant changes in the direction of where the City would go with its Parks and Recreation and greenways.

A motion was made by Council Member Hunnicutt to approve the adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen Advisory Parks Commission. Council Member Carter seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that Article III of Chapter 2 Administration of the Eden City Code is amended by adding a division to be numbered as Division 5 Parks, Recreation, Open Space, and Greenway Commission, which division reads as follows:

DIVISION 5 PARKS, RECREATION, OPEN SPACE, AND GREENWAY COMMISSION

§ 2-90. CREATED.

There is hereby created pursuant to G.S. Chapter 160, Article 18, a Parks, Recreation, Open Space, and Greenway Commission for the City, which committee is hereafter referred to as the "Parks Commission."

§ 2-91. COMPOSITION, STRUCTURE, POWERS, DUTIES.

The composition, structure, powers and duties of the Parks Commission shall be those set out as follows:

(A) Membership. The Parks Commission members shall exemplify and take an active interest in the city parks, recreation, open space, and greenway programs through active involvement. Additionally, where possible, appointments shall be made in such a manner as to maintain on the Parks Commission at all times a majority of members who have experience with and knowledge of parks, recreation, open space, greenways, tree resource management, planning and development.

(B) Composition. The Parks Commission shall be comprised of seven members appointed as follows:

- (1) Seven members: One member to represent each Council ward; and
- (2) Ex-officio- Two members to represent the City Manager.

(C) Term. Members shall be appointed for three-year, staggered terms. Initial appoints shall consist of three members with three-year terms, two members with two-year terms, and two members with one-year terms.

(D) Structure. The Parks Commission shall be comprised of three subcommittees as enumerated in this section. The Committee of the Whole is charged with the entirety of the duties laid out in division (E) of this section, delegation of specific subcommittee duties as necessary and as indicated. All subcommittees shall report their work, recommendations or actions to the committee of the whole on at least an annual basis. The three subcommittees of the Parks Commission shall be:

(1) Facilities Committee. A committee composed of three members, electing among themselves a Committee Chair and a Secretary. The Committee may be supported by any number of volunteers from the community as the Committee may see fit to engage provided such volunteering occurs commensurate to the policies and procedures for volunteer management as adopted by the City.

(2) Activities Committee. A committee composed of three members, electing among themselves a Committee Chair and a Secretary. The Committee shall deal primarily with activities and programs. The Committee may be supported by any number of volunteers from the community as the Committee may see fit to engage provided such volunteering occurs commensurate to the policies and procedures for volunteer management as adopted by the City.

(3) Greenspace Committee. A committee composed of three members, electing among themselves a Committee Chair and a Secretary. The Committee shall deal primarily with greenspace and environmental management. The Committee may be supported by any number of volunteers from the community as the Committee may see fit to engage provided such volunteering occurs commensurate to the policies and procedures for volunteer management as adopted by the City.

(E) Duties. The Parks Commission shall have the following duties:

(1) Study and make recommendations to the City Manager for possible implementation of parks, recreation, open space, and greenway plans, policies, or initiatives.

(2) Educate the general public about the city's parks, recreation, open space, and greenway programs.

(3) Provide assistance necessary to help promote the development of the parks, recreation, open space, and greenway plans as approved by the City Council.

(4) Review and make recommendations to the City Council, in conjunction with the Planning Board, on development tracts which involve the dedication of a component of the city's parks, recreation, open space, or greenway system.

(5) Seek sponsors and grants to help develop the parks, recreation, open space, and greenway system of the city in accordance with master plans and policies adopted by the City Council.

(F) The Parks Commission shall meet at least quarterly, and all meetings shall be open to the public. Subcommittees of the Commission shall meet as necessary and shall give adequate notice of such meetings as provided by law, provided that each committee meet at least annually. Proceedings of the Commission shall be conducted in accordance with Robert's Rules of Order. A record shall be maintained of its members' attendance, discussions,

findings and recommendations all of which shall be public records. A majority of the sitting members of the Commission shall constitute a quorum for the taking of official action.

(G) IT shall be the duty of all members to inform the administrative staff for the Commission of any anticipated absence and notification shall be immediately after receipt of the agenda. A member who misses three consecutive meetings or more than 30% of the meetings in a calendar year loses his status as a member of the Commission until reappointed or replaced by the City Council. Absences due to sickness, death or other emergencies of like nature shall be regarded as approved absences and shall not affect the member’s status of the Commission; except that in the event of a long illness or other such case for prolonged absence the member may be replaced.

(H) The Parks Commission shall seek diversity and inclusion of all residents in a collaborative, transparent process focused on public participation and engagement.

APPROVED AND ADOPTED, this 19th day of January, 2021.

CITY OF EDEN

BY: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

REPORTS FROM STAFF:

a. City Manager’s Report

Mayor Hall called on Mr. Mendenhall.

Mr. Mendenhall said he wanted to preface the report by highlighting the good news received on the financials through the audit and mid-year update from the Finance Department, as well as the Economic Development report from 2020. He wanted to point out the City had accomplished a lot in 2020 and the pandemic proved the City could achieve a lot by working together. While there would be challenges to overcome in 2021 and the outlying years, the lesson was that it could be done by working together.

Mayor Hall thanked Mr. Mendenhall and the departments who had input for the City Manager’s report. He pointed out the tourism calendar of events within the report and was hopeful all of the events would get to be held, with the first one being ‘Grown & Gathered’ on May 20 going through the end of the year.

City Manager’s Report
January 2021
City Manager Jon Mendenhall

ECONOMIC DEVELOPMENT

Commercial

JS of Eden Enterprises, Inc.

A 7.6 acre site located at 916 S. Van Buren Road is now available for leasing. This is a prime spot for your business. Call 336-627-1313 for leasing information.

First Choice Tire and Automotive

Located at 311 S. Van Buren Road, this new Eden business offers oil changes, new and used tires, tire repairs, alignments, tire rotation, brakes, transmission repair, state inspections and automotive maintenance. They are open 8 a.m. to 5 p.m. Monday through Friday and Saturday from 8 a.m. to noon starting in January. Their Eden Chamber of Commerce ribbon cutting will take place on January 15. Call 336-612-2884 for more information.

Platinum Kutz Beauty Salon and Barber Shop: Opening February 1

This newest Eden salon and barber shop will open February 1 next to the former Belk building in Eden. Owner Tim Dickerson is a veteran who has opened a beautiful facility in the new Eden Venture Business Park. All styles are offered here, so stop by and learn more about this new business. Call them at 336-417-7224 or visit www.platinumkutz.style to schedule an appointment.

Save-A-Lot Food Store: Staying Open in Eden!

This Eden store will remain open and is ready to serve your grocery shopping needs. Stop by their 640 S. Van Buren Road location for dairy, frozen foods, grocery and other items. They are open from 8 a.m. to 10 p.m. seven days per week. You can reach them at 336-627-9555.

Seth M. Woodall & Associates

This Eden law firm has added a new attorney as it strives to meet the legal needs of Eden and Rockingham County. Tim Dugan, a graduate of Elon Law School, began work at the firm on January 11. Seth Woodall & Associates offers real estate, estate planning, personal injury, civil litigation and corporation and business set-up services. Call 336-623-3138 or email info@woodall-law.com for more information.

Industry

Eden Venture Business Park (formerly Eden Mall)

As most people have seen thus far, owner Ron Hutchens has done an exceptional job of improving the exterior of the former Eden Mall. He is offering build-to-suit spaces for businesses, with the exception of retailers. Thus far, Platinum Kutz has been established in the facility, opening February 1. Another company is now considering the space.

If you would like a location for your business, visit www.edenventurebusinesspark.com for more information and to apply.

Nestle Purina

In December of 2020, the N.C. Rural Infrastructure Authority approved a \$2 million building reuse grant for Nestle Purina. This funding will be used to help upfit the former MillerCoors facility for Nestle Purina. Special thanks goes to Existing Industry Manager Kerry Taylor of the Rockingham County Economic Development Department for her work in writing this grant.

Night Owl National StoneWorks

The N.C. Rural Infrastructure Authority also approved a \$100,000 building reuse grant for the Eden Venture Business Park (formerly the Eden Mall) to help upfit a cabinetry facility in this space.

Weil-McLain

This Eden company currently has openings for two manufacturing engineers and one purchasing agent. In addition, they have 25 full-time hourly positions that are open including assembly, material handling and machine operators. Visit www.weil-mclain.com/careers for more information.

Main Street

B & K Bargains-New Store!

This new 232 The Boulevard business is owned by Christy Williams. This thrift store business can be reached at 336-250-7586.

Former Jones Hardware Building

This iconic 630 Washington Street building has been purchased by Olde Leaksville Gun Shop owner Barry Carter. Barry has already started renovating the space, which is another example of progress in Eden’s most historic commercial area. Thanks to Barry and all the merchants and property owners who have invested in Uptown Eden—an exciting place to visit, shop and dine.

Tourism

The 2021 Event Calendar is set. Pending lifted restrictions, we are preparing for 2021 events & festivals!

- Spring Grown & Gathered May 20
- Piedmont Pottery Festival June 5
- Oink & Ale June 19
- Shaggin’ on Fieldcrest July 24
- Summer Grown & Gathered August 12
- Touch-A-Truck August 21
- RiverFest September 17 & 18
- Heritage & Heroes October 16
- WinterFest December 4

Mark your calendars and get ready to celebrate and showcase our Small Town~Big Outdoors!

PARKS AND RECREATION

COVID-19 Updates-Phase 3

All Parks and Recreation facilities are open in a limited capacity due to Governor Roy Cooper’s Phase 3 regarding COVID-19. Please note, at all open indoor facilities, staff will have participants sign in, answer questions regarding symptoms of COVID-19 and pass a temperature check before they are allowed into the facility. Staff will also sanitize the facility before, during and at the end of each evening.

Basketball Program

Staff has begun registration for youth boys and girls basketball and will possibly start practicing with masks required if not affected by COVID-19 restrictions.

Bridge Street & Mill Avenue Recreation Centers

These two facilities will be open Monday through Friday from 2 p.m. until 7 p.m. There will be a maximum of ten participants allowed at any given time.

Citywide Playgrounds

All playgrounds are open.

Eden City Hall

City Hall is now open to individuals needing to conduct business within the Finance Department. In order to comply with social distancing guidelines, we ask that you wear a mask and remain six feet apart from others as there will be markings in the lobby appropriately spaced.

Staff from other departments within City Hall can meet with individuals in the lobby or in the front Conference Room if needed.

Facility Rentals

There will continue to be no facility rentals due to the limited number of individuals allowed in a facility only being ten.

Freedom Park

The park will continue to operate by maintaining social distancing during the use of the park by citizens. This includes the walking track, basketball courts, skateboard park, nature trail and dog park. There will continue to be no shelter rentals at this time.

Tournaments at Freedom Park Softball Complex and Multi-Purpose Field are scheduled to begin in February if not affected by COVID-19 restrictions.

The 2021 Freedom Park schedule of events has been completed. If restrictions surrounding COVID-19 are lifted, there will be weekend tournaments scheduled at Freedom Park ballfields beginning February 6 and running through December 6. Included in the schedule of events is a N.C. Dixie Youth Baseball State Tournament from July 16-22.

Garden of Eden Center

This facility is operating with a limited capacity of ten participants indoors and 25 outdoors at any given time and will be open to the public Monday through Friday from 8 a.m. until 5 p.m.

PLANNING & INSPECTIONS

Boards and Commissions

There will be no Boards and Commissions meetings during the month of January that are not required by law.

Codes Inspector Position

Fred Fleming has been hired as a Codes Inspector Trainee and is working with Chief Inspector Bob Vincent on a daily basis.

Collections

The City collected \$249.00 for code enforcement fees. Payments made to the Rockingham County Tax Department in December for code enforcement fees that are due to the City of Eden were \$13,251.02.

