

A G E N D A

LINCOLNTON CITY COUNCIL



November 4, 2021

7:00 p.m.

Council Chambers

City hall



**LINCOLNTON CITY COUNCIL
AGENDA
November 4, 2021
7:00 p.m.**

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

1. AGENDA APPROVAL

1a. Approval of REGULAR AGENDA

1b. Approval of CONSENT AGENDA

- Approval of Minutes for the October 7, 2021 meeting
All items placed under Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

2. REGULAR AGENDA

2a. Presentation – Timken Grant in the Amount of \$50,000.00 for the Marcia Cloninger Rail-Trail

Marty Hallman, Timken Foundation

(RFP-01-21)

2b. Discussion and Consideration of Draft Request for Proposals for the Sale and Adaptive Reuse of the Second and Third Floors of the Welcome Center Building located at 119 East Court Square of Council's

Laura Elam, Planning Director

AGENDA

November 4, 2021

Page 2

(BA-06-21)

2c. Budget Amendment to the Annual Budget Ordinance for fiscal year – Amend General Fund – Federal payments received for the Brownfield Grant; Amend Boger City Fire District Fund – Training Assets Grant from the Lincoln County NC Volunteer Firemen’s Association, Inc.

Ritchie Haynes, City Manager

3. REGULAR AGENDA

3a. Request from Downtown Development Association to Sponsor Five Concerts this coming 2022 year.

Tommy Huskey, DDA Chair

3b. Consideration of Proposed Revision to Policy #15 Employee Service Recognition Awards

Tanya Osborne, Human Resources Director

3c. Vaccine Incentive Update

Tanya Osborne, Human Resources Director

4. OTHER BUSINESS

4a. Manager’s Report/Activity Update

Ritchie Haynes, City Manger

PUBLIC COMMENT

Speakers will be limited to three (3) minutes to address Mayor and City Council concerning non-agenda items. You must sign in with the City Clerk to be eligible to speak

NEWS MEDIA

ADJOURNMENT

ITEM #

1

AGENDA

APPROVAL

ITEM #

1a

APPROVAL

OF

REGULAR AGENDA

ITEM #

1b

APPROVAL

OF

CONSENT AGENDA

- Approval of Minutes for September 2, 2021 Meeting

The Mayor and City Council met in regular session on Thursday, October 7, 2021 at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton North Carolina.

Mayor Ed Hatley called the Lincolnton City Council meeting to order. Mayor Hatley began, pausing for a moment of silence, after which he asked all those in attendance to stand for the Pledge of Allegiance. The following Council Members were in attendance:

WHITE EADDY POINSETTE

NOTE: *Councilman Roby Jetton was absent*

Councilwoman WHITE made a motion to approve the *REGULAR AGENDA*. Members voted 3-0 in favor of the motion.

Councilwoman POINSETTE made a motion approve the *CONSENT AGENDA* as follow:

- **Approval of Minutes for the September 2, 2021 meeting**
- **Proclamation – Public Power Week October 3rd - 9th, 2021**

**PROCLAMATION RECOGNIZING PUBLIC POWER WEEK
OCTOBER 3RD – 9TH, 2021
A WEEK-LONG CELEBRATION OF THE CITY’S YEAR-ROUND
SERVICE TO LINCOLNTON**

WHEREAS, public power is a crucial component of cities and towns across North Carolina, contributing to the overall health of communities by providing reliable electricity, excellent local service, and prompt restoration; and

WHEREAS, North Carolina's more than 70 public power cities and towns are among more than 2,000 across the country; and

WHEREAS, many of North Carolina's public power cities and towns have been electric providers for more than 100 years, assisting their communities through boom times as well as pandemics and economic downturns; and

WHEREAS, public power meets the electric needs of 49 million Americans, who make up almost 15 percent of electricity consumers; and

WHEREAS, North Carolina's public power utilities are valuable community assets that contribute to the well-being of the community and provide economic development opportunities; and

WHEREAS, North Carolina's public power utilities are dependable institutions that are committed to providing excellent service; and

WHEREAS, the City of Lincolnton recognizes Public Power Week and commends the public power cities and towns across our state for their outstanding contributions to our communities;

NOW, THEREFORE, the City of Lincolnton hereby proclaims October 3rd - 9th, 2021, as "**PUBLIC POWER WEEK**" in the City of Lincolnton and commends its observation to all citizens.

Dated this 7th day of October, 2021

Members voted 3-0 in favor of the motion.

PUBLIC HEARING

CZ-9-2021 - APPLICATION FROM PRESTIGE ACQUISITIONS, LLC REQUESTING THE REZONING OF APPROXIMATELY 59.8 ACRES OF LAND FROM RESIDENTIAL-25 (R-25) DISTRICT TO PLANNED DISTRICT (PRD) FOR THE PURPOSE OF DEVELOPING A COMMUNITY OF SINGLE FAMILY DETACHED HOUSING AND ATTACHED TOWN HOMES. THE SUBJECT PROPERTY CONSISTS OF TWO LOTS LOCATED AT THE SOUTHEAST CORNER OF STARTOWN ROAD AND CLARKS CREEK ROAD (Parcel ID 90684 and Parcel ID 151)

Mayor Hatley opened the public hearing, recognizing Mrs. Laura Elam to speak to the item.

Laura Elam, Planning Director, reviewed the request before Council, giving detailed information on the site and area being considered. Mrs. Elam provided a current zoning map, aerial views and street views of the property. She also provided the site plan and project details as follows:

- The site is 59.8 acres in size
- The site plan allows up to 125 single family lots and up to 140 lots for attached townhomes for a total of up to 265 dwelling units and an overall density of approximately 4.43 units per acre.
- The site plan provides 11.96 acres (20 percent) of common open space
- There will be two entrances into the development. The main entrance will be off Startown Road with a second entrance off Clarks Creek Road
- Sidewalks will be located on both sides of all streets within the site
- The single family lots will be 40 feet X 125 feet.
- The townhome lots will be 20 feet x 60 feet
- Building height will not exceed 45 feet

Mrs. Elam spoke to the current land use and to the recommendations stating that the proposed development is not consistent with the land use plan's Residential Suburban designation, however, the proposed development is consistent with the land use plan in that the site has access to city utilities with available capacity, additional home ownership opportunities are provided, additional housing type choices are provided and additional lot sizes are provided. She explained that because this is a proposed rezoning to a conditional zoning district, if the request is approved, the property could only be used for the specified use in accordance with the approved site plan. Mrs. Elam provided council members with the twenty-one Staff Review comments and concluded stating that Planning Board and Staff view the request as appropriate for approval and recommend the following action:

- Approval of request for rezoning from R-25 to the Planned Residential District (PRD) subject to the staff review committee comments being made conditions of approval
- Approval of the statement of consistency for approval of the rezoning request
- The rezoning being effective upon receipt, by the Zoning Administrator, of a written agreement from the applicant and property owner to abide by the conditions of approval and
- Amendment of the Land Use Plan to show the property in the Residential High Density Planning Area

With there being no questions from Council at this time, Mr. Rob Brown, attorney with the Jonas law firm, spoke on behalf of the applicant. Mr. Brown gave some background information regarding the applicant, identified some of their other projects and spoke to the success and professionalism of the company. Mr. Brown went through a brief presentation, informing council members of the due diligence that has already taken place in relation to this project and offered to answer any unanswered questions they had. He spoke to the benefits of the project not only for the City of Lincolnton, but for Lincoln County as a whole.

There was some discussion among Council regarding the request and the

Pastor Scott Mann, Mr. Wayne Brooks and Ms. Jackie Williams requested to address Council regarding this request. Pastor Mann spoke in favor of the request with Ms. Williams speaking against the request. Mr. Brooks had a question in relation to the selection of builders.

In response to a question from Councilman Eaddy as to whether or not a buffer would be in place, Mr. Brown and Mr. Steve Bailey responded that there will be a buffer.

Councilwoman WHITE made a motion to close the Public Hearing. Members voted 3-0 in favor of the motion.

Councilman POINSETTE made a motion to approve the request as presented. Members voted 3-0 in favor of the motion.

P-07-21

Approval of Newly Required OSHA Covid-19 Healthcare Emergency Temporary Standard (ETS) Policy

Tayna Osborne, Human Resources Director, and Debby Rogers-Lowery, the City's Safety Consultant, addressed council requesting approval of the newly required OSHA Covid-19 Healthcare Emergency Temporary Standard (ETS) Policy. Mrs. Osborne explained that the OSHA's Covid-19 Healthcare Emergency Temporary Standard (ETS) requires employers with more than 10 employees to develop and implement a Covid-19 plan for each workplace to protect workers from Covid-19. Initially, it was believed the ETS applied to employees in healthcare services only. However, Diane Juffras with the SOG has clarified the ETS also covers emergency medical response which would include emergency medical services provided by firefighters and law enforcement officers within their scope of duties whether at accident scenes, at fires or in other circumstances.

Mrs. Osborne explained that to comply with OSHA's directive, the City's Safety Consultant Debbie Rogers-Lowery has developed the required plan for the City using a template provided by OSHA. This plan outlines the processes the Police and Fire Department staff must follow in the event of a Covid-19 exposure as outlined in the plan. Mrs. Rogers-Lowery briefly review the proposed policy and was available to answer any questions. *(a copy of policy is attached to and made a part of these minutes as Appendix 1*

Councilman EADDY made a motion to approve the Covid-19 ETS Policy as presented. Members voted 3-0 in favor of the motion.

APPT-06-21

**Appointment of Nominees from Area High Schools for the 2021-2022
Lincolnton Student Advisory Council**

Mayor Ed Hatley spoke to this item, refereeing to the list of students to be appointed to the 2021-2022 Student Advisory Council. Five students from each of the county high schools, as well as two students from Lincoln Charter school, were nominated. Mayor Hatley nominated Kelly Derby and Councilman Eaddy nominated Charlie Wyant, bringing the total membership of this year's council to twenty-four. Mayor Hatley informed council that meetings will initially be held at the Lentz Recreation Center gym.

Councilwoman White made a motion to approve the list as submitted with the addition of Charlie and Kellie. Members voted 3-0 in favor of the motion.

Nathan Eurey, Public Services Director presented an amendment to the Code of Ordinances as follows:

O-09-21

**AN ORDINANCE TO AMEND THE CITY OF LINCOLNTON
CODE OF ORDINANCES, TITLE IX: GENERAL REGULATIONS;
CHAPTER 91: CEMETERIES – SECTION 91.18**

WHEREAS, Section 91.18 Internment; Disinternment; Depth of Graves, needs to be retitled and amended to include additional text regarding grave specifications.

NOW, THEREFORE, BE IT RESOVED BY THE CITY COUNCIL OF THE CITY OF LINCOLNTON THAT:

Section 1. Title be changed from: Internment; Disinternment; Depth of Graves,
to: **Internment; Disinternment; Specifications for Graves**

Section 2. Amend Section 91.18 to include subsections as follows:

Internment and Disinternment

- A. No person shall be interred or disinterred in the cemetery without lawful authority and permission. Internment and disinternment must be performed by expert(s) whose primary occupation is in this profession.