COVID-19 CDBG Assistance to Low and Moderate Income Citizens Grant

Staff received notice of the grant agreement and package being sent from the Housing Finance Agency.

Draper CDBG

The environmental review was completed and its record was posted on the City's website, advertised in the Rockingham Now newspaper and is available for review at City Hall. The comment period for the environmental review record has ended and the report has been sent to the N.C. Department of Commerce with a 'Request for Release of Funds' for the grant.

GIS

Staff is making progress with the solid waste maps requested by Public Works so that each truck can have a navigational device to direct them on the most efficient routes. The on-line services have been updated for City Staff to use with their mobile devices. The Engineering Department is providing data on the sewer remediation work as it progresses so that it can be made available to City staff as soon as possible.

Historic Preservation Certified Local Government

Our Preservation Commission has been certified for a number of years. The annual report has been submitted to the State Historic Preservation Office.

Internal Technical Review Committee

The ITRC met and continued discussions regarding the Capital Improvement Program (CIP) for next fiscal year's budget.

Nantucket Mill Project

At the present time, the City is awaiting an answer from the N.C. Housing Finance Agency. City staff is continuing to pursue grant funds for the project. However, Council has approved a way for the City to proceed with the project.

Tree City USA

Eden has been designated as a Tree City USA since the 1990s. The annual report, prepared by Planner Debbie Galloway, to continue the program has been submitted.

Unified Development Ordinance

The UDO is now effective. The next step will be to schedule a training session with City Council, the Planning Board, Board of Adjustment and City staff.

POLICE DEPARTMENT

Various administrative law enforcement personnel plan to attend the quarterly Rockingham County LEPC (Local Emergency Planning Committee) at the Rockingham County Emergency Services location in Wentworth on January 20 in addition to participating in a prayer walk on The Boulevard on January 30.

CONSENT AGENDA:

- a. Approval and adoption of December 15, 2020 Minutes.
- b. Approval to advertise electronically for new Finance and Human Resources software.

Ms. McMichael wrote in a memo that in the 20-21 Budget, Council approved for a Finance and Human Resources software conversion and replacement. Due to the projected cost of the project, staff needed to follow the formal bidding guidelines. The Request for Proposal must be advertised seven full days before the date of the bid opening. Staff typically advertised in a newspaper of general circulation. However, they felt that advertising in the local paper

would be expensive, and the ad would not reach the software vendors. Therefore, advertising electronically on the City’s website was the better option. Staff would be mailing the Request for Proposal to software vendors who they felt would be interested in sending in a proposal. Staff requested Council’s approval to use the electronic advertisement only for the Finance and Human Resources Software conversion and replacement.

c. Approval of City of Eden Emergency Paid Sick Leave.

Ms. McMichael wrote in a memo that the Families First Coronavirus Response Act, passed in March as the federal government’s first response to the COVID-19 crisis, was a law with many parts. The Emergency Sick Leave Act and the Emergency Family and Medical Leave Expansion Act were the two most familiar to public employers. The stimulus bill that was passed December 21, 2020 did not extend the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. Those laws and the benefits they provided to employees expired at midnight, December 31, 2020. Staff asked Council to approve the attached policy to extend the Emergency Sick Leave Act until June 30, 2021. Since we are still facing the pandemic, it made the most sense to continue this benefit to employees. For the employees who have used 80 hours of the Emergency Paid Sick Leave, they would have to use their personal time should they need to take more sick time. For the employees who have used a portion of the 80 hours or not any of the 80 hours, this would give them sick time they could use should they become exposed or test positive for COVID-19. We are in hopes that all employees remain healthy and safe during these unprecedented times.

The City of Eden is taking steps to protect our employees with the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020. It is the City’s goal to continue to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City of Eden is committed to provide accurate information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. The City of Eden will provide eligible employees with temporary emergency paid sick leave under certain conditions. This policy will become null and void should Congress adopt an Emergency Paid Sick Leave Act prior to the expiration date of this policy.

The City of Eden Emergency Paid Sick Leave

The City of Eden Emergency Paid Sick Leave is separate from and independent of Family and Medical Leave (FMLA) and is independent of any existing sick leave policies that the City grants employees in the normal course of business. The policy allows an eligible employee to qualify for emergency paid sick leave as follows:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19.
 3. The employee is showing symptoms of COVID-19 and is actively seeking but has not yet received a medical diagnosis;
 4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;
 5. The employee is caring for his or her son or daughter because the child’s school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons; or
 6. The employee is experiencing substantially similar conditions as specified by the Federal Secretary of Health or Human Services, in consultation with the Federal Secretaries of Labor and Treasury.
- Eligibility

All employees who have been employed with the City for at least 30 days (full-time, or part-time) are eligible for EPSL in the event the employee is unable to work or telecommute because the employee meets one or more of the conditions stated above.

Duration/Compensation

Employees are eligible for, on a one-time basis, the following:

- Full-Time employees: 80 hours of pay at their regular hourly rate of pay. However, when caring for a family member, for reasons 4, 5 and 6 above, EPSL is paid at two-thirds the employee’s regular hourly rate of pay.
- Part-Time employees: The number of hours the employee worked, on average, over the most immediate prior full pay period. However, when caring for a family member, for reasons 4, 5 and 6 above, EPSL is paid at two-thirds the employee’s regular hourly rate of pay.

Paid leave under this policy is limited to \$511 per day (or \$5,110 in total) where leave is taken for reasons 1,2, and 3 described above (generally, an employee’s own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (generally care for others or school closures).

General Rules

- Employees may elect to use EPSL prior to utilizing any accrued paid sick leave under the City’s sick leave policy.

- Employees that have used all or a portion of the original 80 hours mandated by the federal government, will not receive additional hours for EPSL.
- No leave provided by the City under any governmental act prior to January 1, 2021, may be credited against the EPSL eligibility.
- Employees are responsible for immediately notifying Human Resources of their intent to utilize this policy, so that the appropriate application paperwork may be given to the employee in a timely manner.
- Employees must successfully complete the necessary application paperwork and return it to Human Resources in a timely manner in order to receive compensation under this policy. Failure to return application paperwork and required supporting documentation in a timely manner may result in a delay in receiving compensation under this policy.
- Employees seeking compensation under this policy found solely to be taking this leave to defraud the City will be subject to disciplinary action up to and including termination of employment.
- The City will not retaliate against any employee who requests to take EPSL in accordance with this policy.
- This policy expires on June 30, 2021.

Definitions

Child Care Provider Defined for the Purposes of EPSL

For the purpose of this policy, the term “child care provider” is defined as one who provides child care services on a regular basis and receives compensation for those services, including an ‘eligible child care provider’ as defined in Section 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

School Defined for Purposes of EPSL

The term “school” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in Section 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).

- d. Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the Eden Youth Council.

City Attorney Erin Gilley wrote in a memo that she prepared an amendment to Chapter 2 of the City Code that codified the Eden Youth Council. This commission of the City Council had been in existence since 2012; however, it was never made a part of the City Code. This commission was created by action of the City Council, members were appointed at the direction of City Council, and the commission had been and was currently advised and assisted by City Staff at the direction of City Council. The proposed ordinance codified the bylaws that had been adopted by the Eden Youth Council each year.

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that Article III of Chapter 2 Administration of the Eden City Code is amended by adding a division to be numbered as Division 6 Eden Youth Council, which division reads as follows:

DIVISION 6 EDEN YOUTH COUNCIL

§ 2-95. CREATED.

There is hereby created and established the Eden Youth Council by the Eden City Council.

§ 2-96. COMPOSITION, STRUCTURE.

(A) Representation. The Eden Youth Council, sponsored by the Eden City Council, shall seek its membership to be a diverse representation reflecting the community.

(B) Membership. Any youth aged 14-20 who lives in the Morehead Attendance Zone or attends Morehead High School. Attendance at Morehead High School is not a requirement to be a member of the Eden Youth Council. Duties of the General Council member are to attend all meetings and special events and participate in one Council project.

(C) Application Process. Members of the Eden Youth Council shall be chosen through an application process. Interested parties shall complete the application form. The Eden City Council and selected leaders of the community shall review the applications and serve as the selection committee.

(D) Appointment of Members. The selection committee shall appoint the members of the Eden Youth Council.

(E) At Large Member. There may be one 8th grade At Large Member per council.

§ 2-97. OFFICES.

(A) Offices of the Executive Council. The Eden Youth Council shall have appointed from its members a Chairperson, Vice Chairperson, Secretary, Media Coordinator, and a Recruiting Coordinator.

(B) Officer Duties. The duties of the officers shall be as follows:

(1) The Chairperson shall preside at the meetings of the Eden Youth Council and shall be charged with the administration of the affairs of the Youth Council. The Chairperson shall prepare agenda for all Council meetings, coordinate all programs and endeavors of the council, assign temporary replacement for any officer in temporary absence, be responsible for all duties assigned to him/her by the Council, Executive Board, or Advisor, receive community youth information, and bring it to the Council, have the right to vote twice on any matter brought before the Council in the event of a tie, represent the Council in public appearances when possible to do so, call emergency meetings of the Council and Executive Council as needed, and attend all meetings and special events.

(2) The duties of the Vice-Chair shall be to perform the duties and exercise the power of the

Chair during the absence of the Chair. The Vice-Chair shall carry out all duties of the Chairperson in his/her temporary absence, oversee all projects of the Youth Council, be responsible for ensuring all project reports are made on schedule, assure that all council meetings and Executive Council meetings are conducted in accordance with Robert's Rules of Order, properly facilitate any and all elections/votes within the Council meetings, be responsible for all duties assigned to him/her by the Council, Chairperson, or Advisor, attend all meetings and special events.

(3) The duties of the Secretary shall be to prepare and keep a record of the attendance and minutes of all of the meetings/events, present the minutes in written/digital format at each Council meeting, or email them to the Advisor up to two days before the next meeting and Advisor will bring the minutes to the meeting, maintain the calendar and schedule of Council activities, be responsible for all duties assigned to him/her by the Council, Executive Council, or Advisor, and attend all meetings and special events.

(4) The duties of the Media Coordinator shall be to coordinate recruitment campaigns with the Recruiting Coordinator, coordinate publicity for the Council, coordinate publicity for Council projects, be responsible for all duties assigned to him/her by the Council, Executive Council, Chairperson, or Advisor, attend all meetings and special events.

(5) The duties of the Recruiting Coordinator shall be to promote and increase council membership by recruiting prospective members, plan and implement one Membership Drive to recruit new members by working with school representatives, and other members of the council, plan and implement membership meetings to discuss with school administrators and/or guidance counselors matters dealing with recruiting, attend all meetings and special events.

(C) Selection of Officers. The officers of the Eden Youth Council shall be selected annually. The officers of the Youth Council shall be appointed by the Selection Committee with recommendations coming from the prior year's Executive Council.

(D) Term of Officers. The term of all offices shall be for one year; however members may re-apply after expiration of term provided they still meet the qualifications.

§ 2-97. MEETINGS.

(A). Regular Meetings. Regular meetings of the Eden Youth Council shall be held once a month. The time and day shall be determined each year by the Youth Council. The principal meeting place of the Youth Council shall be at Eden City Hall. Robert's Rules of Order shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws. Matters for consideration by the Youth Council shall be presented only at Youth Council meetings.

(B). Special Meetings. Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the office of the City Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Chair shall notify every member of the Youth Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

(C). Open Meetings. All meetings of the Eden Youth Council shall be open to the public.

(D). Quorum. The presence of a majority of the entire membership of the Eden Youth Council shall constitute a quorum for a meeting of the Youth Council. A quorum is necessary to transact official business at any meeting.

(E). Voting. The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation. In the event of a tie vote, the Chair will have a second vote to break the tie.

(F). Order of Business. The Chairperson of the Youth Council shall, when present, call the members of the Youth Council to order. Before proceedings to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- (1) Pledge of allegiance.
- (2) Approval of the minutes of the previous meeting.
- (3) Public comments and/or matters for consideration.
- (4) Unfinished business.
- (5) New Business
- (6) Reports from Project Leaders.
- (7) Announcements.
- (8) Adjournment.

(G). Recordings of Meetings. The proceedings of the Youth Council shall be recorded by the Secretary. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

(H). Attendance. Attendance at regular Youth Council meetings is expected by all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Chair of the Eden Youth Council to be considered as an excused absence. Any member who fails to appear and be counted present at any regular meeting or special meeting shall be recorded as absent. To remain as a Youth Council member, there shall be no more than three excused and one unexcused absence per year at the monthly scheduled meetings. Each Youth Council member will be expected to attend at least one City Council meeting (exclude the December meeting) in addition to the August swearing in meeting.

§ 2-99. REPORTS.

Chair and Vice Chair will present any special reports to the Eden City Council and ask for support from all Youth Council members.

§ 2-100. ROLE OF THE EDEN CITY COUNCIL.

The Eden City Council shall receive recommendations from the Eden Youth Council. The Eden City Council shall provide support staff to the Eden Youth Council to assist them in carrying out their duties. The Eden City Council shall communicate upcoming issues to the Eden Youth Council so they may respond accordingly. Each City Council member will be asked to attend at least one Youth Council meeting.

The Eden Youth Council may receive contributions from private agencies, foundations, organizations, individuals and state or federal government, or any other source on behalf of the City, in addition to any sums appropriated for its use by the City Council, to be used and accounted for as directed by the City Council or its designated Staff assistance.

APPROVED AND ADOPTED, this 19th day of January, 2021.

CITY OF EDEN

BY: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

- e. Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen Advisory Parks Commission.

This item was moved under New Business as item 11(b).

- f. Approval of funding and a grant agreement for the Community Development Block Grant Coronavirus Program awarded to the City.

Ms. Stultz wrote in a memo that the City was awarded \$900,000 of Community Development Block Grant (CDBG) funds for the NC CDBG Coronavirus (CDBG-CV) Program. These funds would be used to help low to moderate income citizens with utility, rent and/or mortgage payments of up to \$1,000 per household. The department recommended Council authorize Mayor Hall to execute the Funding Approval and Grant Agreement.

A copy of this agreement is on file in the City Clerk's Office.

- g. Approval of an agreement providing funding for a Senior Center Technology Training Program.

Recreation Supervisor Carla Huffman wrote in a memo that The Garden of Eden Senior Center had the opportunity to receive a grant that would allow the City to offer additional senior technology classes at the site. The grant was for \$12,250 to purchase iPads and tablets for participants to check out and take home for practice during the 8-week class. It would also pay for the data, curriculum and included funds to train teachers and pay for the instructor. The City would be reimbursed for the purchases and would not have to spend any money for the program.

A copy of this agreement is on file in the City Clerk's Office.

A motion was made by Council Member Carter to approve the Consent Agenda. Council Member Ellis seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

ANNOUNCEMENTS:

Mayor Hall said the Council Budget Retreat would be held on January 20. He stated that Mr. Mendenhall did a good job of preparing City staff so it would be a smooth meeting. He encouraged everyone to continue wearing masks, social distance and to get the vaccine as soon as possible. He also said he recently rode around the City and noticed the amount of trash on every road he traveled down and pleaded for people to stop littering. He encouraged others to observe it the next time they rode through the City and welcomed any thoughts on putting a stop to it.

Council Member Hampton said The Boulevard was having a prayer walk on January 30 at 10 a.m. If anyone was unable to walk, they were welcome to participate in prayer from the event center or their homes while others were walking. Refreshments and drinks would be provided as well.

Council Member Ellis apologized for being late to the meeting as he had experienced technical difficulties. He also asked for prayer for the entire nation as the following day would be Inauguration Day.

Council Member Hunnicutt asked if the Council Budget Retreat began at 10 a.m.

Mayor Hall answered yes and added that it would take place in the Council Chambers.

Council Member Epps said it would be his first time in 19 years that he would not be able to attend the Council Budget Retreat due to a death within his church and the funeral being held on the same day. He asked to be updated afterwards.

Mayor Hall asked Mr. Mendenhall if some people would be attending the retreat via Zoom and if so, questioned if it would be recorded.

Mr. Mendenhall answered yes and added it would be a combination of Zoom and in-person attendance that would be recorded.

Mayor Hall advised Council Member Epps that he could get a copy of the meeting and to reach out to Mr. Mendenhall with any follow-up questions. He expressed his sympathy for Council Member Epps' loss within his church.

ADJOURNMENT:

As there was no further business to discuss, a motion was made by unanimous consent to adjourn.

Respectfully submitted,

Deanna Hunt
City Clerk

ATTEST:

Neville Hall
Mayor



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

TO: Honorable Mayor and City Council
THRU: John Mendenhall, City Manager
FROM: Kelly K. Stultz, AICP, Director
SUBJECT: **Comprehensive Plan**
DATE: February 4, 2021

At the 2021-2022 City Council Budget Retreat, there was a discussion regarding our need to adopt a Comprehensive Plan by July 1, 2022. This is required as a part of the overhaul of the Planning Statutes by the General Assembly.

I am seeking the City Council's approval to publish a Request for Qualifications seeking a consultant to assist us with the preparation, public engagement and statutory compliance of the plan.

Additionally, I would like to use funds within our current budget to begin the process in April 2021. This is so that we can be assured to meeting the deadline for adoption.

If you have any questions, please contact me.



MEMORANDUM

To: Honorable Mayor and City Council

Thru: Jon Mendenhall, City Manager

From: Kevin Taylor, Information Technology Director, and Tammie McMichael, Director of Finance & Personnel

Date: February 16, 2021

Subject: New Finance and Human Resources Software

In the 20-21 Budget, Council approved for a Finance and Human Resources Software conversion and replacement. We appropriated \$126,000 to be financed for 5 years with the first debt service payment being made this year. Staff posted a request for proposal on the city's website on 1/20/21 as well as emailing a copy to 7 Government Software Vendors. We received proposals from the following:

Southern Software Year 1 cost \$115,675 and Year 2 cost \$13,250
Harris Smart Fusion Year 1 cost \$140,403.98 and Year 2 cost \$21,242.33
Edmunds Gov Tech Year 1 cost \$144,445 and Year 2 cost \$20,175
Tyler Technologies Year 1 cost \$240,356 and Year 2 cost \$37,364
Harris Cogsdale Year 1 cost \$495,655 and Year 2 cost \$43,471
Note: Proposals are available upon request

We are currently paying Logics \$32,363.44 in annual maintenance cost. We have reviewed all of the proposals. Southern Software did submit a proposal that meets the scope and all of the requirements of the city's request for proposal. They are located in North Carolina, and they do not charge for future software updates. The Police Department has used some of their software in the past, and they had a good experience. We believe Southern Software offers a good solution for the city's finance and human resources software. I have attached a copy of Southern Software's proposal.

Staff request Council's approval to accept Southern Software's proposal, and to move forward with the project.



SOUTHERN SOFTWARE, INC.
an employee-owned company

February 3, 2021

City of Eden
Attn: Tammie McMichael
308 East Stadium Drive
Eden, NC 27288

Re: RFP Local Government Software for Finance and Human Resources

Dear Ms. McMichael:

We are excited about providing this financial management software system. Eden, NC would benefit in many ways in choosing Southern Software as their provider. As we continue to grow, our ability to offer road tested and highly developed solutions, increase our footprint to over 1000 customers. Southern Software consists of over 90 employee owners. We are an employee owned company that has been providing software solutions since 1988.

We are a 100% employee owned company that has never been for sale. As always, support is our number one priority. Our support operation based at our home office in Southern Pines, NC. This commitment to support even goes as far as the CEO, Jennifer Meggs having her home and mobile number on her business card.

You will only buy our products once. **All updates, are included at no charge.** You will never see a "end of life" letter followed by a sales call.

Training is equally important. We will train users using your local data. We will have staff onsite at go live to help make the transition to our system as smooth as possible. We offer free training at our offices in Southern Pines, NC as well as specialized web training. Lastly, we have our annual Users Conference in Myrtle Beach. This consists of 3 days of informative classes, demonstrations of new products and round table discussions. The event concludes with an evening food, fun and entertainment. There is no cost to this other than transportation, lodging and a few meals.

With 30 years of experience, Southern Software understands the importance of exceeding our client's expectations in all areas. As industry leaders, our team of experts in financial management software continues to develop innovative products and solutions. However, the actual success of our solutions can only be achieved through experience and understanding of what you go through on a day to day basis. We pride ourselves on listening to our customer's suggestions. We realize you are on the front line and have the real knowledge of what it takes for you to do your job. It is our job to find those needs and fully understand them so we can mold our solution to best fit your real world. This is the philosophy that has made our solutions successful.

www.southernsoftware.com

Southern Software, Inc. • 150 Perry Drive • Southern Pines, NC 28387

Southern Software, Inc. Project Management

Southern Software, Inc. assigns a project manager for each software installation to guarantee success for both parties. The assigned project manager will oversee all aspects of your deployment. Your Project Manager will coordinate and plan all milestones to be reached to include events such as pre-staging equipment, data conversions (if applicable), installation of our products and solutions, training, and follow up calls to ensure satisfaction with our processes and products. To work with our project manager, we ask that you assign a single point of contact for our Project Manager to work with, which we call your Software Administrator. This creates a solid line of communication and lessens miscommunication issues. Our Project Manager will work closely with Eden's Software Administrator to ensure a successful and smooth process.

Our Project Manager will assign a Lead Installer that will assist in any implementations necessary for a successful deployment. Each agency will also be assigned a Lead Trainer that will work with your department to make sure every part of our training is efficient and works with the scheduling of the department.

Along with our Project Manager's efforts, Southern Software, Inc. utilizes Project Management Software and our CAD software (modified for customer support) to track all installation and support for your agency. This allows individuals like our Project Manager, Installer, and Trainer to see what has happened and what is scheduled to happen with your deployment. This streamlined communication within our organization allows us the ability to provide excellent customer service from the time you choose us as your company of choice, all the way through implementation and training.

Southern Software, Inc. Contact Information

Attn: Marci Lewandowski

150 Perry Drive

Southern Pines, NC 28387

(O) (800) 842-8190

(C) (910) 644-3089

(F) (910) 695-0251

mlewandowski@southernsoftware.com

The following is a brief summary of services to be performed:

1. Provide customer with a detailed plan during the Kickoff stage which will include all communication processes going forward.
2. Initial data pull in order to review and map existing data.
3. Perform site assessment in order to obtain information on the customer's business practices and processes. Will also gather copies of all forms such as utility bills and Accounts Payable and Payroll checks.
4. Install software.
5. Client data review will occur after the programmer has completed the test conversion. Client will verify the integrity and accuracy of the data. Any issues/feedback will be relayed to the programming team for corrections.

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January 29, 2021

Page 3

6. Second data pull after corrections have been made. Client will verify the integrity and accuracy of this data as well. This should be the final data review prior to conversion.
7. Final data pull will be performed right before user training and go live date. Trainer(s) will be on site once the final data has been uploaded into the installed software. Your Account Manager, Marci Lewandowski will be onsite as well during go live.

Thank you

We want to thank you for the opportunity to do business with you. At Southern Software, Inc., we want to earn your business through a process that shows our passion to satisfy your needs, our commitment to quality, and our dedication to ensure that our products and installations are a success. The pricing included is in effect for 90 days from date of RFP.