Specification of Graves

- B. Depth of Graves – All graves over four and one-half feet (4-1/2') in length shall be a minimum of six feet in depth. All graves shall be of sufficient depth to allow 18" inches of space between the top of the vault or other container and ground level.
- C. Vault or Grave Liner Required – No burial, for the internment of human remains in caskets, shall be permitted without the use of a minimum of a concrete, metal, or plastic burial vault or grave liner. No wooden burial vaults shall be allowed. All cremation burials outside of the columbarium shall be contained within a waterproof, tightly-sealed container designed for such purposes and disposition

This ordinance shall become effective upon adoption

Mr. Eurey spoke to the request, informing Council of the results of his recent research. He stated that this amendment will bring the city in line with other cemeteries, both private and public.

Councilwoman Poinsette made the motion to amend Title IX: General Regulations - Chapter 91: Cemeteries -Section 91.18 of the City's Code of Ordinances. Members voted 3-0 in favor of the motion.

Manager's Report / Activity Update

City Manager Ritchie presented the Executive Report as follows:

		Executive Summary August 2021 Year-to-Date						
		2021-2022 Budget	2021-2022 YTD Activity	Budget Remaining	Variance %	2020-2021 Budget	2020-2021 YTD Activity	Variance Favorable / (Unfavorable)
Department								
Fund: 10 - General Fund								
Revenue		\$11,043,366.06	\$981,766.38	\$10,061,599.68	9%	\$14,004,059.00	\$646,918.62	\$334,847.76
	Total Revenue:	\$11,043,366.06	\$981,766.38	\$10,061,599.68	9%	\$14,004,059.00	\$646,918.62	\$334,847.76
Expense								
4110-City Manager/Clerk		\$173,960.00	\$49,089.07	\$124,870.93		\$239,520.00	\$46,867.03	(\$2,222.04)
4120-Human Resources		\$334,015.00	\$62,599.43	\$271,415.57		\$351,556.75	\$62,646.73	\$47.30
4130-Finance		\$135,270.00	\$102,730.52	\$32,539.48		\$223,640.00	\$87,797.73	(\$14,932.79)
4280-General Expense		\$1,452,715.06	\$502,422.76	\$950,292.30		\$1,736,756.49	\$336,051.15	(\$166,371.61)
4285-General Debt Service		\$293,924.00	\$2,487.32	\$291,436.68		\$334,757.00	\$3,730.98	\$1,243.66
4310-Police		\$3,350,520.00	\$549,055.20	\$2,801,464.80		\$3,977,949.47	\$562,540.47	\$13,485.27
4340-Fire		\$2,217,589.00	\$398,713.06	\$1,818,875.94		\$3,031,949.00	\$340,274.30	(\$58,438.76)
4510-Public Works Administration		\$44,580.00	\$29,756.44	\$14,823.56		\$86,300.00	\$29,034.87	(\$721.57)
4520-Street and Maintenance		\$778,605.00	\$131,388.99	\$647,216.01		\$882,269.21	\$133,277.66	\$1,888.67
4530-Equipment Services		\$223,290.00	\$43,849.93	\$179,440.07		\$268,789.04	\$37,552.19	(\$6,297.74)
4710-Solid Waste		\$522,095.00	\$87,349.42	\$434,745.58		\$692,375.00	\$80,971.39	(\$6,378.03)
4910-Planning and Zoning		\$330,440.00	\$47,838.27	\$282,601.73		\$500,239.00	\$65,473.06	\$17,634.79
4930-Business & Community Dev.		\$123,200.00	\$8,592.57	\$114,607.43		\$639,145.04	\$75,727.37	\$67,134.80
6100-Recreation		\$1,063,163.00	\$151,378.60	\$911,784.40		\$1,038,813.00	\$151,544.42	\$165.82
	Total Expense:	\$11,043,366.06	\$2,167,251.58	\$8,876,114.48	20%	\$14,004,059.00	\$2,013,489.35	(\$153,762.23)
	Fund 10 Surplus (Deficit):		(\$1,185,485.20)				(\$1,366,570.73)	\$181,085.53
Fund: 20 - Boger City Fire District								
Revenue		\$985,000.00	\$81,750.00	\$903,250.00	8%	\$1,373,152.00	\$285,252.63	(\$203,502.63)
	Total Revenue:	\$985,000.00	\$81,750.00	\$903,250.00	8%	\$1,373,152.00	\$285,252.63	(\$203,502.63)
Expense								
4340-Fire		\$985,000.00	\$160,000.12	\$824,999.88		\$1,373,152.00	\$78,176.21	(\$81,823.91)
	Total Expense:	\$985,000.00	\$160,000.12	\$824,999.88	16%	\$1,373,152.00	\$78,176.21	(\$81,823.91)
	Fund 20 Surplus (Deficit):		(\$78,250.12)				\$207,076.42	(\$285,326.54)
Fund: 61 - Water and Sewer Fund								
Revenue		\$8,475,950.00	\$1,337,456.22	\$7,138,493.78	16%	\$9,677,450.00	\$1,310,072.94	\$27,383.28
	Total Revenue:	\$8,475,950.00	\$1,337,456.22	\$7,138,493.78	16%	\$9,677,450.00	\$1,310,072.94	\$27,383.28
Expense								
7100-Water Treatment		\$2,006,350.00	\$303,515.64	\$1,702,834.36		\$1,945,700.00	\$307,700.26	\$4,184.62
7110-Distribution & Collection		\$2,056,300.00	\$262,640.52	\$1,793,659.48		\$2,032,900.00	\$227,986.59	(\$34,653.93)
7120-Wastewater Treatment		\$1,931,597.00	\$165,575.52	\$1,766,021.48		\$1,644,150.00	\$198,174.04	\$32,598.52
7130-Water/Sewer Intangibles		\$2,481,703.00	\$188,113.67	\$2,293,589.33		\$4,054,700.00	\$129,264.58	(\$58,849.09)
	Total Expense:	\$8,475,950.00	\$919,845.35	\$7,556,104.65	11%	\$9,677,450.00	\$863,125.47	(\$56,719.88)
	Fund 61 Surplus (Deficit):		\$417,610.87				\$446,947.47	(\$29,336.60)
Fund: 63 - Electric Fund								
Revenue		\$7,797,350.00	\$1,369,169.16	\$6,428,180.84	18%	\$8,596,830.00	\$2,243,890.25	(\$874,721.09)
	Total Revenue:	\$7,797,350.00	\$1,369,169.16	\$6,428,180.84	18%	\$8,596,830.00	\$2,243,890.25	(\$874,721.09)
Expense								
7200-Electric		\$7,797,350.00	\$877,220.70	\$6,920,129.30		\$8,596,830.00	\$961,129.60	\$83,908.90
	Total Expense:	\$7,797,350.00	\$877,220.70	\$6,920,129.30	11%	\$8,596,830.00	\$961,129.60	\$83,908.90
	Fund 63 Surplus (Deficit):		\$491,948.46				\$1,282,760.65	(\$790,812.19)
	Total Surplus (Deficit):		(\$354,175.99)				\$570,213.81	(\$924,389.80)

REGULAR MEETING - OCTOBER 7, 2021

Overtime Report							
August 2021 compared to August 2020 Year-to Date							
Description:	FY2122		FY2021		Variance Favorable / (Unfavorable)		
	OT Hours:	Pay Amount:	OT Hours:	Pay Amount:	OT Hours:	Pay Amount:	
4110-City Manager/Clerk	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
4120-Human Resources	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
4130-Finance	3.00	\$86.85	25.75	\$816.24	22.75	\$729.39	
4310-Police	156.20	\$4,783.66	185.90	\$5,564.58	29.70	\$780.92	
4340-Fire	2,057.40	\$43,308.97	1,330.30	\$27,541.75	(727.10)	(\$15,767.22)	
4510-Public Works Administration	0.00	\$0.00	5.00	\$137.62	5.00	\$137.62	
4520-Street and Maintenance	100.00	\$2,442.58	72.00	\$1,927.62	(28.00)	(\$514.96)	
4530-Equipment Services	0.00	\$0.00	24.00	\$873.42	24.00	\$873.42	
4710-Solid Waste	58.50	\$1,499.34	78.00	\$1,968.39	19.50	\$469.05	
4910-Planning and Zoning	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
4930-Business & Community Dev.	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
6100-Recreation	90.75	\$2,711.90	20.00	\$590.52	(70.75)	(\$2,121.38)	
10 - General Fund Total:	2,465.85	\$54,833.30	1,740.95	\$39,420.14	(724.90)	(\$15,413.16)	
e District							
4340-Fire	973.40	\$19,530.87	211.00	\$4,639.55	(762.40)	(\$14,891.32)	
20 - Boger City Fire District Total:	973.40	\$19,530.87	211.00	\$4,639.55	(762.40)	(\$14,891.32)	
wer							
7100-Water Treatment	283.25	\$6,665.97	352.50	\$8,930.02	69.25	\$2,264.05	
7110-Distribution & Collection	183.00	\$5,209.62	299.50	\$8,103.92	116.50	\$2,894.30	
7120-Wastewater Treatment	289.50	\$7,545.67	307.50	\$8,735.24	18.00	\$1,189.57	
61 - Water and Sewer Fund Total:	755.75	\$19,421.26	959.50	\$25,769.18	203.75	\$6,347.92	
7200-Electric	68.50	\$2,346.62	114.00	\$3,662.06	45.50	\$1,315.44	
63 - Electric Fund Total:	68.50	\$2,346.62	114.00	\$3,662.06	45.50	\$1,315.44	
Total Overtime:	4,263.50	96,132.05	3,025.45	73,490.93	(1,238.05)	(22,641.12)	

City Manager Ritchie Haynes provided Council with a code enforcement report, commenting on the status of several properties on the spreadsheet. He also spoke to a few ongoing projects (Water Street Parking Lot, Old Police Building and the Welcome Center lofts) Mr. Haynes continued, informing council of several upcoming dates and events and concluded with an update on the status of homeless situation under the bridge.

Consideration/Discussion regarding the City's Christmas Parade, Tree Lighting Ceremony, Employee Luncheon, Boards and Commissions Banquet and Apple Drop Event

City Manager Ritchie Haynes requested council's direction regarding upcoming annual events. Mr. Haynes expressed some of the concerns associated with holding these events and suggested things that could be

done as an alternative. After some discussion among members of council and city staff, there was a consensus to move forward with having the city's annual Christmas Parade but to cancel the Tree Lighting Ceremony, Employee Luncheon, Boards and Commissions Banquet and the Apple Drop Event, due to continued health and safety reasons. Councilman Eaddy noted the importance of communicating the reason for this decision to both employees and the public.

Mr. Haynes also informed council on the status of the veterans banners.

PUBLIC COMMENT: No public comment

NEWS MEDIA: No news media in attendance

ADJOURNMENT:

Councilwoman Poinsette made a motion to adjourn the meeting. Members voted 3-0 in favor of the motion.