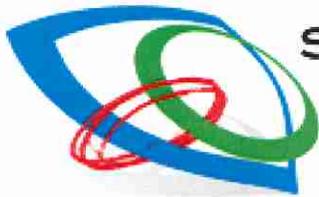
Sincerely,



John Roscoe
President

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ORIGINAL

**RESPONSE TO REQUEST FOR PROPOSAL FOR
LOCAL GOVERNMENT SOFTWARE FOR
FINANCE AND HUMAN RESOURCES**

FEBRUARY 3, 2021

City of Eden
Attn: Tammie McMichael
PO Box 70
Eden, NC 27288
tmcmichael@edennc.us

A – LETTER OF INTENT

1

B -COMPANY BACKGROUND
Pages 1-4

2

C – COMPUTING ENVIRONMENT
Page 5 – Computing Environment
Pages 6-7 – Cybersecurity Controls
Pages 8-9 – Hardware Specifications
Pages 10-14 – Scope of Services

3

D – IMPLEMENTATION PLAN
Pages 15-16 – Data Conversion Policy
Pages 17-23 – Implementation/Training Guide
Pages 24-26 – Sample Support Agreement

4

E - REFERENCES
Page 27

5

F - COSTS
Page 28 – Costs
Pages 29-30 – Detailed Proposal



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Company Background

In business since 1988, Southern Software, Inc is a leading provider of information solutions for small and midsize municipalities and law enforcement agencies throughout the Southeast. Southern Software is in the business of designing, implementing, selling, and providing ongoing support for enterprise information management solutions bought by municipalities and law enforcement agencies. Southern Software, Inc. has separate packages it sells to its two primary markets: the municipal market and the public safety market. The company also sells computer hardware, such as servers, printers, laptops and handheld devices. We provide a wide range of services to our customers, including installation, operator and manager training, on-site hardware maintenance, application software support, systems configuration, network support and consulting.

The municipal sector includes cities, towns and counties, all of which have operational needs requiring information systems that benefit from advanced software products. The state, local and municipal government market is one of the most decentralized information technology markets in the United States. Total of 292 active installations. Broken out by state below:

VA - 68	GA - 10	SC - 23
NC - 172	AL - 5	TX - 2
TN - 6	OK - 4	OH - 2

The public safety sector consists of police departments, sheriff's departments, university police and airport law enforcement agencies.

Southern Software, Inc. is located in Southern Pines, North Carolina and employs 90 staff members and operates from a two-building campus with approximately 13,200 square feet of office space. Our management team consists of Jennifer J. Meggs - CEO, John Roscoe - President, Craig Goodnight - Vice President and Cameron Dew - Vice President.

Business Structure: S. Corp

Number of Employees Dedicated to Sales: 15

Number of Employees Dedicated to Technical Support: 5 (FMS)

Number of Employees Dedicated to Research and Development: 8

Company Longevity: Since 1988

Number of Years in Business: 31 Years

Number of Municipal Financial Installations: 202

Point of Contact information:

Southern Software, Inc., 800-842-8190

Attn: Marcianne Lewandowski, (cell) 910-644-3089

mlewandowski@southernsoftware.com

150 Perry Drive, Southern Pines, NC 28387



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Personnel Experience & Background

CEO Jennifer J. Meggs

Education Associates in Business Computer Programming and Accounting.

Professional Experience Jennifer joined Southern Software over 25 years ago as a phone support technician and programmer and therefore knows the importance of high-quality support and customer relationships. Today Jennifer oversees the daily operations of the company which includes the software and hardware support departments.

Length of Time Employed 26 Years

President John Roscoe

Education Degree in Computer Engineering

Professional Experience John came to work for Southern Software straight out of College. He started out as the Citi-Pak installer / trainer and oversaw the transition of the program to the first Windows based version. He was asked to take over as CFO of the company after the founder Nick Picerno, retired.

Length of Time Employed 29 Years

Director
FMS Product Dev. & Operations Patrick Pusser

Education Degree in Internet Technologies

Professional Experience Patrick began his career at Southern Software over 15 years ago as a Citi-Pak phone support technician, installer and trainer. After two years in that role he took over as Director of the Financial Management System product, overseeing that product's Programming and Support departments. He also has overseen the Public Safety Support department in the past.

Length of Time Employed 16 Years

Personnel Experience & Background (Cont.)

FMS Trainer/Support Technician Kathy Denson

Professional Experience 18 Years of experience as a software trainer

Length of Time Employed 14 Years

FMS Trainer/Support Technician Lisa Carricker

Professional Experience 10+ of Accounts Payable experience and 4 years of user training experience

Length of Time Employed 4 Years

FMS Project Manager Joe Garrison

Education Degree in Business

Professional Experience 7 Years

Length of Time Employed 7 Years

FMS Senior Developer Dale Watson

Professional Experience 26 Years programming in multiple Languages

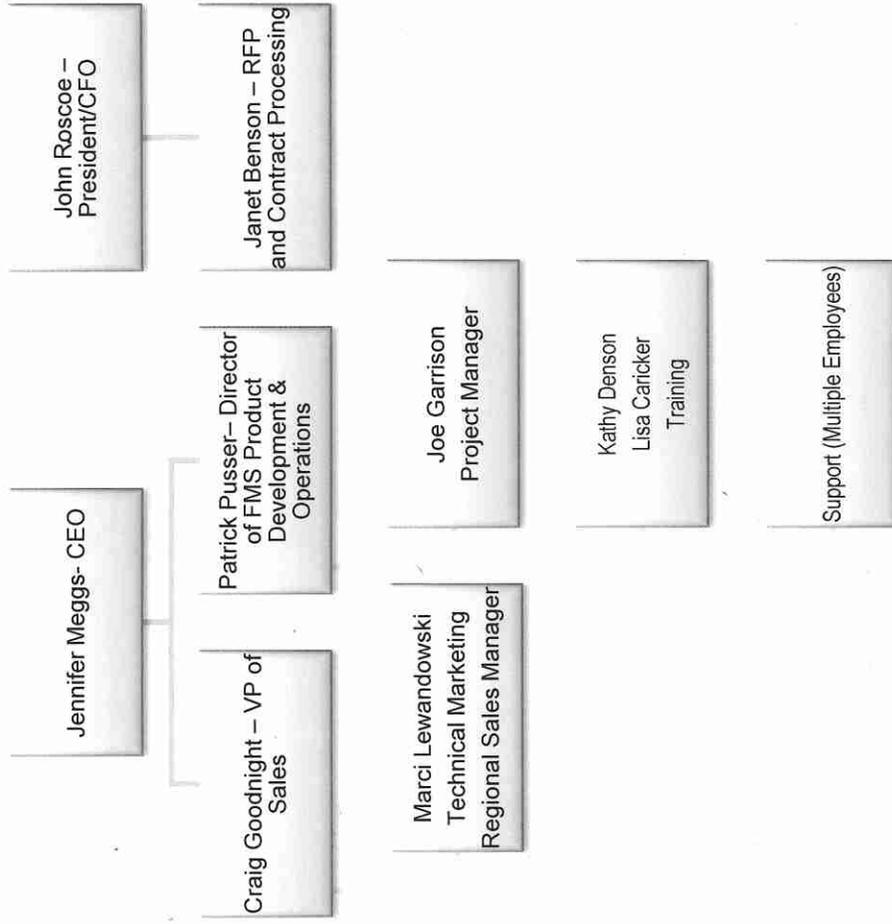
Length of Time Employed 26 Years

FMS Senior Developer Michael Valverde

Professional Experience Over 20 Years of experience in several languages including: C#, Java, WinForms, Windows Services, ASP.NET, Azure Services, MS SQL Server, Oracle PL/SQL and Delphi.

Length of Time Employed 3 Years

Southern Software





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COMPUTING ENVIRONMENT

1. What modules are fully integrated and what are proposed third-party applications?
All modules proposed interface with the General Ledger and SendGrid is the only third-party application.
2. Upon which platforms does your software run?
Microsoft SQL
3. What are the optimal and minimum requirements for the network, server, and desktop clients?
See attached Hardware Specs
4. Is user content delivered via a web browser?
No
5. What security tools are included with the software?
If FMS is deployed/hosted onsite by the customer, then the customer is responsible for network/site security. If FMS is hosted utilizing Southern Software hosting services, then the security is implemented by Microsoft SQL Azure tools/parameters.
6. How are the following restrictions accomplished?
 - a. Application access – User Options/Permissions
 - b. Menu access – User Options/Permissions
 - c. Field access – Field redaction
 - d. Querying/reporting access – User Options/Permissions
7. What is the upgrade frequency and how are they deployed?
Updates are created when necessary to resolve bugs/add new features. Southern Software has an updates team that will contact the clients to schedule and execute updates if and when necessary.



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Cybersecurity Controls

Source Control

Our source code is stored on-premise and in Azure DevOps. Our Azure administrators use (MFA) Multi-Factor Authentication. All Azure DevOps user accounts utilize Azure Active Directory. All build servers are on-premise Azure DevOps Agents configured with secure time-limited access tokens. No employees other than developers have access to the source code and all departing employees have their access immediately revoked and all devices turned in.

System Access Control

Our corporate network requires all users to authenticate via Active Directory for access to on-premise resources. We isolate resource access to the pertinent teams only. Our corporate document storage is Google Workspace for business, where documents are only accessible to document creators and any specific associates. Our Google Workspace administrators use (MFA) Multi-Factor Authentication. Our corporate workstations run Carbon Black so that only whitelisted applications may execute. Our Carbon Black administrators keep our whitelisted applications list as short as possible. We also do not support software that performs self-extraction because that is a common vector for malware. All departing employees have their resource access immediately revoked and cloud device sessions are terminated.

Email

Our corporate email is hosted on Google Workspace for business. All employees are required to attend training and pass assessments regarding phishing and other malicious email. Our Google Workspace administrators use (MFA) Multi-Factor Authentication. Our Google Workspace administrators also receive notification from Google of any automated discoveries of suspicious email, even if the user has not seen the email. Google monitors email before and after delivery. If an email was delivered to one of our employees that later matches a heuristic, Google will remove that email from the user's mailbox and notify our Google Workspace administrators. The email our Google Workspace administrators receive details if the user opened the email or not so we can follow up internally.

User Training

All Southern Software employees are trained on phishing and social engineering tactics so they are properly educated on how to spot a suspicious email, text, phone call or site visit. Each employee must pass the assessments in a given time frame. Anyone having trouble with the concepts receives the necessary assistance so they can pass the assessments and safe-guard company resources.



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Cybersecurity Controls

Remote Access

Select remote employees are provided site-to-site VPN access. However, most remote workers need no access to the corporate network as they work directly via secure cloud solutions from Google and Microsoft. When our support technicians remote into customer environments, we follow the standard operating procedures of that agency so that any state requirements are met.



FMS Minimum Server Requirements

Hardware Requirements

Processor

3.0 GHz Quad Core or Higher

Memory

16GB RAM minimum (32GB or more recommended.)

Storage

500GB Hard Drive for OS. 1TB separate Hard Drive for SQL data.
RAID1 or 5 preferred.

Optical

CD/DVD RW

Communications

1 Gigabit Network Card

Power Supply

Single Power Supply (If redundancy needed, Dual Hot Plug Redundant Power Supplies.)

Power

UPS Backup 1500 or better (One UPS per power supply recommended.)

OEM Support

24/7 hardware warranty from manufacture

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Software Requirements

Operating System

Windows 2012 R2 Server™ X64 (with appropriate CALs)
(Small Business Edition not supported)

SQL Server

Microsoft SQL Server 2012 Standard Edition w/appropriate CALs (Express edition will suffice with 5 users or less.)

Backup

100 GB tape backup system with appropriate amount of backup tapes
Backup Software (i.e. Nova, Acronis)

Antivirus

Antivirus software is strongly recommended.
(Corporate Editions preferred.)

Important Notes

- *One physical server can run a combination of Southern Software applications (with minimum specs met)*
- *Southern Software server software can run in virtual environments (Virtual environments can use the same specs)*
- *High speed internet required for remote support.*
- *Remote connection software is used by Southern Software, Inc. for remote access. TeamViewer or Bomgar used by Southern Software, Inc.*
- *SQL should not be the Domain Controller or Backup Domain Controller for the Agency.*
- *Drive Partitions should be allocated to have an OS drive and Data Drive: OS drive should be no less than 300GB.*

SCOPE OF SERVICES

A) System		Y/N	Explanation
1.	Generates ad hoc reports that can be directly downloaded to .pdf format or Excel with minimal manipulation. Commonly used report parameters can be saved for re-use.	Y	
2.	Allows for query drill down to supporting documents and transactions. All financial modules integrated into accounting function.	Y	
3.	Allows for the attachment of documents to transactions.	Y	
4.	Provides for paperless automation of processes and the upload of spreadsheets to streamline operations and reduce the time associated with paper processes and manual data entry.	Y	
5.	Intuitive interface for less-intensive system users. Ability to directly access favorite reports or processes from home screen.	N	
B) General Ledger			
1.	Provides for all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards.	Y	
2.	Provides for the maintenance of multiple funds, each of which is self-balancing; supports multiple bank accounts that are associated with single or multiple funds.	Y	
3.	Provides for chart of accounts of at least four levels of structure	Y	
4.	Automatically assigns journal entry numbers and provides audit trail capabilities to capture journal entry history.	Y	
5.	Supports recurring journal entries with varying dollar amounts.	Y	
6.	Provides at least 13 accounting periods; monthly and year-end processes	N	Year End Process is in system.
7.	Ability to roll-forward or close grant and project accounts both revenues and expenditures.	Y	
8.	Generates the following financial reports: trial balance, cash balance, budget v. actual, account transaction history, open encumbrances.	Y	
9.	Ability to produce GASB statements.	Y	
C) Accounts Receivable			
1.	Provides for the upload of files with EFT for customer payments (ACH).	Y	Utility Billing only
2.	Establishes default account distributions for each type of billing.	Y	
3.	Allows for the attachment of documents to transactions	Y	
4.	Supports recurring billings.	Y	
5.	Provides for customer database with detailed customer information.	Y	
6.	Generates paper invoices and account statements.	Y	
7.	Integrate with our existing automated meter reading software package provided by Badger Meter.	Y	
8.	Allows for creating new water, sewer and solid waste customer accounts.	Y	
9.	Allows for work order to be generated related to utility customer accounts.	Y	
10.	Utility billings on post card bill forms.	Y	
11.	Other miscellaneous billing on letter size paper.	Y	

SCOPE OF SERVICES

D) Cashiering		Y/N	Explanation
1.	Allows for the posting of cash receipts to multiple GL's and interfaces with the chart of accounts.	Y	
2.	Allow for multiple cash register batches to be created or closed at any point in the day.	Y	
3.	Provides for payment types including cash, check, credit card, and debit card.	Y	
4.	Generates a customer receipt, and provides ability to print duplicate receipts.	Y	
5.	Generates report upon batch close the includes a list of receipts by customer and account and a list of type of revenue.	Y	
6.	Ability accept multiple payments types in one transaction.	Y	Cash and check only is a specific tender type. Multiple tender types can be taken for the same payment in the same batch.
7.	Interactive voice response system for automated payment option, and on-line bill payment option with vendor maintaining CPI compliance.	Y	Third party vendor
8.	Ability to draft customer payments from their bank account.	Y	Utility billing only.
E) Purchasing			
1.	Supports encumbrance accounting.	Y	
2.	Allows ability to set workflow with approval levels for all purchasing documents based on user role, dollar value and department.	Y	Except dollar value level.
3.	Flags requisitions/purchase orders that will cause a line item to exceed budgeted amounts.	Y	
4.	Provides for vendor database with detailed customer information. Tracks W-9 requirements.	Y	
5.	Ability to print requisitions/purchase orders with pre-saved signatures; purchase order has fields for item description, notes/comments, and City logo.	Y	
6.	Supports recurring requisitions/purchase orders.	Y	PO only
7.	Delete or cancel requisitions/purchase order with proper security.	Y	
8.	Includes contract administration functions to track contract terms, end dates and amounts.	Y	
9.	Ability to accommodate one-time vendors.	Y	
F) Accounts Payable			
1.	Interface with credit card companies to upload states. Imported transactions are validated against the chart of accounts.	N	
2.	Supports recurring invoices.	Y	
3.	Flags vendors for 1099 eligibility and provides 1099 reporting capability in paper and electronic formats.	Y	
4.	Tracks sales taxes on purchases and generates reports to complete sales tax reimbursement reports.	Y	
5.	Ability to print checks on paper as well as the ability to generate a file for upload to banking software (either for payment processing via ACH or for positive pay systems). Produce a check register.	Y	Positive pay only.
6.	Ability to perform bank reconciliation at any point in the month.	Y	
7.	Provides duplicate payment verification warnings.	Y	

SCOPE OF SERVICES

G) Payroll		Y/N	Explanation
1.	Ability to accommodate all of North Carolina-specific calculations and reporting, including state taxes, 401K and state pension.	Y	
2.	Accommodates regular and overtime payment types. Provides for varying pay schedules including 7 day and 28 day cycles.	Y	
3.	Accommodates the following leave types: vacation, sick, holiday, compensatory, and at least four other user-defined leave types. Accurately adjusts to special leave situations such as leave without pay, workers comp leave, etc.	Y	No user defined leave category. Leave categories do not post to the W2s. Personal Leave could be used it for these special leave days if not used for PTO. As far as it showing up on the W2 could edit the employees in question and add it into box 14.....or could enter it as a Benefit after paying the employee and then pull it in as a Benefit into the W2s.
4.	Ability to accrue selected leave types at each payroll cycle. Ability to manually adjust leave balances and provide note/comment on each transaction.	Y	
5.	Provides for unlimited user-defined earnings and deduction codes, both on dollar and percentage basis.	Y	
6.	Provides for the accounting of non-cash fringe benefits.	Y	
7.	Provides reports and electronic files suitable for bi-weekly, monthly, and quarterly processing of federal taxes, NC state taxes, NCLGERS, 401k plans, 401k loans, 457 plans, ICMA-RC contributions, and other fringe benefits.	Y	
8.	Provides for the creation of an electronic file for interface with banking systems for direct deposit capabilities.	Y	
9.	Ability to email paystubs to employees. Paystubs are presented in a comprehensive yet easy to understand format. Paystubs include amounts for current pay as well as all year-to-date totals.	Y	
10	Reports for required monthly (NCLGERS) and quarterly reporting (Federal 941, State NC, Employment Security Commission.	y	
11	Provides W-2 and ACA reporting capability in paper and electronic formats.	Y	Provides export file to send out ACA data to a 3rd party to process the forms.
H) Human Resources			
1.	Provides for employee database with detailed employee information, including pay history and position titles. Provides for the ability to update missing historical data, integrates with payroll system.	Y	
2.	Calculates employee's total compensation package, including benefits.	Y	

SCOPE OF SERVICES

I) Budgeting		Y/N	Explanation
1.	Accommodates the preparation of a line item budget for all funds and integrates with the system's chart of accounts.	Y	
2.	Supports multiple phases of budget development.	Y	
3.	Ability to enter text description for each line item. Text will copy over to next year's budget development process.	Y	Text does not copy over from previous year unless using Analytics.
4.	Ability to enter budget amendments throughout the fiscal year. System tracks changes and generate report of these changes.	Y	
J) Technical Considerations			
1.	Applications must be compatible with Server 2019 and Windows 10 build 20H2.	Y	
2.	Application servers must support virtualization on Microsoft Hyper-V.	Y	
3.	User logins shall support complex passwords with password expiration consistent with PCI policy.	Y	Passwords can be as difficult or as easy as the City's precedures. Passwords can be changed at any time.
4.	2FA options for login is a plus.	Y	
5.	Applications must provide audit logs of activities performed by individual users.	Y	
6.	Web based user interfaces shall support modern browsers such as Chrome and Firefox. Applications require the use of Internet Explorer shall be disqualified from consideration.	Y	Only web based module we have is Employee Portal and it can run on Chrome, Firefox and Edge.
K) Security Considerations			
1.	Responding provider shall not have had a serious cybersecurity incident in the last 12 months.	Y	No incidents, serious or otherwise.
2.	Responding provider shall provide documentation of cybersecurity controls in place for protection of software and user accounts.	Y	See Cybersecurity Controls document in RFP.
L) Desired (End User Support SLA's)			
1.	SLA to respond to support ticket of 1 hour.	N	See Sample of FMS Software Support Agreement for parameters.
2.	SLA to resolve issue of one business day.	N	See Sample of FMS Software Support Agreement for parameters.
3.	Provider shall have support personnel local to North Carolina.	Y	
4.	Provide a detailed installation, conversion, and training plan that outlines the overall implementation of the new system. The plan must not exceed a twelve month time frame from commencement to City acceptance of the completed project.	Y	
5.	Provide information concerning requirements of City staff and facilities.	Y	
6.	Provide a required number of days for on-site system implementation, application and system training prior to and during system implementation.	Y	
7.	Provide detailed pricing for any costs associated with additional training, implementation, or conversion beyond the prices in the proposal submission. Include any impact resulting from travel expenses.	Y	

SCOPE OF SERVICES

M) Training and Documentation		Y/N	Explanation
1.	The vendor must provide end user training for all designated City employees. Training must be provided for all application software. The vendor must prepare and provide a training plan with scheduled dates, time frames, and locations. All end user training must be conducted at the City's designated location. The training plan must be submitted for approval and included in the overall implementation plan.	Y	See Implementation-Training Guide
2.	Administrator training must also be provided for the creation of forms.	Y	
3.	Administrator training must be provided on the administrative functions of the system, at a level appropriate for the technical point of contact.	Y	
4.	The successful vendor must provide complete technical documentation of all products. End user documentation for all vendor supplied software and third-party software must be provided.	Y	Guides will be provided and saved onto the City's server in a shared folder.



SOUTHERN SOFTWARE, INC.
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FMS NEW CUSTOMER DATA CONVERSION POLICY

Southern Software strives to serve our customers, first and foremost. To that end, we have adopted a Base Conversion Policy or method. This process is to ensure a timely install, with a data set that is functional and clean. We have tried complete conversions. We have found these types of conversions to be costly, time consuming and messy. Below, broken out by module, is a list of what we include in a base conversion.

Definitions/Terms

Preferred Convertible Format-CSV, Excel or Tab delimited file. On case by case basis, PDF or Text files will be reviewed and determined if they can be processed/converted into a format we can use.

Utility Billing

- **Customers** - Name, Bill to Address, Draft Information (If non-encrypted), email address and phone numbers.
- **Locations** - Including services, rate codes, meters and current readings on meters.
- **Accounts** - Active, Inactive, and Balance accounts will be created. Account Notes and work/service orders associated with those accounts.
- **Service balances** – Outstanding Balances owed, Credits/prepayments and service deposits will be entered by the customer at the time of go live. If data/reports are provided in **preferred convertible format**, we can convert balances, pre-payments and deposits.
- **Transactions Grid**- We will have a report called “Converted Transactions” available on the individual accounts. We will dump the converted transactions in there. They will not have drill down capability.

Payroll

- **Employees Information** - Address, emergency contact, review date, hire date, job(s)/GL Distribution(s) and deductions.
- **Deductions**
- **Earnings Codes**
- **Leave Tables**
- **Tax Tables**
- **Year-to-Date Totals** - The customer will at the time of go live, will enter their YTD wage totals via a manual payroll.
- **Leave Time Balances** - The customer will enter leave time balances.



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FMS NEW CUSTOMER DATA CONVERSION POLICY

General Ledger

- **Chart of Accounts**
- **Account Balances** - The customer will enter account balances, and budget entries at the time of conversion. If account balances and revenue/expense budgets are in **preferred convertible format**, then they can be imported converted in.
- If customer is using bank reconciliation tool within general ledger, all outstanding/un-cleared transactions will be entered manually by the customer.

Accounts Payable

- **Vendors**
- The customer will enter manual 1099 transactions to reflect activity prior to go live.