Daphne Ingram
City Clerk

Ed Hatley
Mayor

APPENDIX 1

OSHA COVID-19 HEALTHCARE EMERGENCY TEMPORARY STANDARD (ETS) POLICY

COVID-19 ETS Plan

- OSHA's COVID-19 Healthcare Emergency Temporary Standard (ETS), paragraph (c), requires employers to develop and implement a COVID-19 plan for each workplace to protect workers from COVID-19. If an employer has more than 10 employees, the plan must be written. Employers may use this template to develop a COVID-19 plan for their workplace.
- Effective date: 9/1/2021

1. Purpose and Scope

The City of Lincoln is committed to providing a safe and healthy workplace for all our employees. The City of Lincoln has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA's COVID-19 Emergency Temporary Standard (ETS). The City of Lincoln will update this COVID-19 plan as needed to address changes in workplace specific to COVID-19 hazards and exposures.

The two areas impacted by this plan are the Fire Department and the Police Department. Both provide emergency response care outside of our facilities which could put them at a greater risk for exposure.

2. Roles and Responsibilities

The City of Lincoln's goal is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-managerial employees and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Safety Coordinator(s), listed below, implements and monitors this COVID-19 plan. The COVID-19 Safety Coordinator(s) has the City of Lincoln's full support in implementing and monitoring this COVID-19 plan, and has authority to ensure compliance with all aspects of this plan.

The City of Lincoln and the COVID-19 Safety Coordinator(s) will work cooperatively with non-managerial employees and their representatives to conduct a workplace-specific hazard assessment and in the development, implementation, and updating of this COVID-19 plan.

COVID-19 Safety Coordinator(s)		
Name	Title/Facility Location	Contact Information (office location, phone, email address)
Rusty Reynolds	Fire Department	rreynolds@lincolntonnc.org (980)525-6888
Non Managerial Fire Department Employees Reviewed Plan		
David Mocanu	Police Department	dmocanu@lincolntonpolice.com (980)241-3709
Non Managerial Police Department Employees Reviewed Plan		

3. Hazard Assessment and Worker Protections

The City of Lincoln will conduct a workplace-specific hazard assessment of its workplace(s) to determine potential workplace hazards related to COVID-19. A hazard assessment will be conducted initially and whenever changes at the workplace create a new potential risk of employee exposure to COVID-19 (e.g., new work activities at the workplace).

The City of Lincoln will provide and ensure that employees wear facemasks when required for work purposes; provide and ensure employees use respirators and other personal protective equipment (PPE) for exposure to people with suspected or confirmed COVID-19 and for aerosol-generating procedures (AGPs) on a person with suspected or confirmed COVID-19; and provide respirators and other PPE in accordance with Standard and Transmission-Based Precautions.

For aerosol-generating procedures (AGPs) on a person with suspected or confirmed COVID-19 such as in the case of CPR or clearing an airway, the City of Lincoln will provide a respirator to each employee and ensure it is used in

accordance with the OSHA Respiratory Protection standard (29 CFR 1910.134). The City of Lincoln will also provide gloves, an isolation gown or protective clothing, and eye protection to each employee, and ensure use in accordance with OSHA's PPE standards (29 CFR 1910 subpart I).

The City of Lincoln and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees or representatives to assess and address COVID-19 hazards, including when there is employee exposure to people with suspected or confirmed COVID-19.

Aerosol-generating procedures (AGPs) on a person with suspected or confirmed COVID-19.

When an AGP is performed on a person with suspected or confirmed COVID-19, the City of Lincoln will:

- Provide a respirator and other PPE, as discussed in the previous section;
- Limit the number of employees present during the procedure to only those essential for patient care and procedure support;
- Clean and disinfect the equipment used when the procedure was performed, after the procedure is completed.

The City of Lincoln and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess and address COVID-19 hazards while performing AGPs. (See Appendix A – Hazard Assessment)

Physical Distancing

The City of Lincoln will ensure that each employee is separated from all other people in the workplace by at least 6 feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity such as direct patient care. Where maintaining 6 feet of physical distance is not feasible, The City of Lincoln will ensure employees are as far apart from other people as possible. Physical distancing will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

The City of Lincoln and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to utilize physical distancing when providing patient care, responding to vehicle accidents, fire response, etc. when possible.

Cleaning and Disinfection

The City of Lincoln will implement policies and procedures for cleaning, disinfection, and hand hygiene, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. The City of Lincoln and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to implement cleaning, disinfection, and hand hygiene in the workplace.

In all other areas:

- The City of Lincoln requires the cleaning of high-touch surfaces regularly and cleaning equipment used for patient care immediately following the completion of the patient care procedures.
- When a person who is COVID-19 positive has been in the workplace within the last 24 hours, The City of Lincoln requires cleaning and disinfection, in accordance with CDC's "[Cleaning and Disinfecting Guidance](#)," of any areas, materials, and equipment that have likely been contaminated by that person (e.g., rooms they occupied, items they touched). These guidelines can be found in Appendix B – attached.
- The City of Lincoln will provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities.

Ventilation

The City of Lincoln will utilize contractors for each facility's heating, ventilation, and air conditioning (HVAC) system and ensure that:

- The HVAC system(s) is used in accordance with the manufacturer's instructions and the design specifications of the HVAC system(s);
- The amount of outside air circulated through the HVAC system(s) and the number of air changes per hour are maximized to the extent appropriate;
- All air filters are maintained and replaced as necessary to ensure the proper function and performance of the HVAC system;
- All intake ports that provide outside air to the HVAC system(s) are cleaned, maintained, and cleared of any debris that may affect the function and performance of the HVAC system(s); and

Health Screening and Medical Management

The City of Lincoln requires employees to self-screen for symptoms before each work day and each shift. Employees are required to notify the safety coordinator when:

- Employee tests positive for COVID-19 or received a medical diagnosis of COVID-19
- Employee has been told by healthcare provider that they are suspected to have COVID-19
- Experience a loss of taste or smell
- Experience a fever and new unexplained cough associated with shortness of breath
- ****Please do not report to work and notify your supervisor immediately.****

Employee Notification to Employer of COVID-19 Illness or Symptoms

The City of Lincoln will require employees to promptly notify their supervisor when they have tested positive for COVID-19, been diagnosed with COVID-19 by a licensed healthcare provider, have been told by a licensed healthcare provider that they are suspected to have COVID-19, are experiencing recent loss of taste and/or smell with no other explanation, or are experiencing both fever ($\geq 100.4^{\circ}$ F) and new unexplained cough associated with shortness of breath. The supervisor will then complete the **COVID-19 Employee Reporting Form** included as "Appendix C" to this policy, which will include: employee name, date and time reported, last date worked, date of symptoms or positive test results, date and time Safety Coordinator is notified, signature of supervisor and date signed.

The Safety Coordinator will communicate with the supervisor to determine names of potentially exposed individuals as outlined in the Employer Notification to Employees of COVID-19 Exposure in the Workplace section below and list the name and contact information of exposed individuals. Once completed, the form will be signed, dated, and forwarded to Human Resources for relevant notification of exposure in the workplace.

Employer Notification to Employees of COVID-19 Exposure in the Workplace

Human Resources will notify employees if they have been exposed to a person with COVID-19 at their workplace, as described below. Once all exposed contacts have been notified and documented on the *COVID-19 Employee Reporting Form*, Human Resources will then sign, date, and file the form appropriately.

- Human Resources will reference the **ETS Compliance Guidance for Employers – Paid Medical Removal of Employees and Return to Work** flow chart included as "Appendix D" to this policy to determine the employee's course of action regarding required quarantine or return to work. Human Resources will then notify the Safety Coordinator of quarantined or otherwise affected employees.

The notification provisions below are not triggered by the presence of a patient with confirmed COVID-19 in a workplace where services are normally provided to suspected or confirmed COVID-19 patients (e.g., emergency rooms, urgent care facilities, COVID-19 testing sites, COVID-19 wards in hospitals). When The City of Lincoln is notified that a person who has been in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) is COVID-19 positive, The Human Resources Department will, within 24 hours:

- Notify each employee who was not wearing a respirator and any other required PPE and has been in *close contact with the person with COVID-19 in the workplace. The notification must state the fact that the employee was in close contact with someone with COVID-19 along with the date(s) the contact occurred.
- Notify all other employees who were not wearing a respirator and any other required PPE and worked in a well-defined portion of a workplace (e.g., a particular floor) in which the person with COVID-19 was present during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period.
- Notify other employers whose employees were not wearing a respirator and any other required PPE and have been in close contact with the person with COVID-19, or worked in a well-defined portion of a workplace (e.g., a particular floor) in which that person was present, during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period and the location(s) where the person with COVID-19 was in the workplace.

Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

*Note: Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-

hour period during the person's potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated. Casual passing by in the hallway is not considered close contact.

Medical Removal from the Workplace

The City of Lincoln has also implemented a policy for removing employees from the workplace in certain circumstances. The City of Lincoln will immediately remove an employee from the workplace when:

- The employee is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
- The employee has been told by a licensed healthcare provider that they are suspected to have COVID-19;
- The employee is experiencing recent loss of taste and/or smell with no other explanation; or
- The employee is experiencing both a fever of at least 100.4°F and new unexplained cough associated with shortness of breath.

For employees removed because they are COVID-19 positive, The City of Lincoln will keep them removed until they meet the return-to-work criteria discussed below. For employees removed because they have been told by a licensed healthcare provider that they are suspected to have COVID-19, or are experiencing symptoms as discussed above, The City of Lincoln will keep them removed until they meet return to work criteria.

If The City of Lincoln notifies an employee that they were in close contact with a person in the workplace (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) who is COVID-19 positive when that employee was not wearing a respirator and any other required PPE, The City of Lincoln will immediately remove the employee from the workplace unless:

1. The employee does not experience recent loss of taste and/or smell with no other explanation, or fever of at least 100.4°F and new unexplained cough associated with shortness of breath; AND
2. The employee has either been fully vaccinated against COVID-19 (i.e., 2 weeks or more following the final dose) or had COVID-19 and recovered within the past 3 months.

The City of Lincoln will keep the employee removed from the workplace for 14 days or will keep the employee removed and provide a COVID-19 test at least 5 days after the exposure at no cost to the employee. If the employee tests negative, they may return to work 7 days following exposure. If the employee tests positive, the employee must remain excluded from the workplace until the return-to-work criteria below are met. If the employee refuses a test, The City of Lincoln will keep the employee excluded for 14 days, but is not obligated to provide the medical removal protection benefits discussed below (Note: absent undue hardship, employers must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons, consistent with applicable non-discrimination laws).

Any time an employee must be removed from the workplace, The City of Lincoln may require the employee to work remotely or in isolation if suitable work is available. When allowing an employee to work remotely or in isolation, The City of Lincoln will continue to pay that employee the same regular pay and benefits the employee would have received had the employee not been absent.

The City of Lincoln will not subject its employees to any adverse action or deprivation of rights or benefits because of their removal from the workplace due to COVID-19.

Return to Work Criteria

The City of Lincoln will only allow employees who have been removed from the workplace to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC's "[Isolation Guidance](#)" and "[Return to Work Healthcare Guidance](#)." Pursuant to CDC guidance, symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, The City of Lincoln will follow the guidance of a licensed healthcare provider regarding return to work.

Pursuant to CDC guidance, asymptomatic employees may return to work after at least 10 days have passed since a positive COVID-19 test. If an employer receives guidance from a healthcare provider that the employee may not return to work, they must follow that guidance.