Data Archival

The customer will print off any reports that they want to keep from their old system. These can be exported/scanned as a pdf. These reports will be in an archive that can be queried any time the customer needs them.

Existing Program/Data

Southern Software is not removing or deleting the customer's existing data. If the town is able to keep the program running, they can look up detailed history whenever they wish.



PROJECT IMPLEMENTATION & TRAINING GUIDE

Southern Software, Inc.

This is guide that describes our project methodology and implementation/training steps.

Joe Garrison, Project Manager
jgarrison@southernsoftware.com

Project Process Phases

Southern Software follows the Project Management Institute's standards for project implementation. These standards include the following phases of implementation:

Initiating

During the Initiating phase, the following action steps are taken:

- Project documents are created.
- Internal meetings take place on the project.
- Stakeholders are identified.
- A project charter is developed.



The contract generally serves as the project charter.

Planning

During the Planning phase, the following action steps are taken:

- Hardware needs and the network are evaluated.
- Any needed hardware and network equipment or software is procured.
- Southern Software works with the agency to begin collecting data. This includes operational data and demographics.
- If a data conversion is contracted, the conversion process is planned.
- The project schedule is planned.
- Third party interface vendors are contacted about the project schedule.



It is your agency's responsibility to contact the interface vendors and initiate the interface implementation portion of this project. Any interface software must be able to communicate with Southern Software servers.

Note that some 3rd party vendors require licensing and/or fees to use the interface. Consult the vendor regarding fees and implementation requirements.

Executing

During the Executing phase, the following action steps are taken:

- All procured hardware is installed and tested.
- The Southern Software application software is installed.
- All workstations are updated with the latest Windows patches.
- The three training phases are completed and your agency is moves into production (i.e., “goes live”) on the contracted Southern Software applications.

Monitor and Control

During the Monitor and Control phase, the following action steps are taken:

- The project is monitored and controlled by both your agency and Southern Software.
- Bi-weekly conference calls, conversations and emails are documented.
- Risks are identified and mitigation is planned.

Closing

During the Closing phase, the following action steps are taken:

- Once the application is live, the agency is transitioned to Southern Software Customer Support.
- The Southern Software Project Manager will follow up either by phone or by site visit after the “Go Live”.

Stakeholder Identification and Communications Plan

Overview

The purpose of the stakeholder identification and a communications plan is to ensure that project information is relayed to all of the key people on the project. Some persons identified as stakeholders may not need routine updates (and may be excluded from the communications plan), but still maintain a vested interest in the project. Other stakeholders may require routine updates and will therefore, need to be part of the communications plan.

Communications Plan

It is your agency's responsibility to define the stakeholders, identify which stakeholders should receive routine updates as part of the communications plan, and provide this information to Southern Software. If a stakeholder is not listed as being part of the communications plan (see table on next page), they are not included in routine project updates. **It will be up to your agency's point of contact (POC) or your agency's project manager (PM) to keep these stakeholders updated.** The Southern Software PM is only responsible for keeping the Southern Software project team updated. **The project team includes Southern Software staff assigned to implement your contracted solution as well as those stakeholders that you identify as being part of communications plan.** Stakeholders who are part of the communications plan must participate in weekly conference calls in order to receive complete project updates.

Training and Go-Live Requirements



Important: Your agency's project manager and/or system administrator will need to attend Phase I (planning), Phase II (building) training, and a minimum of one full Phase III (end user) training per product. For instance, if your agency has purchased Utility Billing, Payroll and General Ledger, your agency's project manager and/or system administrator will need to attend at least one complete Phase III training session for each of the three products.

Explanation of Training Phases

Phase I - Staging

During Phase I Staging, preparation occurs. This is when we will verify the hardware/IT infrastructure of the client, ensuring that the framework is ready for installation. Once that is done, the installation of SQL Server and a blank database will be installed on the server and workstations.

Phase II – Admin Training

Phase II training is for the admin users. This process will train the admin users on the setup of all modules.

Phase III – Data Entry

Phase III will be where all applicable users are trained on how to enter the data into FMS. This is broken into two parts:

Phase 1- Entry of basic information i.e. Utility Billing Accounts, AP Vendors, General Ledger Accounts, etc.

Phase 2- Entry of go live information i.e. Utility Billing balances, Trial Balance, Budget, etc.

Phase IV – User Training/Go Live

Phase IV will be the user training of all users.



In most instances, Phase II and Phase III training takes place during one visit (in consecutive days). Multiple trainers may conduct parallel classes to maximize the time as determined by the Project Manager and Primary Project Contact.

Go-Live Considerations

The Go-Live is the “flipping of the switch” from the old software to Southern Software’s applications. The Project Manager will work with the Primary Project Contact to determine a date at which all activity in the old software will cease. At that time, all data entry will cease in the old software and the new entries will be made in FMS.

Possible Go-Live Scenarios

There are two possible Go-Live scenarios:

- **Project with Data Conversion** - A project with a data conversion will require a data pull after all data entry ceases in the old software. A predetermined set of reports from the old software will be provided by the Primary Project Contact. These will be used for data comparison/matching at the time of the Go-Live. A period of several days between the data pull and the Go-Live will be allotted for data comparison/matching of reports. These dates will be determined by the Project Manager and the Primary Project Contact.
- **Project without Data Conversion** – A project without a data conversion will not require a data pull. Once the Go-Live date is determined by the Project Manager and the Primary Project Contact the data entry ceases in the old software one (1) business day prior to the Go-Live.

Go-Live Coverage

During the Go-Live period there will be training staff from Southern Software onsite to make the transition as smooth as possible. If the project includes a data conversion, our training staff will ensure reports provided from the old software at the time of the data pull match the reports generated at the time of the Go-Live. Our training staff will also assist end-users with “catching up” data entry that was missed between the data pull and the Go-Live.

**SOUTHERN SOFTWARE'S
ANNUAL SOFTWARE SUPPORT AGREEMENT
FMS
8:30 a.m., EST to 5:00 p.m., EST**

FMS. This Software Support Agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

Problem Resolution

Southern Software will provide customer software support for mission critical operation of **FMS**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response, then a technician will be scheduled for an onsite visit. There is no cost to the customer for the onsite visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

Program Updates

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

Third Party

If, at any time, an update of a third party's software is required, Southern Software will not incur the cost of such upgrade.

System Administrator

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

Data Backup Statement

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

Virus Statement

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support contract does not cover assistance in the recovery of damage caused by viruses. Southern Software will charge a fee for virus recovery assistance.

Items NOT covered under this annual support agreement –

- On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party products or data transfers.
- Virus damage/recovery repair work.
- **Balancing of any Southern Software financial application data or reports. For example, Bank Reconciliation or Balancing the Master Balance Report to the Accounts Receivables.**
- Recovery/repair work related to natural disasters such as lightning, floods, etc..
- Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, remote connectivity products, etc. or cost of updates to operating systems.
- On-site training.
- Tax data conversions.
- General Data Conversions.
- Interfaces with Third Party Products.
- Data loss due to drive crashes, machine failures, etc.
- Installation, Training and Data Conversions for Re-architecture of software
- Correction/Reversal of duplicate and/or incorrect transaction postings due to user error such as duplicate year end closeouts, duplicate/incorrect penalty postings, duplicate/incorrect bill processing, etc.

Benefits

- The Software Support Agreement only covers software developed by Southern Software.
- Toll-free telephone support.
- 24-hour fax availability.
- Free software updates & upgrades.
- Free consultations about computer needs.
- Remote System Support.
- Free training sessions at Southern Software's office.
- Free web training.

System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

This Annual Software Support Agreement provides coverage that begins and ends.

Annual Support

By signing this document, you are confirming that you have read and understand the terms and conditions of this annual support agreement.

Important- Support Renewal Clause

A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.

Customer Representative Signature

Date

Name of Department

NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE _____. IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910) 695-0251 or email to JBENSON@SOUTHERNSOFTWARE.COM WHEN IT IS AVAILABLE.

NO PURCHASE ORDER NUMBER WILL BE REQUIRED.



SOUTHERN SOFTWARE, INC.
an employee-owned company

REFERENCES

Town of King, NC

Susan O'Brien, Finance Director
(336) 983-0236

Converted 4/2018 from Tyler Technologies
sobrien@ci.king.nc.us

Town of Carolina Beach, NC

Debbie Hall, Assistant Finance Director
(910) 458-2009

debbie.hall@carolinabeach.org

Town of Wadesboro, NC

David Edwards, Town Manager
(704) 694-5171

wadesboromanager@windstream.net

Town of Long View, NC

Jamie Cozart, Finance Director
(828) 322-3921

james.cozart@mail.ci.longview.nc.us

Moore County Public Utilities, NC

Linda Matthews, Administrator
(910) 947-6315

lcmatthews@moorecountync.gov

Town of Stallings, NC

Alex Sewell, Town Manager
(704) 821-8557

asewell@stallingsnc.org

Town of Harrisburg, NC

Lori Nash, Finance Specialist
(704) 455-5614

North Lenoir Water, NC

Audrey Hudson, Finance Director
(252) 527-8352

audreyh@nlwater.com



SOUTHERN SOFTWARE, INC.
an employee-owned company

COSTS

YEAR 1	YEAR 1	YEAR 2	
Training (includes Installation and Project Manager as well)	\$14,425.00	\$0.00	
Data Conversion	\$12,950.00	\$0.00	
Installation (see above)	\$0.00	\$0.00	
Licensing (Software Purchase)	\$72,500.00	\$0.00	
Maintenance and Support	\$13,250.00	\$13,250.00	
Other - Positive Pay File Interface	\$850.00	\$0.00	
Other - Utility Billing Handheld Interface	\$850.00	\$0.00	
Other - Third Party Payment Interface	\$850.00	\$0.00	
Other - FMS E-Mail Services	Included	\$0.00	
	SUBTOTAL	\$115,675	\$13,250.00
	SALES TAX		
	SHIPPING & HANDLING		
	TOTAL DUE	\$115,675	\$13,250.00



SOUTHERN SOFTWARE, INC.
an employee-owned company

Agency: Eden, NC
Contact: Tammie McMichael
Date: 2/3/2021

FINANCIAL MANAGEMENT SYSTEM (FMS)

	Qty	
* UTILITY BILLING AND COLLECTIONS	1	\$25,000.00
Bank Drafts for Bill Pay, Image and Document Attachment for Account Records, Email Billing, Work Order Tracking, Drill-Down Reports		
UTILITY BILLING HAND HELD INTERFACE - BEACON (ASSUMES CURRENT INTERFACE WITH NO CHANGES NEEDED TO SPECIFICATIONS)	1	\$850.00
THIRD PARTY PAYMENT INTERFACE - UNKNOWN VENDOR (ASSUMES CURRENT INTERFACE WITH NO CHANGES NEEDED TO SPECIFICATIONS)	1	\$850.00
PURCHASE REQUISITION		\$1,500.00
Purchase requisition processing, work flow capability at the requester, department head and site administrator level. Interfaces with Accounts Payable.		
FMS E-MAIL SERVICES (CAN BE UTILITIZED FOR FMS UTILITY BILLS; PAYROLL CHECK STUBS ; ACCOUNTS RECEIVABLE INVOICES AND IS NECESSARY FOR PURCHASE REQUISITION WORKFLOW IF APPLICABLE)	1	\$0.00
ACCOUNTING SYSTEM General Ledger and Accounts Payable	1	\$15,000.00
GENERAL LEDGER INCLUDES: Budget Processing, Bank Reconciliation, Unlimited Fiscal Periods Open Recurring Entries, Drill-Down Reports, Journal Entry Import, User-Defined Interface Options		
ACCOUNTS PAYABLE INCLUDES: Purchase Order Processing, Recurring Invoicing, 1099 Processing, Optional Field Setup for Vendors, Drill-Down Reports		
PAYROLL PROCESSING	1	\$12,500.00
Direct Deposit – ACH Standard, Leave Time Accrual and Tracking, Image and Document Attachment for Employee Records, W-2 Form Processing, Drill-Down Reports		
POSITIVE PAY FILE CREATION (PAYROLL & ACCOUNTS PAYABLE) - CREATING A CUSTOM POSITIVE PAY FILE IN VENDORS SPECIFICATIONS (VENDOR TBD).	1	\$850.00
ACCOUNTS RECEIVABLE	1	\$6,500.00
Configuration of rates, Customer Setup, Billing, Miscellaneous Transactions, Reports, Payments.		
BUSINESS LICENSE	1	\$6,500.00
Track Customer History • Create flat, step or multiplier billing categories • Print business license forms • Collect payments • Print receipts • Generate applications and renewal letters • Issue delinquent notices • Process penalties • Print mailing labels • Reports		
PAYMENT CENTRAL	1	\$5,500.00
Miscellaneous Revenue Payments, Centralized Payment Entry for Business License, Utility Billing, Tax Billing & Vehicle Decals, Receipt Printer Ready, Drill-Down Reports		
Total Software:		\$75,050.00