Medical Removal Protection Benefits

The City of Lincoln will continue to pay employees who have been removed from the workplace under the medical removal provisions of OSHA's COVID-19 ETS. When an employee has been removed from the workplace and is not working remotely or in isolation, The City of Lincoln will:

- Pay the employee up to the \$1,400 per week cap but, beginning in the third week of an employee's removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to \$200 per day (\$1000 per week in most cases).
- Payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, vacation leave, administrative leave), for earnings lost during the period of removal or any additional source of income the employee receives that is made possible by virtue of the employee's removal.

Vaccination

The City of Lincoln encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The City of Lincoln will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination (up to 4 hours for each dose) and any side effects experienced following vaccination (up to 8 hours for each dose, not to exceed 16 hours).

Training

The City of Lincoln will implement policies and procedures for employee training, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. The City of Lincoln and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess COVID-19 hazards and implement an employee training program at each facility.

The City of Lincoln COVID-19 training program will be accessible in the following ways:

Online education, department meetings, discussion with supervisors or the COVID-19 training coordinator.

The City of Lincoln will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:

- COVID-19, including:
 - How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
 - The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
 - Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
 - The signs and symptoms of COVID-19;
 - Risk factors for severe illness; and
 - When to seek medical attention;
- The City of Lincoln policies and procedures on patient screening and management;
- Tasks and situations in the workplace that could result in COVID-19 infection;
- Workplace-specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
- Employer-specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace;
- The City of Lincoln policies and procedures for PPE worn to comply with OSHA's COVID-19 ETS, including:
 - When PPE is required for protection against COVID-19;
 - Limitations of PPE for protection against COVID-19;
 - How to properly put on, wear, and take off PPE;

- How to properly care for, store, clean, maintain, and dispose of PPE; and
- Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19;
- Workplace-specific policies and procedures for cleaning and disinfection;
- The City of Lincoln policies and procedures on health screening and medical management;
- Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, and other supportive policies and practices (e.g., telework, flexible hours);
- The identity of The City of Lincoln Safety Coordinator(s) specified in this COVID-19 plan;
- OSHA's COVID-19 Emergency Temporary Standard (ETS)
- How the employee can obtain copies of OSHA's COVID-19 ETS and any employer-specific policies and procedures developed under OSHA's COVID-19 ETS, including this written COVID-19 plan.

The City of Lincoln will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.

The City of Lincoln will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.

Anti-Retaliation

The City of Lincoln will inform each employee that employees have a right to the protections required by OSHA's COVID-19 ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

The City of Lincoln will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

Requirements implemented at no cost to employees

The City of Lincoln will comply with the provisions of OSHA's COVID-19 ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under the Health Screening and Medical Management section of this Plan.

Recordkeeping

The City of Lincoln will retain all versions of this COVID-19 plan implemented to comply with OSHA's COVID-19 ETS while the ETS remains in effect.

The City of Lincoln Human Resources Department will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day at the workplace, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

The City of Lincoln Human Resources Department will record the information on the COVID-19 log within 24 hours of learning that the employee is COVID-19 positive. The City of Lincoln will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by OSHA's COVID-19 ETS or other federal law.

The City of Lincoln will maintain and preserve the COVID-19 log while OSHA's COVID-19 ETS remains in effect.

By the end of the next business day after a request, The City of Lincoln will provide, for examination and copying:

- All versions of the written COVID-19 plan to all of the following: any employees, their personal representatives, and their authorized representatives.

- The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee;
- A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was at the workplace before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all of the following: any employees, their potential representatives, and their authorized representatives.

Reporting

The City of Lincoln Human Resources Department will report to OSHA:

- Each **work-related** COVID-19 fatality within 8 hours of the safety coordinator learning about the fatality;
- Each **work-related** COVID-19 in-patient hospitalization within 24 hours of the safety coordinator learning about the in-patient hospitalization.

4. Monitoring Effectiveness

The City of Lincoln and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

The City of Lincoln will update this COVID-19 plan as needed to address changes in workplace-specific COVID-19 hazards and exposures.

5. Coordination with Other Employers: N/A

6. Entering Residences

The City of Lincoln will identify potential hazards and implement measures to protect employees who, in the course of their employment, enter into private residences and other physical locations controlled by a person not covered by the Occupational Safety & Health Act of 1970 (OSH Act) such as a private citizen's home.

The City of Lincoln requires that the City's COVID-19 protocols be communicated to homeowners and sole proprietors prior to conducting work activities at private residences or other physical locations not covered by the OSH Act.

7. Signature and Plan Availability

The City of Lincoln has prepared and issued this COVID-19 plan on 09/01/21.

Employer Name:	The City of Lincoln Fire and Police Departments
Address:	P.O. Box 617, Lincoln, NC 28092

This COVID-19 plan is available:

☒ Via hard copy at the Fire & Police Depts.

☒ Via email request:
dmocanu@lincolntonpolice.com
rreynolds@lincolntonnc.org

Appendix A: Hazard Assessment

The tasks listed below have the potential exposure to COVID-19:

<i>Potential Hazard: Area, activity, or work duty that potentially exposes employees to COVID-19 hazards</i>	<i>Engineering Controls: What controls can be implemented to remove the hazard from the workplace?</i>	<i>Work Practice Controls: Employee work practices that can mitigate the hazard.</i>	<i>Use of PPE: What PPE could be used to mitigate the hazard?</i>
Performing CPR or Intubation	Limit the number of employees in the area. Move patient outside when possible.	Thoroughly clean and sanitize all equipment used during the emergency response procedure.	Employees assisting with AGPs on suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown or turnout gear and gloves.
Suction on choking or cardiac arrest patients	Limit the number of employees in the area. Move patient outside when possible.	Thoroughly clean and sanitize all equipment used during the emergency response procedure.	Employees assisting with AGPs on suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown or turnout gear and gloves.
Assist EMS with CPAP	Limit the number of employees in the area. Move patient outside when possible.	Thoroughly clean and sanitize all equipment used during the emergency response procedure.	Employees assisting with AGPs on suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown or turnout gear and gloves.
Interaction with public requiring close contact	Practice social distancing when possible.	Practice social distancing when possible.	Wear respirators, utilize practice of social distancing and washing or sanitizing hands often.

Effective Date: 09/01/21

Appendix B: **Cleaning and Disinfecting Your Facility**

Every Day and When Someone is Sick

The virus that causes COVID-19 can land on surfaces. It's possible for people to become infected if they touch those surfaces and then touch their nose, mouth, or eyes. In most situations, the risk of infection from touching a surface is low. The most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer.

Cleaning and disinfecting surfaces can also reduce the risk of infection.

Always follow standard practices and appropriate regulations specific to your type of facility for minimum standards for cleaning and disinfection.

When to Clean and When to Disinfect

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.

Disinfecting using U.S. Environmental Protection Agency (EPA) List N disinfectant kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

You may want to either clean more frequently or choose to disinfect (in addition to cleaning) in shared spaces if the space is a high traffic area or if certain conditions apply that can increase the risk of infection from touching surfaces:

- High transmission of COVID-19 in your community;
- Low vaccination rates in your community;
- Infrequent use of other prevention measures, such as mask wearing (among unvaccinated people) and hand hygiene; or
- The space is occupied by people at increased risk for severe illness from COVID-19

If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should clean AND disinfect the space.

Clean High-Touch Surfaces

Clean high-touch surfaces at least once a day or as often as determined is necessary. Examples of high-touch surfaces include: pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.

Protect Yourself and Other Cleaning Staff

- Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.
- Read the instructions on the product label to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, glasses, or goggles), additional ventilation, or other precautions.
- Wash your hands with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.

- If hands are visibly dirty, always wash hands with soap and water.
- If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma. Learn more about reducing your chance of an asthma attack while disinfecting to prevent COVID-19.

Disinfect Safely When Needed

If you determine that regular disinfection may be needed

- If your disinfectant product label does not specify that it can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.
- Use a disinfectant product from the EPA List N that is effective against COVID-19. Check that the EPA Registration on the product matches the registration number in the List N search tool.
 - If products on EPA List N Disinfectants for Coronavirus (COVID-19) external icon are not available, bleach solutions can be used if appropriate for the surface.
- **Always follow the directions on the label** to ensure safe and effective use of the product. The label will include safety information and application instructions. Keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period (see “contact time” on the product label).
 - Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards.
 - Ensure adequate ventilation (for example, open windows).
 - Use only the amount recommended on the label.
 - If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
 - Label diluted cleaning or disinfectant solutions.
 - Store and use chemicals out of the reach of children and pets.
 - Do not mix products or chemicals.
 - Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
 - Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

Clean and Disinfect Specific Types of Surfaces

Soft surfaces such as carpet, rugs, and drapes

- Clean the surface using a product containing soap, detergent, or other type of cleaner appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- If you need to disinfect, use a product from EPA List N external icon approved for use on soft surfaces.
- Vacuum as usual.

Electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics, which makes cleaning and disinfecting easier.

- Follow the manufacturer's instructions and recommendations for cleaning the electronic device.
- For electronic surfaces that need to be disinfected, use a product on EPA List icon that meets manufacturer's recommendations. Many of the products for electronics contain alcohol because it dries quickly.

Outdoor areas

- Spraying cleaning products or disinfectants in outdoor areas – such as on sidewalks, roads, or groundcover – is **not** necessary, effective, or recommended.
- High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be cleaned regularly.
- Cleaning and disinfection of wooden surfaces (such as wood play structures, benches, tables) or groundcovers (such as mulch and sand) is not recommended.

Clean and Disinfect Your Facility When Someone is Sick

If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should clean and disinfect the spaces they occupied.

Before cleaning and disinfecting

- Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting

- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- Use products from EPA List N icon according to the instructions on the product label.
- Wear a mask and gloves while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
 - While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
 - Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- It is safe to wash dirty laundry from a person who is sick with COVID-19 with other people's items, if needed.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.



City of Lincolnton – ETS Plan COVID-19 Employee Reporting Form

The reporting supervisor should complete the shaded area and forward the form to the Safety Coordinator for follow up. This document is intended for reporting and documenting COVID-19 employee cases as required by Emergency Temporary Standards (ETS) outlined by OSHA. **Only collect information required on this form. Any additional information volunteered by the employee should remain confidential and should not be discussed with anyone outside of Human Resources.**

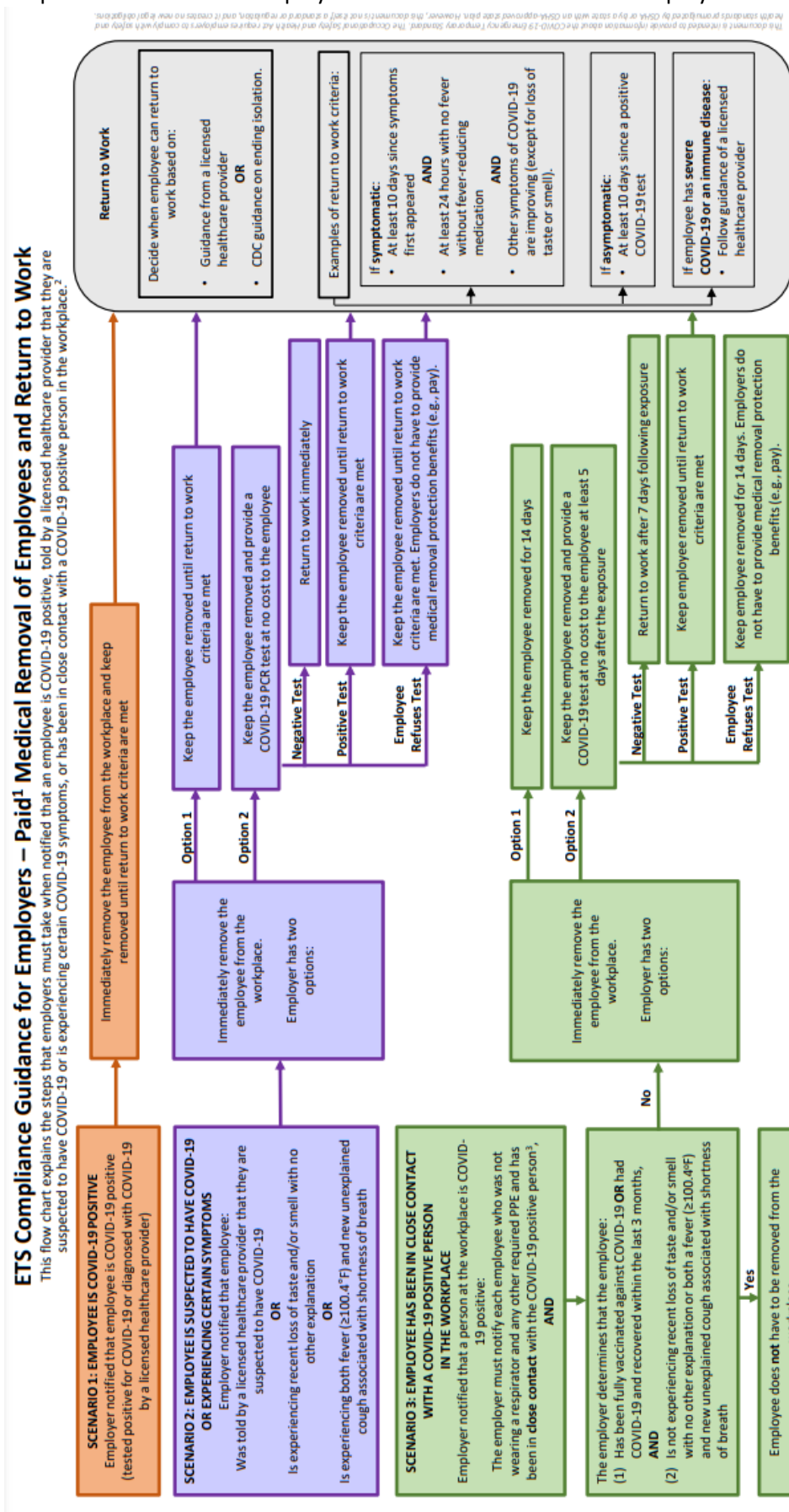
Employee Name: _____ Date/Time Reported: _____ / _____ a.m. p.m.
 Last Date Worked: _____ Date of Symptoms or +Result: _____
 Date/Time Safety Coordinator Notified: _____ / _____ a.m. p.m.
 Supervisor Signature: _____ Date: _____

Date/Time Human Resources Notified: _____ / _____ a.m. p.m.
 Safety Coordinator Signature: _____ Date: _____

Close Contact Employee Information:

Name	Contact Information	***For Human Resources Use Only***
		Date: _____ Time: _____ Vaccinated: ☐ Yes ☐ No + COVID Test in last 90 Days: ☐ Yes ☐ No Outcome: _____
		Date: _____ Time: _____ Vaccinated: ☐ Yes ☐ No + COVID Test in last 90 Days: ☐ Yes ☐ No Outcome: _____
		Date: _____ Time: _____ Vaccinated: ☐ Yes ☐ No + COVID Test in last 90 Days: ☐ Yes ☐ No Outcome: _____
		Date: _____ Time: _____ Vaccinated: ☐ Yes ☐ No + COVID Test in last 90 Days: ☐ Yes ☐ No Outcome: _____
		Date: _____ Time: _____ Vaccinated: ☐ Yes ☐ No + COVID Test in last 90 Days: ☐ Yes ☐ No Outcome: _____

Human Resources Signature: _____ Date: _____



¹ OSHA is requiring medical removal protection benefits to be paid only by employers that have more than 10 employees.

² Employers may choose to remove or test employees for other COVID-19-related reasons not required by the ETS (e.g., additional symptoms from the CDC list or exposure to someone who is COVID-19 positive outside the workplace).

³ This notification provision is not triggered by the presence of a patient with confirmed COVID-19 in a workplace where services are normally provided to suspected or confirmed COVID-19 patients (e.g., emergency rooms, urgent care facilities).

ITEM #

2

Regular Agenda

ITEM #

2a

PRESENTATION

NO BACK-UP

ITEM #

2b

Request for Proposals

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

SUBJECT: Draft RFP for the Sale and Adaptive Reuse of Second and Third Floors of 119 East Court Square For Residential Purposes

DATE: November 4, 2021

INTRODUCTION

The attached is a draft Request for Proposals for the sale and adaptive reuse of the second and third floors of the building located at 119 East Court Square for Council's discussion and consideration.

SUMMARY OF RFP

The RFP:

- seeks proposals from qualified development teams for the sale and adaptive reuse of the second and third floors of the building for residential purposes,
- allows responses to propose multi-family residential uses and/or live-work units,
- notes the City's intent is to sell the second and third floors of the building to the selected development team, and
- notes the City and the selected development team will enter into a contract including a development agreement/purchase agreement.

ADAPTIVE REUSE GOALS

The RFP establishes the following goals for the reuse:

- New downtown housing opportunities,
- Additional downtown pedestrian traffic,
- Additional customers for downtown businesses, and
- Additional downtown revitalization through increased private investment, increased property values and increased tax revenues

EVALUATION CRITERIA

The evaluation criteria is weighted as follows:

Reuse Goals (50 points)

- Characteristics of the proposed project
- Consistency with RFP reuse goals
- Quality of the proposed renovation and reuse concept and its compatibility with downtown

Experience and Background of Development Team (30 points)

- Development team's experience and success in developing similar projects in similar communities and its design capabilities, technical skills, and abilities
- Experience of the project manager and key personnel
- Experience and qualifications of design consultants (architect, engineer, etc) based on the quality of other ventures and experience on projects with similar characteristics
- Development team's financial capacity and stability
- The financial viability of the proposal based on adequacy of projected revenues to support the investment, reasonableness of the cash flow analysis and proposed capital investment for improvements

Other Development Issues (20 points)

- Proposed purchase price
- Estimated timeframe for development and construction schedule

ANTICIPATED SCHEDULE

1. Council approval of RFP/Direction to Proceed:
November 4, 2021
2. Advertisement of RFP:
 - City website:
November 2021 – March 2022
 - Direct mailings:
November 2021
 - Lincoln Times News/Lincoln Herald:
November 2021

3. Deadline for Responses to RFP:
March 24, 2022
4. Advisory Committee Review:
March – April 2022
5. Presentations by Development Teams to City Council:
May 5, 2022
6. Selection of Development Team by City Council:
June 2, 2022

ACTIONS REQUESTED:

- Approval of RFP
- Authorization to Proceed with RFP process
- Approval of Anticipated Schedule

REQUEST FOR PROPOSALS

**for the Sale and Adaptive Reuse for Residential Purposes of
City-Owned Property Located at
119 East Court Square
2nd and 3rd Floors Only
City of Lincolnton, North Carolina**



**RFP Issued by:
City of Lincolnton, North Carolina**

Deadline for Submittal

Interested parties must submit development proposals not later than **4 PM Thursday, March 24, 2022.**

Please e-mail any requests for information to:

Laura Elam, City of Lincolnton Planning Department
lelam@lincolntonnc.org

Submission Meeting and Tour

A pre-submission meeting and tour can be scheduled upon request to include a tour of the building and property. Prospective respondents are encouraged to request this meeting.

RFP
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I. INTRODUCTION

The City of Lincolnton (the "City") recently purchased the historic building located at 119 East Court Square in Downtown Lincolnton for the purpose of locating the Lincolnton Welcome Center and the Lincolnton Downtown Development Association on the ground floor of the building.

The City is seeking proposals from qualified development teams for the sale and adaptive reuse for residential purposes of the second and third floors of the building.

Proposals from qualified respondents leading to the selection of a development team and the negotiation of a development agreement and a purchase agreement in a manner which is consistent with the goals outlined by this Request for Proposals will be accepted until **4 PM, Thursday, March 24, 2022.**

Sale and adaptive reuse of the second and third floors of the building for residential purposes is the goal of this Request for Proposals ("RFP").

Responses may propose multi-family residential uses and/or live-work units.

Interested parties, having the demonstrated ability to renovate and adaptively reuse historic buildings for residential purposes are encouraged to reply to this RFP. The City's goal is to negotiate with the selected candidate a development agreement and a purchase agreement.

A. Statement of Intent

It is the City's intent to facilitate the sale and adaptive reuse of the second and third floors of the building for residential purposes in a manner that is compatible with the character of Lincolnton and that enhances the positive qualities of downtown. Proposals should create a space that complements the vitality of downtown.

B. City's Role in the Redevelopment

The City has established the following elements as the framework for sale and adaptive reuse of the second and third floors of the building:

The selected development team will be responsible for formulating the development program within the framework specified in this Request for Proposals. All proposals will be subject to applicable City review and required approval processes.

The City plans to sell the second and third floors of the building to the selected development team following a review of proposals submitted to the City. The development team would enter into a contract with the City including a development agreement and a purchase agreement.

The City anticipates establishing a condominium form of ownership for the building.