DATA CONVERSION

CONVERSION	1	
UTILITY BILLING: ITEMS TO BE CONVERTED: ACCOUNTS, LOCATIONS, SERVICES, RATE CODES, RATE STEPS, METERS AND BILL HISTORY WILL BE CONVERTED. AGING JOURNAL, ACCOUNT MASTER BALANCE, DEPOSIT LISTING REPORTS, ETC. FROM THE EXISTING SYSTEM WILL BE NEEDED TO VERIFY DATA MAPPINGS. TRANSACTION AND CONSUMPTION HISTORY WILL GO INTO CONVERSION HISTORY TABLES AND ALL ACTIVE AND BALANCE ACCOUNTS WILL BE CONVERTED. NO OLD, INACTIVE PAID IN FULL ACCOUNTS WILL COME OVER INTO THE CUSTOMER ACCOUNTS.		
PAYROLL AND ACCOUNTING: DATA IMPORTS FROM THE CUSTOMER OR FROM THEIR VENDOR WILL BE GIVEN TO SOUTHERN SOFTWARE IN A SPECIFIED FORMAT TO BE IMPORTED INTO FMS. FILES TO IMPORT WILL INCLUDE EMPLOYEE RECORDS FOR PAYROLL, VENDORS RECORDS FROM ACCOUNTS PAYABLE AND ACCOUNT NUMBERS AND DESCRIPTIONS FROM THE GENERAL LEDGER. NO TRANSACTIONAL DATA NOR BALANCES WILL BE CONVERTED. ANY TRANSACTIONAL OR BALANCES WILL BE INPUTTED BY THE TOWN OF EDEN.		

Total Conversion : \$12,950.00

PROJECT MANAGEMENT

Project Management INSTALLATION, TRAINING AND A PROJECT MANAGER.

Total Project Management: \$14,425.00

YEARLY SUPPORT

FMS Support FMS ANNUAL SUPPORT FEE COVERS TELEPHONE AND REMOTE SUPPORT. THIS INCLUDES PROGRAM UPDATES AS RELEASED. **1 YEAR**

Total Support: \$13,250.00

TOTAL INVESTMENT (STATE TAX AND SHIPPING NOT INCLUDED)

\$115,675.00

NOTE: MICROSOFT® SQL SERVER 2012 OR HIGHER IS REQUIRED (2019 PREFERRED).

*** NOTE:** ONLY INTERFACES LISTED ABOVE ARE INCLUDED. INTERFACES TO METER READING SYSTEM, THIRD PARTY PAYMENT PROCESSING, BILL EXPORTS ETC. NOT INCLUDED. PLEASE REQUEST AN UPDATED PROPOSAL IF THESE ARE NEEDED.

NOTE: THIS PROPOSAL DOES NOT INCLUDE PROVISIONS FOR A DATA CONVERSION (FROM CURRENT MUNICIPAL/FINANCIAL SYSTEM) EXCEPT FOR ITEMS LISTED ABOVE.

NOTE: A LIMITED NUMBER OF FORMS ARE COMPATIBLE WITH SOUTHERN SOFTWARE FMS. THIS INCLUDES, BUT IS NOT LIMITED TO ACCOUNTS PAYABLE AND PAYROLL CHECKS AND UTILITY BILLING AND TAX BILLING BILL FORMS. NEW FORMS MAY NEED TO BE PURCHASED FROM SOUTHERN SOFTWARE FOR COMPATIBILITY.

NOTE: DUE TO A CONSTANTLY CHANGING MARKET, SOUTHERN SOFTWARE'S SOFTWARE PROPOSALS WILL BE HONORED FOR A PERIOD OF NINETY (90) DAYS FROM DATE OF PROPOSAL. WE WILL BE GLAD TO RESUBMIT AT YOUR REQUEST.

NOTE: FMS INCLUDES THIRTY (30) DAYS OF FREE TELEPHONE SUPPORT AND REGULAR UPDATES TO INSURE YOUR TOWN A STATE OF THE ART PRODUCT.

NOTE: PROJECT MANAGEMENT FEES INCLUDE TRAINING, INSTALLATION AND PROJECT MANAGEMENT.

NOTE: SOUTHERN SOFTWARE WILL INSTALL ITS SOFTWARE PRODUCTS ONLY ON COMPUTER CONFIGURATIONS COMPATIBLE WITH THESE PRODUCTS. HARDWARE SPECIFICATIONS ARE AVAILABLE UPON REQUEST.

Contact information for FMS Sales Representative:

Marci Lewandowski
Southern Software
150 Perry Drive
Southern Pines, NC 28387

Business: (800) 842-8190
Mobile: (910) 644-3089
Fax: (910) 695-0251
E-Mail: mlewandowski@southernsoftware.com



To: Honorable Mayor and City Council

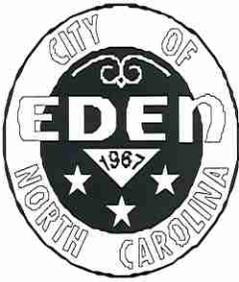
Thru: Jon Mendenhall, City Manager

From: Amy P. Winn, CPA
Assistant Director of Finance

Date: February 16, 2021

Re: Budget Amendment # 4

The attached budget amendment allocates grant proceeds for the Gildan Building Reuse Grant from the NC Department of Commerce. The City is only a pass-thru agency for the funds. The City received the funds from the NC Department of Commerce and in turn issued a check to Gildan.



MEMORANDUM

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Amy P. Winn
Assistant Director of Finance
Date: February 16, 2021
Subject: Budget Amendment # 4

	Account #	From	To	Amount
General Fund Revenues				
Building Reuse Grant	10-3491-88000	\$ -	\$ 500,000.00	<u>\$ 500,000.00</u>
General Fund Expenditures				
Building Reuse Grant	10-9920-72000	\$ -	\$ 500,000.00	<u>\$ 500,000.00</u>

Appropriates funds received from NC Department of Commerce for a Building Reuse grant for Gildan.

Adopted and effective this 16th day of February, 2021.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor



To: Honorable Mayor and City Council

Thru: Jon Mendenhall, City Manager

From: Amy P. Winn, CPA
Assistant Director of Finance

Date: February 16, 2021

Re: Budget Amendment # 5

The attached budget amendment reverses budget amendment #3 approved by City Council on October 20, 2020 due to the position not being filled. The original budget amendment allocated funds from the General Fund contingency line item for the new Deputy Fire Chief position and vehicle based on council's decision in September.



MEMORANDUM

To: Honorable Mayor and City Council
 Thru: Jon Mendenhall, City Manager
 From: Amy P. Winn
 Assistant Director of Finance
 Date: February 16, 2021
 Subject: Budget Amendment # 5

	Account #	From	To	Amount
General Fund Expenditures				
GF Contingency	10-9990-99100	\$ 297,100.00	\$ 400,000.00	\$ 102,900.00
Fire Salaries	10-4340-12100	\$ 795,800.00	\$ 753,400.00	\$ (42,400.00)
Fire FICA	10-4340-18100	\$ 71,000.00	\$ 67,700.00	\$ (3,300.00)
Fire Retirement	10-4340-18200	\$ 81,300.00	\$ 77,000.00	\$ (4,300.00)
Fire Group Insurance	10-4340-18300	\$ 263,500.00	\$ 253,200.00	\$ (10,300.00)
Fire Life/AD&D/Disability Insurance	10-4310-18400	\$ 25,900.00	\$ 25,500.00	\$ (400.00)
Fire 401(k)	10-4340-18910	\$ 40,200.00	\$ 38,000.00	\$ (2,200.00)
Fire C/O Vehicles	10-4340-55000	\$ 40,000.00	\$ -	\$ (40,000.00)
				<u>\$ -</u>

Reversal of budget amendment # 3 which appropriated contingency funds for additional Deputy Fire Chief position and vehicle.

Adopted and effective this 16th day of February, 2021.

Attest:

 Deanna Hunt, City Clerk

 Neville Hall, Mayor



To: Honorable Mayor and City Council

Thru: Jon Mendenhall, City Manager

From: Amy P. Winn, CPA
Assistant Director of Finance

Date: February 16, 2021

Re: Budget Amendment # 6

The attached budget amendment allocates grant proceeds from the NC Department of Transportation for the Stadium Drive Sidewalk project.



MEMORANDUM

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Amy P. Winn
Assistant Director of Finance
Date: February 16, 2021
Subject: Budget Amendment # 6

	Account #	From	To	Amount
General Fund Revenues				
NC DOT Sidewalk Grant - Stadium Drive	10-3451-35000	\$ -	\$ 394,400.00	<u>\$ 394,400.00</u>
General Fund Expenditures				
C/O Land Imprv - Stadium Dr Sidewalk	10-4510-52000	\$ -	\$ 394,400.00	<u>\$ 394,400.00</u>

Appropriates grant funds received from NC Department of Transportation for the Stadium Drive Sidewalk project.

Adopted and effective this 16th day of February, 2021.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor

Executive Summary

The Executive Summary is a summation of this agreement and is not intended to be used as the agreement between the Department (North Carolina Department of Transportation) and the Party (Entity).

Entity: City of Eden

County: Rockingham

TIP: EB-5888

Project: Stadium Drive Sidewalk

Scope: Pedestrian improvements along E Stadium Drive from North Pierce Street to Freedom Park/Edgewood Road.

Eligible Activities:

PE	47284.1.1	Design
		Environmental
ROW	_____	ROW Acquisition
		Utility Relocation
CON	47284.3.1	Construction
FEDERAL-AID	TAP-1747(002)	

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
Transportation Alternatives Program	\$394,400	80%	\$98,600	20%
Total Estimated Cost			\$493,000	

Responsibility: The City of Eden shall be responsible for all aspects of the project.



To: Honorable Mayor and City Council

Thru: Jon Mendenhall, City Manager

From: Amy P. Winn, CPA
Assistant Director of Finance

Date: February 16, 2021

Re: Budget Amendment # 7

The attached budget amendment allocates grant proceeds from the NC Department of Environmental Quality. The grant funds will be used to purchase 400 recycling bins to reestablish a voluntary curbside recycling program through Foothills Waste Disposal.



MEMORANDUM

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Amy P. Winn
Assistant Director of Finance
Date: February 16, 2021
Subject: Budget Amendment # 7

	Account #	From	To	Amount
General Fund Revenues				
Recycle Grant	10-3471-81300	\$ -	\$ 19,800.00	<u>\$ 19,800.00</u>
General Fund Expenditures				
Recycle Grant Expense	10-4710-24700	\$ -	\$ 19,800.00	<u>\$ 19,800.00</u>

Appropriates grant funds received from NC Department of Environmental Quality for curbside recycling bins.