II. REUSE GOALS

The City has established the following goals for the adaptive reuse of the second and third floors of the building:

- New downtown housing opportunities
- Additional downtown pedestrian traffic
- Additional customers for downtown businesses
- Additional downtown revitalization through increased private investment, increased property values and increased tax revenues

III. SITE DESCRIPTION

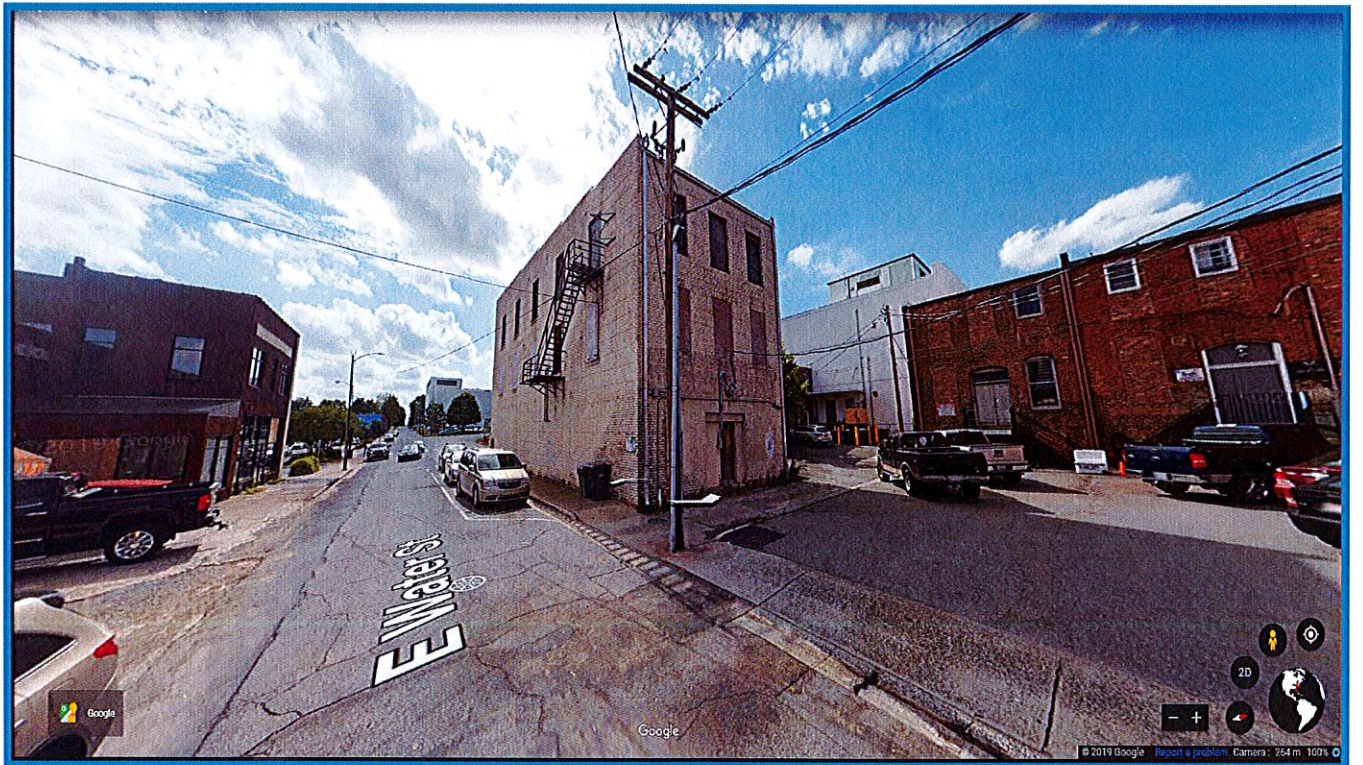
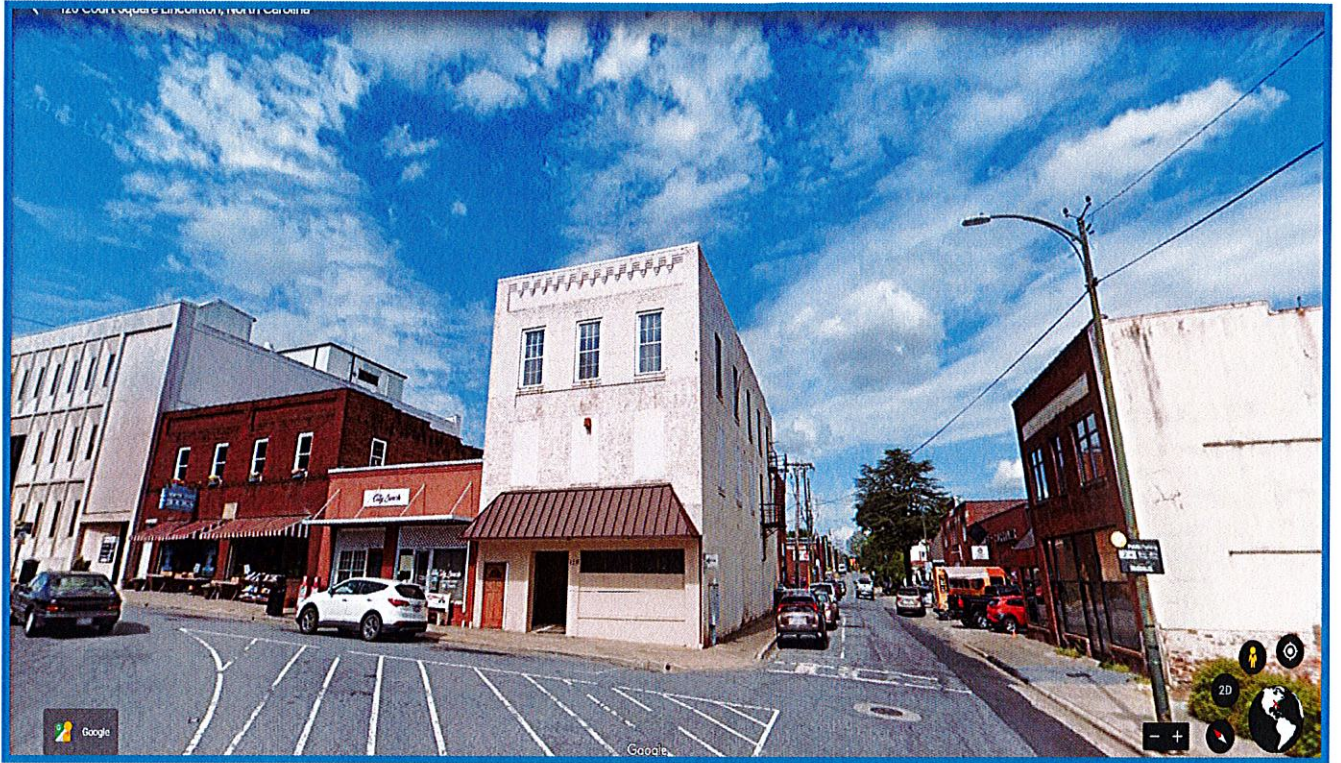
A. General Information

The downtown area of Lincolnton is the center and focal point of the community and its continued vitality and attractiveness is of major importance to the entire City. The historic commercial district contains a diverse range of commercial uses. The City's image is reinforced by Court Square, located at the western terminus of East Main Street.

B. ReUse Site

The site provides an opportunity to enhance the downtown environment and reinforce the character of Lincoln's historic commercial district. The site encompasses approximately 0.058 acres located on the southeast corner of the Court Square in the center of Downtown Lincoln.

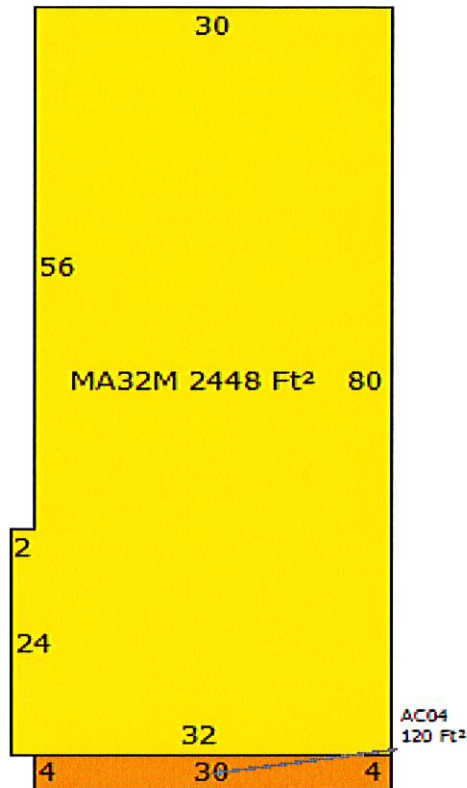




C. Building

The second and third floors of the building include approximately 2,400 square feet each for a total of approximately 4,800 square feet.

The below is information on the approximate dimensions of the space from Lincoln County GIS.



The street level of the building includes the Lincolnton Welcome Center and the Lincolnton Downtown Development Association. The second and third floors are currently vacant.

Previous uses of the building include Deering Harvesting Machines, the Masonic Lodge, the Lincolnton Police Department and the Lincoln County Appraisal Office.

The building is a contributing building in Lincolnton's historic commercial district, a National Register District.

Below is the description of the building from the National Register nomination:

*Commercial Building
Contributing building
119 East Court Square
ca. 1913*

John K. Cline built this three-story brick building and later sold it to E. C. Baker. Although its first two floors have served numerous commercial uses, the third floor was used from the beginning and for several decades thereafter as the hall for the local Masonic order, the Lincoln Lodge No. 137 A.F. & A. M. In the early years, John Cline's son, Guy E. Cline, used part of the building as an automobile distributorship and as the dealer for Deering Harvesting Machines. The second floor was used by several tire businesses: the Champion Manufacturing Company (tire patches) in 1921; the J. H. Heafner Tire Company, which not only sold tires but specialized in vulcanizing and recapping, in 1929; and an unidentified tire sales and service business in 1941. In the late 1950s, the building held Rex Billiards, and in more recent years the Lincolnton Police Department was located here. The building is constructed of six-to-one common-bond brickwork, with darker header courses. All but the north elevation have been painted. Windows on all four elevations are distinguished by the use of flat-arched brick lintels. All of the second-floor windows have been bricked-up, and the third-floor windows on the south, east (rear), and part of the north elevations have been enclosed with plywood. Those on the third-floor of the facade remain open. The storefront has been remodeled with a replacement metal and glass main entrance, a horizontal band of narrow windows south of the entrance, and the addition of a metal hip-roofed canopy. Although the door itself has been replaced, the doorway to the upper floors, with its segmental-arched head, retains its place at the north end. Between the second and third-floor windows is a long recessed panel. A fancy brick corbeled cornice caps the otherwise simple facade.

D. Parking Availability

There is no on-site parking. On-street parking is available along the Court Square, East Water Street, South Academy Street, East Church Street and throughout downtown.

E. Nearby Uses

Local Roots and Untapped Territory are located to the south on East Water Street. City Lunch and North State Books are located to the north along East Court Square. Other nearby uses include government services, offices, retail and restaurants.

IV. COMMUNITY DESCRIPTION

A. General Demographics/Location

The City's population of 11,200 and trade area of over 57,000 are situated in the piedmont section of the State. Thirty-five miles northwest of Charlotte, North Carolina's largest city, 25 miles south of Hickory, and 20 miles north of Gastonia, Lincolnton is ideally situated to develop as a regional commercial center. Lincolnton is the county seat and the only municipality in Lincoln County as well as the County's geographic center and major center of employment. The City is within easy access of I-40 and I-85 via NC Hwy 321, a four lane divided highway.

B. Downtown Residential Market

There is a market for residential properties in Downtown Lincolnton. The 2010 Lincolnton Market Analysis determined that Downtown Lincolnton is underserved in regards to residential uses and included the following key findings:

- Living in a downtown loft or apartment is becoming more appealing to certain demographic lifestyles such as young adults in college or working downtown empty-nesters looking to downsize.
- The consumer survey indicated:
 - ❖ 47 percent of the respondents are interested in living downtown or would consider living downtown given the right circumstances
 - ❖ 44 percent of the respondents would consider paying a higher mortgage or rent to live in an historic renovated building

V. SUBMISSION PROCESS

A. Timeline

1. Proposal submissions are due by 4 PM, Thursday, March 24, 2022.
2. The anticipated timetable for the City's review and selection process is:
 - Presentation to City Council by Development Teams: 7 pm, Thursday, May 5, 2022*
 - Selection of Development Team by City Council: 7pm, Thursday, June 2, 2022*

**The City reserves the right to change the date of the presentations to City Council by development teams and the date of the selection of the development team by City Council. However, all development teams will be notified in advance of any such changes.*

B. Development Team Experience and Background

Interested development teams must demonstrate their ability to renovate and adaptively reuse a historic building. Include the following sections in the development proposal:

1. Description of the development team including any joint venture partners,
2. Development team's legal structure,
3. Names, addresses, titles of position (if any), and nature and extent of the interest of the officers and principal members, shareholders, investors of the development team,
4. Description of the development team's previous, relevant project experience including brief descriptions, financial summaries, photographs, and references,
5. Evidence of the development team's financial capability,

6. A statement attesting to the fact that the development team will not discriminate on the basis of race, creed, color, sex, religion, national origin, family status, or disabilities in reference to this proposal or this project, and
7. Statements regarding whether the development team, officers, principal members or other parties of interest have been adjudged bankrupt or if anyone referred to above has been indicted for or convicted of any felony within the past ten years.

C. Reuse Proposal

In addition to the development team's qualifications, in order to receive consideration, submittals must include the following elements:

1. Proposed timetable from renovation to occupancy,
2. A list of the roles of any project consultants, such as architects or engineers, and their previous relevant experience and projects,
3. The estimated total project costs and method of financing,
4. A detailed description of the proposed financing: sources of capital, loans, etc. including pre-approval letters from anticipated lenders, and
5. The proposed purchase price.

VI. REVIEW & SELECTION PROCESS

A. Review Process

Development teams whose proposal is found to be consistent with the Reuse Goals outlined in Section II above will be invited to make a presentation at a public meeting of the Lincoln City Council.

B. Evaluation Criteria

Reuse Goals (50 points)

- Characteristics of the proposed project
- Consistency with RFP reuse goals

- Quality of the proposed renovation and reuse concept and its compatibility with downtown

Experience and background (30 points)

- Development team's experience and success in developing similar projects in similar communities and its design capabilities, technical skills, and abilities
- Experience of the project manager and key personnel
- Experience and qualifications of design consultants (architect, engineer, etc) based on the quality of other ventures and experience on projects with similar characteristics
- Development team's financial capacity and stability
- The financial viability of the proposal based on adequacy of projected revenues to support the investment, reasonableness of the cash flow analysis and proposed capital investment for improvements

Other development issues (20 points)

- Proposed purchase price
- Estimated timeframe for development and construction schedule

TOTAL POINTS (100 Points)

VII. OTHER TERMS, CONDITIONS AND SOURCE MATERIALS

The City will conduct the selection process and is the sole and final decision-maker regarding this selection.

The City will sell the property in an **"AS IS"** condition. It shall be the sole responsibility of the Respondent to investigate and determine conditions of the property including the suitability for improvements, renovations, etc to be undertaken by the Respondent.

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City reserves the right to reject any or all proposals or to terminate development or lease negotiations at any time. The City reserves the right at any time to:

- waive any defect or informality in any response, proposal or proposal procedure;

- reject any or all proposals;
- suspend any and all aspects of the process indicated in this RFP;
- reissue a Request for Proposals;
- request some or all Respondents to submit revised or new information;
- select a tenant or buyer by any other means;
- offer new opportunities in the area at any time;
- extend deadlines for accepting proposals;
- accept amendments to proposals after expiration of deadlines; or
- determine that no project will be pursued.

The information presented in this RFP and any information provided by the City is provided solely for the convenience of the respondents or other interested parties. It is the responsibility of the respondents or interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete. The City provides no representations, assurances or warranties pertaining to the accuracy of such information. Information sources include the following:

- US Census Bureau , Vintage 2019 Population Estimates
- Lincolnton Market Analysis, 2010 Update
- Lincoln County GIS

Ten original copies and one electronic copy of the proposal are due by 4:00 PM, Thursday, March 24, 2022.

ITEM #

2c

Budget Amendment
(BA-06-21)

CITY COUNCIL

Ed L. Hatley, Mayor
 Martin A. Eaddy, Mayor Pro-Tem
 Christine Poinsette
 Mary Frances White
 Roby D. Jetton

**CITY MANGER**

Richard Haynes
rhaynes@lincolntonnc.org

CITY CLERK

Daphne Ingram
[dingram@lincolntonnc.org](mailto:d Ingram@lincolntonnc.org)

CITY ATTORNEY

Thomas J. Wilson, Jr.

BA-06-21

BE IT ORDAINED by the Governing Board of the City of Lincolnton, North Carolina, that the following amendment be made to the Annual Budget Ordinance for the fiscal year ending June 30, 2022.

Section 1: To amend the General Fund, the expenditures are to be changes as follows:

Planning/Zoning	\$	31,130
	\$	31,130

Section 2: To amend the General Fund, the revenues are to be changed as follows:

Federal Grants-Brownfield	\$	31,130
	\$	31,130

General Fund: Federal payments received for the Brownfield Grant. This grant will end this FY.

Section 3: To amend the Boger City Fire District Fund, the expenditures are to be changes as follows:

Boger Ciy Fire Tax	\$	19,920
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Section 4: To amend the Boger City Fire District Fund, the revenues are to be changed as follows:

Sales Tax/Grants	\$	19,920
	\$	19,920

Boger City Fire District: Training Assets Grant from The Lincoln County NC Volunteer Firemens Assoc., Inc. These funds are designated for the maintenance, updating and upkeep of the training grounds for the City of Lincolnton's Firemen.

Section 17: Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 4th day of November, 2021

Edward L Hatley
Mayor

ITEM #

3

Regular Agenda

ITEM #

3a

Request from DDA



November 3, 2021

RE: Alive after Five Summer Concert Series
2022

Dear City Council:

The DDA of Lincolnton would like to request that we be allowed to sponsor five concerts this coming year instead of the four previously approved. Due to the pandemic, we were unable to operate our 2020 and 2021 Wine, Food and Brew Festival and our 2020 Alive After Five concerts. These events, generates the bulk of our funding for the year. Being unable to hold the events has caused us some financial short comings.

We feel by adding an additional concert to the Summer Series we could try and recoup some of funding. The Summer Concerts Series is held the last Thursday of May, June, July and August. We would like to extend the Series to include September to the event.

We will continue to pay for the delivery and set up of the stage for our events which has help save the City from providing workers to set your stage for us to use.

Respectfully,

Tommy Huskey

Tommy Huskey

Chairman, Downtown Development Association of Lincolnton, Inc.

ITEM #

3b

Propose Policy Revision
(P-08-21)

City of Lincolnton
114 West Sycamore Street
P. O. Box 617
Lincolnton, North Carolina
28093-0617



Human Resources Department
Phone (704) 736-8980
FAX (704) 736-8975
www.lincolntonnc.org

MEMORANDUM

To: Mayor and City Council Members

From: Tanya Osborne, Human Resources Director

Through: Ritchie Haynes, City Manager

Re: Administrative Policy Manual:
Consideration of proposed revision to policy #15 Employee Service Recognition

Date: October 27, 2021

The City of Lincolnton has for many years recognized employees for their years of service to the citizens of Lincolnton. Last year, the programs were updated and changed from using a service award company to allowing employees to select gift cards. This change has received positive feedback, and employees who were eligible this past year for recognition have expressed their appreciation in the flexibility the cards give in selecting their recognition award.

That being said, the gift cards are considered taxable income by the IRS and the processing of the gift card amounts through the payroll system requires multiple manual entries to be completed. In speaking with Finance Director, Pam McBryde about the issue, it was decided the best way to process the recognition awards would be to generate a check to the eligible employee/retiree through the payroll system. The amount would be a direct deposit and the employee/retiree would receive a check stub along with their certificate for the service recognition. In addition, because the dollar amounts shown in the policy are reduced by applicable taxes, the proposed policy amounts have been increased to offset the reduction due to taxes.

Attached is Administrative Policy #15 with the requested changes highlighted.

At this time, I would ask for City Council's consideration of the following:

1. Approval of proposed changes to Administrative Policy #15 Employee Service Recognition Program.

Attachment

(P-08-21)

Administrative Policy Addition: #15 Employee Service Recognition

Proposed Effective 11-04-2021

**CITY OF LINCOLNTON
ADMINISTRATIVE POLICY**

Subject: Employee Service Recognition	Manual: Administrative
	Effective Date: September 3, 2020
Policy Number: 15	Revision: November 4, 2021
Issued By: Human Resources Department	City Manager Approval: Richard Haynes, City Manager

A copy of this policy must be maintained in the City of Lincolnton's Administrative Manual for each City department and division.

Section I. Intent

It is the desire of the City of Lincolnton to recognize and reward employees for their years of service to its citizens. It is through the dedication and hard work of the employees, the City is able to offer the services which make Lincolnton an attractive location to live, work and play. The following gives guidance for the recognition of full time active employees and retiring employees. This administrative policy will replace the following policies: # 4 Service Awards and # 9 Procedures for Recognition of Retiring Employees.

Section II. Recognition of Full Time Active Employees

City of Lincolnton employees will be recognized for each 5-year increment of service with the City. Service time does not have to be consecutive, but must be time earned while in a regular full-time budgeted position.

Recognition of employees will normally be done once a year in the month of December on a date determined by the City Manager. Qualifying employees will be eligible to receive a monetary award to recognize their years of service as listed below. The dollar value will start at \$150 for the first five year increment of service and increase by \$150 each successive five years. Following is a chart indicating the amount rewarded for years five thru forty.

Years of City Service	Eligibility Amount
Five	\$150
Ten	\$300
Fifteen	\$450
Twenty	\$600
Twenty-five	\$750
Thirty	\$900
Thirty-five	\$1050

Forty	\$1200
-------	--------

#15 Employee Service Recognition Program

Page 2

An employee on an authorized leave of absence without pay shall be eligible to participate in the program. Retiring employees may use their accumulated sick hours to meet a 5-year increment of service, so long as the accumulated sick hours convert through the Local Governmental Retirement System into creditable service time. Dependent upon the employee's retirement month, the service award may be presented to the retiring employee in a month other than the traditional recognition month of December.

Section III. Recognition of Retiring Employees

A retiring City of Lincolnnton employee will be recognized for their years of service to the City. The employee must have submitted an application to the NC Local Governmental Employees' Retirement System and be eligible to receive a full, reduced, or disability retirement benefit.

Recognition for the retiring employee will be done in the month prior to the retirement date. The department head of the retiring employee, in coordination with the Human Resources Department, will determine an appropriate date for scheduling the recognition. Qualifying employees will receive a certificate of appreciation, and be eligible for a monetary award as indicated below.

Years of City Service	Eligibility Amount
5 thru 14	\$400
15 thru 19	\$600
20 thru 24	\$800
25 thru 29	\$1000
30+	\$1200

As is tradition, a retiring employee with the Fire Department may elect to receive a fireman's bronze helmet or ax, and a retiring employee with the Police Department may elect to receive the service weapon. The monetary award amount will be reduced by the value of the item received, and the value of both may not exceed the dollar amount listed above. If the value of the item exceeds the allowable dollar amount, the employee will be responsible for paying the difference to the City thru payroll deduction on the final paycheck.

Section IV. Additional Guidelines

Full-time employees who terminate employment with the City voluntarily or by administrative dismissal prior to the date of the recognition, temporary, and part-time employees are not eligible to participate in the programs.