Adopted and effective this 16th day of February, 2021.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor

STATE OF NORTH CAROLINA
COUNTY OF WAKEGRANTEE'S FEDERAL
IDENTIFICATION
NUMBER: **-***6097

North Carolina Department of Environmental Quality Financial Assistance Agreement

This financial assistance agreement is hereby made and entered into this **July 1, 2020**, by and between the **NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY** (the "Department") and **THE CITY OF EDEN** (the "Grantee"¹).

1. **Audit and Other Reporting Requirements of the Local Government Commission.** If subject to the audit and other reporting requirements of the Local Government Commission pursuant to Article 3 of Chapter 159 of the North Carolina General Statutes (Local Government Budget and Fiscal Control Act), the Grantee understands and agrees that the terms, conditions, restrictions and requirements hereinafter set forth shall only apply to the extent not inconsistent with, or superseded by, the audit and other reporting requirements of the Local Government Commission.
 2. **Contract Documents.** The agreement between the parties consists of this document (the "Contract Cover") and its attachments, which are identified by name as follows:
 - a. State's General Terms and Conditions (Attachment A)
 - b. Department's Request for Proposal ("RFP") (Attachment B)
 - c. Grantee's Response to RFP, including scope of work, line item budget, budget narrative and, *if applicable*, indirect cost documentation (hereinafter referred to generally as the "Award Proposal") (Attachment C)
 - d. Notice of Certain Reporting and Audit Requirements (Attachment D)
 - e. Conflict of Interest Policy (Attachment E)
- Together, these documents (the "Contract Documents") constitute the entire agreement between the parties (the "Agreement"), superseding all prior oral or written statements or agreements. Modifications to this Contract Cover or to any other Contract Document may only be made through written amendments processed by the Department's Financial Services Division. Any such written amendment must be duly executed by an authorized representative of each party.
3. **Precedence Among Contract Documents.** In the event of a conflict or inconsistency between or among the Contract Documents, the document with the highest relative precedence shall prevail. This Contract Cover shall have the highest precedence. The order of precedence thereafter shall be determined by the order of documents listed in § 2 above, with the first-listed document having the second-highest precedence and the last-listed document having the lowest precedence. If there are multiple contract amendments, the most recent amendment has the highest precedence and the oldest amendment has the lowest precedence.
 4. **Contract Period.** This Agreement shall be effective from **July 1, 2020**, to **June 30, 2021**, inclusive of those dates.
 5. **Grantee's Duties.** As a condition of the grant award, the Grantee agrees to:
 - a. Undertake and deliver the grant award project, plan or services as described in the Award Proposal (Attachment C), adhering to all budgetary provisions set out therein throughout the course of performance.
 - b. Ensure that all award funds are expended in a manner consistent with the purposes for which they were awarded, as described more fully in the attached Contract Documents.

¹ The contract documents attached hereto may at times use alternative terms to describe the Grantee. Such terms might include, but are not necessarily limited to, the following (in common or proper form): "recipient," "applicant," or "participant."

**GRANT CONTRACT NO. 8198
Eden 2020 CWRAR Grant**

- c. Comply with the requirements of 09 NCAC 03M .0101, *et seq.* (Uniform Administration of State Awards of Financial Assistance), including, but not limited to, those provisions relating to audit oversight, access to records, and availability of audit work papers in the possession of any auditor of any recipient of State funding.
- d. Comply with the applicable provisions of Attachment D, Notice of Certain Reporting and Audit Requirements.
- e. Maintain all records related to this Agreement (i) for a period of six (6) years following the date on which this Agreement expires or terminates, or (ii) until all audit exceptions have been resolved, whichever is longer.
- f. Comply with all laws, ordinances, codes, rules, regulations, and licensing requirements applicable to its performance hereunder and/or the conduct of its business generally, including those of Federal, State, and local agencies having jurisdiction and/or authority.
- g. Obtain written approval from the Department's Contract Administrator (see § 14 below) prior to making any subaward or subgrant not already described in the Award Proposal.
- h. Ensure that the terms, conditions, restrictions and requirements of this Contract Cover, including those incorporated by reference to other Contract Documents and/or applicable law, are made applicable to, and binding upon, any subgrantee who receives as a subaward or subgrant any portion of the award funds made available to the Grantee hereunder.
- i. Take reasonable measures to ensure that any subgrantee (i) complies with the terms, conditions, restrictions and requirements set forth in this Contract Cover, including those incorporated by reference to other Contract Documents and/or applicable law, and (ii) provides such information in its possession as may be necessary for the Grantee to comply with such terms, conditions, restrictions and requirements.

6. **Historically Underutilized Businesses.** Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the Department invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this contract. Any questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at (919) 807-2330.

7. **Department's Duties.** The Department shall pay the Grantee in the manner and amounts specified below and in accordance with the approved budget set forth in the Award Proposal.

8. **Total Award Amount.** The total amount of award funds paid by the Department to the Grantee under this Agreement shall not exceed **NINETEEN THOUSAND EIGHT HUNDRED AND FORTY DOLLARS (\$19,840.00)** (the "Total Award Amount"). This amount consists of:

Funding:

Type of Funds	Funding Source	CFDA No.
Appropriation	State	N/A

Account Coding Information:

Dollars	GL Company	GL Account	GL Center
\$19,840.00	1602	536962	6760

Grantee Matching Information:

- a. There are no matching requirements from the Grantee.
- b. There are no matching requirements from the Grantee; however, the Grantee has committed the following match to this project:

	In-Kind	\$
	Cash	\$
	Cash and In-Kind	\$
	Other / Specify:	\$

- c. The Grantee's matching requirement is **\$4,960.00**, which shall consist of:

	In-Kind	\$
X	Cash	\$4,960.00
	Cash and In-Kind	\$
	Other / Specify:	\$

- d. The Grantee is committing to an additional \$ to complete the project or services described in the Award Proposal.

Based on the figures above, the total contract amount is **\$24,800.00**.

9. **Invoice and Payment.** The award funds shall be disbursed to the Grantee in accordance with the following provisions:
 - a. The Grantee shall submit invoices to the Department's Contract Administrator at least quarterly. The final invoice must be received by the Department within forty-five (45) days following the date on which termination or expiration of this Agreement becomes effective. Amended or corrected invoices must be received by the Department's Financial Services Division within six (6) months of such date. Any invoice received thereafter shall be returned without action.
 - b. The Department shall reimburse the Grantee for actual allowable expenditures, with the Department retaining a minimum of ten percent (10%) of the Total Award Amount until all grant-related activities are completed and all reports/deliverables are received and accepted by the Department. As used herein, "allowable expenditures" are expenditures associated with work conducted to meet performance obligations under this Agreement, provided such work is carried out in a manner consistent with the Award Proposal. The Department may withhold payment on invoices when performance goals and expectations have not been met or when the manner of performance is inconsistent with Attachment C.
10. **Grantee's Fiscal Year.** The Grantee represents that its fiscal year is from July 1 to June 30.
11. **Availability of Funds.** The Grantee understands and agrees that payment of the sums specified herein shall be subject to, and contingent upon, the allocation and appropriation of funds to the Department for the purposes described in this Agreement.
12. **Reversion of Unexpended Funds.** The Grantee understands and agrees that any unexpended grant funds shall revert to the Department upon termination of this Agreement.
13. **Supplantation of Expenditure of Public Funds.** The Grantee understands and agrees that funds received pursuant to this Agreement shall be used only to supplement, not to supplant, the total amount of Federal, State and local public funding that the Grantee would otherwise expend to carry out the project or services described in the Award Proposal.

14. **Contract Administrators.** Each party shall submit notices, questions and correspondence related to this Agreement to the other party's Contract Administrator. The contact information for each party's Contract Administrator is set out below. Either party may change its Contract Administrator and/or the associated contact information by giving timely written notice to the other party.

Grantee Contract Administrator	Department's Contract Administrator
Dusty Curry, Solid Waste Superintendent The City of Eden PO Box 70 Eden, NC 27290 Telephone: 336-627-7783 Fax: Email: dcurry@edennc.us	Sandy Skolochenko DEQ/DEACS 217 W. Jones St. Raleigh, NC 27603 Telephone: 919-707-8147 Fax: Email: sandy.skolochenko@ncdenr.gov

15. **Assignment.** The Grantee may not assign its obligations or its rights to receive payment hereunder.
16. **Procurement.** The Grantee understands and agrees that all procurement activities undertaken in connection with this Agreement shall be subject to the following provisions:
- None of the work or services to be performed under this Agreement involving the specialized skill or expertise of the Grantee shall be contracted without prior written approval from the Department.
 - In the event the Grantee or any subrecipient of the Grantee contracts for any of the work to be performed hereunder, the Grantee shall not be relieved of any duties or responsibilities herein set forth.
 - The Grantee shall not contract with any vendor who is restricted from contracting with the State of North Carolina pursuant to N.C.G.S. §§ 143-133.3, 143-59.1, 143-59.2 or 147.86.60.
17. **Subawards.** The Grantee understands and agrees that any subaward or subgrant of any portion of the financial assistance provided hereunder shall not relieve the Grantee of any duties or responsibilities herein set forth.
18. **Title VI and Other Nondiscrimination Requirements.** Throughout the course of its performance hereunder, the Grantee shall comply with all applicable State and Federal laws, regulations, executive orders and policies relating to nondiscrimination, including, but not limited to:

Title VI of the Civil Rights Act of 1964, as amended;

Civil Rights Restoration Act of 1987, as amended;

Section 504 of the Rehabilitation Act of 1973, as amended;

Age Discrimination Act of 1975, as amended;

Titles II and III of the Americans with Disabilities Act of 1990, as amended;

Title IX of the Education Amendments of 1972, as amended;

Part III of Executive Order No. 11246 (September 24, 1965), as amended; and

Section 13 of the Federal Water Pollution Control Act Amendments of 1972.

**GRANT CONTRACT NO. 8198
Eden 2020 CWRAR Grant**

In accordance with the above laws and their implementing regulations, the Grantee agrees to ensure that no person in the United States is, on the basis of race, color, national origin, sex, age or disability, excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity for which the Grantee receives Federal assistance. For purposes of this provision, "program or activity" shall have the meaning ascribed to that term under Federal law (see 42 U.S.C.S. § 2000d-4a).

The Grantee understands and acknowledges that, in addition to itself, any lower-tier recipient of the financial assistance provided hereunder must also comply with the requirements of this section. Accordingly, the Grantee agrees to include a similar provision in any financial assistance agreement made with any lower-tier recipient of such assistance.

- 19. **E-Verify.** To the extent applicable, the Grantee represents that it and each of its subgrantees, contractors and/or subcontractors performing work pursuant to, or in association with, this Agreement are in compliance with Article 2 of Chapter 64 of the North Carolina General Statutes, including, in particular, the requirement that certain employers verify the work authorization of newly hired employees using the Federal E-Verify system.
- 20. **Termination by Mutual Consent.** This Agreement may be terminated by mutual consent of the parties, provided the consent is documented in writing and duly executed by an authorized representative of each party.
- 21. **Survival.** Any provision contained in this or any other Contract Document that contemplates performance or observance subsequent to the termination or expiration of this Agreement shall survive the termination or expiration hereof and continue in full force and effect.
- 22. **Signature Warranty.** The undersigned represent and warrant that they are authorized to bind their principals to the terms and conditions of this Contract Cover and the Agreement generally, including those incorporated by reference to applicable law.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed by the duly authorized representative in duplicate originals, one of which is retained by each of the Parties.

THE CITY OF EDEN

NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY

DocuSigned by:
By Dusty Curry
Grantee's Signature

DocuSigned by:
By Tommy Kirby
Signature of Department Head or Authorized Agent

Dusty Curry solid waste Superintendent
Printed Name and Title

Tommy Kirby, Purchasing Director
Printed Name and Title

City of Eden
Organization

Financial Services Division, Purchasing and Contracts Section
Division/Section

ORIGINAL