All service recognition awards will be processed through the City of Lincolnnton payroll system, and are consider by the IRS to be taxable income. The dollar amounts on the schedules may be adjusted for inflation by the City Manager.

This administrative policy is merely a set of guidelines for implementation of a recognition program. The City reserves the right to modify any of the provisions as needed.

ITEM #

3c

Vaccine Incentive Update

City of Lincolnton
114 West Sycamore Street
P. O. Box 617
Lincolnton, North Carolina
28093-0617



Human Resources Department
Phone (704) 736-8980
FAX (704) 736-8975
www.lincolntonnc.org

MEMORANDUM

To: Mayor and City Council Members

From: Tanya Osborne, Human Resources Director

Through: Ritchie Haynes, City Manager

Re: Program Results-Voluntary Covid-19 Vaccination Program

Date: October 27, 2021

At the September 2, 2021 City Council meeting, Council approved the implementation of a voluntary Covid-19 vaccination incentive program. The program started on September 3, 2021 and will end on Friday, October 29, 2021, and is similar to voluntary programs implemented by other entities. I would also like to mention, the cost of the program is anticipated to be paid out of funds available through the American Rescue Plan Act of 2021 (ARP).

The CDC and the NCDHHS have both highly recommended people observe the 3 W's and get vaccinated, if not already. The focus of the voluntary Covid-19 vaccination incentive program is to encourage vaccination to minimize the risk of infectious disease in our workplace and community.

Although as of this memo's date the program has not ended, I anticipate to be able to give council an update regarding the program results at the Council meeting November 4, 2021.

ITEM #

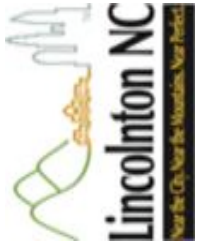
4

OTHER BUSINESS

ITEM #

4a

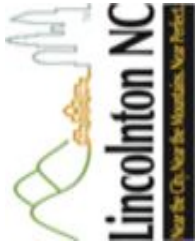
Manager's
Report/Activity Update



Executive Summary

September 2021 Year-to-Date

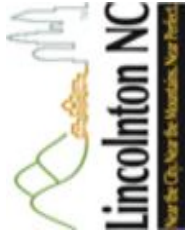
Department		2021-2022	2021-2022 YTD	Budget	Variance %	2020-2021	2020-2021 YTD	Variance
Fund: 10 - General Fund		Budget	Activity	Remaining		Budget	Activity	Favorable / (Unfavorable)
Revenue								
Total Revenue:		\$11,043,366.06	\$3,283,101.38	\$7,760,264.68	30%	\$14,004,059.00	\$3,666,563.08	(\$383,461.70)
		\$11,043,366.06	\$3,283,101.38	\$7,760,264.68	30%	\$14,004,059.00	\$3,666,563.08	(\$383,461.70)
Expense								
4110-City Manager/Clerk		\$173,960.00	\$71,536.81	\$102,423.19		\$239,520.00	\$68,772.86	(\$2,763.95)
4120-Human Resources		\$334,015.00	\$87,924.97	\$246,090.03		\$351,556.75	\$84,042.53	(\$3,882.44)
4130-Finance		\$135,270.00	\$142,027.30	(\$6,757.30)		\$223,640.00	\$123,950.81	(\$18,076.49)
4280-General Expense		\$1,452,715.06	\$660,781.77	\$791,933.29		\$1,736,756.49	\$496,881.61	(\$163,900.16)
4285-General Debt Service		\$293,924.00	\$3,730.98	\$290,193.02		\$334,757.00	\$4,974.64	\$1,243.66
4310-Police		\$3,350,520.00	\$854,599.39	\$2,495,920.61		\$3,977,949.47	\$878,429.54	\$23,830.15
4340-Fire		\$2,217,589.00	\$597,748.53	\$1,619,840.47		\$3,031,949.00	\$512,929.15	(\$84,819.38)
4510-Public Works Administration		\$44,580.00	\$42,685.31	\$1,894.69		\$86,300.00	\$42,130.07	(\$555.24)
4520-Street and Maintenance		\$778,605.00	\$184,332.62	\$594,272.38		\$882,269.21	\$223,697.48	\$39,364.86
4530-Equipment Services		\$223,290.00	\$65,047.38	\$158,242.62		\$268,789.04	\$61,186.08	(\$3,861.30)
4710-Solid Waste		\$522,095.00	\$117,140.41	\$404,954.59		\$692,375.00	\$115,980.72	(\$1,159.69)
4910-Planning and Zoning		\$330,440.00	\$72,849.90	\$257,590.10		\$500,239.00	\$82,119.14	\$9,269.24
4930-Business & Community Dev.		\$123,200.00	\$25,364.51	\$97,835.49		\$639,145.04	\$81,087.45	\$55,722.94
6100-Recreation		\$1,063,163.00	\$217,794.96	\$845,368.04		\$1,038,813.00	\$226,724.61	\$8,929.65
Total Expense:		\$11,043,366.06	\$3,143,564.84	\$7,899,801.22	28%	\$14,004,059.00	\$3,002,906.69	(\$140,658.15)
Fund 10 Surplus (Deficit):			\$139,536.54				\$663,656.39	(\$524,119.85)
Fund: 20 - Boger City Fire District								
Revenue								
Total Revenue:		\$985,000.00	\$163,500.00	\$821,500.00	17%	\$1,373,152.00	\$365,991.55	(\$202,491.55)
		\$985,000.00	\$163,500.00	\$821,500.00	17%	\$1,373,152.00	\$365,991.55	(\$202,491.55)
Expense								
4340-Fire		\$985,000.00	\$245,350.29	\$739,649.71		\$1,373,152.00	\$129,770.45	(\$115,579.84)
Total Expense:		\$985,000.00	\$245,350.29	\$739,649.71	25%	\$1,373,152.00	\$129,770.45	(\$115,579.84)
Fund 20 Surplus (Deficit):			(\$81,850.29)				\$236,221.10	(\$318,071.39)



Executive Summary

September 2021 Year-to-Date

	2021-2022 Budget	2021-2022 YTD Activity	Budget Remaining	Variance %	2020-2021 Budget	2020-2021 YTD Activity	Variance Favorable / (Unfavorable)
Fund: 61 - Water and Sewer Fund							
Revenue							
	\$8,475,950.00	\$2,045,270.89	\$6,430,679.11	24%	\$11,577,450.00	\$2,051,257.44	(\$5,986.55)
Total Revenue:	\$8,475,950.00	\$2,045,270.89	\$6,430,679.11	24%	\$11,577,450.00	\$2,051,257.44	(\$5,986.55)
Expense							
7100-Water Treatment	\$2,006,350.00	\$411,518.08	\$1,594,831.92		\$1,945,700.00	\$398,717.88	(\$12,800.20)
7110-Distribution & Collection	\$2,055,300.00	\$354,985.17	\$1,700,314.83		\$2,032,900.00	\$421,391.46	\$66,406.29
7120-Wastewater Treatment	\$1,932,597.00	\$255,785.05	\$1,676,811.95		\$1,644,150.00	\$271,104.70	\$15,319.65
7130-Water/Sewer Intangibles	\$2,481,703.00	\$224,789.94	\$2,256,913.06		\$5,954,700.00	\$165,254.56	(\$59,535.38)
Total Expense:	\$8,475,950.00	\$1,247,078.24	\$7,228,871.76	15%	\$11,577,450.00	\$1,256,468.60	\$9,390.36
Fund 61 Surplus (Deficit):		\$798,192.65				\$794,788.84	\$3,403.81
Fund: 63 - Electric Fund							
Revenue							
	\$7,797,350.00	\$2,150,782.66	\$5,646,567.34	28%	\$8,596,830.00	\$3,033,572.30	(\$882,789.64)
Total Revenue:	\$7,797,350.00	\$2,150,782.66	\$5,646,567.34	28%	\$8,596,830.00	\$3,033,572.30	(\$882,789.64)
Expense							
7200-Electric	\$7,797,350.00	\$1,575,729.63	\$6,221,620.37		\$8,596,830.00	\$1,644,830.05	\$69,100.42
Total Expense:	\$7,797,350.00	\$1,575,729.63	\$6,221,620.37	20%	\$8,596,830.00	\$1,644,830.05	\$69,100.42
Fund 63 Surplus (Deficit):		\$575,053.03				\$1,388,742.25	(\$813,689.22)
Total Surplus (Deficit):		\$1,430,931.93				\$3,083,408.58	(\$1,652,476.65)



Overtime Report

September 2021 compared to September 2020 Year-to Date

Fund:	Description:	FY2122		FY2021		Variance Favorable / (Unfavorable)	
		OT Hours:	Pay Amount:	OT Hours:	Pay Amount:	OT Hours:	Pay Amount:
Fund 10 - General	4110-City Manager/Clerk	5.50	\$246.46	0.00	\$0.00	(5.50)	(\$246.46)
	4120-Human Resources	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	4130-Finance	3.00	\$86.85	26.00	\$822.27	23.00	\$735.42
	4310-Police	256.60	\$8,146.55	300.30	\$9,034.40	43.70	\$887.85
	4340-Fire	3,036.25	\$65,292.65	1,923.50	\$40,221.21	(1,112.75)	(\$25,071.44)
	4510-Public Works Administration	0.00	\$0.00	5.00	\$137.62	5.00	\$137.62
	4520-Street and Maintenance	126.00	\$3,097.42	120.00	\$3,259.03	(6.00)	\$161.61
	4530-Equipment Services	22.00	\$785.17	24.00	\$873.42	2.00	\$88.25
	4710-Solid Waste	77.50	\$1,981.20	102.00	\$2,558.28	24.50	\$577.08
	4910-Planning and Zoning	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	4930-Business & Community Dev.	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	6100-Recreation	105.75	\$3,227.41	32.00	\$938.92	(73.75)	(\$2,288.49)
	10 - General Fund Total:	3,632.60	\$82,863.71	2,532.80	\$57,845.15	(1,099.80)	(\$25,018.56)
Fund 20 - Boger City Fire District	4340-Fire	1,307.80	\$26,727.64	507.60	\$11,368.53	(800.20)	(\$15,359.11)
	20 - Boger City Fire District Total:	1,307.80	\$26,727.64	507.60	\$11,368.53	(800.20)	(\$15,359.11)
Fund 61 - Water and Sewer	7100-Water Treatment	418.25	\$9,889.58	488.75	\$12,415.99	70.50	\$2,526.41
	7110-Distribution & Collection	279.50	\$8,286.23	509.50	\$14,549.43	230.00	\$6,263.20
	7120-Wastewater Treatment	433.50	\$11,197.13	476.50	\$13,754.32	43.00	\$2,557.19
	61 - Water and Sewer Fund Total:	1,131.25	\$29,372.94	1,474.75	\$40,719.74	343.50	\$11,346.80
Fund 63 - Electric	7200-Electric	105.50	\$3,589.30	158.25	\$5,082.14	52.75	\$1,492.84
	63 - Electric Fund Total:	105.50	\$3,589.30	158.25	\$5,082.14	52.75	\$1,492.84
	Total Overtime:	6,177.15	142,553.59	4,673.40	115,015.56	(1,503.75)	(27,538.03)